

# Simply Accounting 2010 ~ Level I



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*TechSkills* offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

Take the lead in getting a job - learn Simply Accounting!

This course is designed to give you knowledge of Simply Accounting 2010 Level 1. You will learn the different uses for each module and journal, be able to set up a company's books from a template of accounts and print and understand the various reports produced in Simply Accounting. The course content includes:

- Course overview and setup as well as course objectives
- Utilizing the various journals in the Simply window, entering, adjusting and deleting transactions as needed, customer payment, receipts adjustments, receivables and settings, list reports, purchase journal and bills, etc.
- Setting up a company, adding all information needed to run such company, such as customizing company's chart of accounts, sales invoices, bills and expenses, producing several financial and other reports, etc
- Effectively use the payroll module to pay an employee either by salary or hourly rate, adjusting paychecks and reversing paychecks
- Produce all reports that would likely be needed for the close out period of the company
- You'll learn how to perform monthly and year-end processing

### Pre-requisites

Bookkeeping test; Basic knowledge of Windows

### Certificate offered

Participants receive a certificate of completion

### Registration

Register in person, or online at [www.skillsforchange.org/techskills/register](http://www.skillsforchange.org/techskills/register)

**Course Materials** – Textbooks required for this course costs \$75.

Tuition tax credit forms will be issued.

**More information :** Please call 416-658-3101 Ext 216

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
Sept 13		✓		✓				✓	
Time	Weeks	Hours		Fee					
6:30pm - 9:30pm	4	24		\$270					

**TechSkills**  
AFFORDABLE TRAINING

Toronto  
791 St. Clair Avenue West

Brampton  
21 Nelson Street West

[www.skillsforchange.org/techskills](http://www.skillsforchange.org/techskills)