The Accounting Seed University catalog provides a listing of our suite of eLearning courses. Feel free to browse our catalog and when you are ready to complete the training, register via the online registration form found here.

After completing these courses, users should visit our Knowledge Base for additional information.
ACCOUNTING BASICS
This course is designed to provide an understanding of accounting terminology.

Lesson 1 Accounting Vocabulary

GETTING STARTED
The Getting Started course is designed to provide you with an overview of Accounting Seed and the information you need to get started using the application. In this course, an emphasis is placed on explaining and demonstrating different system functions which are pertinent to using Accounting Seed.

Lesson 1 Features Overview
Lesson 2 Customization Overview
Lesson 3 Communication Overview
Lesson 4 How Accounting Seed Works
Lesson 5 Installation
Lesson 6 Navigation Overview

CHART OF ACCOUNTS
This course is designed to provide you with best practices when designing and preparing your chart of accounts for uploading into Accounting Seed. Course topics include design elements to consider when preparing your Chart of Accounts, how to create GL Accounts and GL Accounting Variables, importing your Chart of Accounts, and Managing Sub Types on GL Accounts.

Lesson 1 Designing Your Chart of Accounts
Lesson 2 Create GL Accounts and Variables
Lesson 3 Import Your Chart of Accounts
Lesson 4 Manage Sub Types on GL Accounts

CONFIGURATIONS
This course is designed to provide you with an overview of the configuration settings in Accounting Seed. Topics include key Accounting Settings and field definitions, enabling Cash Flow Statements, setting up Multi-Currency, and establishing Multi-Companies.

Lesson 1 Accounting Settings
Lesson 2 Multi-Currency
Lesson 3 Multi-Company
Lesson 4 Foreign Currency Translation Setup
ACCOUNTING SEED UNIVERSITY
Course Catalog (cont.)

MASTER DATA
This course is designed to provide you with an overview on how to setup your master data records in Accounting Seed.

Lesson 1 Set Up Customers and Vendors
Lesson 2 Set Up Non-Inventory Products
Lesson 3 Native Sales & Purchase Tax
Lesson 4 Avalara Sales Tax
Lesson 5 Set Up Accounting Periods

PROJECTS
This course is designed to provide you with an overview of Accounting Seed’s Project functionality. Lesson topics include how to set up Projects and Project Tasks, add a project to an Opportunity, create project templates, enter labor billing and labor costing rates, set up time cards and expense reports, and create Payables and Billings from an expense report.

Lesson 1 Create Projects
Lesson 2 Create Labor Billing and Costing Rates
Lesson 3 Manage Time Cards
Lesson 4 Manage Expense Reports

ORDERS & INVENTORY
This course is designed to provide you with an overview of Accounting Seed’s Inventory functionality including Inventory Product Setup, Inventory Import Templates, Inventory Transactions, and Inventory Reporting.

Lesson 1 Create Inventoried Products
Lesson 2 Create Kitted Products
Lesson 3 Create Manufactured Products
Lesson 4 Create Warehouses and Locations
Lesson 5 Sales Order Management
Lesson 6 Purchase Orders
Lesson 7 Managing Inventory
Lesson 8 Return Inventoried Products
Lesson 9 Utility and Reporting
ACCOUNTING SEED UNIVERSITY
Course Catalog (cont.)

CASH IN
This course is designed to provide you with an overview of Accounting Seed’s Cash In functionality. The lesson areas covered in this course include Billing Customers, Recognizing Revenue, Managing Accounts Receivable, Receiving Cash, applying Customer Customer Credit Memos and Returns, and Credit Card Setup.

Lesson 1 Manually Create a Billing
Lesson 2 Clone and Merge a Billing
Lesson 3 Bill from an Opportunity
Lesson 4 Create and Manage Recurring Billings
Lesson 5 Amortize Revenue for a Billing
Lesson 6 Email Billings and Billing Formats
Lesson 7 Billing Aging By Customer Current and Historical Reports
Lesson 8 Create and Apply Cash Receipts
Lesson 9 Retainers and Prepayments
Lesson 10 Bank Deposit
Lesson 11 Customer Cancellations/Returns and Billing Credit Memos
Lesson 12 Customer Returns
Lesson 13 Set up a Stripe Account and charge a Customer
Lesson 14 Email Billing and Payment Link
Lesson 15 Record Credit Card Charges and Fees
Lesson 16 Process a Stripe Refund

CASH OUT
This course is designed to provide you an overview of Accounting Seed’s Cash Out functionality from creating an Account Payable to applying a vendor Credit Memo.

