

Sage Simply Accounting

GETTING STARTED GUIDE

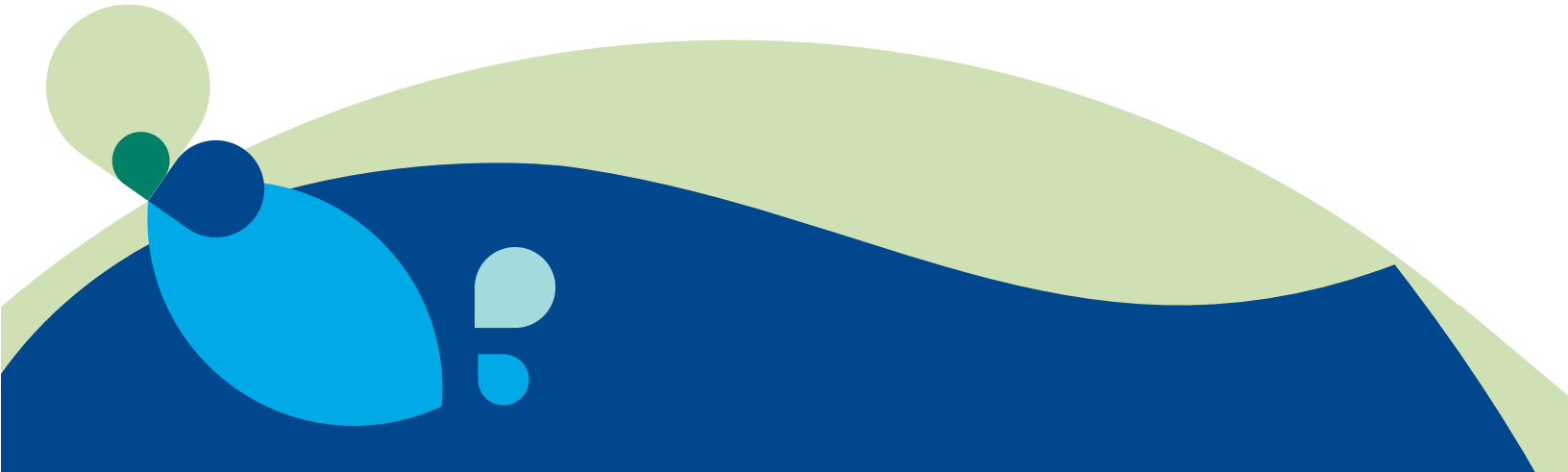


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Sage Simply Accounting GETTING STARTED GUIDE



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Getting Started

Welcome to Sage Simply Accounting!

Use this guide to help you install Sage Simply Accounting and set up your company so that you are up and running as quickly as possible.

In this guide, you'll learn how to:

- Set up your company
- Set preferences to suit your business needs
- Get help when you have questions
- Secure your company data
- Enter some common business transactions

Note: Sage Simply Accounting comes in a number of editions to suit the needs of all small businesses. This guide covers the following editions: Sage Simply Accounting Pro, Sage Simply Accounting Premium, and Sage Simply Accounting Enterprise.

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

Sage Simply Accounting Installation Information

My Company Name:

My Sage Simply Accounting Account ID:

My Sage Simply Accounting Serial Number:

My Installation Key Code:

The Home Window

The Home window is designed for efficiency, ease of use, and quick access to the features you use most often. You can quickly get an overview of your business and then follow the workflow diagrams to find the specific tasks you want to perform. If you are upgrading from a previous version of Sage Simply Accounting, you can easily access the classic Home window that you are familiar with by clicking Switch to Classic View.

The screenshot shows the Sage Simply Accounting Pro 2011 interface for the company 'UNIVERSAL CONSTRUCTION'. The main window title is 'Customers & Sales' and it indicates 'This is my default page' and 'Session Date: Mar 31, 2011'. The left navigation bar includes 'Customers & Sales', 'Vendors & Purchases', 'Inventory & Services', 'Employees & Payroll', 'Projects', 'Banking', 'Company', 'Sage Spark', and 'Learning Centre'. The main content area features a workflow diagram with icons for 'Customers', 'Projects', 'Sales Orders', 'Sales Quotes', 'Sales Invoices', and 'Receipts'. A 'Customers' table is displayed on the right, showing a list of customers with their telephone numbers and balances as of Mar 31, 2011. The 'Reports' section at the bottom right shows 'Customer List' as the selected report, with a 'Display' button and a 'Report Centre' icon.

Customer Name	Telephone	Balance
Ashburton Reinforcing	(604) 555-8471	\$0.00
Askew Shopping Centre	(604) 555-8856	\$18,190.00
Bayswater School Board	(604) 555-9402	\$14,000.00
Belvedere Nursing Home	(604) 555-3902	\$0.00
Brown, Jerome B.	(604) 555-8934	\$21,151.00
Cavendish, Peter S.	(604) 555-2390	\$0.00
Construction Concrete Corp	(604) 555-9384	\$2,729.00
DAB Collision Ltd	(604) 555-4310	\$14,647.00
District Of Slokan	(604) 555-8945	\$0.00
Empire Automobile Repairs	(604) 555-8297	\$0.00
Fogarty Motors	(604) 555-8754	\$0.00

Click one of the navigation bar options on the left for business workflow diagrams, lists, reports, and quick access to tasks. In Shortcuts, click **Customize** to add your own quick links to other tasks!

Getting Help

There are a variety of options available to you when you have questions.

Get Help as You Work

Use the in-product and online Help search to find answers to your questions. Ask a help question in a Sage Simply Accounting window, or from the Search tab in the Help. Scan the list of search results, and then select a help topic to view.

Open the Learning Centre to learn what's new and access the latest training courses, frequently asked questions, and video tutorials. Use the integrated RSS Feed Reader to check on the status of forum posts and add your own feeds to other online resources.

Online Support Resources

Connect with other small business professionals and Sage Simply Accounting representatives in the Sage Simply Accounting Online Community by visiting www.simplyaccounting.com/community/. The community has quick access to several easy to use help resources, including:

- The online Knowledgebase
- Blogs
- Discussion forums
- Live chat with a Customer Support specialist

Community content is delivered directly to the integrated Learning Centre in Sage Simply Accounting!

Sage University Training

Open the Learning Centre to find classroom training courses in your area, or sign up for an online course at www.sageu.com.

Contact Sage for Support

If you can't find the answer to your question using the Help, the online Knowledgebase, or other self-help resources, then contact us for support.

Contact us Monday through Friday, 6 a.m. to 5 p.m. Pacific Time.

CONTACT INFORMATION	
Customer Sales:	1-888-261-9610
Customer Service:	1-888-222-8985
Customer Support:	1-888-522-2722
Online:	www.simplyaccounting.com

Note: All customers receive **FREE** online support for one case within 60 days of product registration. Please visit www.simplyaccounting.com/2011support.¹

Go online to chat live with a customer support specialist!

Work With a Sage Simply Accounting Expert

Get the help you need from accounting experts! Sage has an extensive network of Premier Advisors and Certified Consultants to support all phases of your accounting software installation and business development. To find an expert in your area, visit www.simplyaccounting.com/findconsultant.

¹Must be used within 60 days of product registration. Support Specialists reserve the right to limit online chat sessions to one hour.



Setting Up Your Company

Preparing to Create Your Company

Unless you begin to use Sage Simply Accounting when you start your business, you will need to know your account balances as of the date you start working with and recording transactions in Sage Simply Accounting.

Steps to Take Before You Create Your Company File

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

What Date Do I Choose?

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

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

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

Preparing to Create Your Company

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

What is a Trial Balance?

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

The Trial Balance lists all your account balances (assets, liabilities, equity, revenues, and expenses) as of a given date. Ask your accountant for this report as of the conversion date you choose.

If you are converting from another computerized accounting system such as QuickBooks®, you should be able to print the report yourself. So, if you convert to Sage Simply Accounting on January 1, 2011, you will need the trial balance report as of December 31, 2010.

3. Gather together all outstanding customer invoices, and all unpaid vendor bills.
4. If you have employees, gather together your employee records and payroll information.
5. Make a list of the items you sell. If you track physical inventory items, then for each item, determine the quantity on hand as of your start date, and the opening value.

