



VIERBICKAS TECHNOLOGY GROUP, INC.

AFFORDABLE PRICES, IMPECCABLE SERVICE

This workshop is only available as a full day class.

Introduction to Peachtree Course Outline

Getting Started

- Understanding Peachtree Accounting
- Examining The Project
- Starting Peachtree Accounting
- Understanding Features
- Exploring The Peachtree Accounting Window
- Using The General Ledger
- Creating A New Company
- Using The Setup Checklist

Working With Items

- Understanding Adding Items
- Understanding Inventory
- Working With Inventory
- Using A Service Item
- Adding Sales Tax Items

Working With Customers

- Understanding Customers
- Adding New Customers
- Adding And Changing Customer Information
- Working With Events
- Using Customer Statements

Processing Sales

- Understanding Payment Posting
- Working With Invoices
- Using Sales Orders
- Receiving Payments
- Understanding Receiving Payments

Processing Purchases

- Working With Vendors
- Using Purchase Orders
- Adding An Item To Inventory
- Paying Bills

Performing End-of-month Tasks

- Paying Sales Tax
- Reconciling Accounts
- Generating A Balance Sheet
- Generating An Income Statement
- Backing Up And Restoring Files