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Commonly Used Buttons



Advice. Display general business advice.



Bring Home window to front. If a window is covering the Home window, click this icon to bring it to the front.



Create. Create a new record.



Display the Windows Calculator. Open the calculator that comes with Microsoft Windows.



Help. Display information about the window in which you are working.



Look up an invoice. Find an old invoice so that you can check information or correct an error.



Save. Save the current record.



Search. Search for a record.



Store and Recall. Store and Recall. Store a recurring transaction (one that you use often, such as a monthly payment), and recall it when you need it, so you don't have to retype it every time.



Undo. Discard all changes to the current record or transaction, so you can start again without closing and re-opening the window.



Use the Same [] Next Time. If you are entering several transactions that use the same customer, vendor, salesperson, or location, click the Pushpin button. The program will fill in the same information on the next transaction, so you don't have to retype it.

How to Get Help

Included with your purchase of Simply Accounting is access to a variety of ways to get help: in-product, online and by phone.

1 | In-Product

Under the Help menu in the Simply Accounting Home window there are several manuals to choose from: *What's New, Accounting Manual, Quick Start, User Guide, and Advanced Topics.*

2 | Online

www.simplyaccounting.com

3 | Phone

To provide the best possible customer service and support, Simply Accounting has set up three dedicated toll-free phone numbers. Please call us Monday through Friday, 6 a.m. to 5 p.m. PT, if you need our assistance.

Customer Support, 888-522-2722, when you want to:

- Take advantage of your FREE 30 days of customer support*
- Use your SimplyCARE with Support service plan

Customer Sales, 888-261-9610, when you want to:

- Register your product
- Sign up for SimplyCARE services
- Order Simply Accounting upgrades, learning guides or printed manuals
- Sign up for Data Backup, Direct Deposit, or Credit Card Services

Customer Service, 888-222-8985, when you want to:

- Ask non-technical questions
- Find out about an order
- Give feedback

*All customers receive 30 days of FREE customer support from the date of product registration. Customer support may be offered by phone and/or online chat. Support specialists reserve the right to limit calls or online chats to one hour or one incident.

Welcome to Simply Accounting!

If you are new to Simply Accounting, use this guide to help you quickly install the program, set up your accounts, and add business records. After you've set up, you can use it as a quick overview of the common types of day-to-day transactions.

If you've been using an older version of Simply Accounting, install the new version, and then read the *What's New* manual to find out about the many new features in this version.

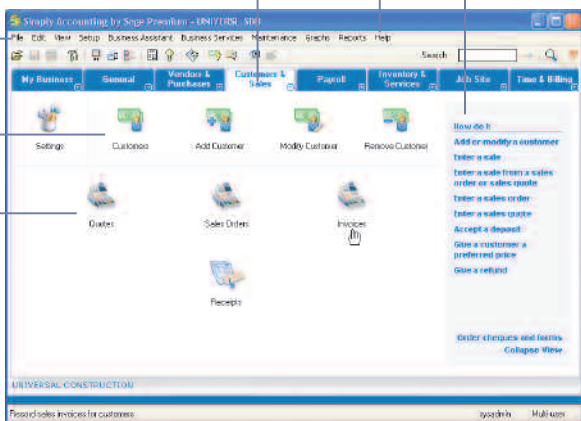
In the Home window, use the menus and the toolbar shortcuts to set up options, print reports, perform regular maintenance tasks, and more.

Click an icon to add or change your business records ...

... or to enter day-to-day transactions.

Each tab shows a group of related features.

For more information, use the Help menu, or click a How Do I topic.



Install Simply Accounting

Follow the steps on the Simply Accounting CD case to install the program on your hard disk. If you have any problems, you can call our Customer Support line.

If you are using Simply Accounting Pro or higher and you plan to use the program on a network, refer to Chapter 7, "Using Simply Accounting on a Network," in the Simply Accounting *User Guide*.

