ACOMBA
Keeping good company

SYLLABUS – GENERAL LEDGER I

CURRENT OPERATIONS

- Enter Transactions
    - About the **Entry** Window
    - Entering Checks
    - Entering Deposits
    - Posting Entries
- Integrated Calculator
- Finding Transactions
    - Using the Transactions window
    - Using the **Search** function
- Using the Simplified **Search** function

RECONCILIATION

- Account Reconciliation
    - Creating a New Reconciliation Session
    - How Reconciliation Works
    - Reconciliation Report
- Autoreconciliation

REPORTS

- List of Accounts
- List of Transactions

END OF PERIOD

- Before the End of Period
- Backup Copy
- End of Period