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## SYLLABUS — ACOMBA X HINTS AND TRICKS

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### MODULES

- General Ledger, Accounts Payable.

### CREATING A TEST COMPANY

- Making a backup copy
- Making a complete and automatic backup copy

### GENERAL

- Customizing a list type window
- Managing taxes
- Cancelling/repeating the last operation in a transaction
- Creating and using reports

### GENERAL LEDGER

- Using an allocation account
- Managing cheques
- Using a transaction as a template
- Reversing a transaction
- Producing comparative income statements

### ACCOUNTS RECEIVABLE

- Refunding a customer
- Applying a deposit to a penalty
- Processing a bad debt
- Suspending a payment
- Cancelling a payment transferred to the general ledger
- Adding a message in the account statements



#### ACCOUNTS PAYABLE

- Posting a cheque before receiving the supplier invoice
- Posting a cheque sent with the credit note
- Making a payment when entering an invoice

#### INVOICING

- Displaying the transaction detail of an invoice