

Accpac General Ledger for Windows 5.6

Table of Contents

Introduction

What's New in 5.6	4
System Overview	9
Icon Review	11
Starting Accpac and General Ledger	12

Routine Functions

Adding Accounts	15
Importing and Exporting Accounts	24
Create G/L Accounts Automatically	22
Account Inquiry	28
Transaction History	29
Fiscal Period Comparison	31
Budget Inquiry/Maintenance	32
Account History	37
GL Account Security	40
Journal Entries	42
Exporting and Importing a Batch	45
Printing a Batch	47
Posting a Journals	49
Posting Batch	52

Periodic Processing

Consolidate Posted Transactions	56
Create New Year	57
Period End Maintenance	60
Create Recurring Batch	58
Create Revaluation Batch	60
Create Reallocation Batch	62
Clear History	63

General Ledger Setup

General Ledger Options.....	64
Address Page.....	64
Account Page.....	65
Posting Page.....	66
Segments Page.....	67
Account Structures.....	68
Segment Codes	69
Source Codes	70
Source Journals.....	72
Revaluation	74
Account Groups	75
Optional Fields.....	76
Recurring Entries	77

Printing

Trial Balance.....	80
Transaction Listing.....	81
Printing a Report as a PDF	82
Transaction Flow.....	83

Financial Reporting

Tutorial	94
Index	102
Sources of Information.....	101
Reports Selection and Options	104
Sample Reports	End