

**Simply**  
**Accounting**  
by Sage

Getting Started  
Guide 2007

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Go!



**sage**  
software

# Simply Accounting

by Sage

Getting Started

Setting Up Your Company

Setting Up Customers & Vendors



Setting Up Items



Setting Up Payroll

Essential Tasks

Reporting

System Administration

**1****Welcome**

Welcome to Simply Accounting by Sage – the #1 accountant-recommended solution for small businesses.

Use this guide to help you install 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:** Simply Accounting comes in a number of editions to suit the needs of all organizations in the small-business spectrum. This guide covers the following editions: Simply Accounting Basic, Pro, and Premium.

To learn more about the features available in other Simply Accounting editions, search for "*Simply Accounting solutions*" in the Help, or contact a Customer Sales representative at 1-888-261-9610.

***Simply Accounting Installation Information***

My Company Name:	
My Simply Accounting Serial Number:	
My Simply Accounting Client ID:	
My Installation Key Code:	

# 2

## Installing Simply Accounting

To install Simply Accounting, you will need the product serial number. You can find this number on the back of the Simply Accounting CD case.

### Installation Instructions for Simply Accounting Basic

- 1 Insert the CD and select Full Product install.
- 2 Follow the steps in the wizard. Enter the product's serial number, when prompted.

### Installation Instructions for Simply Accounting Pro and Premium

You can install Simply Accounting on a network, so that up to six people can work with your company's data at once. To do this, either install a full version of Simply Accounting on each user's computer or install the full version on a single network computer (the computer where your Simply Accounting data will be stored), and install only the necessary components on each workstation.

- 1 Install the full version of Simply Accounting on one computer or server, following the steps in the Installation Wizard.
- 2 At each workstation, install Workstation Components. When the program asks you to select an installation type, choose Workstation Components, and then follow the instructions on the screen. You must also specify a folder where data will be stored and shared by all users.
- 3 Set up user profiles and access rights for everyone who will be using Simply Accounting.

# 3 Getting Help

Finding answers to your questions is as easy as 1 – 2 – 3.

## Get Help as You Work

**1 Use the in-product Help** to find answers to your questions. Ask a help question in a Simply Accounting window, or from the Search tab in the Help. Phrase the question as if you were talking to someone. For example, if you want to know how to pay a supplier, ask “How do I pay a bill?” Scan the list of search results, and then select a help topic to view.



**Open the Learning Centre** to access tutorials that provide step-by-step assistance with typical tasks such as setup, payroll, and reporting. If you have used previous versions of Simply Accounting and you want to find out what’s new in this version, click the What’s New button in the Learn More section.



Find answers in our online Knowledge Centre.

Find instructor-led **Training Courses** in your area, or sign up for an online course.



Additional self-help resources are available in the Support area of the Simply Accounting Web site.

## Getting Help

### Contact Sage Software for Support

If you can't find the answer to your question using the in-product Help, the online Knowledge Centre, 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:	<a href="http://www.simplyaccounting.com">www.simplyaccounting.com</a>

**Note:** All customers receive 30 days of **FREE** customer support from the date of product registration.<sup>1</sup>

Go online to chat live with a customer support specialist!



### Work With a Simply Accounting Business Partner

New customers can take advantage of one hour of **FREE** advice and assistance from a Simply Accounting Business Partner for up to 30 days from the date of product registration. To find an expert in your area, select Find Advisors and Consultants from the Simply Accounting Help menu.

<sup>1</sup> Customer support may be offered by phone or online chat. Support specialists reserve the right to limit calls and online chats to one hour or one incident.

# 4

## Preparing to Create Your Company

### Steps to Take Before You Create Your Company File

Unless you begin to use 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 Simply Accounting.

- 1 Decide what your ***Earliest Transaction Date*** will be. This is the date you convert from your old accounting system (if you had one) to Simply Accounting.

#### ***What Date Do I Choose?***

This date is an important consideration, although you can modify this date after you have entered it in Simply Accounting. Two good choices are:

**The first day of your fiscal year.** For most small businesses, this will be the beginning of the calendar year. Selecting this date gives you the option of inputting all of your data from the beginning of the year so that you have all of the current year's financial information in the system.

**The first day of a fiscal period.** Start from the beginning of a known accounting period. This will most likely be the beginning of a month or quarter. This is a good choice if you are partway through your current year and you do not want to re-enter all of your financial information in Simply Accounting. You will need to know the year-to-date balances of your accounts and you will have to enter one or more ***historical*** invoices for outstanding amounts customers owe you and unpaid amounts you owe to vendors. If you track inventory, you will also need to know the cost of goods sold to date, and the opening balance and value of each item you track.

# Preparing to Create Your Company

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

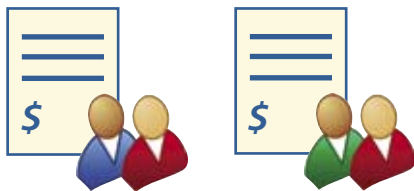
## ***What is a Trial Balance?***

If you've been in business for a while, you will need to refer to this report to update Simply Accounting after you create your company.

The Trial Balance lists all your account balances (assets, liabilities, equity, revenues, and expenses) 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 Simply Accounting on January 1, 2007, you will need the trial balance report as of December 31, 2006.

- 3** Gather together all outstanding customer invoices, and all unpaid vendor bills.