Start the Program

1. Double-click the Simply Accounting icon on the desktop. Or, on the Windows Start menu, choose Programs, Simply Accounting by Sage, and then Simply Accounting by Sage.
2. In the Simply Accounting welcome window, choose whether to open the sample data, create a new company, or open an existing company's data.
3. On the Session Date screen, enter the date, usually today's date. This is the date that Simply Accounting will use for the transactions you enter in the current work session, unless you change it.

Setting up Simply Accounting

Before You Set Up

Gather Your Business Records

If you're already running a business, gather your records:

- A list of all your accounts and their current balances. (If you don't have a list, check with your accountant.)
- Up-to-date lists of your customers, suppliers, employees, and items that you sell.
- Outstanding invoices, cheques, and payments you have made or received.

Set Up Your Business

If you're starting a new company, use the New Business Guide to find out how to set up a new company. In the Simply Accounting Home window, on the Business Assistant menu, click New Business Guide and then follow the checklist.

Practice Using the Program

Before using Simply Accounting with your company's records, you can practice with sample data. This lets you explore the program without creating any unwanted surprises in your own data.

When you start Simply Accounting, choose Open The Sample Company, and then browse through the program and practice using it. Don't worry about changing or damaging the sample data—you can always reinstall it.

Run the Simply Accounting Setup Wizard

The Setup wizard walks you through the process of setting up Simply Accounting. Just follow the explanations and instructions on the screen to choose the options and settings you want to use. You can complete the steps all at once, or click Finish partway through and complete the remaining steps later.

Help

If you get stuck, just click the Help button.

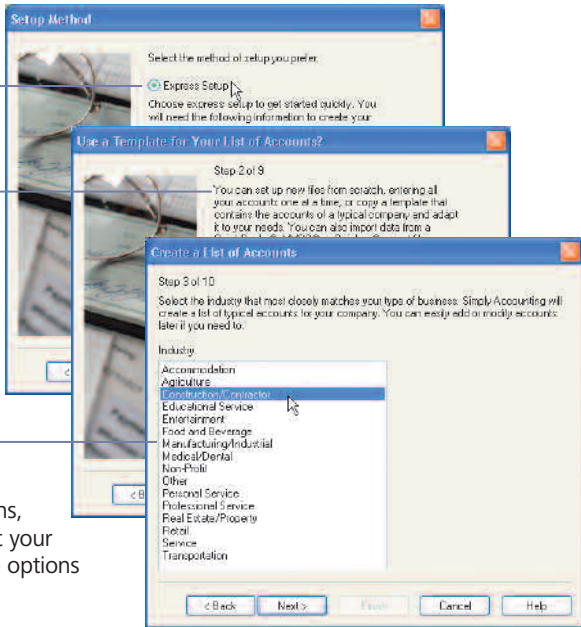
1. Start Simply Accounting.
2. In the welcome window, select Create A New Company and then click OK. The Setup wizard appears.
3. Read the information and follow the steps on each screen. For example:

To finish faster, choose Express Setup.

It's faster and easier to copy a set of typical accounts. We strongly recommend that you choose this option.

Simply Accounting will set up accounts for a typical company in your type of business. If yours is not listed, select Other.

4. On the remaining screens, enter information about your company and select the options you prefer.



Quick Start Guide

You have now set up the basic options you will use in Simply Accounting. If you want to change the settings later, you can do so from the Setup menu in the Home window. The settings are described in detail in the in-product help, available from the Help menu, and in Part 1 of the *User Guide*. Next, you should follow the steps below to add your own business records to Simply Accounting.

Back Up Often!

Now that you have added some basic data to Simply Accounting, it's important to remember to back up often. Backing up creates a copy of your data that you can use to restore lost or damaged files. It's much easier to take a few minutes to back up than to have to re-do hours or weeks of work.

To back up your data: In the Home window, choose Backup on the File menu or toolbar, and then fill in the name and location you want to use for the backup file.



