

Introduction, 2 Days

Course Description

This is an introduction to accomplishing basic accounting tasks using Simply Accounting. Students will begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and managing capital expenses. This course will review some accounting fundamentals as they relate to the transaction at hand only.

Prerequisites

Participants should already be familiar with basic Windows use. No prior experience with Simply Accounting is necessary.

Topics Covered

Introduction

Overview
What is Simply Accounting for Windows?
Starting Simply Accounting
Selecting a Set of Data Files
Looking at the Simply Accounting Home Window
Moving Around
Help System
The Chart of Accounts – How It Works
Account Types
Creating Accounts
Using File/Create for New Accounts
Modifying Accounts
Finding an Account
Changing an Account
Deleting Accounts
Saving Changes
Company Information
Printing the Chart of Accounts
The Session Date
Inputting Dates
Accounting / Non-Accounting Terminology
General Module Linked Accounts
General Journal Transactions
Recurring Transactions
Creating and Storing Recurring Transactions
Recalling Stored Recurring Transactions
Adjusting and Reversing General Journal Entries
Adjusting Previously Posted General Journal Entries
Reversing General Journal Entries
The General Journal Report
Backing Up Simply Accounting Data Files
Exiting Simply Accounting

Inventory and Services

Creating Inventory Accounts
Creating Inventory Items
Creating Service Items
Changing Inventory & Service Data
Inventory Module Linked Accounts
Inventory Reports

Accounts Payable

Creating Vendors
Modifying Vendors
Shippers List
Payables Module Linked Accounts
Accounts Payable Inventory
Purchases
Purchasing Inventory On Account
Non-Inventory Purchases
Purchases With Immediate Payment
Recurring Entries
Purchase Orders
Filling a Purchase Order
Creating a Purchase Invoice from a Purchase Order
Viewing, Adjusting & Voiding Posted Payables Invoices
Payables Payments
Paying Vendor Invoices
Making Prepayments
Reversing Payments
Payables Reports

Accounts Receivable

Accounts Receivable Customers
Modifying Customer Information
Receivables Module Linked Accounts
Comments on Customer Forms
Accounts Receivable Sales
Recurring Transactions
Sales Quotes
Sales With Immediate Payment – Accounting for Over-The-Counter Sales

Viewing, Adjusting & Voiding Posted Receivables Transactions
Receivable Receipts
Receiving Payment on Invoices
Adjusting/Reversing Receivables Receipts
Prepayments & Deposits
Applying Deposits/Prepayments
Sales Returns
Receivables Reports

Payroll

Payroll Overview & Set Up
Creating Employee Records
Modifying Employee Records
Payroll Linked Accounts
Paying Employees
Recurring Transactions
Payroll Advances
Viewing, Adjusting & Voiding Posted Payroll Transactions
Entering Taxes Manually
Payroll Reports

Reporting, Miscellaneous & Period End Procedures

Creating Graphs
Creating & Printing Financial Reports Financials
The Daily Business Manager
Processing Transactions in the Daily Business Manager
Checklists
Checking Data Integrity & Compacting The Database
Printing In Batches
Setting Up Batch Printing
Printing In Batches
Month End Procedures
Calendar Year End Procedures
Year End Procedures

Intermediate, 2 Days

Course Description

The main objective of this course is to introduce some of the more advanced functions and capabilities of Simply Accounting.

Prerequisites

This course is designed for computer users who are already familiar with the basic operations of Simply Accounting, and/or have completed the Simply Accounting 2004 Introduction course.

Topics Covered

Setting Up Data Files & Customizing Settings

Creating a New Company
Using the Setup Wizard
Setting up the General Ledger
Entering Opening Balances
Setting Up Linked Accounts
Entering Vendors and Purchases History
Entering Customers and Sales History
Entering Inventory and Services History
Entering Employees and Payroll History
Finish Entering Historical Data
Customizing Simply Accounting
Setting Up Sales Taxes

Banking & Credit Cards

Setting Up the Bank Reconciliation
Setting Up an Account for Reconciliation
Reconciling an Account for the First Time
Reconciling an Account
Importing Online Statements
Downloading and Importing Statements
Working with Credit/Debit Cards Transactions
Entering Customer Sales on Credit Card
Reconciling the Credit Card Account
Creating & Setting Up Credit Cards for Purchases
Enter Vendor Purchases on Credit Card
Reconciling the Credit Card Statement

Security, Budgets & Projects, Inventory Adjustments

Adding Passwords and Security
Accessing the System Administrator
Adding A User
Changing or Deleting a User's Password
Deleting a User
Removing Security Options from the Data File
Budgeting

Activating the Budget Option
Creating A Budget
Reporting Against the Budget
Updating the Budget
Handling Project / Department Accounting
Setting Up Projects / Departments
Allocating Expenses and Revenues
Reporting on Project / Department Performance and Budgets
Managing Inventory
Performing Inventory Counts
Writing Off Inventory
Looking at Item Assembly

Payroll (Additional Features)

Checking the Tax Tables
Introducing New Types of Income
Introducing New Types of Deductions
Employee Benefits
Setting Up Batch Printing of Paycheques
Allocating Payroll Cheques to a Project/Department
Generating a Payroll Run
Remitting Payroll
Deductions/Contributions
Releasing Vacation Pay
Employee Departures
Making an Employee Inactive
Generating a Record of Employment
Generating T4 Slips
Setting Up Printer Options in Preparation for T4 Slips
Printing T4 slips
Personal Tax Credits
Using SimplyCARE Payroll
Handing Direct Deposit
Working with Foreign Currencies
Dealing with Foreign Currency
Setting Up Foreign Currency
Setting Up A Foreign Currency Bank Account
Setting Up A Vendor
Setting Up For Sales to Foreign Customers
Pricing Inventory & Services
Setting Up Foreign Customers

Tracking Import Duty Information
Making Purchases
Making Sales Using A Foreign Currency
Foreign Currency Reporting

Miscellaneous Items

Creating and Setting Up New Sales Taxes
Reporting Tax Information on a General Journal Transaction
Charging Interest on Overdue Accounts
Preparing Customer Statements
Setting up the Statements
Printing or E-mailing a Customer Statement
NSF Cheques
Handling Bad Debts
Writing Off a Bad Debt
Clearing Transactions
Making Records Inactive
Handling GST & GST Remittances
Calculating the Amount of GST Owing/Refundable
Handling & Remitting Provincial Sales Tax
Remitting PST
Handling & Remitting WCB Premiums
Remitting WCB Premiums
Customizing Simply Accounting Journals
Viewing Account Numbers
Printing Labels
Using E-mail in Simply Accounting
Accessing the Simply Accounting Website
Performing Management Reporting
Using DDE (Dynamic Data Exchange)
Exporting Reports
Using the New Business Guide
Using the Simply Accounting Basic/Pro Versions
Finding Important Code Numbers
Using the Web Store
Crystal Reports
Using Third Party Products
Importing Data from Other Accounting Software
Importing QuickBooks Data
Importing MYOB Data
Importing Simply Accounting Payroll Data