

# ACCPAC TRAINING OUTLINE FOR THE GENERAL LEDGER MODULE

## **General Ledger Setup**

- Chart of accounts
  - Account structure
  - Numbering scheme
  - Account groups
  - Account details
- General ledger options
  - Address information
  - Accounts
  - Posting
  - Segments
- General ledger account structures
- Segment codes
- Source codes
- Source journal profiles
- Revaluation Codes
- Account Budgets

## **Entering and Processing Transactions**

- Journal entries
  - Period/year
  - Auto reversal
  - Recurring entries

## **Posting transaction batches**

- Batch lists
- Post batches icon

## **Importing and exporting transaction batches**

## **Establishing historical information**

- Importing historical data
- Entering historical data

## **Periodic Processing**

- Month End
  - Verifying transactions posted
  - Print reports
  - Lock periods
  - Data Backup
- Consolidating Posted Transactions
- Creating Allocation Batches
- Creating Revaluation Batches
- Create New Year

## **G/L Period End Maintenance**

- Delete inactive accounts
- Delete transaction detail history
- Delete fiscal set history
- Reset batch numbers

## **General Ledger Reports**

- Chart of Accounts
- Trial Balance
- G/L Transactions
- Source Journal
- Posting Journal
- Batch Status
- Batch Listing
- Source Code

## **Financial Reporter (Financial Statement Formatting)**

- FR View, FR Paste, Help, Tools
- Columns and rows
- Wildcards
- Specifying ranges
- Titles and text
- Formatting and Printing

*In our course you will get an overview of the module and learn the methodology of the program to develop a more thorough understanding of its functions. We will guide you through the setup options stage and show you how we customize the program to suit your particular business needs. We also cover formatting options for General Ledger Documents, crucial aspects of accurate report generating, and important year-end closing procedures including the pros and cons of and when to clear data.*