

# Simply Accounting

for Microsoft Windows

## Getting Started

Version 7.0

**ACCPAC**  
INTERNATIONAL

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# Chapter 1

## If You're New to Simply Accounting

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# Chapter 1

## If You're New to Simply Accounting

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### Where to Start

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If you:	and want to:	Go to:
Have just bought the program	install the program on your computer	Chapter 3, "Installing and Starting Simply Accounting"
Have never used Simply Accounting	practice using the program with data from a sample company	Chapter 4, "Tutorial: Learning Simply Accounting"
Have never used Simply Accounting and are starting a new business	set up the program to work with your new company	<ul style="list-style-type: none"><li>■ Chapter 5, "Choosing Options and Setting Up Accounts"</li><li>■ The New Business Guide (described in this chapter)</li></ul>
Have never used Simply Accounting and want to use it in an existing business	set up the program to work with your company, and enter your existing records	<ul style="list-style-type: none"><li>■ Chapter 5 to choose options and set up accounts</li><li>■ Chapter 6 to enter existing records and history</li></ul>
Haven't used computers very much	find out how to navigate through Simply Accounting screens	Your Windows manual to find out how to move around in the program, enter data, and use menus and toolbars
Have already set up Simply Accounting	use the program for day-to-day tasks	The <i>User Guide</i> , especially Chapters 4 to 12

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## Learning the Basics

The Simply Accounting manuals assume that:

- You have read the owner's manual for the computer you are using, and are familiar with your machine and with using a mouse.
- You are familiar with Windows terms such as icon, click, double-click, drag, select, choose, menu, window, insertion point, folder, dialog box, and Clipboard, and with basic concepts such as directory (folder) structures and file naming.
- You have read the *Accounting Manual* that comes with this program, and are familiar with accounting terms and concepts such as debits and credits.

If you prefer, Simply Accounting can display non-accounting terminology instead. See "Display Options" in Chapter 5 to find out how to turn it on or off.

## Getting Help

### New Business Guide

The New Business Guide provides checklists for creating a new company. They list the steps you need to complete (such as searching the company name and obtaining licenses), and provide the names of government agencies, contact numbers, and Web links. To use the guide, choose New Business Guide from the Business Assistant menu in the Home window.

### Wizards

Simply Accounting includes several "wizards," sets of steps that guide you through complex tasks. See the Quick Reference booklet for a list of wizards and a description of what they do.

## On-Screen Displays

Most of the screens in Simply Accounting include a “status bar,” a line of text at the bottom of the screen. The line displays information about a field or menu item when you drag the mouse pointer over it.

## Finding the Home Window

In case you need to use a window or command that is available only from the Home window, most screens include a command or toolbar button called Bring Home Window To Front. This lets you find your way “home” from almost anywhere in the program.

## Online Help

You can display additional information or instructions for most tasks in Simply Accounting. Either press the F1 key, or use the Help menu to select a topic.

## Simply Accounting Manuals

- The *Getting Started* manual covers information you need to set up Simply Accounting in preparation for day-to-day use. You can also use it after you have set up the program, if you need to change any options or settings, reinstall sample data, or use the tutorial to train new staff.
- The *User Guide* contains information on day-to-day use of the program, and also covers advanced topics such as importing and exporting data and customizing forms.
- The *Workbook* provides additional practice in using Simply Accounting. It guides you through setting up a company and making typical entries.
- The *Accounting Manual* helps you become familiar with accounting terms and concepts such as debits and credits.

Please see the card enclosed in your Simply Accounting package to find out how to order a copy.

- Once you are familiar with Simply Accounting, the *Quick Reference* booklet will be a handy guide to refresh your memory about tasks such as correcting entries. It also contains a list of common tasks that tells you where to find more information.

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# Chapter 2

## What's New in This Version

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If you are replacing an older version of Simply Accounting for Windows with version 7.0, you should read this chapter before you install the new program. It contains important information about updating your data to work with the new program, and about new features and changes in the program.

If you are replacing Simply Accounting for DOS (formerly known as Bedford Integrated Accounting) with Simply Accounting for Windows, be sure to read “Converting from Simply Accounting for DOS,” later in this chapter.

Once you are familiar with the new features, and with the effects of updating on your data, install the program, following the steps in Chapter 3.

Your data is safe

Note that updating (replacing the older version of the program with a new one) does not harm your data; all your accounting records are still intact after you install the new version. However, updating does make some minor changes in your data; you should read this chapter completely before you update, to be sure you understand the process before you begin.

### Installation Tips

Follow the steps in Chapter 3 to install the new version of Simply Accounting. We recommend that you read the whole installing section before you begin, to be sure you understand the steps to take and decisions you must make.

In addition, note the following:

Back up your data

- Be sure you have a backup of your Simply Accounting data files before you start.
- If you have customized any of the CA-RET or Crystal forms, be sure you have a backup of the revised forms.

Save time and avoid errors

- Save time and avoid errors by selecting only the components you need.
  - You probably need to select only the Simply Accounting program files.
  - You do not need to select Company Templates unless you plan to do the exercises in the *Workbook*.
  - You need to select Conversion Utility only if you are updating from Simply Accounting for DOS.
- When you are finished installing the program, update your data to work with the new program. If you are updating from Simply Accounting for Windows, go to the next section, “Updating from a Previous Version of Simply Accounting for Windows.” If you are updating from Simply Accounting for DOS, go to “Converting from Simply Accounting for DOS,” later in this chapter.

## Updating from a Previous Version of Simply Accounting for Windows

The updating process expands the size of your records to make room for additional information kept by some of the program’s new features. Before you can use the new program, you must update your data so that it will work with the new version. Updating is simple and takes only a few minutes.

***After you update your data, do not use your Simply Accounting data with older versions of the program.*** Be sure to delete any older versions of Simply Accounting from your hard disk, to avoid inadvertently using the wrong version. Using an older version of the program could damage your data.

**To update your data to work with the new version of Simply Accounting:**

Back up your data

1. If you have not already done so, make a backup of your Simply Accounting data files. This ensures that you have an intact copy of your data in case anything goes wrong during the updating process.

Install the new version

2. If you have not already done so, follow the steps in Chapter 3 to install the new version of Simply Accounting.

Start Simply Accounting

3. Start Simply Accounting. When you see a message warning you that your files are about to be updated to a new file format, be sure you have a backup of your data files, then choose Yes to continue.

When the program has finished updating your data, the Session Date dialog box appears.

4. Enter the session date.

Check data integrity

5. Use the Check Data Integrity command on the Maintenance menu to check the integrity of your data, to find out whether your accounts are in balance.

If the program finds integrity errors, read “Correcting Integrity Errors” in Chapter 1, “Protecting Your Data,” in the *User Guide*.

6. Make a backup copy of your updated data files.

7. Store the Simply Accounting program disks in a safe place.

8. If you have not already done so, read the rest of this chapter to find out about the new features and changes in the program.

## Converting from Simply Accounting for DOS

If you are replacing Simply Accounting for DOS with Simply Accounting for Windows, you must convert your data to be able to use it with the new program.

The conversion process expands the size of your records to make room for additional information kept by some of the program's new features. Before you can use the new program, you must update your data so that it will work with the new version. Updating is simple and takes only a few minutes.

You use the conversion program included with Simply Accounting for Windows to convert your data from Simply Accounting for DOS.

Your data is safe

The program does *not* alter your Simply Accounting for DOS data files during conversion. The program creates a new set of data files in Simply Accounting for Windows format, leaving the old Simply Accounting for DOS files intact.

Note that *program files* are the computer files that contain instructions that tell the computer how to run the Simply Accounting program. *Data files* are the computer files that contain information about your company and its accounting records, including such information as the options you have chosen for your company, lists of customers and vendors, and records of journal entries.

## Before You Convert

Before you convert your data, be sure the totals of your General Ledger accounts are the same as the totals of the corresponding subsidiary ledgers. For example, make sure that the total of all balances owed to your vendors is the same as the balance of the Accounts Payable account. *Do not convert your data until all the accounts balance.*

The conversion process copies your current data files into a different set of data files. We recommend that you store these new files in a folder (directory) called \Winsim\Data. This folder is created automatically when you install Simply Accounting for Windows. If you want to store your data files in a different folder, create the folder before you begin conversion. If you are unsure how to do this, refer to your Windows manual.

**To convert your data to work with Simply Accounting 7.0 for Windows:**

Back up your data

1. Make a backup copy of your Simply Accounting for DOS data. **Do not skip this step.** If something goes wrong and your data is damaged during conversion, you can use the backup to restore it.
2. Start Windows.
3. If you have not already done so, install version 7.0 of the Simply Accounting for Windows program on your hard disk, following the instructions in Chapter 3 of this manual.

When the program asks what type of setup you prefer, do not select Compact. Select Typical, or select Custom and then select Conversion Utility on the Select Components screen.

4. Choose Start from the taskbar, then Programs, Simply Accounting, Convert.

The Simply Accounting conversion screen appears.

Type a path to your data files

5. Enter the folder (directory) and name of your Simply Accounting for DOS data files.

The drive and directory where your current Simply Accounting for DOS data files are located would normally be C:\SIMPLY\DATA or C:\BEDFORD\DATA, unless you store your data files in a different directory. For example, you might select C:\SIMPLY\DATA\SN4.REC.

Remove the asterisk from SN\*.REC

Notice that you must remove the asterisk from the file name that is originally displayed on the screen. The file name should be SN4.REC, **not** SN\*.REC.

6. Click Open.

A new screen appears. The program asks you to enter a path and file name for your new Simply Accounting for Windows data files.

7. Select a path to your data. We recommend that you use \Winsim\Data.
8. To accept this path and start the conversion process, click Save, or press the Enter key. Or, if you do not want to

Conversion takes several minutes

continue, click Cancel, or press the Tab key to highlight the Cancel button, then press Enter.

9. The conversion process can take several minutes, and must not be interrupted. When conversion is complete, a screen appears, listing the number of Simply Accounting for DOS records converted to Simply Accounting for Windows format.
10. When you have finished reading this information, choose OK.
11. Check the converted data to be sure all the accounts balance, in case anything went wrong during the conversion process.
12. Check the integrity of the converted data and make a backup copy, following the instructions under “Checking Data Integrity” and “Backing Up Data” in Chapter 1 in the *User Guide*.
13. Read “If You Are Converting from Simply Accounting for DOS,” later in this chapter, for information on the differences between Simply Accounting for Windows and Simply Accounting for DOS.

Learning Simply Accounting

We recommend that you do the tutorial lessons in Chapter 4 to learn how Simply Accounting for Windows handles some of the basic accounting tasks.

You should also read the Simply Accounting for Windows manuals to become familiar with the new terminology and features you will be using.

Learning Windows

If you have not used the Windows program before, we recommend that you become familiar with the features and terminology of that program as well.

## New Features in Simply Accounting

The Simply Accounting program has been revised to add the extra features most requested by users, and to enhance existing

ones. The main changes to the program are described in this section.

## Easier Setup

### Business Guide Helps You Set Up a New Company Quickly

The New Business Guide is a list of tasks that must be completed when setting up a new business, such as obtaining licences and registering the business name. It describes each task, in simple language, and tells you where to find more information (such as government phone numbers and Web site addresses).

### Easier Setup of Chart of Accounts

The Accounts icon window has been redesigned, allowing you to drag and drop accounts and move them easily to different parts of the list. You can also use the Tab and Shift+Tab keys to change the indentation of an account, “promoting or demoting” it to a group or subgroup account type as you wish. As before, the program will warn you if any accounts are not in logical order before you close the window.

### Removal of “Set Ready”

Simply Accounting now lets you start entering transactions more quickly when you’re setting up a new company. You can still enter opening balances and historical transactions as before, but the transaction entry windows are not locked, so you can enter transactions at any time. This lets you get your company “up and running” more quickly, while still giving you the option of entering a complete set of historical transactions when you have time. The program still maintains the tight control that ensures that your books are balanced.

You can enter history up until the end of the company's first fiscal year. After you enter a date in the new fiscal year, you can no longer enter historical data.

## Add Power to Simply Accounting by Linking to Other Programs

### Download Bank Statements from the Internet

If your bank or financial institution allows you to download bank statements in OFX (Open Financial Exchange) format, you can import the statements into Simply Accounting, then use Simply Accounting to reconcile the statements to your accounting records automatically. This speeds up reconciliation and reduces data entry errors.

For more information, see Chapter 18, "Importing Data," in the *User Guide*.

### Use More Microsoft Office Forms with Simply Accounting

Several new Microsoft Office documents have been added to Simply Accounting.

- Budget Worksheet.
- Balance Sheet (two columns).
- Income Statement (two columns).
- Employee Hours Worksheet 2 (for a two-week period).

For more information on these reports, refer to Chapter 20 in the *User Guide*.

## New E-mail Features

### Import E-mailed Invoices, Orders, and Quotes

MAPI-compatible  
e-mail required

If you and your vendors or customers use Simply Accounting and have MAPI-compatible e-mail programs (such as Lotus Domino or Microsoft Mail), they can e-mail you their sales invoices, sales quotes, and purchase orders. You can then import these forms directly into your Simply Accounting program, updating your accounts and other records automatically.

This can help you save considerable time and avoid errors because you do not have to re-enter transactions that your vendor or customer has already prepared.

When a vendor e-mails a sales invoice or quote, Simply Accounting imports it as your purchase invoice or quote. When a customer e-mails a purchase order, Simply Accounting treats it as your sales order.

To find out more about importing e-mailed invoices, orders, and quotes, see Chapter 18, "Importing Data," in the *User Guide*.

### Automatically Send Confirmation to Vendors by E-mail

When you receive an invoice or quote from a vendor, Simply Accounting can automatically e-mail a response to the vendor, to confirm that you have received the invoice or quote.

In the vendor's record, on the Options tab, check the E-mail Confirmation Of Purchase Invoices And Quotes box. When you process an invoice or quote from this vendor, Simply Accounting will ask you whether you want to send confirmation. If you say Yes, it displays the vendor's e-mail address and a message, which you can change if you wish.

## Send E-mail to Vendors and Customers from Simply Accounting



The Vendors and Customers windows now include an E-mail button that lets you send an e-mail to the vendor or customer from within Simply Accounting, without having to open your e-mail program. (The vendor or customer must have a MAPI-compatible e-mail program such as Lotus Domino or Microsoft Mail.)

If the record already includes the e-mail address, you don't even have to type the address. Just click the E-mail button, or choose E-mail from the Online menu, then type your message and click Send.

## More Flexibility

### Process Entries throughout an Entire Fiscal Year

You can now process transactions with dates anywhere in the current fiscal year, including dates in the future. (In earlier versions of Simply Accounting, you could not enter a date later than the session date except on paycheques.) The session date (usually today's date) still exists, but you are not restricted to entering transactions on or before that date.

When you first install the new version of Simply Accounting, this feature is turned off, so that, as in previous versions, you *cannot* enter a transaction with a date later than the session date.

If you would like to allow transactions to be processed on dates in the future, you can turn on this feature. In the Home Window, on the Setup menu, choose Settings. On the System tab, check the Allow Transactions In The Future box. You can also choose to have the program warn you if the date is too far in the future, by entering a number in the field Warn If Transactions Are [ ] Days In The Future.

For more details about dates in Simply Accounting, refer to Chapter 5.

## Use Two Bank Accounts for Purchases and Sales

You can now set up a second linked bank account for purchases, and one for sales. When you enter a purchase or sales transaction, you can select the account you wish to use for that transaction. This is useful if, for example, you want to set up a petty cash or clearing account.

On the Setup menu, choose Linked Accounts, then Vendors and Purchases (or Customers and Sales). In the Alternate Bank field, select the second bank account.

When you enter a purchase invoice and select Cheque as the payment method, a new Paid From field appears, allowing you to select the account you want to use to pay that invoice.

Similarly, when you enter a sales invoice and select Cheque as the payment method, a new Deposit To field lets you select the account you want to receive the payment.

## Store a Ship-To Address for Customers

The Customers window now includes a Ship-To Address tab, where you can store an address and contact name different from the customer's mailing address. When you select the customer in the Sales, Orders, and Quotes window, the ship-to address appears, in addition to the billing address. You can change the ship-to address, or accept the one displayed.

When you first install the new version of Simply Accounting, the program fills in the existing customer address as the ship-to address. You can change it if you wish.

## Show Subtotals on Sales Invoices

You can now print subtotals on sales invoices. On the Setup menu, choose Reports and Forms, then the Invoice tab. Check the Show Subtotal In Invoice box. When you print sales invoices, the subtotal (before freight and taxes) appears following the list of items sold.

## More Income and Deduction Fields in Payroll

- You can now enter a second overtime rate in employee records, in the Overtime Per Hour 2 field.
- You can now set up three additional income fields, for a total of five. (Earlier versions of Simply Accounting included two income fields, usually called Salary and Commission.) To enter names for the new fields, on the Setup menu, choose Names. You can enter the additional income amounts on each paycheque, or in the new Payroll Cheque Run window (described later in this chapter).
- You can now set up five additional deduction fields, for a total of ten. To enter names for the new deductions, on the Setup menu, choose Names. You can enter the new deductions in the Employees window.
- Every income field can now be associated with a separate linked account. This allows you to keep track of wages separately, providing more detailed records of your payroll expenses. For example, you could keep track of administrative, sales, and labour costs separately.

When you first install the new version of Simply Accounting, all the income accounts are linked to the same account you used in the earlier version. To enter different accounts, on the Setup menu, choose Linked Accounts, then Payroll. Under Wage Expenses, select the accounts you want to use for the different income types.

## Preset Amount or Percentage for Payroll Deductions

You can now set each payroll deduction as either an amount or a percentage. On the Setup menu, choose Settings, then the Payroll tab. Under Deductions, select either Amount or Percentage Of Gross for each deduction you use.

The deductions appear on the Deductions tab in the employee record. The numbers you enter in each deduction field will be either a dollar amount or a percentage, according to the settings you entered on the Payroll tab in the Settings dialog box.

## Make Credit-Card Payments to Vendors

In addition to accepting credit-card payments from customers, you can now make credit-card payments to vendors.

On the Setup menu, choose Credit Cards. On the new Credit Cards Used tab, enter information about the credit cards you plan to use to make payments. For each card, select an account to keep track of the amounts you owe the credit-card company, and an account to record any credit-card fees or interest.

The next time you enter a purchase transaction, the credit cards you have set up will appear in the new Paid By field, along with Cash and Cheque. If you select a credit card, the transaction will be processed to the Credit Card Payable account.

When you receive your bill from the credit-card company, the new Credit Card Bill choice in the Payments window lets you issue a cheque and enter any fees.

## Reconcile More Accounts

You can now use the Account Reconciliation feature with any asset, liability, or equity account. (In earlier versions of Simply Accounting, you could reconcile only asset accounts.) You can set up as many as 1,000 accounts for reconciliation.

For more information, refer to Chapter 7, “Setting Up an Account for Reconciliation,” in this manual, and to Chapter 14, “Reconciling Accounts,” in the *User Guide*.

## Set Up Budgets for Projects

You can now set up a budget for revenues and expenses for each project. A new Project Budget report shows actual and budget amounts, with dollar or percentage differences, for the current or previous year.

To be able to set up a budget for a project, on the Setup menu, choose Settings, then the Project tab. Check the Budget Project

box and choose a budget period frequency. Then, in the Project window, on the Budget tab, check Budget This Project and enter the revenue and expense amounts you want to budget for each period.

### Allocate Amounts to Projects from Any Account

In earlier versions of Simply Accounting, you could allocate revenues and expenses to projects. You can now allocate from any account, allowing more flexibility in keeping track of project assets and liabilities. To be able to allocate from an asset, liability, or equity account, open the account record in the Accounts window, then check the Allow Project Allocations box.

### Optional Prenumbering of Forms

In earlier versions of Simply Accounting, all forms (invoices, cheques, and so on) had a default (preset) number. Now, you can leave the number blank if you wish, by leaving the Next Number On field blank in the Forms tab in the Setting dialog box. The form will appear on the screen with the Number field blank, letting you enter any number you wish.

### Save Time

#### New Automatic Payroll Cheque Run

A new icon in the Home window, Payroll Cheque Run, lets you process multiple paycheques quickly and easily, without having to enter each one separately. Pay all employees at once, pay only the employees who are due to be paid in the current pay period, or pay only selected employees. The program calculates taxes automatically.

For more information about payroll cheque runs, see Chapter 7, “Paying Employees,” in the *User Guide*.

## Enter Regular and Overtime Hours in the Employee Record

You can record the number of regular and overtime hours each employee normally works in a pay period, on the Income tab in the employee record. The number of hours appears automatically on each paycheque for that employee, but you can change it if you wish. (In earlier versions of Simply Accounting, you had to enter hours each time you entered a paycheque.)

## Enter Benefits in the Employee Record

You can record a standard benefit amount for each employee, on the Income tab in the employee record. The amount appears automatically on each paycheque for that employee, but you can change it if you wish. (In earlier versions of Simply Accounting, you had to enter benefits each time you entered a paycheque.)

## Update Your Budget More Easily

You can now enter a budget amount for an entire year, and have Simply Accounting divide it into equal portions and enter the correct amounts for each budget period. (In earlier versions of Simply Accounting, you had to enter a budget amount for each period, even if all the amounts were the same.)

In the account record, on the Budget tab, enter an amount in the Total Budgeted Amount field, then click the Allocate button. Simply Accounting divides the total by the number of periods (for example, months or quarters), and enters an equal amount for each period.

## Automatically Delete Transaction Details at Year End

A new command, Automatically Clear Data, on the Maintenance menu, lets you set up Simply Accounting to clear details over a certain age at the end of your fiscal year, automatically. This helps prevent your data files from being cluttered with old information and keeps them from getting too large to run efficiently.

You can select which data you want to clear, and indicate the age of the details you want to retain. (For example, you may want to clear all invoices over 12 months old, or all account reconciliation data over 6 months old.)

## Protect Your Data

### Automatic Working Copy Helps Protect Data on a Network

If you store your Simply Accounting data on a network server, you can now have the program automatically copy the data from the network to your local drive (hard disk) when you start Simply Accounting. Even if your network fails while you are working on Simply Accounting, your data is safe on your hard disk. When you exit Simply Accounting, the program automatically copies the data back to the network, ready for you to use next time.

To use this feature, choose Working Copy on the File menu in the Home window, then enter the location (drive and folder name) to which you want Simply Accounting to copy the data.

If your Simply Accounting system is set up to use passwords, a user must start Simply Accounting with the system password to be able to change the location to which the data is copied.

### Restore a Backup without Opening Simply Accounting

You can now restore a backup copy of your data without starting the program. This can be useful if your data has been damaged and you are unable to open Simply Accounting.

To restore a backup, start Simply Accounting. At the Select Company window, select the new option Restore From Backup, then follow the instructions on the screen.

## Automatically Check Validity of Social Insurance Numbers

When you enter a Social Insurance Number in an employee record, the program automatically checks that it is a valid number, and warns you if it is not. This ensures that you have valid numbers on file when you print reports and forms to submit to the government.

Simply Accounting does not check the validity of Social Insurance Numbers that you entered before you installed the new version. However, if you make a change to an existing record, it will check the number, and warn you when you try to close the record if it is not valid.

## Set Employee Status to Inactive

In the employee record, you can set the status of the employee to Inactive. You cannot issue paycheques or print T4 or Relevé 1 slips for inactive employees. This can be useful if you have high turnover and do not want your payroll reports to include employees who no longer work for you.

## New “Ease-of-Use” Features

Some aspects of the Simply Accounting interface — the way it looks and the way you work with it — have been redesigned, as described in this section.

### Keep the Same Vendor or Customer on Multiple Invoices



Use the Same Vendor [or Customer] Next Time

If you are entering several invoices, orders, or quotes for the same vendor or customer, you can retain the vendor or customer name for the next invoice, saving time and avoiding data entry errors. Just click Use the Same Vendor [or Customer] Next Time on the toolbar, or select it from the Purchases (or Sales) menu.

## Checklists Help You through Complex Tasks

When you're trying to complete a complex task, it can be difficult to remember what you've done and what you have left to do, especially if you're interrupted before you finish. Simply Accounting provides several checklists that help you through day-end, month-end, and year-end procedures. The checklists show you the date you last completed each task, and let you check off each component on the screen as you complete it.

You can also create your own customized checklists, for whatever tasks you wish.

To use or create a checklist, in the Home window, on the Business Assistant menu, choose Checklists. Either double-click an existing checklist, or click Create to set up a new one.

For more information, refer to Chapter 13 in the *User Guide*.

## Easier to Enter Transaction Types and Payment Types

The Transaction Type and Paid By fields have been redesigned to make it easier to understand and enter the payment type on invoices.

In the Sales window, the Sale On Account and Sale With Payment transaction types have been replaced by "Invoice," and the Paid By field now includes Pay Later as an option. The Paid By field still includes Cash, Cheque, and any credit cards you have set up.

Similarly, in the Purchases window, the Purchase On Account and Purchase With Payment transaction types have been replaced by "Invoice," and the Paid By field now includes Pay Later as an option, in addition to Cash and Cheque. You can also make payments to vendors by credit card (described earlier in this chapter under "Make Credit Card Payments to Vendors").

## Find Records in a List More Easily

When selecting from a drop-down list, you can now type the first few letters of the name you are searching for, to display that name. (In previous versions of Simply Accounting, in most lists you could type the first letter only, to go to the first of the items beginning with that letter.)

## Start a New Year More Easily

The new Start New Year command on the Maintenance menu lets you start a new fiscal or calendar year more easily. (Previously, you had to enter the new date using the Advance Session Date command.) To start a new fiscal or calendar year, choose Start New Year from the Maintenance menu in the Home window. If your fiscal year is not a calendar year, select which type of year you want to change, then choose OK.

## Switch to the Home Window Quickly

A new command has been added called Bring Home Window To Front. It lets you quickly switch to the Home window if you need to use a command or icon available only in the Home window. The command appears:

- On the toolbar in all windows.
- On the View menu in all icon windows (Vendors, Employees, and so on).
- On the Edit menu in all records windows (Vendors, Employees, and so on).
- On the File menu in all transaction entry windows.

## New and Enhanced Reports

### Account Reconciliation

The Account Reconciliation Detail report now includes totals for the debit and credit columns.

### Today's Date on Reports

You can now include a printed-on date on reports. The date appears at the bottom of the report, and is unrelated to the As At date you select when preparing to print the report. The program uses your computer's system date, usually today's date.

To include the print date on reports, on the Setup menu, choose Reports and Forms. Check the Print The System Date On Reports box.

### New and Renamed Reports

- The following reports and forms have been added to Simply Accounting.
  - Project Budget report
  - Project Allocation report
- The Project report has been renamed the Project Income report.

For more information on these reports, refer to Chapter 16 in the *User Guide*.

### Export Reports in Excel 97 Format

If you export a report to Excel 97, the file is now exported in Excel 97 format.

## Other New Features and Changes

### Inventory Turnover Information Always Available

The Track Inventory Turnover feature has been removed. The program now stores inventory turnover information automatically if you have checked the Store Invoice Lookup Details box, on the System tab in the Settings dialog box.

### See the Transaction Entry Number While Making Entries

You can now see the transaction entry number the program will assign to the entry you are making, before you process the entry. (In previous versions of Simply Accounting, the transaction entry was not assigned until you processed the entry.) This can be useful if you want to make a note of the entry number without having to look it up in a report after processing.

In any transaction entry window, choose Display [entry type] Transaction Detail to see the details of the entry and the transaction number.

### Field Renamed

The Salary Hours field in the employee record has been replaced by an Hours Per Period field. The field still stores the usual number of working hours for salaried employees, required for the Record of Employment.

### New Menus

Two new menus have been added to the Home window.

- The new Business Assistant menu contains commands that help you run your business more smoothly.
  - To-Do Lists (formerly on the Maintenance menu).

- Checklists (described earlier in this chapter).
- Business Advice (formerly on the Help menu).
- New Business Guide (described earlier in this chapter).
- The new History menu contains the Finish Entering History command, which replaces the old concept of Set Ready. (See “Removal of ‘Set Ready’” earlier in this chapter). The menu is visible only if you have not yet used the Finish Entering History command (or the Set Ready command in an earlier version of Simply Accounting).

## New Colours

You can now change the background colours in the Home window, and on the display screens for invoices, orders, quotes, receipts, and cheques. In the Home window, on the View menu, choose Appearance, then select the colours you want to use for the different windows and forms.

## New Icons

The Purchases, Orders, and Quotes icon and the Item Assembly icon have been redesigned. They still appear in the same location in the Home window.

The Payment Cheques icon has been renamed Payments.

The To-Do Lists button in the toolbar in the Home window has also been redesigned.

# If You Are Converting from Simply Accounting for DOS

## You Must Change Your Password

When you convert from the DOS version of Simply Accounting to the Windows version, your password for the DOS version is deleted. Anyone who uses your data in Simply Accounting for Windows has access to all parts of the program.

If you wish to use passwords in the Windows version, you must set them up using the Set Security command on the Setup menu. For instructions, see Chapter 1, “Protecting Your Data,” in the *User Guide*.

## Changes in Your Data

Note that in Simply Accounting for DOS, inventory costs had three decimal places and were not rounded. In Simply Accounting for Windows, inventory item costs can have up to four decimal places and are rounded to the nearest hundredth of a cent. This may result in a slight difference in inventory costs when you convert your data to Simply Accounting for Windows.

Otherwise, the conversion program does not change your data, only the format in which it is stored. Your Simply Accounting for DOS data files also remain unchanged after conversion.

## Larger Fields

The Simply Accounting for Windows program can accept and display amounts up to \$999,999,999.99 (\$1 billion minus one cent). The limit for monetary amounts in Simply Accounting for DOS was \$20 million.

An employee’s regular or overtime hourly rate can have up to four decimal places.

The selling price per unit of an inventory item can have up to four decimal places.

Inventory items (descriptions) can have up to 35 characters (the limit was 26 in Simply Accounting for DOS).

In Simply Accounting for Windows, inventory item costs can have up to four decimal places and are rounded to the nearest hundredth of a cent. In Simply Accounting for DOS, costs had three decimal places and were not rounded. This may cause a difference in inventory costs when you convert your data to Simply Accounting for Windows.

Source and item codes can be up to 13 characters long. This applies to invoice numbers, cheque numbers, journal entry source codes, and inventory item codes.

## New Default Values

In Simply Accounting for DOS, the default aging periods were 0 to 29 days, 30 to 59 days, and 60 to 90 days. In Simply Accounting for Windows, the default aging periods are 0 to 30, 31 to 60, and 61 to 90 days. If you use the default aging periods, this may cause differences in your Vendor Aged and Customer Aged reports. (The default aging periods are the periods the program uses automatically, unless you change them, using the Settings command on the Setup menu.)

## Where To Now?

You are now familiar with the new features in Simply Accounting for Windows. You should now skim or read the new manuals included in the Simply Accounting package, to find detailed instructions to help you use the new or changed features.

To install Simply Accounting for Windows (that is, to copy it to your computer's hard disk so you can use it), follow the instructions in Chapter 3 of this manual.

If you wish, do the lessons in Chapter 4, or the *Workbook* exercises, to practice using the program. Refer to the *User Guide* for information on using the program for day-to-day accounting.



# Chapter 3

## Installing and Starting Simply Accounting

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# Chapter 3

## Installing and Starting Simply Accounting

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This chapter describes how to install Simply Accounting version 7.0. Installation copies the program files and various components to your computer's hard disk and adds Simply Accounting to the list of programs on the Programs menu.

- If you are updating from an earlier version of Simply Accounting for Windows, or converting from Simply Accounting for DOS, be sure to read Chapter 2, "What's New in This Version."
- If you are installing Simply Accounting for the first time, be sure to read Chapter 1, "If You're New to Simply Accounting."

### Installing Simply Accounting

Follow this installation checklist to set up Simply Accounting to update your existing files, or create new files.

We recommend that you read all of this section before you begin installation, to be sure you understand the steps to take and decisions you must make.

New to Windows?

If you are relatively new to Windows, we recommend that you read your Windows manual before starting the Simply Accounting program.