Lesson 1 Create Payables
Lesson 2 Recurring Payables
Lesson 3 Creating Cash Disbursements
Lesson 4 Amortize an Expense for a Payable

LEDGER ENTRY & AUTOMATIONS
This course is designed to provide you with an overview of Accounting Seed’s Ledger Entry and Automation functionality. Lesson topics include how to set up Bank Direct Connect and use it to import financial transactions, how to create Journal Entries, set up Recurring Journal Entries, Clone Journal Entries, and Import Journal Entries, how to complete a Payroll File Import, and process a Fixed Asset Entry and Depreciation, and how to automate a Recurring Billing, Recurring Payable, and a Recurring Journal Entry.

Lesson 1 Banking with Bank Direct Connect
Lesson 2 Journal Entries
Lesson 3 Set Up Automations
ACCOUNTING SEED UNIVERSITY
Course Catalog (cont.)

ENTER OPENING BALANCES
This course is designed to provide you with an overview of Entering Opening Balances in Accounting Seed. Lesson topics include the data migration process from a legacy accounting system, Import Templates and Creating and Entering Opening Balances, the data migration process of your Receivables and Payables from your legacy accounting system, the process and steps to import your Inventory Opening Balances, and the process to migrate the Opening Trial Balance into Accounting Seed.

Lesson 1 Data Migration Overview and Essential Data
Lesson 2 Migrate Opening Receivables and Payables
Lesson 3 Migrate Opening Inventory Balances
Lesson 4 Migrate the Opening Trial Balance

MONTH END CLOSE
This course is designed to provide you with an overview of the Month End Close process in Accounting Seed. Lesson topics include best practices as you prepare to process your Month End Close, recommended procedures for a successful, accurate Month End Close, the process to Close Accounting Periods, the reconciliation of historic agings to the general ledger, and a review of the Current and Historical Aging reports.

Lesson 1 Month End Close
Lesson 2 Bank Reconciliations

CONSOLIDATIONS
The Consolidations course is designed to provide you with an overview of the Consolidations Ledger Hierarchy in Accounting Seed. Lesson topics include how the Ledger Hierarchy functionality works and building a hierarchy tree, the two Consolidations Run routines and how they will be performed based on the structure of the Consolidations Ledger Hierarchy, Financial Cubes as they relate to the Consolidations process, and steps to run each of the Consolidations routines.

Lesson 1 Set Up Consolidations
Lesson 2 Run Consolidations

REPORTING
This course is designed to provide you with an overview of reporting in Accounting Seed. Lesson topics include Standard Financial Reports, how to create Custom Financial Reports, how to add custom columns and rows, aggregate data, and build calculations, Accounting Seed Management Reports, and the Dashboard.

Lesson 1 Standard Financial Reports
Lesson 2 Custom Financial Reports
Lesson 3 Management Reporting
Lesson 4 Working with Dashboards

Contact us to discuss your unique business needs
sales@accountingseed.com  accountingseed.com
IMPORT DATA WITH IMPORT TEMPLATES
The Import Data with Import Templates course is designed to provide you with information on how to import data using the Import Template Tool and the Advanced Line Manager. Lesson topics include how to setup and map the data files, upload the files to add new records and update existing records.

Lesson 1 Import Template Tool
Lesson 2 Import Data Using Advanced Line Manager

INTEGRATION
This course contains a review of the Accounting Seed Integration Guide. Topics include: Set Accounting System Boundaries, Choose Common Integration Points, Multi-Platform Vs Single-Platform Integration, and Use Established Integration Design Patterns.

Lesson 1 Integration to Accounting Seed