

GETTING STARTED GUIDE 2008





Getting Started	1
Setting Up Your Company	6
Setting Up Customers & Vendors	18
>> Setting Up Items	22
>> Setting Up Payroll	24
>> Setting Up Projects	27
Essential Tasks	29
Reporting	35
System Administration	36

GETTING STARTED

GUIDE 2008

1

Welcome

Welcome to Simply Accounting by Sage!

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 small businesses. This guide covers the following editions: Simply Accounting, Simply Accounting Premium, and Simply Accounting Enterprise.

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.

To learn more about the improvements and new features in this version of Simply Accounting, open the Learning Centre and watch the **What's New** video, or read the **What's New** guide in the Help.

Simply Accounting Installation Information

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

The New Home Window

The Home window has been redesigned for efficiency, ease of use, and quick access to the features you use most often. Whether you're a beginner or an experienced Simply Accounting user, you can quickly get an overview of your business and then follow the workflow diagrams to find the specific tasks you want to perform.

If you are upgrading from an older version of Simply Accounting, you can easily access the classic Home window that you are familiar with by clicking this link.

Simply Accounting by Sage 2008 - UNIVERSL CONSTRUCTION

File Edit View Setup Business Assistant Business Services Maintenance Graphs Reports Help

Open Company Backup Close all other windows Quick Search: Quick Search Search

Switch to classic View

Customers & Sales
This is my default page

Session Date: Mar 31, 2015 Change

Customers & Sales

Tasks

Customers Projects

Sales Quotes Sales Invoices Receipts Sales Orders

Customers

Customer Name	Telephone	Balance
Albion Reinforcing	(604) 555-0471	\$0.00
Ashley Shopping Centre	(604) 555-8856	\$18,190.00
Bayswater School Board	(604) 555-9402	\$14,000.00
Belvedere Nursing Home	(604) 555-2902	\$0.00
Brown, Jerome B.	(604) 555-8934	\$21,151.90
Cavendish, Peter S.	(604) 555-2390	\$0.00
Construction Concrete Corp	(604) 555-9304	\$2,729.35
DAB Collision Ltd	(604) 555-4310	\$14,647.26

Reports

Reports: Customer List Display Report Centre

Recently viewed reports:

- Sales by Salesperson
- Customer Aged
- Customer List

How Do I...

- Set up customers
- Use sales discount terms and discounts
- Record sales transactions
- Learn about remitting my sales taxes
- Receive a customer deposit
- Customize my sales forms

Related Tasks

Settings Form Designer Daily Business Manager

Learning Centre

Simply Accounting 2008 | sysadmin

Click one of the navigation bar options for business workflow diagrams, lists, reports, and quick access to tasks. Add your own quick links to other tasks!

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.

- 1 Insert the CD and select one of the installation options. The Full option is recommended for most installations.
Click the [Learn More](#) button on the installation screen to learn more about each installation option.
- 2 Follow the steps in the wizard. Enter the product's serial number, when prompted.
- 3 Be sure to read the following section regarding software firewalls as your firewall may prompt you to allow certain Simply Accounting components to run on your computer during installation and when you run Simply Accounting for the first time after installation.

Working With Software Firewalls

If you use a software firewall, such as Windows Firewall, you may receive prompts to allow or block certain Simply Accounting components from running on your computer. To ensure access to your Simply Accounting data and product updates, always allow these components to run on your computer. A list of all components and additional information is available in the Help. You can find configuration instructions for a number of software firewalls on the Simply Accounting Web site at www.simplyaccounting.com/install.

The Simply Accounting Connection Manager

After you've installed Simply Accounting, you should see this icon in the Windows system tray. This icon provides status information for the Simply Accounting Connection Manager service. This service manages all connections to your company data. For more information, search for **"Connection Manager"** in the Help.

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.

How do I pay a bill? 

Open the Learning Centre to access tutorials that provide step-by-step assistance with typical tasks such as setup, payroll, and reporting, and to find out what's new.

Online Support Resources

Connect with other small business professionals and Simply Accounting representatives in the Simply Accounting Online Community by visiting 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

You can also have Community content delivered directly to you by subscribing to one or more Simply Accounting RSS feeds!

Training

Find classroom training courses in your area, or sign up for an online course at www.simplyaccounting.com/training/.

Getting Help

2

Contact Sage Software for Support

If you can't find the answer to your question using the in-product 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: www.simplyaccounting.com

Note: All customers receive **FREE** customer support for one case within 30 days of product registration.¹

Go online to chat live with a customer support specialist!



3

Work With a Simply Accounting Expert

Get the help you need from accounting experts! Sage Software 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, select Advisors and Consultants from the Business Services menu.