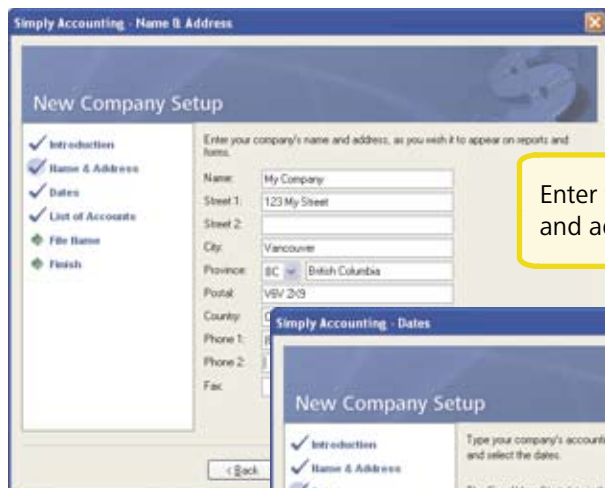


- 4** If you have employees, gather your employee records and payroll information.
- 5** Make a list of the items you sell. If you track physical inventory items, then for each item, determine the quantity on hand as of your start date, and the opening value.

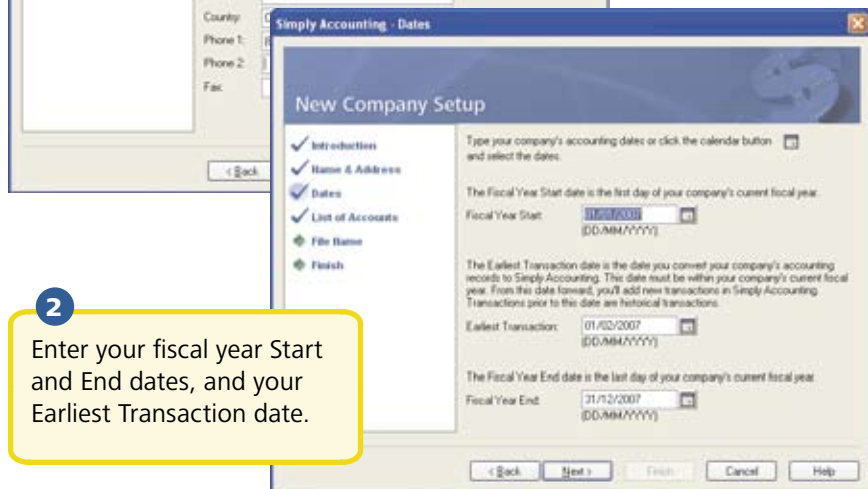


# 5 Creating a New Company

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 details about your company, such as your company name, address, phone numbers, and the type of business and industry in which you work. 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, and your Earliest Transaction date.

## Creating a New Company

Let Simply Accounting create the list of accounts that you will use to track your business. Some accounts are industry-specific, so select your industry to get the list of accounts that best suits your business needs. If you do not know which type to pick, select **Other**. You can always modify your account list later.

3

If you're just starting out, let Simply Accounting create a list of accounts for you.

The image shows two overlapping screenshots of the 'New Company Setup' dialog box in the 'Simply Accounting - List of Accounts' window. The top screenshot shows the 'List of Accounts' section with three radio button options: 'Have Simply Accounting create a list of accounts based on your business type (Recommended)', 'Have Simply Accounting create a list of accounts from an export file', and 'Let me build the list of accounts myself after the company is created'. The bottom screenshot shows the 'Ownership Structure' section with a dropdown menu set to 'Sole Proprietorship (one owner)', the 'Industry Type' dropdown set to 'Other', and the 'Company Type' dropdown set to 'General Company'. A 'View List of Accounts...' button is visible at the bottom right of the second screenshot.

4

Select your ownership structure, industry type, and company type.

5

Click View List of Accounts to view the complete list of accounts that will be created for your company.

# Creating a New Company

6

## Simply Accounting Premium

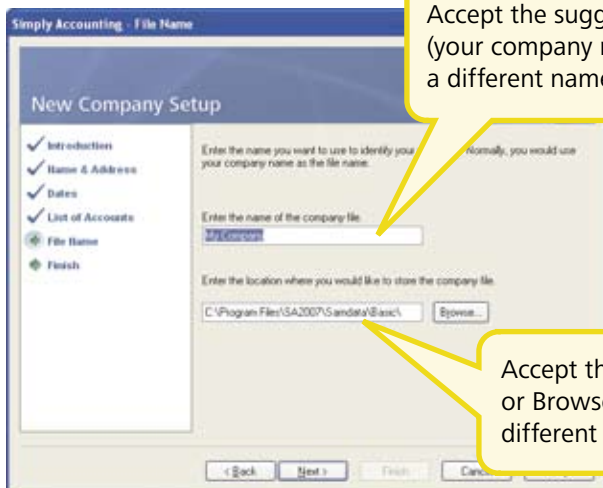
Click the Account Ranges button to expand or change the range of your account groups. To learn more, search for “*expand account numbers*” in the Help.

Account Ranges...



7

Accept the suggested filename (your company name), or enter a different name.



8

Accept the suggested location, or Browse to navigate to a different folder.

Click Finish, and Simply Accounting will create your company.

# 6

## 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 Simply Accounting, settings are divided into the following types:

- System settings
- User preferences
- Form and report setting

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.

There are two important system settings that you should review:

- Sales Taxes
- Linked Accounts

### Sales Taxes

Simply Accounting automatically creates Sales tax items 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). 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, vendors, and items to simplify tax calculations when you process a transaction.



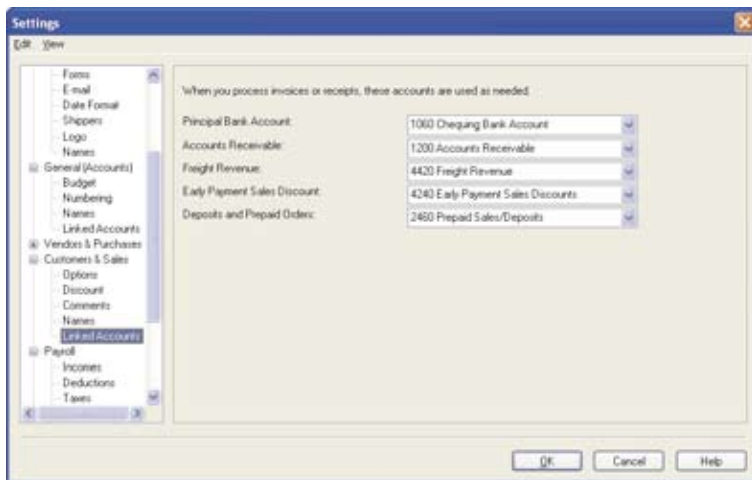
To learn more, search for *"About sales taxes"* and *"Modifying a tax code"* in the Help.

