

# Sage 50 (Simply) Accounting Introduction

---



(902)835-8880

The Sage Simply Accounting course is designed to show participants how to make the most efficient and effective use of a fully integrated accounting packages features. This hands-on course guides the participant through the initial stages of converting a business' manual bookkeeping system to an automated system. Once the system is setup the participant is led through the G/L, A/R, A/P and payroll modules, then shown how to use Simply's functions to produce journals, reports, and financial statements. The class is 2 days in length and runs from 9:00 am until 4:00 pm each day.

Specific goals are as follows:

<b>Introduction</b>	
<b>Starting out including:</b>	<b>Setting company defaults including:</b>
The Simply Accounting environment Moving through menus Creating a directory to store company data Entering the company name Choosing the correct using date Learning how to save information	Entering the company name and address Checking the company status Choosing a printer Setting check, invoice, and statement capabilities Adjusting report parameters
<b>Converting manual information including:</b>	<b>Preparing G/L, A/R, A/P &amp; payroll journal entries</b>
Reviewing chart of accounts Establishing start, conversion and finish dates Removing integration accounts Modifying, inserting and deleting accounts Entering new integration accounts Entering historical balances Setting ledgers to ready	Entering journal information Editing, saving and exiting an entry Viewing entries Correcting journal entries Printing journals, reports, financial statements Making copies of accounting information Preparing for new fiscal year Bank reconciliations