Sage Simply Accounting

Getting Started Guide

2012

First Step

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Getting Started

Welcome to Sage Simply Accounting!

Use this guide to help you install Sage Simply Accounting and set up your company so that you are up and running as quickly as possible.

In this guide, you'll learn how to:

- Set up your company
- Set preferences to suit your business needs
- Get help when you have questions
- Secure your company data
- Enter some common business transactions

Note: Sage Simply Accounting comes in a number of editions to suit the needs of all small businesses. This guide covers Sage Simply Accounting First Step.

To learn more about the features available in other Sage Simply Accounting editions, read the What's New topic in the Help, or contact a Customer Sales representative at 1-888-261-9610.

Sage Simply Accounting Installation Information

My Company Name:

My Sage Account ID:

My Sage Simply Accounting Serial Number:

My Installation Key Code:

Getting Help

There are a variety of options available to you when you have questions.

Get Help as You Work

Use the in-product and online Help search to find answers to your questions. Ask a help question in a Sage Simply Accounting window, or from the Search tab in the Help. Scan the list of search results, and then select a help topic to view.

Open the Learning Centre to learn what's new and access the latest training courses, frequently asked questions, and video tutorials. Use the integrated RSS Feed Reader to check on the status of posts in the Sage Simply Accounting Online Community and add your own feeds to other online resources.

Online Support Resources

Connect with other small business professionals and Sage Simply Accounting representatives in the Sage Simply Accounting Online Community by visiting **http://www.simplyaccounting.com/community/**. The community has quick access to several easy to use help resources, including:

- The online Knowledgebase
- Blogs
- Discussion forums
- Live chat with a Customer Support specialist

Community content is delivered directly to the integrated Learning Centre in Sage Simply Accounting!

Sage University Training

Open the Learning Centre to find classroom training courses in your area, or sign up for an online course at **www.sageu.com**.

Contact Sage for Support

If you can't find the answer to your question using the Help, the online Knowledgebase, or other self-help resources, then contact us for support.

Contact us Monday through Friday, 6 a.m. to 5 p.m. Pacific Time.

CONTACT INFORMATION	
Customer Sales:	1-888-261-9610
Customer Service:	1-888-222-8985
Customer Support:	1-888-522-2722
Online:	http://www.simplyaccounting.com/

Note: All customers receive **FREE** online support for one case within 60 days of product registration. Please visit http://www.simplyaccounting.com/2012support.[1]

Go online to chat live with a customer support specialist!

Work With a Sage Simply Accounting Expert

Get the help you need from accounting experts! Sage has an extensive network of Premier Advisors and Certified Consultants to support all phases of your accounting software installation and business development. To find an expert in your area, visit **http://www.simplyaccounting.com/findconsultant**.

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[1]Must be used within 60 days of product registration. Support Specialists reserve the right to limit online chat sessions to one hour.

Setting Up Your Company

Preparing to Create Your Company

Unless you begin to use Sage Simply Accounting when you start your business, you will need to know your account balances as of the date you start working with and recording transactions in Sage Simply Accounting.

Steps to Take Before You Create Your Company File

1. Determine your company's **Fiscal Start** date. This will be the earliest date on which you can record transactions for your company.

2. Prepare a **Trial Balance Report** as of your fiscal start date.

| What is a Trial Balance? |
|---|
| If you've been in business for a while, you will need to refer to this report to update Sage Simply Accounting after you create your company. |
| The Trial Balance lists all your account balances as of a given date. Ask your accountant for this report as of the conversion date you choose. |
| If you are converting from another computerized accounting system such as QuickBooks, you should be able to print the report yourself. So, if you convert to Sage Simply Accounting on January 1, 2012, you will need the trial balance report as of December 31, 2011. |

3. Gather together all outstanding customer invoices, and all unpaid supplier bills.

4. Make a list of the items you sell, including their selling prices.

Creating a New Company

The **New Company Setup Wizard** guides you through the process of creating a new company in a few simple steps. As you move through the wizard, it prompts you to enter information about your company and your fiscal Start and End dates. Click the Next button to move forward, or the Back button to go back and review the information you entered. If you get stuck, click the Help button for assistance.