# Reviewing & Modifying Settings

## Linked Accounts

Simply Accounting uses linked accounts to update all related accounts automatically when you process a transaction. Linked accounts reduce the amount of time you spend assigning amounts to your accounts whenever you process a transaction. For example, whenever you make a sale, the amount your customer owes you increases, the quantities in inventory decrease, and Simply Accounting records any sales taxes, freight charges, and early-payment sales discounts in the proper accounts.

When Simply Accounting builds your account list, linked accounts are set up for you. If you want to make changes to your linked accounts, you can edit them one at a time, or you can use the Linked Accounts Wizard, if you need to add or edit several linked accounts.



To learn more, search for *“About linked accounts”* in the Help.

## Reviewing & Modifying Settings

### User Preferences

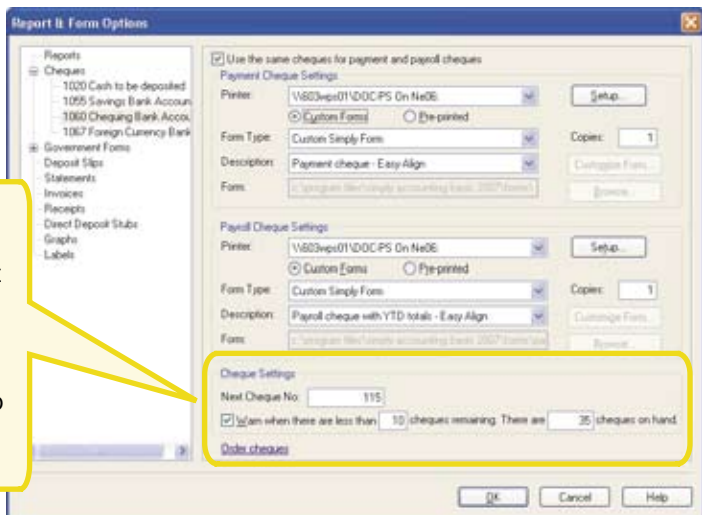
You can customize Simply Accounting to suit the needs of individual users. For example, you can hide modules that the user doesn't require access to, or change terminology from plain English to accounting terminology.

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


### Form and Report Options

Report options define the default print settings for reports. You can modify these settings on individual reports.

Select the form type for the business forms you use, such as cheques and invoices. To suit your business needs, you can customize any Simply Form in the integrated Simply Form Designer.



If you use pre-printed cheques, set up 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.

# 7

## Adding or Modifying Accounts

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

### Account Basics

**Naming and Numbering.** Simply Accounting assigns numbers to accounts – the benefit being that you can identify the type of account by its account number alone. Most businesses follow the same standard account grouping:

Number Range	Account Group
1000 - 1999	Asset
2000 - 2999	Liability
3000 - 3999	Equity
4000 - 4999	Revenue
5000 - 9999	Expense

You can choose to hide account numbers in transactions and reports. These settings are found in the Settings window, in the General group, under Numbering.

**Account Types.** Simply Accounting uses **Account Types** to determine how accounts and totals are reported on financial reports.

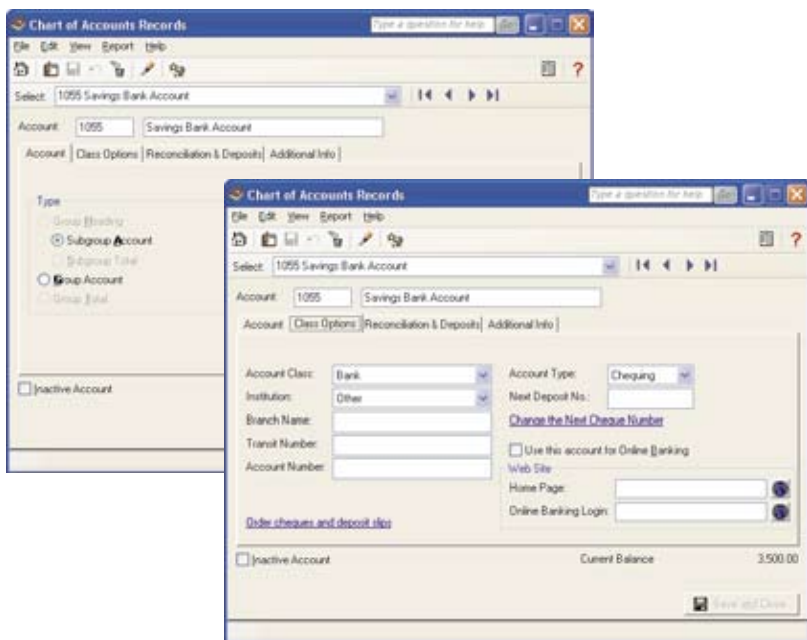
Type	Description
H	A Group <b>H</b> eading. A subdivision of one of the 5 main account groups; for example, Current Assets. It is <b>not</b> used in transactions.
A	A Subgroup <b>A</b> ccount. Part of larger group of accounts that has a subtotal. It is used in transactions.
S	A <b>S</b> ubtotal. Total of all subgroup accounts that precede it in the account list. It is <b>not</b> used in transactions.
G	A <b>G</b> roup Account. A standalone account whose balance is not part of a subtotal. This account is used in transactions.
T	A Group <b>T</b> otal. A roll-up of all the subtotals and group accounts that precede it in the account list. It is <b>not</b> used in transactions.