¹ Online chat or phone support for one case is provided without charge, to be used within 30 days of product registration. Additional support is available for a fee. Support Specialists reserve the right to limit calls or online chat sessions to one hour.

4

Preparing to Create Your Company

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.

Steps to Take Before You Create Your Company File

- 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, 2008, you will need the trial balance report as of December 31, 2007.

- 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.
- 6** If you work on projects, gather the following information for each project: start date, status, and opening revenue and expense balances.

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.

Enter your company name and address information.

1

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.

If you're just starting out, let Simply Accounting create a list of accounts for you. **3**

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 and Simply Accounting Enterprise

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 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.

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. You can customize any Simply Form in the integrated Simply Form Designer to suit your business needs.

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 - 5999	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 Heading . A subdivision of one of the 5 main account groups; for example, Current Assets. It is not used in transactions.
A	A Subgroup Account . Part of larger group of accounts that has a subtotal. It is used in transactions.
S	A Subtotal . Total of all subgroup accounts that precede it in the account list. It is not used in transactions.
G	A Group Account . A standalone account whose balance is not part of a subtotal. This account is used in transactions.
T	A Group Total . A roll-up of all the subtotals and group accounts that precede it in the account list. It is not 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—income 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** Open the Company page in the Home window, and then click the Chart of Accounts icon.
- 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.

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 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 accounts and balances correctly, print a trial balance in Simply Accounting and check it against your existing records.

To check your accounts:

- 1** Open the Company page in the Home window, and then select the Report Centre icon from the Reports pane. 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.

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. In [Simply Accounting Enterprise](#), you can enter and track serialized inventory items. For more information, search for **“serialized inventory”** in the Help.
- **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 Open the Inventory & Services page in the Home window. In the Tasks pane, right-click the Inventory & Services icon and then select Add Inventory & Services from the menu.
- 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.

- 3 Print a trial balance (Historical Opening Balances), and then print inventory summary reports for each asset account. If you have four asset accounts, then you will print four reports.
- 4 Compare the total of each inventory summary report with the appropriate asset account. If they are not the same, check your entries.
- 5 In Simply Accounting Enterprise, for each serialized item, enter serial numbers for all opening quantity on hand.

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 link.

13

Entering Employee Information

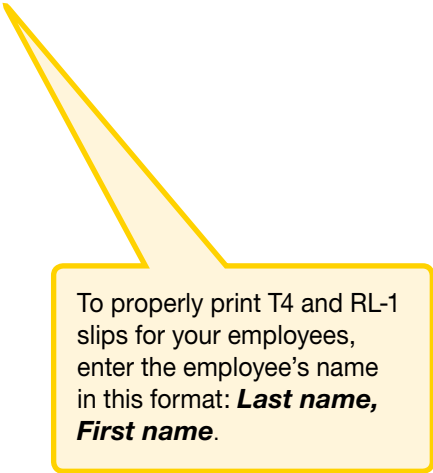
To add an employee record:

- 1 Open the Employees & Payroll page in the Home window. In the Tasks pane, right-click the Employee's icon and then select Add Employee from the menu.
- 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



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

Entering Project Information

Project records are used to keep track of costs and/or expenses incurred during a contract or job that your company performs for customers.

Projects enable you to keep detailed information about the revenues and expenses associated with the work your company does. You can then review this information in a number of project reports to ensure that work is being done on time and on budget.

To set up projects, open the Projects page in the Home window, and then in the Tasks pane, right-click the Projects icon and select Add Project from the menu.

Enter the total revenue received and expenses incurred as of the earliest transaction date you entered when you set up your company.

Tip

You can rename the Projects module in the Settings window. In Simply Accounting Premium and Enterprise Editions, “Projects” may initially be named something else, depending on the industry type you selected when you created your company.

Reviewing and Modifying Project Settings

If you create budgets for your projects, check this box and then select the budget period. When these options are turned on, a new Budget tab will appear in each project record so that you can budget individual projects.

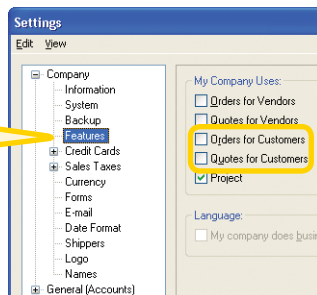
You record a project's revenue and expenses by allocating transaction amounts to the project. These amounts can be viewed on various project reports. Click the Help button to learn more about allocation settings.

On the Names page, you can rename the projects module by entering a term that is more commonly used in your industry or business, and add up to 5 user-defined fields to store information about your projects.

