



Course Name: Simply Accounting

Module CA12 Computerized Accounting

Course Description:

One of the most popular accounting software programs on the market, learning Simply Accounting is a must to work in the financial administration of most organizations. This course includes Simply Accounting's General Ledger, Payable, Receivables, Payroll, Inventory and Project Costing Modules. The student will also learn how to develop a standard set of financial reports.

Course Length: 90 hours

Text Book:

Simply Accounting 2006 Pro and Basic Versions for Windows by M. Purbhoo

Method of Evaluation

- Practical Exercises 20%
- Participation 10%
- Exam 70%

Course Objectives: Knowledge

1. Know about complete adding and deleting accounts in the chart of account, and how to link accounts with all six modules of Simply Accounting
2. Know how to enter and post purchase quotations, purchase orders, purchase invoices, and credit payments in Payable Module
3. Know how to enter and sales quotations, sale orders, sale invoices, and credit receipts in Receivable Module
4. Know how to enter, print and post pay cheques of employees in Payroll module
5. Know how to record sale and purchase of Inventory and Service Module
6. Know about how to add projects, allocate cost and revenue to different departments/projects of company

Course Objectives: Skills

1. Able to create the Chart of Account
2. Able to perform transaction processing related to (Cash & Credit) purchases and payments in Payable Module and (Cash & Credit) Sales and receipts in Receivable Module
3. Able to process pay cheques for employees individually or by regular payroll cheque runs

4. Able to perform Inventory and Project allocations
5. Able to develop a standard set of financial reports

Curriculum Outline

Week 1	<p>5.5 Introduction to Simply Accounting 3 The GST and PST 6 Practicum- Setting up books in simply – a series of 2 practical exercises 7.5 Accounts Payable</p>
Week 2	<p>7.5 Accounts Receivable 6 Practicum 9 Creating a company using , General Ledger, Payable and receivable module 3 Practicum- Creating Books in Simply 6 Payroll 3 Practicum- Using Payroll Module 6 Using Inventory and services 3 Practicum- Using Inventory Module</p>
Week 3	<p>9 Project Accounting 3 Practicum- Using cost centers 6 Reconciling the bank Account 6 Practicum- Full review; a series of 2 practical exercises to set up and run simply accounting on a real company 3.5 Final Exam</p>
Week 4	
Week 5	

Instructor Information:

Name: _____

Phone: _____

E-Mail: _____