

PEACHTREE ADVANCED 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**

Would you like to become a Peachtree power user and learn how to take advantage of the advanced features found in Peachtree? We understand running a small business can be a tough and demanding job. We want to help you make better use of your time. Do you need to get good, accurate and timely information? Satisfaction Guaranteed or come back for FREE.

Welcome to the Peachtree Software Advanced Training Class. This 1 day course is designed for current Peachtree users who want to utilize the advanced capabilities found in Peachtree. Additionally, during class participants will review some basic company set-up features, transaction entry and how they impact the General Ledger and closing and balancing your cash accounts. They will learn to set-up Payroll deduction formulas, customize Financial Statements, set-up User security rights & other advanced features of the system.

Security

- Setting up user passwords
- Audit Report

Review Backup Utility

- Setting a Backup Schedule
- Time and Billing
- Setup

Questions & Answers

Special Procedures

- Changing Accounting Periods
- Month End Reports & Balancing
- Applying Finance Charges
- Voiding Transactions
- Task Screen Templates
- Changing Account ID's
- Consolidating Companies
- Memorized Transactions

Reporting

- Excel Link
- Forms Modification
- Report Modification
- Customizing Financial Statements
- Collection Letters
- Find Transactions
- Report Group

Payroll – Tax Tables

- Setting up special Payroll Tax Tables

Time and Billing

- Activity & Charge Items
- Time Ticket Entry
- Expense Ticket Entry
- Applying Tickets to Sales
- Time Ticket Payroll
- Time & Billing Report

Bank Account Reconciliation

- Bank Account reporting

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

