

Simply a Better Way to Learn!



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

ACCPAC Advantage 5.0 Inventory Control and Order Entry

Course Introduction

The ACCPAC Advantage 5.0 Inventory Control and Order Entry course introduces the accounting software using a hands-on approach with simulated source documents. It takes the learner step-by-step through a conversion from a manual inventory control/order entry system. Students go through the procedures for setting up each application, followed by transaction processing using source documents. Simulated forms (e.g., invoices, purchase orders, and memos) are clearly illustrated.

The lesson tasks in this course are based on a fictitious company. At the end of every lesson, students are presented with questions for review and a practice exercise to reinforce and test learning. A Lab Exercise is presented at the end of this workbook that will help prepare students for the final exam.

This course combines learning in Inventory Control and Order Entry modules.

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 successfully gained in-depth knowledge of the Inventory Control and Order Entry modules of 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:

Introduction; Purpose of this Course; ACCPAC Advantage Accounting Package; System Manager; Company and System Databases; ACCPAC Modular Integration; Pervasive.2000 SQL Database Management System; Processing in ACCPAC; Basics of ACCPAC Advantage; ACCPAC Buttons and Commands; Working with Application Windows; Working with Forms; How to Use this Workbook; Helpful Hints; Getting Started

Lesson 2:

Setting Up Inventory Control; Online Documentation; Inventory Control Applications; I/C Setup; I/C Options; Printing I/C Setup Reports; I/C Background Information

Lesson 3:

Entering Data in Inventory Control; Entering Items; Editing Item Records; Importing Items; Vendor Details; Item Pricing; Reorder Quantities; Opening Inventory; Day End Processing; Deleting the Opening I/C Subledger Batch in G/L; Item Valuation Report

Lesson 4:

Setting Up Order Entry; Activating Order Entry; Order Entry Applications; O/E Options; Miscellaneous Charges; Ship-Via Codes; Salesperson Commission Rates; Templates

Lesson 5:

Order Entry - Transaction Processing; Printing Customer Invoices; Completed Orders; Backorders; Printing Picking Slips; Orders with Prepayment; Quotes; Day End Processing; Advancing the Session Date; Receiving Inventory; Filling a Backorder; Converting a Quote into an Order; Future Orders; Standing Orders; Creating an Active Order from a Standing Order



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Lesson 6:

I/C & O/E More Transaction and Month-End Processing; Sales Returns and Credit Notes; Sales Allowances; Stock Transfers; Bills of Materials and Assemblies; Assemblies; Adjustments; Analytical Reports; Month-End Processing; Order Status - Activating Future Orders; Sales Statistics Report; Sales History Report; Order Action Report; Transaction List Report; Posting Journals; Sales Statistics and Inquiries; Salesperson Commissions Report; Batch Printing Invoices; Inventory Control Month-End Reports; Item Status Report; Item Valuation Report; Month-End Processing in Other Ledgers; Clearing History; Physical Inventory Count

Appendices:

Backing Up and Restoring ACCPAC Databases; Tax: GST/HST and PST/RST; ACCPAC Help and Online Documentation; Adding a New Customer; Physical Inventory Count; Clearing History and Inactive Records

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.

Program Classification

Accounting