## Adding or Modifying Accounts

Account type **X** is reserved for the system-defined **Current Earnings** account. Simply Accounting calculates the account balance automatically – incomes minus expenses, as of the current session date.

**Account Classes.** These are subcategories of the main account groups. For example, Bank is a particular type of Asset account.

When the Account Class = Bank, additional fields are available for electronic banking:



To learn more, search for *“Add or modify an account”* in the Help.

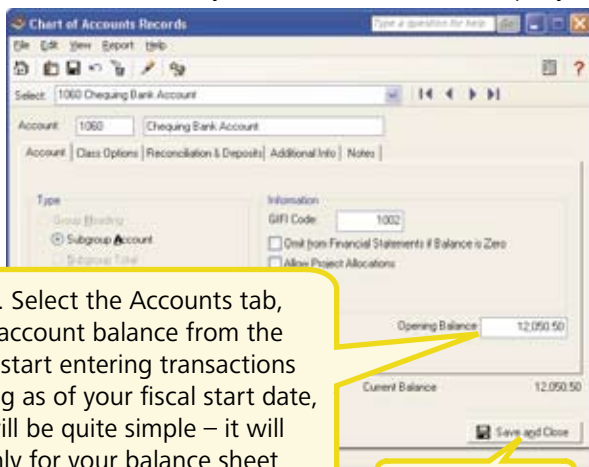


# 8

## 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 total amount that your customers owe you. Enter your opening account balances in Simply Accounting to ensure that your business records are accurate.

- 1 Find your most recent Trial Balance report – the one dated one day prior to the Earliest Transaction Date you chose in the New Company Setup Wizard.
- 2 In the Home window, on the General tab, click Accounts.



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

- 4 Click 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 an account. Simply Accounting must know which account to assign the difference to. Accept the account that Simply Accounting suggests, or select a different account. Check the balance in this account after you have finished entering all account balances to ensure that the balance agrees with your records.

## Checking Your Accounts

To ensure that you have entered your accounts and balances correctly, print a trial balance in Simply Accounting and check it against your existing records.

To check your accounts:

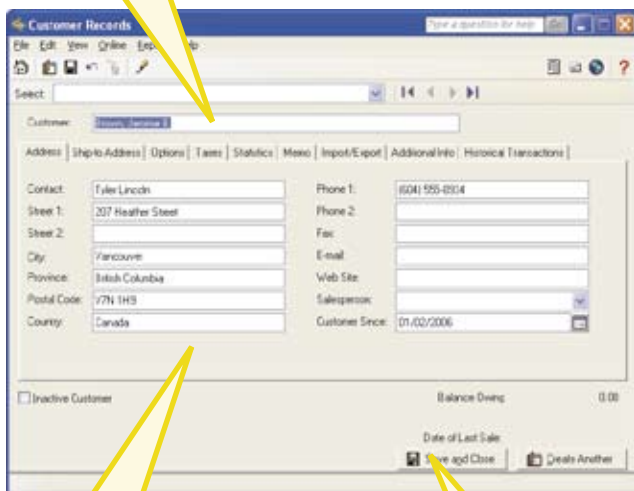
- 1** In the Home window, open the Report Centre. Select Financials, Trial Balance, and then Historical Opening Balance.
- 2** Click Display to view the report.
- 3** To print the report, ensure that your printer is set up, and then choose Print from the File menu or toolbar.
- 4** Check the account numbers, names, and balances against your existing records.

# 9

## 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 this button 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.

# The Simply Account

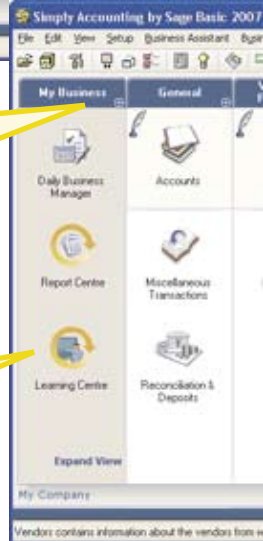
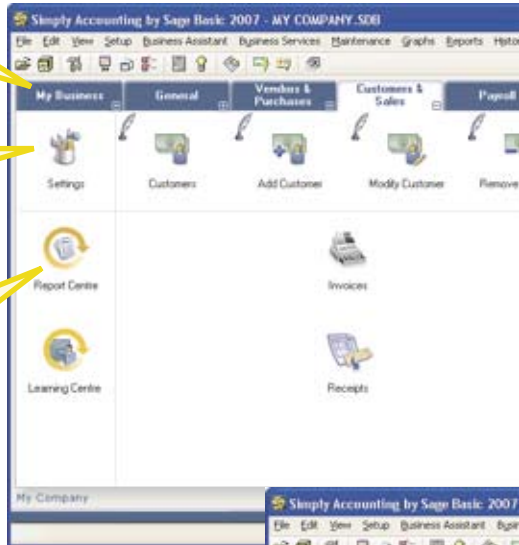
Each tab represents a module.

Icons offer quick access to tasks.

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

Click the tab header to expand your view of a module, or click again to get this view.

Click to access tutorials to help you learn how to use Simply Accounting and complete common business tasks.



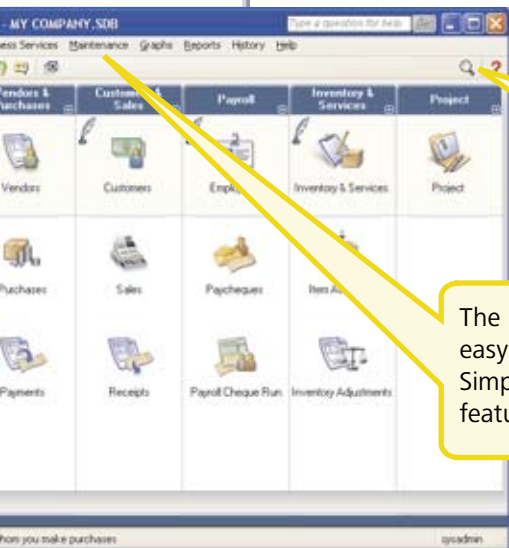
# Getting Home Window



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



This icon indicates that you are in history mode. If you have not finished entering history in one module, **Hide the module**, before you select Finish Entering History from the History menu. To hide a module, on the Setup menu, select User Preferences, then View. Clear the checkmark from the module you need to update.



