

ACCPAC for Windows 5.5



Skills for Change
Diversity at Work™

TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

In this course you will learn the widely-used accounting software package ACCPAC 5.2. The course will cover General Ledger Levels I and II, Accounts Receivable, Accounts Payable, and Payroll.

Course Content:

- General Ledger** – creating a GL, entering transactions and reports
- General Ledger II** – set up banking and tax programs with Systems Manager, how to use Financial Reporter
- Payroll** – set up payroll options, earning and deduction codes, time cards, calculating payroll, printing/posting register and cheques
- Accounts Receivable** – convert a manual system to ACCPAC’s AR system, invoice entry, customer data, cash receipts, period-end entries
- Accounts Payable** - convert a manual system to ACCPAC’s payable system, invoice entry, vendor data, payment controlling, cheque processing

Pre-requisites – Passing a bookkeeping test and knowledge of Windows

Certificate Offered – Participants receive a certificate of completion

Registration

Register in person, or online at www.skillsforchange.org/techskills/register

Course Materials – Textbook required for this course costs \$95 and includes a Training CD of the software for use at home

More information – Please call 416.658.3101 x216

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
January 23							✓	✓	
Time 9:00am- 2:00pm	Weeks 14		Hours 70		Fee \$360				
Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
Feb. 4					✓			✓	
Time 9:00am-4:00pm	Weeks 10		Hours 70		Fee \$360				