## Installation Checklist

- Check your software and hardware  

The recommended minimum software and hardware your computer system needs to run both Windows and Simply Accounting successfully are:

  - Simply Accounting for Microsoft Windows. The program comes on 3½" high-density disks or one CD-ROM.
  - Microsoft Windows 95.
  - A personal computer with an 80486/33 processor.
  - A hard disk with 25 Mb (35Mb recommended) of free space, and one floppy-disk drive or a CD-ROM drive.
  - 16 Mb of memory (RAM).
  - A VGA or similar high-resolution monitor that is supported by Windows.
  - A printer that is supported by Windows, if you want to print reports, statements, cheques, purchase orders, and invoices.
  - A mouse that is supported by Windows.
  - Office 95, if you want to use the Microsoft Office integration options.
  - An Internet connection, e-mail service and a word processing program, if you want to use the e-mail options.
  
- Find the Simply Accounting serial number  

The installation program asks you for the Simply Accounting serial number, so you need to locate this number on the outside of the Simply Accounting box or on the registration card that came in the box.
  
- Decide which components to install  

You need to decide which of the Simply Accounting program components you need. During installation, you can choose to install some or all of the components. They are described in "Simply Accounting Components," later in this chapter.
  
- Back up your CA-RET and Crystal forms  

If you are converting from an earlier version of Simply Accounting, and have customized any of the CA-RET or Crystal forms, be sure you have a backup copy of the revised forms (see Chapter 2 for clarification).

- ❑ Back up your Simply Accounting diskettes

If you are installing from diskettes, make backup copies of your program disks, before installing Simply Accounting, in case they ever become lost or damaged.

To make backup copies of program disks:

1. Choose My Computer. Select the icon for the disk you want to copy from, usually 3½ Floppy (A:).
2. From the File menu, choose Copy Disk. Follow the instructions on your screen.

- ❑ Install Simply Accounting

To install Simply Accounting:

1. Start Windows and make sure no other programs are running.
2. Insert the Simply Accounting CD-ROM in your computer's CD-ROM drive. If you are installing from diskettes, insert Disk 1 in the floppy-disk drive.
3. If you are installing from a CD-ROM, the installation program may start automatically. If so, go to step 4.

If the installation does not start automatically, or if you are installing from Disk 1, choose the Start button from the taskbar, then choose Run.

If you are installing from a CD-ROM, type **d:\launch**, press Enter, then select "Install Simply Accounting." If you are using diskettes, type **d:\setup** and press Enter.

For **d**, substitute the letter of the drive in which you inserted the Simply Accounting disk. (Diskette drives are often A or B. CD-ROM drives are often D or E.)

4. Follow the step-by-step instructions as they appear on the screen.

When you see the Setup Type window, you will be asked to choose a Typical, Compact, or Custom setup. We recommend that you select a Typical setup because it installs the most common components needed by Simply Accounting.

If you chose Custom setup and want to uncheck a program component, click the check mark beside it, or highlight the line and press the Spacebar. (To decide which components to install, see the next section, “Simply Accounting Components.”)

- Restart your computer
5. If you see a message informing you to restart your system, *restart your computer so the program can work properly.*
  6. Put the Simply Accounting disks away for safekeeping.

## Simply Accounting Components

The program components are placed in a folder called either \Program Files\Winsim or \Progra~1\Winsim, on the current drive of your hard disk, or, if you prefer, in a different drive and folder you specify during installation. Some program components are placed in subfolders of the folder you specify for the program files.

Component	Description
Simply Accounting Program	Installs the Simply Accounting program files in the \Winsim folder.
Sample Data	Installs the records of a fictional company to let you practice using the program, or do the lessons in Chapter 4. Sample data will be placed in a subfolder called \Samdata.
Company Templates	Installs predefined charts of accounts that you can use when creating your own company. You should also select this choice if you want to do the exercises in the <i>Workbook</i> . The company templates contain charts of accounts suitable for various types of businesses. Company templates will be placed in a subfolder called \Template.

**Tip:** If you are installing Simply Accounting for the first time, be sure to install the company templates. The program will help you select the company template best suited for your company’s needs, as described in the section “Creating a Company” in Chapter 5, “Choosing Options and Setting Up Accounts.”

Component	Description
Crystal Reports Print Engine	Lets you print customizable forms and reports. Program files will be placed in the \Windows folder.
Forms and Reports	<p data-bbox="448 348 1197 539">Installs sample invoice, statement, purchase order, sales order, receipt, and cheque forms you can customize for your own company. You should also select Forms And Reports if you want to display and print the customizable management reports provided by Simply Accounting. The forms and reports will be installed in a subfolder called \Forms.</p> <p data-bbox="448 562 1197 812">If you are already using CA-RET forms, and have changed the forms for your own use, be sure the file names are different from the names of the CA-RET forms that come with Simply Accounting. The program will overwrite existing files that have the same name as the new files. To see a list of CA-RET file names, refer to “Custom Form File Names and Fields” and “Management Report File Names and Fields,” in Chapter 21 in the <i>User Guide</i>.</p>
Microsoft Office documents	Installs subfolders for Office 95 or Office 97 documents, depending on the version installed on your computer. These documents can use Simply Accounting data to create customized form letters, spreadsheets, and other useful documents. They are stored in the \Office subfolder.
Manuals ( <i>CD-ROM installation only</i> )	Installs Simply Accounting manuals in .PDF format to the \Manuals subfolder. Select Custom on the Setup Type screen, then select Manuals in the Select Components screen. You will be prompted to install Acrobat Reader, if it is not already installed on your computer.
New Business Guide	Provides you with checklists for creating a new company, including the names of provincial and federal government business agencies, contact numbers, and handy Web links. This component is included when you select Typical install.

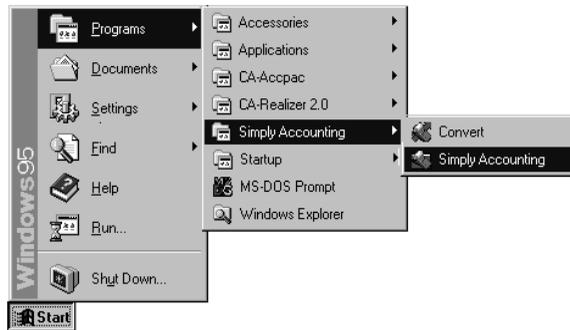
Component	Description
Conversion Utility	<p>Lets you convert data files created using Simply Accounting for DOS (formerly called ACCPAC Bedford Integrated Accounting) to work with Simply Accounting for Windows. The utility files will be placed in the \Winsim folder.</p> <p>When you are ready to convert your data, refer to the section "Converting from Simply Accounting for DOS," in Chapter 2 of this manual.</p>
	<p>If you are not changing to Simply Accounting for Windows from Simply Accounting for DOS, you do not need to install the Conversion program</p>
Demos ( <i>CD-ROM installation only</i> )	<p>Installs audio-visual presentations that describe some of the main features of the program; you can run the demos if you have a sound card. To install the demos, select Custom on the Setup Type screen when you are installing Simply Accounting, and then select Demos in the Select Components screen.</p>

## Starting Simply Accounting

The most common way to start a program in Windows is to use the Start button.

To start Simply Accounting using the Start button:

1. Choose the Start button on the taskbar.
2. Choose Programs.
3. Choose Simply Accounting (or the name of another submenu where you installed Simply Accounting).
4. Choose Simply Accounting on the final menu.



The Select Company window appears:



5. If you are using Simply Accounting for the first time, choose the Open The Sample Company To Help You Learn Simply Accounting option or the Create A New Company option.

If you are upgrading from a previous version of Simply Accounting for Windows, you will see an additional option on the Select Company window that allows you to open the last company you worked on. Choose this option, or the Select An Existing Company option.

6. Enter a session date.



The session date is the date the program uses as the processing date for all entries made during the current session.

The date shown in the dialog box is the session date on which the program was last used. To find out more about the session date and other dates, see the “Dates” section in Chapter 5.

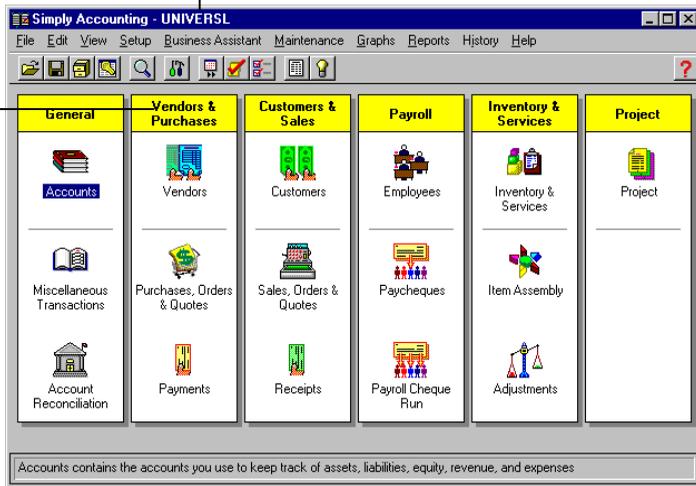
7. Choose OK to accept the displayed date.

The Home window

The program’s main window, the Home window, appears:

When you start Simply Accounting with your own company’s data, the file name you assigned to the data appears in the title bar at the top of the window (in this case, UNIVERSL).

Simply Accounting lets you display either accounting or non-accounting terms (for example, in accounting terms, “Vendors & Purchases” displays as “Payables”). To switch terminology, choose Setup, Settings, and then the Display tab. The Simply Accounting manuals use non-accounting terminology.



8. Go to the section “Where To Now?” later in this chapter.

## Reinstalling Sample Data

Why reinstall?

To do the lessons in Chapter 4, the data you use must match the data used in those instructions.

If anyone has been experimenting with the sample data, follow these steps to ensure that you start with a complete, unaltered set of data.

**To reinstall sample data:**

1. Start Windows and make sure no other programs are running.
2. Insert the Simply Accounting CD-ROM in your computer's CD-ROM drive. If you are installing from diskettes, insert Disk 1 in the floppy-disk drive.
3. If you are installing from a CD-ROM, the installation program may start automatically. If so, go to step 5.  
If the installation program does not start automatically, or if you are installing from Disk 1, choose the Start button from the Taskbar, then choose Run from the menu that appears.
4. If you are installing from a CD-ROM, type **d:\launch**, press Enter, then select "Install Simply Accounting." If you are using diskettes, type **d:\setup** and press Enter.  
For **d**, substitute the letter of the drive in which you inserted the Simply Accounting disk. (Diskette drives are often A or B. CD-ROM drives are often D or E.)
5. Follow the step-by-step instructions as they appear on the screen.

At the Setup Type screen, choose Custom.

What to select

When the setup program asks you to select the components you want to install, select (check) Sample Data to be able to do the lessons in Chapter 4. *Uncheck all other components in the list.* (To uncheck, click the check mark, or highlight the line and press the Spacebar.)

Sample data will be placed in the \Program Files\Winsim\Samdata or \Progra~1\Winsim\Samdata subfolder, on the current drive of your hard disk.

6. When the files are installed, put the Simply Accounting disks away for safekeeping. You are now ready to start the lessons in Chapter 4, or to do the exercises in the *Workbook*.

## Uninstalling Simply Accounting

If, for any reason, you need to remove the Simply Accounting program and data files from your hard disk, you can do so, as follows.

In the Start menu, choose Settings, then Control Panel. Choose Add/Remove Programs, then select the Install/Uninstall tab. Select (highlight) *Simply Accounting v7.0*, then choose the Add/Remove button.

## Where To Now?

Installing for the first time?

To practice using the program to do common tasks, go to Chapter 4, “Tutorial: Learning Simply Accounting.” You can also do the exercises in the *Workbook*. The *Workbook* provides step-by-step lessons you can use to practice setting up and using Simply Accounting, without affecting your company’s “real” data. Follow the exercises to create a complete set of practice data.

If you are ready to set up the program to work with your own data, refer to Chapter 5, “Choosing Options and Setting Up Accounts,” and Chapter 6, “Entering Account History.”

Upgrading from Simply Accounting for Windows?

If you were using a previous version of Simply Accounting for Windows, you must update your data to work with the new version. Go to the section “Updating from a Previous Version of Simply Accounting for Windows,” in Chapter 2, “What’s New in This Version.”

Upgrading from Simply Accounting for DOS?

If you were using Simply Accounting for DOS (formerly called ACCPAC Bedford Integrated Accounting), you must convert your data to work with Simply Accounting for Windows. Go to the section “Converting from Simply Accounting for DOS,” in Chapter 2.

If your system is already set up and your own company’s data is ready to use, refer to Chapter 2, “Maintaining Records,” and

Chapters 4 to 13, in the *User Guide*, for information on using the program to enter day-to-day transactions.

You can also use the on-screen Help and Advice buttons and menus to find out more about Simply Accounting.



# Chapter 4

## Tutorial: Learning Simply Accounting

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# Chapter 4

## Tutorial: Learning Simply Accounting

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This chapter contains lessons that show you some of the basic features of the Simply Accounting program. The lessons let you familiarize yourself with Simply Accounting before setting up the program with your own data. You can also use this chapter after you have set up Simply Accounting, to practice using parts of the program that may be unfamiliar, or to train new staff.

You can do the lessons at any time, in any order. They show you how to:

- Display reports.
- Enter a vendor invoice.
- Look up a sales invoice.
- Store and recall recurring entries.
- Change an employee record.
- Create an employee record.
- Remove a customer record.

Your data is safe

You use the sample data included with the program to do these lessons. The sample data gives you a chance to practice using the program without affecting the data for your own company.

Universal  
Construction

The sample data contains the records for a fictional company called Universal Construction, located in Vancouver, B.C. The firm is currently working on several projects, including a subdivision, several shopping centres, and a basement renovation.

Universal's records keep track of its vendors (suppliers), customers, employees, inventory of construction materials and services, and projects.

For additional practice

For additional practice, use the *Simply Accounting Workbook*. The *Workbook* includes lessons that take you step by step through the process of setting up a company's books and using the program for day-to-day operations.

## Before You Start

If you are not familiar with the Home window in *Simply Accounting*, refer to the *Quick Reference* booklet.

Terminology

*Simply Accounting* has an option to display accounting or non-accounting terminology. This manual and the *User Guide* use non-accounting terminology that the average person can understand more easily. Refer to the *Quick Reference* booklet for a list of non-accounting terms and their accounting equivalents.

"Choose" and "select"

Note that in Microsoft Windows terminology, the word "choose" means to use a mouse or the keyboard keys to begin an action in Windows. The word "select" means only to highlight an item. This does not begin an action.

When you are using a mouse in *Simply Accounting*, you "choose" an icon in the Home window by pointing to it and double-clicking the mouse button. This opens a new window. You "select" an icon in the Home window by pointing to it and clicking the mouse button once. This highlights the icon without opening a new window. A darker colour appears around an icon's title when it is highlighted.

If you are right-handed, the word "click" as used in *Simply Accounting* manuals refers to the left mouse button unless the right mouse button is specifically mentioned. If you are left-handed, "click" refers to the right mouse button unless the left mouse button is specified.

Install sample data

Before you start the lessons in this chapter, install the sample data, following the instructions in Chapter 3, "Installing and Starting *Simply Accounting*."

If you or someone else has installed the sample data, and subsequently made changes to it, you must reinstall it, so that your data matches the data used in these lessons. Follow the instructions under “Reinstalling Sample Data,” in Chapter 3.

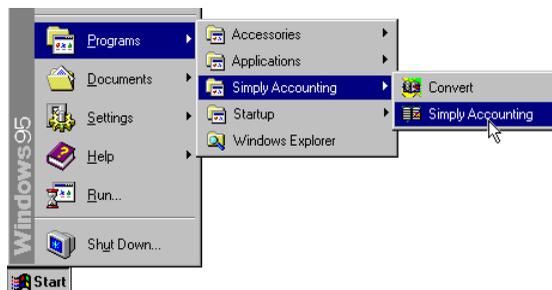
If you have already started Simply Accounting with the UNIVERSL data file, skip to “Lesson 1: Display Reports.” Otherwise, start the program now by following the instructions in the next section, “Starting the Program with Sample Data .”

## Starting the Program with Sample Data

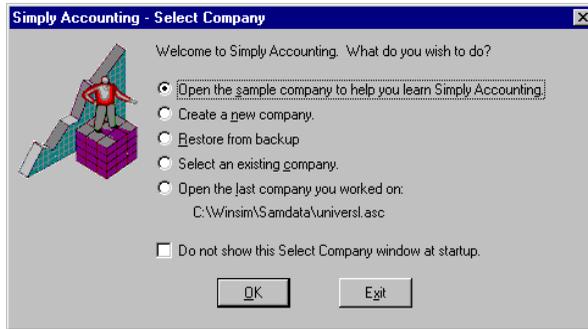
If you have not installed the Simply Accounting program or the sample data that comes with the program onto your hard disk, refer to Chapter 3 in this manual for installation instructions.

To start Simply Accounting:

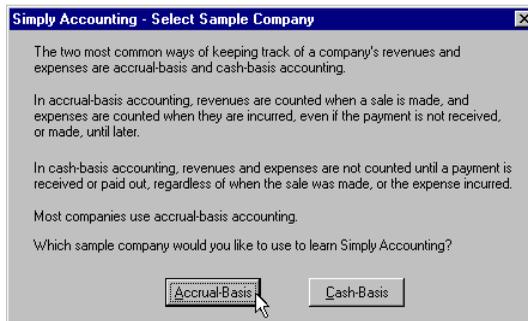
1. Choose the Start button on the taskbar.
2. Choose Programs.
3. Choose Simply Accounting (or the name of another submenu where you installed Simply Accounting).
4. Choose Simply Accounting on the final menu.



5. Select Open The Sample Company To Help You Learn Simply Accounting, then choose OK.



6. Choose Accrual-Basis.



7. Choose the OK button to accept the displayed date. To choose OK, click it with the mouse, or press the Enter key.



The Home window

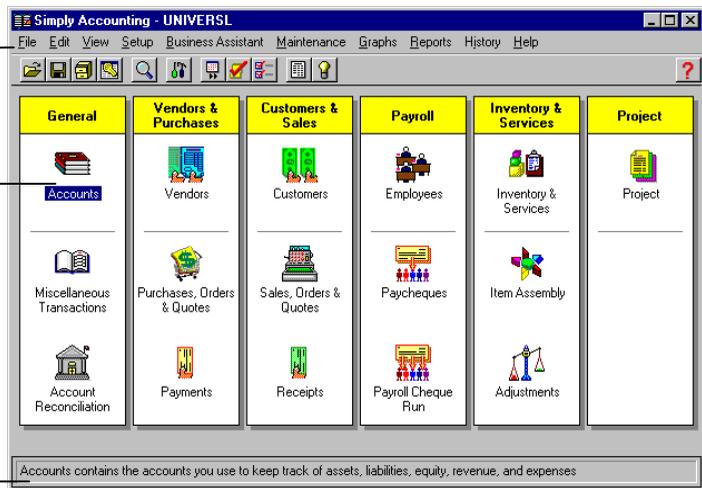
Once you accept the date, the Simply Accounting program's Home window appears:

This is the program's main window, known as the Home window.

For information on any icon in the Home window:

- Point to the item with the mouse pointer and read the description on the status bar, or
- Click the icon once to select it and press F1 for Help.

The status bar provides information about fields, icons, and menu choices.



## Lesson 1: Display Reports

Lesson objectives

- Display reports from the Reports menu.
- Use “drilldown” to view details related to a displayed report.
- Use the scroll bar and keyboard keys to move up and down in a report.

Chapter 16, “Reports and Graphs,” in the *User Guide*, describes each Simply Accounting report. After you display a report, you can print it or export the information to other programs.

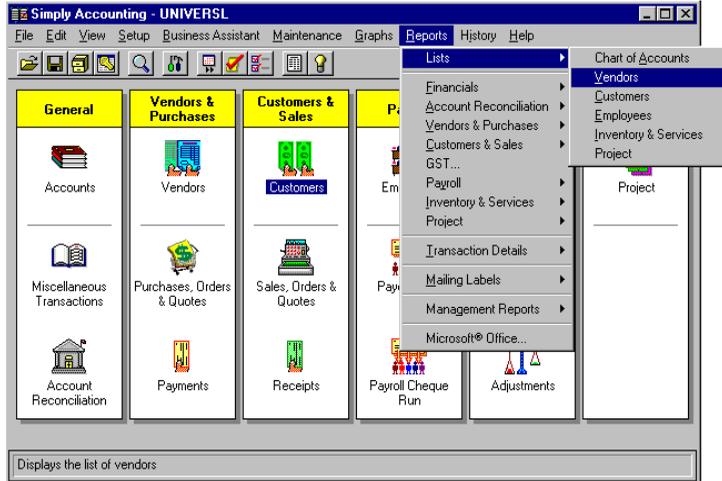
You will display two reports in this lesson: the Vendor List and the Payment Transactions report.

### Display the Vendor List

The first report you will display is the Vendor List, a list of all the vendor (supplier) records in Universal Construction’s Vendors and Purchases module.

To display the Vendor List:

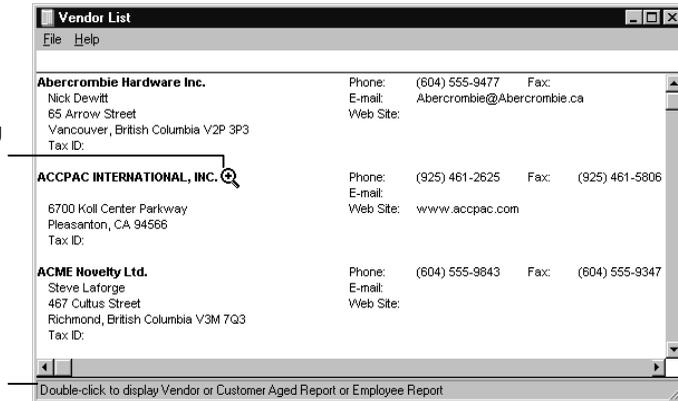
1. In the Home window, on the Reports menu, select Lists, then choose Vendors.



The Vendor List is displayed.

You double-click a vendor to “drill down” to the Vendor Aged Detail report when the mouse pointer changes to a magnifying glass with a plus sign in it. For more information about drilldown, see Chapter 16, “Reports and Graphs,” in the *User Guide*.

The status bar tells you what information will appear when you double-click to drill down.



Resizing the window

You can increase the size of the report window. Click once in the top left corner of the window, or press the Alt key then the Spacebar. Choose Maximize from the menu that appears. You can also use the mouse pointer to drag a corner of the window.

2. Look at the first vendor on the list, Abercrombie Hardware Inc. Notice that the entry includes the name, phone number, contact person (Nick Dewitt), address, federal tax identification number, and e-mail address. There is also space for a fax number and a Web site address.

The program can print some of this information on cheques (the name, address, and contact). It is also useful in case you need to write to, telephone, or send e-mail to the vendor, and you can use it to print mailing labels.

Move to the bottom of the list. You can see that Universal has 27 vendors on file. (To see all the vendors, use the scrollbar or arrow keys to move up and down the list.)

3. When you finish reviewing the Vendor List, close the report window and return to the Home window. (Click once in the top left corner of the window, or press the Alt key, then the Spacebar. Choose Close from the menu that appears.)

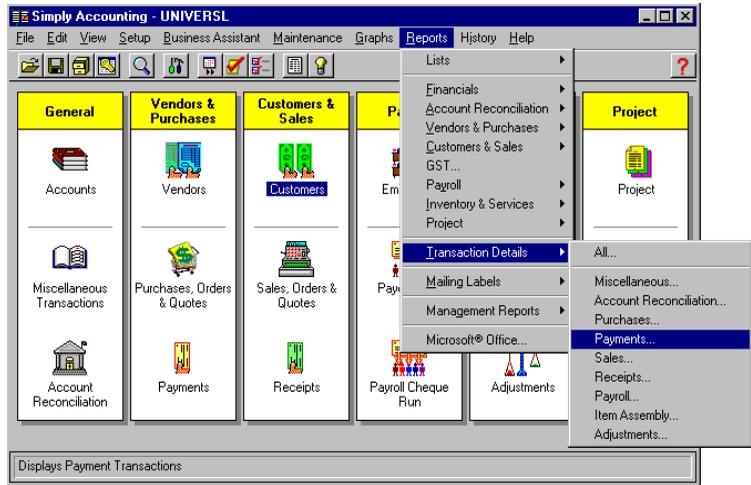
## Display the Payment Transactions Report

Simply Accounting can display and print a report for each of its transaction-entry windows. You will now practice displaying the Payment Transactions report, to see how a transaction-entry report differs from a record list, like the Vendor List you displayed earlier. You can use a transaction-entry report to check that you have entered transactions correctly, and as a permanent printed record of your entries.

You will display a list of entries made in the Payments window for a two-month period, from January 15, 2000, to March 15, 2000.

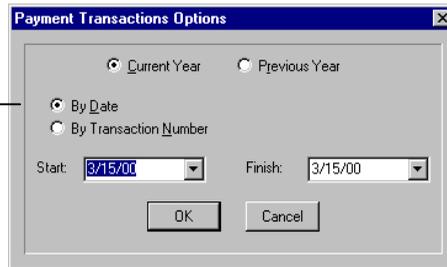
To display the Payment Transactions report:

1. In the Home window, on the Reports menu, select Transaction Details, then choose Payments.



The Payment Transactions Options dialog box is displayed.

The program can select information by processing date or by transaction number.



- Leave Current Year selected to include this year's entries on the report.
  - If you select By Date, the program asks you to choose a range of dates for the report. The report will include all entries for the dates you specify.
  - If you select By Transaction Number, the program asks you to choose a range of transaction numbers.
  - Leave the By Date option selected. You must now enter start and finish dates, to display the report for the period from January 15, 2000, to March 15, 2000.
2. Click the arrow at the right of the Start field to display the list of default (preset) start dates. Or, with the Start field highlighted, press F4, or Alt and the Down Arrow key, to display the list.

(A field is an area on the screen in which you enter information. It is usually a box beside or below the description of the information to be entered.)

The date 1-15-00 (January 15, 2000) is not listed, so you must enter the date manually.

3. Make sure the Start field is selected, then type **1-15-2000** and press Tab. Note that the month, day, and year may appear in a different order on your system, depending on the date format set in the Control Panel in Windows.

The finish date displayed is 3-15-2000. This is the date you need, so do not change it.

4. Choose OK.

You can double-click the report to “drill down” to related information, when the mouse pointer changes to a magnifying glass with a plus sign in it. For more information about drilldown, see Chapter 16, “Reports and Graphs,” in the *User Guide*.

1/1/00 to 3/15/00		Debits	Credits
1/19/00	J238	282, Office Equipment Rentals 2200 Accounts Payable 1080 Regal Bank: Current	15,000.00 - 15,000.00
1/31/00	J253	283, Amex 2250 Amex Payable 1080 Regal Bank: Current	16,056.60 - 16,056.60
1/31/00	J254	284, MasterCard 2260 MasterCard Payable 1080 Regal Bank: Current	49,824.32 - 49,824.32
1/31/00	J255	285, VISA 2270 VISA Payable 1080 Regal Bank: Current	13,000.00 - 13,000.00
1/31/00	J256	286, Harry's Lumber 2200 Accounts Payable	181,759.76 -

The status bar tells you what information will appear when you double-click.

Resizing the window

You can increase the size of the report window. Click once in the top left corner of the window, or press the Alt key, then the Spacebar. Choose Maximize from the menu that appears.

5. Click in the scroll bar or press the arrow keys to move up and down in the report.

The report shows all entries made in Universal's Payments window from January 15, 2000, to March 15, 2000.

Notice the first entry. This was a payment made to Office Equipment Rentals.

The transaction entry shows that:

- The payment was made on January 19, 2000.
  - The transaction number is J238. The program assigned this number automatically when the entry was made.
  - The source code is 282. This is the number of the cheque used to pay the vendor.
  - Office Equipment Rentals is listed as the recipient of the cheque. The program fills in the vendor name, as entered on the cheque.
  - The Accounts Payable account (2200) was debited in this transaction, and the Regal Bank: Current account (1080) was credited.
  - The debit and credit amounts are 15,000.00.
  - Scroll to the bottom of the list. (Click in the scroll bar at the right of the window, or press the Page Down key.) Notice that the report includes total debits and total credits for the transaction entries in the report.
6. When you have finished looking at the Payment Transactions report, close the report window. (Click once in the top left corner of the window, or press the Alt key, then the Spacebar. Choose Close from the menu that appears.)

## Lesson 2: Enter a Purchase Invoice

Lesson objectives

- Move from field to field in a transaction-entry window.
- Use list boxes to select information when entering a transaction.
- Display a transaction entry to check it before processing.
- Process (save) a transaction entry.

Universal Construction has received an invoice from Harry's Lumber for the purchase of 10 squares of asphalt roofing tiles at \$45.00 per square. The invoice number is C123, and it is dated March 11, 2000. You will record this invoice for future payment.



To enter the details of a purchase invoice:

1. From the Home window, open the Purchases, Orders, and Quotes window.

To open the Purchases, Orders, and Quotes window, double-click the Purchases, Orders, and Quotes icon, or use the arrow keys to highlight it, then press Enter.

The Invoice Received box is checked to indicate that you are entering the invoice details after receiving the vendor's invoice, rather than before. The name of the Invoice field, at the top right of the window, changes to Reference when the Invoice Received box is not checked, so you can enter invoice details with a temporary reference number for invoices you have not yet received.

The payment terms displayed in the Terms fields are from the vendor record for Harry's Lumber.

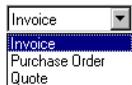
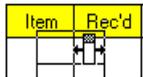
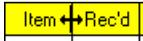
The program calculates and displays the GST, sales tax, and invoice totals.

Notice that the Purchases, Orders, and Quotes window looks like an invoice, to make it easier to enter invoice information.

Other transaction-entry windows also look like the documents they are used with. For example, the Paycheques and Payments windows show a cheque. The Receipts window shows a receipt.

Customizing windows

You can customize all transaction-entry windows to suit your data entry needs:



- You can maximize the window to fill the whole screen, which allows you to see more entries at the same time.
- You can drag any corner of the window (unless it is maximized) to increase or decrease the number of lines displayed or change the width of columns.
- You can change the width of columns by dragging the right edge of the column heading.
- You can move columns by dragging the column headings to the right or left.

Simply Accounting automatically saves changes to the window.

To return the window to its original size and column positions, choose the Restore Window command from the Edit menu.

To move to a field in the window, click the field with the mouse, or press the Tab key until you reach it. To move backwards through the fields, hold down the Shift key, then press Tab.

(A field is an area on the screen in which you enter information. It is usually a box beside or below the description of the information to be entered.)

2. Move to the Transaction field and display the list of transaction types. (Click the arrow at the right of the Transaction field, or, with the field highlighted, press F4, or Alt and the Down Arrow key.) Any field with an arrow to the right can display a list of choices from which you can select.

Select Invoice from the transaction list. (Click the name with the mouse, or use the arrow keys to move the highlight to Invoice, then press F4, or Alt and the Down Arrow key.)

You will pay this invoice later, so select the option to Pay Later from the Paid By field, unless it is already selected.

Enter a vendor name

3. Move to the Purchased From field, and select Harry's Lumber from the vendor list.



The program inserts the name and address of Harry's Lumber in the Purchased From field.

4. Press the Tab key twice to move past the Order/Quote No. field; the insertion point moves to the Invoice field.

**Note:** You would select a purchase order number in the Order/Quote No. field if you had already recorded a purchase order for the invoice you were entering.

5. Enter the invoice number, **C123**, in the Invoice field. You cannot process an invoice without a number.
6. Move to the Date field.

This field automatically displays the session date, the date you entered when you started Simply Accounting. You can change the date if you wish.

If you are using a mouse, highlight the date by holding down the mouse button, then dragging the mouse pointer over the date. If you pressed Tab to move to the field, the date is already highlighted.

With the date highlighted, type the invoice date, **03-11-2000**, over the session date.

You can also use the Backspace or Delete key to erase the session date, then type the invoice date.

Enter invoice details

7. Move to the Item field. Double-click or press Enter to display a list of inventory items and services.



Use the scroll bar or the arrow keys to move through the list to R1001, Roofing: Asphalt Tile. Double-click or press Enter to put R1001 in the Item column.