1. Enter your company name and address information.

2. Enter your fiscal year Start and End dates.

3. Click Finish, and Sage Simply Accounting will create your company.
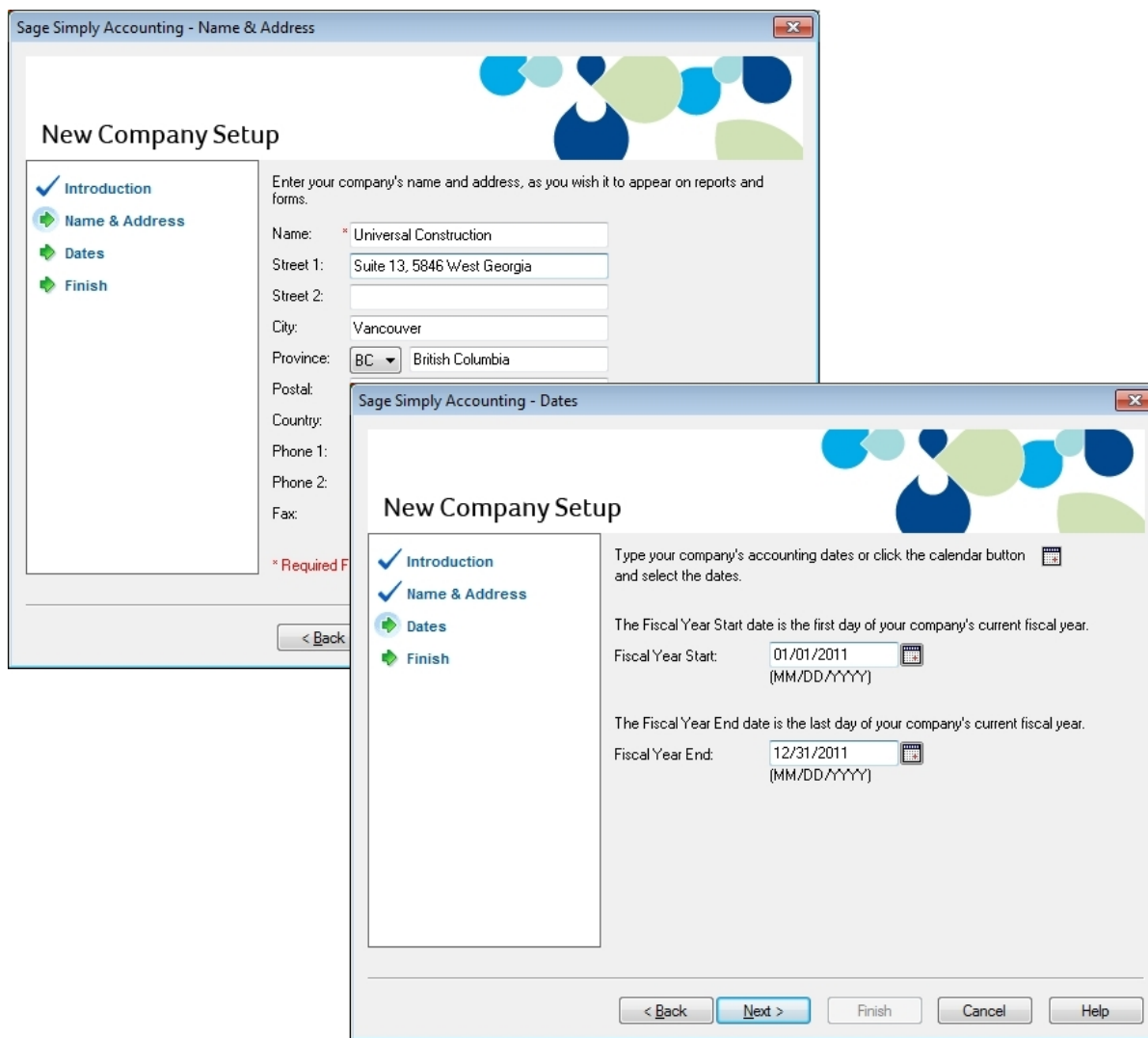
Reviewing & Modifying Settings

Now that you have set up your company, you are ready to review your company settings and get your books up to date.

In Sage Simply Accounting, settings are divided into the following types:

- System settings
- User preferences
- Form and report settings

You'll find system settings in the Settings window, grouped by module. Backup options, and settings that affect more than one module are located within the Company group.

