



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

Simply Accounting - Level I Training

Students will learn to use Simply Accounting 2011 software. This software is good for Small, Medium Size businesses. At the completion of this course they will be able to navigate within Simply Accounting within all modules including Company, Banking, Accounts Receivable and Payable, and Inventory.

Students will be working with Simply Accounting concepts including:

- Setting up Company
- Setting up Taxes and Tax codes
- Setting up Credit Cards Used / Accepted
- Linked Accounts such as Accounts Receivable
- Setting up Foreign Currencies
- Enter Vendors and Customers
- Creating the General Ledger – Account Type H, A, S, G, T
- Enter Historical Balances
- Enter Purchase Invoices, Cash Purchase Invoices, Credit Card Purchase Invoices
- Enter Sales Invoices
- Enter Purchase Orders, Sales Orders
- Pay Remittance, Credit Card Bills, Invoices
- Receive payments, Enter Cash Sales Receipts
- Adjustments, reverse entries, Void transaction
- Month – End Adjustments
- Transfer Funds

Pre-requisites: Basic Windows experience or equivalent experience

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

One – To – One Instruction is Available

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

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