

Simply a Better Way to Learn!



A C C O U N T I N G S K I L L S

Simply Accounting Premium 2010

Course Introduction

In this course, you will be introduced to the Simply Accounting Premium 2010 accounting software, using a hands-on approach with simulated source documents. You will work step-by-step through the procedures for setting up each module, followed by transaction by transaction processing covering the concepts and techniques needed to use the software. As the student works through the lessons, they are given ample opportunity to explore and practice these techniques throughout the course.

This course consists of ten lessons, a lab exercise, and a final exam.

The lesson tasks use files created for fictitious companies. At the end of most lessons, students are presented with questions for review to reinforce learning. The workbook also contains unguided tasks that will help prepare students for the final exam.

Course Prerequisites

Introduction to Windows (or equivalent), Basic Bookkeeping Level 1 and Level 2, Microsoft Word Level 1, Microsoft Excel Level 1

Course Aim

At the end of this course, students will have successfully gained a basic understanding of computerized accounting functions using this software.

Of Interest to

Individuals interested in pursuing a career in accounting, or Bookkeepers and Accountants who wish to broaden their knowledge of accounting software programs.

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

Course Breakdown

Lesson 1: Introduction to Simply Accounting, Creating and Managing Data Files, Preparing the General Ledger, Preparing and Posting Journal Entries

Lesson 2: Preparing the Payables Ledger, Posting Entries in the Payables Journal, Working with Vendor Quotes, Vendor Reporting

Lesson 3: Preparing the Receivables Ledger, Posting Entries in the Receivables Journal, Working with Customer Quotes, Customer Reporting

Lesson 4: Budgeting, Reconciling Accounts, Using the Daily Business Manager, Monitoring Your Financial Position

Lesson 5: Overview of Payroll and Employee Information, Preparing the Payroll Ledger, Processing Paychecks, Payroll Reporting

Lesson 6: Accounting for Sales Taxes, End of Tax Period, End of Calendar Year, End of Fiscal Year

Lesson 7: Setting Up Inventory and Services, Bill of Materials and Item Assembly, Tracking and Adjusting Inventory Levels, Inventory Reporting

Lesson 8: Setting up the Projects Module, Allocating Project Revenue and Costs, Using Departmental Accounting, Project/Department Reports

Lesson 9: Tracking Time and Billing, Using Time Slips, Time and Billing Reporting

Lesson 10: Changing Default Settings, Customizing Reports and Forms, Using the Simply Form Designer, Using Microsoft Office with Simply Accounting

Lab Exercise



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Course Notes

Course manual provided for on-going reference.
There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.



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