It is important to review the Sales Taxes system settings for your company to ensure that you are charging and being charged the correct amounts.

Sales Taxes

Sage Simply Accounting automatically creates Sales tax based on the province you chose in the New Company Setup Wizard. For example, if your company operates in British Columbia, two taxes are set up for you: the Goods

and Services Tax (GST) and the Provincial Sales Tax (PST). Sage Simply Accounting also creates some default tax codes that you can use to calculate the taxes you pay and the taxes you charge.

Tip
Assign tax codes to customers and suppliers to simplify tax calculations when you process a transaction.

To learn more, search for "About sales taxes" and "Modifying a tax code" in the Help.

User Preferences

You can customize Sage Simply Accounting to complement the way you work. For example, you can save changes that you make to customer or supplier records automatically.

To learn more, search for "About user preferences" in the Help.

Report and Form Options

Report options define the default print settings for reports. You can modify these settings on individual reports by opening a report's Modify Report window.

Select the form type for the business forms you use, such as cheques and invoices. Set up Sage Simply Accounting to remind you when to order new cheques.

To learn more about customizing your business forms, search for "How do I customize a form" in the Help.

Adding or Modifying Accounts

The New Company Setup Wizard creates a set of accounts for your business. You can hide accounts you don't need, or edit the accounts in the list.

Sage Simply Accounting creates four main cash/bank accounts for you to use:

- Cash Draws
- Chequing Bank Account
- Petty Cash
- Savings Bank Account

You can create additional bank accounts if you need them for your business.

To find out more about bank accounts, search for "About bank accounts" in the Help.

Entering Account Balances

If you've been running your business for a while, you already have balances to add to your accounts—for example, the balance in your company chequing account. Enter your opening account balances in Sage Simply Accounting to ensure that your business records are accurate.

1. Refer to your most recent Trial Balance report—the same one you used when you created your company.

2. On the Tools menu, select For My Accountant and then Account Information.

3. Open each account and then enter the account balance from the trial balance. If you start entering transactions in Sage Simply Accounting as of your fiscal start date, your trial balance will be quite simple—it will contain balances for only your balance sheet accounts, not income and expense accounts.

4. Click Save and Close to save your changes.

| Why Did I Receive a Message About Assigning a Difference? |
|---|
| If you don't update all your account balances, the accounts may not balance, and so, you may receive a message asking you to assign the difference to a specific account. Accept the account that Sage Simply Accounting suggests, or select a different account. Check the balance in this account after you have finished entering all opening account balances to ensure that the balance agrees with your records. |

Checking Your Accounts

To ensure that you have entered your account balances correctly, print a Trial Balance report in Sage Simply Accounting and check it against your existing records.

To check your accounts:

1. In the Home window, open the Report Centre. Select Financials, Trial Balance, and then Opening Balances.

2. Click Display to view the report.

3. To print the report, ensure that your printer is set up, and then choose Print from the File menu or toolbar.

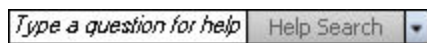4. Compare the account names and balances against your existing records.

