



Simply Accounting by Sage Pro – Level 2

This 12 hour instructor led course will explore Simply Accounting's professional level tools for bookkeeping. This course requires basic Windows skills (PC Basics Certification) or equivalent experience, basic knowledge of accounting terms/concepts and Simply Accounting Level 1.

Setting Up Data Files and 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 and Credit Cards

- Setting up the Bank Reconciliation
- Setting up an Account for Reconciliation
- Reconciling an Account for the First Time
- Reconciling an Account
- Printing the Bank Reconciliation Report
- Working with Credit/Debit Card Transactions
- Entering Customer Sales on Credit Card
- Reconciling the Credit Card Account
- Creating and Setting up Credit Cards for Purchases
- Enter Vendor Purchases on Credit Card
- Reconciling the Credit Card Statement

Security, Budgets, Projects and Inventory

- 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
- Bill of Materials vs. Item Assembly

Additional Payroll Features

- Checking the Tax Tables
- Introducing Types of Income and Deductions
- Introducing Types of Deductions
- Setting Payroll Remittance
- 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

- Generating a Record of Employment
- Generating T4 Slips
- Setting up Printer Options in Preparation for T4 Slips
- Printing T4 slips

Setting up a Vendor

- Setting up for Sales to Foreign Customers
- Pricing Inventory and Services
- Setting up Foreign Customers
- Tracking Import Duty Information

Miscellaneous Items

- Charging Interest on Overdue Accounts
- Preparing Customer Statements
- Setting up the Statements
- Printing or E-mailing a Customer Statement
- Handling NSF Cheques
- Handling Bad Debts
- Writing Off a Bad Debt
- Clearing Transactions
- Making Records Inactive
- Handling GST and GST Remittances
- Calculating the Amount of GST Owning/Refundable
- Handling and Remitting Provincial Sales Tax

- Remitting PST
- Handling and 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 by Sage Web site
- Performing Management Reporting
- Exporting Reports
- Using the New Business Guide
- Finding Important Code Numbers
- Using Simply Forms Designer
- Deleting a Custom Report
- Time Slips
- Creating Job Categories
- Creating a Time Slip
- Time and Billing Report