The program fills in the item, unit, description, price, sales tax rate, and account number for this item, and the insertion point moves to the Received (Rec'd) field.

8. Type **10** in the Received field.
9. Press Tab until you reach the Price field.

The invoice from Harry's Lumber shows that the asphalt tile costs \$45.00 per square. Type **45** over the price displayed, then press Tab. Notice that the program inserts the decimal point and zeroes, displaying 45.00, and the Amount field contains 450.00, which equals the (unit) price multiplied by the quantity.

The insertion point is now in the GST Code (G) field.

10. Double-click the GST code field or press Enter to display a list of GST codes. Notice that code 3 means GST is not included in the item price.

You can enter a different GST code or GST amount by typing over the ones displayed; select code 3 for this lesson.

The program calculates the GST amount by multiplying 7.00 percent times the contents of the Amount field, and displays the result in the GST Amount (G.Amt.) field.

11. Press Tab until you reach the Provincial Sales Tax Rate (P) field, which contains 7.00 percent.

The program calculates the sales tax amount by multiplying 7.00 percent times the contents of the Amount field, and

displays the result in the Provincial Sales Tax Amount (P. Amt.) field.

You can enter a different sales tax rate or sales tax amount, but do not change it for this lesson.

- Press Tab until the insertion point moves past the Account and Allocation (Allo) fields, and onto the next line.

The account number is displayed automatically. This is the inventory asset account associated with the item you are purchasing.

The Allocation (Allo) field is left blank. For details on how to allocate to projects, see Chapter 9, “Allocating Amounts to Projects,” in the *User Guide*.

The Purchases, Orders, and Quotes window now looks like this:

The program calculates and displays the GST, sales tax, and invoice totals.

The payment terms displayed in the Terms fields are from the vendor record for Harry's Lumber.

Item	Rec'd	Order	B/D	Unit	Description	Price	G	G. Amt	P	P. Amt.	Amount	Acct
R1001	10			Square	Roofing: Asphalt Tile	45.00	3	31.50	7.00	31.50	450.00	1580

GST	31.50
PST	31.50
<b>Total</b>	<b>513.00</b>

Before you process (save) this invoice, you will check the entry that the program will create from the information.

Check your entries

- To check the entry, on the Report menu, choose Display Purchase Transaction Detail. The program displays the accounts it will debit and credit when you choose the Process button. When you are finished looking at the transaction entry, close the window. (Click once in the top

left corner of the window, or press the Alt key, then the Spacebar, then choose Close from the menu that appears.)



Process (Alt+P)

14. Click the Process button in the upper right corner of the window, or press Alt+P (hold down the Alt key, then press P).

Processing will:

- Assign J329 as the transaction number. This transaction number will be printed with the entry in the Purchase Transactions report, and you can use the number to look up the entry after you have processed it.
  - Add the 10 squares of asphalt roofing tiles to the quantity on hand for item R1001 in the Inventory module, by debiting account 1580 (Roofing Materials) and account 2490 (GST Paid On Purchases), and crediting account 2200 (Accounts Payable).
  - Update the weighted average unit cost and the valuation of the quantity on hand for the item purchased.
15. Close the Purchases, Orders, and Quotes window and return to the Home window. (Click once in the top left corner of the window, or press the Alt key, then the Spacebar, then choose Close from the menu that appears.)

You have now recorded the purchase of the roofing tile. When the invoice is due for payment, the Universal Construction accounting clerk will enter and process the payment, and print the cheque. For information about processing payments and cheques, refer to “Accounting for Payments” in Chapter 5 in the *User Guide*.

For more information about entering vendor invoices, see “Accounting for Purchases” in Chapter 5 in the *User Guide*, after you finish this lesson.

## Lesson 3: Look Up Invoices

Lesson objective

This lesson teaches you how to look up a sales invoice.

Select Invoice  
Lookup in the  
Settings dialog box

Note that invoice lookup is an option which might not be selected for your own company's accounting data. Before you can store and look up the details of invoices, you must select the Store Invoice Lookup Details option, on the System tab in the Settings dialog box.

A clerk in the West Coast Development purchasing department has just phoned about an invoice Universal Construction sent to their offices, but which they have misplaced.

Although the clerk has not seen the invoice, he wants to know the final amount in order to prepare the cheque.

To look up invoice details:

1. From the Home window, open the Sales, Orders, and Quotes window.



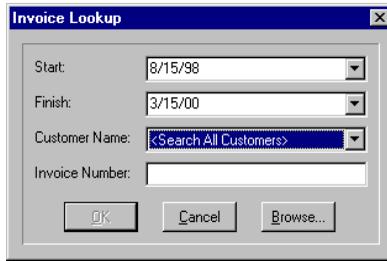
To open the Sales, Orders, and Quotes window, double-click the Sales, Orders, and Quotes icon, or use the arrow keys to highlight it, then press Enter.

 A screenshot of the 'Sales Invoice' window in a software application. The window title is 'Sales, Orders & Quotes - Sales Invoice'. It features a menu bar (File, Edit, Sales, Report, Help) and a toolbar with various icons. Below the toolbar, there are dropdown menus for 'Transaction: Invoice' and 'Paid By: Pay Later'. The main area is divided into sections for 'Sold to', 'Ship to', and 'Order/Quote No.'. There are input fields for 'Invoice' (17704) and 'Date' (3/15/00). A table with columns: Item, Ship, Order, B/O, Unit, Description, Price, Amount, GST, PST, Acct, Allo. is present. Below the table, there are 'Comments' (Thank you for your business!), 'Freight' (GST @ 7.0%), 'PST', and 'Total' (0.00) fields. At the bottom, there are 'Shipped by' and 'Tracking Number' dropdowns, and a note: 'The number of units on back order, up to four decimal places'.

As with the Purchases, Orders, and Quotes window, the Sales, Orders, and Quotes window looks like an invoice.



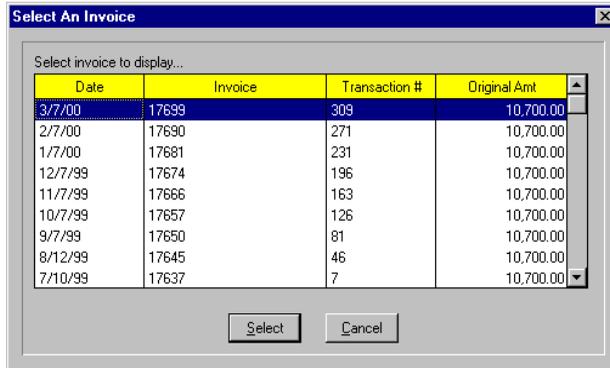
2. Click the Look Up Invoice button on the toolbar, or press Ctrl+L to display the Invoice Lookup dialog box.



3. In the Customer Name field, click the down arrow to the right of the box to display a list of customers.
4. Click the scroll bar, or press the Page Down key until you can select West Coast Development from the list.

If you know the invoice number, you can enter it directly without selecting the customer name.

5. Choose the Browse button to display the West Coast Development invoices.



6. Select invoice 17637 from the list. Click the selection with the mouse, or use the arrow keys to highlight it, then choose Select.

Note that this invoice has already been processed, so you cannot change any of the displayed information.



7. Highlight the invoice detail line and click the Allocate button, or double-click the Allocate (Allo) field on the detail line.

Item	Ship	Order	B/O	Unit	Description	Price	Amount	GST	PST	Acct	Allo
S1020		100		Hour	Drafting	100.00	10,000.00	3		4020	✓

Project	Amount	%
Alder Subdivision	10,000.00	100.00

Project Allocation - Sales, Orders & Quotes

Edit

Allocate: \$10,000.00  
Remaining: 0.00%

Total: 10,000.00 100.00

OK Cancel

Although you cannot change this information, you can check that the invoice was allocated properly.

8. Click OK to close the Project Allocation window.
9. If your printer is set up, choose the Print button to reprint the invoice.
10. When you are finished, close the Sales, Orders, and Quotes window and return to the Home window. (Click once in the top left corner of the window, or press the Alt key, then the Spacebar, then choose Close from the menu that appears.)

For more information about looking up invoices, see Chapter 10, “Looking Up Invoices, Orders, and Quotes,” in the *User Guide*, after you finish this lesson.

## Lesson 4: Store and Recall Recurring Transactions

Lesson objectives

- Store a transaction as a recurring entry.
- Recall a stored transaction and process it.

Simply Accounting lets you store copies of transactions and recall them for future use. You can store and recall entries for any of the following transaction-entry windows:

- Miscellaneous Transactions.
- Purchases, Orders, and Quotes.
- Sales, Orders, and Quotes.
- Paycheques.
- Item Assembly.
- Adjustments.

Universal Construction has just signed a 12-month lease for new office equipment. You will create an entry in the Miscellaneous Transactions window to record the first month's payment, and you will store this entry so you can use it on the 15th of each month.

## Store a Recurring Transaction

To store a recurring transaction:

1. From the Home window, open the Miscellaneous Transactions window.



To open the Miscellaneous Transactions window, double-click the Miscellaneous Transactions icon, or use the arrow keys to highlight it, then press Enter.

A screenshot of the "Miscellaneous Transactions" window. The window has a title bar with the text "Miscellaneous Transactions" and standard window controls. Below the title bar is a menu bar with "File", "Edit", "Entry", "Report", and "Help". There are several icons in a toolbar below the menu bar. The main area of the window contains a form with fields for "Source", "Date" (set to "3/15/00"), and "Comment". Below these fields is a table with four columns: "Account", "Debits", "Credits", and "Allo". The table is currently empty. At the bottom of the table, there is a "Total" row with "0.00" in the "Debits" and "Credits" columns. There are also some icons in the bottom right corner of the window.

2. Press the Tab key to move to the Date field, then press the Delete key to erase the displayed date.
3. Press the Tab key again to move to the Comment field.

Although you cannot process a Miscellaneous Transactions entry without a source code and a date, you can store an entry with blank fields, then fill them in later when you recall the entry.

4. Type **Office Equipment Lease Payment**.
5. Press Tab to move to the Account field.
6. Enter **5150** as the account number for the leasing expense, and press the Tab key to move to the Debits field.
7. Enter **250** as the debit amount, and press Tab.
8. Enter **1080** as the account number for the chequing account, and press the Tab key to move to the Credits field.
9. Press Tab to accept the credit amount displayed.
10. Click the Store button or press Ctrl+T to save the recurring transaction.



Store

The screenshot shows a dialog box titled "Store Recurring Transaction". It has two input fields: "Recurring Transaction Name:" with the text "Office Equipment Lease Payment" and "Frequency:" with a dropdown menu showing "Monthly". At the bottom, there are two buttons: "OK" and "Cancel".

11. Click OK or press Enter to accept the recurring transaction name and the frequency (monthly).
12. When you are finished, close the Miscellaneous Transactions window and return to the Home window. (Click once in the top left corner of the window, or press the Alt key then the Spacebar, then choose Close from the menu that appears.) If the program asks whether you want to discard the transaction, choose Yes.

Next you will see how to recall and use a transaction you have stored.

## Recall a Recurring Transaction

To recall a recurring transaction:



Recall

1. Open the Miscellaneous Transactions window.
2. Click the Recall button (or press Ctrl+R) to display a list of all stored transactions.

**Recall Recurring Transaction**

Select Recurring Transaction:

Transaction	Frequency	Date Last Processed	Next Due Date
Office Equipment Lease Payment	Monthly		3/15/00
Credit Card Receivables	Monthly	2/25/00	3/25/00
Amortization	Monthly	2/29/00	3/31/00
Office Rent	Monthly	2/29/00	3/31/00
Utilities	Monthly	2/29/00	3/31/00
Insurance	Monthly	2/29/00	3/31/00
GST Remittance	Quarterly	1/2/00	4/2/00
PST Remittance	Quarterly	2/1/00	5/1/00

Select Remove Cancel

The transaction you added under “Store a Recurring Transaction,” earlier in this lesson, has no Date Last Processed, so the program assumes that the transaction is due today.

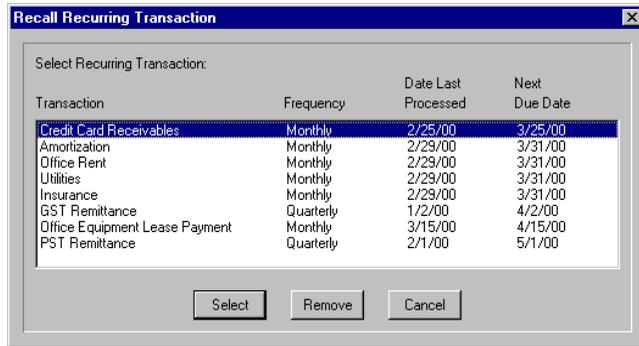
3. Double-click the Office Equipment Lease Payment entry, or click the Select button.
  - Enter the cheque number **Chq #155** in the Source field.

The date is filled in automatically (because you left the date blank in the stored transaction).



Process (Alt+P)

4. Click the Process button or press Alt+P to process the transaction.
5. Click the Recall button or press Ctrl+R to look at the recurring transaction you just processed.



As you can see, the Office Equipment Lease Payment is due next on April 15.

6. When you are finished, click the Cancel button (or press Esc) to leave the Recall Recurring Transaction dialog box.
7. Close the Miscellaneous Transactions window and return to the Home window. (Click once in the top left corner of the window, or press the Alt key, then the Spacebar, then choose Close from the menu that appears.)

For more information about creating recurring transactions, see Chapter 12, “Using Recurring Transactions to Save Time,” in the *User Guide*, after you finish this lesson.

## Lesson 5: Change an Employee Record

Lesson objectives

- Find a specific employee record.
- Enter new information in an employee record field.
- Save the changes you make to an employee record.

Changes to all records — accounts, vendors, customers, employees, inventory items and services, and projects — are made in the same way. For more information on changing records, see Chapter 2, “Maintaining Records,” in the *User Guide*, after you finish this lesson.

Universal Construction’s personnel manager tells you that employee Gary Pearson has moved and changed his telephone

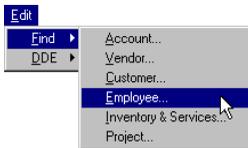
number. The personnel manager asks you to enter the new address and telephone number in Pearson's employee record.

The old address and telephone number are:

Pearson, Gary P.  
**2601 Benson Drive**  
Vancouver  
British Columbia  
**V4K 8S3**  
555-8951

The new address and telephone number are:

Pearson, Gary P.  
**2712 Sunset Drive**  
Vancouver  
British Columbia  
**V5T 1P2**  
555-1009



To enter changes in the employee record:

1. In the Home window, on the Edit menu, select Find, then choose Employee. A dialog box with a list of the company's employees appears.
2. Choose Pearson's name from the list. Double-click his name, or use the arrow keys to highlight it, then press Enter. (You can move quickly through a long list by typing the first letter of the name you want. To find Pearson, type P.)

The Employee Records window opens with Pearson's record displayed.

The screenshot shows a window titled "Employee Records" with a menu bar (Edit, Report, Help) and a toolbar. A "Select:" dropdown menu is set to "Pearson, Gary P.". Below the menu, the "Employee:" field contains "Pearson, Gary P.". A tabbed interface shows "Personal" selected, with other tabs for Taxes, Income, Deductions, YTD Income, YTD Deductions, YTD Taxes, and Memo. The form fields are as follows:

Street:	2601 Benson Drive	Phone:	(604) 555-8951
City:	Vancouver	SIN:	706 921 129
Province:	British Columbia	Birth Date:	11/10/62
Postal Code:	V4K 8S3	Hire Date:	1/2/92

At the bottom right, there is a "Status:" section with two radio buttons: "Active" (selected) and "Inactive".

3. Move to the Street field, by clicking it with the mouse, or pressing the Tab key until you reach it.

If you pressed the Tab key to move to the Street field, it is highlighted. Or, you can hold down the mouse button and drag the mouse pointer through the field to highlight it.

With the field highlighted, type **2712 Sunset Drive** over the previous address.

4. Move to the Postal Code field.

If you are using a mouse, highlight the Postal code by holding down the mouse button and dragging the mouse pointer over the Postal code. If you pressed Tab to move to the field, the code is already highlighted. You can also use the Backspace or Delete key to erase the previous code, then type the new Postal code.

Type the new Postal code, **v5t 1p2**, over the previous Postal code.

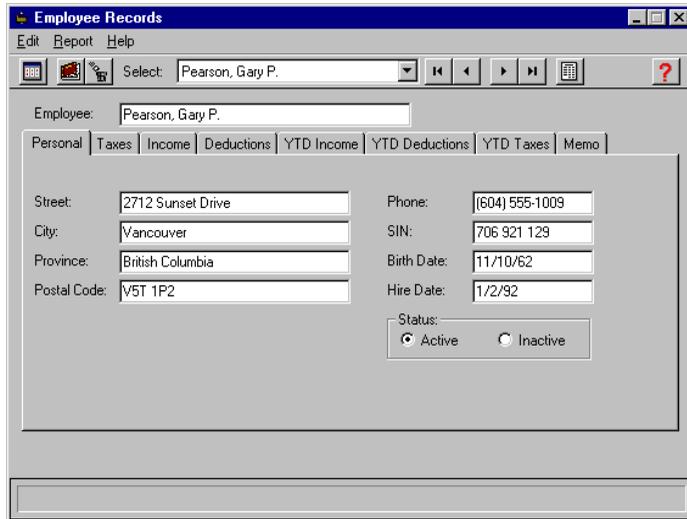
If you enter a nine-digit zip code or a Canadian postal code, the program formats the code when you move to another field.

Move to the Phone field, then type the new telephone number, **604 555 1009**, over the previous telephone number. Press Tab to move to the next field.

The Phone field accepts numbers only. The program automatically formats area codes and phone numbers with parentheses and a hyphen when you move to another field.

You have now made all required changes to Pearson's employment record.

The window should look like this:



To save information or changes you entered, you can:

- Move to another employee record.
- Create a new employee record.
- Close the Employee Records window.

If you decide not to save changes you made, you can:

- Choose Undo Changes from the Edit menu.
- Choose Cancel, if that choice is available.

**You cannot undo** changes after you move to another record or process a transaction. If you discover an error in a "real" processed entry, refer to the sections in Chapter 2, "Maintaining Records," and Chapter 11, "Correcting Entries," in the *User Guide*, that discuss changing records, and adjusting and reversing transactions.

5. To record the changes to Pearson's employee record, close the window. (Click once in the top left corner of the window, or press the Alt key, then the Spacebar, then choose Close from the menu that appears.)

To verify the changes you made to Gary Pearson's record, open the Employee Records window as described in steps 1 and 2.

## Lesson 6: Enter a New Employee Record

Lesson objectives

- Open the Employee Records window to enter a new employee record.
- Enter employee information in different kinds of fields.
- Use the Create command to add a new employee record.

Using icon windows

When you choose an icon in the Home window to enter a new record for accounts, vendors, customers, employees, inventory items and services, or projects, the program displays the icon window. The icon window displays an icon for each record. For example, an account is shown with a picture of an account book.

You use the icon window to find and use records quickly and easily. For example, you can rearrange the icons so that your most frequently used records appear at the top of the window, regardless of alphabetical or numerical order, so that you do not need to scroll through a list to find them. To remove a record, you can use the mouse or arrow keys to select (highlight) a record, then choose the Remove button from the toolbar.

Turning off the icon window

If you prefer not to use an icon window, you can turn off this feature. However, the instructions in these lessons assume that the window will appear.

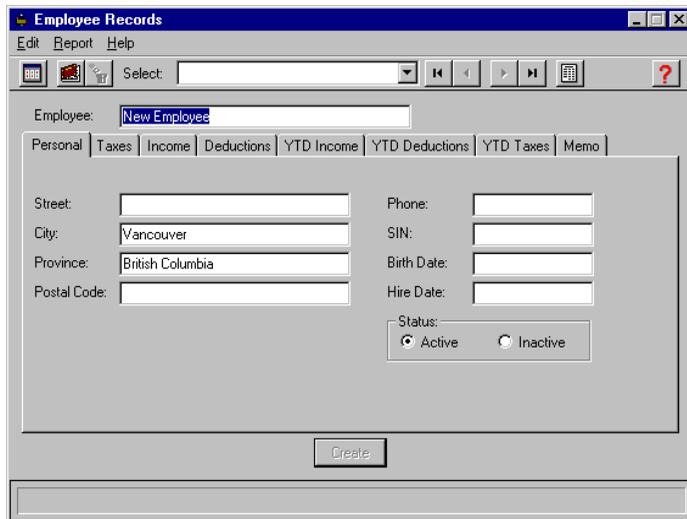
Because an employee record contains the largest variety of information, you will practice creating an employee record in the Payroll module.

Universal's personnel manager tells you a new employee, Michael Grice, has just started working at Universal. The manager wants you to add a new employee record for Grice, and gives you a copy of his job application form and other personnel records.



To enter a new employee record:

1. In the Home window, choose the Employees icon. (Double-click the Employees button, or use the arrow keys to highlight it, then press Enter.)
2. Choose the Create button on the toolbar, or choose Create from the Edit menu.



You will enter information for the new employee on the tabs in this window, beside the field names.

Look for the field that is highlighted in light-on-dark print or that contains the flashing insertion point, to find out where you are in the window. This is where you will enter data next.

If you make a mistake

If you notice a mistake in a previously completed field, you can click it with the mouse to return to the field, then correct your error. You can also move backwards through the fields by holding down the Shift key and pressing the Tab key until you reach the field.

Add personal information

You can see that the Employee field is now highlighted, prompting you to enter the name of the new employee.

3. Type **Grice, Michael** in the Employee field.

If you make a typing mistake, remove incorrect characters by pressing the Backspace or Delete key, then type the correct information.

4. Move the insertion point to the Street field on the Personal tab. (Click the Street field with the mouse, or press the Tab key.)

Type **4324 Argo Place**, then move to the City field.

Default entries

The City field displays the default entry, Vancouver.

The Province field displays the default entry, British Columbia.

Default entries are displayed automatically by the program to help make data entry easier and faster. If there is a default for a field, it is displayed when you open the window or select the tab.

Defaults are based on previously entered information. For example, the city and province entered in the Company Information dialog box appear as defaults in the City and Province fields of new employee, vendor, and customer records.

The procedure for changing program defaults is explained in Chapter 5, “Choosing Options and Setting Up Accounts.”

5. Accept the default city and province by moving to the Postal Code field.
6. Type **v5b 1e6** in the Postal Code field.

If the program recognizes your entry in this field as either a Canadian postal code or an American extended zip code, it formats the code when you move to another field. Other codes remain as typed.

7. Move to the Phone field.

Type **604 555 1580**.

The Phone field accepts numbers only. The program automatically formats the phone number with parentheses and a hyphen when you move to another field.

8. Move to the Social Insurance Number (SIN) field.

Type **451 605 679**

The SIN field accepts numbers only. The program automatically inserts the spaces in the social insurance number (if you left them out) when you move to another field.

9. Move to the Birth Date field.

Michael Grice was born on March 18, 1949. Enter this date in the Birth Date field by typing **3 18 1949**, with a space between the month, day, and year.

You can also enter this date as 3-18-49, or 03/18/49.

When you move the insertion point to another field, the program automatically formats the date.

10. Move to the Hire Date field.

Michael Grice was hired on March 15, 2000. Enter this date in the Hire Date field by typing **03 15 00**, with a space between the day, month, and year.

11. Choose the Taxes tab by clicking it, or by pressing Tab until the Personal tab is selected and then pressing the Right Arrow key.

Taxes	
Tax Table:	<input type="text" value=""/> ▾
Federal Claim:	<input type="text" value="0.00"/>
Quebec Claim:	<input type="text" value="0.00"/>
WCB Rate:	<input type="text" value="0.0"/> %
<input checked="" type="checkbox"/> Deduct EI	Rate: <input type="text" value="1.4"/>
Additional Fed. Tax:	<input type="text" value="0.00"/>

12. Move to the Tax Table field.

Click the arrow at the right of the Tax Table field, or press Alt and the Down Arrow key, to display a list of provinces.

Use the mouse or the arrow keys to move through the list of provinces. Select **British Columbia**. (Click to select a province, or highlight it, then press Alt and the Down Arrow key.)

13. Move to the Federal Claim field. This field accepts only dollar amounts.

Type **6456**. This is the net claim amount shown on Michael Grice's TD1 form. (Enter the dollar amount, not the net claim code number.)

You can type 6456 or 6456. or 6456.00 to enter \$6456.00.

The program skips over the Quebec Claim field, because Quebec is not selected in the Tax Table field. All other provinces base their provincial taxes on the federal claim.

14. Move to the WCB Rate field. Enter a percentage of **2.5**.

This is the Workers' Compensation Board assessment percentage for Michael Grice. The percentage depends on the employee's occupation.

Next, notice that two fields affect employment insurance: the Deduct EI box and the Rate field.

Deduct EI

15. Move to the Deduct EI box. Click, or use the Spacebar, to check the Deduct EI box, if it is not already checked.

This indicates that employment insurance premiums will be deducted from Michael Grice's paycheque.

Click or press the Tab key to move to the Rate field next to the Deduct EI box.

The Rate field displays the default entry, currently 1.4, which comes from the Setup, Settings, Payroll tab.

This is the employer's EI premium rate. (That is, the employer's EI premium is calculated by multiplying the employee's EI premium by 1.4.)

Accept the displayed EI rate.

16. Choose the Income tab by clicking it, or by pressing Tab until the Income tab is selected and then pressing the Right Arrow key.

17. Press Tab until the Regular Per Hour field is selected. This field accepts only dollar amounts.

Type **12**.

To enter \$12.00, you can type: 12 or 12. or 12.00.

You can enter up to four digits to the right of the decimal point in this field. For example, you can enter 12.6725.

Tab over to the Hours Per Period field and enter the total hours normally worked per pay period, **80**.

18. Move to the Overtime Per Hour 1 field. Type **18**.

The Overtime Per Hour 1 field accepts only dollar amounts, with up to four decimal places.

Leave the Salary Per Period and Benefits Per Period fields blank, since Michael Grice is paid by the hour.

Add pay information

19. Move to the Pay Periods Per Year field.

You must enter a number in the Pay Periods Per Year field. If you leave it blank, the program displays an error message when you try to close the Employee Records window or move to another record.

The Pay Periods Per Year field accepts only the numbers shown in the list box for this field.

To display the list box, click the arrow to the right of the field, or press F4, or the Alt and Down Arrow keys.

Select 24, because Michael Grice will be paid twice a month. Click once with the mouse to select the number. Or, use the arrow keys to highlight the number, then press Alt and the Down Arrow key to select it.

20. Move to the Retain Vacation box.

Click, or use the Spacebar, to check the Retain Vacation box, if it is not already checked. This indicates that the company retains Grice's vacation pay to be paid out later, rather than paying it on each paycheck.

Move to the percentage field next to the Retain Vacation box.

Enter **4.0**, to show that Grice receives vacation pay equal to four percent of his earnings.

(The program calculates vacation pay when paycheques are produced, adding the amount to Vacation Pay Owed for the employee in the Payroll module. If you enter a percentage of zero, no vacation pay is calculated.)

21. Choose the Deductions tab by clicking it, or by pressing Tab until the Income tab is selected and then pressing the Right Arrow key.

Deductions			
Pension:	<input type="text" value="0.00"/> %	Deduction F:	<input type="text" value="0.00"/>
Union Dues:	<input type="text" value="0.00"/>	Deduction G:	<input type="text" value="0.00"/>
Medical:	<input type="text" value="0.00"/>	Deduction H:	<input type="text" value="0.00"/>
Misc A:	<input type="text" value="0.00"/>	Deduction I:	<input type="text" value="0.00"/>
Misc B:	<input type="text" value="0.00"/>	Deduction J:	<input type="text" value="0.00"/>

Employee  
deductions

This is where you enter the various personal deductions for an employee.

Since there are no further deductions for Michael Grice, go to the next step. (For more information about deduction fields, refer to "Adding Employees," in Chapter 2, "Maintaining Records," in the *User Guide*.)

22. Choose the YTD Income tab by clicking it, or by pressing Tab until the Deductions tab is selected and then pressing the Right Arrow key.

YTD Income

Regular Wages:	0.00	Taxable Benefits:	0.00
Overtime Wages 1:	0.00	Benefits (Que):	0.00
Overtime Wages 2:	0.00	Vac. Pay Paid:	0.00
Salary:	0.00	Vac. Pay Owed:	0.00
Commission:	0.00	Advances Paid:	0.00
Income C:	0.00	EI Ins. Earnings:	<input type="text" value="0.00"/>
Income D:	0.00	Net Pay:	0.00
Income E:	0.00		

EI insurable earnings

If an employee already has EI insurable earnings this year, you enter those earnings in the EI Insurable Earnings field.

Since there are no EI insurable earnings for Michael Grice this year, go to the next step.

23. Choose the Memo tab by clicking it.

Memo

Memo:

To-Do Date:

Display this memo in the To-Do List

24. Press Tab until the insertion point is in the Memo field. This field accepts a memo up to 255 characters, including spaces.

Type **Michael Grice's birthday is in 3 days.**

**Tip:** The To-Do List displays only the memo's first 40 characters until you select the memo to view it all, so you might find it useful to summarize longer memos in the first 40 characters.

25. Move to the To-Do Date field and type **3 18 2000.**

This is the date the memo will first appear in the To-Do Lists window (Grice's birthday is on March 18).

26. Move to the Display This Memo In The To-Do List box. Click, or use the Spacebar, to check the box if it is not already checked.

27. Choose the Create button at the bottom of the window. Click it with the mouse, or Tab to it and press Enter. The new employee record is added to the Payroll module.
28. Close the Employee Records window. (Click once in the top left corner of the window, or press the Alt key then the Spacebar, then choose Close from the menu that appears.)

## Lesson 7: Remove a Vendor Record

### Lesson objective

In this lesson, you will learn to remove a vendor record from the Vendors and Purchases module.

Removing records from other Simply Accounting modules — General; Customers and Sales; Payroll; Employees; Inventory and Services; and Project — requires similar steps to those for removing a record from the Vendors and Purchases module.

Before you delete a vendor record, clear paid invoices for the vendor, make sure the record has a zero balance, and process outstanding purchase orders and purchase quotes.

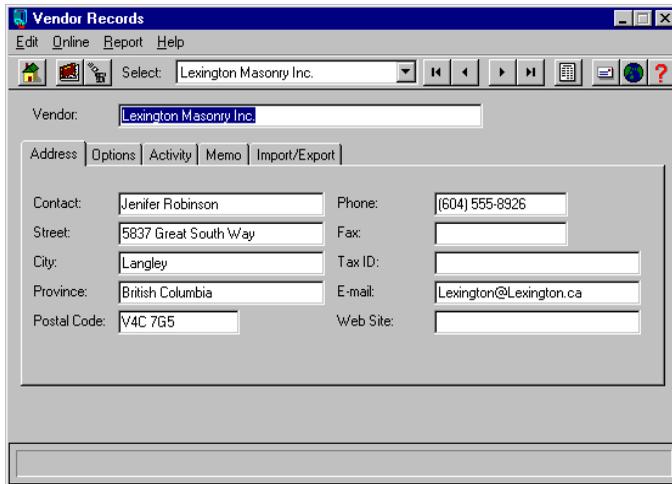
The sales manager tells you to remove the vendor record for Lexington Masonry Inc. from the Vendors and Purchases module. The company has closed down, so you will no longer be doing business with them.



To delete a vendor record:

1. In the Home window, on the Edit menu, select Find, then choose Vendor. A dialog box with a list of the company's customers appears.
2. Select Lexington Masonry Inc. from the list. Double-click the vendor's name, or use the arrow keys to highlight it, then press Enter. (You can move quickly through a long list by typing the first letter of the name you want. To find Lexington Masonry Inc., type L.)

The Vendor records window opens with Lexington Masonry Inc. record displayed.



3. Choose the Activity tab by clicking it, or by pressing Tab until the Address tab is selected and then pressing the Right Arrow key until the Activity tab is selected.

As you can see on the Activity tab, Lexington Masonry Inc. has a balance owing of zero.

