ACCPAC FUNDAMENTALS

A. FEATURES OF ACCPAC SYSTEM

ACCPAC System

The ACCPAC for Windows Series is a Windows accounting software, which provides a comprehensive business management solution for corporate accounting environments.

Its most important features are as follows:

1. It offers powerful analysis and reporting tools for accounting, finance, and auditing end-users
2. It has a complete accounting feature set with separate accounting modules that can integrate with other Windows accounting platforms and with MS Office programs
3. It offers multicurrency and multilingual support
4. It supports multi-user options / can be implemented in network environment
5. It provides extensive customization options on data / forms / reports
6. Total scalability – upgrading to the higher edition is easy without need for data conversion or staff retraining; all editions have same user interface and use same database design
7. Completely web-based – access to accounting system using standard Web browser

The ACCPAC Advantage Series version 4.2a uses Pervasive.SQL 2000 (server edition) as the database manager on Windows NT Server 2000 operating system. The system is on local area network, each workstation connected via cable to the central file server. It can be expandable to adapt to wide area network with remote workstations and central application server via DSL line.

The 32-bit version of ACCPAC System Manager utilizes MS Visual Basic for Applications 6.0. From the macro menus, the macro program can be worked on with either a VBA or CA-BLE macro.

The Seagate Crystal Info 7.0 allows the ACCPAC users to create, organize and schedule reports and queries. It also allows modification of reports from ACCPAC applications, by allowing for user–specific customization.

ACCPAC Modular Components

The ACCPAC Advantage edition is comprised of the following modular components:

- System Manager

  This module controls access to all other accounting modules and information. It contains tools to ensure data integrity and complete processing, manages multicurrency and multilocation support, and provides for custom reporting facilities.

  Its VBA macros allow for programming of commands to perform routine activities or repetitive tasks, such as report printing.

  The System Manager's functions are divided between Administrative Services and Common Services.

Administrative Services maintain user, security, program version, and data integrity information. Its reports include Users, Security Groups, User Authorizations and Customization Directories.

Common Services manage company, fiscal calendar, currency and optional field data for the integrated modules. Its reports include Company Profile, Fiscal Calendar, Currency Codes and Tables, and Optional Tables.

Common Services include Bank Services to manage and process bank transactions and print reports such as Bank Reconciliation, Deposits / Withdrawal Status, Reconciliation Posting Journal and Transfer Posting Journal.

Common Services also include Tax Services to manage and process tax transactions and print reports such as Tax Authorities, Tax Classes, Tax Rates and Groups, and Tax Tracking Report.

- General Ledger

This module is the central module for accounting data management and processing, integrated with all other modules to merge and process all data for account reports, schedules, and statements.

It main features include flexible account structure, budgeting sets for fiscal period, comparative and historical data, built-in financial reporting, multicurrency support, and transaction history inquiry.

Its reports include, among others, the Chart of Accounts / Trial Balance / GL Transactions List / Source Journal Report / Batch Status / Batch Listing / Posting Journal / Account Structure / Segment Code / Source Code / Financial Reporter / Comparative Balance Sheet / Income Statements.

- Inventory Control

This module keeps track of inventory stock levels and processes inventory receipts, shipments, returns and adjustments. It allows for data inquiry and reporting facility for information on quantities, prices, item movements and sales and purchase history.

Its main features include stock control and tracking, multilocation inventory management, pricing and costing application, multicurrency support, and customizing of item coding and classifications.

Its reports include the following:

Stock Control Reports - Item Status / Item Valuation / Overstocked Items / Reorder Report / Item Labels / Serial Numbers

General Reports – Vendors / Locations / Categories / Physical Inventory Worksheet / Price List Codes / Item Structures / Segment Codes

Price / Sales Analysis Reports – Price Lists / Markup Analysis / Sales Statistics / Transaction Statistics / Transaction History / Posting Journals / GL Transactions

- Serialized Inventory

  This module is designed to track serial numbers from the point of receipt through to the point of sale. Likewise, the return of serialized items from customers or to original vendors are tracked with the use of Return Maintenance Authorities (RMA).

  It integrates with the Inventory Control, Order Entry, Accounts Receivable and Accounts Payable modules.

  It is a tracking module and does not adjust or affect inventory quantities or costs. It provides for full item data inquiry on serialized inventory.

  Its reports include, among others, the Reconciliation of Stock on Hand / Serial Number Listing / SI Options / Stock Valuation Listing / RMA Listing / Sold Stock Listing / Available Stock Listing

- Order Entry

  This module provides facility to enter sales orders and sales returns, and print invoices, credit notes, order confirmations, picking slips and shipping labels. It integrates fully with Inventory Control and Accounts Receivable to update inventory levels and status of customer accounts.

