



## **Simply Accounting**

### **Course Overview**

This computerized accounting course is designed to teach basic Accounting and Bookkeeping Concepts and Practices-GAAP. The Program uses hands-on training to teach the students how to create a Company Database and record day-to-day business events/transactions.

Through detailed analysis, the students learn how transactions affect Financial Statements and how the use of Financial Statements help contribute to business decisions. The course uses the ACCPAC Simply Accounting version 8.5 for Windows. software.

### **Principles of Accounting**

The course will focus on the principles and concepts of accounting, as well as business structures and practices.

Upon completing the course, students will know:

- To record daily transactions and understand Bookkeeping maintenance
- Accounting Principles and GAAP
- To use the Chart of Accounts
- To analyse the General Ledger accounts
- To interpret the Balance Sheet and Income Statement
- To analyze the health of a business through analysis of the company's Financial Statements

### **Simply Accounting -AccPac**

Industry rated as the easiest accounting software for small to medium sized businesses, Simply Accounting course will prepare the student for full Bookkeeping responsibilities.

### **Beginning with knowing**

- What's required to establish a Business in Ontario

The course shows hands-on setup and creation of accounting entries for a business in the service industry.

This includes the creating of:

- Company Profile Database.
- Preparing a Chart of Accounts
- Database for Vendor AP files
- Database Customer AR files
- Database Employee Payroll files.



### **Accounts Payable**

- Using the Chart of Accounts
- Creating Vendors' Files
- Entering Purchase Orders and Quotes
- Recording the Purchases- Invoices and Credit Notes
- Paying Invoices and Gaining Discounts
- Processing Accounts Payable Reports

### **Accounts Receivable**

- Using the Chart of Accounts
- Creating the Customers' Files
- Entering Sales Orders and Quotes
- Billing the Customer- Sales Invoice
- Recording the Sales
- Processing the A/R Receipts
- Preparing Accounts Receivable Reports

### **General Journal**

- Using the Chart of Accounts
- Entering Journal Entries

### **Payroll**

- Using the Chart of Accounts
- Payroll Documents H.R and B.A. Depts
- Creating the Employees' Files
- Processing the Employee Pay
- Vacation Pay
- Paying the Liability Accounts
- Special Focus on Gov't Reporting: Payroll Remit, EHT, WSIB
- TD1, ROE and T4 Documents
- Processing Payroll Reports

### **Other**

- Interpreting various accounting documents
- Converting from another accounting system
- GST and PST reporting
- Preparing Financial Statements
- Presenting the Financials with Graphs
- Analyzing the Financials