The Home Window
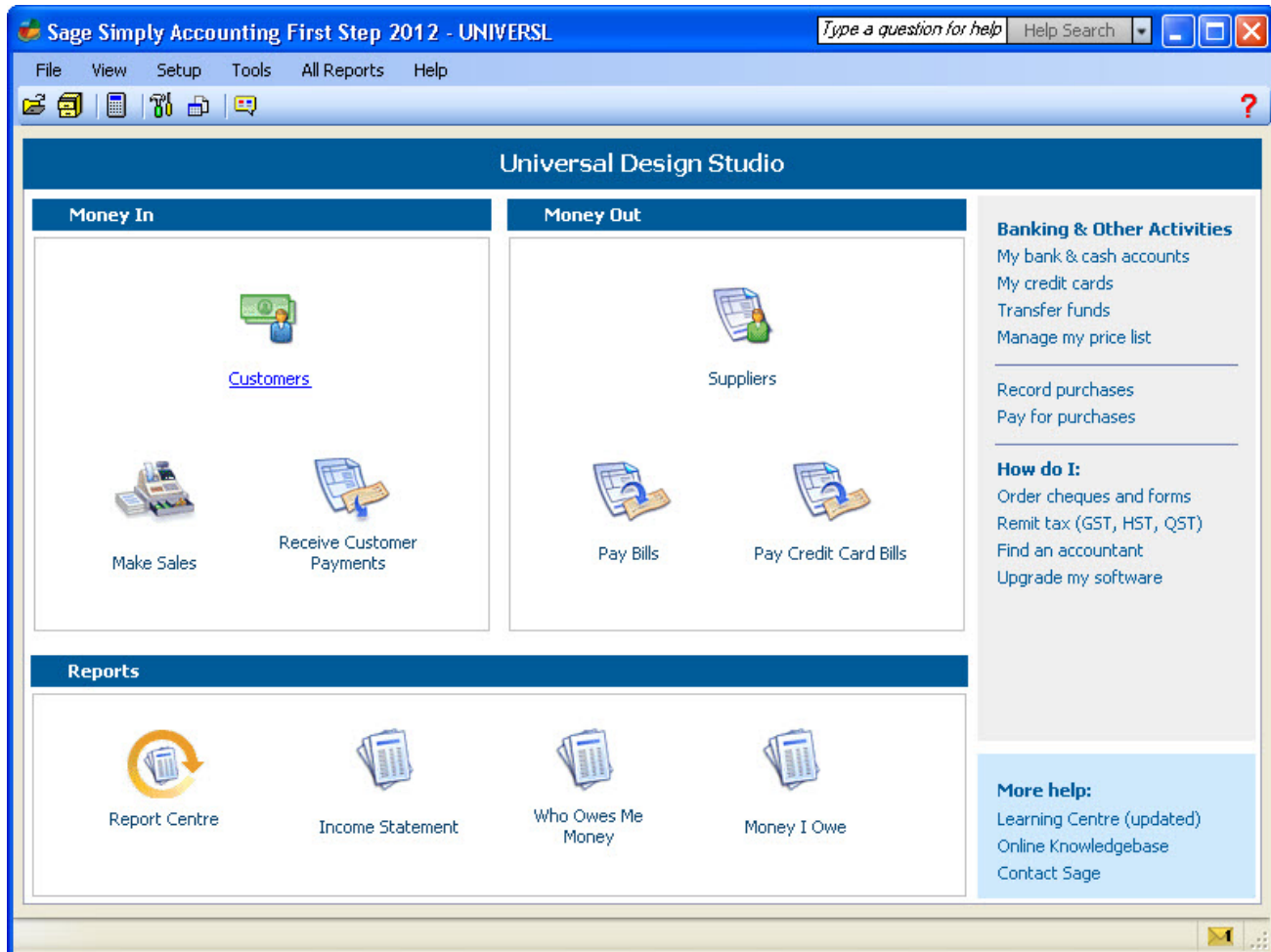
The Home window is divided into three major sections representing important facets of your business:

- Money In—Customers and Sales
- Money Out—Suppliers and Purchases
- Reports—Detailed information about the health of your business

In the Home window:

Ask a question for Help, or find a response to a frequently asked question by clicking one of the "How do I" links.

The menu bar provides easy access to additional Sage Simply Accounting features.

Icons offer quick access to tasks.

Open the Report Centre to find reports to manage your business.

Learning Centre link

Click the link to open the Learning Centre - the learning resources hub for Sage Simply Accounting!

Setting Up Customers & Suppliers

Entering Customer Information

When you create a customer record, all you need is a name. Of course, you will probably want to add more contact information and default options when it is convenient for you to do so.

1. Enter the customer's name or other unique identifier.

2. Add in other details about the customer.

3. Click Save and Close to save your changes.

Tip
Are you converting from QuickBooks®, Quicken®, or MYOB®? Run the Import Wizard to import your current customer information. For more information search for "How do I import records" in the Help.

Entering Supplier Information

When you create a supplier record, all you need is a name. Of course, you will probably want to add more contact information and default options when it is convenient for you to do so.

1. Enter the supplier's name or other unique identifier.

2. Add in other details about the supplier.

3. Click Save and Close to save your changes.

Tip
Are you converting from QuickBooks®, Quicken®, or MYOB®? Run the Import Wizard to import your current supplier information. For more information search for "How do I import records" in the Help.