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

Creating a New Company

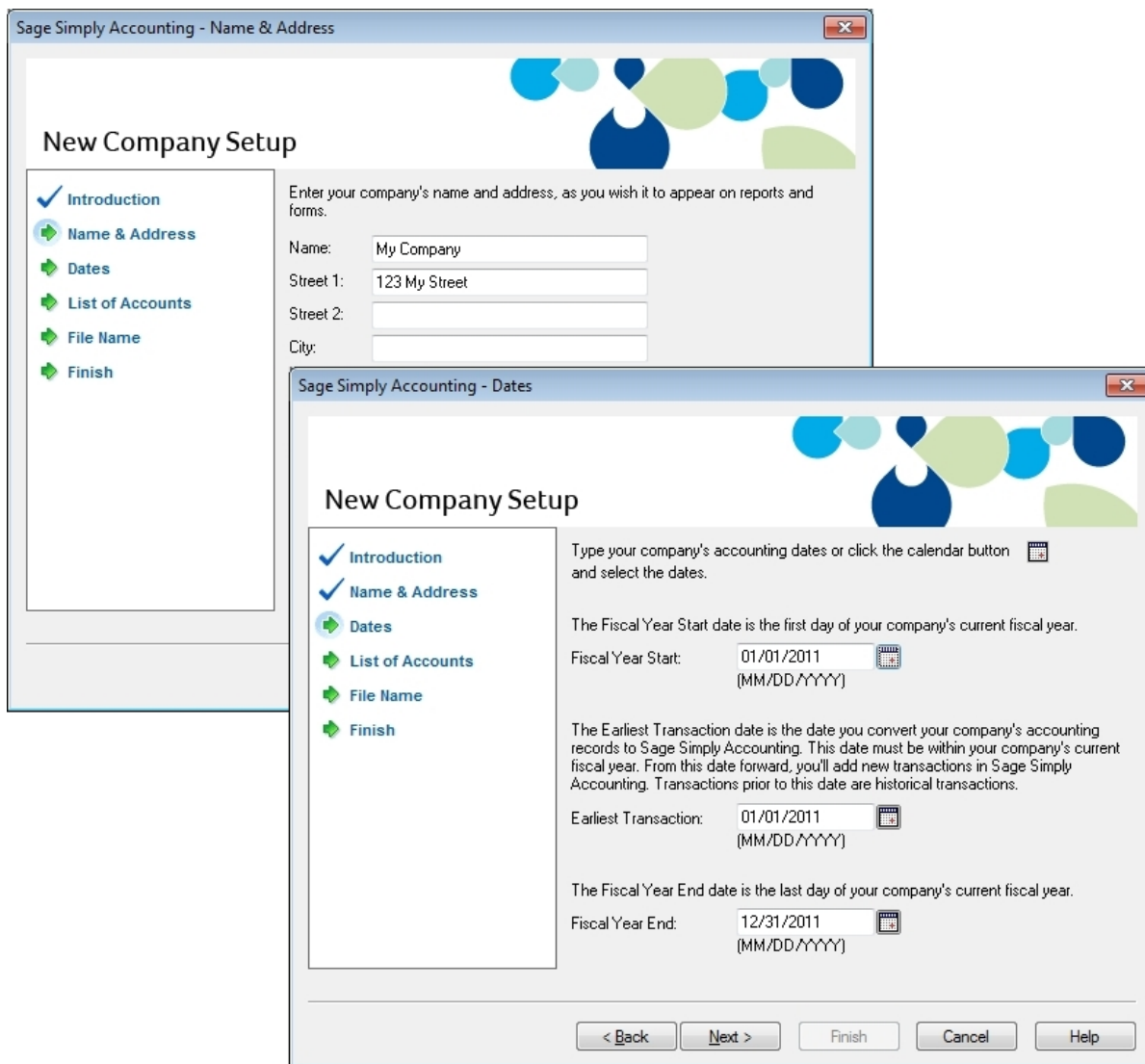
The **New Company Setup Wizard** guides you through the process of creating a new company in a few simple steps.

Tip

Converting from QuickBooks® 2010? Select the QuickBooks conversion option, and the wizard will help you convert your existing QuickBooks database to Sage Simply Accounting. Records and outstanding invoice transactions are quickly and easily imported!

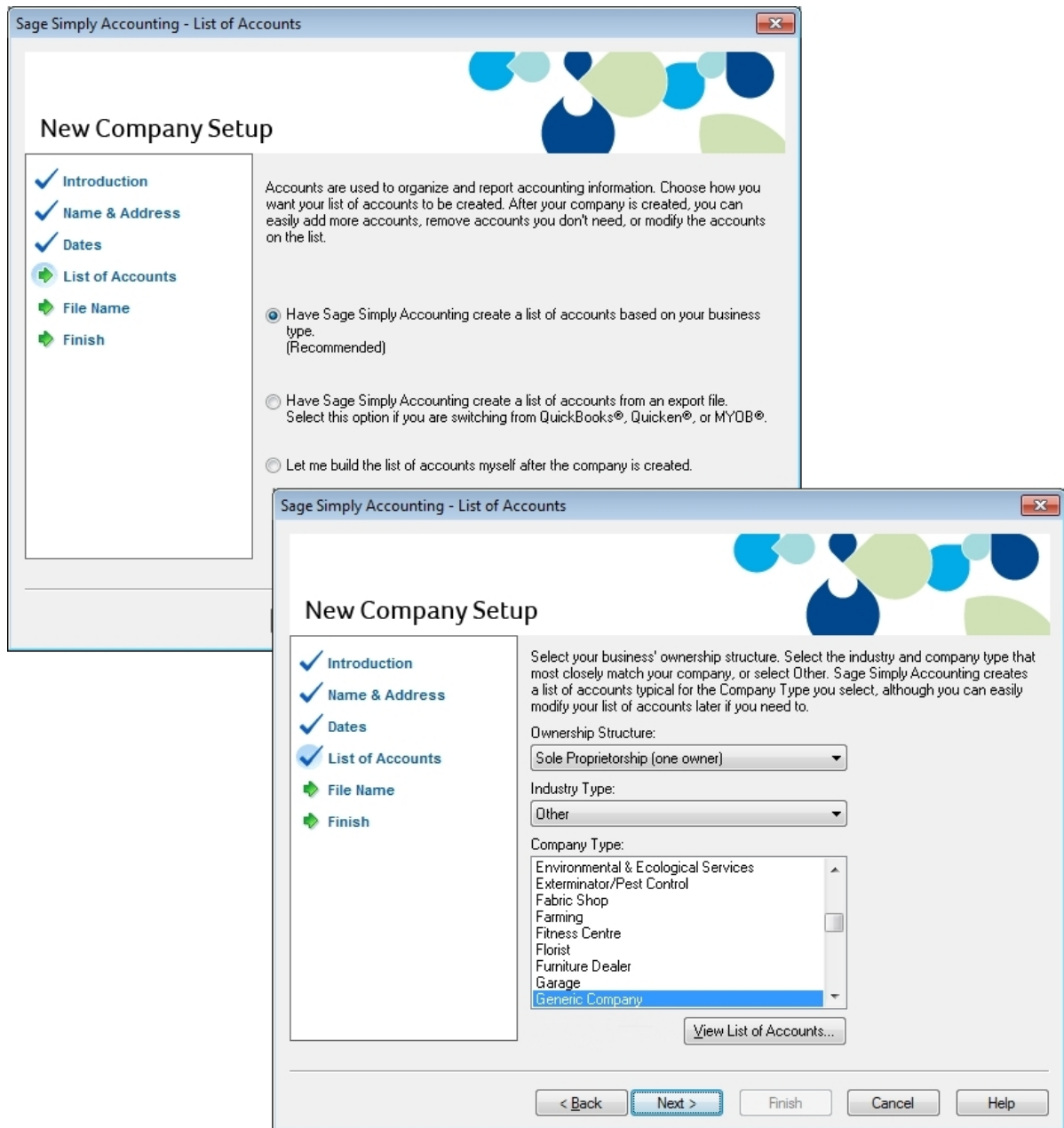
As you move through the wizard, it prompts you to enter details about your company, such as company name, address, phone numbers, and the type of business and industry in which you work. Click the Next button to move forward, or the Back button to go back and review the information you entered. If you get stuck, click the Help button for assistance.