15

Overview of Customer Transactions

If you prepare sales orders and quotes for your customers, make sure these features are turned on in the Settings window.



Money In

Sales 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.
Sales 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 an invoice.

16

Invoicing Customers

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

To create an invoice: Open the Customers & Sales page in the Home window. In the Tasks pane, click the Sales 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.
- 2** Select items from your item list, or enter details about the items you are selling.
- 3** Print or e-mail the invoice, or print your invoices in a batch at a later date.
- 4** Click to record the transaction, and update account balances and the customer's record.

17

Receiving Customer Payments

To record a payment from a customer: Open the Customers & Sales page in the Home window. In the Tasks pane, 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.

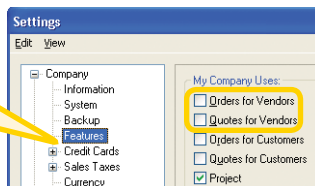
4 Select the invoice to which the payment should be applied. Simply Accounting automatically calculates the eligible discount based on the payment terms you entered.

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

18

Overview of Vendor Transactions

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



Money Out

Purchase Quotes	Enter an estimate you received from a vendor for goods or services. No accounting entries are made when a quote is entered.
Purchase Orders	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.
Purchase Invoices	Enter bills from vendors for items you have received or for services provided.
Payments	Pay Purchase Invoices: Enter a payment to a vendor and apply the payment to one or more unpaid bills.
	Pay Credit Card Bills: Enter payments (for example, write a cheque) to your credit card company for business expenses.
	Pay Expenses (also known as Make Other Payment): Record an expense and the method of payment.
	Pay Remittances: Enter payments to payroll authorities for source deductions and other payroll-related expenses.

Tip

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

19

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: Open the Vendors & Purchases page in the Home window. In the Tasks pane, right-click the Payments icon, select Pay Expenses from the menu, 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.

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.

20

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).

5 Preview, and then print the paycheck.

1 Select an employee from the list.

3 Confirm the payroll period end date.

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

6 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.

21

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. 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 page 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 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 to display the report.

22

Managing Your System Files

Your Simply Accounting data is stored in a MySQL database. Each database consists of a file with an **SAI** extension 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 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.

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.

By default, 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.

23

Securing Your Company Data

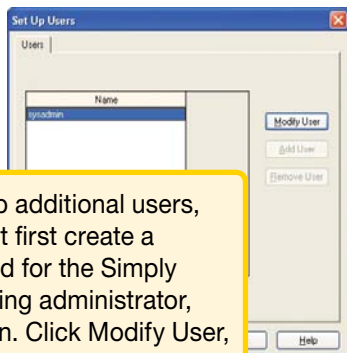
When you create your company, Simply Accounting automatically creates a user profile called **sysadmin**. This administrator has full rights to your company data. This is the only user who can create new users, assign access rights and passwords to other users, and set Simply Accounting company-wide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

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

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 Premium and Simply Accounting Enterprise at the same time.



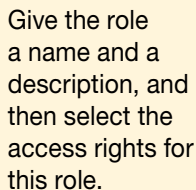
To set up additional users, you must first create a password for the Simply Accounting administrator, sysadmin. Click **Modify User**, and then enter a password. Your password should be “strong”—it should be a combination of 5 to 7 numbers and letters, and not be easy to guess.



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

Security Roles in Simply Accounting Enterprise

In a multi-user environment, security roles can quickly give accounting users a predefined set of access rights to company data. Roles are based on all available user rights, except access rights to company data from third-party products (like Crystal Reports or Microsoft Access). Only the sysadmin user has permission to create, assign, and remove user security roles.



Give the role a name and a description, and then select the access rights for this role.

Once a role has been created, it can be assigned to any number of users. You can easily assign new roles to existing staff, or give new staff the same Simply Accounting user rights as existing or departing staff.



To learn more about setting up user roles, search for ***“Add a security role”*** in the Help.

Next Steps

Finish Entering History



If you have created a new company, you will see this icon in the Home window. It indicates that you are in history mode. In history mode, you can enter opening account and inventory balances, as well as enter historical customer and vendor invoice and payment information, and payroll year-to-date information.

You must finish entering history for a module before you can start entering transactions for the module in a new fiscal year (calendar year for payroll). Typically, you'll close off history for all modules at once, but if you have not finished entering all your historical information for a module, hide that module before you select Finish Entering History from the History menu in the Home window. To hide a module, on the Setup menu, select User Preferences, then View. Clear the checkmark from the module you still need to update.

Thank you for choosing Simply Accounting by Sage!

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



Customer Sales: 1-888-261-9610

Customer Service: 1-888-222-8985

Customer Support: 1-888-522-2722

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