4. Choose the Remove button on the toolbar, or choose Remove on the Edit menu. When the program asks whether you are sure that you want to remove the record, choose Yes. If it asks whether you wish to clear lookup data for this customer, choose No.
5. Close the Vendor records window. (Click once in the top left corner of the window, or press the Alt key then the Spacebar, then choose Close from the menu that appears.)

## When You Are Finished

To end your work session, in the Home window, on the File menu, choose Exit. The Simply Accounting program closes.

## Where To Now?

If you want additional practice, refer to the *Simply Accounting Workbook*. The *Workbook* shows you step by step how to create a set of data files and use the program for day-to-day operations. When you complete the lessons, you are ready to start using your own company's data with the program.

Refer to Chapters 5 and 6 in this manual to find out how to set up the program to work with your own data, and for information on setting up a chart of accounts for your company and preparing for day-to-day operation.

If your own company's data is already set up, refer to the *User Guide*, for information on entering day-to-day transactions.



# Chapter 5

## Choosing Options and Setting Up Accounts

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Dates .....	5-1
Date Formats .....	5-2
Date Definitions .....	5-2
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# Chapter 5

## Choosing Options and Setting Up Accounts

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This chapter explains how to choose options and set up accounts to suit your company. It shows you how to:

- Create a company to store your accounting records.
- Record information such as interest rates, cheque numbering, and screen-display options.
- Set up a chart of accounts.
- Set up, change, and remove linked accounts, the accounts that let Simply Accounting automatically update information in related modules when you process a transaction.

It also explains the dates that are important to the program.

If you have not yet installed Simply Accounting, refer to Chapter 3, “Installing and Starting Simply Accounting,” to find out what to do before setting up company files and entering options.

If you are unfamiliar with accounting methods, read the *Accounting Manual* to learn the basic accounting concepts you should know before using Simply Accounting.

### Dates

This section discusses date formats, defines the dates that are important in Simply Accounting, and explains restrictions on dates you can enter. Be sure you are familiar with these dates before you create your company.

## Date Formats

Date fields in Simply Accounting accept dates in most standard formats. For example, you can enter October 14, 2005 as Oct 14 '05, or 05 10 14, or 10-14-05, or 101405, or 14 10 05, or 10/14/05.

Simply Accounting uses the short-date format you select in Microsoft Windows.

To change the date format:

1. On the Windows Start menu, choose Settings, Control Panel, then Regional Settings. On the Date tab, select or type the options you want in the Short Date fields.

For more information on date formats, consult your Windows manual or Windows online help.

## Date Definitions

The following dates are important in Simply Accounting. You should know what they mean before you use the program.

**Fiscal Start Date.** The first day of your accounting year.

**Fiscal End Date.** The last day of your accounting year.

**Earliest Transaction Date.** The earliest date on which you can process transactions for the fiscal year. You cannot process a transaction with a date that is earlier than the earliest transaction date, unless you have set up Simply Accounting to accept transactions in previous years. (Choose Settings from the Setup menu, then choose Allow Transactions In Previous Year.) For more information, see "Transaction Date," later in this chapter.

The earliest transaction date can be the Fiscal Start date, the Fiscal End date, or any date in between.

---

When you begin using Simply Accounting for the first time (if you are not converting from an earlier version or from Simply Accounting for DOS), the earliest transaction date is the date you choose for the conversion from your former accounting system to Simply Accounting.

You enter an earliest transaction date when you first set up the program. This is the date for which you have a complete, balanced set of company records. You can change the earliest transaction date until you are finished entering historical transactions. For instructions on how to finish entering history, refer to Chapter 6, “Entering Account History.”

Last year's records

If you keep two years of records, the program stores two earliest transaction dates, one in the previous fiscal year and one in the current fiscal year.

Changes to the earliest transaction date

After you finish entering history, you can see the earliest transaction date in the Company Information dialog box on the Setup menu, but you cannot change it. However, the program automatically changes the earliest transaction date:

- When you start a new fiscal year. The program changes the earliest transaction date to the first date of the new fiscal year.

If you keep last year's records, the program stores the latest earliest transaction date from the previous fiscal year, and creates a new earliest transaction date for the new fiscal year.

- When you use the Clear Transaction Details command on the Maintenance menu to clear all transactions before a specified date within a fiscal year. The program changes the earliest transaction date to the date you enter in the Clear Transaction Details dialog box.

**Latest Transaction Date.** The latest date on which you can process transactions for the fiscal year. You cannot process a transaction with a date that is later than the latest transaction date, unless you have set up Simply Accounting to accept transactions in the future. (Choose Settings from the Setup

menu, then choose Allow Transactions In The Future.) For more information, see “Transaction Date,” later in this chapter

**Session Date.** The date associated with the current work session. The program displays the session date automatically in all transactions, and will use it as the transaction date, unless you change the date when you make the entry.

Change Session Date Each time you start Simply Accounting, you are prompted to enter the session date. After starting, you can use the Change Session Date command on the Maintenance menu to change the session date to an earlier or later date if you wish, without having to exit and restart the program.

The current session date is displayed in the Company Information dialog box, for your information, but you cannot change it there.

The session date is also:

- The preset date for aged vendor and customer reports.
- The date as of which information is summarized for some reports, such as inventory stock levels, the Employee Summary report.
- The preset date the program prints on customer statements. (Individual transactions are listed on statements with the dates on which they were entered.)

**Transaction Date.** The date associated with each processed transaction. The transaction date is usually the same as the session date; the program displays the session date automatically in all transactions. However, you can enter an earlier or later date if you wish.

Processing transactions to last year or a future date

If you are processing a transaction to the previous fiscal year, the date can be any date between last year's earliest transaction date and last year's Fiscal End date. If you are processing a transaction to a future date, the date can be any date up to the current year's Fiscal End date. You must check the Allow Transactions In Previous Year or Allow Transactions In The Future box on the System tab in the Settings dialog box before you can process transactions for last year or a future date.

Paycheque processing dates

You can also postdate and backdate payroll cheques. If the date you enter on the cheque is in the current fiscal and current calendar year, the program uses the transaction date.

If the date you enter is in the previous calendar year, the program uses December 31 as the processing date. For example, if your session date is in January and you want to enter a paycheque for the last pay period in December, the program uses December 31 as the processing date.

## Dates for Account Reconciliation

The program handles dates for account reconciliation differently, depending on whether you are setting up your company accounts for the first time or doing a regular (usually monthly) reconciliation.

When you set up an account for reconciliation, the program processes an adjusting transaction for any unreconciled amount as of the session date. However, when you use the Account Reconciliation window to reconcile your bank or credit-card statements each month, the program records adjustments for unreconciled amounts as of the *statement end date* (which you enter from your statement).

The program processes income and expense amounts that you enter from your bank or credit-card statement as of the date you enter in the Date field for the transaction, unless the date is before the earliest transaction date or you are processing a transaction to the previous year.

If the date is before the earliest transaction date but in the current fiscal year, the program records the transaction as of the earliest transaction date.

Processing to last year

If the date is between last year's earliest transaction date and last year's Fiscal End date, the processing date is the date you enter.

If the date is before last year's start date, or it is between last year's start date and last year's earliest transaction date, the processing date is last year's earliest transaction date.

To use the program for account reconciliation, work through Chapter 7, "Setting Up an Account for Reconciliation." Then, whenever you receive a bank or credit-card statement, follow the instructions in Chapter 14, "Reconciling Accounts," in the *User Guide*.

## Preset Dates

In some cases, you can click the arrow at the right of a date field, or press Alt+Down Arrow or F4, to display a selection of dates for that field. You can select one of these, or type another.

The list of dates varies, depending on which dialog box you are working in, and when. It could include the current year's Fiscal Start date, the earliest transaction date, the session date, the current year's Fiscal End date, and the first day in the next fiscal year.

## Date Restrictions

The program will not accept a date earlier than January 1, 1900, or later than December 31, 2025.

Transaction dates you enter must equal, or range between, the Fiscal Start date (or the earliest transaction date, if it is later than the Fiscal Start date) and the session date.

The session date must be between the earliest transaction date and the end of the current fiscal year.

#### Reports

Some reports include only transactions processed as of the session date, including the Employee Summary and Detail reports, Vendor Purchases, Customer Sales, and some inventory reports.

The date range you select for printing most financial and transaction reports must be between the earliest transaction date and latest transaction date inclusive. (The exception is the income statement, for which the starting date of the range can also be the Fiscal Start date.)

## Creating a Company

Before you can use Simply Accounting to keep track of your accounting records, you must create a set of files to store your company's records. This is called "creating a company." Simply Accounting includes several "wizards" to help you create a new company and quickly set up the accounts you will need, as described in this section. (A wizard is a set of steps that steers you smoothly through a complicated task).

After you create the files for your company, the instructions in this chapter and in Chapter 6, "Entering Account History," will help you to choose options, set up accounts, and add historical records.

#### Company templates

To reduce the amount of work you must do to set up your company's accounts, Simply Accounting comes with a variety of company templates. You can adapt one of them to suit your own business (recommended), or start from scratch if you prefer.

Company templates include linked accounts — the control accounts to which transactions are processed automatically from other windows — plus additional unlinked accounts, including the group and section headings and totals. (These are

described later in this chapter, in “Types of Accounts” and “Linked Accounts.”)

**To create a company:**

1. If you selected the Typical setup when you installed Simply Accounting, the company templates are saved on your hard disk. If you selected a Custom setup and did not select the company templates, install them now. Refer to “Installing Simply Accounting,” in Chapter 3, for instructions. During installation, be sure to include company templates when you select the parts of the program you want to install.
2. Start Simply Accounting. (For instructions, see Chapter 3.) When the Select Company window appears, select Create A New Company.

To create a new company, select this button.



3. The Setup wizard appears, to help you create a new file and choose settings and options.
4. Select Copy A Template Containing Typical Accounts, then click Next.

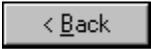
If you select Create A New List Of Accounts From Scratch, you will probably spend more time setting up accounts than if you choose to copy the Generic Company template.

5. Work through the rest of the Setup wizard to choose the settings and options you want.

*Be sure to read each screen of the Setup wizard carefully so you understand the choices you make.*

If you are not sure which options and settings best meet your company’s needs, refer to the next section, “Choosing

Options for Your Company.” That section also describes additional settings that are not included in the Setup wizard.

A rectangular button with a dark background and light text, containing the text "< Back".

**Tip:** If you change your mind, click the Back button to review your choices, then change your selections.

6. When you reach the last screen, click Finish to create the new files.

Always store your company files in the same folder or directory. If you do not, the program may not work properly.

You are now ready to set up accounts for your company, as described in “The Chart of Accounts,” later in this chapter.

## Choosing Options for Your Company

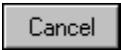
Before you start to use Simply Accounting for day-to-day operations, you must:

- Enter background information about your company.
- Change the names of certain fields.
- Enter interest and tax rates, screen display options, invoice and cheque formats, and other options for each module.
- Set up printers to work with Simply Accounting.

Enter this information before you select the Finish Entering History command to finish entering historical details. If you want to change any historical entries later, you can do so at any time until the end of your company’s first fiscal year.

To choose options with the Settings wizard:

1. On the Setup menu, select Wizards, then Settings.
2. Follow the instructions that appear on your screen.



**Tip:** If you are changing only one or two settings, you may find it faster to use the Names, Reports And Forms, and Settings commands on the Setup menu, rather than the Setup wizard.

**To choose options one at a time:**

If you want to choose the options and settings one at a time, read the rest of this chapter to find out what options are available and decide how you want to use them.

## Information about Your Company

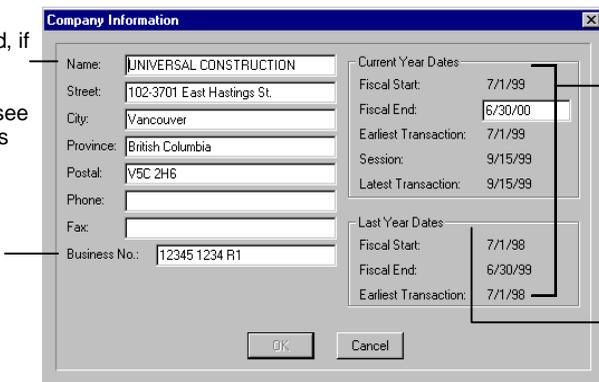
Simply Accounting stores background information about your company, such as your address, business registration number, and the start and end dates of your fiscal year. It uses this information to, for example, print your company name on reports, and warn you if you are about to start a new fiscal year.

**To enter company information:**

1. In the Home window, choose Company Information from the Setup menu.

Enter the company name. The program prints it on reports and, if you wish, on cheques, statements, invoices, and purchase orders. (For details, see the "Forms" section, later in this chapter.)

Enter your company's business number. The program prints it on T4s, invoices, and purchase orders.



For a definition of these dates, see "Dates," earlier in this chapter.

Last Year Dates appear only if the file has two years of data.

2. Fill in the information. If you are unsure of what to enter, press F1 for help.

3. Check that you have entered the information correctly, then choose OK to accept your entries.

If you are setting up your company for the first time, go to the next section, “Customizing Names,” to continue preparing Simply Accounting for use with your company.

## Customizing Names

Simply Accounting lets you change the names of two taxes, fifteen payroll fields, and one module, to provide names that are more suited to the needs of your company.

To customize a name:

1. Choose Names from the Setup menu.

If you want to use HST instead of GST, rename this tax field, then enter the tax rates (see “Sales Taxes,” in the next section). If you want to use both, enter the one you will use most, then enter the tax rates.

If you rename the Deduction fields, remember to rename the corresponding linked accounts. See “Changing Records” in Chapter 2 in the *User Guide*.

If needed, enter the name of a provincial payroll tax not collected through the federal government.

Enter the name of the profit centres you wish to use for your company. (for example, Branch, Division, Department, Region, or Job Cost).

Income fields appear in the Payroll module. Use them to record taxable income. For example, if your company pays bonuses but not commissions, rename Income B field to “Bonus.”

2. Enter the new name.
3. Check that you have entered the information correctly, then choose OK to accept your entries.

If you are setting up a company for the first time, go to the next section, “Customizing Rates, Settings, and Formats,” to continue preparing Simply Accounting for use with your company.

## Customizing Rates, Settings, and Formats

You can customize Simply Accounting by specifying your choices for options such as interest charges, early-payment discounts, tax rates, aging periods, and the format and contents of invoices and reports.

To do this, choose Settings from the Setup menu. Then, for each topic, select a tab in the dialog box, fill in the fields (as described in this section), then choose OK to accept your entries. You can change the information at any time.

### Display Options

You can specify the font and type size you want to use when you display reports on the screen, and whether you want the program to display standard accounting terminology (such as payables, ledger, and journal) or non-accounting terminology that is familiar to the general user.

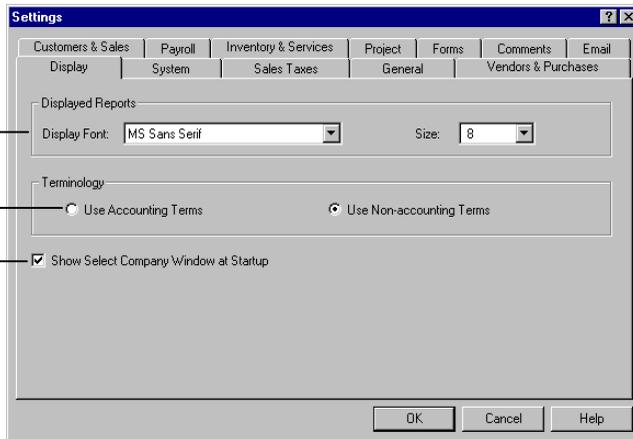
To set display options:

1. On the Setup menu, choose Settings.
2. In the Settings dialog box, choose the Display tab.

Choose the font and size you want to see on the screen when you display reports.

Choose whether you want to use accounting or non-accounting terms.

Check this box if you want to be able to select a company whenever you start Simply Accounting.



## System-Wide Options

You can choose to store extra inventory and invoice details, choose the cash-basis method of accounting, choose the cheque number as the reference number in the Account Reconciliation window, allow processing to the previous fiscal year (if you keep two years of data), and choose how often the program should remind you to back up your company files.

To set System options:

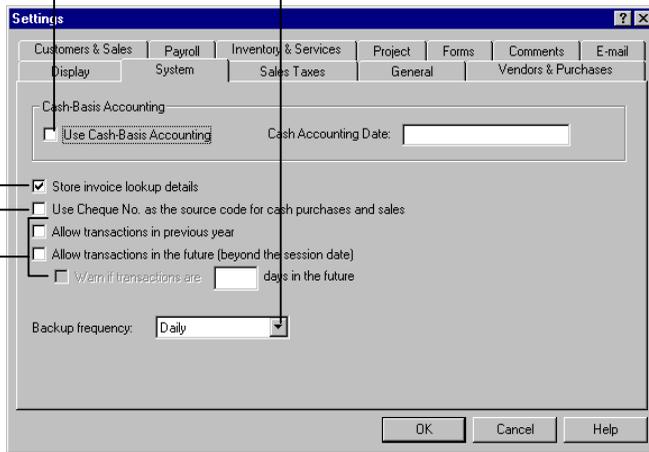
1. On the Setup menu, choose Settings.
2. In the Settings dialog box, choose the System tab.

See Chapter 9, "Setting Up Cash-Basis Accounting", before you check this box.

Check this box if you want to be able to look up invoice details. See "Looking Up Invoices" in Chapter 10 of the *User Guide*.

If you use account reconciliation, check this box to use the cheque number (instead of the invoice number) as the source code in the Account Reconciliation window.

Select how often you want the program to remind you to back up.



Select these options if you want to allow transactions in the previous year or beyond the session date (see "Dates," earlier in this chapter).

## Sales Taxes

You can set the tax rate for GST (goods and services tax) or HST (harmonized sales tax), or both. You can also choose between PST (provincial sales tax) or QST (Quebec sales tax), and enter rates for one of those taxes.

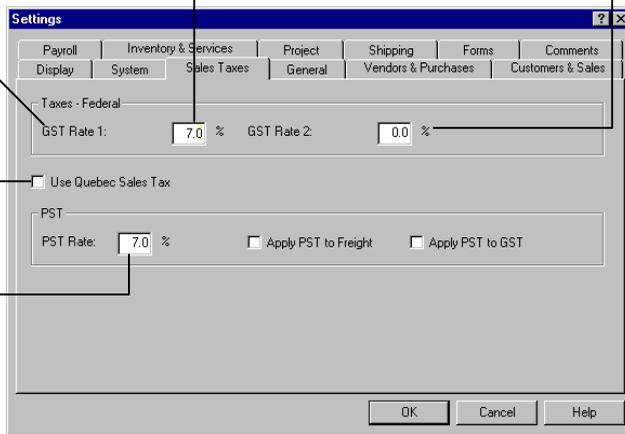
1. On the Setup menu, choose Settings.
2. In the Settings dialog box, choose the Sales Taxes tab.

Enter the GST rate in the Rate 1 field. Or, if you are using a regional or harmonized sales tax instead, enter that rate. (To rename GST, see "Customizing Names," earlier in this chapter.)

If you use both GST and harmonized sales tax, enter GST in the Rate 1 field, and harmonized sales tax in the Rate 2 field.

Check this box if you want to use QST instead of PST.

Enter PST or QST rates and information (QST fields appear if you check the Use Quebec Sales Tax box, above).



## General Module

You can choose to budget your revenue and expense accounts.

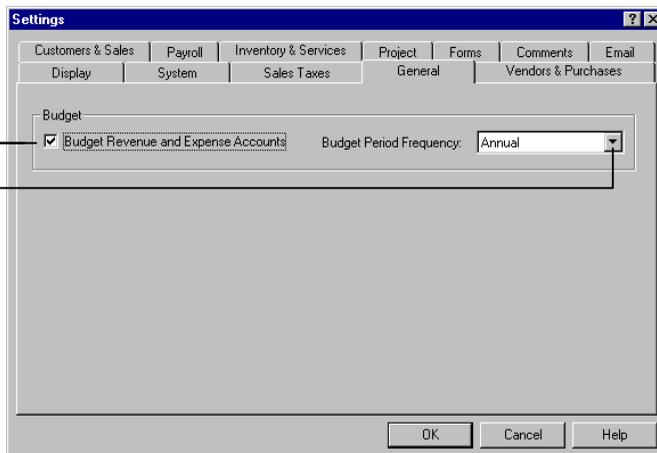
To set General module options:

1. On the Setup menu, choose Settings.
2. Choose the General tab, and fill in the fields.

Check this box to be able to set up a budget for your revenue and expense accounts, and then select a budget period.

If you select Budget Revenue And Expense Accounts, indicate the time period for which you want to budget, here.

For more information, see Chapter 3, "Budgeting," in the *User Guide*.



## Vendors and Purchases

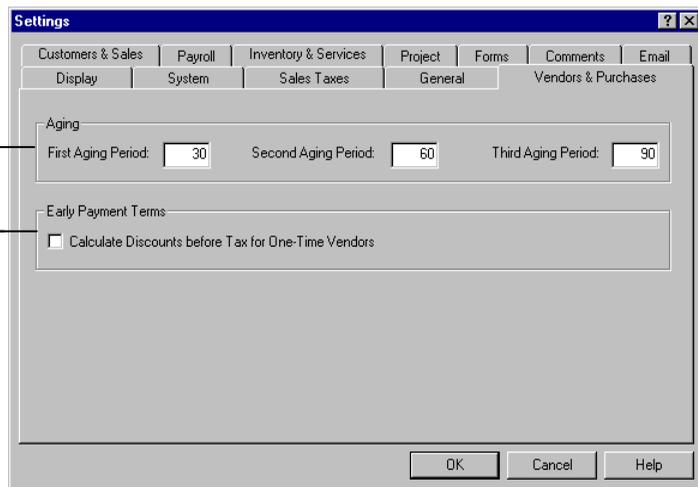
You can choose the three time periods (called aging periods) you use to classify overdue amounts you owe to vendors.

To set Vendors and Purchases options:

1. On the Setup menu, choose Settings.
2. In the Settings dialog box, choose the Vendors And Purchases tab.

In each of the three time periods, enter the number of days you use to classify amounts you owe your vendors (suppliers).

Leave this box unchecked to include tax in the calculation of early-payment discounts from one-time vendors.



## Customers and Sales

You can choose the three time periods (called aging periods) you use to classify overdue customer accounts, set the interest rate on overdue invoices, choose how long paid invoices will appear on statements, and set the payment terms you will offer all or most of your customers.

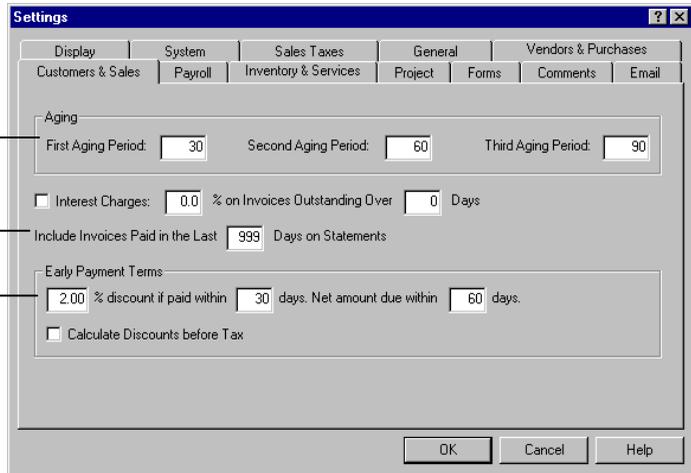
To set Customers and Sales options:

1. On the Setup menu, choose Settings.
2. In the Settings dialog box, choose the Customers And Sales tab.

Type the number of days in each of the three time periods you use to classify overdue customer accounts.

You can include paid invoices on customer statements.

Enter the payment terms you give most customers. (You can change the setting on individual customer records.)



Interest Charges

Check the Interest Charges box if you want to print interest charges on overdue customer invoices and statements. Enter the rate and payment term (for example, 2 percent on invoices more than 30 days old).

Note that the program does *not* automatically make accounting transactions for interest charges. To record a receipt for an interest payment, you must process a sales invoice for the interest first, then apply the payment against the original invoice and the interest invoice. For instructions on entering invoices and receipts, see “Accounting for Sales” and “Accounting for Receipts,” in Chapter 6 in the *User Guide*.

## Payroll

To set Payroll options:

1. On the Setup menu, choose Settings.
2. In the Settings dialog box, choose the Payroll tab.

Check a box to deduct a dollar amount or percentage.

Check a box to identify which income is taxable.

Type the factor that applies to your company's EI premiums.

If you have employees in Quebec who earn tips, check this box.

Enter the rate for your company's Ontario Employer Health Tax or Newfoundland Health and Post-Secondary Education Tax contributions.

The screenshot shows the 'Settings' dialog box with the 'Payroll' tab selected. The 'Taxable Income' section has four checked options: 'Salary is Taxable', 'Commission is Taxable', 'Income C is Taxable', and 'Income E is Taxable'. The 'Deductions' section has a table with columns for 'Deduct after tax', 'Deduct by Amount', and 'Deduct by % of gross'. The 'Deduct by % of gross' column has radio buttons selected for all deductions. The 'EI Factor' is set to 1.4 and the 'EHT Factor' is set to 0.0. The 'Track Quebec Tips' checkbox is checked. The 'Keep employee details for:' section has 'Two Years' selected.

Deduction	Deduct after tax	Deduct by Amount	Deduct by % of gross
Pension	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Union Dues	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Medical	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Misc A	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Misc B	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Deduction F	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Deduction G	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Deduction H	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Deduction I	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Deduction J	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

You can keep employee details for one year or two years. To see this information, display the Employee Detail report.

## Inventory and Services

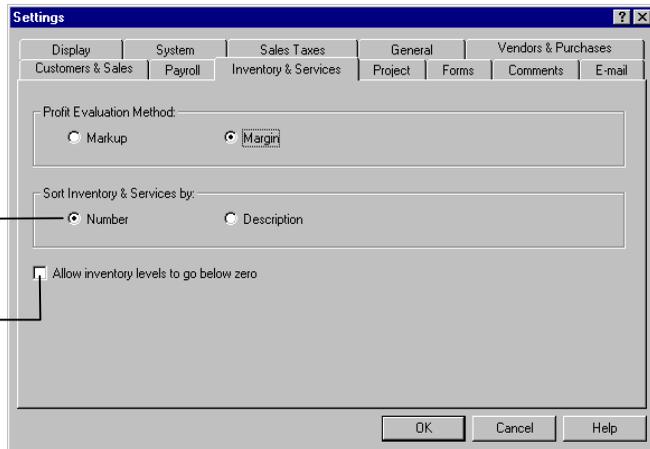
You can enter your profit evaluation method, choose the order in which Simply Accounting sorts your inventory list, and decide whether you want to be able to process and print sales invoices for goods that you don't yet have in stock.

To set Inventory and Services options:

1. On the Setup menu, choose Settings.
2. In the Settings dialog box, choose the Inventory And Services tab.

Choose the order in which items appear in the Inventory And Services List, and in lists displayed when you enter transactions.

If you check this box, you can enter sales invoices for goods you have not yet received.



Profit evaluation method

- In the Profit Evaluation Method section, select Markup if you want the profit on inventory items to be calculated based on the cost price. Or, select Margin if you want the profit on inventory items to be based on the selling price.

The program uses the weighted-moving-average method to calculate cost, then calculates your profit (the difference between the average cost and the selling price of items).

The markup or margin is listed on the Inventory Synopsis and Inventory And Services Sales reports. Here is how the program calculates markup and margin percentages:

$$\text{Markup} = \frac{\text{Selling price} - \text{cost}}{\text{Cost}} \times 100$$

$$\text{Margin} = \frac{\text{Selling price} - \text{cost}}{\text{Selling price}} \times 100$$

- Select the Allow Inventory Levels To Go Below Zero option if you may need to record a sale *before* purchasing your inventory. (In some cases, this may cause your inventory levels to drop below zero, creating “negative” inventory.)

## Projects (Cost Allocation and Budgeting)



You can allocate (distribute) some or all of a transaction's total revenues or expenses to one or more projects, from the following windows:

- Miscellaneous Transactions.
- Purchases, Orders, and Quotes.
- Sales, Orders, and Quotes.
- Paycheques.
- Adjustments.

For example, you could allocate the cost of lumber to a particular building project. Or, if an employee works for four days on project A and one day on project B, you can allocate 80 percent of the payroll expenses to project A and 20 percent to project B.

For more information about allocating amounts to projects, refer to Chapter 9, "Allocating Amounts to Projects," in the *User Guide*.

## Budgeting

You can also set up a budget to plan the revenues and expenses for each project. Turn on the option as described in the next section, then refer to Chapter 3, "Budgeting," in the *User Guide*, for more information.

To set project options:

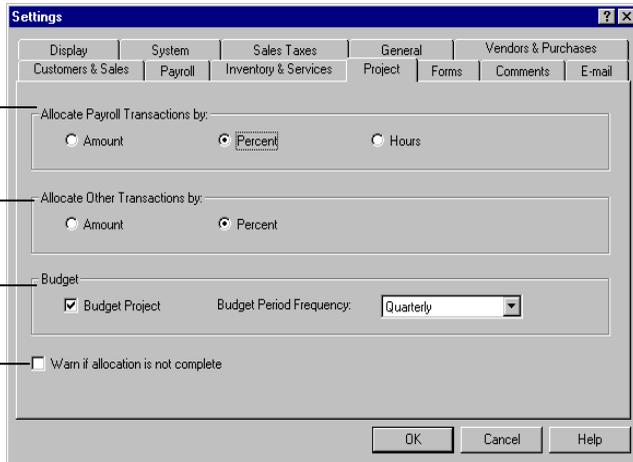
1. On the Setup menu, choose Settings.
2. In the Settings dialog box, choose the Project tab.

In the Paycheques window, you can allocate a salary expense by amount or percentage; or for employees paid by the hour, by hours.

You can allocate expenses and revenues to your projects, as amounts or percentages.

Turn on the budgeting option to be able to set up budgets for revenues and expenses.

If you normally allocate the full amount of revenues or expenses to projects, check this box to have the program warn you if you are about to process an entry with less than the full amount allocated.



## Forms

You can enter settings for the numbering and printing of your cheques, invoices, and other forms.

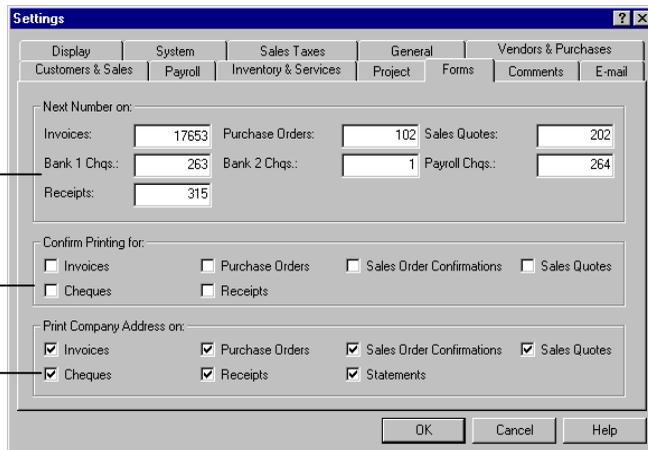
To enter settings for forms:

1. In the Settings dialog box, choose the Forms tab.

If your payroll and payables cheques use the same account, only one cheque field appears.

Check these boxes to have the program warn you if you are about to process a form before it is printed.

Leave these boxes unchecked if your preprinted forms already include your company name and address.



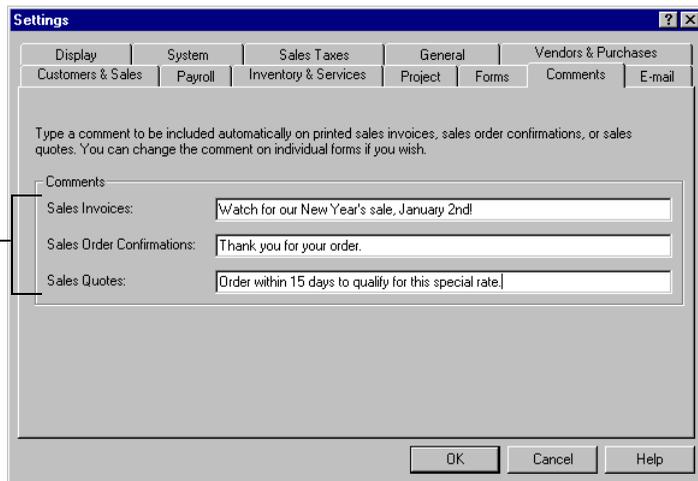
## Adding Comments to Printed Forms

You can customize printed sales quotes, orders, and invoices by including comments to suit your own business. For example, you could mention an upcoming sale, or a new product, on all your invoices.

