



BOOKKEEPING FOUNDATIONS WITH SIMPLY ACCOUNTING

Duration: 45 hours of instruction

Learning Objectives

On successful completion of the Bookkeeping Foundations with Simply Accounting course, learners will understand and work through basic bookkeeping processes and apply this knowledge to the Simply Accounting application.

Manual Bookkeeping Skills & Concepts

- Familiar with accounting terminology.
- Properly record the financial transactions of a business in a journal utilizing specific headings.
- Awareness of the Goods and Services Tax and optional methods of payment.
- Post the results in a ledger utilizing the Chart of Accounts of the business.
- Prepare a trial balance for the accountant.
- Prepare a basic payroll.
- Familiar with the purpose and preparation of the worksheet and year end adjusting journal entries.
- Familiar with the preparation of the financial statements and their purposes.

Computerized Accounting Skills

- Understand terminology of the program and accounting terms.
- Comprehend background information and setup procedures, including historical information.
- Understand how ledgers and journals work.
- Process Accounts Payable and Accounts Receivable.
- Understand the General Ledger, GST reporting, payroll
- Accuracy when entering transactions.
- Comprehend reporting periods and able to produce the necessary financial statements.

Other Tasks

- ❑ Produce a financial statement
- ❑ Reconcile Accounts

Bookkeeping & Simply Accounting manuals provided

Evaluation:

Completion of assignments	80% or more
Attendance	80% or more
Demonstration of Skills	

Certificate of completion on successful completion

Calendar Description:

Bookkeeping Foundations with Simply Accounting

Learn how to cope with the bookkeeping demands of a small business. Explore the concepts and application of both manual and computerized bookkeeping through relevant, practical exercises and projects. Learn Simply Accounting. Understand how ledgers and journals work. Work through GST and payroll. Process accounts payable and receivable and print financial reports. Expect homework. Includes manuals. Prerequisites: Grade 10 Math or equivalent, file management and Windows experience.