

# Index

## A

---

Accpac Menu- Sage Desktop, Use .....	8-11
ACCPAC On-line Help .....	2-6
Activation .....	4-14
Other Modules .....	4-21
Adjustments, Record .....	11-22, 11-24
Accounts Payable and Payroll Adjustments .....	11-24
Accounts Receivable Adjustments .....	11-24
Administrative Services, Concept .....	5-2
AP and Payroll Checks, Reverse .....	11-19
Authorities, Tax	
Set Up .....	9-4

## B

---

Balancing a Reconciliation (Bank Account) .....	11-34
Bank Account, Reconcile .....	11-25
Balancing the Reconciliation .....	11-34
Bank Statement Entries .....	11-26
Check Clearing Information	
Clear a Range of Checks .....	11-28, 11-31
Clearing a Data Entry Error .....	11-29
Direct Mode .....	11-28, 11-31
Select Mode .....	11-29, 11-30
Clearing Deposit Errors .....	11-32, 11-33
Clearing Deposits .....	11-30
Clearing Withdrawals .....	11-27
Making Bank Statement Entries .....	11-26
Posting .....	11-35
Return Clearing Information .....	11-33
Select Checks to Clear .....	11-28, 11-30
Bank Balances, Establish .....	10-20
Bank Reconciliation Status Report .....	10-25
Bank Info, Prepare .....	10-4
Bank Reconciliation Status Report .....	10-25, 11-34

Bank Services

Reports ..... 11-37

    Processing and Analytical Reports ..... 11-38

        Bank Checks Status ..... 11-40

        Bank Deposits Status ..... 11-39

        Bank G/L Transactions Report ..... 11-43

        Bank Reconciliation Posting Journal ..... 11-42

        Bank Reconciliation Report ..... 11-42

        Bank Reconciliation Status ..... 11-41

        Bank Transaction Listing ..... 11-38

        Payment Register ..... 11-44

    Setup Reports ..... 11-37

        Bank Options ..... 11-37

        Bank Transaction Types ..... 11-37

        Credit Card Types ..... 11-38

        G/L Integration ..... 11-38

Set Up G/L Integration ..... 10-9

Set Up Options ..... 10-5

Bank Services Integration, Concept ..... 10-2

Bank Services, Concept ..... 10-2

Bank Statements, Import ..... 11-12

Bank Statements, Reconcile ..... 11-13

Bank Transactions ..... 11-15, 11-22

    Enter Checks not Generated in ACCPAC ..... 11-3

    Enter Deposits not Generated in ACCPAC A/R ..... 11-7

    Record Adjustments ..... 11-24

    Reverse Checks (AP and Payroll) ..... 11-19

Banks, Set Up ..... 10-13

Batch, Create for General Ledger ..... 11-46

Buttons ..... 2-3

**C**

---

Certified Consultant, Concept ..... 3-2

Checks

    Check Clearing Information

        Clear a Range of Checks ..... 11-28, 11-31

        Clearing a Data Entry Error ..... 11-29

        Direct Mode ..... 11-28, 11-31

        Select Checks to Clear ..... 11-28, 11-30

        Select Mode ..... 11-29, 11-30

    Process ..... 11-4

    Record Returned ..... 11-22

    Record Returned (NSF) Customer Checks ..... 11-22

    Reverse (AP and Payroll) ..... 11-19

Checks, Entering When Not Generated in ACCPAC ..... 11-3

Classes, Tax

- Set Up ..... 9-7

Clearing History ..... 11-47

Clearing Returns ..... 11-33

Company Database ..... 4-2

- Set Up ..... 4-7

Company Profile

- Enter ..... 4-17
- Maintain ..... 6-3

Company Profile, Concept ..... 6-2

Concept

- Administrative Services ..... 5-2
- Bank Services ..... 10-2
- Bank Services Integration ..... 10-2
- Company Profile ..... 6-2
- Database Categories ..... 4-2
- Database Formats ..... 4-2
- Debits and Credits ..... 11-2
- Fiscal Calendar ..... 6-2
- Optional Tables ..... 6-2
- Sage Accpac Certified Consultant ..... 3-2
- Sage Desktop Purpose ..... 8-2
- Schedules ..... 6-2
- Security Groups ..... 5-3
- Subledger ..... 11-2
- System Administrator ..... 5-2
- Tax Authorities ..... 9-2
- Tax Classes ..... 9-2
- Tax Groups ..... 9-3
- Tax Services ..... 9-2
- Tax Tables and Tax Rates ..... 9-3
- Transaction Types ..... 10-3
- User Authorizations ..... 5-3
- User Directories ..... 5-3
- User Records ..... 5-2

Credit Card Types

- Set Up ..... 10-8

Credits and Debits, Concept ..... 11-2

**D**

---

Data Activation .....4-14

Data Entry Error, Clearing ..... 11-29

Data Integrity, Check .....5-14

Database

- Edit a Profile .....4-10
- Set Up Company .....4-7
- Set Up System .....4-3

Database Categories, Concept .....4-2

Database Formats, Concept .....4-2

Database Security .....4-12

Deposits

- Clearing ..... 11-30
- Clearing Errors ..... 11-32
- Clearing Returns ..... 11-33