  Its main features include order processing facility for future orders and quotes, transaction and account inquiry, multicurrency support, and maintain backorder quantities.

  Its reports include Sales Statistics / Aged Orders / Order Action / Transaction List / Sales History / Posting Journals / Miscellaneous Charges

  Its customized forms include Invoices / Order Confirmations / Picking Slips / Shipping Labels / Credit Notes / Quotes

- Accounts Receivable

  This module provides facility to enter, process and maintain data and accounts of customers. It also allows for set up of credit terms and discounts policy, invoice and billing follow-up, ageing analysis and inquiry on updated accounts and account / transaction history.

  Its main features include management of customer accounts, transaction processing, multicurrency support, customizable reports, and drill-down from General Ledger to Accounts Receivable.

  Its reports include the following:

  Setup Reports – Options / Account Sets / Billing Cycles / Distribution Codes / Interest Profiles / Receipt Types / Terms / Items / Customers / Customer Groups

  Analytical Reports – Customer Transactions / Item Sales History / Aged Trial Balance

  Processing Reports – Batch Listing / Batch Status / Posting Journals / Posting Errors / Deposit Slips / Invoice Printing / GL Transactions

- Accounts Payable

  This module provides facility to enter, process and maintain data and accounts of vendors and suppliers. It also allows for scheduled cash disbursement and full   check reconciliation.

  Its main features include management of vendor records, transaction processing, cash disbursement, multicurrency support, customizable reports, and drill-down   from General Ledger to Accounts Payable.

  Its reports include the following:

  Setup Reports – Options / Account Sets / Distribution Codes / Distribution Sets / Terms / Vendors / Vendor Groups

  Analytical Reports – Vendor Transactions / Aged Payables / Aged Cash Requirements

  Processing Reports – Batch Status / Batch Listing / Posting Journals / Posting   Errors / Check Register / GL Transactions

  Its forms include checks, advices, letters, and labels.

- Purchase Order

  This module provides facility to enter and post purchasing data, and printing or processing purchase orders, requisitions, receipts, vendor invoices, returns, credit notes and debit notes

  It integrates with Accounts Payable to create batches of invoices, credit notes and debit notes, and to fetch vendor numbers and vendor data or history

  It integrates with Inventory Control to fetch item numbers and to update item quantities and costs

  It integrates with Order Entry to control and maintain inventory stock quantity level by filling up sales orders and backorders from sales

  Prints forms for requisitions, purchase orders, receiving slips, and returns using standard formats, of forms custom-designed using built-in report writer

  Purchase Orders can be directly entered into the module, or automatically created from requisitions, future purchase orders, Inventory Control reorder point, and Order Entry sales orders and backorders

  By using Day-End Processing, it can create General Ledger transactions via posting journals, update item quantities and costs in Inventory Control, and update history and statistics in Purchase Orders and Inventory Control

  Reports include Aged Purchase Orders / Posting Journals / Purchase History / Purchase Order Action / Purchase Orders / Purchase Statistics / Transaction List

  With built-in Visual Basic workflow program, it allows for processing request or approval of purchase by email. A requisition is created when the request for order is sent by email, and purchase order is created when the requisition is approved by return email

B. ACPAC ACCOUNTING FORMS & REPORTS

<u>General Ledger Forms and Reports</u>

- Batch Status Report

    Lists information about G/L batches, including debit and credit totals, number of   entries, and number of outstanding errors, if any.

    Information includes range of batch numbers, source ledgers, batch creation date, batch type and status, and batch description.

- Chart of Accounts

    Lists all or a range of G/L accounts according to a selection criteria.

- G/L Batch List

    Displays a list of posted and unposted General Ledger batches.

    Information includes GL batch number, batch description, source ledger, type and status, dates created and edited, whether Ready to Post, batch totals,   and number of entries and errors.

- G/L Posting Journal

    A record of every entry that is posted to General Ledger accounts. It links G/L batch listings to G/L transactions listing.

    Information includes batch number and entry number, number of posting entries, range of posting sequences, and sorting order.

- G/L Posting Error Report

    Lists all entries containing errors, together with number of new batch into which   these were transferred.

- G/L Transaction Listing

    Lists for each selected account all the transaction details for the specified fiscal period/s.

- G/L Trial Balance

    Prints the balance for each account in the range of accounts, segments or account groups in the general ledger as of a specified fiscal period.

- Source Journal

    Lists the details of posted transactions for the source codes included in source-journal definition, in a specified order.

- Source Journal Profile

  Lists all or a range of source journal definitions that have been added to the ledger.

