

Simply Accounting (Level 1)

Group rates available – Inquire for more details

Duration: 1 days

Objective

- This course guides you through the set-up and day-to-day processing.

Pre-requisites

- Windows experience and basic bookkeeping knowledge.

Course Content

Setting up a Company

- Creating a New Company
- Looking up company information
- Creating new set of data files
- Entering company dates
- Setting up the company screen

System Database

- System setting
- Setting up reports and forms
- Setting up tax code and credit Cards
- Setting up currency information for multi currency
- User preferences: Colour scheme, other settings

General Ledger

- The session date, Account Groups, setting up the Chart of Accounts for the company
Using Account Wizard for creating company accounts
- Creating, editing and deleting accounts with the Account Wizard
- Creating Accounts with Edit/Create option
- Editing/Modifying Accounts with Find option
- Editing/Modifying Accounts with Edit option
- Deleting Accounts with Edit/Remove option
- Printing the Chart of Accounts
- Entering opening balances
- Balancing the General Ledger
- Linking Simply Accounting modules
- Customizing Simply Accounting
- Entering General Journal transactions
- Storing a recurring transaction

- Using Recurring transaction

Accounts Payable

- Entering vendor Information
- Input outstanding vendor balances
- Entering Historical Invoices & Payments
- Balancing the General Ledger
- Linking Accounts Payable
- Adding to the shippers list
- Customizing Accounts Payable
- Purchase Quotes and Order Entry
- Entering Accounts Payable Purchases
- Entering Non-Inventory Purchases
- Allocation to departments
- Entering cash purchases
- Viewing posted invoices
- Entering payables payments and adjusting payments

Accounts Receivable

- Entering customers information
- Historical/outstanding transactions
- Historical receivable payments
- Balancing receivables to the G/L
- Linking Accounts Receivable
- Sales quotes and order entry
- Accounts receivable sales
- Entering non-inventory sales
- Allocation to project/departments
- Receivable receipts and adjustment of receipts
- Entry for bad debt write off

Inventory, services and projects

- Entering inventory accounts & items
- Modifying inventory items & linking inventories
- Matching sub ledgers to G/L
- Customizing modules
- Inventory & services
- Project/ Department

Payroll

- Entering employee information
- Linking Simply Accounting P/R

- Customizing Simply Accounting
- Entering history
- Entering Payroll and printing payroll cheques

Miscellaneous/Report

- Creating graphs, printing reports/month end procedures
- Calendar year end procedure
- Fiscal year end procedures
- Vendor and customer aged and management reports