1. Enter your company name and address information.
2. Enter your fiscal year Start and End dates, and your Earliest Transaction date.



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

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



- Select your ownership structure, industry type, and company type.
- Click View List of Accounts to view the complete list of accounts that will be created for your company.

Sage Simply Accounting Premium and Sage Simply Accounting Enterprise

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

- Accept the suggested filename (your company name), or enter a different name.
- Accept the suggested location or Browse to navigate to a different folder.
- Click Finish and Sage Simply Accounting will create your company.

Reviewing & Modifying Settings



Now that you have set up your company, you are ready to review your company settings and get your books up to date.

In Sage Simply Accounting, settings are divided into the following types:

- System settings
- User preferences
- Form and report settings

You'll find system settings in the Settings window, grouped by module. Backup options and settings that affect more than one module are located within the Company group.

There are three important system settings that you should review:

- Sales Taxes
- Foreign Currencies
- Linked Accounts

Sales Taxes

Sage Simply Accounting automatically creates Sales tax items based on the province you chose in the New Company Setup Wizard. For example, if your company operates in British Columbia, two taxes are set up for you: the Goods and Services Tax (GST) and the Provincial Sales Tax (PST).

Sage Simply Accounting also creates some default tax codes that you can use to calculate the taxes you pay and the taxes you charge.

Tip

Assign tax codes to customers, vendors, and items to simplify tax calculations when you process a transaction.

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

Foreign Currencies

If you have customers or vendors that reside in another country, Sage Simply Accounting can be set up to account for operations in a foreign currency. This allows you to create foreign currency bank accounts, add foreign prices to your inventory and service items, pay bills and receive payments without having to manually convert the amounts to or from another currency, and display reports with amounts in both the foreign currency and the equivalent in your home currency.

Sage Simply Accounting Pro supports 2 currencies; Premium and higher support an unlimited number of foreign currencies.

To learn more, search for "Working with foreign currencies" in the Help.

Linked Accounts

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

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

To learn more, search for "About linked accounts" in the Help.

User Preferences

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

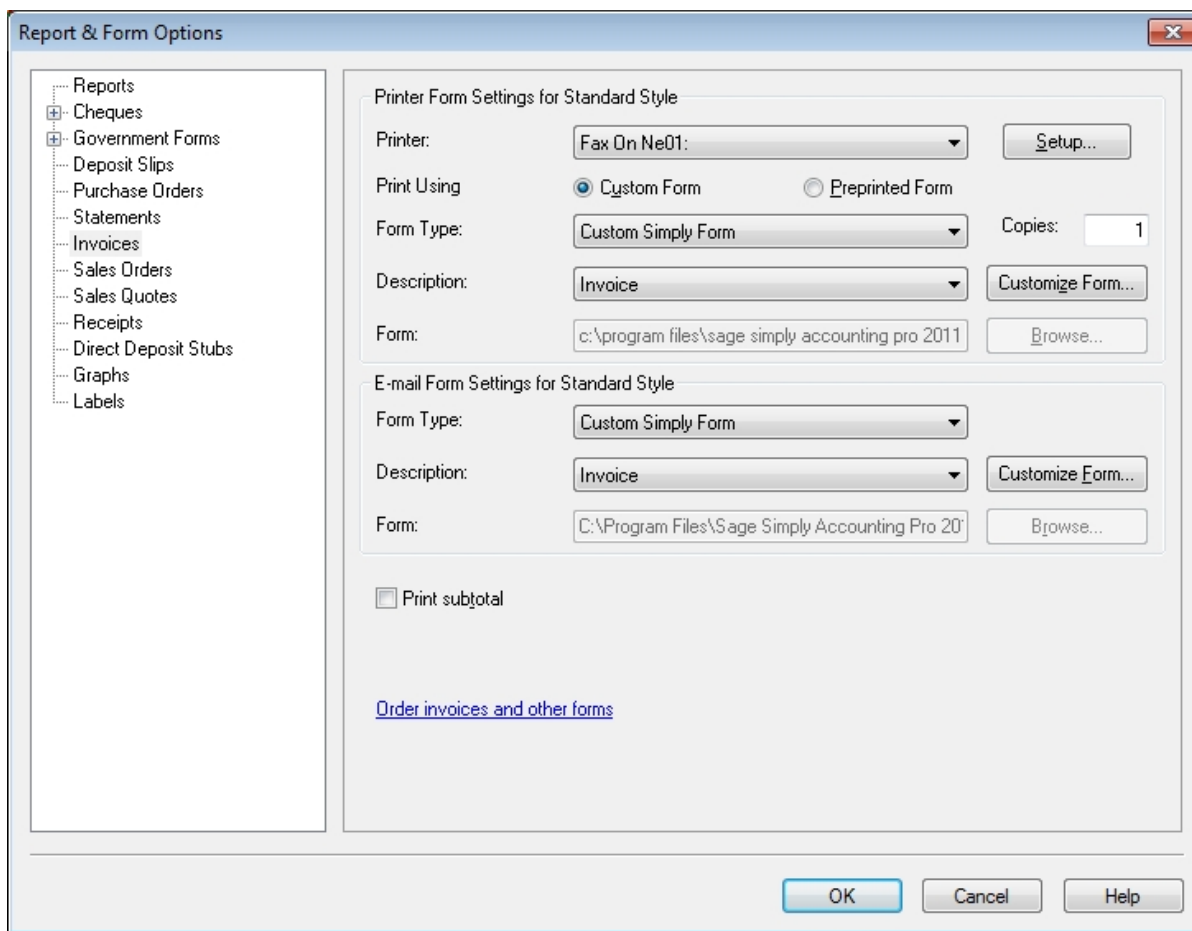
To learn more, search for "About user preferences" in the Help.

Report and Form Options

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

Select the form type for the business forms you use, such as checks and invoices. You can customize any Sage Simply Accounting Form in the integrated Sage Simply Accounting Form Designer to suit your business needs.

Set up Sage Simply Accounting to remind you when to order new cheques.



To learn more about customizing your business forms, search for “How do I customize a form” in the Help.

Adding or Modifying Accounts

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

Account Basics

Naming and Numbering. Sage Simply Accounting assigns numbers to accounts with the benefit being that you can identify the type of account by its account number alone.

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

Most businesses follow the same standard account grouping:

Number Range	Account Group
1000 - 1999	Asset
2000 - 2999	Liability
3000 - 3999	Equity
4000 - 4999	Revenue
5000 - 5999	Expense

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

Type Description

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

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

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

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

The screenshot shows the 'Chart of Accounts Records' window in Sage Simply Accounting. The account selected is '1055 Regal Bank Savings'. The account type is 'Chequing' and the account class is 'Bank'. The institution is 'TD Canada Trust' and the branch is 'Brent Mall Branch'. The transit number is '300000100' and the account number is '0032468790'. The currency is 'CAD'. The current balance in CAD is 50,000.00. The window also shows the 'Type' dropdown menu with options: Group Heading, Subgroup Account (selected), Subgroup Total, Group Account, and Group Total. There is also an 'Inactive Account' checkbox.

Chart of Accounts Records

Select: 1055 Regal Bank Savings

Account: 1055 Regal Bank Savings

Account Class Options | Reconciliation & Deposits | Additional Info | Related Historical Accounts

Type

- Group **H**Heading
- Subgroup **A**ccount
- Subgroup **T**otal
- Group **A**ccount
- Group **T**otal

Inactive Account

Balances as of Mar 31, 2011

Chart of Accounts Records

Select: 1055 Regal Bank Savings

Account: 1055 Regal Bank Savings

Account Class: Bank | Account Type: Chequing

Institution: TD Canada Trust | Next Deposit No.: 1005

Branch Name: Brent Mall Branch | [Change the Next Cheque Number](#)

Transit Number: 300000100 | Use this account for Online Banking

Account Number: 0032468790 | Web Site

Currency: CAD | Home Page: <http://www.tdcanadatrust.com>

[Order cheques and deposit slips](#) | Online Banking Login: <https://easyweb.tdcanadatrust.com>

Inactive Account | Current Balance in CAD 50,000.00

Balances as of Mar 31, 2011 | [Save and Close](#)

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

Entering Account Balances

If you've been running your business for a while, you already have balances to add to your accounts—for example, the total amount that your customers owe you. Enter your opening account balances in Sage Simply Accounting to ensure that your business records are accurate.