Click to find information stored in your company data file.

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

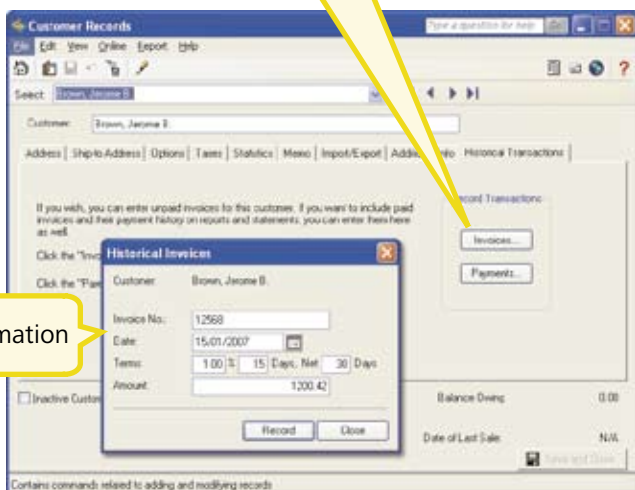
## Entering Customer Balances

If you have been in business for a while, some customers may owe you money as of the earliest transaction date you entered during the company setup process. You need to bring each customer record up-to-date.

For each customer, determine the total outstanding amount owed as of the earliest transaction date, and then enter a historical invoice for this amount. If you want to record every transaction with this customer to date, enter individual historical invoices and payments.

1 Click here to record unpaid invoices as of the earliest transaction date.

2 Enter invoice information



Brown, Jerome B.  
\$ 1,200.42



Fogarty Motors  
\$4,352.12

Total: \$ 5,552.54

The total of all unpaid historical invoices must equal the **opening balance of the Accounts Receivable** account in your account list.

# 10

## Entering Vendor Information

When you create a vendor 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 vendor's name or other unique identifier.

- 2 Add in other details about the vendor.

- 3 Click this button to save your changes.

### Tip

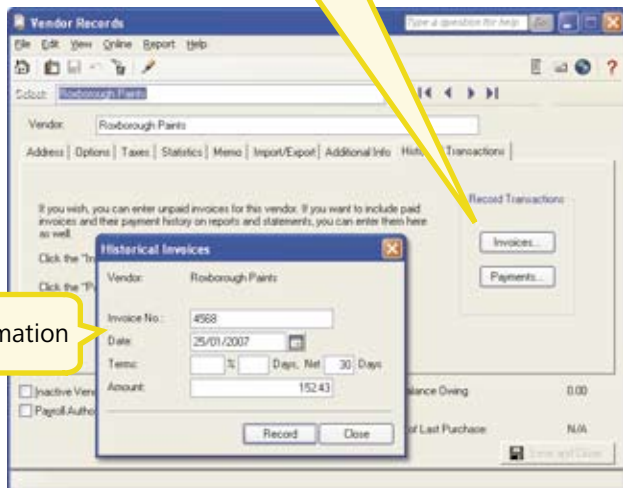
Are you converting from QuickBooks®, Quicken®, or MYOB®? Run the Import Wizard to import your current vendor information. For more information search for *"How do I import records"* in the Help.

## Entering Vendor Balances

If you have been in business for a while, you may owe money to vendors as of the earliest transaction date you entered during the company setup process. You need to bring each vendor record up-to-date.

For each vendor, determine the total amount owed, and then enter a historical invoice for this amount. If you want to record every transaction with this vendor to date, enter individual historical invoices and payments.

1 Click here to record unpaid bills as of the earliest transaction date.



2 Enter invoice information



Roxborough Paints  
\$ 152.43



Streamline Couriers  
\$ 212.32

Total: \$ 364.75

The total of all outstanding historical vendor invoices must equal the **opening balance of the Accounts Payable** account in your account list.

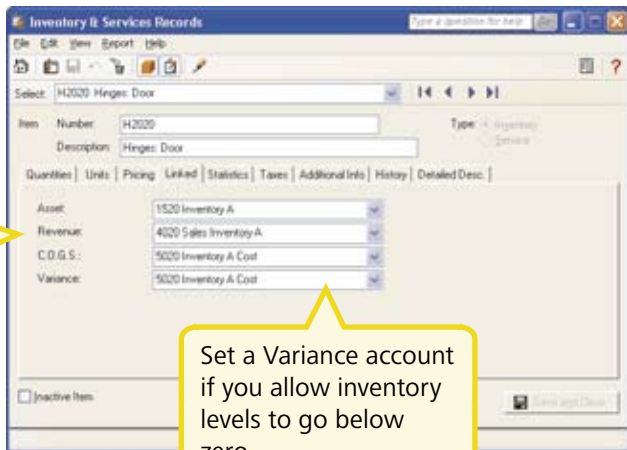


# 11

## Entering Item Information

You can create two types of items in Simply Accounting:

- **Inventory.** These are physical or tangible items. Simply Accounting keeps track of the quantity on hand, the quantity on order for customers, and the quantity on order with suppliers. When you create an inventory item, you must define an Asset account to track the value of your inventory, and a Cost of Goods Sold (COGS) account to track your cost.
- **Services.** These are either non-tangible items, such as a consulting fee, or items for which you do not track the quantity purchased or sold.



When you create an item, define a revenue or expense account to simplify data entry.

Set a Variance account if you allow inventory levels to go below zero.

