

ACCOUNTING SEED UNIVERSITY TRAINING CATALOG

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 SEED UNIVERSITY

Course Catalog

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

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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*

Contact us to discuss your unique business needs

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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*

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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

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Course Catalog (cont.)

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