You can add accounts and enter opening account balances in the Account Ledger or in the Setup Guide.

1. Find your most recent Trial Balance report—the one dated one day prior to the Earliest Transaction Date you chose in the New Company Setup Wizard.
2. From the Setup menu, select Setup Guide, and then click the Accounts icon.
3. For each account, enter the account balance from the trial balance.

If you start entering transactions in Sage Simply Accounting as of your fiscal start date, your trial balance will be quite simple—it will contain balances for only your balance sheet accounts, not income and expense accounts.

To learn more, watch the Account Setup video tutorial in the Learning Center, or search for “Add or modify an account” and “Setup Guide” in the Help.

Checking Account Balances

Why Did I Receive a Message About Assigning a Difference?

If you don't update all your account balances, the accounts may not balance, and so, you may receive a message asking you to assign the difference to a specific account. Accept the account that Sage Simply Accounting suggests, or select a different account. Check the balance in this account after you have finished entering all opening account balances to ensure that the balance agrees with your records.

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

To check your accounts:

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



Setting Up Customers & Vendors

Entering Customer Information

When you create a customer record, all you need is a name. Of course, you will probably want to add more contact information and default options when it is convenient for you to do so.

You can enter customers and opening balances in the Customer Ledger or in the Setup Guide.

To learn more, watch the Customer Setup video tutorial in the Learning Centre, or search for “Add or modify a customer” and “Setup Guide” in the Help.

1. Enter the customer’s name or other unique identifier.
2. Add in other details about the customer.

Setup Guide - Customers

File Edit View Help

Add Customer Remove Customer Edit Customer

Customer Setup [Watch tutorial](#)

Edit contact and balance owing information about your customers. To add more information about a customer, double-click the name to open the customer record.

Customer*	Contact	Telephone	E-mail	Street 1	Street 2	City	Province	Postal Code
Smith, John	Peter Smith	(604) 207-5555		55 Powell Street		Richmond	British Colu...	V582H6

Number of Customers: 1 Accounts Receivable Balance: \$0.00 equals Total Balance Owing: \$0.00

*Required Field Close Help

Tip

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

Entering Customer Balances

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

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

1. In the record, on the Historical Invoices tab, click Invoices to record unpaid invoices as of the earliest transaction date.
2. In the Historical Invoices dialog box, enter invoice information.

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

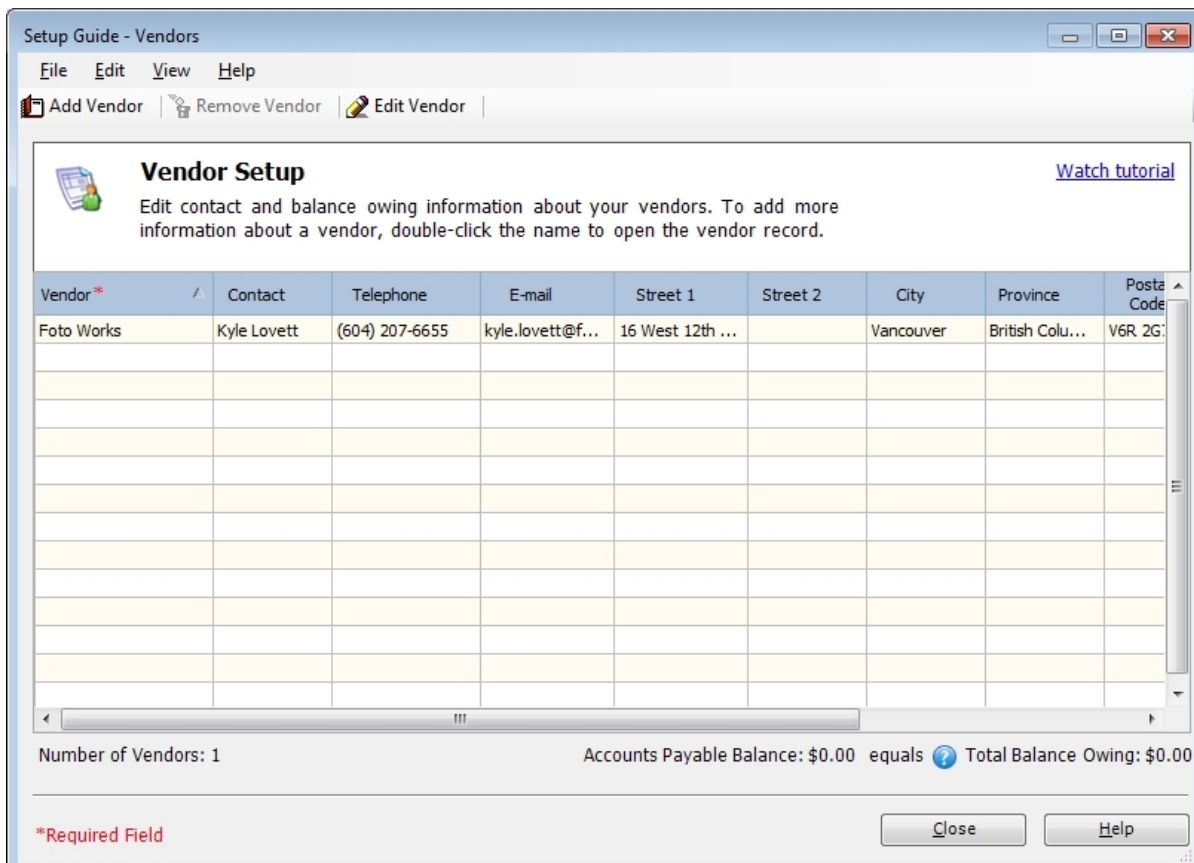
Entering Vendor Information

When you create a vendor record, all you need is a name. Of course, you will probably want to add more contact information and default options when it is convenient for you to do so.

You can enter vendors and opening balances in the Vendor Ledger or in the Setup Guide.

To learn more, watch the Vendor Setup video tutorial in the Learning Centre, or search for “Add or modify a vendor” and “Setup Guide” in the Help.

1. Enter the vendor’s name or other unique identifier.
2. Add in other details about the vendor.



Tip

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

Entering Vendor Balances

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

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

1. In the record, on the Historical Invoices tab, click Invoices to record unpaid invoices as of the earliest transaction date.
2. In the Historical Invoices dialog box, enter invoice information.

Tip

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

Setting Up Items

Entering Item Information

You can create two types of items in Sage Simply Accounting:

Inventory. These are physical or tangible items. Sage Simply Accounting keeps track of the quantity on hand, the quantity on order for customers, and the quantity on order with suppliers. When you create an inventory item, you must define an Asset account to track the value of your inventory, and a Cost of Goods Sold (COGS) account to track your cost. In **Sage Simply Accounting Enterprise**, you can enter and track serialized inventory items. For more information, search for “serialized inventory” in the Help.

Services. These are either intangible items, such as a consulting fee, or items for which you do not track the quantity purchased or sold.

When you create an item, define a revenue or expense account to simplify data entry. Set a Variance account if you allow inventory levels to go below zero.

For more information, search for “How do I create an item record” in the Help.

Tip

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

Entering Opening Quantity and Value

To enter opening balances for your inventory items:

1. Open the Inventory & Services page in the Home window. In the Tasks pane, right-click the Inventory & Services icon and then select Add Inventory & Services from the menu.
2. For each inventory item and service, on the History tab, enter the opening quantity and value for this item. On the Statistics tab, you may also want to enter information about the item as of last year and up to the date when you started using Sage Simply Accounting.