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

### Tip

If your business is based solely on selling services, or you do not need to track inventory in Simply Accounting, you should still set up *service items* for easier and more consistent data entry in the Sales window.

# Entering Opening Quantity and Value

To enter opening balances for your inventory items:

- 1 In the Home window, on the Inventory & Services tab, click the Inventory & Services icon.
- 2 For each inventory item and service, on the History tab, enter the opening quantity and value for this item.

On the Statistics tab, you may also want to enter information about the item as of last year and up to the date when you started using Simply Accounting.

The screenshot shows the 'History' tab of the 'Inventory & Services' window. At the top, there are tabs for 'Quantities', 'Units', 'Pricing', 'Linked', 'Statistics', ' Taxes', 'Additional Info', 'History', and 'Detailed Desc.'. Below the tabs, the 'Stocking Units On Hand' section has two input fields: 'Opening Quantity' with the value '200' and 'Opening Value' with the value '1,200.00'. Below this is the 'Statistics' section, which is divided into 'Year To Date' and 'Last Year' columns. The 'Year To Date' section includes fields for 'No. of Transactions' (1), 'Units Sold' (50.00), 'Amount Sold' (216.00), and 'Cost of Goods Sold' (200.00). The 'Last Year' section includes fields for 'No. of Transactions' (0), 'Units Sold' (0.00), 'Amount Sold' (0.00), and 'Cost of Goods Sold' (0.00). At the bottom of the 'Statistics' section, there is a 'Date of Last Sale' field with the value '01/02/2007'.

- 3 Print a trial balance (Historical Opening Balances), and then print inventory synopsis reports for each asset account. If you have four asset accounts, then you will print four reports.
- 4 Compare the total of each inventory synopsis report with the appropriate asset account. If they are not the same, check your entries.



H1010  
\$ 2200.00



H1020  
\$ 350.00

Total: **\$ 2550.00**



The total of the opening balances of a group of inventory items must equal the opening balance of the corresponding **inventory asset linked account** in the account list.

# 12

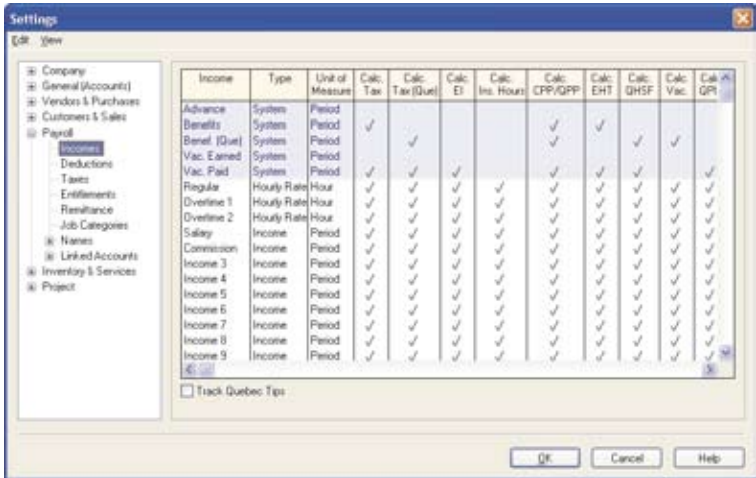
## Setting Up Payroll Defaults

When Simply Accounting builds your account list, all required payroll accounts are created for you. Before you add your employee records, set up:

- the incomes and deductions you'll use in your business
- the entitlements you provide, and how they are calculated
- the tax rates for Employment Insurance (EI), Worker's Compensation, and other employer expenses
- employer-paid expenses specific to your business
- starting balances for amounts you owe payroll authorities

You should also review the accounts you will use to track payroll advances, payroll liabilities, wage expenses, and other payroll expenses.

All payroll settings are conveniently located within the Payroll group in the Settings window. To learn more, select an item in the Payroll group, and then click the Help button.



To display the payroll tutorial, in the Home window, click the Learning Centre icon, and then click the Payroll button.

# 13

## Entering Employee Information

To add an employee record:

- 1 In the Home window, on the Payroll tab, click the Add Employee icon.
- 2 For each employee enter the following information:
  - **Personal information.** Enter the employee's contact information, birth date, social insurance number, and hire date.
  - **Taxes.** Add tax information, such as the province of employment, and the employee's federal and provincial claim amounts.
  - **Income.** Select the applicable incomes, enter pay rates and vacation calculations, and the number of pay periods per year.
  - **Deductions.** Select the applicable source deductions and enter pay period amounts.
  - **WCB & Other Expenses.** Enter the Worker's Compensation rate, and pay period contributions for additional employer-paid expenses.
  - **Entitlements.** Record how entitlements, such as sick days, are calculated.
  - **T4 and RL-1 Information.** Enter and review T4 and RL-1 slip information, such as pensionable and insurable earnings.
  - **Additional Information.** You can create up to 5 user-defined fields in which to store additional employee information. If you set up these fields in the Payroll group in the Settings window, then you can enter employee information here.
  - **Memos.** Add reminders and notes.
  - **Direct Deposit.** If you offer direct deposit, turn on the option on the employee's record and then specify the bank accounts to which their pay is deposited.

## Entering Employee Information

If you have already processed payroll for the year, you will need to record *historical* information in order to print the correct amounts on employee T4 and RL-1 slips at the end of the year. For each employee, enter:

- taxes paid
- advances paid
- taxable benefits to date
- vacation owed and paid
- wages paid
- deductions taken
- user-defined employer expenses to date
- year-to-date pensionable earnings, EI insurance earnings, and for Quebec employees, QPIP insurable earnings

The screenshot shows the 'Employee Records' window with the following fields filled out:

- Employee: Guinn, Benson
- Street 1: 1086 154 Street
- Street 2: (empty)
- City: (empty)
- Province: Surrey
- Postal Code: V3S 0C2
- Phone 1: 604
- Phone 2: 935-1716
- Language Preference: English
- Date Last Paid: N/A
- SIN: 000 000 000
- Birth Date: 18/08/1972
- Hire Date: 22/11/2006
- ROE Code: (empty)
- Category: (None)

To properly print T4 and RL-1 slips for your employees, enter the employee's name in this format: **Last name, First name**.