Deposits, Enter When Not Generated in ACCPAC A/R ..... 11-7

**E**

---

Enter Bank Transfers ..... 11-15

**F**

---

File Menu- Sage Desktop, Use .....8-6

File Menu, Use the ..... 7-2, 8-3

First Time Startup .....4-14

Fiscal Calendar

- Maintain .....6-7

Fiscal Calendar, Concept .....6-2

**G**

---

G/L Integration, Set Up ..... 10-9

General Ledger Batch, Create ..... 11-46

Graphic Conventions ..... 1-4

Groups, Tax .....9-11

**H**

---

Help Menu- Sage Desktop, Use .....8-14

Help Menu, Use the .....7-19

History, Clear ..... 11-47

**I**

---

Icons (in Manual) ..... 1-4

Import OFX Statements ..... 11-12

**M**

---

Macro Menu, Use the .....7-18

Menus

- File Menu, Use the ..... 7-2, 8-3
- Help Menu, Use the .....7-19
- Macro Menu, Use the .....7-18
- Object Menu, Use the .....7-5
- View Menu, Use the .....7-14

Modules, Activate Other .....4-21

My Tasks

- Add a Task .....8-15
- Organize .....8-18

My Tasks Menu- Sage Desktop, Use .....8-10

**N**

---

Notebooks .....2-2

NSF Checks, Record ..... 11-22

**O**

---

Object Menu, Use the .....7-5

OFX Statements, Import ..... 11-12

OFX Statements, Reconcile ..... 11-13

Optional Fields

- Set Up .....6-15

Optional Tables

- Set Up .....6-17

Optional Tables, Concept .....6-2

Options (Bank Services), Set Up .....	10-5
Other Modules, Activate .....	4-21

## **P**

---

Periodic Processing .....	11-46
Clear History .....	11-47
Create G/L Batch .....	11-46
Pervasive.SQL .....	4-2
Profile (Company), Enter .....	4-17
Profile (Database), Edit .....	4-10

## **R**

---

Rates, Tax	
Set Up .....	9-9
Reconcile OFX Statements .....	11-13
Reconciliation of Bank Account	
Posting .....	11-35
Reconciliation, of a Bank Account .....	11-25
Clearing Deposit Errors .....	11-32
Clearing Deposits .....	11-30
Clearing Returns .....	11-33
Clearing Withdrawals .....	11-27
Making Bank Statement Entries .....	11-26
Select Checks to Clear .....	11-28, 11-30
Record .....	11-22
Record Returned Checks .....	11-22
Reminder List, View .....	6-13
Reports	
Bank Services .....	11-37
Processing and Analytical Reports .....	11-38
Bank Checks Status .....	11-40
Bank Deposits Status .....	11-39
Bank G/L Transactions Report .....	11-43
Bank Reconciliation Posting Journal .....	11-42
Bank Reconciliation Report .....	11-42
Bank Reconciliation Status .....	11-41
Bank Transaction Listing .....	11-38
Payment Register .....	11-44
Setup Reports .....	11-37
Bank Options .....	11-37
Bank Transaction Types .....	11-37
Credit Card Types .....	11-38

G/L Integration .....	11-38
Banks	
Setup Reports	
Banks .....	11-37
Returned Customer Checks .....	11-22
Returns, Clearing .....	11-33
Reversing vs. Voiding a Check .....	11-2

**S**

---

Sage Desktop

Accpac Menu, Use .....	8-11
File Menu, Use .....	8-6
Help Menu, Use .....	8-14
My Tasks Menu, Use .....	8-10
My Tasks, Add a Task .....	8-15
My Tasks, Organize My Tasks .....	8-18
Purpose- Concept .....	8-2
Tasks Menu, Use .....	8-8
Tools Menu, Use .....	8-13
View Menu, Use .....	8-7
Schedules	
Set Up .....	6-9
Schedules, Concept .....	6-2
Security	
Set Advanced Options .....	4-12
Security Group	
Set Up .....	5-7
Security Groups, Concept .....	5-3
Set Up .....	9-11
Bank	
Credit Card Types .....	10-8
Options .....	10-5
Transaction Types .....	10-6
Setup Wizard, Using the .....	3-3
SQL .....	4-2
Startup, First Time .....	4-14
Subledger, Concept .....	11-2
System Administrator, Concept .....	5-2
System Database .....	4-2
Set Up .....	4-3

System Manager Menus

- File Menu ..... 7-2, 8-3
- Help Menu ..... 7-19
- Macro Menu ..... 7-18
- Object Menu ..... 7-5
- View Menu ..... 7-14

System Requirements ..... 2-4

**T**

---

- Tasks Menu- Sage Desktop, Use ..... 8-8
- Tax Authorities
  - Set Up ..... 9-4
- Tax Authorities, Concept ..... 9-2
- Tax Classes
  - Set Up ..... 9-7
- Tax Classes, Concept ..... 9-2
- Tax Groups
  - Set Up ..... 9-11
- Tax Groups, Concept ..... 9-3
- Tax Rates
  - Set Up ..... 9-9
- Tax Rates, Concept ..... 9-3
- Tax Services ..... 9-2
- Tax Services, Concept ..... 9-2
- Tax Tables, Concept ..... 9-3
- Tools Menu- Sage Desktop, Use ..... 8-13
- Transaction Types
  - Set Up ..... 10-6
- Transaction Types, Concept ..... 10-3
- Transfers, Enter ..... 11-15

**U**

---

- User Authorizations
  - Assign ..... 5-10
  - Edit ..... 5-11
- User Authorizations, Concept ..... 5-3
- User Directories, Concept ..... 5-3
- User Interface ..... 2-2

User Records .....5-2  
    Set Up .....5-4

**V**

---

View Menu- Sage Desktop, Use .....8-7  
View Menu, Use the .....7-14  
Voiding vs. Reversing a Check .....11-2

