



SYLLABUS – REPORT ANALYSIS

FOR WHOM

This course is intended for administrative personnel and business managers wanting to better understand and analyze Acomba module reports in order to increase their own effectiveness in any situation.

COURSE DESCRIPTION

Work with your results quickly and easily. Run your business more efficiently and ensure that all your Acomba analysis and management needs are met by learning to understand your data.

- Simplify your end-of-period
- Find the source of errors
- Understand the reasons for accounting imbalances related to accounts payable/receivable
- Find the reasons for which your tax return is unusually high

GENERAL LEDGER

- List of Accounts
 - Summary
 - Detailed
 - With Transactions
- Transaction Reports
- Tax Reports
 - Through General Ledger
 - Through Deferred Processing/Government Sales Taxes



- Financial Reports
 - Trial Balance
 - Balance Sheet
 - Income Statement

ACCOUNTS PAYABLE MODULE

- Weekly Report
 - Summary
 - Detailed
- Various Supplier lists
- Supplier Record
- Aged Trial Balance
- Upcoming Payments
- Purchase Record
- List of Cheques to Print
- End of Month

ACCOUNTS RECEIVABLE MODULE

- Daily Report
 - Summary
 - Detailed
- Various Customer lists
- Customer Statement
- Credit History
- Purchase History
- List of Customer Deposits
- List of Credits
- Aged Trial Balance
- Account Statements
- End of Month



PAYROLL MODULE

- List of Employees
 - Summary
 - Detailed
 - Specific
- Payroll Statement
 - Summary, Periodic
 - Cumulative, Mixed
 - Condensed, Specific
 - CSST
- Payroll Journal
 - Summary
 - Detailed
- Government Remittance Journal
- Support Payments Journal
- Record of Employment