Add or Change Accounts

Your accounts are the backbone of your company's records. It's important to have a complete and well-organized set of accounts, to automatically and accurately record the transactions that affect the value of your company's assets, liabilities, revenues, expenses, and equity.

After you've used the Setup wizard to create a set of basic accounts for your type of business, you should review the accounts. You'll probably want to add a few accounts, or change the names of some of the pre-set accounts. If your business is already running, you'll also need to add the account balances.

You'll find detailed information about account numbering, account types, linked accounts, and more in Chapter 2 of the *User Guide*. If you're not sure which accounts to add or change, check with your accountant.

1. In the Home window, on the General tab, click Accounts.
2. **To add a new account**, choose Create, and then fill in the account number, name, and other details. If you need help, go to the Help menu.
3. **To change an account**, find the account you want to change, and then make any changes needed. If you need help, go to the Help menu.
4. Check your entries, and then choose Save from the File menu or toolbar.



Tip If you're making a lot of changes, or need more help, use the Modify Accounts wizard to guide you through the process. In the Home window on the Setup menu, choose Wizards, and then Modify Accounts.

Add 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 you owe suppliers for purchases or expect to receive from customers. You must enter these amounts into Simply Accounting to ensure that your business records are accurate.

1. Find your most recent trial balance, the list of your accounts showing the current balances. (If you don't have such a list, check with your accountant.)
2. In the Home window, on the General tab, click Accounts.
3. Open each account and, in the Opening Balance field, enter the balance in the account.
4. To save your changes, use one of the arrow buttons at the top of the window to scroll to the next or previous account. Or, if you have finished entering all the balances, close the window.

If you stop partway through, a message might ask you to assign a difference to a particular account. This is probably because you have not yet entered amounts from all the accounts, and so they do not balance. You can accept the account that Simply Accounting suggests, or use a different one. Be sure to check the balance in that account after you have finished entering balances, to be sure it agrees with your existing records.

Note For certain accounts, such as the linked account for Accounts Receivable, the balance must match the total in the related records. For example, if you enter \$1525.88 as the balance in the Accounts Receivable account, the total of the amounts that individual customers owe you must also add up to \$1525.88. For more information, refer to "Set Up Linked Accounts" in Chapter 2 in the *User Guide*, and to Chapter 11, "Adding Historical Information," in the *User Guide*.

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Check Your Accounts

To be sure you've entered all the accounts and balances correctly, use Simply Accounting to print a trial balance and check it against your existing records.

1. In the Home window on the Reports menu, choose Financials, and then Trial Balance.
2. In the Report Type field, select Historical Opening Balances. Then click OK to display the report.
3. If you want to print the report, be sure 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. If you need to make any corrections, follow the steps above under "Add or Change Accounts" and "Add Account Balances."



You're now ready to add the rest of your company's information to Simply Accounting. Follow the steps in the next few sections to add names and balances for your suppliers, customers, inventory and service items, and employees.

Add a List of Suppliers

If you have a list of the names, addresses, and outstanding balances you owe to your vendors (suppliers), you can add them before you start to use Simply Accounting for your day-to-day business. Or, if you want to get started more quickly, you can add them “on the fly,” one at a time, as you enter purchase invoices, or add the list later when time allows.

For more information, refer to Chapter 11, “Adding Historical Information,” and Chapter 12, “Buying,” in the *User Guide*.

1. In the Home window on the Vendors and Purchases tab, click Vendors.
2. On the File menu or toolbar, choose Create.
3. Fill in the information on each tab.

If you do business with vendors in other countries, you can set up Simply Accounting to keep track of transactions in different currencies.

Add the name, contact information, and other details about the vendor.

Fill in the other tabs as well. If you need help, use the Help menu or refer to “Adding Vendors” in Chapter 12 in the *User Guide*.

For a quick overview of a field, icon, or menu choice, point to it and check the status bar.