The screenshot displays two overlapping windows from the Sage Simply Accounting software. The top window is titled 'Stocking Units On Hand' and has tabs for 'Quantities', 'Units', 'Pricing', 'Linked', 'Statistics', 'Taxes', 'Additional Info', 'History', and 'Detailed Desc.'. It contains two input fields: 'Opening Quantity' with the value '300' and 'Opening Value' with the value '1,200.00'. The bottom window is titled 'Statistics' and has the same tabs. It features a dropdown menu for 'Show Units Sold in:' set to 'Each'. Below this are two columns of data: 'Year To Date' and 'Last Year'. The 'Year To Date' column includes 'No. of Transactions: 1', 'Units Sold: 20', 'Amount Sold: 216.00', and 'Cost of Goods Sold: 200.00'. The 'Last Year' column includes 'No. of Transactions: 0', 'Units Sold: 0.00', 'Amount Sold: 0.00', and 'Cost of Goods Sold: 0.00'. At the bottom of the 'Statistics' window is a 'Date of Last Sale:' field with a calendar icon.

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

Tip

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



Setting Up Payroll

Setting Up Payroll Defaults

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

- Incomes and deductions you'll use in your business
- Entitlements you provide, and how they are calculated
- Tax rates for unemployment, worker's compensation, and other employer expenses
- Employer-paid expenses specific to your business (user-defined expenses)
- Starting balances for amounts you owe payroll authorities

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

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

Income	Type	Unit of Measure	Calc. Tax	Calc. Tax (Que)	Calc. EI	Calc. Ins. Hours	Calc. CPP/QPP	Calc. EHT	Calc. QHSF	Calc. Vac.	Calc. QPI
Advance	System	Period									
Benefits	System	Period	✓				✓	✓			
Benef. (Que)	System	Period		✓			✓		✓	✓	
Vac. Earned	System	Period					✓				
Vac. Paid	System	Period	✓	✓	✓		✓	✓	✓		✓
Regular	Hourly Rate	Hour	✓	✓	✓	✓	✓	✓	✓	✓	✓
Overtime 1	Hourly Rate	Hour	✓	✓	✓	✓	✓	✓	✓	✓	✓
Overtime 2	Hourly Rate	Hour	✓	✓	✓	✓	✓	✓	✓	✓	✓
Salary	Income	Period	✓	✓	✓	✓	✓	✓	✓	✓	✓
Commission	Income	Period	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bonus	Income	Period	✓	✓	✓	✓	✓	✓	✓	✓	✓
Income 4	Income	Period	✓	✓	✓	✓	✓	✓	✓	✓	✓
Income 5	Income	Period	✓	✓	✓	✓	✓	✓	✓	✓	✓
Income 6	Income	Period	✓	✓	✓	✓	✓	✓	✓	✓	✓
Income 7	Income	Period	✓	✓	✓	✓	✓	✓	✓	✓	✓
Income 8	Income	Period	✓	✓	✓	✓	✓	✓	✓	✓	✓
Income 9	Income	Period	✓	✓	✓	✓	✓	✓	✓	✓	✓

Track Quebec Tips

Tip

To display the payroll tutorial, open the Learning Centre, and then select the Payroll tutorial from the list.

Entering Employee Information

1. You can enter basic employee information (contact information, birth date, SIN, hire date) in:

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

Setup Guide: From the Setup menu, select Setup Guide, and then choose the Employee option.

2. For each employee, enter the following additional information:

Taxes. Add tax information, such as the province of employment, and the employee's federal and provincial claim amounts.

Income. Select the applicable incomes, enter pay rates and vacation calculations, and the number of pay periods per year.

Deductions. Select the applicable source deductions and enter pay period amounts.

WCB & Other Expenses. Enter the Worker's Compensation rate, and pay period contributions for additional employer-paid expenses.

Entitlements. Record how entitlements, such as sick days, are calculated.

T4 and RL-1 Information. Enter and review T4 and RL-1 slip information, such as pensionable and insurable earnings.

Additional Information. You can create up to 5 user-defined fields in which to store additional employee information. If you set up these fields in the Payroll group in the Settings window, then you can enter employee information here.

Memos. Add reminders and notes.

Direct Deposit. If you offer direct deposit, turn on the option on the employee's record and then specify the bank accounts to which their pay is deposited.

Tip

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

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

Taxes paid

Advances paid

Taxable benefits to date

Vacation owed and paid

Wages paid

Deductions taken

User-defined employer expenses to date

Year-to-date pensionable earnings, EI premiums, and for Quebec employees, QPIP premiums

Tip

Check federal and provincial employment standards to learn more about worker's compensation, vacation pay requirements, and year end reporting.

Make sure you update the opening balance in each linked payroll account.

Open the Report and Form Options window from the Setup menu, and then review your payroll form settings.

Setting Up Projects

Entering Project Information

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

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

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

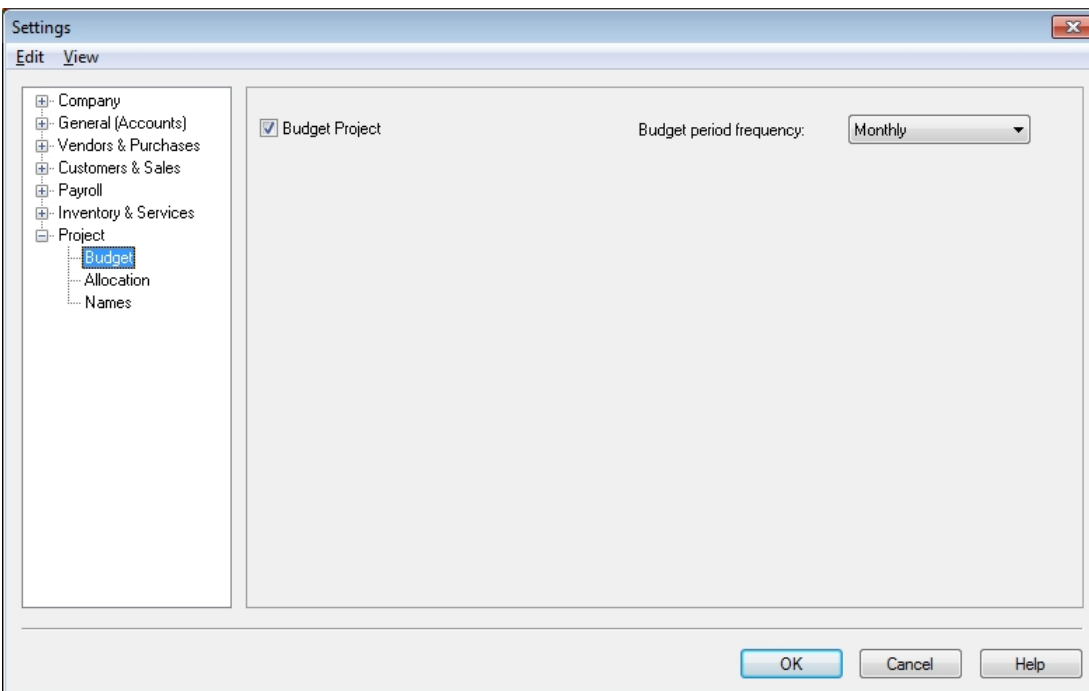
Enter the total revenue received and expenses incurred as of the earliest transaction date you entered when you set up your company.

