



SYLLABUS – SETUP AND UTILITIES

PRINT SETUP

- Printing options
- Reports
- Checks
- Invoicing forms
- Account statements
- Labels
- Point of sale configuration
- Multiple print setups
- Specific print setup

SYSTEM CONFIGURATION

- AcoXternal Configuration

FORMATS CONFIGURATION

- General Ledger, Suppliers and Payroll checks
- Invoicing print format

CONFIGURATION OPTIONS

- Operational parameters
- Data display options
- Window appearance options
- Internet access setup



UTILITIES

- About Acomba and “Rebuild” function
- Update
- Backup copy
- Backup recovery
- Data exportation
- Data importation
- Financial calculator
- Checking Idle files
- Integrated calculator
- Transactions search
- “My Favorites” menu
- Chart of accounts modification
- Link to Office applications

PERSONALIZATION AND SECURITY

- Users
- Interface customization
- Startup configuration
- Column setup in the *Invoicing* screen
- Invoicing print formats
- Invoicing operation title modification
- Transaction information
- Report templates