



Simply Accounting by Sage – Level 2

Course Description: This courseware is a continuation of basic features for daily accounting tasks using Simply Accounting and will introduce some of the more advanced functions and capabilities of Simply Accounting. Students will look at how to create company files, and deal with more advanced tasks for receivables, payables, inventory and payroll.

Basic Skills Checklist: Students with an accounting background and have taken Simply Accounting – Level 1 or have equivalent experience. If you are unfamiliar with the concepts listed in that outline, we strongly recommend that you complete the Level 1 courseware before attempting to work through the Level 2 material.

Courseware Outline:

Lesson 1: Setting up Data Files and Customizing Settings

- Creating a New Company
- Customizing Simply Accounting

Lesson 2: Banking and Credit Cards

- Setting up the Bank Reconciliation
- Reconciling an Account
- Working with Credit/Debit Card Transactions
- Reconciling the Credit Card Statement

Lesson 3: Security, Budgets, Projects and Inventory

- Adding Passwords and Security
- Budgeting
- Handling Project/Department Accounting
- Allocating Expenses and Revenues
- Managing Inventory

Lesson 4: Additional Payroll Features

- Types of Income and Deductions
- Setting Payroll Remittance
- Employee Benefits
- Remitting Payroll Deductions/Contributions
- Releasing Vacation Pay
- Employee Departures

Lesson 5: Working with Foreign Currencies

- Dealing with Foreign Currency
- Setting up for Sales to Foreign Customers
- Tracking Import Duty Information
- Foreign Currency Reporting

Lesson 6: Reports, Records and Importing Data

- Charging Interest on Overdue Accounts
- Preparing Customer Statements
- Handling NSF Cheques
- Handling Bad Debts
- Clearing Transactions
- Handling GST and GST Remittances
- Handling and Remitting Provincial Sales Tax
- Handling and Remitting WCB Premiums
- Performing Management Reporting
- Exporting Reports
- Using Simply Forms Designer
- Time Slips

All of our courses are based on a building-block template. All course levels except Level 1 assume the student is completely comfortable with the materials covered in any and all courses listed as a prerequisite, and that the student has the ability to competently complete the tasks covered in those prerequisite courses.

Before enrolling in a class at a Level 2 or higher, the instructor must discuss and assess the skills and requirements of the student taking the course, prior to the material being delivered. This will ensure the training is delivered with the utmost quality and that it is the most meaningful for the student.