Bank Services Forms and Reports

- Bank Accounts Report

  Lists the bank account records defined for the company.

- Transaction Types Report

  Lists the transaction types defined for the company.

- Deposits Status Report

  Lists deposits to bank accounts and the status of deposits for a specified fiscal period.

- Checks Status Report

  Lists checks issued and withdrawals made from bank account, and the status of checks for a specified fiscal period.

- Reconciliation Status Report

  Lists statuses of all transactions for the bank account, including deposits and checks, for a specified fiscal period. The report is in the statement currency of the bank.

- Reconciliation Posting Journal

  Audit trail of all transactions posted during bank reconciliation. Includes checks and deposits that cleared the bank, entries made in Reconcile Statements notebook, and entries created by Bank Services for clearing differences, exchange gains and losses, and bank errors.

- Transfer Posting Journal

  Audit trail of all transactions posted during bank transfers. Includes withdrawals and deposits transferred between banks, transfer charges and transfer charges adjustments.

- G/L Transactions Report

  Lists the General Ledger transactions created when a bank reconciliation is posted.

<u>Inventory Control Forms and Reports</u>

Set-up Reports

- Account Sets Report

  Lists descriptions and numbers of the general ledger accounts in the Inventory   Control account sets, and the costing method used by each account set.

- Categories Report

  Lists the information entered to define the category codes used to group inventory items.

- Item Structures Report

  Lists information entered in Inventory Control ledger to format item numbers.

- Location Details Report

  Lists information for items at each location where items are allowed to be stocked.

- Price List Codes Report

  Lists codes defined to identify the company's price lists.

- Segment Codes Report

  Lists the segments used in the Inventory Control ledger and the segment codes   and corresponding descriptions used with each segment.

- Vendors Report

  Lists the vendors of the items and the items each supplies.

Stock Control Reports

- Item Status Report

  Prints information for each item and the quantities on hand at the locations.

- Item Valuation Report

  Shows the value of inventory quantities on hand, calculated for the items, locations, costs, and optional fields for the items.

- Serial Numbers Report

  Lists the serial numbers assigned to items shipped or returned.

Price / Sales Analysis Reports

- G/L Transactions Report

  Lists the general ledger journal entries created from transactions posted in Inventory Control ledger.

- Posting Journals

  Printed record of the transactions processed together during day-end processing. Posted transactions cover 5 types: adjustments, assemblies, receipts, shipments and stock transfers.

- Price Lists Report

  Lists price, markup, discount and tax information for items in the range of price lists selected.

- Sales Statistics Report

  Lists figures for sales and returns by the specified statistical reporting periods.

- Transaction History Report

  Lists all transactions posted for the items assigned to the selected account sets within a fiscal period. The report shows the net change to the inventory control account for the account set and period.

Physical Inventory Reports

- Inventory Worksheet

  Provides an organized form to fill out when taking a physical count of inventory. Use the report to enter total quantities for each unit of measure to prepare for inventory reconciliation.

- Inventory Reconciliation Report

  Provides comparison of actual physical inventory totals with the totals per ACCPAC Inventory Control records. The report identifies discrepancies between item quantities and costs, and shows what will be posted by the Post Inventory Reconciliation window.

Serialized Inventory Forms and Reports

- Reconciliation of Stock on Hand

  Lists serialized items, item numbers, descriptions, locations, quantities on hand   and number of serial numbers.

- Serial Number Listing

  Lists serial numbers, locations, item number contact, last document reference,   last transaction date, and vendor code cost.

- Item Valuation Listing

  Lists item numbers, serial numbers, location, date, status, and cost valuation of   items.

- Sold Stock Listing

  Lists item numbers, serial numbers, location, transaction date, status, invoice numbers, customer name / number, and prices of sold items.

- Available Stock Listing

  Lists item numbers, serial numbers, location, transaction date, status, receipt numbers, customer name / number, and costs of available items.

Accounts Receivable Forms and Reports

Set-up Reports

- Account Sets Report

  Lists descriptions and numbers of the general ledger accounts in the Accounts Receivable account sets, and updates the list when account sets are added, changed or deleted.

- Billing Cycles Report

  Lists information entered to define billing cycles used in Accounts Receivable   ledger.

- Customers Group List

  Lists information entered to define customer groups used in Accounts Receivable ledger, and the customers assigned to each group.

- Customer List

  Lists information entered to define the customer records used in Accounts Receivable ledger.

  Information includes customer name, address, profiles, comments and recurring charges.

- Distribution Codes Report

  Lists descriptions and numbers of general ledger accounts used in distribution codes in Accounts Receivable ledger.

