



SIMPLY ACCOUNTING

DESCRIPTION

FOCUS ON YOUR BUSINESS, NOT YOUR ACCOUNTING. MANAGE YOUR CASH FLOW, COST CONTAINMENT, INVOICING AND BILLING. KEEP YOUR FINANCIAL AFFAIRS IN COMPLIANCE AND ACCESS A DIVERSE LINE OF ACCOUNTING OPTIONS FOR YOUR BUSINESS AS IT CHANGES AND GROWS. TOPICS INCLUDE COMPANY SET UP, INVOICING, ACCOUNTS PAYABLES, ACCOUNTS RECEIVABLES, GST, INVENTORY, PAYROLL, ACCOUNT RECONCILIATIONS, AND FINANCIAL REPORTING.

OBJECTIVES

BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- MANAGE YOUR COMPANY FILE IN SIMPLY ACCOUNTING
- RECORD YOUR INCOME
- MANAGE YOUR EXPENSES
- RECONCILE YOUR ACCOUNTS
- TRACK YOUR INVENTORY
- USE SIMPLY ACCOUNTING PAYROLL SYSTEM
- CREATE AND MODIFY CUSTOMIZED REPORTS.

TARGET AUDIENCE

THIS COURSE IS INTENDED FOR BUSINESS OWNERS OR OFFICE PROFESSIONALS USING THE SIMPLY ACCOUNTING PROGRAM TO MANAGE THEIR FINANCIAL RECORDS. NO PRIOR BOOKKEEPING EXPERIENCE IS REQUIRED HOWEVER IF STUDENTS ARE NEW TO BOOKKEEPING OR PAYROLL THE BASIC BOOKKEEPING AND ALBERTA PAYROLL REGULATIONS WORKSHOPS ARE RECOMMENDED. BASIC KNOWLEDGE OF COMPUTERS AND KEYBOARDING SKILLS ARE ALSO HELPFUL.

CONTENT

- ◆ MANAGING YOUR COMPANY FILE
 - COMPANY SET-UP
 - OPENING & CLOSING YOUR COMPANY FILES
 - SAVING COPIES AND BACKUPS
 - CUSTOMIZING YOUR QUICKBOOKS
- ◆ DATABASE MANAGEMENT
 - WORKING WITH THE CHART OF ACCOUNTS
 - UPDATING AND MAINTAINING PRODUCT AND SERVICE LISTS
 - VENDOR, CUSTOMER AND EMPLOYEE LISTS
- ◆ RECORDING INCOME
 - INVOICING
 - SALES RECEIPTS
 - CUSTOMIZING TEMPLATES
 - RECEIVING PAYMENTS
 - DEPOSITING FUNDS
 - TRANSFERRING FUNDS
- ◆ MANAGING EXPENSES
 - ENTERING AND PAYING BILLS
 - WRITING CHEQUES
 - RECORDING DEBIT AND PREAUTHORIZED WITHDRAWAL TRANSACTIONS
 - RECURRING TRANSACTIONS
 - JOURNAL ENTRIES
 - CREDIT CARD TRANSACTIONS
- ◆ RECONCILING ACCOUNTS
- ◆ TRACKING INVENTORY
- ◆ SIMPLY ACCOUNTING PAYROLL SYSTEM
 - SETTING UP EMPLOYEES
 - PAYING EMPLOYEES
 - SOURCE DEDUCTIONS
 - T4'S
 - RECORD OF EMPLOYMENT FORMS
- ◆ CUSTOMIZED REPORTS