Entering Balances

Customers

If you have been in business for a while, some customers may owe you money as of your company's fiscal start date. You need to bring each customer record up-to-date.

For each customer, determine the total outstanding amount owed as of the fiscal start date, and then enter an invoice in the Sales window for this amount. Use your fiscal start date for the invoice date.

Suppliers

If you have been in business for a while, you may owe money to suppliers as of your company's fiscal start date. You need to bring each supplier record up-to-date.

For each supplier, determine the total amount owed, and then enter an invoice for this amount. Use your fiscal start date for the invoice date.

Creating a Price List

You can use your price list to create items that you sell:

- **Inventory.** These are physical or tangible items that your company sells. When you create a new inventory item, you must give it a number. The description, selling unit, and selling price are optional.
- **Services.** These are non-tangible items, such as consulting fees. Services are created just like inventory items.
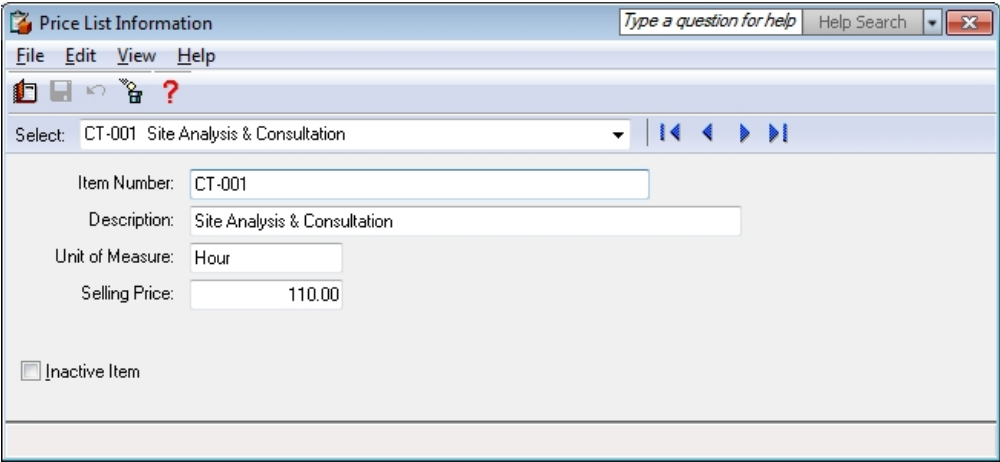
Giving items a number and a description makes it easy to find them as your price list grows.

For more information, search for "How do I create an item record" in the Help.

Tip
Setting up a price list for your inventory and service items will speed up invoicing and make your data entry more consistent in the Sales window.

Essential Tasks

Overview of Customer Transactions

Money In

There are two types of customer transactions available in the Money In section of the Home window.

Makes Sales

Bill your customers for goods shipped or received at the time of sale, and for services provided.

Receive Customer Payments

Enter payments you receive from your customers, and apply the payment to one or more unpaid invoices.

Invoicing Customers

When you record a sale, Sage Simply Accounting keeps track of the goods and services sold and updates the customer's record.

To create an invoice: In the Home window, in the Money In section, click the Make Sales icon , and then complete the following steps.

1. Select a customer. Sage Simply Accounting will auto-fill the Sold to, Ship to, Comments, and Terms fields with the data from the customer's record.

2. Select items from your price list, or enter details about the items you are selling.

3. Print or e-mail the invoice.

4. Click Process to record the transaction, and update account balances and the customer's record.

Receiving Customer Payments

To record a payment from a customer: In the Home window, in the Money In section, click the Receive Customer Payments icon, and then complete the following steps.

1. Select a customer.

2. Select the payment method, and the account to which you will deposit the payment. If the customer is paying by cheque, enter the cheque number.

3. Ensure the date of receipt is correct. By default, the current session date is used.

4. Select the invoice to which the payment should be applied. Sage Simply Accounting automatically calculates the eligible discount based on the payment terms you entered.

5. Click Process to record the transaction and update account balances and the customer's record.

Overview of Supplier Transactions

Money Out

There are four types of supplier transactions you can perform in the Home window.

