



Changing Your Quality of Life

Simply Accounting

INTRODUCTION AND GENERAL JOURNAL

- What is Simply Accounting for Windows?
- Starting Simply Accounting
- Entering Company Dates
- Setting Up the company Screen
- Moving Around
- Accessing the help System
- Setting Up the Chart of Accounts
- Understanding Accounts Groups
- Creating Accounts with Edit/Create
- Deleting Accounts with Edit/Remove
- Savings Changes
- Printing the Chart of Accounts
- Entering Opening Balances
- Balancing the General Ledger
- Linking Simply Accounting
- Customizing Simply Accounting
 - General
 - Display
 - System
- Backing Up Your Data Files
- Understanding the session Date
- Entering General Journal Transactions
- Storing a Recurring Transactions
- Using Recurring Transactions
- Exiting Simply Accounting

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

ACCOUNTS PAYABLE

- Entering Vendor Information
- Outstanding Vendor Balances
- Entering Historical Invoices & Payments
- Balancing the General Ledger
- Linking Accounts Payable
- Adding to the Shippers List
- Customizing Accounts Payable
- Changing the Session Date
- Accounts Payable Purchases
- Entering Non-Inventory Purchases
- Allocating Departments
- Purchase Order
- Entering Cash Purchases
- Viewing Posted Invoices
- Entering Payables Payments

PAYROLL & MISCELLANEOUS

- Entering Employee Information
- Linking Simply Accounting
- Customizing Simply Accounting
- Entering History
- Entering Canadian Payroll
- Creating Graphs
- Printing reports/Month End Procedures
- Calendar Year End Procedures
- Fiscal Year End Procedures
- Glossary of Terms
- Starter Templates
- Financial Statements

ACCOUNTS RECEIVABLE

- Accounts Receivable Customers
- Historical/Outstanding Transactions
- Historical Receivable Payments
- Balancing Receivables to the G/L
- Linking Simply Accounting
- Changing the Session Date
- Accounts Receivable Sales
- Receivable Receipts