Accpac Tips and Tricks
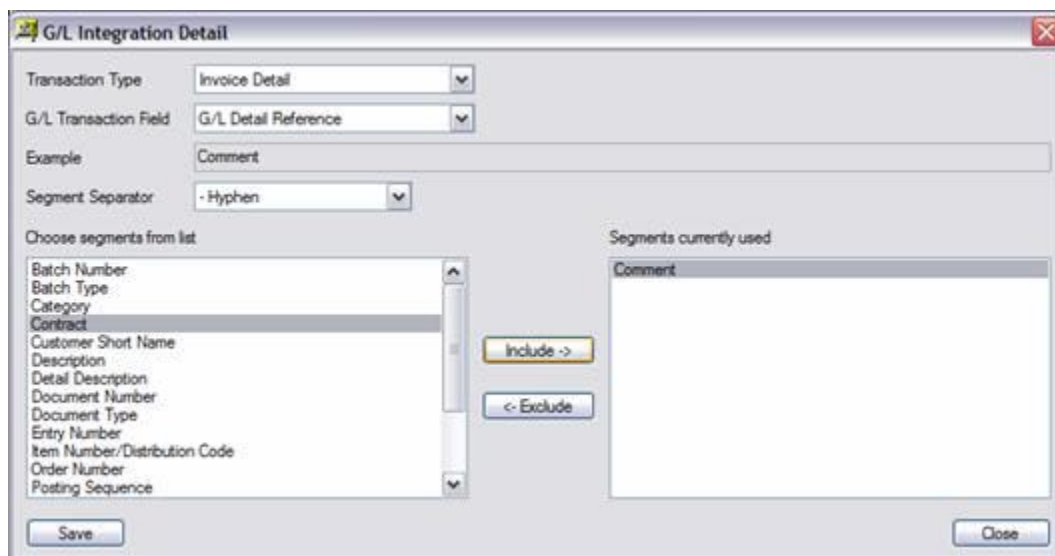Prepared by: Jeruzalski Computer Services Ltd.

Source Journals and custom reporting

Source journals are sets of source codes that organize transactions meaningfully for your company. You can create custom source journal profiles and use those in printing transactions detail to create tailor-made reports for different purposes: reports requested by auditors, basic job-cost reporting, tracking specific transactions for month end balancing etc.

In the following example we will present a basic job-cost tracking set up.

We have to decide on a consistent system of entering the job numbers at the AR and AP level. Let us use the comment field at the invoice detail level to enter the job number.
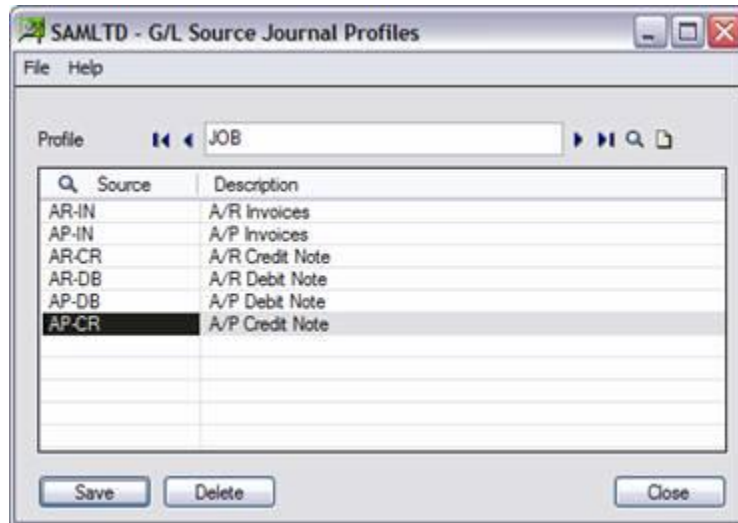
In GL integration for both AR and AP have the system transfer the comment info into the GL detail reference field

In GL Set Up define a new Source Journal Profile including only AR and AP invoices, debit notes and credit notes.

Print the source Journals report for the Profile you created

You can select a ranges of accounts, dates, etc.

Since we transferred the job number into the reference field, we can also use this field to report on a specific job or a range of jobs. Combining this with optional fields and account groups, the reporting possibilities are unlimited.

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SAMLTD - G/L Source Journals Report

File   Settings   Help

| Journal | Account | Ranges |

Select Records:	From	To
Year/Period	2010 - 01	2010 - CLS
Reference	1200	1400
Date	01/01/10	12/31/10
Posting Sequence	1	49
Batch Number	000001	999999
Source Currency		ZZZ

Print   Close

For more information on using and customizing your Accpac system contact us at (416) 490-1339