To add comments to printed forms:

1. On the Setup menu, choose Settings.
2. In the Settings dialog box, choose the Comments tab.

To include remarks on printed sales, quotes, orders and invoices, type your messages in the boxes on the Comment tab.



## E-mail Options

If you have a compatible e-mail program, you can send purchase orders and invoice confirmations by e-mail to your vendors, and sales quotes, order confirmations, invoices, receipts, and statements to your customers.

E-mail program requirements

Two popular e-mail programs that you can use are Lotus Domino and Microsoft Mail. If you want to use the e-mail feature with a different e-mail program, check the documentation for that program. If it says the program supports MAPI, then you will be able to e-mail your vendors and customers from Simply Accounting. (MAPI is a protocol, or a set of rules, that e-mail programs can use to allow interaction with other programs. For your e-mail program to work with Simply Accounting, it must support MAPI.)

E-mail address

Before you can e-mail a vendor or customer, you must know their e-mail address. You can either include the address in the vendor or customer record, or add it “on the fly” when you send the e-mail.

In a vendor or customer account record, you can also set the option to always print or e-mail purchase orders, and e-mail confirmation of invoices and quotes to the vendor. (See Chapter 2, “Maintaining Records.”)

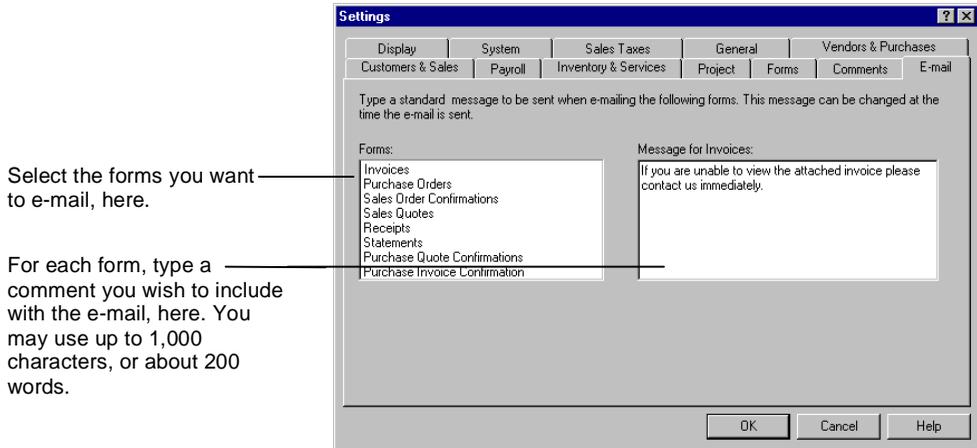
Customizing e-mail forms

When you e-mail a form, you can use one of the forms that come with Simply Accounting, or you can customize your own. For information about customizing forms, refer to Chapter 21 of the *User Guide*.

When your customer or vendor receives your e-mail, they may not be able to see the complete form. However, they should be able to print it from their word processor, as long as they print the form using a word processor that is able to read “.RTF” (rich text format) files, and uses headers and footers.

To set e-mail options:

1. On the Setup menu, choose Settings.
2. In the Settings dialog box, choose the E-mail tab.



## Printer Settings

You can set up Simple Accounting to print reports, cheques, invoices, labels, and other forms, using up to eight different printers, if you have installed the printers in Windows first.

(Simple Accounting shares printer information with Microsoft Windows, so you must install and set up at least one printer with Windows before you can print from Simple Accounting.)

Before you print, use the information in this section to tell Simple Accounting which printer you wish to use for each type of report or form. Then try to print. If you have any problems, read Chapter 8, “Setting Up Printers,” for more information on using your printer with Simple Accounting.

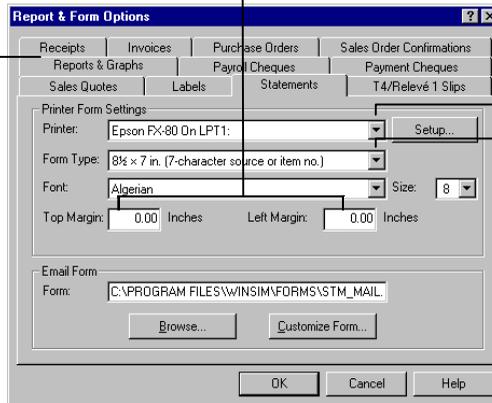
To set printer options:

1. From the Setup menu, choose Reports And Forms

Use these fields if your reports do not align properly on the page. Positive amounts in the Top Margin field lower the report, negative amounts raise it. Positive amounts in the Left Margin field move the report to the right, negative amounts move it to the left.

Select Reports And Graphs for reports, graphs, and management reports (displayed with the Advice button, described in Chapter 21 in the *User Guide*.)

For information about e-mail, see the "E-mail Options" section earlier in this chapter. To read about customizing e-mail forms, refer to Chapter 21 of the *User Guide*.



Select one of the printers you installed and set up with Microsoft Windows.

Select the size of form you wish to use. If you choose Custom, see Chapter 21 in the *User Guide* to find out how to customize forms.



1. Select the tab for the type of form you want to print, then fill in the fields. If you are unsure of what to enter, choose the Help button.

Printing labels

If you select Labels, note the following:

- If you enter a height that does not divide evenly into the page length, the last row of labels on the page, and labels on subsequent pages, may not print properly.
- Labels must be at least one inch wide.
- On the Reports And Graphs tab, check Print The System Date On Reports to include the date printed, or uncheck it if you do not want the print date to appear on your reports.
- To show subtotals on invoices, check Show Subtotal In Invoice on the Reports And Graphs tab.

Check the setup information



2. On each tab, you may wish to check the setup information for the printer you have selected:
  - a) Choose the Setup button to display the Windows printer properties box for the printer you selected in step 2. (This dialog box may look different, depending on your version of Windows).

- b) Check that the information on this screen is correct.  
(This is the printer information you entered when you installed and set up this printer with Windows.)

If you need to change any information, fill in the fields you require, then choose OK to accept your entries and return to the Reports And Forms dialog box in Simply Accounting. If you need more information, consult your Windows manual or Windows online help.

Enter settings for other types of forms

- 3. Repeat steps 2 and 3 for all the other types of forms you want to print with Simply Accounting.

If you do not enter settings for payroll cheques, payment cheques, invoices, labels, purchase orders, statements, and T4 and Relevé 1 slips, the program assumes you are using the active printer you selected in Windows.

- 5. Choose OK to accept your entries.

Print samples

- 6. Try printing a sample of each type of printout (a report, an invoice, and so on). If any of them do not print properly, you may need to install a different printer driver. Refer to Chapter 8, "Setting Up Printers," for instructions.

Reset form numbers

- 7. After you print your samples, you may wish to reset the counter for your cheque and invoice numbers. On the Setup menu, choose Settings, then select the Forms tab and enter the desired numbers in the Next Number On fields.

## Credit Cards

You can accept credit-card payments from your customers, or use your credit card for purchases you make from your vendors. When accepting payments, Simply Accounting automatically calculates any fee you owe the credit-card company, and keeps track of it in a separate account. Later, you can use the Account Reconciliation feature to verify the credit-card merchant statements against your account records.

**To set up credit card information:**

Setting up credit cards

- 1. From the Setup menu, select Credit Cards.

Enter the names of the credit cards you use for company purchases, the account should be used to pay for purchases, and the accounts to which fees should be charged.

Enter the percentage the card company charges on each transaction.

Enter the names of the credit cards you accept from your customers.

Enter the account to which the fee should be charged. You can create this account "on the fly" by selecting <Add New Account> from the account list.

Enter the account where you want to record the amount the credit card company will pay you. You can create this account "on the fly."

Credit Card Name	Discount Fee %	Expense Acct	Asset Acct
AMEX	5.00	5700 AMEX Charges	1150 AMEX Receivable
MasterCard	2.50	5720 MasterCard Charge	1160 MasterCard Receiv
VISA	2.50	5740 VISA Charges	1170 VISA Receivable

**Tip:** You will find it much easier, later, to reconcile your Bank and Credit Card accounts if you set up a separate asset account for each credit card you recognize.

## Shippers

Track shipments

If you have access to the Internet, you can track shipments on your shippers' Web sites. This feature can be particularly useful if you (or a customer) are worried about a missing or late shipment.

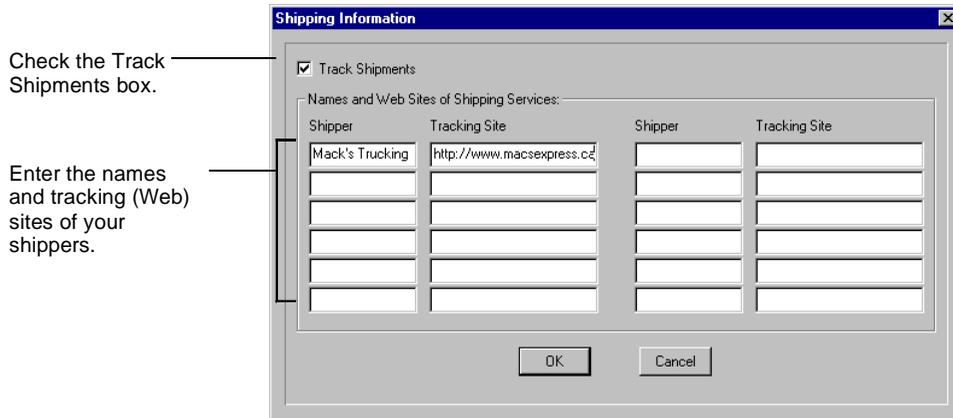


Invoice lookup

Now, you can track shipments whenever you look up an invoice. (From the Purchases or Sales window, look up the invoice, and then click the Track Shipments button on the toolbar to locate your shipment.)

To enter your shippers' Web site addresses:

1. From the Setup menu, select Shippers.



## Changing and Hiding Parts of the Screen Display

You can change the look of Simply Accounting to suit your needs and preferences.

### Status Bar

The status bar displays helpful information at the bottom of most screens. When you install Simply Accounting, the status bar is automatically switched on. If you wish, you can turn it off.

To turn the status bar on or off:

1. In the Home window, on the View menu, choose Status Bars to turn the status bar on (✓) or off.

### Automatic Advice

Simply Accounting can provide business advice automatically when you run the program. For example, if you are about to make a sale to a customer whose credit is overextended, the program will ask whether you are sure you want to sell more to

this customer. This automatic advice is turned on when you install the program.

To turn automatic advice on or off:

1. On the View menu, choose Automatic Advice to turn the option on (✓) or off.

## To-Do Lists

To-Do Lists are reminders about buying, selling, and other activities that are essential for your business. You can choose whether you want the To-Do Lists to appear, and when.

1. On the View menu, choose To-Do Lists.
2. To display the lists when you start Simply Accounting, choose At Startup. The option is turned on when a ✓ appears next to it.
3. To see the lists whenever you change the session date, choose After Changing Session Date.

## Checklists

Checklists help you keep track of ongoing tasks. You can use Simply Accounting's built-in checklists, or create your own, and choose when you want the checklists to appear.

1. On the View menu, choose Checklists.
2. To display the checklists when you start Simply Accounting, choose At Startup. The option is turned on when a ✓ appears next to it.
3. To see the lists whenever you change the session date, choose After Changing Session Date.

## Home Window Backgrounds

You can select different coloured and textured backgrounds for many of the windows in Simply Accounting. These settings are available only if your computer's colour palette settings are set to High Colour or greater.

1. On the View menu, choose Appearance.
2. Choose colours and patterns for screen backgrounds.
3. Choose Apply, then choose OK.

## Account Numbers

You can choose whether you want account numbers to appear in transaction detail displays and reports. For example, you may want to print reports showing account names only.

To turn account-number display on or off:

1. On the View menu, choose Account Numbers.
2. Choose (✓) either or both of:
  - In Transactions
  - In Reports

If two or more accounts contain the same name, these commands are dimmed, the account numbering being the only way to distinguish the accounts.

## Hiding Modules

If you do not use all the modules in Simply Accounting, you can hide them. The program still records information that affects the hidden module.

1. On the View menu, choose Modules, and uncheck the modules you do not wish to display.

## Hiding Icon Windows

An icon window displays an array of icons representing individual records in a module. The visual array helps you to find records quickly. If you prefer to skip certain icon windows:

1. On the View menu, choose Icon Windows, and uncheck the icon windows you do not wish to display.

## The Chart of Accounts

A chart of accounts is an organized list of all the accounts you use to keep track of assets, liabilities, revenues, expenses, and equity in your business.

Before you set up your chart of accounts, you need to understand the types of accounts. Simply Accounting uses to produce your balance sheets and income statements, and the account numbering system it uses to ensure that the chart of accounts is in logical order.

## Types of Accounts

The program sets up financial statements as shown in Figure 3.1. The left side of the illustration lists the terms used for each section of the statement and for each type of account. The terms are defined in the table that follows Figure 3.1.

Group and subgroup accounts

These terms are used only for formatting your financial statements — your balance sheets and income statements — as shown on the first page of this balance sheet.

In the example, notice that some accounts are not directly affected by transactions. Instead, they provide a convenient way of grouping accounts that *are* directly affected when you process a transaction. For example, the sum of all your bank accounts is given by the subgroup total account, Cash: Net. The total for any group of asset accounts is contained in a group total

account, and the total for the entire section of the balance sheet is collected in the section total account, Total Assets.

<b>UNIVERSAL CONSTRUCTION</b>		
<b>Balance Sheet</b> As At May 15, 1999		
Section Heading	<b>ASSETS</b>	page 1
Group Heading	<b>CURRENT ASSETS</b>	
Subgroup Account *	Regal Bank: Current	48,019.18
Subgroup Account *	Oakville Dominion Bank: Payroll	26,996.81
Subgroup Total	Cash: Net	75,015.99
Subgroup Account *	Accounts Receivable	382,339.90
Subgroup Account *	Advances Receivable	<u>0.00</u>
Subgroup Total	Receivables: Net	382,339.90
Group Account *	Prepaid Expenses	<u>5,955.57</u>
Group Total	<b>TOTAL CURRENT ASSETS</b>	<u>463,311.46</u>
Group Heading	<b>INVENTORY ASSETS</b>	
Group Account *	Drywall	4,341.99
Group Account *	Lumber	<u>6,918.68</u>
Group Total	<b>TOTAL INVENTORY ASSETS</b>	<u>11,260.67</u>
Group Heading	<b>CAPITAL ASSETS</b>	
Subgroup Account *	Buildings	80,000.00
Subgroup Account *	Accum. Amort.: Buildings	<u>-9,000.00</u>
Subgroup Total	Buildings: Net	71,000.00
Group Account *	Land	<u>195,000.00</u>
Group Total	<b>TOTAL CAPITAL ASSETS</b>	<u>266,000.00</u>
Section Total	<b>TOTAL ASSETS</b>	<u>740,572.13</u>

\* Accounts whose balances are affected directly when you enter a transaction.

**Figure 3.1.** Part of a sample balance sheet, showing account types used in Simply Accounting.

The next table explains the types of accounts used to format and position amounts on your financial statements.

Type of Account	Function on the Financial Statement	Relationship to Other Types of Accounts
Section Heading	Divides the financial statement into sections (Assets, Liabilities, Equity, Revenue, and Expense).	The program assigns the section name; you cannot change it. Accounts within a section are further classified into groups.
Group Heading	Classifies groups of accounts within a section.	Introduces two or more group or subgroup accounts.
Subgroup	Stores amounts processed in the transaction windows. Balances are shown in the left column of the financial statement.	Used for accounts whose balances will be subtalled, rather than included directly in the group total. Subgroup accounts must be followed by a group total before the next heading.
Group	Stores amounts processed in the transaction windows. Balances are shown in the right (total) column of the financial statement.	Used for amounts included directly in the group total.
Subgroup Total	Contains the subtotal of all the consecutive subgroup accounts above it. The program displays the amount in the right column of the financial statement.	Must follow a subgroup account. The balance is included in the group total.
Current Earnings	Shows the difference between revenue and expense account totals. The program calculates the balance every time you make an entry that affects a revenue or expense account, and displays it in the Equity section of the balance sheet.	You cannot process transactions to this account.
Group Total	Gives the sum of all group and subgroup totals above it, up to the preceding group heading. The program displays the amount in the right column of the financial	You cannot process transactions to this account.

Type of Account	Function on the Financial Statement	Relationship to Other Types of Accounts
	statement.	
Section Total	Gives the sum of all accounts within the same section of the financial statement. (It includes all the group totals.)	You cannot change the section name; the program assigns it.

## Account Balances

Accounts printed on financial statements can have any value, positive or negative, up to \$999,999,999.99 (\$1 billion minus 1 cent).

Accounts can be shown with negative balances, showing that the balance is the opposite of what you expect for an account in that section. For example, a Bank account has a negative balance if it is overdrawn. Accumulated Depreciation has a negative balance, reflecting the decrease in value of the assets with which it is grouped.

## Assigning Account Numbers

To ensure that accounts are listed under the correct section heading, and that the program prints the accounts in the right order on financial statements, *Simply Accounting* uses the following account numbering system. You cannot enter an account number outside this range.

Asset accounts	1000 to 1999
Liability accounts	2000 to 2999
Equity accounts	3000 to 3999
Revenue accounts	4000 to 4999
Expense accounts	5000 to 5999

When you assign account numbers, leave gaps between them. (For example, leave a gap of 10 or 20 numbers.) If you later need

to add an account in the same section, you can insert it between two related numbers.

## Linked Accounts

Before Simply Accounting can accept day-to-day transactions, you must link each transaction window to its related control accounts.

What is linking?

Linking ensures that the program will update all the related records automatically whenever you process a transaction.

For example, if you enter a cheque to one of your vendors in the Payments window, you need to enter only the name of the vendor and the invoice(s) you wish to pay. The program automatically enters a transaction that decreases the balance in a Bank account and decreases the outstanding (unpaid) amount payable to the vendor.

The program includes a number of linked accounts which the transaction windows can automatically update when you process an entry.

Linked accounts in company templates

If you use a company template to set up your company, many of the linked accounts you need are already included in the chart of accounts. (A company template is a ready-to-use chart of accounts that a typical company would need.)

If you do not use a company template to set up your company, or if you are adapting a template for your own company, you must first add accounts to Simply Accounting or modify the existing accounts in the company template. (You can easily create, modify, or remove accounts using the Modify Accounts wizard, on the Setup menu.)

Adding and linking accounts

Follow the instructions under “Preparing the General Module for Operation,” in Chapter 6, to add or change accounts. Then follow the steps under “Setting Up a Linked Account,” later in this chapter, to link the accounts in the modules you want to use.

Start with the General module, and then set up the linked accounts in the other modules you wish to use. You can change linked accounts at any time.

### Sample Linked Accounts

Here is a list of accounts that might be used by a typical company. It shows the account name, type, and number, and if the account is a linked account, the module with which the account is associated. Unlinked accounts show a dash (—), instead of a module.

Statement Section	Account Number	Account Name	Account Type	Module
ASSETS	1000	Current Assets	Group Heading	—
	1030	Cash Draws	Subgroup	—
	1050	Petty Cash	Subgroup	—
	1055	Saving Bank Account	Subgroup	—
	<b>1060</b>	<b>Chequing Bank Account</b>	<b>Subgroup</b>	<b>Vendors and Purchases</b>
	<b>1065</b>	<b>Payroll Bank Account</b>	<b>Subgroup</b>	<b>Payroll</b>
	1070	Total Cash	Subgroup Total	—
	<b>1080</b>	<b>Visa</b>	<b>Subgroup</b>	<b>Customers and Sales</b>
	<b>1083</b>	<b>MasterCard</b>	<b>Subgroup</b>	<b>Customers and Sales</b>
	<b>1087</b>	<b>American Express</b>	<b>Subgroup</b>	<b>Customers and Sales</b>
	<b>1089</b>	<b>Other Credit Cards</b>	<b>Subgroup</b>	<b>Customers and Sales</b>
	1090	Total Credit Cards Receivable	Subgroup Total	—
	1100	Investments	Group	—
	<b>1200</b>	<b>Accounts Receivable</b>	<b>Subgroup</b>	<b>Customers and Sales</b>
	1205	Allowance for Doubtful Accounts	Subgroup	—
	<b>1220</b>	<b>Payroll Advances</b>	<b>Subgroup</b>	<b>Payroll</b>
	1230	Total Receivable	Subgroup Total	—
	1300	Prepaid Expense & Deposits	Group	—
	1400	Total Current Assets	Group Total	—
	1500	Inventory Assets	Group Heading	—
	<b>1520</b>	<b>Inventory A</b>	<b>Group</b>	<b>Inventory and Services</b>
	<b>1530</b>	<b>Inventory B</b>	<b>Group</b>	<b>Inventory and Services</b>
	<b>1540</b>	<b>Inventory C</b>	<b>Group</b>	<b>Inventory and Services</b>
	1590	Total Inventory Assets	Group Total	—
	1800	Fixed Assets	Group Heading	—
	1810	Leasehold Improvements	Group	—
	1820	Office Furniture & Equipment	Subgroup	—
	1825	Accum. Deprec'n - Furn. &	Subgroup	—

Statement Section	Account Number	Account Name	Account Type	Module
		Equip.		
	1830	Net - Furniture & Equipment	Subgroup Total	—
	1840	Vehicle	Subgroup	—
	1845	Accum. Deprec'n - Vehicle	Subgroup	—
	1850	Net - Vehicle	Subgroup Total	—
	1860	Building	Subgroup	—
	1865	Accum. Deprec'n - Building	Subgroup	—
	1870	Net - Building	Subgroup Total	—
	1880	Land	Group	—
	1890	Total Fixed Assets	Group Total	—
	1900	Other Assets	Group Heading	—
	1910	Computer Software	Group	—
	1920	Goodwill	Group	—
	1930	Incorporation Cost	Group	—
	1950	Total Other Assets	Group Total	—
LIABILITIES	2000	Current Liabilities	Group Heading	—
	<b>2100</b>	<b>Account Payable</b>	<b>Group</b>	<b>Vendors and Purchases</b>
	2120	Bank Loan - Current Portion	Group	—
	2130	Bank Advances	Group	—
	2160	Corporate Taxes Payable	Group	—
	<b>2170</b>	<b>Vacation payable</b>	<b>Group</b>	<b>Payroll</b>
	<b>2180</b>	<b>EI Payable</b>	<b>Subgroup</b>	<b>Payroll</b>
	<b>2185</b>	<b>CPP Payable</b>	<b>Subgroup</b>	<b>Payroll</b>
	<b>2190</b>	<b>Federal Income Tax Payable</b>	<b>Subgroup</b>	<b>Payroll</b>
	2195	Total Receiver General	Subgroup Total	—
	<b>2200</b>	<b>QPP Payable</b>	<b>Subgroup</b>	<b>Payroll</b>
	<b>2205</b>	<b>Quebec Payable</b>	<b>Subgroup</b>	<b>Payroll</b>
	<b>2210</b>	<b>QHIP Payable</b>	<b>Subgroup</b>	<b>Payroll</b>
	2215	Total - Quebec Min. of Finance	Subgroup Total	—
	<b>2220</b>	<b>EHT Payable</b>	<b>Group</b>	<b>Payroll</b>
	<b>2230</b>	<b>WCB Payable</b>	<b>Group</b>	<b>Payroll</b>
	2335	GST Owing (Refund)	Subgroup Total	—
	2500	Total Current liabilities	Group Total	—
	2600	Long Term liabilities	Group Heading	—
	2620	Bank Loans	Group	—
	2630	Mortgage Payable	Group	—
EQUITY	3300	Share Capital	Group Heading	—
	3350	Common Shares	Group	—
	3390	Preferred Shares	Group	—
	3400	Total Share Capital	Group Total	—

Statement Section	Account Number	Account Name	Account Type	Module
	<b>3500</b>	<b>Retained Earnings</b>	<b>Group Heading</b>	<b>General</b>
	3560	Retained Earnings - Prev. Year	Group	—
	<b>3600</b>	<b>Current Earnings</b>	<b>Group</b>	<b>General</b>
	3690	Total Retained Earnings	Group Total	—
REVENUE	4000	Sale Revenue	Group Heading	—
	<b>4020</b>	<b>Sales Inventory A</b>	<b>Group</b>	<b>Customers and Sales</b>
	<b>4030</b>	<b>Sales Inventory B</b>	<b>Group</b>	<b>Customers and Sales</b>
	<b>4040</b>	<b>Sales Inventory C</b>	<b>Group</b>	<b>Customers and Sales</b>
	<b>4200</b>	<b>Sales</b>	<b>Group</b>	<b>Customers and Sales</b>
	<b>4220</b>	<b>Sales Returns</b>	<b>Group</b>	<b>Customers and Sales</b>
	<b>4240</b>	<b>Sales Discounts</b>	<b>Group</b>	<b>Customers and Sales</b>
	4260	Net Sales	Group Total	—
	4400	Other Revenue	Group Heading	—
	<b>4420</b>	<b>Freight Revenue</b>	<b>Group</b>	<b>Customers and Sales</b>
	<b>4440</b>	<b>Interest Revenue</b>	<b>Group</b>	<b>Customers and Sales</b>
	<b>4460</b>	<b>Miscellaneous Revenue</b>	<b>Group</b>	<b>Customers and Sales</b>
	4500	Total Other Revenue	Group Total	—
EXPENSES	5000	Cost of Goods Sold	Group Heading	—
	<b>5020</b>	<b>Inventory A</b>	<b>Group</b>	<b>Inventory and Services</b>
	<b>5030</b>	<b>Inventory B</b>	<b>Group</b>	<b>Inventory and Services</b>
	<b>5040</b>	<b>Inventory C</b>	<b>Group</b>	<b>Inventory and Services</b>
	<b>5100</b>	<b>Inventory Variance</b>	<b>Group</b>	<b>Inventory and Services</b>
	<b>5120</b>	<b>Item Assembly Costs</b>	<b>Group</b>	<b>Inventory and Services</b>
	<b>5130</b>	<b>Adjustment Write-off</b>	<b>Group</b>	<b>Inventory and Services</b>
	<b>5140</b>	<b>Transfer Costs</b>	<b>Group</b>	<b>Inventory and Services</b>
	<b>5200</b>	<b>Purchases</b>	<b>Subgroup</b>	<b>Vendors and Purchases</b>
	<b>5220</b>	<b>Purchase Returns</b>	<b>Subgroup</b>	<b>Vendors and Purchases</b>
	<b>5240</b>	<b>Purchase Discounts</b>	<b>Subgroup</b>	<b>Vendors and Purchases</b>
	5290	Net Purchases	Subgroup Total	—
	<b>5300</b>	<b>Freight Expense</b>	<b>Group</b>	<b>Vendors and Purchases</b>
	5350	Total Cost of Goods Sold	Group Total	—
	5400	Payroll Expenses	Group Heading	—
	<b>5410</b>	<b>Wages &amp; Salaries</b>	<b>Group</b>	<b>Payroll</b>
	<b>5420</b>	<b>EI Expense</b>	<b>Group</b>	<b>Payroll</b>
	<b>5430</b>	<b>CPP Expense</b>	<b>Group</b>	<b>Payroll</b>
	<b>5440</b>	<b>WCB Expense</b>	<b>Group</b>	<b>Payroll</b>
	<b>5470</b>	<b>Employee Benefits</b>	<b>Group</b>	<b>Payroll</b>
	5490	Total Payroll Expense	Group Total	—
	5600	General & Admin. Expenses	Group Heading	—
	5610	Accounting & Legal	Group	—

Statement Section	Account Number	Account Name	Account Type	Module
	5615	Advertising & Promotions	Group	—
	5620	Bad Debts	Group	—
	5630	Cash Short/Over	Group	—
	5640	Courier & postage	Group	—
	5645	Credit Card Charges	Group	—
	5660	Deprecation Expense	Group	—
	5680	Income Taxes	Group	—
	5685	Insurance	Group	—
	5690	Interest & Bank Charges	Group	—
	5700	Office Supplies	Group	—
	5720	Property Taxes	Group	—
	5740	Miscellaneous	Group	—
	5760	Rent	Group	—
	5765	Repair & Maintenance	Group	—
	5780	Telephone	Group	—
	5785	Travel & Entertainment	Group	—
	5790	Utilities	Group	—
	5999	Total General & Admin. Expenses	Group Total	—

**Figure 3.2.** Accounts for a typical company. Linked accounts are shown in bold type.

You can change the number or description of any of the company template's accounts, and remove any of them except Current Earnings. To add, rename, or remove accounts, you can use the Modify Accounts wizard, on the Setup menu. (To learn more about modifying accounts, refer to Chapter 2, "Maintaining Records," in the *User Guide*.) To link or remove linked accounts, see the next section, "Setting Up a Linked Account," and "Removing a Linked Account," later in this chapter.

### Setting Up a Linked Account

You can set up linked accounts at any time, one at a time. If you need many linked accounts, it's much easier to use the Linked Accounts wizard.

Linked Accounts wizard

**To set up several linked accounts:**

1. From the Setup menu, select Wizards, and then Linked Accounts.
2. Follow the wizard's instructions until you have set up all the linked accounts you need.

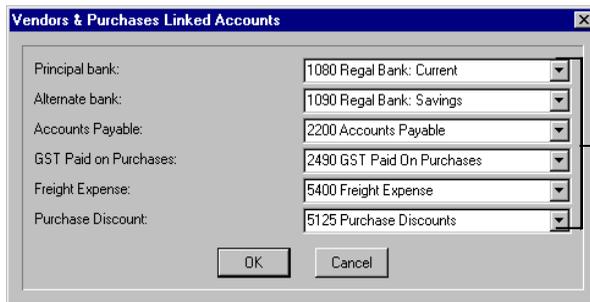
Add the account

**To set up one linked account:**

1. In the Accounts window, add the account you want to use as a linked account, if it is not there already. (For instructions, see "Adding Accounts," in Chapter 2 in the *User Guide*.)

Select a module

2. From the Setup menu, choose Linked Accounts and then a module, for example, Vendors and Purchases.



For each box, select an account from the list.

3. Choose OK to accept your entries.

Now, whenever you process a transaction, the program will automatically update the linked accounts you specified.

### Changing a Linked Account

You can set up different linked accounts to be updated when you process transactions. For example, you may currently be recording cash transactions from payroll and sales in two different Bank accounts. If you want to use the same account for both, you can change the linked account to the same account.

Add the new  
account

### To change a linked account:

1. Add the new account in the Accounts window, if it does not already exist.
2. From the Setup menu, choose Linked Accounts, and then a module.
3. Make the changes you need.
4. Choose OK to accept your entries.

From now on, Simply Accounting will automatically update the linked accounts you specified.

### Removing a Linked Account

If you do not need a linked account, you can unlink it, and then remove the account.

For example, when you use a company template to create a new company, the Accounts list includes an account called Freight Expense. This account is linked to the Freight field in the Purchases, Orders, and Quotes window. If you never pay for freight, you can unlink the account. You can then remove the Freight Expense account from the Accounts list.

### To unlink an account:

1. From the Setup menu, choose Linked Accounts, and then a module

Highlight the field, then  
press Backspace or  
Delete.

Field	Account
Principal bank:	1080 Regal Bank: Current
Alternate bank:	1090 Regal Bank: Savings
Accounts Payable:	2200 Accounts Payable
GST Paid on Purchases:	2490 GST Paid On Purchases
Freight Expense:	5400 Freight Expense
Purchase Discount:	5125 Purchase Discounts

2. Clear the field containing the account you want to unlink, and then choose OK.

Once an account is unlinked, you can remove it from the Accounts list if you wish, by following the instructions under “Removing Records,” in Chapter 2 of the *User Guide*.

## Where To Now?

If you need more practice setting up accounts and choosing options, do Exercises 1 through 8 in the *Workbook*.

