

# Peachtree by Sage Nonprofit Training Class

**Guaranteed** or the next class is FREE. Come & learn how to do more in less time.  
**User Guide and lunch included with class.**

Learn how to use the advanced features of Peachtree for nonprofit organizations to help make informed decisions on a daily basis.

## Sage Premier Training Center Course Outline

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| <p><i>Security</i></p> <ul style="list-style-type: none"> <li>Setting up user passwords</li> <li>Audit Report</li> </ul> <p><i>Review Backup Utility</i></p> <ul style="list-style-type: none"> <li>Setting a Backup Schedule</li> <li>Time and Billing</li> <li>Setup</li> </ul> <p><i>Donor Grantor Setup / Summary List Reporting</i></p> <p><i>Statement of Revenues and Expenditures</i></p> <ul style="list-style-type: none"> <li>Month to date</li> <li>Year to date</li> <li>By program, project or fund</li> </ul> <p><i>Statement of Financial Position</i></p> | <p><i>Conversions</i></p> <ul style="list-style-type: none"> <li>Manual to Peachtree</li> <li>Quickbooks to Peachtree</li> <li>Other systems to Peachtree</li> </ul> <p><i>Audit trails</i></p> <p><i>Internal Accounting review</i></p> <p><i>Customizing Reports</i></p> <p><i>Customizing Financial Reports</i></p> <p><i>Closing the period</i></p> |
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Welcome to the Peachtree Software Nonprofit Training Class. This 1/2 day course is geared toward current Peachtree users who wish a more detailed, behind the scenes, understanding of the programs capabilities for nonprofit organizations. The features covered in the class apply to all Peachtree Software programs including Peachtree 2007 and Peachtree Quantum. Students are required to have a basic working knowledge of Windows and a solid understanding of Peachtree, or have completed the Introduction and intermediate Peachtree courses. During class participants will review some basic company set-up features, transaction entry and how they impact the General Ledger. Additionally, how to close and balance the cash accounts. Students will learn how to customize Financial Statements, set-up User security rights & other advanced features of the system. 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. Cancellation policy: Course cancellation must be received in writing 5 days prior to course date to be eligible for refund and are subject to a \$50 administrative fee. The class may be rescheduled with no administrative fee.

Fee: 1/2 day session \$249.00

Peachtree Premier Training Center

View dates or sign up [www.jcscomputer.com](http://www.jcscomputer.com)

"Helping you do more in less time!"



**Call Now Toll Free 800-475-1047**

**Payment Method:**

**Class Date:** \_\_\_\_\_

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|--|---------------------|------------------------|
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| Payment is required at time services are rendered. 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 866-666-9932

**P.S. Get your unlimited annual Peachtree Software Technical Support & you get 4 online classes for free!**