Record Purchases	Available in the Banking and Other Activities section. Enter bills from suppliers for items or services you have purchased and will pay for at a later date.
Pay for Purchases	Available in the Banking and Other Activities section. Enter a payment to a supplier and apply the payment to one or more unpaid bills.
Pay Bills	Available in the Money Out section. Record an expense and the method of payment.
Pay Credit Card Bills	Available in the Money Out section. Enter payments (for example, write a cheque) to your credit card company for business expenses.

Recording Expenses

If you do not need to use Sage Simply Accounting to keep track of and remind you about your unpaid bills, you can simplify your record keeping by entering only your expenses. In fact, all businesses have miscellaneous day-to-day expenses that can be recorded this way.

For information on entering and paying a bill, search for "Entering a purchase invoice" in the Help.

To enter an expense: In the Home window, in the Money Out section, click the Pay Bills icon, and then complete the following steps.

1. Select a supplier.

2. Select a payment method and the account from which the expense is paid. If you are paying by cheque, enter the cheque number.

3. Ensure the date of payment is correct. By default, the current session date is used.

4. Enter details about each expense. Select an account to record the expense, and then enter details about each expense.

5. Click Process to record the transaction and update account balances.

Reporting

Reports help you find out how your business is doing. In particular, you should pay attention to the main financial reports: the Balance Sheet, and the Income Statement. Sage Simply Accounting includes over 25 pre-formatted reports, and you can customize them all to suit your needs!

The Report Centre

You can easily find the reports you need in the Report Centre. The Report Centre icon is available in the Home window, so it is always at your fingertips.

1. Select a report type to display a list of reports.

2. Similar reports are grouped together. Double-click to open a group, and single click to select a particular report. A sample image of the printed report and a description is displayed on the right.

3. Click Modify this report to open the Modify window for this report. You can customize Print and Font settings on every report. Other modification options include: the number and the size of report columns, filters, and sort options.

