



**Diana Read-Miedema**  
**Small Business Trainer & Financial Coach**  
<http://www.simplyfinancials.com/training.html>



## Simply Accounting 101, 201 Essentials Plus

Classroom at Simply Financials, 20 Willow St Truro, Nova Scotia, Canada B2N 4Z4

TIME : Four Tuesday evenings 6-9pm = 12 hours

DATES: Version 2009: Sep 8,15,22,29 2009 and Version 2010: Nov 3,10,17,24 2009

INCLUDES: Getting Started Guide, Binder, Laptop for Session 4 exercise, Certificate, SA 60 Day Trial CD

FEE: \$500 + HST \$65 = \$565. Payment due in full 2 days prior to first session. No Refund, Transferrable.

PAYMENT: Secure Registration & Pymt with Visa-MC: <https://www.simplyfinancials.com/coursesform.php>

### Session 1&2: Getting Started ( use projector)

1. 2-3 how-to video clips
2. Create a new company, set up Company Info & Dates, Explore "bells & whistles"

#### Essential Linked Modules

- i) **General:** Accounts = General Ledger. Groupings to produce Trial Balance
- ii) **Payables:** Vendors/Acc. Payable sub-ledger/ Purchase orders for Suppliers, Set-up payment cheques and payments by credit card
- iii) **Receivables:** Customers/Acc. Receivable sub-ledger/ Sales invoices, Quotes, Orders, Receivables/receipts/credit card receipts, Invoice & logo
- v) **Tips:** Recurring entries, auto adjustments
- vi) **Bank & Visa:** Deposit Slips, Transfers, Manual monthly Reconciliation

#### Set up Inventory & Services, Reporting

- i) Create and link accounts and avoid common errors
- ii) Sales Invoice, Packing Slip, and Purchase Invoice using I & S
- iii) Purpose of many I & S Reports

#### Audit, Management, Job Costing

- i) Setup Allocations / Projects - look at Project Income Statement
- ii) Setup Departments, analyze reports
- iii) The Accounting Equation: Assets = Liabilities + Equity

### Session 3 : CRA Compliance and Reporting

- i) Accounting Equation, Accounting Process, GAAP, Matching, Cost, Accruals, Depreciation
- ii) Payroll: Employee Payroll sub-ledger - govt deductions, withholdings  
Print monthly employee detail report and Balance Sheet for PD7A, WCB
- iii) HST: Pay Quarterly HST Report & Print appropriate Balance Sheet

### Session 4: Review and Exercise (using a rented laptop)

Do a Review Exercise on a laptop to receive a professional Course Certificate

Custom training other side



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## Simply Accounting 101, 201 Essentials Plus

### Custom Training & Support Using Your Database and Records

**Three Methods of Support for Set-up, Training, Problem-solving:** (fees subject to change)

1. No Travel using Citrix GoToAssist remote screen sharing @ \$65/h
2. On-site-your office @ \$50/hr + \$1.25/km return (+ accommodation)
3. Simply Training Desk here @ \$50/hr - just bring tower or laptop

For #3, bring your files already organized with labeled hanging files. Use this checklist:

- Bank/Visa Stmt, cancelled chqs, deposit slips, in monthly file folders
- All Sales in a file folder in numerical/date order for HST auditor
- Service Revenue: Clients should be in their own folder
- Retail Revenue: with Daily register printouts - file by week or month
- Receivables and Payables in separate file folders. (until paid)
- Vendors in their own folder for quick reference & HST auditor
- COGS Inventory Suppliers must be in date order in own folder
- Payroll - bring TD1s, TD1NS, ROES, Blue WCB, Green PD7As,
- Manual Inventory Counts or any info you think will be helpful
- Bring previous year's Tax return with Statement of Self Employed Earnings
  - o CCA Depreciation Schedule, showing all assets of business
  - o Auto Expenses and km Log Book (all gas, all R&M, Insurance, loan)
  - o Home Office Expenses (Mortgage Interest, Insurance, Tax, Heat, Elect, R&M)
  - o Any special interest or leasing schedules



**Classroom training other side** →