

## **ACCPAC Course Objectives | Technical**

### **Administrative Services**

- Starting an Application
- Changing Companies
- Changing Passwords
- Using the Calculator
- Entering Dates Using the Drop-Down Calendar

#### **The Finder**

- Viewing Data in the Finder
- Restricting the Choice of Records in the Finder
- Setting Up Criteria for Selecting Records
- Clearing Criteria by Restoring Defaults
- Exporting from the Finder
- Customising the Finder

#### **Creating a New Folder**

- Adding a Macro, Report or a Non-ACCPAC Program to a Folder
- Copying Items to another Folder
- Deleting a Folder
- Changing Properties
- Changing Preferences
- Restoring Default

### **ACCPAC Data Entry Forms**

- Using Function Keys
- Using Menu Commands and Buttons
- Moving Around in Data Entry Forms
- Working with Columns of Data
- Moving Within Columns
- Changing Columns in Data Entry Forms
- Rearranging the Order of Columns
- Hiding Columns
- Changing the Size of Columns

#### **Optional Tables**

- Maintaining Optional Tables
- Adding, Editing, and Deleting Optional Tables

#### **General Printing Setup**

- Selecting Your Print Destination
- Selecting Schedule as Your Print Destination
- Selecting Your Printer and Print Options
- Selecting a Printer and Print Options for a Specific Report
- Selecting a Printer and Print Options at the Time of Printing

## Data Maintenance

- Checking Data Integrity
- Correcting Data Integrity Errors
- Backing Up Data before Fixing Errors
- Restoring Backup Data
- Backing up Data
- Restoring Backup Data
- Using Sample Data

## Importing and Exporting

- Importing and Exporting Data
- Importing Setup Information

## Technical Info

### ACCPAC Macros

- Macros explained
- Creating a Macro
- Recording a Macro
- Running a Macro
- How to Run a Visual Basic Macro
- Editing a Macro
- Before You Start Writing a Visual Basic Macro
- ACCPAC Application Components
- Macro Commands Bypass the User Interface
- View Objects and Database Commands
- Composite Views
- Revision Lists
- View Classes
- Commands for Reading and Updating View Classes
- View Class: FLAT
- View Class: BATCH
- View Class: ORDERED, DETAIL, SEQUENCED
- View Class: SUPER
- Filter Expressions in Browse
- Relational Operators
- AND and OR Operations
- xxRPT.INI for Report Information
- Getting UI and View Information with U.I. Info
- Creating Dialog Boxes

### What is the ACCPAC Object Model?

- Using ACCPAC Objects
- The Object Hierarchy
- Using the Objects in a Program
- ACCPAC Objects by Function
- Error Handling
- Terminology Used in This Chapter

Examples of Visual Basic Macros that Use ACCPAC Objects

### The ACCPAC Objects

AccpacApplication  
AccpacApplication Properties  
AccpacCompany  
AccpacCompany Properties  
AccpacCurrency  
AccpacCurrency Methods  
AccpacCurrency Properties  
AccpacCurrencyRate  
AccpacCurrencyRate Properties  
AccpacCurrencyTable  
AccpacCurrencyTable Properties  
AccpacDBLink  
AccpacDBLink Methods  
AccpacDBLink Properties  
AccpacFiscalCalendar  
AccpacFiscalCalendar Methods  
AccpacMultiuser  
AccpacOrganization  
AccpacOrganization Methods  
AccpacOrganization Properties  
AccpacOrganizations  
AccpacOrganizations Methods

### Creating Schedules

Schedule Details Window  
Reminder List  
Processing Schedules

### Error Management and Reporting

Criteria error  
Damaged data  
Import/export file problem  
Incorrect procedure  
Insufficient disk space  
Insufficient memory  
Internal error  
Invalid input  
Invalid Input. Password must be at least X characters long  
Invalid Input. Password must contain both letters and digits  
Invalid input. Passwords may not be re-used  
Invalid input. User ID has been disabled  
Invalid input. User ID has been locked out.  
Invalid input. User ID is not authorized to sign on at this time  
Invalid input. User password may not be changed  
Operating system limit reached  
Password change is required  
Program file problem  
System error  
System file problem  
System limit reached

The macro being recorded has used the available macro file space.  
Out of links.  
Out of connections.