4. Click Display to view the report.
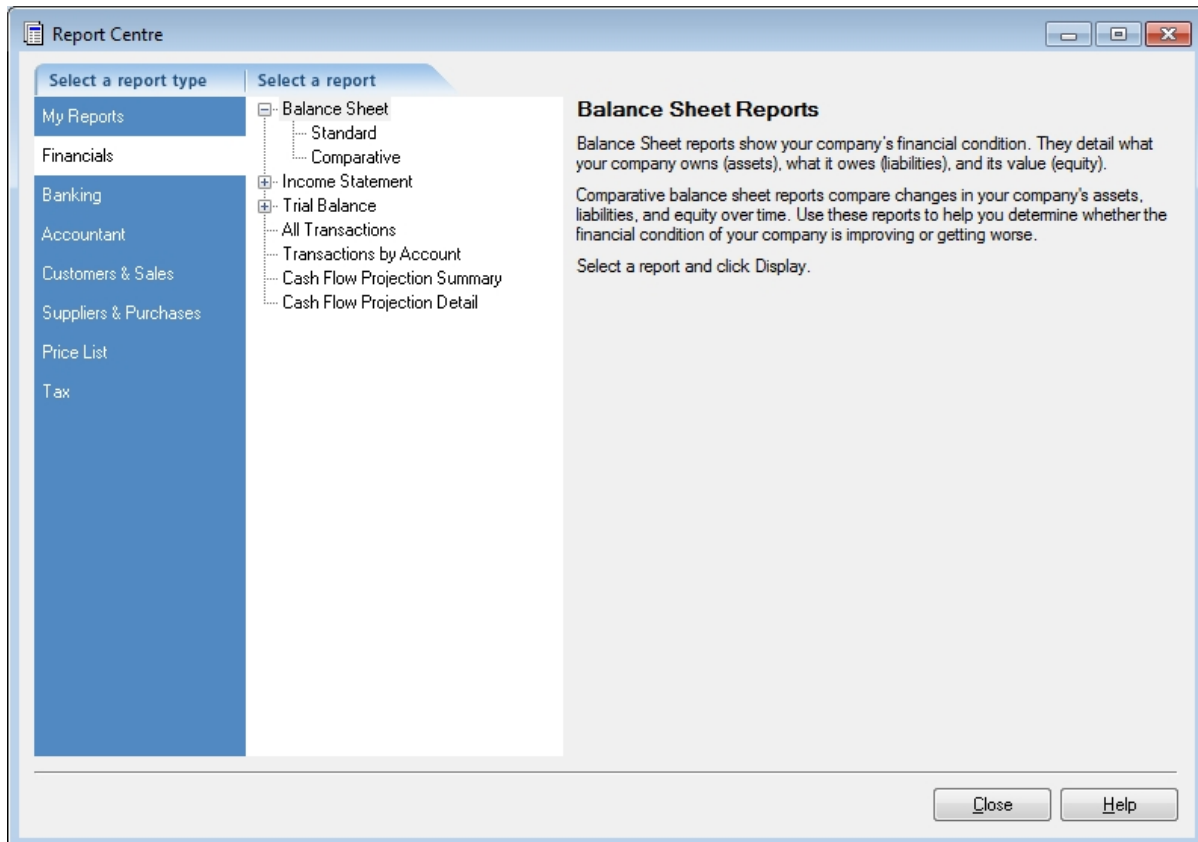
Managing Your System Files

Your Sage Simply Accounting data is stored in a MySQL database. Each database consists of a **SAI** file that contains profile information about your company data, and a folder with an **SAJ** extension that contains your actual company data as well as user security information. Both the folder and the file are required to open your company in Sage Simply Accounting.

Backup and Restore

Your company records are indispensable. They help you invoice your customers, pay your suppliers on time, and provide the information you need to plan for your business' future. Because your company files do so much, you should take the time to ensure that your financial data is safe and secure. Creating a backup schedule is a great time-saver and will ensure consistent data backups.

Tip
Sage Simply Accounting can remind you to back up your company data each time you close your company, or you can create a backup schedule to have Sage Simply Accounting automatically

back up your data when you close your company file on the scheduled day.
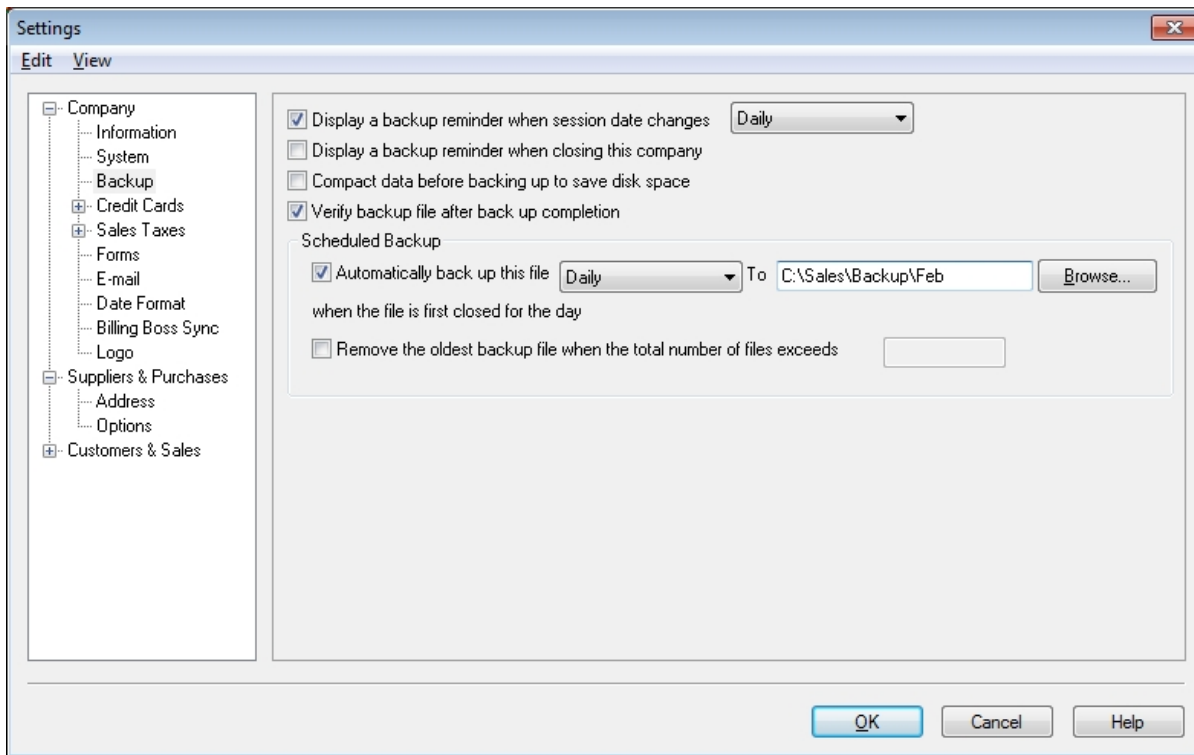
By default, Sage Simply Accounting is set to verify that the company and security data in your backup files are intact and can be restored. If you make a mistake that you want to undo, or your files are damaged or accidentally deleted, then restore your data from your most recent backup.

