

Course Title: Advanced Peachtree Premium Accounting Software Training Course

This course is designed for graduates, professionals, business executives and accounting software implementation consultants.

Course Duration: 3 Days

DATE: February 21 – 23, 2012

TIME: 10am to 4pm Daily

Course FEE:

FEE: N25,000.00 (Inclusive of lunch and materials)

NOTE

- i. Pay on or before Friday, February 17th and take 10% Discount
- ii. Group participants of 3 or more who pay on or before Friday, February 17th to take 15% Discount.
- iii. Pay at any GTBank: A/C Name: BABATUNDEAJALA & CO and A/C number 0007289768

Course Venue:

Executive Meeting Room 1
Babatunde Ajala & Co. (Chartered Accountants)
58A, Kudirat Abiola Way
Oluyole Bus Stop
Oregun, Ikeja
Lagos.

Program Objectives

This course will enable participants to do the following:

You will learn how to navigate in each of the windows,

Create, setup, and customize a company,

Record common journal entries for a business

Processing day-to-day transactions such as; sales invoices, customer payments, bills and expenses, bill payments, sales tax payments, banking, Receivable and Payables management, and Financial Statement reporting.

Table of Lessons

Day	Module	Topic
Day 1	Module 1	Overview of Peachtree Premium Accounting Software
	Module 2	Creating Companies in Peachtree & Maintaining Chart of Accounts and Budget maintenance.
	Module 3	Inventory management in Peachtree Accounting
	Module 4	Creating Supplier's database and purchase transactions
Day 2	Module 5	Creating Customer's database and purchase transactions
	Module 6	Creating Employee's database and payroll entry
	Module 7	Reconciliation of Bank Accounts

Course Outline

Module 1: Overview

- Understanding the home page: you will learn how to navigate to all areas of the program using the Peachtree desktop.
- Understanding Menus and Navigation Aids

Module 2: Creating Companies & Maintaining Chart of Accounts and Budget maintenance.

- **Company Setup:** You will learn how to use the New Company Setup Wizard to create your company database, as well as define your initial chart of accounts, accounting periods, accounting method, and posting method.
- **Chart of Account Structure, Creation and editing:** Creating a well-organized general ledger chart of accounts is an important step of the initial company setup process. You will understand how to access and modify your company's chart of accounts in Sage Peachtree and how the different account types available in Sage Peachtree affect your financial statements. You will also learn how to segment your chart of accounts by department or business area. Finally, you will learn how to add beginning general ledger account balances.
- Budget and budget variance report

Module 3: Inventory management

- Setting up and modifying inventory account: You will also learn how to set up basic stock and service items that can be used to track the items and services you sell.
- Inventory transactions and adjustments
- Inventory Reports

Module 4: Creating Supplier's database and purchase transactions

- You will learn how to set up default vendor and payables settings that will help save you time when recording your list of vendors.
- You will also learn how to quickly add and maintain vendor and payee records in the program

- You will learn how to record and print vendor purchase orders, and receive goods and services using purchase invoices.
- This module will end with a discussion of key aging and Accounts Payable reports that help you track and manage purchase orders and outstanding vendor invoices.
- **Processing Vendor Payments and Other Vendor Payment Tasks:** Sage Peachtree Accounting provides all the tools necessary to record and track your company's payments to vendors, tax authorities, and other payees. In this training module, you will learn how to record many kinds of payments, including payments for outstanding purchases invoices and expense payments. Recording vendor deposits and credit will also be demonstrated. Additionally, you will learn how to enter more advanced payments, such as processing a vendor refund and paying for goods and services using a company credit card. The session will wrap up with accessing and reviewing key vendor and payment reports.

Module 5: Creating Customer's database and Sales transactions

- You will learn how to set up default receivable and customer settings that will be used when setting up customers in Sage Peachtree.
- You will learn how to add and maintain your customer records using the Customer maintenance window.
- Customer sales tax agencies and codes will be discussed.
- Finally, you will view customer information and basic transaction history using key customer reports and the Customer Management Center.
- **Processing Customer Sales Transactions:** This module will demonstrate how to create and print many of the sales tasks and transactions you can record in the program, such as quotes, sales orders, and sales invoices. Recording customer credit and voiding sales invoices will also be demonstrated. This session will wrap up with learning how to track customer outstanding sales using key aging and receivable reports.
- **Receiving Customer Payments and Other Customer Payment Tasks:**
Whether you are recording a customer payment for an outstanding invoice or recording a

direct to revenue cash receipt, Sage Peachtree makes it easy to record a customer payment. This training session will demonstrate how to receive payment for outstanding invoices, as well as how to record a direct sale. You will also learn about additional customer transactions you can enter in the program, such as recording customer deposits, issuing a customer refund, applying customer credit, and writing off customer debt. Finally, you will learn how to access and print customer statements and important reports and lists that help you manage and track your sales.

Module 6: Creating Employee s database and working with payroll module * Peachtree only

- Create and modify Employees' database
- Paying Employees
- Payroll Reports and Pay Slip generation

Module 7: Bank Reconciliation

You will learn how to reconcile bank account transactions to the bank statement of account.