  Information includes Revenue account to use for an invoice / credit note / debit note / adjustment, Inventory account to use for a sold or returned item, and Cost of Goods Sold account to use for a sold or returned item.

- Dunning Messages Report

  Lists sets of messages or comments to print on customer statements, usually regarding their account status.

- Interest Profiles Report

  Lists the information entered to define the interest profiles used in Accounts Receivable ledger.

  Interest profile is assigned to each customer to specify the method, timing and   rates used to charge interest on the customer's overdue balance.

- Receipt Types Report

  Lists the codes, descriptions and methods of payment used in the Accounts Receivable ledger.

- Recurring Charges Report

  Lists the customers, dates, terms, amounts, distribution codes, and summary details entered for the recurring charges regularly invoiced to customers.

- Terms Codes Report

  Lists the information entered for each terms code to specify how to calculate due dates, discount amounts, and discount periods on the invoices.

Processing Reports

- Batch Listing

  A printed record of the transactions in an open (unposted) batch.

  Batch listings include invoice, receipts and adjustment batches that have been entered, imported or generated but not yet posted.

  Invoice   batch   listing includes invoices, debit notes, credit notes, interest charges and recurring charges.

  Adjustment batch listing includes write-off transactions.

- Batch Status Report

  Describes all unposted invoice, adjustment or receipt batches, and posted or deleted batches not yet cleared from Accounts Receivable ledger.

- Bank Deposit Slips

  Lists the deposit entries in a single receipt batch, grouped by receipt type. Receipt types for deposit include cash and checks.

- G/L Transactions Report

  Lists general ledger transactions created from all posted Accounts Receivable batches and revaluations.

- Invoices / Credit Notes / Debit Notes

  Forms generated from Accounts Receivable ledger to document transactions with customers, such as sales, miscellaneous charges, recurring charges and adjustments.

- Posting Errors Report

  Lists errors or incorrect entries not posted in Accounts Receivable ledger, and the batch number where the incorrect entries are transferred.

- Posting Journals

  Printed record of transactions in a group posted together. Posting journals include invoice, receipt and adjustment batches.

Analytical Reports

- Customer Transactions Report

  Lists transactions posted to customer accounts during specified fiscal period. Includes customer balances and ageing of accounts.

- Item Sales History Report

  Lists the sales activity for an item in Accounts Receivable ledger. Includes transaction dates, quantity sold, sales returns and profit margin.

- Aged Trial Balance Report

  Groups outstanding transactions or balances into a current period and four ageing periods by document date or due date.

Accounts Payable Forms and Reports

Set-up Reports

- Account Sets Report

  Lists descriptions and numbers of general ledger accounts used in the account sets in Accounts Payable ledger, and updates the list when account sets are added, changed or deleted.

- Distribution Codes Report

  Lists descriptions and numbers of general ledger accounts used in distribution codes in Accounts Payable ledger.

- Distribution Sets Report

  Lists the distribution methods and distribution codes specified for the distribution sets used to allocate purchase amounts in Accounts Payable ledger.

- Terms Code Report

  Lists the information entered for each terms code to specify how to calculate due dates, discount amounts, and discount periods on the invoices.

- Vendor Group List

  Lists information entered to define vendor groups used in Accounts Payable ledger, and the vendors assigned to each group.

- Vendor List

  Lists information entered to define the vendor records used in Accounts Payable ledger.

  Information includes vendor name, address, profiles, and comments.

Processing Reports

- Batch Listing

  A printed record of the transactions in an open (unposted) batch.

  Batch listings include invoice, payments and adjustment batches that have been entered, imported or generated but not yet posted.

  Invoice batch listing includes vendor invoices, debit notes, credit notes, and interest invoices.

- Batch Status Report

  Describes all unposted invoice, adjustment or payment batches, and posted or deleted batches not yet cleared from Accounts Payable ledger.

- G/L Transactions Report

  Lists general ledger transactions created from all posted Accounts Payable batches and revaluations.

- Check Register

  Lists details of checks generated and posted to vendor accounts during a check run. Also lists the general ledger distributions from the payment batch.

- Posting Errors Report

  Lists errors or incorrect entries not posted in Accounts Payable ledger.

  The report includes posting errors for invoice, payment and adjustment batches.

- Posting Journals

  Printed record of transactions in a group posted together. Posting journals include invoice, payment and adjustment batches.

Analytical Reports

- Aged Cash Requirements Report

  Highlights the cash amounts required to meet obligations falling due, including invoices that are current, overdue, or to become due in coming periods. Report is used for cash flow analysis and projections.

