

## Simply Accounting Level 2 of 2

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

Course Cost: \$325

### Course Description

The objective of this course is to introduce more advanced functions and capabilities of Simply Accounting. It is designed for a computer user who is familiar with accounting, has work experience in the basic operations of Simply Accounting, and/or has completed Simply Accounting Level 1.

### Course Outline

#### Lesson 1: Setting Up Data Files and Customizing Settings

- Creating a New Company
- Customizing Simply Accounting
- Setting Up Sales Taxes

#### Lesson 2: Banking and Credit Cards

- Setting Up and Reconciling Accounts
- Recording / Printing Reports
- Entering Vendor Information

#### Lesson 3: Security, Budgets, Projects and Inventory

- Adding Passwords and Security
- Accessing the Systems Administrator
- Budgeting
- Handling Project / Department Accounting
- Reporting
- Managing Inventory

#### Lesson 4: Additional Payroll Features

- Introducing Types on Income and Deductions
- Set Up and Allocations
- Employee Benefits
- Generating Payroll

#### Lesson 5: Working with Foreign Currencies

- Dealing with Foreign Currency
- Tracking and Reporting Currency
- Set Up for Foreign Customer Sales

#### Lesson 6: Miscellaneous Items

- Customizing Journals
- Printing Labels
- Exporting Reports
- Using Simply Forms Designer
- Time Slips
- Using Email in Simply Accounting