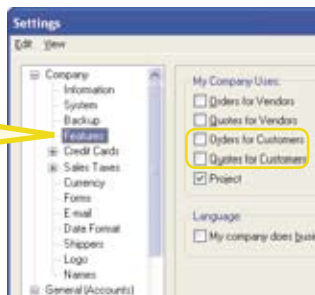
### Tips

- » Check federal and provincial employment standards to learn more about worker's compensation, vacation pay requirements, and year-end reporting.
- » Make sure you update the opening balance in each linked payroll account.
- » Open the Report and Form Options window from the Setup menu, and then review your payroll form settings.





# 14

## Overview of Customer Transactions

If you prepare sales orders and quotes for your customers, turn on these features in the Settings window.



### Money In

 Quotes	Keep track of estimates that you've sent to a current or potential customer. No accounting entries are made when a quote is entered.
 Sales Orders	Create an order for an item or service that you will provide at a later date.
 Invoices	Bill your customers for goods shipped or received at the time of sale, and for services provided.
 Receipts	Enter payments you receive from your customers, and apply the payment to one or more unpaid invoices.

### Tip

Change the transaction type in the Sales window to easily convert a quote to an order or invoice, or an order to a quote.

# 15

## Invoicing Customers

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



To create an invoice: In the Home window, on the Customers and Sales tab, click the Invoices icon, and then complete the following steps.

1

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

Print or e-mail the invoice, or print your invoices in a batch at a later date.

3

**Invoice**

Sold to: **Brown, Jerome B.**  
 Tyler Lincoln  
 207 Heather Street  
 Vancouver, British Columbia  
 Canada V7N 1H9

Ship to: **Brown, Jerome B.**  
 Tyler Lincoln  
 207 Heather Street  
 Vancouver, British Columbia  
 Canada V7N 1H9

Invoice: 127  
 Date: 01/02/2007  
 Sold by: Guinn, Bencon

Item Number	Quantity	Unit	Description	Price	Amount	Tax	Acct	Alt
H1010	10	Each	Handles Locking	25.00	250.00	GP	4020 Sales Inv	
H2020	50	Each	Hinges Door	4.32	216.00	GP	4020 Sales Inv	
L1020	25	Sheet	Plywood 1/2"	12.50	312.50	GP	4020 Sales Inv	

Comments: Thank you for your business!

Terms: 2/00 Days, Net: 60 Days

Freight: \_\_\_\_\_  
 GST: 94.29  
 PST: 90.25  
 Total: 1,595.96

Process

2

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

4

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

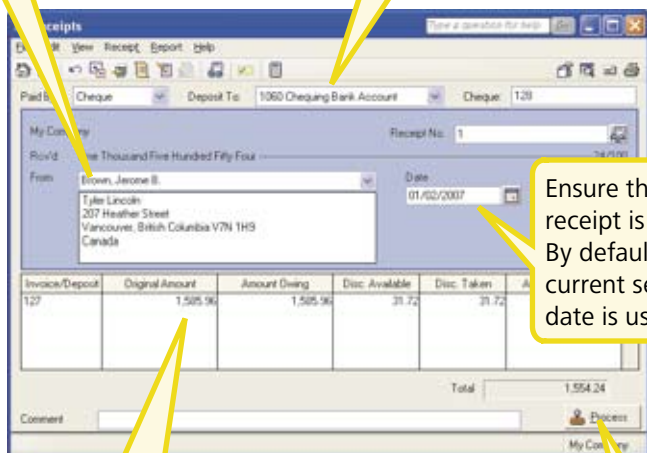
# 16

## Receiving Customer Payments

To record a payment from a customer: In the Home window, on the Customers and Sales tab, click the Receipts icon, and then complete the following steps.

**1** Select a customer from the list.

**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. Simply Accounting automatically calculates the eligible discount based on the payment terms you entered.

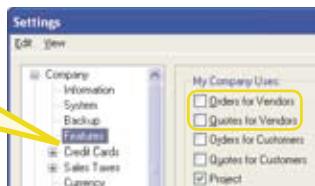
**5** Click to record the transaction and update account balances and the customer's record.










# 17

## Overview of Vendor Transactions

If you place purchase orders with your vendors or submit requests for quotes, turn on these features in the Settings window.



### Money Out

 <p>Quotes</p>	<p>Enter an estimate you received from a vendor for goods or services. No accounting entries are made when a quote is entered.</p>
 <p>Purchase Orders</p>	<p>Record an order for an item that your vendor will supply at a later date, or for a service that the vendor will provide at a later date.</p>
 <p>Invoices</p>	<p>Enter bills from vendors for items you have received or for services provided.</p>
 <p>Pay Vendor Invoices</p>	<p>Enter a payment to a vendor and apply the payment to one or more unpaid bills.</p>
 <p>Pay Credit Card Bill</p>	<p>Enter payments (for example, write a cheque) to your credit card company for business expenses.</p>
 <p>Make Other Payment</p>	<p>Record an expense and the method of payment.</p>
 <p>Pay Remittances</p>	<p>Enter payments to payroll authorities for source deductions and other payroll-related expenses.</p>

### Tip

Change the transaction type in the Purchases window to easily convert a quote to an order or invoice, or an order to a quote.

# 18

## Recording Expenses

If you do not need to use 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, on the Vendor & Purchases tab, click the Make Other Payment icon, and then complete the following steps.

1 Select a vendor from the list.

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

Acct	Description	Amount	Tax	GST
5700 Off	Miscellaneous Office Supplies	52.32	GP	5.80

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.