If you have followed the instructions in this chapter, you can now enter historical account information and accept transactions. See Chapter 6, “Entering Account History,” for instructions on how to complete these tasks.

# Chapter 6

## Entering Account History

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# Chapter 6

## Entering Account History

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This chapter explains how to organize your account records in preparation for entering account history, and how to set up linked accounts for each module.

Before you add your accounting records to Simply Accounting, you should read Chapter 5, “Choosing Options and Setting Up Accounts,” to find out how to choose options and set up accounts.

### What is Account History?

When you create a new company or use one of the company templates provided, the modules need to be brought up to date with your company’s historical financial information. Historical information includes account balances, vendor and customer invoice and payment information, employee year-to-date earnings, deductions, and expenses, and the quantity and value of inventory on hand.

Simply Accounting modules are set up to accept historical transactions and current day-to-day transactions concurrently; you are not required to enter all Historical information before entering new transactions. Historical information can be added to any module until you select the Finish Entering History command (on the History menu), or until the end of your company’s first fiscal year.



Add history

When to finish adding history

A History symbol beside an icon indicates that a window is set to accept historical transactions.

After you finish entering historical information, you set up Simply Accounting to accept only new transaction entries, using the Finish Entering History command. At the end of the first fiscal year all history should be entered and balanced prior to

completing year-end activities. (See Chapter 15, “Period-End Processing.”)

*After you select the Finish Entering History command, you cannot enter additional historical information.*



Backup

Remember to back up your data frequently. (Choose Backup on the File menu or toolbar.) In case of a power failure or damage to your data, you can restore a backup. (Choose Restore on the File menu.)

## Preparing the General Module

Before you start entering account history, you must gather and organize your existing records, and make decisions about how you want the General module to work. Read “The Chart of Accounts,” and “Linked Accounts,” in Chapter 5, then follow the instructions in this section to organize and record your account information.

### Organize Your Account Records

**Before you add Account records:**

Design your financial statements

- Lay out your balance sheet and income statement in the format described under “The Chart of Accounts,” in Chapter 5. Include all the accounts you need. If you have copies of your year-end financial statements, use them as a guide. Also, check your company’s existing chart of accounts for other accounts to be included in your financial statements.

Classify accounts for financial statements

- Classify each account as a group heading, subgroup account, subgroup total, group account, or group total, as described under “Types of Accounts,” in Chapter 5. This tells the program which accounts should be subtotaled together, and where to place accounts on financial statements.

Assign account numbers

- Assign each account a four-digit account number. Read “Assigning Account Numbers,” in Chapter 5 for guidelines on logical account numbering.

Identify linked accounts

- Decide which accounts to use as linked accounts.  
Your accounts list must include accounts which the transactions processed in other modules can automatically update.

If you are using one of the company templates that comes with Simply Accounting, with no changes, the necessary accounts are linked automatically.

If you are adapting a company template to suit your own company, or if you created a new set of data files when you installed Simply Accounting, you must decide which accounts to use.

Identify zero-balance accounts

- Decide whether to include accounts that have a zero balance when you print your balance sheet or income statement. For example, if you are not using the linked accounts related to EHT (Employer Health Tax) expenses and deductions, you may not want the accounts printed on balance sheets and income statements.

Check your chart of accounts and identify the accounts you do not want to include if their balances are zero. You will enter this information when you add your accounts.

Ensure debits and credits balance

- Ensure that the total of the debit balances in your account records equals the total of the credit balances. You cannot finish entering history until your accounts balance.

Assign GIF I codes

- Assign a GIF I code to each account if you file your corporate tax returns (T2s) electronically. Contact your accountant or Revenue Canada for information about GIF I codes.

**Tip:** We suggest that you ask your accountant to review your chart of accounts and match them to GIF I codes, to ensure they are correct.

## Entering Account Records and Historical Information

Once you have organized your account records, you are ready to add them to Simply Accounting.

If you use a company template

If you use one of the company templates that comes with Simply Accounting, many of the accounts you need are already included in the chart of accounts. You may need to modify or delete (remove) some of them, or add new accounts.

For example, if you are going to link all the other modules to a single bank account, you do not need the Saving Bank Account and Payroll Bank Account; you can delete these accounts.

Follow the instructions under “Removing a Linked Account,” in Chapter 5, to unlink an account before you delete it.

If you don't use a company template

If you do not use a company template, you must add each of your accounts, one at a time.



To add an account:

1. In the Home window, choose the Accounts icon.
2. On the Edit menu, choose Create, then fill in the account number and name, and the Account tab.

**Tip:** Position the mouse pointer over a field on the Chart of Accounts Records window and helpful information about the field displays on the status bar at the bottom of the window.

3. Check your entries, then choose Create to add the account to the General module.

Deleting or changing accounts

You can also change and remove accounts. For more detailed instructions, see Chapter 2, “Maintaining Records,” in the *User Guide*.

Entering account  
balances

After you add your accounts, enter each account's balance as of the earliest transaction date. (The earliest transaction date is the date you have chosen as the entry date for all your account balances.) If you do not enter a balance, the program assigns the account a balance of zero. The account balances you add when you first set up your system are part of your company's "historical information."

Current Earnings  
account balance

Note that the Simply Accounting program calculates the balance of the Current Earnings account; you cannot enter or change it. The amount in the Current Earnings account is the difference between the amounts in the revenue accounts and the amounts in the expense accounts.

You must enter a balance for each of the modules (except the General module) as of the earliest transaction date, in their corresponding linked accounts in the General module: the Accounts Payable, Accounts Receivable, Advances (receivable), Vacation (payable), and linked inventory accounts.

You can enter account balances until you select Finish Entering History on the History menu, or until the end of your company's first fiscal year. The General module then displays account balances that change only when you make transaction entries.



Backup

Remember to back up your data frequently. (Choose Backup on the File menu or toolbar.) In case of a power failure or damage to your data, you can restore a backup. (Choose Restore from the File menu.)

When you have finished entering accounts and balances, go to the next section, "Linked Accounts in the General Module."

## Linked Accounts in the General Module

The General module uses the following linked accounts. These accounts must be in the Equity section of your chart of accounts; that is, in the 3000 to 3999 range of account numbers. To set up,

change, or remove a linked account, see “Linked Accounts,” in Chapter 5.

**Retained Earnings.** Accumulates the company’s retained earnings from previous years. The program adds the balance of the Current Earnings account to it automatically when you start a new accounting year.

**Current Earnings.** Records the difference between total year-to-date revenues and total year-to-date expenses. You cannot change the account type, remove the account, or change the account balance.

Before you finish entering history, you can change the Current Earnings account balance by changing the balance of a revenue or expense account. You can also change the balance at any time by processing a new transaction that affects a revenue or expense account.

## Preparing the Vendors and Purchases Module

You use the Vendors and Purchases module to keep track of your vendors (suppliers) and the amounts you owe and pay them.

Before you start entering account history in the Vendors and Purchases module, you must gather and organize your existing records, make decisions about how you want the Vendors and Purchases module to work, and set up linked accounts for the Vendors and Purchases module.

### Organize Your Vendors and Purchases Records

Before you add your vendors and purchases records:

Make a list of your vendors (suppliers)

- Assemble a complete list of all the vendors you do business with. The program uses this information to print cheques, mailing labels, purchase orders, and reports. Include:

- Vendor name.
  - Contact person.
  - Address.
  - Federal tax ID number.
  - Telephone and fax numbers.
  - E-mail address and Web site address.
  - The payment terms offered by the vendor.
- Find purchases information
- Find out the total fiscal year-to-date and last year’s purchases from each vendor, if you want to include this information in the vendor’s record.
- Gather unpaid invoices
- Gather all unpaid vendor invoices, and records of any partial payments made against each of them as of the earliest transaction date.
- Determine unpaid balances
- Determine the unpaid balance of each vendor account.
- Be sure debits and credits balance
- Ensure that the total of all balances owed to your vendors is the same as the balance of the Accounts Payable account in the General module. You cannot finish entering history until the accounts balance.
- Identify linked accounts
- Identify the accounts you want to link with the General module.
- For an explanation of linked accounts, and instructions on how to set them up, see “Linked Accounts,” in Chapter 5.

## Entering Vendor Records and Historical Purchases

Add vendor records      After you organize your vendor information, you must create a record in the Vendors and Purchases module for each vendor. Follow the instructions under “Adding Vendors (Suppliers),” in Chapter 2 in the *User Guide*. Then follow the instructions in this section to enter each vendor’s account history as of the earliest transaction date.



Backup

Remember to back up your data frequently. (Choose Backup on the File menu or toolbar.) In case of a power failure or damage

to your data, you can restore a backup. (Choose Restore from the File menu.)

Enter purchases and payments history

After you add your vendors to the Vendors and Purchases module, you can enter information about the amounts you owe to each vendor, and any payments you have made against each invoice as of the earliest transaction date. If you do not enter this information, the program assumes that there are no unpaid invoices.

You can enter historical information until you select Finish Entering History on the History menu, or until the end of your company's first fiscal year. After that, the program records invoice and payment information only when you enter new transactions in the Purchases, Orders, and Quotes window and the Payments window.

You can enter all the invoices and payments for a single vendor, then all the invoices and payments for the next; or, you can enter all the invoices for all vendors, then all the payments. Use whichever method is convenient.

To enter a vendor's payment history, listing all unpaid invoices and any payments against them, follow the steps in the next two sections, "Enter Purchase Invoices" and "Enter Payments."

## Enter Purchase Invoices



To enter purchase history:

1. In the Home window, choose the Vendors icon.
2. Choose the vendor whose history you wish to enter, then select the History tab, choose Invoices, then fill in the fields.

Enter the invoice number.

Enter the date of the invoice, or accept the date displayed.

Change the payment terms *only if they differ* from the ones you entered for this vendor in the Vendors window.

Enter the full amount of the invoice, including tax and freight, even if you have already paid part of the invoice. (You will record any payments later.)

Record the invoice

3. Check that you have entered the information correctly, then choose Record to add the invoice to this vendor's history.
4. Fill in the fields and record all of this vendor's unpaid invoices, then choose Done to return to the previous screen.
5. Repeat steps 2 through 4 for the other vendors whose invoices you want to record.

Display and print the Vendor Aged Detail report

6. Exit to the Home window, then display and print the Vendor Aged Detail report. (On the Reports menu, choose Vendors and Purchases, then Vendor Aged, then select Detail and Select All, and choose OK. Choose Print from the File menu.)

If you made a mistake

7. Check your entries, then keep the printed copy for your files. If you find an error in an invoice (an incorrect number or amount), "pay" the invoice, following the steps in the next section, then re-enter it with the correct information.

Where to now?

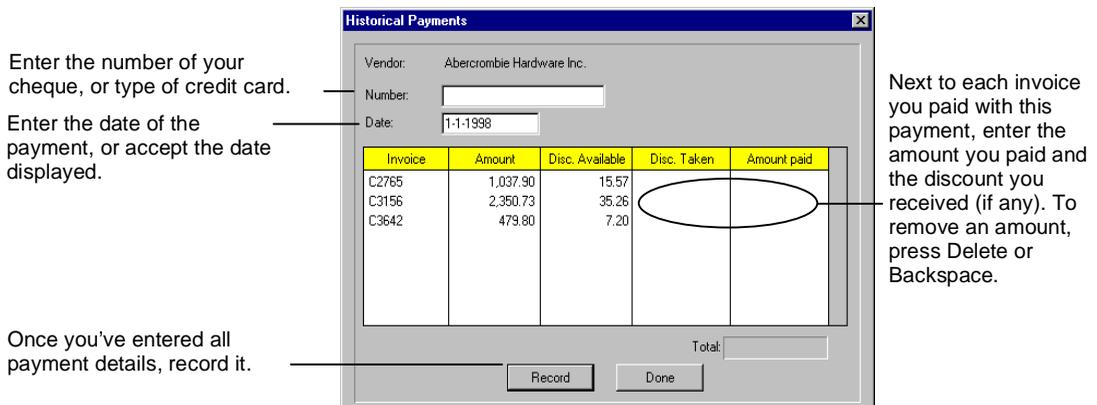
When you have finished entering invoices, go to the next section, "Enter Payments," to enter the payments you have made against the invoices.

## Enter Payments



To record payments against historical purchase invoices:

1. In the Home window, choose the Vendors icon.
2. Choose the vendor whose history you wish to enter, then select the History tab, then choose Payments.



3. Fill in the fields.

One payment for multiple invoices

4. If the payment covers more than one invoice, fill in the Amount Paid field for the other invoice(s).

5. Check that the entries are correct, then choose Record. The program records your entry, and displays the remaining invoices with amounts owing, ready for you to enter the next payment details.

Entering installment payments

You can record only one payment at a time for a particular invoice. If you paid an invoice in installments, using more than one cheque or credit card transaction, and you want to record the payments separately, repeat steps 3 through 5 to enter each payment and cheque number.

6. If there are other payments to record for the same vendor, repeat steps 3 through 5.

7. When you have finished entering payments for this vendor, choose Done to return to the previous screen.

8. Repeat steps 2 through 7 for the other vendors whose payments you wish to record.

Print and file the Vendor Aged Detail report

9. When you finish entering invoices and payment history, exit to the Home window and print a list of vendors and their invoices and payments. (On the Reports menu, choose Vendors and Purchases, then Vendor Aged, then select Detail and Select All, then choose OK. On the File menu, choose Print.)

If you made a mistake

10. Check your entries carefully to be sure that you have entered everything correctly. If you find any errors, check (select) the Clear Invoices When Paid box on the Options tab in the vendor's record. Choose Payments on the History tab. Pay the invoice in full, then choose Record. Re-enter the original invoice or payment correctly. Clear (uncheck) the Clear Invoices When Paid box in the vendor's record.
11. When you are sure the entries are correct, print the Vendor Aged Detail report and keep a copy for your records.

Where to now?

When you have finished entering the historical records for your vendors, you are ready to set up linked accounts for the Vendors and Purchases module. Go to the next section, "Linked Accounts in the Vendors and Purchases Module."

## Linked Accounts in the Vendors and Purchases Module

Before you enter transactions in the Vendors and Purchases module, you must set up its linked accounts. For more information about linked accounts, refer to "Linked Accounts" in Chapter 5.

You can set up the following linked accounts for the Vendors and Purchases module.

**Principal Bank.** Records the payments you make to vendors.

**Alternate Bank.** Records the payments you make to vendors (use only if you need two separate accounts to pay for purchases).

**Accounts Payable.** Records the total amount you owe to your vendors. The program records all purchases to this account automatically.

**GST Paid on Purchases.** Records the total amount of GST you have paid on the purchases you have made. If you do not pay GST on any purchases, you do not need this linked account.

**Freight Expense.** Records freight expense that cannot be allocated to individual items purchased. If you do not pay freight on purchases, you do not need this linked account.

**Refundable QST Paid.** Records the amount of Quebec Sales Tax paid on purchases that qualifies for an input tax refund. If you do not pay QST that qualifies for an input tax refund on any of your purchases, you do not need this linked account.

The Refundable QST Paid linked account appears after you select the Use Quebec Sales Tax option. (On the Setup menu, choose Settings, then select the Sales Taxes tab and select the Use Quebec Sales Tax option.)

**Purchase Discount.** Records any discount you receive on your purchases from your vendors (suppliers) for early payment. The program records all purchase discounts to this account automatically.

## Preparing the Customers and Sales Module

You use the Customers and Sales module to keep track of your customers, and the amounts they owe and pay you.

Before you start entering historical transactions, you must gather and organize your existing records, make decisions about how you want the Customers and Sales module to work, and set up linked accounts for the Customers and Sales module.

### Organize Your Customers and Sales Records

Before you add your customers and sales records:

Make a list of your customers

- Assemble a complete list of all the customers you do business with. The program uses this information to print invoices, customer statements, mailing labels, and reports. Include:
  - Customer name.

- Contact person.
  - Mailing and shipping addresses.
  - Telephone and fax numbers.
  - E-mail and Web site addresses.
  - Payment terms, including early-payment discount.
  - Credit limit.
- Find sales information ■ Find out the total fiscal year-to-date and last year’s sales for each customer, if you want to include this information in the customer’s record.
- Gather unpaid invoices ■ Gather all unpaid customer invoices, and records of any partial payments made against each of them as of the earliest transaction date.
- Determine unpaid balances ■ Determine the unpaid balance (if any) of each customer account.
- Ensure that the total of all balances owed by your customers is the same as the balance of the Accounts Receivable account in the General module. You cannot finish entering history until the accounts balance.
  - Identify the accounts you want to link with the General module.
- For an explanation of linked accounts, and instructions on how to set them up, see “Linked Accounts,” in Chapter 5.

## Entering Customer Records and Historical Sales

Add customer records After you organize your customer information, you must create a record in the Customers and Sales module for each customer. Follow the instructions under “Adding Customers,” in Chapter 2 in the *User Guide*. Then follow the instructions in this section to enter each customer’s account history as of the earliest transaction date.



Backup

Remember to back up your data frequently. (Choose Backup on the File menu or toolbar.) In case of a power failure or damage to your data, you can restore a backup. (Choose Restore from

Enter sales and receipts history

the File menu.)

After you add your customers to the Customers and Sales module, you can enter information about the amounts each customer owes you, and the payments you have received against each unpaid invoice as of the earliest transaction date. If you do not enter this information, the program assumes that there are no unpaid invoices.

You can enter historical sales and receipts history until you select Finish Entering History on the History menu, or until the end of your company's first fiscal year. After that, the program records invoice and payment information only when you enter new transactions in the Sales, Orders, and Quotes window and the Receipts window.

You can enter all the invoices and payments for a single customer, then all the invoices and payments for the next; or, you can enter all the invoices for all customers, then all the payments. Use whichever method is convenient.

To enter a customer's payment history, follow the steps in the next two sections, "Enter Sales Invoices" and "Enter Receipts."

## Enter Sales Invoices



To enter sales history for your customers:

1. In the Home window, choose the Customers icon.
2. Choose the customer whose history you wish to enter. Select the History tab, choose Invoices, then fill in the fields.

Record the invoice

3. Check that you have entered the information correctly, then choose Record to add the invoice to the history of this customer's purchases.
4. Fill in and record the information for all of this customer's unpaid invoices, then choose Done to return to the previous screen.

Record invoices for other customers

5. Repeat steps 2 through 4 for the other customers whose invoices you want to record.

Print the Customer Aged Detail report

6. Display and print the Customer Aged Detail report and check the entries.

To display the report, on the Reports menu, choose Customers and Sales, then Customer Aged. Select Detail, then Select All, then choose OK. Choose Print from the File menu.

When you have finished entering invoices, go to the next section, "Enter Receipts," to enter the payments you have received against the invoices.

## Enter Receipts



To record payments received against historical sales invoices:

1. In the Home window, choose the Customers icon.
2. Choose the customer whose history you wish to enter, then select the History tab, then choose Payments.

Enter the number of the customer's cheque or type of credit card.

Enter the date of the payment or accept the date displayed.

Once you've entered all the payment details, record it.

Invoice	Amount	Disc. Available	Disc. Taken	Amount paid
17750	35,845.00	716.90		
17962	8,436.00	168.72		

Next to each invoice the customer paid with this payment, enter the amount paid and the discount given (if any). To remove an amount, highlight it, then press Delete or Backspace.

One payment for multiple invoices

3. Fill in the fields.
4. If the payment covers more than one invoice, fill in the Amount Paid field for the other invoice(s).
5. Check that the entries are correct, then choose Record. The program records your entry, and displays the remaining invoices with amounts owing, ready for you to enter the payments for another cheque.

Entering installment payments

You can record only one payment at a time for a particular invoice. If a customer paid an invoice in installments, using more than one payment, and you want to record the payments separately, repeat steps 3 through 5 to enter each payment and cheque number.

6. If there are other payments to record for the same customer, repeat steps 3 through 5.
7. When you have finished entering payments for this customer, choose Done to return to the previous screen.
8. Repeat steps 2 through 7 for the other customers whose invoice payments you wish to record.
9. When you have finished entering invoices and payment history, exit to the Home window. On the Reports menu, choose Customers and Sales, then Customer Aged. Select Detail, then Select All, then OK, to display a list of customers and their invoices and payments.

Print and file the Customer Aged Detail report

If you made a mistake

10. Check your entries carefully to be sure that you have entered everything correctly. If you find any errors, check (select) the Clear Invoices When Paid box on the Options tab in the customer's record. Choose Payments on the History tab. Pay the invoice in full, then choose Record. Re-enter the original invoice or payment correctly. Clear (uncheck) the Clear Invoices When Paid box in the customer's record.
11. When you are sure the entries are correct, print the Customer Aged Detail report and keep a copy for your records.

Where to now?

When you have finished entering the historical records for your customers, you are ready to set up linked accounts for the Customers and Sales module. Go to the next section, "Linked Accounts in the Customers and Sales Module."

## Linked Accounts in the Customers and Sales Module

Before you enter transactions in the Customers and Sales module, you must set up its linked accounts. For more information about linked accounts, refer to "Linked Accounts" in Chapter 5.

You can set up the following linked accounts for the Customers and Sales module.

**Principal Bank.** Records the payments received from customers.

**Alternate Bank.** Records the payments received from customers, if you need a second account for this purpose.

**Accounts Receivable.** Records the total amount your customers owe you. The program records all sales and receipts information to this account automatically.

**GST Charged On Sales (Rate 1)/(Rate 2).** Records the total amount of GST you charged at rates 1 and 2 on goods and services you sold to customers.

**PST Payable.** Records the total amount of provincial sales tax you collected from customers. If you are not required to collect PST on any of your sales, or if you collect QST (Quebec sales tax), you do not need to set up this linked account.

The PST Payable linked account appears when the Use Quebec Sales Tax option is cleared. (On the Setup menu, choose Settings, then select the Sales Taxes tab and clear (uncheck) the Use Quebec Sales Tax option.)

**Freight Revenue.** Records revenue from the freight charges you collect from customers. If you do not charge freight on any of your sales, you do not need to set up this linked account.

**QST Charged On Sales (Rate 1)/(Rate 2).** Records the amount of Quebec sales tax that you charged at rates 1 and 2 on goods and services you sold to customers.

These two linked accounts appear when the Use Quebec Sales Tax option is checked. (On the Setup menu, choose Settings, then select the Sales Taxes tab and select the Use Quebec Sales Tax option.)

**Sales Discount.** Records any discount on sales you give your customers for early payment. The program records all sales discounts to this account automatically.

## Preparing the Payroll Module

You use the Payroll module to keep track of your employees and their earnings and deductions.

Before you start entering account history in the Payroll module, you must gather and organize your existing records, make

decisions about how you want the Payroll module to work, and set up linked accounts for the Payroll module.

If you are not familiar with payroll accounting, or the requirements of federal and provincial authorities, read Chapter 18, “Payroll Accounting,” in the *Accounting Manual*. It explains payroll accounting, and the principles of preparing payroll and calculating amounts payable to government authorities.

You should also obtain copies of all relevant federal and provincial labour legislation. If necessary, consult an accounting professional.

Follow the instructions in this section to organize and record your payroll information.

## Organize Your Payroll Records

Make a list of your employees

**Before you add payroll records:**

- Assemble a complete list of your employees and the personal information for each of them. Include:
  - Employee name.
  - Address.
  - Phone number.
  - Social insurance number.
  - Birth date.
  - Hire date.
  - Status (active or inactive).
  - Regular wage rate per hour.
  - Overtime wage rate(s) per hour.
  - Regular salary per pay period.
  - Hours per pay period. For salaried employees, this number is used to calculate an amount for Record of Employment forms (available from Human Resources Development Canada) For employees paid hourly, it saves time entering hours on each paycheque for employees whose hours change infrequently.

- Vacation pay retention. (For each employee, find out whether to retain vacation pay, to be paid out later, or include it on each paycheque. This depends on provincial legislation.)
  - Rate of vacation pay (percent).
  - Province in which the employee is taxed.
  - Number of pay periods per year.
  - Annual claim, from TD-1 claim form (dollar amount).
  - Annual claim, from MR-19-V or TPD-1.C-V claim form (Quebec employees only).
  - Workers' Compensation Board rate (percent). For Quebec employees, use the rate charged by the Commission de la santé et de la sécurité du travail.
  - Company's EI premium factor (normally 1.4 percent). (For each employee, find out whether to deduct EI.)
  - Regular deduction amounts per pay period. (Pension, union, and medical are examples of common regular deductions.)
  - Amount of additional federal income tax the employee wishes to have deducted from each paycheque.
- Find out the total year-to-date earnings, deductions, and expenses for each employee, as of the earliest transaction date. Include:

Earnings

**Earnings:**

- Regular wages.
- Overtime wages.
- Salary and commissions, or other income categories. (See "Customizing Names," in Chapter 5 for information on renaming these income categories.)
- Quebec Tips.
- Taxable benefits.
- Quebec taxable benefits (Quebec only).
- Vacation pay paid to the employee.
- Vacation pay owing to the employee.
- Advances paid (that the employee has not yet paid back).
- EI insurable earnings.

Deductions

**Deductions:**

- Income tax. (For all provinces except Quebec, combine federal and provincial tax. For Quebec, include only federal tax in this category.)
- Quebec income tax (Quebec only).
- Northwest Territories Payroll Tax (NWT only).
- Employment Insurance premiums.
- Canada Pension Plan (CPP) contributions.
- Quebec Pension Plan (QPP) contributions (Quebec only).
- Other miscellaneous deductions such as registered pension plan contributions, union dues, or medical-plan deductions.

See “Customizing Names,” in Chapter 5, for information on renaming these deduction categories, and “Customizing Rates, Settings, and Formats,” in Chapter 5, to specify whether to calculate these deductions before or after calculating tax.

Be sure advances balance

- Ensure that the total of all advances paid to employees as of the earliest transaction date is the same as the balance of the Advances account in the General module. You cannot complete the Finish Entering History command until the accounts balance.

Be sure vacation pay balances

- Ensure that the total of all vacation pay owing to employees as of the earliest transaction date is the same as the balance of the Vacation Payable account in the General module. You cannot finish entering history until the accounts balance.

Identify linked accounts

- Identify the accounts you want to link with the General module.

For an explanation of linked accounts, and instructions on how to set them up, see “Linked Accounts,” in Chapter 5.

## Entering Employee Records and Payroll History

Add employee records

After you have organized your payroll information, you must create a record for each employee. Follow the instructions under “Adding Employees,” in Chapter 2 in the *User Guide*. Then enter each employee’s earning and deduction history as of the earliest transaction date, following the instructions in this section.



### Backup

Remember to back up your data frequently. (Choose Backup on the File menu or toolbar.) In case of a power failure or damage to your data, you can restore a backup. (Choose Restore from the File menu.)

### Enter pay history

After you add employees to the Payroll module, you should enter calendar year-to-date earnings and deductions for each employee as of the earliest transaction date. If you do not enter this information, the program assumes that the balances are zero, and the employee's year-end totals will not include any historical information.

You can enter historical information until you select Finish Entering History on the History menu, or until the end of your company's first fiscal year. After that, the program records earnings and deductions only when you make entries in the Paycheques window.

You can see the historical information in each employee's record in the Employees window, and can print it in the Employee Summary and Employee Detail reports.



### To enter an employee's payroll history:

1. In the Home window, choose the Employees icon.
2. Choose the employee whose history you wish to enter.
3. Select the Historical Income tab.

Enter the vacation pay you have already paid out, and the amount you will pay later.

Either enter the total wages and overtime, *or* enter the total salary for the year to date.

You may have renamed these fields. (On the Setup menu, choose Names.)

Historical Income	
Regular Wages:	<input type="text" value="0.00"/>
Overtime Wages 1:	<input type="text" value="0.00"/>
Overtime Wages 2:	<input type="text" value="0.00"/>
Salary:	<input type="text" value="0.00"/>
Commission:	<input type="text" value="0.00"/>
Income C:	<input type="text" value="0.00"/>
Income D:	<input type="text" value="0.00"/>
Income E:	<input type="text" value="0.00"/>
Taxable Benefits:	<input type="text" value="0.00"/>
Benefits (Que):	<input type="text" value="0.00"/>
Vac. Pay Paid:	<input type="text" value="0.00"/>
Vac. Pay Owed:	<input type="text" value="0.00"/>
Advances Paid:	<input type="text" value="0.00"/>
EI Ins. Earnings:	<input type="text" value="0.00"/>
Net Pay:	<input type="text" value="0.00"/>

Enter any advances paid (for example, travel expenses) that the employee has not repaid, and the employee's cumulative year-to-date EI insurable earnings. The program fills in the net amount paid to the employee for the year to date.

4. Fill in the historical income fields.
5. Select the Historical Deductions tab.

You may have renamed these fields (by choosing Names on the Setup menu). The program can make any of these deductions before or after calculating taxes. (On the Setup menu, choose Settings, then select the Payroll tab.)

Historical Deductions	
Pension:	<input type="text" value="0.00"/>
Union Dues:	<input type="text" value="0.00"/>
Medical:	<input type="text" value="0.00"/>
Deduction D:	<input type="text" value="0.00"/>
Deduction E:	<input type="text" value="0.00"/>
Deduction F:	<input type="text" value="0.00"/>
Deduction G:	<input type="text" value="0.00"/>
Deduction H:	<input type="text" value="0.00"/>
Deduction I:	<input type="text" value="0.00"/>
Deduction J:	<input type="text" value="0.00"/>

6. Fill in the deduction amounts for the year to date.
7. Select the Historical Taxes tab.

Enter the amount of federal and provincial (except Quebec) income tax deducted from the employee's income in the year to date.

Be sure to enter the correct EI, CPP, and QPP amounts. If the amounts you enter are too low, you and the employee will both pay more than the annual limit.

Historical Taxes	
Income Tax:	0.00
Tax (Que):	0.00
EI Premiums:	0.00
CPP Contributions:	0.00
QPP Contributions:	0.00

8. Fill in the tax amounts for the year-to-date.
9. Check that you have entered the information correctly, then choose the Next button to add the information to this employee's year-to-date history.
10. Repeat steps 3 through 9 for the other employees whose history you want to record.
11. When you finish entering employee history, exit to the Home window. On the Reports menu, choose Payroll, then Employee. Select Summary, then Select All, then OK, to display a list of employees and their year-to-date earnings and deductions.

Print and file the Employee Summary report

If you made a mistake

Check your entries carefully to make sure you entered everything correctly. If you find any errors, go back to the employee's record and correct them, following the steps above.

12. When you are sure the entries are correct, print the Employee Summary report and keep a copy for your records.

Where to now?

When you finish entering the historical records for your employees, you are ready to set up linked accounts for the Payroll module. Go to the next section, "Linked Accounts in the Payroll Module."

## Linked Accounts in the Payroll Module

Add linked accounts

Before you enter transactions in the Payroll module, you must set up the module's linked accounts. For more information

about linked accounts, refer to “Linked Accounts,” in Chapter 5. You can set up the following linked accounts for the Payroll module.

**Payroll Bank account.** Records the payroll cheques you issue to employees.

**Advances Receivable.** Records the total amount your employees owe you for advances you have paid them.

**Vacation Payable.** Records the total amount of vacation pay you owe your employees, if you do not pay out vacation pay on each paycheque. (This depends on provincial legislation.)

**EI Payable.** Records the total amount of Employment Insurance premiums you owe the government. The program calculates and totals the EI premiums collected from employees and those payable by the employer, as required by Revenue Canada.

**CPP Payable.** Records the total amount of Canada Pension Plan contributions you owe the government. The program calculates and totals the CPP contributions collected from employees and those payable by the employer, as required by Revenue Canada.

**Tax Payable.** Records the total amount of federal and provincial income tax deducted from employees’ incomes. If your employees work in Quebec, this amount contains only the federal tax payable.

**WCB Payable.** Records the total amount of Workers’ Compensation Board contributions the employer owes the government. For Quebec employees, this is the account that records the total amount of CSST contributions the employer owes the government.

**EHT Payable.** Records the total amount of Ontario Employer Health Tax or Newfoundland Health and Post-Secondary Education Tax contributions you owe the Ontario or the Newfoundland government on behalf of your employees.

