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S K I L L S U P G R A D I N G

# ACCPAC Advantage 5.0 General Ledger

## Course Introduction

The ACCPAC Advantage 5.0 General Ledger course introduces the accounting software module using a simulated approach with simulated source documents. It takes students through a conversion from a manual accounting system, creating a chart of accounts with opening balances, setting up system services, and performing period-end processing.

## Course Prerequisite(s)

To ensure successful completion of this course, students should possess basic knowledge in bookkeeping or accounting theory, and basic knowledge of Windows.

## Course Aim

At the end of this course, students will have learned to set up the General Ledger for a company using the ACCPAC Advantage 5.0 Corporate Edition software.

## Of Interest to

Individuals interested in pursuing a career in accounting, or Bookkeepers and Accountants who wish to broaden their knowledge of accounting software programs.

## Course Breakdown

### Lesson 1:

System Manager; Company and System Databases; Pervasive.2000 SQL Database Management System; ACCPAC Modular Integration; Working with Batches in ACCPAC; Basics of ACCPAC Advantage; ACCPAC Buttons and Commands; Working with Application Windows; Working with Forms.

### Lesson 2:

Setting up the System Manager; Activating Administrative and Common Services; General Ledger Activation; Setting up General Ledger Options; Entering G/L Set Up Information; Source Journal Profiles.

### Lesson 3:

Creating the Chart of Accounts; Adding the Retained Earnings Account; Defining Segment Codes; Adding G/L Accounts; Printing the Chart of Accounts; Create a New Fiscal Year; Adding and Posting Historical Account Balance Data; Processing a General Ledger Batch; Printing a Trial Balance; Setting Up Bank Services; Scheduling.

### Lesson 4:

A/R and A/P Period-End Processing; Setting up the Data Files for G/L Period-End Processing; Printing the G/L Transactions Report for A/R and A/P; Updating the General Ledger with Activity Entered in the A/P and A/R Applications; Prepare and Post Period-End Adjustments and Accruals in the General Ledger Application; Errors in the Posting Sequence; Create and Post an Automatic Allocation Batch; Bank Reconciliation; Printing Posting Journals; Printing the Batch Status Report; Printing Source Journals; Printing the General Ledger; Printing the Trial Balance; Printing Financial Statements; Budgets; Year-End Procedures.

### Lab Exercise

## Course Notes

Course manual provided for on-going reference. There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