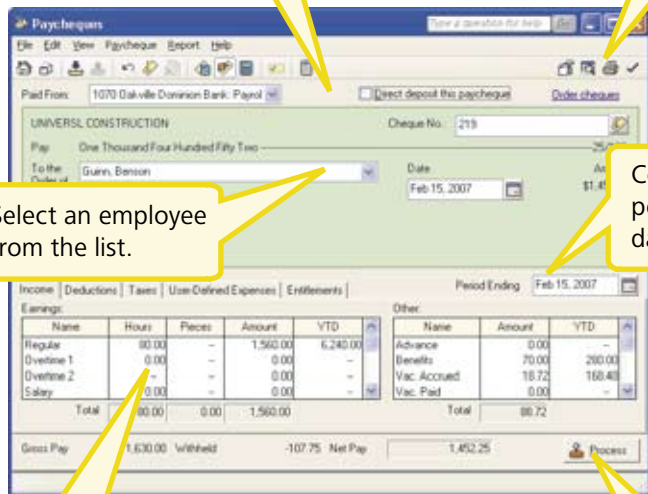
5 Click to record the transaction and update account balances.

# 19 Paying Employees

Simply Accounting can automatically calculate payroll taxes based on the employee's tax table. Note that while you are in history mode, you must calculate and enter payroll taxes yourself.

2 Confirm the bank account and cheque number (or direct deposit number, if this employee is set up for direct deposit).

6 Preview, and then print the paycheque.



1 Select an employee from the list.

3 Confirm the period ending date.

4 Enter details, such as the hours worked if the employee is paid an hourly wage.

5 Click to record the transaction, and update account balances and the employee's record.

? To learn how to issue paycheques to several employees, search for "Processing a payroll cheque run" in the Help.

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. Simply Accounting includes over 100 pre-formatted reports, and you can customize them all to suit your needs!

## The Report Centre

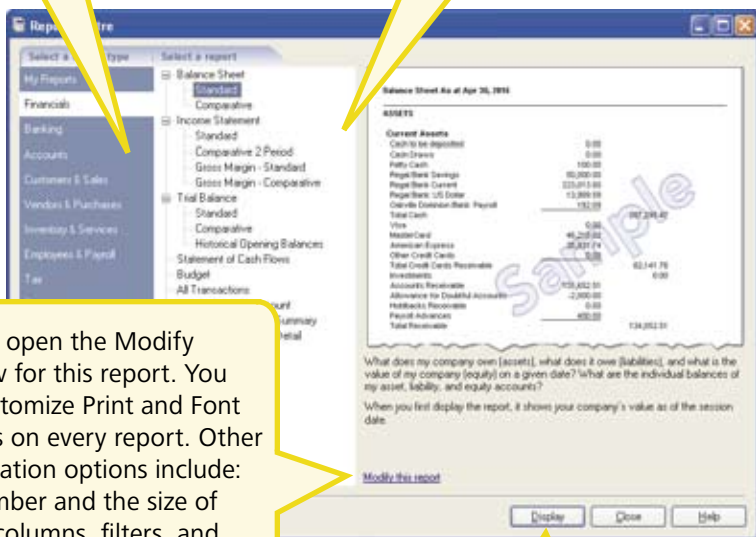
You can easily find the reports you need in the Report Centre. The Report Centre icon is available in every tab in the Home window, so it is always at your fingertips.

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.

4 Click 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.

3 Click to display the report.



# 21

## Managing Your System Files

Each Simply Accounting company consists of two files: a file with an **SDB** extension that contains your actual financial information, and a file with an **SDW** extension that contains security information and user access rights to your company data. Both files are required to open your company in 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 timesaver and will ensure consistent data backups.



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 Simply Accounting automatically back up your data when you close your company file on the scheduled day.

Simply Accounting will 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 backup my company"* in the Help.

# 22

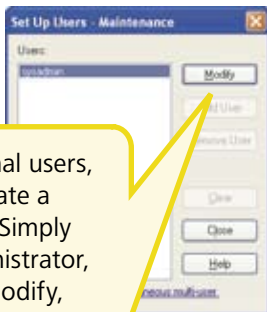
## Securing Your Company Data

When you create your company, Simply Accounting automatically creates a user profile called **sysadmin**. This administrator has full rights to your company data. This is the only user who can create new users, assign access rights and passwords to other users, and set Simply Accounting company-wide preferences. Even if you are the only user, you should password-protect the sysadmin user, and then create a new user profile for yourself.

### Set Up Additional Users

Create additional users to:

- Restrict access to only those areas of the program that users need to do their job. For example, not every employee is entitled to know the current balance in your company bank accounts.
- Protect yourself against theft and embezzlement. If you give each user a name, you'll always be able to identify who has modified your financial records.
- Let several people work in Simply Accounting at the same time. You can set up an unlimited number of users in Simply Accounting. In Simply Accounting Basic, only one user can access your company data at a time. In Simply Accounting Pro and higher, more than one user can access your company data at the same time.



To set up additional users, you must first create a password for the Simply Accounting administrator, sysadmin. Click Modify, and then enter a password.



To learn more, search for *“Learning about security and access rights”* in the Help.

## Next Steps

Thank you for choosing Simply Accounting by Sage!

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

Remember to register your product to receive 30 days of **FREE** customer support from the date of registration.<sup>1</sup>

If you are a new customer, take advantage of one hour of **FREE** advice and assistance from a Simply Accounting Business Partner for up to 30 days from the date of product registration. To find an expert in your area, select Find Advisors and Consultants from the Simply Accounting Help menu.

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<sup>1</sup> Customer support may be offered by phone or online chat. Support specialists reserve the right to limit calls and online chats to one hour or one incident.

**Customer Sales:** 1-888-261-9610

**Customer Service:** 1-888-222-8985

**Customer Support:** 1-888-522-2722

**[www.simplyaccounting.com](http://www.simplyaccounting.com)**