Tip

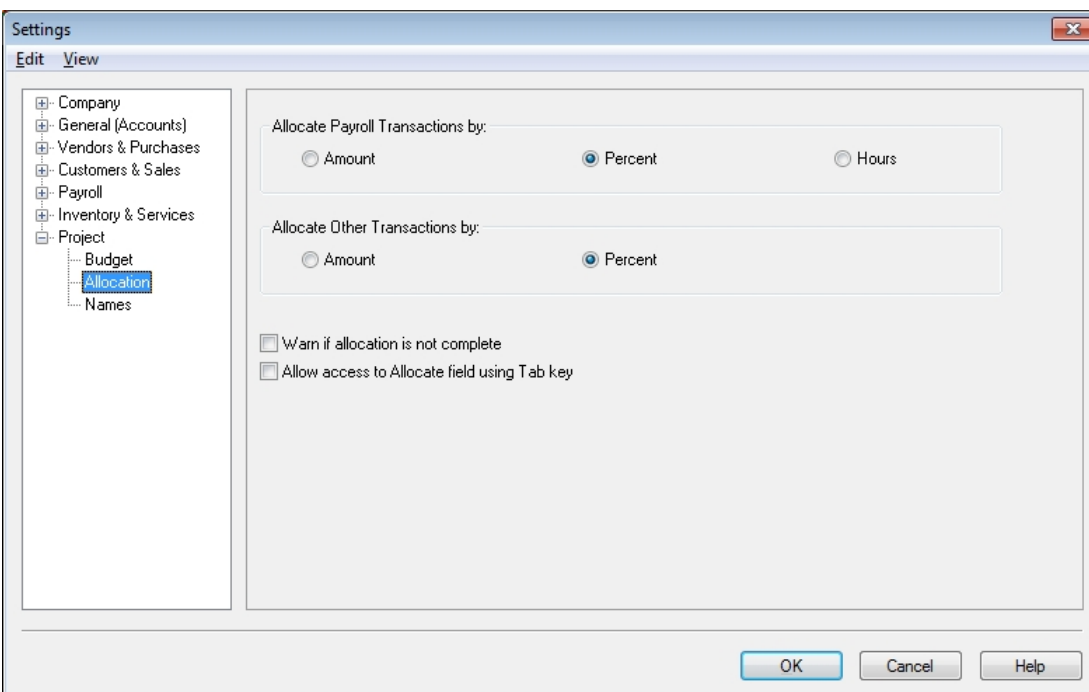
You can rename the Projects module in the Settings window. In Sage Simply Accounting Premium and Enterprise, “Projects” may initially be named something else, depending on the industry type you selected when you created your company.

Reviewing and Modifying Project Settings

If you create budgets for your projects, open the Settings window from the Setup menu. Click Project and then Budget. Check the Budget Project box and then select the budget period. When these options are turned on, a new Budget tab will appear in each project record so that you can budget individual projects.



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



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

Essential Tasks

Overview of Customer Transactions

If you prepare sales orders and quotes for your customers, open the Settings window, click Company, and then click Features. Turn on the options for quotes and orders for customers.

Money In



Sales Quotes

Keep track of estimates that you've sent to a current or potential customer. No accounting entries are made when a quote is entered.



Sales Orders

Create an order for an item or service that you will provide at a later date. No accounting entries are made when a quote is entered.



Sales Invoices

Bill your customers for goods shipped or received at the time of sale, and for services provided.



Receipts

Enter payments you receive from your customers, and apply the payment to one or more unpaid invoices.

Tip

In the Sales window, click the Convert button to easily convert a quote to an order or invoice, or an order to an invoice.

Invoicing Customers



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

To create an invoice: Open the Customers & Sales page in the Home window. In the Tasks pane, click the Sales Invoices icon, and then complete the following steps.

1. Select a customer. Sage Simply Accounting will auto-fill the Sold to, Ship to, Comments, and Terms fields with the data from the customer's record.
2. Select items from your price list, or enter details about the items you are selling.
3. Print or e-mail the invoice, or print your invoices in a batch at a later date.
4. Click Process to record the transaction, and update account balances and the customer's record.

Receiving Customer Payments



To record a payment from a customer: Open the Customers & Sales page in the Home window. In the Tasks pane, click the Receipts icon, and then complete the following steps.

1. Select a customer.
2. Select the payment method, and the account to which you will deposit the payment. If the customer is paying by cheque, enter the cheque number.
3. Ensure the date of receipt is correct. By default, the current session date is used.
4. Select the invoice to which the payment should be applied. Sage Simply Accounting automatically calculates the eligible discount based on the payment terms you entered.
5. Click Process to record the transaction and update account balances and the customer's record.

Overview of Vendor Transactions

If you place purchase orders with your vendors or submit requests for quotes, open the Settings window and then click Features. Turn on the options for quotes and orders for vendors.

Money Out



Purchase Quotes

Enter an estimate you received from a vendor for goods or services. No accounting entries are made when a quote is entered.



Purchase Orders

Record an order for an item that your vendor will supply at a later date, or for a service that the vendor will provide at a later date.



Purchase Invoices

Enter bills from vendors for items you have received or for services provided.



Payments

Pay Purchase Invoices: Enter a payment to a vendor and apply the payment to one or more unpaid bills.

Pay Credit Card Bills: Enter payments (for example, write a check) to your credit card company for business expenses.

Pay Expenses (also known as Make Other Payment): Record an expense and the method of payment.

Pay Remittances: Enter payments to payroll authorities for source deductions and other payroll-related expenses.

Tip

In the Purchases window, click the Convert button to easily convert a quote to an order or invoice, or an order to an invoice.

Recording Expenses

If you do not need to use Sage Simply Accounting to keep track of and remind you about your unpaid bills, you can simplify your record keeping by entering only your expenses. In fact, all businesses have miscellaneous day-to-day expenses that can be recorded this way. For information on entering and paying a bill, search for “Entering a purchase invoice” in the Help.

To enter an expense: Open the Vendors & Purchases page in the Home window. In the Tasks pane, right-click the Payments icon, select Pay Expenses from the menu, and then complete the following steps.

1. Select a vendor from the list.
2. Select a payment method and the account from which the expense is paid. If you are paying by cheque, enter the cheque number.
3. Ensure the date of payment is correct. By default, the current session date is used.
4. Select an account to record the expense, and then enter details about each expense.
5. Click Process to record the transaction and update account balances.

Paying Employees

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


1. Select an employee from the list.
2. Confirm the bank account and cheque number (or direct deposit number, if this employee is set up for direct deposit).
3. Confirm the payroll period end date.
4. Enter details, such as the hours worked if the employee is paid an hourly wage.
5. Preview, and then print the paycheque.
6. Click Process to record the transaction, and update account balances and the employee’s record.

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

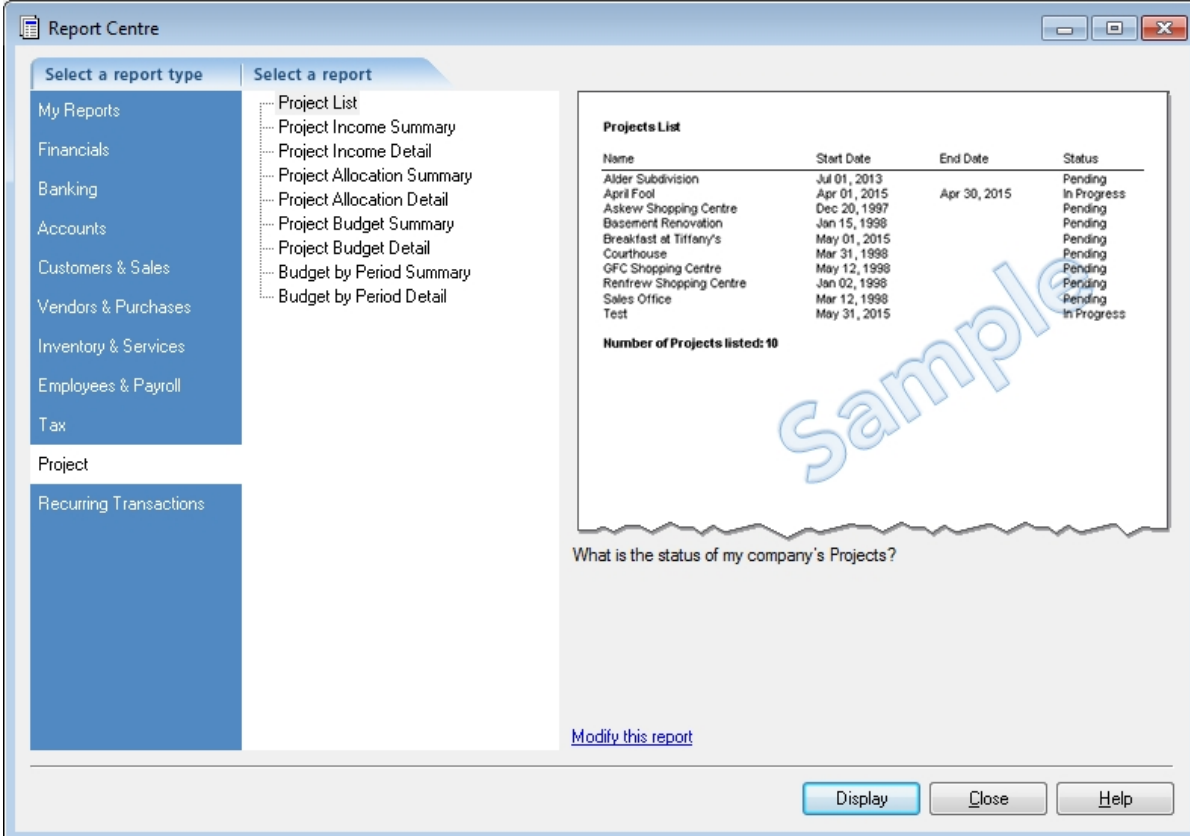
Reporting

Reports help you find out how your business is doing. In particular, you should pay attention to the main financial reports: the Balance Sheet, and the Income Statement. Sage Simply Accounting includes over 100 pre-formatted reports, and you can customize them all to suit your needs!

