

Simply Accounting Level 1 of 2

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$325

Course Description

This course is an introductory course on the use of Simply Accounting in the Windows environment. Students will learn how to enter transactions for a company.

Course Outline

Lesson 1: Getting Started

- Course Introduction
- Understanding, Creating and Modifying Accounts
- Accounting / Non-Accounting Terminology
- Linking / Customizing Simply Accounting
- Backing Up Data Files
- Exiting Simply Accounting

Lesson 2: Inventory and Services

Entering Inventory Accounts/Items

- Creating and Using Projects
- Customizing Modules

Lesson 3: Accounts Payable

- Entering Invoices / Payments
- Customizing Accounts Payable
- Entering Purchases
- Allocating Projects
- Purchase Orders
- Viewing Invoices
- Reversing Payments
- Payables Reports

Lesson 4: Accounts Receivable

- Accounts Receivable Customers
- Accounts Receivable Sales
- Viewing, Adjusting and Voiding Receivable Transactions
- Applying Deposits / Payments
- Receivables Reports

Lesson 5: Payroll

- Overview and Set Up
- Creating / Modifying Employee Records
- Viewing, Adjusting and Voiding Transactions
- Entering Taxes
- Payroll Reports

Lesson 6: Reporting, Miscellaneous & Period End Procedures

- Creating Graphs
- Inventory & Services
- Management Reports
- Month End Procedures
- Calendar Year End Procedures
- Fiscal Year End Procedures