To learn more, search for "How do I back up my company" in the Help.

Securing Your Company Data

When you create your company, Sage Simply Accounting automatically creates a user profile called **sysadmin**. This administrator has full rights to your company data.

When you create your company, there is no password protecting your files. It is a very good idea to add a password to ensure that your company data does not get changed without your knowledge.

Once you add a password, you will be asked to enter it every time you open your company.

If you intend to access Sage Simply Accounting data from other programs, such as Microsoft Access, assign third-party access rights to sysadmin and then password-protect your data.

Password Protect Your Company

To add a password to your company data:

1. On the Setup menu, select Change Password. Your User Name is always "sysadmin," so you only need to remember your password to login.

2. Enter your password twice and click OK.

To learn more, search for "About passwords" in the Help.

Next Steps

Thank you for choosing Sage Simply Accounting First Step!

You have now set up Sage Simply Accounting and know how to enter basic transactions.

As your business grows, so does Sage Simply Accounting. If you need additional features and functionality such as payroll, inventory, multi-user capability and in-depth analysis, consider upgrading to Sage Simply Accounting Pro or Sage Simply Accounting Premium. Your data from Sage Simply Accounting First Step can easily be transferred in minutes. All Sage Simply Accounting software is user-friendly.

System Requirements

Minimum System Requirements

- Processor operating at 1.0 GHz or higher (2.0 GHz recommended)
- 512 MB RAM (1 GB recommended)
- 1 GB hard disk space (additional 400 MB needed for installation)
- Internet Explorer 6.0 or later
- Microsoft® Windows® XP, Vista. or 7 (with the latest updates from Microsoft)
- 256-colour or higher SVGA monitor, minimum resolution of 1024 x 768
- CD-ROM drive
- Word and Excel integration requires Microsoft Word and Microsoft Excel 2003, 2007, or 2010

Conversion

Only converts data from Sage Simply Accounting First Step. Imports customer and vendor data from Quick-Books® versions 2001-2011, MYOB® versions 10 and 11, Quicken® versions XG 2003, XG 2004, XG 2005; and Microsoft Excel.

Business Services

After you get started on Sage Simply Accounting, you may realize that you could benefit from other services for your business. Sage Simply Accounting can help:

Sage Business Care

Gain efficiency, convenience, and peace of mind with Sage Business Care. During your subscription you will receive an upgrade of Sage Simply Accounting as soon as it is released, ensuring your business is always running on the most up-to-date software available.

To learn more:

- Visit http://www.simplyaccounting.com/Care
- Call 1-888-261-9610

Sage Simply Accounting Direct Payments

Conveniently make and receive electronic payments faster and more accurately with Sage Simply Accounting Direct Payments. You'll increase overall business satisfaction and have fewer delinquent payments (while saving a few trees) by offering more ways to electronically send and receive money.

To learn more:

- Visit http://www.simplyaccounting.com/directpayments
- Call 1-888-261-9610

Credit Card Services

Automate your credit card processing with an affordable online service from Sage Payment Solutions. When you sign up for a merchant account at Sage Payment Solutions, you can authorize credit card payments directly from Sage Simply Accounting sales transactions, and then go online to manage your account and view payment reports.

To learn more:

- Visit http://www.sagepayments.com/products-services/sage-simply-accounting
- Call 1-866-297-5441

Sage Simply Accounting

Customer Sales: 1-888-261-9610

Customer Service: 1-888-222-8985

Customer Support: 1-888-522-2722

www.SimplyAccounting.com

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