The Report Centre

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

1. Select a report type to display a list of reports.
2. Similar reports are grouped together. Double-click to open a group, and single click to select a particular report. A sample image of the printed report and a description is displayed on the right.
3. Click Modify this report to open the Modify window for this report. You can customize Print and Font settings on every report. Other modification options include: the number and the size of report columns, filters, and sort options.
4. Click Display to view the report.



Report Centre

Select a report type | Select a report

My Reports
Financials
Banking
Accounts
Customers & Sales
Vendors & Purchases
Inventory & Services
Employees & Payroll
Tax
Project
Recurring Transactions

Project List
Project Income Summary
Project Income Detail
Project Allocation Summary
Project Allocation Detail
Project Budget Summary
Project Budget Detail
Budget by Period Summary
Budget by Period Detail

Projects List

Name	Start Date	End Date	Status
Alder Subdivision	Jul 01, 2013		Pending
April Fool	Apr 01, 2015	Apr 30, 2015	In Progress
Askew Shopping Centre	Dec 20, 1997		Pending
Basement Renovation	Jan 15, 1998		Pending
Breakfast at Tiffany's	May 01, 2015		Pending
Courthouse	Mar 31, 1998		Pending
GFC Shopping Centre	May 12, 1998		Pending
Rentrev Shopping Centre	Jan 02, 1998		Pending
Sales Office	Mar 12, 1998		Pending
Test	May 31, 2015		In Progress

Number of Projects listed: 10

What is the status of my company's Projects?

[Modify this report](#)

Display Close Help



System Administration

Managing Your System Files

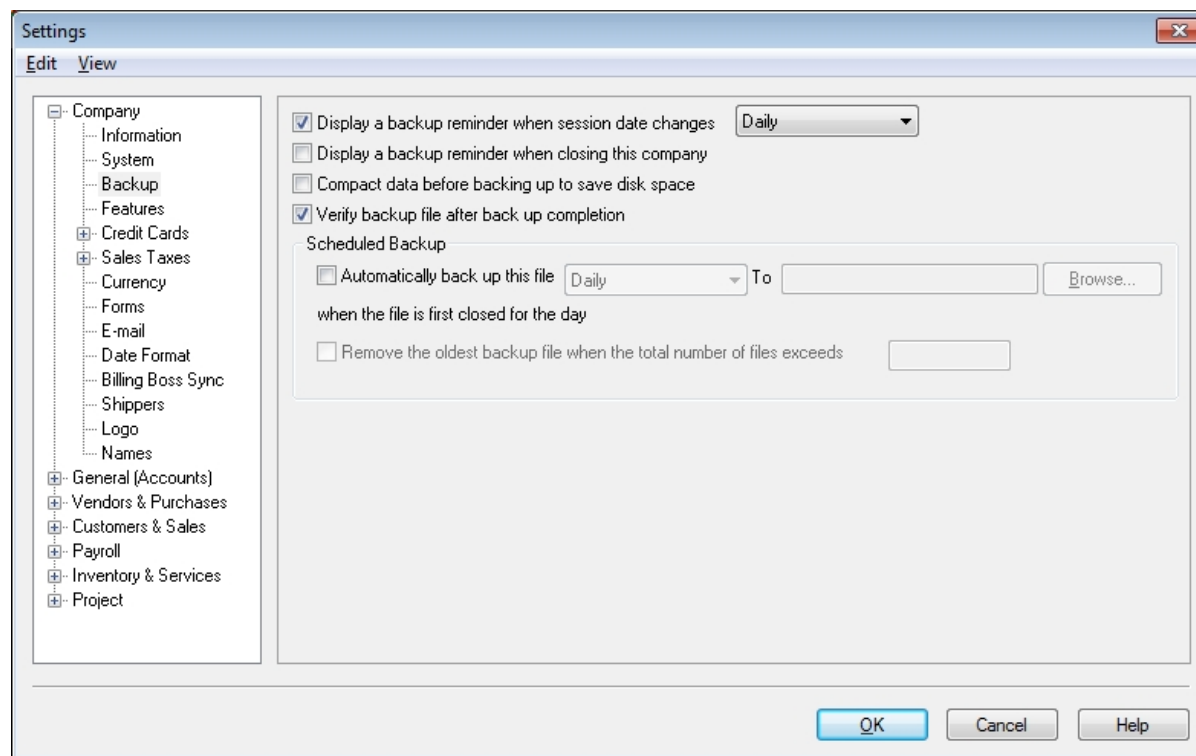
Your Sage Simply Accounting data is stored in a MySQL database. Each database consists of an **SAI** file that contains profile information about your company data, and a folder with an **SAJ** extension that contains your actual company data as well as user security information. Both the folder and the file are required to open your company in Sage Simply Accounting.

Backup and Restore

Your company records are indispensable. They help you invoice your customers, pay your suppliers on time, and provide the information you need to plan for your business' future. Because your company files do so much, you should take the time to ensure that your financial data is safe and secure. Creating a backup schedule is a great time-saver and will ensure consistent data backups.

Tip

Sage Simply Accounting can remind you to back up your company data each time you close your company, or you can create a backup schedule to have Sage Simply Accounting automatically back up your data when you close your company file on the scheduled day.



By default, Sage Simply Accounting is set to verify that the company and security data in your backup files are intact and can be restored. If you make a mistake that you want to undo, or your files are damaged or accidentally deleted, then restore your data from your most recent backup.

To learn more, search for “How do I back up my company” in the Help.

Securing Your Company Data

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

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

Set Up Additional Users

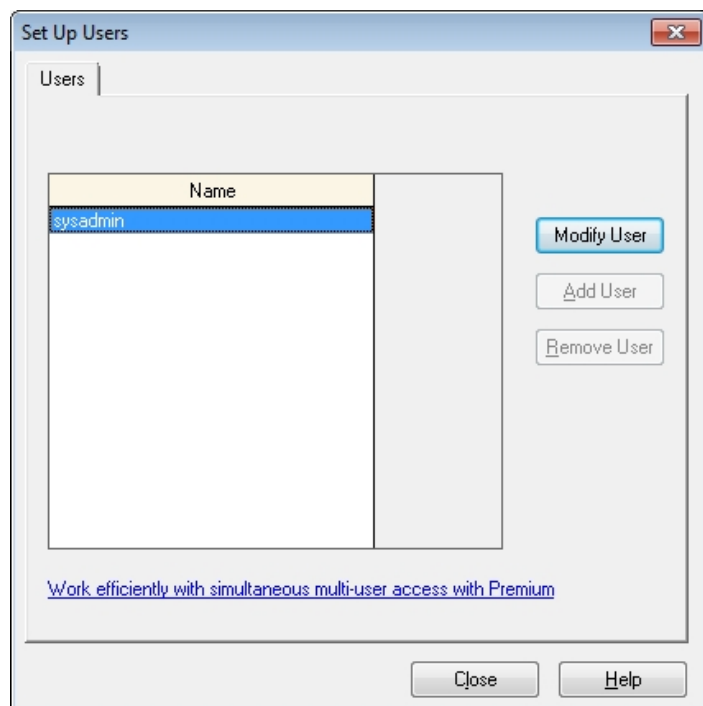
Create additional users to:

Restrict access to only those areas of the program that users need to do their job. For example, not every employee is entitled to know the current balance in your company bank accounts.

