JCS SOLUTIONS DELIVERED

Peachtree by Sage

Premier Trainer

Peachtree by Sage Payroll 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 setup payroll based on how you do business. Enter employees, process hours worked & void checks.
New feature print and sign payroll 941's and W2's using Peachtree.

Sage Premier Training Center Course Outline

Introduction to Payroll in Peachtree
    Starting Peachtree
    Navigation Overview
    Basic Help

Payroll Transaction Entry
    Paying Employees
    Voiding Payroll Checks

Setup Payroll
    Payroll Setup Wizard
    Employee Defaults
    Adding Employees
    Employee Beginning Balances
    Employee Listing

Time & Billing Payroll
    Time Ticket Employees
    Activity Items
    Time Ticket Entry
    Time Ticket Payroll

Maintaining Payroll Calculations
    Registration
    Naming Conventions
    Tax Tables
    Copying Calculations
    Editing Calculations

Payroll Reports & Forms
    Payroll Reports
    Employee Time & Billing Reports
    Payroll Forms Overview
    Payroll Security
Questions & Answers

Welcome to the Peachtree Software Payroll Training Class. This specialized course focuses on using Payroll for Peachtree. Students are required to have a basic working knowledge of Windows 98 or higher and a basic understanding of Peachtree, or have completed the Introduction to Peachtree Complete Accounting Course. This course covers how to setup payroll, enter and maintain employees, setup and maintain tax and deduction calculations, issue payroll checks, void payroll checks, print payroll reports. There will be a maximum of 4 students per class and are 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 morning session $249.00   View dates or sign up www.jcscomputer.com

Peachtree Premier Training Center   *"Helping you do more in less time!"*

Sage authorizations & awards

Call Now Toll Free 800-475-1047   *Payment Method:*   *Class Date: _____*

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

Credit Card Number	Company Name	Credit Card Expiration
Cardholder Name	Phone	Cardholder Signature
Billing Address	*Billing City, State*	*Billing Zip Code*

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!