**Tax (Que) Payable.** Records the total amount of Quebec income tax deducted for all employees working in Quebec. If you have changed the name of the Provincial Tax field (by choosing Names on the Setup menu), this field uses the new name (for example, NWT Tax).

**OPP Payable.** Records the total amount of Quebec Pension Plan contributions you owe the government. The program calculates and totals the contributions collected from employees and those payable by the employer.

**QHSF Payable.** Records the total amount of Quebec Health Services Fund contributions payable by your company, for employees resident in Quebec.

**Pension, Union Dues, Medical, Deduction D to J.** These record the total amount of company pension plan contributions, union dues, medical-plan premiums, and other deductions collected from employees.

You may have changed the names of these fields (by choosing Names on the Setup menu), or of the Deduction A to J accounts (by editing them in the Accounts window).

If your employees receive benefits that are subject to GST or QST, you can set up the linked accounts only after you create them:

- **GST On Benefits.** Add this account near your other GST accounts in the 2000 to 2999 range.
- **QST On Benefits.** If you use Quebec Sales Tax in your business, add this account near your other QST accounts in the 2000 to 2999 range.

For instructions, see the “Adding Accounts” section of Chapter 2, “Maintaining Records,” in the *User Guide*.

Also, ensure that you rename the Deduction D field, Misc A, to **GST/Benefits** and the Deduction B field, Misc B, to **QST/Benefits** (by choosing Names on the Setup menu).

**Wage Expense.** Records the gross income (hourly wages, salary, commission, vacation pay, income fields C, D and E) from transactions entered in the Paycheques window. You can use a single account, or set up several linked accounts if you want to keep track of different wages separately.

**EI Expense.** Records the employer's portion of the EI Payable account.

**CPP Expense.** Records the employer's portion of the CPP Payable account.

**WCB Expense.** Records the expense associated with the WCB Payable account.

**EHT Expense.** Records the expense associated with the EHT Payable account. If you do not have employees who work in Ontario or Newfoundland, you do not need this linked account.

**QPP Expense.** Records the expense associated with the QPP Payable account. If you do not have employees who work in Quebec, you do not need to set up this linked account.

**QHSF Expense.** Records the expense associated with the QHSF Payable account. If you do not have employees who work in Quebec, you do not need to set up this linked account.

## Preparing the Inventory and Services Module

You use the Inventory and Services module to keep track of the goods and services you sell, and their associated asset, revenue, expense, and variance accounts. You use the following windows to record changes in the quantity and value of your inventory:

- Purchases, Orders, and Quotes.
- Sales, Orders, and Quotes.
- Item Assembly.
- Adjustments.

Before you start entering historical transactions for the Inventory and Services module, you must gather and organize your existing records, and make decisions about how you want the Inventory and Services module to work. If you wish, you can set up linked accounts.

If you are not familiar with the principles of inventory accounting, read Chapter 19 in the *Accounting Manual*.

Follow the instructions in this section to organize and record your inventory and services information.

## Organize Your Inventory Records

Before you add your inventory records:

Make a list of your inventory and service items

- Assemble a complete list of all the inventory items you sell. These can be either goods (such as lumber or cookies) or services (such as delivery or repairs). Include:
  - Item number and description.
  - Whether the item is inventory or a service.
  - Unit (each, dozen, kilogram, hour, and so on).
  - Selling price per unit.
  - Whether to charge PST or QST on sales of services.
  - Total quantity of goods on hand as of the earliest transaction date.
  - Total value (cost) of the goods on hand.
  - The number of transactions, units sold, cost of goods sold, and amount sold, for the year to date and last year.
  - Date of the last sale.
  - Minimum stock level (the level at which you re-order goods).

Identify linked accounts

- Identify the accounts you want to use to link with the General module.

For an explanation of linked accounts, and instructions on how to set them up, see “Linked Accounts,” in Chapter 5.

Link related accounts to each item

- For each *inventory* item, decide which accounts to use to record asset, revenue, expense, and variance amounts.

Revenue and variance accounts are optional. Expense accounts are used to track the cost of goods sold.

The program updates one or more of these four accounts whenever you buy or sell inventory items. (When you buy an inventory item, the program increases the asset account balance. When you sell an inventory item, the program reduces the asset account balance, and records the selling price to the item's revenue account and the cost price to the item's expense account. If you allow negative inventory levels, occasional price variances are recorded in the variance or expense account.)

You can have one asset, one revenue, one expense, and one variance account for all inventory items, or you can group items and associate each group with a different asset, revenue, expense, and variance account. For example, if your company is a grocery store, you could put all baked goods in one group, all fruits and vegetables in another, and all canned goods in another.

Service items

For each *service* item, decide which accounts (if any) to use to record revenue and expense amounts. These accounts are both optional.

When you sell a service, the program records the selling price to the service item's revenue account, and when you purchase a service item, the program records the cost price to the item's expense account, if you supplied these accounts for the item.

You can have one revenue and one expense account for all service items, or you can group items and associate each group with a different revenue and expense account. For example, if your company provides lawn and garden services, you could put all the lawn-care services in one group, and all the gardening services in another.

Decide whether to allow negative inventory levels

- Decide whether you need inventory levels to be able to fall below zero — useful if you need to record a sale *before* purchasing your inventory.

If you use the Allow Inventory Levels To Go Below Zero option (explained in the “Inventory and Services” section of Chapter 5), the first time an item's inventory level drops

below zero, the program will ask you to specify a variance account — to record possible differences between average and actual cost.

Be sure accounts balance

- Ensure that the value (cost) of all inventory items associated with an asset account is the same as the balance of that inventory asset account in the Accounts window. You cannot finish entering history until the accounts balance.

## Entering Item Records and History

Add item records

After you organize your inventory and services information, you must create a record in the Inventory and Services module for each item and service you sell. Follow the instructions under “Adding Inventory Items and Services,” in Chapter 2 in the *User Guide*.

You should also enter historical information, the quantity and value of each inventory item’s stock on hand as of the earliest transaction date, number of transactions and units sold, and amount sold for last year and the year to date. If you do not enter this information, the program assumes the quantities and values are zero.

You can enter historical Inventory and Services quantity and value information until you select Finish Entering History, or until the end of your company’s first fiscal year. After that, the program records quantity and value (cost) information only when you enter transactions in the following windows:

- Purchases, Orders, and Quotes.
- Sales, Orders, and Quotes.
- Item Assembly.
- Adjustments.



Backup

Remember to back up your data frequently. (Choose Backup on the File menu or toolbar.) In case of a power failure or damage to your data, you can restore a backup. (Choose Restore from the File menu.)



To enter inventory and services history:

1. In the Home window, choose the Inventory and Services icon.
2. Choose the first item whose history you wish to enter.
3. Select the Activity tab.

Enter the year-to-date figures for the item. The Cost Of Goods Sold (C.O.G.S.) field appears only for inventory items (not for service items).

Activity	
Date of Last Sale:	<input type="text"/>
Year To Date	
No. of Transactions:	<input type="text" value="0"/>
Units Sold:	<input type="text" value="0.00"/>
Amount Sold:	<input type="text" value="0.00"/>
Cost of Goods Sold:	<input type="text" value="0.00"/>
Last Year	
No. of Transactions:	<input type="text" value="0"/>
Units Sold:	<input type="text" value="0.00"/>
Amount Sold:	<input type="text" value="0.00"/>
Cost of Goods Sold:	<input type="text" value="0.00"/>

Enter last year's figures for the item, if applicable. The Cost Of Goods Sold (C.O.G.S.) field appears only for inventory items (not for service items).

3. Fill in the fields.
4. Select the History tab to fill in the fields for Opening Quantity and Opening Value.
5. Check that you have entered the information correctly, then choose the Next button to add the information to this item's history.



The program adds the information, and displays the next item record.

6. Repeat steps 4 and 5 for the other items.
7. Display and print the Inventory and Services List, and the Inventory and Services Detail, Inventory Quantity, and Inventory Synopsis reports, as described below, then check the entries. Keep the reports for your files.

Display and print several inventory reports

**Inventory and Services List.** In the Home window, on the Reports menu, choose Lists, then choose Inventory and Services. Check that you have entered the item numbers, descriptions, and account numbers correctly.

**Inventory Quantity.** In the Home window, on the Reports menu, choose Inventory and Services, then Inventory. Choose Inventory By Item, Item Quantity, then choose Select All. Choose OK, then check that you entered the quantities and minimum levels correctly.

**Inventory and Services Detail.** In the Home window, on the Reports menu, choose Inventory and Services, then Activity. Choose the Select All button, then under Select From select All Items. Check the boxes for the details you wish to include in the report, then choose OK. Check that you have entered the number of transactions, units sold, amount sold, cost of goods sold, and last sale date correctly.

**Inventory Synopsis.** In the Home window, on the Reports menu, choose Inventory and Services, then Inventory. Choose Inventory By Item, Item Synopsis, then choose Select All. Choose OK, then check that you have entered the units, price, cost, and total value correctly.

When you have finished entering historical records for your inventory items, you are ready to set up linked accounts for the Inventory and Services module. Go to the next section, “Inventory and Services Module Linked Accounts.”

## Linked Accounts in the Inventory and Services Module

Before you enter transactions in the Inventory and Services module, you should set up the linked inventory accounts. For more information about linked accounts, refer to “Linked Accounts,” in Chapter 5. Here are the linked accounts you can set up:

**Item Assembly Costs.** Records the costs of assembling component inventory items into manufactured inventory items. If you never assemble inventory items, you do not need to set up this linked account.

**Adjustment Write-off.** Records changes in the value of your inventory due to shrinkage, theft, and so on. The program uses this account as the default account in the Adjustments window;

all adjustments update this account, unless you specify a different account when you make an adjustment. Typically, this account is an expense account such as Shrinkage, Obsolescence, or Damage. If you do not set up this linked account, adjustment transactions update the item's expense account.

If you never write off inventory costs (for example, if you never have shrinkage or damage of inventory items), you do not need to set up this linked account.

## Preparing the Project Module

You use the Project module to list the projects you are working on, their start dates, and balance forward amounts. You can also use it to budget revenues and expenses for projects. You allocate revenues and expenses to projects by entering transactions in the following windows:

- Miscellaneous Transactions.
- Purchases, Orders, and Quotes.
- Sales, Orders, and Quotes.
- Paycheques.
- Adjustments.

**Note:** The Project module does not have its own transaction-entry window.

If you are not familiar with project accounting, read Chapter 20, "Cost Accounting," in the *Accounting Manual*, to see how you might allocate revenues and expenses in your business.

Since the Project module does not have any associated transaction-entry windows, it is not affected by the Finish Entering History command. You can change the name of the Project module to the name of the profit centres you wish to use for your company (on the Setup menu, choose Names). For example, you might use Branch, Division, Department, Region, or Job Cost.

## Organize Your Project Records

Make a list of your projects

Assemble the names of all projects to which you want to allocate revenues or expenses. If a project is large, you may want to set up separate names for each of its major parts.

Find current balances

The opening balance of a project is zero until you allocate revenues or expenses to it by entering transactions. If you already have projects underway when you set up Simply Accounting, find out the current revenue or expense balance for each, so you can add their historical balances to the record.

## Entering Project Records and Project History

Add project records

After you organize your project records, you must create a record for each project in the Project window. Follow the instructions under “Adding Projects,” in Chapter 2 in the *User Guide*. Then follow the instructions in this section to enter historical balances for each project.

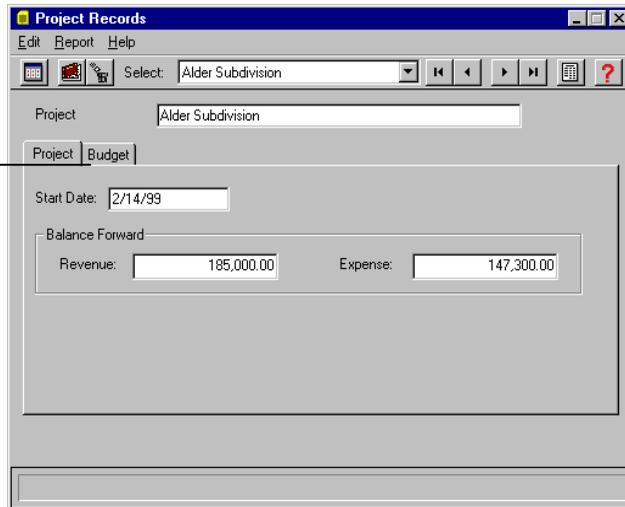
At the end of a fiscal year, the program carries over the balance in any project-related accounts, so you can continue accounting for a project’s revenues and expenses in the new year. It does not carry over individual transaction entries, but you can print a project report for the previous year that includes project details.



To enter project history:

1. In the Home window, choose the Project icon.
2. Choose the project you want. Fill in the balance-forward amounts.

The Budget tab appears when the Budget Project option is selected. (Select Settings from the Setup menu, choose Project, then check Budget Project and enter Budget Period Frequency.)



## Finish Entering History

After you have entered your records and their historical information, and have set up the linked accounts for the modules you plan to use, you must select Finish Entering History from the History menu. If you have not completed the Finish Entering History command before the end of your company's first fiscal year end, Simply Accounting will not let you close the current year.

Until you finish entering history, you can continue to change the account balances or other information you entered, and there are no restrictions on deleting any of the module records.



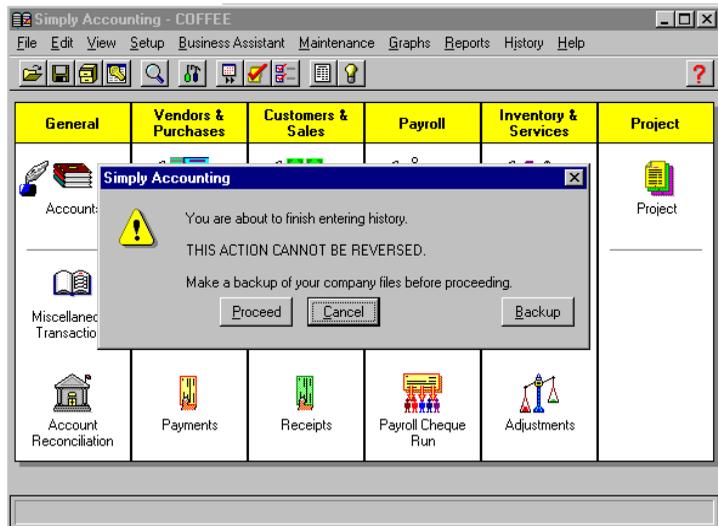
Backup

Remember to back up your data frequently. (Choose Backup on the File menu or toolbar.) In case of a power failure or damage to your data, you can restore a backup. (Choose Restore from the File menu.)

Finish entering historical transactions:

1. In the Home window, on the History menu, choose Finish Entering History.

**Note:** If the accounts are not balanced, you will not be able to complete the Finish Entering History command. Simply Accounting will indicate which totals are not balanced.



2. Choose Proceed. The History symbols disappear, to show that you can no longer enter historical information.

## Where To Now?

Keep the *Getting Started* manual handy in case you need to refer to it again, to change program options, set up printers (see Chapter 8, “Setting Up Printers”), or reconcile your accounts using Simply Accounting (see Chapter 7, “Setting Up an Account for Reconciliation.”)

Use the *Workbook*

If you need more practice in working with Simply Accounting, refer to the *Workbook*.

Use the *User Guide*

To familiarize yourself with day-to-day use of the program, refer to the *User Guide*. You will probably want to refer frequently to Chapter 2, “Maintaining Records,” and Chapters 4 through 13.

Use the *Quick Reference*

Once you are familiar with the program, use the *Quick Reference* booklet as a reminder of how to do common tasks.



# Chapter 7

## Setting Up an Account for Reconciliation

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# Chapter 7

## Setting Up an Account for Reconciliation

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This chapter describes how to set up an account for reconciliation. You can set up as many as 1,000 accounts to use for reconciling (matching) your Simply Accounting records to your bank or credit-card statements.

Use online banking to help you reconcile

If your financial institution has a Web site, you can use online banking to eliminate much of the manual work of reconciling. If you wish to be able to use this feature, you must first set up the account to use online banking. To find out how to set up an account for online banking, read the section “Setting Up an Account for Online Banking,” later in this chapter.

Before you begin

If you plan to accept credit cards from customers or to use credit cards to make payments to vendors, refer to “Credit Cards,” in Chapter 5 to set up credit-card information before you reconcile accounts.

Finish entering history for Accounts module

Before you can set up an account for reconciliation, you must finish entering history for your company. For more information about entering history, see Chapter 6, “Entering Account History.”

After you set up

After you have set up the accounts and credit cards you need, refer to Chapter 14 of the *User Guide* to find out how to reconcile your bank and credit-card statements each month.

## What is Account Reconciliation?

Simply Accounting stores a record of the current status of the cheques and other payments issued by your company, of the bank deposits you make, of the credit-card payments you

process, and of any miscellaneous transactions that affect the accounts you have set up for reconciliation.

Reconciliation allows you to find errors or unexpected differences between your accounting records and the records (statements) the bank or credit-card company sends you. (The statement may list interest, fees, and service charges you had to pay, as well as interest you earned from the bank. These amounts will not appear in your Simply Accounting records unless you add them.)

When you receive a statement from a financial institution, you can use the Account Reconciliation window to compare transactions on the statement with your Simply Accounting transactions. This process of comparing a statement to your own records and accounting for any differences is called reconciliation.

If you use the Import Online Statements feature to help you to reconcile Bank or Credit Card accounts, Simply Accounting automatically matches transactions from downloaded statements to your Simply Accounting transactions.

Accounting control

It is good bookkeeping practice to have someone who does not make deposits, or sign cheques, reconcile the bank statements.

## Checking Credit-Card Statements

Track credit-card transactions separately

To keep track of credit-card transactions, create a separate asset account for each credit card you use or accept, and then set up the Credit Card accounts for reconciliation, as described in this chapter.

Reconcile Credit Card accounts first

You will not find deposits for individual credit-card sales on your bank statement. The credit-card company normally transfers the amounts it owes you in *lump sums* to your bank, based on each day's credit-card sales. Therefore, it is a good idea to reconcile your Credit Card accounts before reconciling your Bank account.

Transfer reconciled credit-card deposits to your Bank account

On a daily basis, reconcile your credit-card merchant statements to your credit-card transactions in **Simply Accounting**. When you have reconciled the Credit Card accounts to your merchant statements, record transactions in **Simply Accounting** transferring the amounts the credit-card company pays you from your Credit Card account to your Bank account. Until you transfer these amounts, your Bank account in **Simply Accounting** will not match your balance at the bank, and you will be unable to reconcile them.

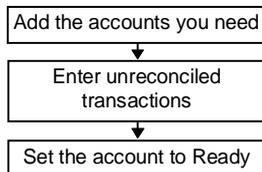
**Tip:** To make it easier to reconcile your Bank account, later, be sure to record a separate transaction for each day's deposits, for each credit card.

To transfer the credit card deposits in **Simply Accounting**:

1. In the Home window, choose Miscellaneous Transactions.
2. Enter transactions to debit the Bank account and credit the Credit Card account with the amounts that the credit-card company has transferred to your bank.

## Overview: Three Steps to Setting Up

**Simply Accounting** lets you reconcile up to 1,000 accounts. You can reconcile any group or subgroup account in the 1000 to 3999 account range, as long as it is not being used as a linked account. Normally, however, you reconcile accounts, such as bank or credit-card accounts, that you use to keep track of transactions with financial institutions.

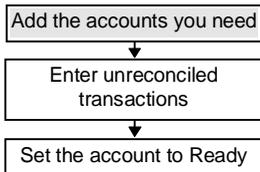


For each account you want to reconcile, follow the one-time setup procedures explained in this chapter. After that, daily or monthly processing for each account is simple. In general, to set up an account for reconciliation:

1. Add the related income, expense and adjustment accounts you need, and then link them to the account you are setting up for reconciliation.

2. Reconcile the accounts by hand, and prepare a list of unreconciled (outstanding) items. Enter this information and ensure that it reconciles in Simply Accounting, as well.
3. Set the account ready to reconcile.

## Adding and Setting Up Accounts for Reconciliation



As you work through this first of three main sections, you will:

- Add to Simply Accounting all accounts you need for reconciling (including, if you haven't added it already, the account you want to reconcile).
- In the account record, select the linked accounts Simply Accounting will update when you reconcile the account.

### Adding the Accounts You Need for Reconciling



Accounts

1. Add the following accounts in Simply Accounting, if they do not already exist. (If you are unsure how to add accounts, see "Adding Accounts," in Chapter 2 of the *User Guide*.)

You can use the same income, expense, and adjustment accounts to reconcile more than one Bank or Credit Card account.

- **Account to be reconciled:** If you have not already done so, add each account you want to reconcile (number the accounts in the 1000 to 3999 range). For example, you may use one account for purchases of inventory, one for payroll, one for credit-card payments from your customers, and another for credit cards you use to pay your vendors.
- **Income accounts:** Add income accounts for amounts that your financial institution (not you) decides to deposit in your account (for example: Bank Interest, or Bank A Investment Interest). Number them in the 4000 to 4999 range.

Linked accounts

- **Expense accounts:** Add expense accounts for amounts that your financial institution decides to charge you or withdraw from your account (for example: Bank Charges, Merchant Fees, or Bank B Loan Interest). Number them in the 5000 to 5999 range.
- **Adjustment account:** Add one income account or one expense account for errors that you find on your statement and for occasional, small adjustments (for example: Reconciliation Adjustments) numbered in the 4000 to 4999 or the 5000 to 5999 ranges.

Add as many accounts as you need, up to three income accounts, three expense accounts, and one adjustment account. If you need more, you may need to make manual adjustments in the Miscellaneous Transactions window when reconciling.

## Selecting Linked Accounts

Next, you will link the related income, expense, and adjustment accounts from the previous section to the account you plan to reconcile. To save you time, the program displays these accounts in the Account Reconciliation window when you begin reconciling, and automatically updates them when you finish reconciling.



Accounts

Save Transactions

1. In the Home window, choose Accounts.
2. Display the record for the account you want to set up for reconciliation.
3. On the Account Reconciliation tab, select the option Save Transactions For Account Reconciliation.
4. Choose the Linked Accounts button and fill in the fields with your preferences.

Select up to three income (revenue) accounts and up to three expense accounts.

If you wish, enter more meaningful names for the income and expense headings.

Identify one adjustment account for bank errors.

5. Choose OK.

## Setting Up an Account for Online Banking

If you wish to reconcile Bank or Credit Card accounts using statements that you download from your financial institution's Web site, you must first set up the account to use the online banking feature.

To set up an account for online banking:

1. In the Home window, choose Accounts.
2. Display the record for the Bank or Credit Card account you want to set up for online banking.
3. Fill in the fields.



Accounts

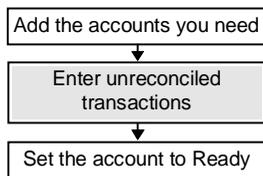
You must check this box to display the other fields in this tab.

Select Bank Account or Credit Card Account.

Enter your account number at the financial institution.

If you select Bank Account, these fields appear. Enter the bank's transit number and select the type of bank account.

## Entering Unreconciled Transactions



As you work through this second of three main sections, you will:

- Manually reconcile your account and, if needed, adjust some expense and income accounts in the Miscellaneous Transactions window.
- Enter any unreconciled amounts from the manual reconciliation, either by typing them, or by selecting them from a list of transactions already entered.



Backup

Before you continue, back up your company files. (On the File menu, choose Backup, then fill in the screen.) Later, if you are unhappy with your attempt to set up account reconciliation, it will be easier to start over if you have a backup.

## Manually Reconciling: Making a List of Unreconciled Amounts

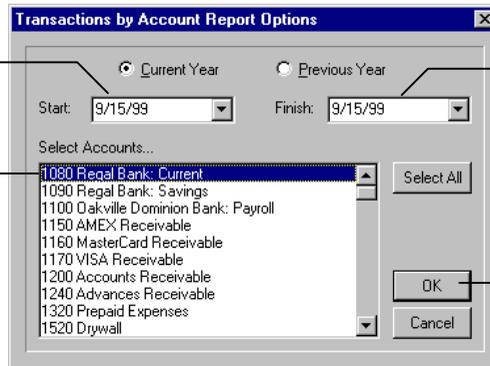
In this section, you will determine which transactions to store with the account record. These are unreconciled amounts you

must look for on *future* statements because they did not appear on a *past* bank or credit-card statement.

Print the most current transactions

1. In the Home window, from the Reports menu, choose Financials, and then Transactions By Account.

Enter the date of *the day after* your last manually reconciled bank or merchant statement.



Enter the session date.

Select *only* the Bank or Credit Card account you want to set up for reconciliation.

After you enter the date range and select the account, click OK.

2. In the report that appears, choose Print from the File menu.
3. Gather all your unreconciled statements and match them to the Transactions By Account report. If there is a form on the back of your bank or credit-card statement, use it to help you.
4. Ensure that all cheques you wrote, and all deposits or credit-card payments you processed, are on the statements.

Income and expense amounts

As you reconcile, you may find withdrawals or deposits that the bank or credit-card company decided to make from your account. For example, on the statement you find a:

- Withdrawal of 35¢ for each cheque you wrote.
  - Deposit for interest you earned from the bank.
  - Rental charge for an electronic or ATM terminal.
  - Four percent merchant-fee deduction from credit-card deposits.
5. If you find such transactions on your bank or credit-card statement, enter them in the Miscellaneous Transactions window to finish your manual reconciliation:
    - For all such withdrawals on the statement, credit the account you are reconciling and debit an expense

account. (For example, debit one of the Expense accounts you added earlier in this chapter, in “Adding the Accounts You Need for Reconciling.”)

- For all such deposits on the statement, debit your Bank account, and credit an income account. (For example, credit one of the Income accounts you added earlier in this chapter.)

**Tip:** As you reconcile each statement, you may find that some of the withdrawals or deposits you made during a particular month are not on that month’s statement. These missing or “unreconciled” amounts will likely appear on the following month’s statement.

Unreconciled amounts

6. Make a list of any missing or “unreconciled” amounts. (If you are manually reconciling more than one statement, remove any unreconciled amounts from this list if you find them on later statements.)

***Making this list of unreconciled amounts is very important. Since you plan to reconcile the next statement using Simply Accounting, you must store their details in Simply Accounting.***

Continue with the instructions in the next section, “Adding Unreconciled Amounts to the Account Record.”

## Adding Unreconciled Amounts to the Account Record

In your manual reconciliation, you accounted for any differences between the balance on your bank or credit-card statement and the corresponding account balance in your Simply Accounting records.

These differences normally arise because your Simply Accounting records are more up-to-date than the bank or credit-card statement. When you reconcile in Simply Accounting, you must add outstanding transactions to the Account Reconciliation record, so that the balance forward will be correct when you reconcile the following month.

When you add the amounts to the account record, you will probably need to:

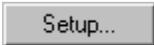
- Select outstanding transactions from the list of transactions in Simply Accounting.
- Type in any transactions that were outstanding as of the earliest transaction date, or when you last cleared transactions.

### Selecting Existing Transactions

The recommended way to add unreconciled transactions is to select them from a list of transactions. The program will store the details of the transactions you select, in the account record.



Accounts



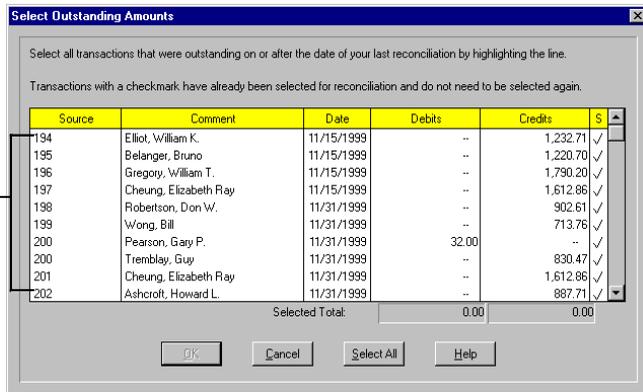
1. In the Home window, choose Accounts.
2. Display the record for the account you are setting up for reconciliation.
3. On the Account Reconciliation tab, click Save Transactions For Account Reconciliation. Choose Setup, and then Yes.
4. Enter a date range.

Check your manual reconciliation and enter the earliest date of any unreconciled amount. (You cannot choose a date earlier than the earliest transaction date.)

Be sure to enter the session date, *not an earlier date.*

5. In the list that appears, highlight all the amounts from your manual reconciliation that you want to add (the ones you found in the section “Manually Reconciling: Making a List of Unreconciled Amounts”).

Select all transactions that appear on the list you made when you manually reconciled past statements. (Transactions from before the earliest transaction date, or before you last cleared entries, can be added later.)



Select each item only once!

All previously selected items are marked with a check mark (✓) in the Status (S) column. Since you can save your work and return to it later, be careful not to select the same transaction more than once! See “What to Do about an Unresolved Amount,” later in this chapter, to remove duplicate or unwanted items from the list of unreconciled items.

Missing transactions

The on-screen list may be incomplete. You will add missing transactions later by typing them in.

6. Choose OK and continue with the steps that follow, in “Typing In Unreconciled Transactions.”

### Typing In Unreconciled Transactions

A second way to add unreconciled transactions from your manual reconciliation is to type them in. The program will store the details of those transactions with the account.

Use this method when the transaction date is either before the earliest transaction date, or before the date you last removed (cleared) transaction details.

*Typing an unreconciled item in the Set Up Account Reconciliation dialog box does not add it to the transaction list in any other module. If the item was never entered in Simply Accounting, leave the Set Up Account Reconciliation dialog box and enter it as described next.*

To enter an unreconciled transaction from the current financial year that was *never entered*:

1. Close the Set Up Account Reconciliation dialog box.
2. In the Home window, choose a transaction window (for example, Miscellaneous Transactions).
3. Enter the missing transaction.
4. Then, in the Account Reconciliation window, use the steps in “Selecting Existing Transactions,” earlier in this chapter, to store the unreconciled amount with your account.

To type an unreconciled transaction:

1. In the Home window, choose Accounts.
2. Display the record for the account you are setting up for reconciliation.
3. On the Account Reconciliation tab, choose Setup, then No.



Accounts



Add transactions from before the earliest transaction date: choose Edit, Insert Line anywhere in the list, or type in the bottom (blank) line.

**Set Up Account Reconciliation**

Edit Report Help

Enter the ending balance from your last reconciled statement:

Enter all amounts that were outstanding on or after the date of your last reconciliation. Enter outstanding deposits as debit amounts and outstanding cheques as credit amounts.

Source	Comment	Date	Debits	Credits
254	Belanger, Bruno	12/15/1999	--	2,674.16
255	Tremblay, Guy	12/15/1999	--	2,289.55
256	Gregory, William T.	12/15/1999	--	1,852.60
257	Wong, Bill	12/15/1999	--	1,201.66
258	Cheung, Elizabeth Ray	12/15/1999	--	3,216.57
259	Belanger, Bruno	12/15/1999	--	2,674.16
Adj318	Reverse J231	12/15/1999	1,047.13	--
			Selected Total:	122,723.99      121,218.88
			Unresolved:	0.82

OK Cancel Set Ready Help

4. Type in any unreconciled transactions that remain. Do not enter those that you selected in the previous section, “Selecting Existing Transactions.”

**Tip:** When you print the Account Reconciliation Detail report, the transactions print in the order in which you entered them, so you may want to order them by date.

- Once you have added all the unreconciled transactions, skip to step 2, in the next section, “Entering the Statement’s Ending Balance.”

## Entering the Statement’s Ending Balance

Look up the ending balance on your most recent reconciled bank or credit-card merchant statement (from your manual reconciliation).

- In the Home window, choose Accounts.
- Display the record for the account you are reconciling.
- On the Account Reconciliation tab, choose Setup, and then No.



From the statement, enter the ending, or “closing,” balance. Do not skip this step!

Set Up Account Reconciliation

Enter the ending balance from your last reconciled statement: 13,121.67

Enter all amounts that were outstanding on or after the date of your last reconciliation. Enter outstanding deposits as debit amounts and outstanding cheques as credit amounts.