4. Check your entries, and then choose Save from the File menu or toolbar.

Add Customers

If you have a list of the names, addresses, and outstanding balances your customers owe you, you can add them before you start to use Simply Accounting for your day-to-day business. Or, if you want to get started more quickly, you can add them “on the fly,” one at a time, as you enter sales invoices, or add the list later when time allows.

For more information, refer to Chapter 11, “Adding Historical Information,” and Chapter 13, “Selling,” in the *User Guide*.

1. In the Home window on the Customers and Sales tab, click Customers.
2. On the File menu or toolbar, choose Create.
3. Fill in the information on each tab.

Add the name, contact information, and other details about the customer.

Fill in the other tabs as well. If you need help, use the Help menu or refer to “Adding Customers” in Chapter 13 in the *User Guide*.

If you're not sure what to enter, check the status bar for more information about a field, icon, or menu choice.

4. Check your entries, and then choose Save from the File menu or toolbar.



List the Goods and Services You Sell

If you buy and sell goods or services, you can track them in the Inventory and Services window. You can add a list of the items before you start to use Simply Accounting for your day-to-day business. Or, if you want to get started more quickly, you can add this information “on the fly” as you enter purchase or sales invoices, or later when time allows.

For more information, refer to Chapter 11, “Adding Historical Information,” and to the section “Make a List of the Inventory Items You Buy and Sell” in Chapter 9 in the *User Guide*.

1. In the Home window on the Inventory and Services tab, click Add Inventory and Services.
2. On the File menu or toolbar, choose Create.
3. Fill in the information on each tab.

The screen displays different fields, depending on the type of item you are entering.

Fill in the item number and description.

Fill in the other tabs as well. If you need help, use the Help menu or the status bar.

The screenshot shows the 'Inventory & Services Records' window. The 'Item' section has 'Number' and 'Description' (containing 'New Item'). The 'Type' is set to 'Inventory'. Below are tabs for 'Quantities', 'Units', 'Pricing', 'Linked', 'Build', 'Statistics', ' Taxes', 'Additional Info', and 'Detailed Desc'. The 'Stocking Unit of Measure' is 'Each'. There are sections for 'Selling Units' and 'Buying Units', each with a checked 'Same as stocking unit' box and a 'Unit of Measure' dropdown set to 'Each'. At the bottom, there is an 'Inactive Item' checkbox and 'Save and Close' and 'Create Another' buttons.



4. Check your entries, and then choose Save from the File menu or toolbar.

Add Employees

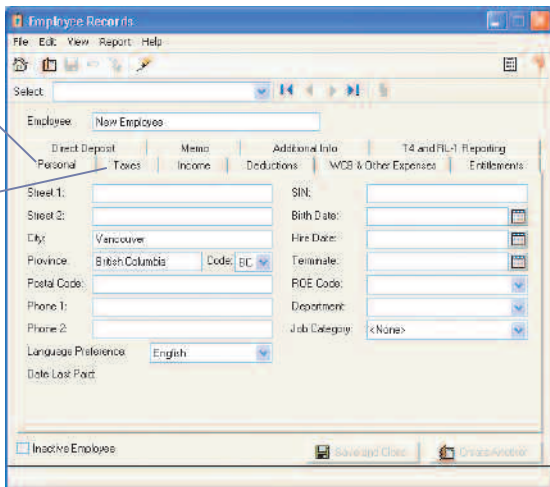
If you employ people in your company, you can add their records before you start to use Simply Accounting for your day-to-day business. For each employee, add the name, address, pay rates, income, deductions, year-to-date amounts, and so on. Or, if you want to get started more quickly, you can add employees “on the fly,” one at a time, as you issue paycheques to them.

For more information, refer to Chapter 11, “Adding Historical Information,” and Chapter 15, “Paying Employees,” in the *User Guide*.

1. In the Home window on the Payroll tab, click Add Employee.
2. On the File menu or toolbar, choose Create.
3. Fill in the information on each tab.

