



dANA NÄYE VENTURES COURSE OUTLINE

Simply Accounting Level 2

INSTRUCTOR:	Robin Dyer	TELEPHONE:	(867) 668-6925 1-800-661-0448
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TIME:	9:00 AM – 5:00 PM		
	REGISTRATION		
FEE:	\$375.00 + GST		

COURSE INFORMATION

PREREQUISITES:

People who have taken Simply Level I or equivalent work experience. Students should also have a basic understanding of accounting principles

COURSE DESCRIPTION:

This advanced course is for students that are currently using Simply Accounting in the Windows environment. This package has been redesigned to more closely resemble invoices for data entry. Students will learn how to enter more complex transactions.

COURSE GOALS:

Objectives of Section 1

Modify the Company Profile of the Provided Data File
Add, Modify and Delete Accounts fo/from the Existing Chart of Accounts
Set up a Budget
Set up Account (Bank) Reconcillation and Reconcile a Bank Statement
Customize setting sin relation tot he General Ledger
Make Necessary Steps to Start a New Fiscal Year
Back up a Data File
Enter General Ledger Transactions
Make Corrections on Previous General Ledger Transactions

Objectives of Section 2

Add Employees

Customize the Settings for the Payroll
Enter Payroll Entries
Reverse a Payroll Cheque
Add New Employees and Benefits
Pay Out Vacation Pay
Deduct Additional Income Tax from Employees' Cheques
Establish Two-Year Payroll Data
Add Inventory Items
Customize Inventory Settings
Add Project Records

Objectives of Section 3

Enter Accounts Receivables Customers
Customize Accounts Receivable Settings
Link the Accounts Receivables to the Appropriate General Ledger Accounts
Enter Inventory Sales

Handle Discounts
 Enter Invoice Payments
 Enter Cash Sales
 Handle Credit Notes and Prepayments
 Record NSF Cheques and Bad Debts
 Clear Customer Accounts
 Enter a Quote
 Use a Quote to Enter an Invoice

Objectives of Section 4

Add Vendors
 Customize Accounts Payable Settings
 Link the Accounts Payable to the
 Appropriate General Ledger Accounts
 Enter Purchase Orders
 Enter Inventory Purchases
 Enter Non-inventory Purchases
 Enter Vendor Account Payments
 Handle Credit Notes
 Remit Deductions and Taxes

Clear Vendor Accounts

Objectives of Section 5

Enter Inventory Adjustments and
 Transfers
 Print Reports
 Display and Create Graphs
 Understand Month-End Procedures
 Understand Calendar Year-End
 Procedures
 Close the Books at Fiscal Year End
 Make Adjusting Entries
 E-mail Invoices to Customers
 Refer to the Customer's Web Site
 Print Fiscal Year Comparative Reports
 Post a Previous Year
 Send Data to Other Windows Programs
 Set up Simply Accounting Data Files
 and Process Daily Transactions

MAJOR COURSE OBJECTIVES:

Mentioned in Course Goals

COURSE FORMAT:

Lecture, demonstraion, and lab time.

COURSE REQUIREMENTS

ATTENDANCE AND PARTICIPATION

Students are required to be in attendance for the duration of the course to receive a certificate.

QUIZZES:

N/A

ASSIGNMENTS:

N/A

DETERMINATION OF FINAL MARK:

N/A

TEXT AND MATERIALS:

A manual is provided

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/A

GRADES ON TRANSCRIPT:

N/A