- Aged Payables

  Groups outstanding transactions into a current period and four ageing periods by document date or due date. Report is used to analyze payables.

- Vendor Transactions

  Lists transactions posted to vendor accounts during specified fiscal period. Includes current status of vendor accounts.

Order Entry Forms and Reports

Forms

- Credit Notes

  Prints details of sales returns and other credits posted to customer accounts in the Order Entry ledger.

- Invoices

  Detailed bill for all items purchased and shipped by Order Entry.

- Order Confirmation

  Acknowledges receipt of order and confirms contents of the order.

- Quotes

  Prints items and prices quoted to customer.

- Shipping Labels

  Details of shipped order attached to shipments from warehouse or location.

Reports

- Aged Orders

  Lists all incomplete or outstanding orders and their relative ages in the ledger.

- Miscellaneous Charges

  Lists miscellaneous charges such as postage, shipping, handling and restocking charges, in the Order Entry ledger.

- Order Action Report

  Lists current orders, and details such as expected ship dates, types of orders, status of orders, and sorting of the orders.

- Posting Journals

  Lists invoices and credit notes issued to customers for specified range of day-end posting numbers.

- Sales Statistics Report

  Lists Order Entry statistics for a specified fiscal period. Report analyzes level of processing in Order Entry ledger.

- Salesperson Commissions Report

  Lists sales commission earnings for each salesperson for specified fiscal period.

- Transaction List

  Prints detailed or summary listings of all current Order Entry transactions, such as orders, invoices and credit notes.

  For orders, the list includes active orders, future orders, standing orders, quotes, orders already entered, orders with printed confirmations, orders with printed picking slips, orders never invoiced, orders partially invoiced, completed orders, and orders on hold.

C. FINANCIAL REPORTS

Financial Reporter – Concepts / Features

The Financial Reporter is a powerful reporting tool that uses a spreadsheet program – either CA-SuperCalc or Microsoft Excel – to manipulate, format, graph and print general ledger data is standard or customized report format.

The Financial Reporter (or FR) adds ACCPAC-specific functions and commands to the spreadsheet program to allow it to directly read general ledger data. Once the data is in a spreadsheet, the FR uses the spreadsheet program's formatting and printing capabilities to produce the statement.

The posted transactions data stored by General Ledger form the bases of FR reports. Financial reports can be based on predefined specifications or custom-designed by ACCPAC user. The FR's Financial Statement Designer window is used to modify existing reports or to create new ones.

The FR's main features are as follows:

- Data Selection – FR provides full access to account and company data, and also allows account selection by advanced data filtering methods
- Print Options – FR provides print-time options for choosing actual or provisional figures, the fiscal year and fiscal period, account ranges by any account segment, and consolidated or non-consolidated reports
- Formatting and Graphing – all character formatting and charting capabilities of the spreadsheet program are available to financial reports
- Spreadsheet and Modeling Capabilities – FR can be used to move account data into a spreadsheet or a multidimensional model for further data analysis

The flexibility of the FR in calling data as well as printing the reports allows the user to get the information he needs in the form he wants it. FR actually provides real-time reports depending on the timing of general ledger data postings.

Financial statements can include any number of data columns, and can contain any of the following account data:

- Current or historical balances for any range of accounts
- Net changes for a fiscal period, quarter, half-year or year
- Balances or net changes in functional currency or any of source currencies in a multicurrency ledger
- Comparative figures from complete or to-date time spans
- Budget figures from any of up to five fiscal sets
- Quantities

Specification Files

A specification file is a spreadsheet with specific commands and functions that tell FR what data should be included in each column of a financial statement, which accounts will be reported in each row or group of rows, and how the printed statement should look.

Statement specifications are generalized, so the same specification file can be used to produce financial statements for different departments for different time periods.

Layout of Financial Report Spreadsheet

The FR spreadsheet files with statement specifications have two separate regions:

Specification Range

The region containing the specifications or the control information. The FR processes all specification information in the Spec range.

For simplicity, the first four columns of a spreadsheet (columns A to D) are reserved for specifications for the FR.

Report Range

The region containing the final statement generated from the specifications. The FR creates the final report in the Report range. The Report range is generated from the Spec range when the financial report is printed.

The columns in a spreadsheet from column E up to the last column used form a template which determines the appearance of the report and the kinds of data appearing in the report.

When a financial report is printed from the FR spreadsheet, the first four columns (or the Spec range) which contains the control or audit information are omitted from the printed report. Therefore the Report range which is included in the printed statement is also called the Print range.

Note:

Most of the information contained in this material is derived from ACCPAC's User Guides for System Manager, General Ledger, and Financial Reporter.

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