Fill in the name, address, birth date, and other personal information about the employee.

On the other tabs, fill in income, deductions, and other information. If you need help, use the Help menu or refer to “Adding Employees” in Chapter 15 in the *User Guide*.



4. Check your entries, and then choose Save from the File menu or toolbar.



Day-to-Day Entries

After you have set up your accounts and added your company records, you're ready to use Simply Accounting for your day-to-day business. Here is an overview of the most common transactions.

Buying Goods and Services

When you record a purchase, Simply Accounting tracks information about the goods and services you buy, as well as their cost and value. This lets you analyze your costs and profits easily. Simply Accounting can also remind you to re-order items when stocks are getting low.

To record a purchase: In the Home window, on the Vendors and Purchases tab, click Invoices (or the Purchases, Orders, and Quotes icon), and then fill in the information about the purchase.

For more information about purchases, purchase orders, quotes, and making payments, see Chapter 12, "Buying," in the *User Guide*.

Select a vendor from the list, or type a new name to add a new vendor.

Fill in the details about the items you are buying. If you need help, use the Help menu or status bar, or refer to "Entering a Purchase" in Chapter 12 in the *User Guide*.

To save time, click the List button and then select the item, unit, account, and so on.

When you have finished, check your entries and then click Process to update the account balances and record the transaction.

Paying for Your Purchases

After you receive the goods or services you bought, use the Payments window to record payment of all or part of the invoice the vendor sends you.

To record a payment to a vendor: In the Home window, on the Vendors and Purchases tab, click Pay Purchase Invoices (or the Payments icon), and then fill in the information about the payment.

Select the vendor you want to pay.

Fill in the payment information. If you need help, use the Help menu or status bar, or refer to “Paying for Goods and Services” in Chapter 12 in the *User Guide*.

The screenshot shows the 'Payments' window with the following details:

- Pay Purchase Invoices:** By *Cheque* From *10900 Royal Bank: Current* *Disc. cheques*
- Pay:** *Eight Hundred Eighty* No. *250* Amount: *890.110*
- To:** *Hany's Lumber* Date: *Aug 31, 2015* Amount: *890.99*
- Address:** *7077-76th Avenue, New Westminster, British Columbia, V8V 3C7*

Invoice/Pre-amt	Original Amt	Amt Owing	Disc. Available	Disc. Taken	Payment Amt
<i>81410</i>	<i>894.41</i>	<i>894.41</i>	<i>0.00</i>	<i>13.42</i>	<i>880.99</i>

Prepayment Reference No. *250* Prepayment Amount *0.00*
 Total *890.99*

Comments: *Process*

The amount being paid. Backspace or type over incorrect amounts.

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Selling

When you record a sale, Simply Accounting keeps track of the goods and services you sell. You can either e-mail the sales invoices to your customers, or print them to send by regular mail.

To record a sale: In the Home window, on the Customers and Sales tab, click Invoices (or the Sales, Orders, and Quotes icon), and then fill in the information about the sale.

For more information about sales, sales orders, quotes, and receiving payments from customers, see Chapter 13, "Selling," in the *User Guide*.

Before you process the invoice, click here to print or e-mail it.

Select a customer from the list, or type a new name to add a new customer.

Fill in the details about the items you are selling. If you need help, use the Help menu or status bar.

Item	Quantity	UoM	Price	Amount	Tax	Acct	Alt
H1020	10	Each	25.00	250.00	0%	47000	
H1020	50	Each	4.33	216.50	0%	47000	
L1000	75	Unit	17.50	1,312.50	0%	44000	

Flight: 20.00 SF
Tax: 206.00 SL
Total: 2,864.50

Terms: 2/10 5/30 Days, Net 30 Days

To save time, click the List button and then select the entry you need.

When you have finished, check your entries and then click Process to update the account balances and record the transaction.

Receiving Payments from Customers

When your customers pay you for the goods and services you sold them, use the Receipts window to record the money you receive.