Protect yourself against theft and embezzlement. If you give each user a name, you'll always be able to identify who has modified your financial records.

Let several people work in Sage Simply Accounting Premium and Sage Simply Accounting Enterprise at the same time.

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

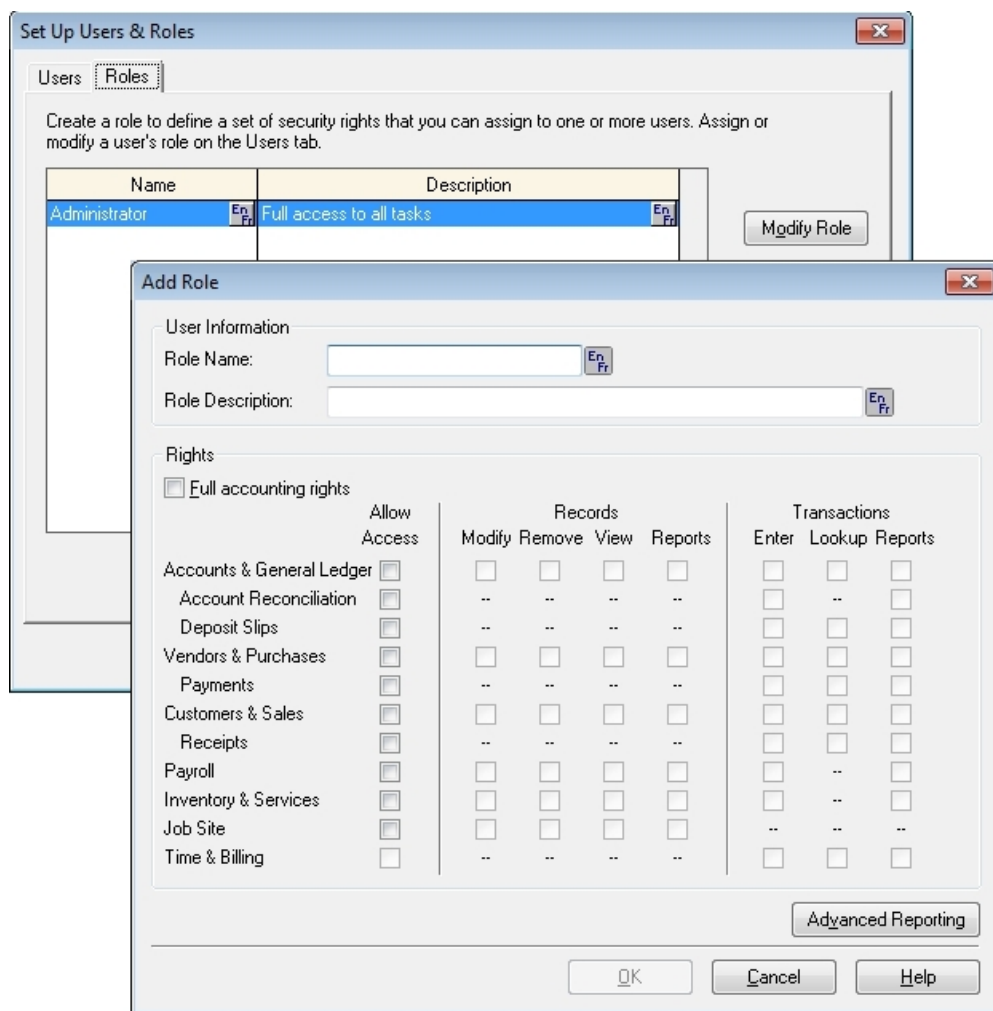


To learn more, search for “Learning about security and access rights” in the Help.

Security Roles in Sage Simply Accounting Enterprise

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

Give the role a name and a description, and then select the access rights for this role. Click Advanced Reporting to restrict access to specific Banking and Company reports.




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

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



Next Steps

Finish Entering History

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

You must finish entering history for a module before you can start entering transactions for the module in a new fiscal year (calendar year for payroll).

Typically, you'll close off history for all modules at once, but if you have not finished entering all your historical information for a module, hide that module before you select Finish Entering History from the History menu in the Home window. To hide a module, on the Setup menu, select User Preferences, then View. Clear the checkmark from the module you still need to update.

Thank you for choosing Sage Simply Accounting!

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



System Requirements

Minimum system requirements for Sage Simply Accounting Pro 2011 and Sage Simply Accounting Premium 2011

Processor operating at 1.0 GHz or higher (2.0 GHz recommended)

512 MB of RAM (1 GB recommended)

1 GB of hard disk space (additional 400 MB needed for installation)

Internet Explorer 5.5 SP2 or later

Microsoft® Windows® XP, Vista, or 7 (with the latest updates from Microsoft)

256-color or higher SVGA monitor, optimized for 1024 x 768; supports 800 x 600 with small fonts

ACT! by Sage integration requires ACT! 2010 or ACT! 2011

Mouse

CD-ROM drive

Forms that can be sent via e-mail require MAPI-compliant e-mail client, Internet connection, e-mail service, and word processor

Word and Excel integration requires Microsoft Word and Microsoft Excel 2003, 2007, or 2010

(Sage Simply Accounting Premium and higher) Outlook synchronization requires Microsoft Outlook® 2003, 2007, or 2010

Multi-user (Sage Simply Accounting Premium and higher) optimized for Windows XP, Vista, and Windows 7. Dedicated server recommended: Windows Server® 2003 R2, Windows Small Business Server 2003 R2, Windows Server 2008, Windows Server 2008 R2, Windows Small Business Server 2008, Windows Small Business Server 2008 R2, Red Hat® Enterprise Linux® 5.0, or SUSE® Linux Enterprise Server 10 by Novell.

Note: The Connection Manager for Linux is available as a separate download.

Conversion:

Converts all data from previous versions of Sage Simply Accounting, excluding DOS and Macintosh® versions.¹

Converts general ledger, customer, vendor, employee, and inventory data from QuickBooks® versions 2001-2010; MYOB® versions 10 and 11; Quicken® versions XG 2003, XG 2004, and XG 2005; and Microsoft Excel.

Sage Simply Accounting Enterprise 2011 and higher

Same system requirements as Sage Simply Accounting Pro and Sage Simply Accounting Premium with these exceptions:

Processor operating at 2.0 GHz or higher (multiple-core processor operating at 2.33 GHz recommended)

1 GB of RAM (2 GB recommended)

¹It is not possible to convert a company to a lower version of Sage Simply Accounting.



Business Services

After you get started on Sage Simply Accounting, you may realize that you could benefit from other services for your business. Sage Simply Accounting can help:

Sage Simply Accounting Business Care

Gain efficiency, convenience and peace of mind with Sage Business Care. During your subscription you will receive an upgrade of Sage Simply Accounting as soon as it is released, ensuring your business is always running on the most up-to-date software available. In addition, you can choose to receive current payroll tax updates in order to process payroll in-house. Having automatic tax calculations available inside the software, offers you easier, hassle-free paydays.

To learn more:

Visit www.simplyaccounting.com/care

Call 1-888-261-9610

Credit Card Services

Automate your credit card processing with an affordable online service from Sage Payment Solutions. When you sign up for a merchant account at Sage Payment Solutions, you can authorize credit card payments directly from Sage Simply Accounting sales transactions, and then go online to manage your account and view payment reports.

To learn more:

Visit <http://www.sagepayments.ca/Sage-Simply-Accounting/>

Call 1-866-297-5441

Direct Deposit

Direct Deposit is a smart way to pay employees. It can save your company time and money, increase productivity, and improve your employees' job satisfaction. Sage Simply Accounting Direct Deposit completely integrates with your accounting software, so you know it's easy to get started and use!

To learn more:

Visit www.simplyaccounting.com/directdeposit

Call 1-888-261-9610

Sage Simply Accounting

Customer Sales: 1-888-261-9610

Customer Service: 1-888-222-8985

Customer Support: 1-888-522-2722

www.SimplyAccounting.com