Source	Comment	Date	Debits	Credits
255	Tremblay, Guy	12/15/1999	--	2,289.55
256	Gregory, William T.	12/15/1999	--	1,852.60
257	Wong, Bill	12/15/1999	--	1,201.66
258	Cheung, Elizabeth Ray	12/15/1999	--	3,216.57
259	Belanger, Bruno	12/15/1999	--	2,674.16
Adj318	Reverse J231	12/15/1999	1,047.13	--
Bank Error	Bank error to be reversed	12/15/1999	--	0.82

Selected Total: 122,723.99      121,219.70

Unresolved: 0.00

Buttons: OK, Cancel, Set Ready, Help

The goal is to reduce this number to zero.

The program compares the statement ending balance to the current balance of the account. The difference must be the same as the total of the unreconciled items you have been adding.

If the unresolved amount is zero, follow the steps later in this chapter, in “Setting the Account to Ready.”

If the unresolved amount is not zero, check for hints in “What to Do about an Unresolved Amount.”

## What to Do about an Unresolved Amount

If all else fails, restore your backed up company files, take a break, and start from the beginning. Before you take this drastic step:

1. Print an Account Reconciliation Detail report for the account you are reconciling, so that you can see a record of the reconciliation in progress. In the Home window, from the Reports menu, choose Account Reconciliation, and then Account Reconciliation Status Report. Select the account, enter dates, and choose OK. Then, for a printed copy, choose Print from the File menu.
2. Work through the checklist that follows.

If you find an error, correct it, and then return to the Set Up Account Reconciliation dialog box to see whether the unresolved amount is zero.

### Checklist: Correcting an Unresolved Amount

- |                          |                                 |   |
|--------------------------|---------------------------------|---|
| <input type="checkbox"/> | Statement balance               | In the Set Up Account Reconciliation dialog box, check that you entered the ending balance from your last bank statement.   |
| <input type="checkbox"/> | Incomplete list of transactions | Check your manual reconciliation. Be sure you listed all unreconciled withdrawals <i>and</i> deposits in the Set Up Account Reconciliation dialog box.  |
| <input type="checkbox"/> | Charges, fees, and interest     | Be sure you have entered any transactions initiated by the bank or credit-card company (such as service charges, equipment rental, merchant fees, or interest earned). Follow the steps in “Manually Reconciling: Making a List of Unreconciled Amounts” to add income and expense amounts now, if they do not already exist. |
| <input type="checkbox"/> | Duplicate transactions          | Any transaction you select in the Select Outstanding Amounts dialog box appears in the Set Up Account Reconciliation dialog box. You may have selected duplicates, or a transaction that was already reconciled.  |

Remove any transaction that does not appear on your list of unreconciled withdrawals or deposits (from your manual reconciliation). In the Set Up Account Reconciliation dialog box:

1. Highlight any field in the line you want to remove.
2. On the Edit menu, choose Remove Line.

Errors on the statement

Check for errors made by your bank or credit-card company. Carefully compare the amounts on your bank statement to the amounts on the cancelled cheques, cheque stubs, deposit slips, and so on. If you discover an error on the statement:

- Ask your bank or credit-card company to correct the error.
- Record the error in Simply Accounting:
  - a) If the Set Up Account Reconciliation dialog box is open, choose OK to close it.
  - b) In the Home window, choose Miscellaneous Transactions, and enter an adjustment.
    - If the bank or credit-card company owes you, credit the Bank or Credit Card account and debit the adjustment account (for example, debit the Adjustment account you added earlier in this chapter).
    - If you owe the bank or credit-card company, debit your Bank or Credit Card account and credit an adjustment account (for example, credit the Adjustment account you added earlier in this chapter).

Missing entries

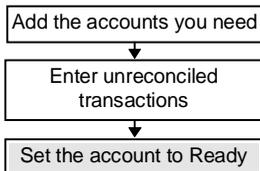
Check for missing entries. Print both the Payment and the Receipt Transactions reports, and carefully compare them to your statement.

**If you forgot to record a deposit or a withdrawal:**

1. If the Set Up Account Reconciliation dialog box is open, choose OK to close it.
2. Record a receipt or cheque in the Receipts or Payments window.

3. In the Home window, choose Accounts and then open the record for your Bank or Credit Card account.
4. On the Account Reconciliation tab, choose Setup, then Yes, and then enter a date range. From the list, select the unreconciled transactions you just added, and choose OK.

## Setting the Account to Ready



In this third of the three main sections, you will set the account ready to reconcile.

Before you can set the account ready to reconcile, ensure that the unresolved amount in the Set Up Account Reconciliation dialog box is zero, as described earlier in this chapter.

To set the account ready to reconcile:

1. In the Set Up Account Reconciliation dialog box, choose Set Ready. This step cannot be reversed.

The program enters the last reconciled end balance amount as the Balance Forward amount for next month's reconciliation, advances the Finish Date you entered earlier (by one month), and saves the list of unreconciled transactions.

2. Print the Account Reconciliation reports, so you have a record of the setup transactions. (For instructions, see Chapter 16, "Reports and Graphs," in the *User Guide*.)

Adjusting an unresolved amount

It is possible (but not recommended) to set the account ready to reconcile while the unresolved amount is not zero. To do so, choose Set Ready, and then OK to record the amount in the adjustment account.

## Where To Now?



Account  
Reconciliation

After completing the instructions in this chapter, the account is ready for reconciliation.

To set up another account for reconciliation, repeat the steps in this chapter.

For instructions on reconciling your monthly bank or credit-card merchant statements, see Chapter 14, “Reconciling Accounts,” in the *User Guide*.



# Chapter 8

## Setting Up Printers

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# Chapter 8

## Setting Up Printers

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This chapter tells you how to test your printer to see if it prints Simply Accounting reports and forms properly, and describes additional steps you can take if you have problems.

### Before You Print

Before you print any type of report or form, you must:

- Install at least one printer to work with Microsoft Windows. Choose Settings on the Start menu, then Printers, then Add Printer.
- Select a printer and specify printer settings for each type of form in Simply Accounting.

Make sure your printer is correctly connected to your computer, and has paper and a power supply.

### Using Different Printers for Specific Forms

You can specify in advance which printer and settings the program should use for: payment cheques, invoices, T4 slips, statements, paycheques, labels, purchase orders, sales order confirmations, sales quotes, receipts, and reports and graphs.

Whatever you print, the program remembers both the printer and the settings you selected, every time it prints that type of form. For more information, see “Printer Settings,” in Chapter 5.

## Testing Your Printer

You should test all types of forms to see if your printer prints them properly. If a report does not print properly, see “Troubleshooting,” later in this chapter.

Before you begin, install a printer in Microsoft Windows (refer to your Windows manual or the online help in Windows), and enter printer settings in Simply Accounting (see “Printer Settings,” in Chapter 5).

## Testing Reports

As a test, print a two-page report such as the chart of accounts.

If you wish, you can open the sample company included with the program, and print its chart of accounts. (If you have not installed the sample company, see Chapter 3, “Installing and Starting Simply Accounting.”)

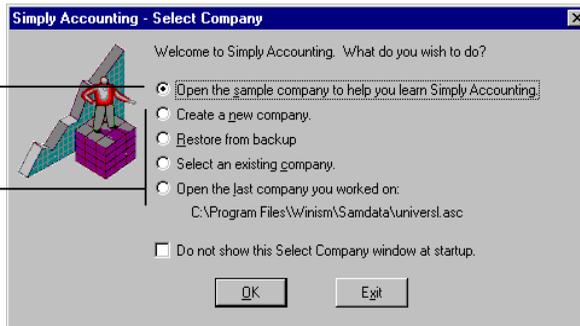
To print the chart of accounts:

1. Start Simply Accounting and open a company.



You can select the sample company...

...or you can open your own company.



2. In the Home window, on the Reports menu, choose Lists, then Financials, then Chart Of Accounts.
3. On the File menu, choose Print.
4. Check the printed report.

## Testing Other Forms

After you print a report, as described in the previous section, test each type of form you plan to print.

You can print payroll cheques, payment cheques, invoices, purchase orders, sales order confirmations, quotes, receipts, and customer statements on 8½ by 11-inch or 8½ by 7-inch forms, or on custom forms (explained in Chapter 21, “Customizing Forms and Reports,” in the *User Guide*).

T4 and Relevé 1 slips print on 8½ by 5½-inch preprinted forms or, with some laser printers, on 8½ by 11-inch preprinted sheets (explained in Chapter 16, “Reports and Graphs,” in the *User Guide*).

If the form does not print properly, use the steps that follow to adjust your printer settings. Follow the same steps for all forms.

These steps use customer statements as an example. You can test them using blank 8½ by 11-inch paper or preprinted 8½ by 11-inch or 8½ by 7-inch customer statement forms.

To print a customer statement:

1. Start Simply Accounting and open a company.



You can select the sample company...  
...or you can open your own company.



2. In the Home window, on the Setup menu, choose Reports And Forms, then select the Statements tab and confirm that the form-size setting matches the size of your statement forms.

3. In the Home window, on the Reports menu, choose Customers And Sales, and then Customer Statements.
4. Select at least two customers from the list and choose OK.  
You must print at least two statements, to see where the second statement starts printing, and whether your printer knows how long a statement should be.
5. Check the printed statements. They are printed properly if:
  - The print lines up properly on the page.
  - The second statement starts in the correct place. This depends on the page size of your forms:
    - 8½ by 11 inches: The second statement starts printing at the top of the next 8½ by 11-inch page.
    - 8½ by 7 inches: The second statement starts printing seven inches below the start of the first (except when printing on laser printers).

If you selected a form size of 8½ by 7 inches, and the statements did not print in the proper position, your printer driver does not let Simply Accounting set page sizes automatically.

If you are using a dot-matrix printer, you can still print this form, either by setting the page size manually, or by using the Epson FX 80 or the Generic/Text Only printer driver. First, test to see whether you can set the page size manually, following the steps below.

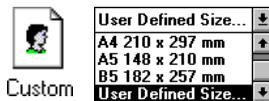
## Testing Manual Page-Size Setting

If you have determined that your dot-matrix printer driver does not allow Simply Accounting to set page sizes automatically, by following the instructions in the previous section, "Testing Other Forms," you should now determine whether you can set page sizes manually.

To test whether you can set page sizes manually:

1. In the Home window, choose Reports And Forms from the Setup menu.
2. In the Report And Form Options dialog box, select the tab for the type of form you want to test, then choose the form size you want.
3. Choose Setup.

On the screen that appears next, look for a range or list of paper sizes to select. The appearance and selection in the list depends on your printer (and on your version of Windows).



- If the paper size you need is available, or the printer has a Custom or User Defined Size option (to let you define the page size manually), continue with the steps in the next section, “Setting Up Non-Standard Forms.”
- If the paper size you need is not available and there is no Custom or User Defined Size option (which would let you define the page size manually), you can use 8½ by 11-inch forms, or try “Using a Simpler Printer Driver for Non-standard Forms,” later in this chapter.

## Setting Up Non-Standard Forms

Use these steps to set up non-standard forms if you have determined that your printer driver:

- Does not let Simply Accounting automatically set the page size (as determined in “Testing Other Forms”), and
- Does let you set the page size manually (as determined in “Testing Manual Page-Size Setting”).

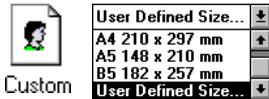
Reset page size to print a different size of form

The program will use the same setting for every type of form. Each time you want to print a different size form, you must choose a different page size.

If you use more than one printer, you must choose a page size each time you want to print a different size form on a particular printer.

To set the form size:

1. In the Home window, choose Reports And Forms from the Setup menu.
2. In the Report And Form Options dialog box, select the tab for the type of form you want to print.
3. Select the printer, form (paper size), and the font name and size you want to use.
4. Choose Setup, then select the paper size you want from the available paper sizes. Or, if the size you want is not listed, select Custom or User Defined Size, then enter the size of your paper.

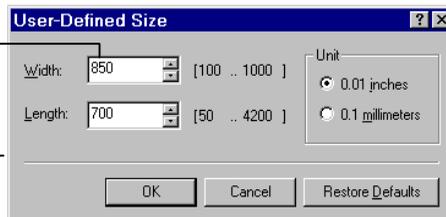


You can print cheques, invoices, purchase orders, sales orders, quotes, and statements on 8½ by 7-inch or 8½ by 11-inch forms, or on custom forms (explained in Chapter 21, “Customizing Forms and Reports,” in the *User Guide*).

In this example, the paper size is 8½ by 7 inches:

Multiply the desired width and length of your form by 100 if you use inches, or by 10 if you use millimetres (850 = 8½ inches).

The dialog box may look different, depending on your version of Windows.



5. Choose OK until you return to the Home window.

You are now ready to print. Simply Accounting will use this page size for everything you print, until you change the settings.

Other programs in Microsoft Windows that use this printer will also use this page size.

## Using a Simpler Printer Driver for Non-standard Forms

If your printer accepts neither automatic nor manual settings for page sizes, and you want to use a non-standard form, then you must install another printer driver.

A printer driver is a file that contains information about your printer. Some printer drivers are more complex than others. The Epson FX 80 and Generic/Text Only printer drivers are simpler, and will work with most printers to print on non-standard forms. Try installing the Epson FX 80 printer driver first. If it does not work, install the Generic/Text Only printer driver.

### Installing a Simpler Printer Driver in Windows

1. On the Start menu, choose Settings, Printers, Add Printer.
2. Follow the instructions on the screen to install either the Epson FX 80 or the Generic/Text Only printer driver.
3. Return to Simply Accounting and continue with the steps in the next section, "Selecting a Simpler Printer Driver in Simply Accounting."

### Selecting a Simpler Printer Driver in Simply Accounting

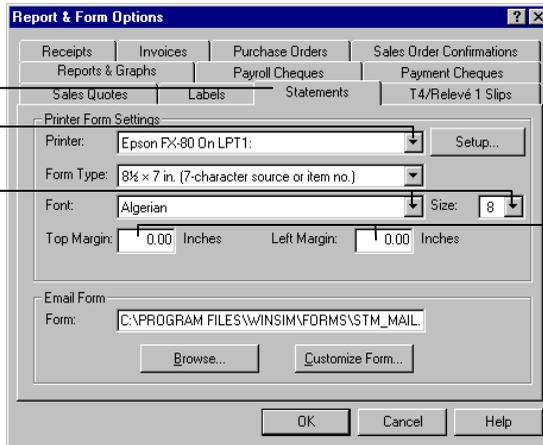
After you install a printer driver in Windows, you must select the printer driver in Simply Accounting for each type of form you want to print. You only need to do this once. The program remembers the settings and uses them each time you print.

- Select a printer driver
1. In Simply Accounting, choose Reports And Forms from the Setup menu.

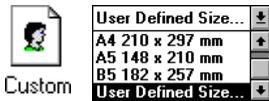
Select the tab for the form you want to print.

Select a printer from the list.

Choose a font. (Not all fonts come in all sizes. Size 12 or 14 is easy to read. Size 8 lets you print reports with many columns per page.)



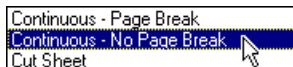
If necessary, change the margins until the form prints correctly. Many dot-matrix printers work well with a small negative left or right margin (as explained later in this chapter).



2. Choose the Setup button. For Paper Size, select Custom from the end of the list, or choose User Defined Size. Select a unit (0.01 inch or 0.1 millimeters), then enter the size of your paper. For example, enter 850 by 700 for an 8½ by 7-inch form.

**Tip:** For T4 slips, enter 550 for the length.

3. Choose OK to return to the previous screen.
4. In the Paper Source field, select Continuous No Page Break with the Generic printer driver, or Tractor with the Epson printer driver.



This ensures that your printer prints the next cheque, invoice, or other form directly below the previous one. If you do not select No Page Break, each item prints at the top of an 8½ by 11-inch page.

5. Repeat steps 1 to 4 for each type of form you want to use.
6. You are now ready to print on non-standard forms. Test your new settings. Use the steps in “Testing Other Forms,” earlier in this chapter.

Test your forms again

# Helpful Hints

## Troubleshooting

If this happens:	Do this:
Report is too wide to fit on the page	<p>Choose a smaller type size or different font. On the Setup menu, choose Reports And Forms, select the form, then select another font size or font.</p> <p>If you are using a dot-matrix printer, try a compressed font (such as Roman 17 cpi or Courier 17 cpi).</p>
Printing does not line up properly (tractor-feed printer)	<p>Shift the paper left, right, up, or down. Refer to the printer's manual.</p> <p>Reset your margins. On the Setup menu, choose Reports And Forms, select a form type, then change the margin settings. Also, see the next section, "Setting Negative Margins."</p>
Last two lines of the page do not print	<p>Reduce the top margin. On the Setup menu, choose Reports And Forms, select a form type, then enter a smaller top margin. Also, see the next section, "Setting Negative Margins."</p> <p>If you are using an HP LaserJet printer, you may have selected a PostScript printer driver. This causes the program to print too many lines per page. Select another printer driver, using the steps earlier in this chapter, in "Installing a Simpler Printer Driver in Windows" or "Selecting a Simpler Printer Driver in Simply Accounting."</p>
Nothing prints	<p>Check that your printer is connected and switched on.</p> <p>Try reinstalling the printer driver, using the steps in "Installing a Simpler Printer Driver in Windows."</p>

## Setting Negative Margins

If the printing does not line up properly on a form, you can reset the margins. You can even set negative margins to shift the printing slightly to the left, or up:

1. From the Setup menu, choose Reports And Forms. Select the tab for the form you want to change.
2. Experiment with different margin settings until you get the result you want.



The maximum negative margin setting depends on the printer and form, but you cannot exceed  $-1.00$ .

If the program displays a message telling you the printer offsets (that is, the negative numbers) are too big, use a smaller number. Or, continue with the printing to see how well the form is aligned, then adjust the margin.

# Chapter 9

## Setting Up Cash-Basis Accounting

---

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# Chapter 9

## Setting Up Cash-Basis Accounting

---

Simply Accounting lets you choose one of two common ways to keep accounting records: accrual-basis or cash-basis accounting.

This chapter:

- Explains cash-basis accounting, and describes how to switch the cash-basis accounting option on or off.
- Lists the setup procedures that *differ* for cash-basis accounting.
- Directs you to other chapters for setup procedures that are the same for both methods.

For instructions on day-to-day use of Simply Accounting, see Chapter 17, “Using Cash-Basis Accounting,” in the *User Guide*.

### What is Cash-Basis Accounting?

Cash-basis accounting is one of the two most common ways of keeping track of a company’s revenues and expenses. The other method is accrual-basis accounting.

The difference is in the timing

In cash-basis accounting, revenues are counted when cash is received from customers, and expenses are counted when cash is paid out. You record purchases at the time of purchase, and record sales at the time of sale, but the transactions do not affect your account balances until payment changes hands.

In accrual-basis accounting, revenues are counted when a sale is made, and expenses when a purchase is made, even if the payment is not received, or made, until later. Most companies use accrual-basis accounting. In Canada, cash-basis accounting is more often used by people whose business is farming or fishing, and by non-profit organizations, such as charities.

Advantage	The advantage to using cash-basis accounting is that it is easier to track and control your cash flow.
Disadvantage	However, it may give a less-accurate picture of your business, since you may have made large sales or purchases that have not appeared in your accounts because money has not been received or paid out.
Check with your accountant before choosing an accounting method	The decision to use cash-basis accounting requires careful consideration. Check with your accountant to determine which accounting method to use. You can switch to the cash-basis or to the accrual-basis at any time, though this decision should also be considered very carefully.

**Note:** The term “cash-basis accounting” does not refer to the method of payment. Regardless of which accounting method you use, both you and your customers can pay by cheque, cash, credit card—it’s your choice.

## How Do I Start?

In this table, read all four cases and decide which one applies.

---

If this describes your case:	Follow these steps:
<ul style="list-style-type: none"><li>■ You are setting up a <i>new</i> Simply Accounting system for a <i>new</i> company.</li><li>■ You want to use cash-basis accounting.</li></ul>	<ul style="list-style-type: none"><li>■ Check with your accountant before you choose cash-basis accounting.</li><li>■ Work through all the steps in the next section, “Setting Up a New Cash-Basis Accounting System.”</li></ul>
<ul style="list-style-type: none"><li>■ You are setting up a <i>new</i> Simply Accounting system for an <i>existing</i> company.</li><li>■ You want to <i>continue</i> to use cash-basis accounting.</li></ul>	<ul style="list-style-type: none"><li>■ Work through all the steps in the next section, “Setting Up a New Cash-Basis Accounting System.”</li></ul>

---

- 
- You are setting up a *new* Simply Accounting system for an *existing* company.
  - You want to use cash-basis accounting, but *until now* you were using accrual-basis accounting.
  - Check with your accountant before you choose cash-basis accounting.
  - Enter your historical invoice and payment details using the accrual-basis method, as described in “Entering Vendor Records and Historical Purchases” and “Entering Customer Records and Historical Sales,” in Chapter 6.
  - Finish entering historical details as described in “Finish Entering History,” in Chapter 6.
  - Follow the steps in “Changing Accounting Methods in Existing Simply Accounting Files,” later in this chapter, to choose cash-basis accounting.
- 
- Your Simply Accounting system is already set up and in use.
  - You want to switch cash-basis accounting on or off, to *change* your accounting method.
  - Check with your accountant before you change accounting methods.
  - Follow the steps in “Changing Accounting Methods in Existing Simply Accounting Files,” later in this chapter.
- 

## Setting Up a New Cash-Basis Accounting System

This section tells you how to:

- Set up Simply Accounting files for a new company.
- Switch to cash-basis accounting.
- Add records for vendors, customers, inventory, and so on.
- Link the accounts you need to connect your modules.
- Enter historical details, if any.
- Finish entering historical details, if required.

Keep track

This section refers you to other chapters, so be sure to stay organized by marking each step as you complete it.

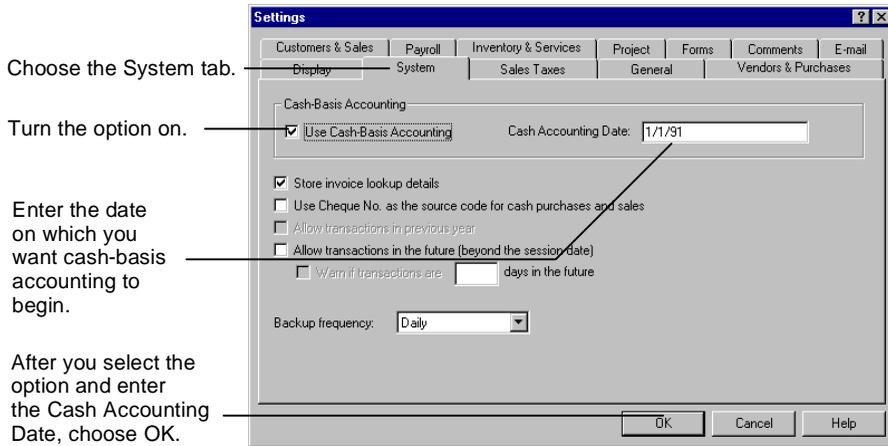
## Set Up New Company Files

- 1. Install Simply Accounting, as described in Chapter 3. Be sure to install the sample company and company templates, too.
- 2. Read “What is Cash-Basis Accounting?,” earlier in this chapter, to learn about the effects of using the cash-basis accounting method in Simply Accounting.
- 3. Practice using the program with the cash-basis sample company:
  - a) Start Simply Accounting.
  - b) Select Open The Sample Company To Help You Learn Simply Accounting, and choose OK.
  - c) Select Cash-Basis, and choose OK.
  - d) With this company, work through the tutorial in Chapter 4. (Do not use Universl.asc, as that sample company does not use cash-basis accounting.)
- 4. Create your own company, as described in “Creating a Company,” in Chapter 5.

Now switch your new company files to cash-basis accounting, as described next.

## Switch to Cash-Basis Accounting

- 1. In the Home window, on the Setup menu, choose Settings, then:



Now add records to track your customers, suppliers, and inventory, as described next.

## Add Records

- 1. Add vendor records, as described in “Adding Vendors (Suppliers),” in Chapter 2, “Maintaining Records,” in the *User Guide*.
- 2. Add customer records, as described in “Adding Customers,” in Chapter 2, “Maintaining Records,” in the *User Guide*.
- 3. Add employee records if you plan to use the payroll module, as described in “Adding Employees,” in Chapter 2, “Maintaining Records,” in the *User Guide*.
- 4. Add inventory records if you plan to track inventory activity for:
  - Goods (such as items for resale, and supplies for your business), as described in “Adding Inventory Items and Services,” in Chapter 2, “Maintaining Records,” in the *User Guide*.
  - Services, as described in Chapter 2, “Adding Inventory Items and Services,” in the *User Guide*.
- 5. Add project records, if you plan to allocate expenses and

revenues to particular projects (or branches, departments, and so on), as described in “Adding Projects,” in Chapter 2, “Maintaining Records,” in the *User Guide*.

Now link the modules to each other, as described next.

## Link the Modules

- ❑ 1. If you are using the inventory and payroll modules, set up their linked accounts, as described in “Linked Accounts,” in Chapter 5, in this manual.
- ❑ 2. Review the list of accounts below to determine which ones you will need, then link them as described in “Linked Accounts,” in Chapter 5.

*For descriptions of the different accounts, see “Linked Accounts in the Vendors and Purchases Module” and “Linked Accounts in the Customers and Sales Module,” in Chapter 6.*

- **Principal and Alternate Bank Accounts.** Required when you make a purchase or sale.
- **Accounts Payable and Accounts Receivable.** Required *only if* you plan to enter transactions with dates earlier than the Cash Accounting date, *in addition to* your regular cash-basis accounting transactions.

Cash-basis  
difference

In accrual-basis accounting the Accounts Payable and Accounts Receivable accounts *must* be linked. This is one of the differences between cash-basis and accrual-basis accounting.

- **Freight Expense and Freight Revenue.** Required *only if* you pay for freight, or charge customers for freight.
- **GST/HST Paid On Purchases and GST/HST Charged On Sales (Rate 1) or (Rate 2).** Required *only if* you pay and collect GST or HST. If you collect both GST and HST, link two accounts for purchases and two for sales—one for each tax rate.
- **PST Payable or QST Payable.** Required *only if* you collect PST or QST on sales.

To choose PST or QST

(To switch between PST and QST, on the Setup menu, choose Settings, then Sales Taxes, then select or clear the Use Quebec Sales Tax option.)

- **Refundable QST Paid.** Required *only if* you pay QST that qualifies for an input tax refund.
- **QST Charged On Sales (Rate 1) and (Rate 2).** Required if you entered a QST Rate 1 (on the Settings menu, choose Settings, then Sales Taxes, then Use Quebec Sales Tax) and if you charge QST on sales of corporeal movable property and services. If you entered a QST Rate 2, you must also link a second account.

New or existing company?

If your company is new, you can now use the Finish Entering History command, as described in Chapter 6. If your company was already in business, enter the historical business information, as described next.

## Enter Historical Business Information

- 1. For each vendor and each customer, gather or make a list of all unpaid invoices. If you want fully paid invoices to appear on the Vendor Aged report, list them, too.
- 2. Using the list from step 1, follow the steps in “Enter Purchase Invoices” and “Enter Sales Invoices,” in Chapter 6. Note this difference:
  - The dialog boxes you use to enter historical invoices in cash-basis accounting differ from the Historical Invoices dialog box shown in Chapter 6. Be sure to fill in all the historical details, as shown in these two examples:

Cash-basis difference

Accept or change the payment terms.

From the invoice, copy the item number. Double-click in the Item column to display a list of inventory items, or to add an item "on the fly."

From the invoice, copy the description, amount, and account. You can add an account for a service expense "on the fly."

From the invoice, copy the freight charge and the taxes.

Copy the invoice number and date.

You can add a project "on the fly" when you allocate expenses.

After entering all the information, choose Record.

If the item is an inventory item, enter the amount you paid your vendor (supplier) under Cost of Goods Sold (C.O.G.S.).

From the customer invoice, copy the item number, description, amount you charged the customer for the item, account, and amount you paid when you bought the item.

You can add items, accounts, and projects "on the fly" if they do not already exist in your records.

From the invoice, copy the freight and sales taxes.

3. If you included fully paid invoices on your list in step 1, follow the steps in "Enter Payments" and "Enter Receipts," in Chapter 6.

You are now ready to use the Finish Entering History command, as described in Chapter 6.

## Finish Entering History

- 1. After you have entered the historical information for the modules you need, complete the Finish Entering History command, as described in Chapter 6.

## Changing Accounting Methods in Existing Simply Accounting Files

You can switch to cash-basis accounting or accrual-basis accounting at any time, although this is a decision you should consider carefully. Check with your accountant before taking this step.



Be sure you do not mix cash-basis and accrual-basis transactions in the same time period as a result of changing from one method to another.

### To change to cash-basis accounting:



Backup

1. Back up your company files. (On the File menu, choose Backup, then fill in the fields on the screen.)
2. On the Setup menu, choose Settings, then the System tab.

Turn the option on.

Enter the date on which you want cash-basis accounting to begin. To avoid unexpected entries, do not change this date once cash-basis accounting has started.

The screenshot shows the 'Settings' dialog box with the 'System' tab selected. Under the 'Cash-Basis Accounting' section, the checkbox for 'Use Cash-Basis Accounting' is checked. The 'Cash Accounting Date' is set to 1/1/91. Below this, there are several other options: 'Store invoice lookup details' is checked, 'Use Cheque No. as the source code for cash purchases and sales' is unchecked, 'Allow transactions in previous year' is unchecked, and 'Allow transactions in the future (beyond the session date)' is unchecked. A sub-option 'Warn if transactions are' is set to 0 days. At the bottom, the 'Backup frequency' is set to 'Daily'.

3. Choose OK.

If you change to cash-basis accounting, then find that you must enter an accrual-basis transaction, ensure that the transaction has a date earlier than the Cash Accounting date. Such transactions are treated as accrual-basis accounting transactions, and the revenue or expense is immediately counted.

If you have entered accrual-basis invoices, you can only unlink the linked accounts after you pay off the invoices and remove their details (using the Clear Paid Invoices command on the Maintenance menu).

### To change to accrual-basis accounting:

1. Determine which case applies to you:
  - If you intend to continue using cash-basis accounting, but you need to print accrual-basis statements (for example, to show your bank, or to pay taxes to the government), **do not** switch off the Use Cash-Basis Accounting option. Instead, follow the steps in “Printing Accrual-Basis Reports in Cash-Basis Accounting,” in Chapter 17 of the *User Guide*.
  - If you intend to continue using cash-basis accounting, but must enter a few accrual-basis entries from an earlier period, **do not** switch off the Use Cash-Basis Accounting option just to enter an accrual-basis transaction. Instead, enter a transaction with a date earlier than the Cash Accounting date.
  - If you intend to switch to accrual-basis accounting permanently, continue with the following steps.
2. On the Setup menu, choose Linked Accounts, then Vendors And Purchases.
3. If the Accounts Payable field is blank, select the account in which you will track the amounts you owe to vendors.

For more information on linking accounts, see “Setting Up a Linked Account,” in Chapter 5.

4. Choose OK. (Or, if the linked Accounts Payable account was already selected, choose Cancel.)

To print  
accrual-basis  
reports

To add earlier,  
accrual-basis  
transactions



## Backup

5. Similarly, on the Setup menu, choose **Linked Accounts**, then **Customers And Sales**. Select the account in which you will track the amounts your customers owe you, then choose **OK**.
6. Back up your company files. (On the File menu, choose **Backup**, then fill in the screen.)
7. On the Setup menu, choose **Settings**, then the **System** tab.
8. Clear (uncheck) the **Use Cash-Basis Accounting** box, then choose **OK**.
9. Choose **Yes** when **Simply Accounting** asks whether you are sure you want to do this.

Simply Accounting immediately processes any uncounted cash-basis accounting transactions as of the session date.

If you change your mind

If you change your mind about switching to accrual-basis accounting, you cannot “unprocess” these transactions. Instead, you must restore the backup you made in step 6 and re-enter any details you added later. (For details, see “Restoring a Backup,” in Chapter 1 of the *User Guide*.)

## Where To Now?

This chapter has guided you through the process of setting up the program for cash-basis accounting. For information about how to enter day-to-day transactions using cash-basis accounting, refer to Chapter 17 in the *User Guide*.



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