To record a payment from a customer: In the Home window, on the Customers and Sales tab, click Receipts and then fill in the information about the payment.

You can accept payment by cash, cheque, or credit card.

Invoice/Deposit	Original Amt.	Amt. Owing	Disc. Available	Disc. Taken	Payment Amt.
17763	15,688.28	15,688.28	0.00		15,688.28
17809	2,004.90	2,004.90	16.57		

Fill in the payment information. Simply Accounting calculates the discount using the payment terms you entered in the Customers window.

Paying Employees

After you have set up your payroll options and added employee records, use the Paycheques window to pay employees.

To issue a paycheque to an employee: In the Home window, on the Payroll tab, click Paycheques and then fill in the information.

Check the entries, and then click Print to print the cheque.

Fill in the information on each tab, or accept the suggested amounts.

Enter additional benefits, such as the cost of a company car.

The screenshot shows the 'Paycheques' window with the following details:

- Company:** UNIVERSAL CONSTRUCTION
- Pay No.:** 484
- Pay Amount:** Three Thousand Seven Hundred Seventy Four (25,100)
- To the Order of:** Belanger, Bruno
- Date:** Aug 31, 2015
- Address:** 60 Pitt Street, Burnaby, British Columbia, V7T 3H3
- Period Ending:** Aug 31, 2015

Earnings					Deduc.		
Name	Hours	Pieces	Amount	YTD	Name	Amount	YTD
Regular	--	--	0.00	--	Advances	0.00	--
Overtime 1	--	--	0.00	--	Benefits	65.00	500.00
Overtime 2	--	--	0.00	--	Vac. Accrued	160.00	2,500.00
Salary	173.00	--	4,000.00	32,000.00	Vac. Paid	0.00	--
Total	173.00	0.00	4,000.00	32,000.00	Total	225.00	

Summary: Gross Pay: 4,065.00; Withheld: -225.85; Net Pay: 3,774.35

Tip To issue paycheques for several employees at once, see "Paying a Group of Employees with a Payroll Cheque Run," in Chapter 15 in the User Guide.

Display and Print Reports

Reports help you find out how your business is doing. In particular, you should pay attention to your financial reports: the balance sheet and income statement. These tell you how much you own and owe, and how money is flowing into and out of your business.

You should also check the Vendor Aged report, which tells you when you need to pay your suppliers and identifies available early-payment discounts that can save you money. The Customer Aged report tells you which of your customers are paying late, so you can remind them to pay you more promptly.

Simply Accounting includes over 100 pre-formatted reports, and many others that you can customize to meet your needs. Check the *User Guide* for more information.

Where To Now?

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

Next, you might need to enter historical information for vendors, customers, employees, or inventory items. Before you start a new fiscal year, the balances in certain accounts must match the total of their related records. For example, the balances in the inventory asset accounts in the Accounts window must match the value of the items in the Inventory and Services window. Refer to Chapter 11, “Adding Historical Information,” in the *User Guide*.

If you stopped the Setup wizard partway through, you might want to finish customizing options, using the Setup menu in the Home window.

Find Out More

This *Quick Start Guide* provides a brief overview of the features in Simply Accounting. You can find out more from the following sources:

■ In-product help

Concise explanations and steps for all of the program's features. To display help, use the Help menu, press the F1 key, or click the Help button.



■ Status bar

A line of text at the bottom of most screens, which provides instant information about the field, menu choice, or icon you point to with the mouse.

■ User Guide

Detailed descriptions of the program's features and options.

■ Accounting Manual

An introduction to the basic principles of accounting.

■ What's New

Descriptions of new and changed features, for people who are upgrading from an earlier version of Simply Accounting.

■ Advanced Topics

Describes all the Simply Accounting reports, and discusses customizing reports, importing and exporting data, and other advanced topics.

If you don't have a copy of the manuals, you can order them from our Customer Service staff. The manuals are also available on the Simply Accounting Help menu.