

PEACHTREE INTRODUCTION TRAINING OUTLINE



Certified Consultant

PLATINUM



Authorized Training Center

INCLUDED

- Manual
- Lunch

COST: \$349

**One Day Session
9am - 4pm**

**Small Hands-On
Classes**

**GUARANTEED or
Return for Free
within 90 days**

Welcome to the Peachtree Software Introduction training class. This course is designed to provide new users of Peachtree Quantum and Peachtree versions a thoroughly interactive overview of the features and functionality of the software. Basic bookkeeping skills will be reviewed in class. During class participants will use New Company Set-Up to create a new company. All company default information will be reviewed. Data file entry and modification including chart of accounts, customers, vendors, inventory and employees will be reviewed. No product knowledge required. The Hands-on beginners guide is included with the class.

General Ledger

- Default Information
- Account IDs & Department Masking
- Review Account Types
- Modifying Chart of Accounts
- Account Beginning Balances
- Budgets

Accounts Payable

- Vendor Defaults
- Review Adding Vendors
- Vendor Beginning Balances

Inventory

- Inventory Item Defaults
- Review Inventory Accounting
- Review Adding Items
- Inventory Beginning Balances

Accounts Receivable

- Customer Defaults
- Statement & Invoice Defaults
- Review Sales Tax Setup
- Review Adding Customers
- Customer Beginning Balances

Payroll

- Payroll Setup Wizard
- Employee Defaults Setup Wizard
- Adding Employees
- Employee Beginning Balances
- Payroll Tax Table Overview
- Employee Listing

Balancing the Trial Balance - Month End

- Accounts Receivable, Accounts Payable
- Payroll and Inventory

This class is taught by an experienced certified trainer. There will be a maximum of 4 students per class and is hands on 1 person per PC. All classes are CPE accredited. Students will receive a certificate of completion.

View dates or sign up www.jcscomputer.com

Call Toll Free 800/475-1047

Class Date: _____

Payment Method:

VISA Master Card American Express Discover Please fax or e-mail paid invoice.

Credit Card Number

Cardholder Name

Credit Card Expiration

Phone

Cardholder Signature

Billing Address

City,

State, Zip Code

Payment in full is required for registration. You will receive confirmation for your requested class date once available space has been confirmed. Please wait on confirmation prior to making travel arrangements as classes do fill up. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for support services requested. Credit card or check accepted for On-sites & classes.

Fax to 800/467-7672 or call now Toll Free 800/475-1047 to register for class

