



SYLLABUS

CONFIGURING THE GENERAL LEDGER MODULE

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Fiscal years

- Creating a fiscal year

Launching the general ledger module

- Financial account
- Non-financial account
- Allocation account
- Creating addresses

MANAGING TAXES

- Taxes
- Tax groups
- Tax exceptions
- Managing tax exceptions

CURRENT OPERATIONS

Entering transactions

- Entering cheques
- Entering deposits
- Entering accounting entries
- Entering the opening entry
- Transaction template
- Correcting transactions

MANAGING BATCH CURRENCIES

- Creating batches
- Transactions in a batch
- Transferring a batch



RECONCILIATION

Reconciliation

- Creating and setting
- Consulting and modifying
- Producing reports

Automatic reconciliation

- Creating and setting
- Importing OFX files
- Consulting and modifying
- Producing reports

REPORTS

- Accounts report
- Transactions report
- Batch transactions report
- Financial report

CHANGE OF PERIOD

- End of period preliminary steps
- Change of period

CHANGE OF FISCAL YEAR

- Fiscal year-end preliminary steps
- Change of fiscal year