



Course: A Practical Course in Sage 50 (Peachtree) Accounting

Contact Hours: 33

Pre-requisite: Computer Literacy & Knowledge of Accounting

Abstract

This course will provide you with a solid foundation on how to handle accounting tasks quickly and easily using Peachtree Accounting, for example, managing the accounting systems of service, professional and merchandising businesses. With the help of hands-on real life activities and step-by-step instructions, you will quickly major in all the skills you need to handle your routine accounting needs.

Target Audience

- Students
- Sole traders
- Accountants
- Payroll Clerks
- Finance Managers
- Staff of Small and Medium Companies NGOs, and other related organizations;
- Working Professionals from Accounting, Economics or related disciplines

Learning Outcomes

On completion of this course, learners will be able to:

1. Perform New Company Set-Up
2. Understand basic accounting functions
3. Perform basic General Ledger Functions
4. Use standard Accounts Payable Features
5. Use standard Accounts Receivable Functions
6. Understand basic Inventory functions

7. Use realistic activities to understand each objective

Course Content

1. Perform New Company Set Up

- Basics: The Startup Screen; Moving around in Peachtree
- Creating A Company: Chart of Accounts; Accounting Method; Posting Method; Fiscal Year
- Editing Company Details: Changing the Company Name; Basic Information; Posting Method

2. Understand basic accounting functions

- Accounts Payable
- Inventory
- Accounts Receivable
- General Ledger

3. Perform basic General Ledger functions

- Entering General Journal Transactions
- Making Changes to the General Journal
- Posting /Unposting
- Reconciling your Accounts
- G/L Reports

4. Use standard Accounts Payable features

- Purchases
- Specific Types of Purchases (Cash, Credit, Credit Memos)
- Payments
- Specific Types of Payments (Manual Cheques, Cash, Deposit/Pre-payment, Recurring)
- Printing and Voiding Cheques
- A/P Reports

5. Understand basic Inventory functions

- Creating Inventory Items
- Inventory Adjustments
- Deleting an Inventory Item
- Inventory Reports

6. Use standard Accounts Receivable functions

- Sales Orders/Invoicing / Credit Memos/ Proposals
- Receipts
- Selecting Deposits
- A/R Reports

7. Use realistic activities to understand each objective

- Setting Up Passwords
- Audit Trails
- Backing Up and Restoring Your Company's Data
- Deleting Company Users
- Data Verification
- Closing Your Fiscal Month

- Closing Your Fiscal Year

Assessment Criteria

In order to achieve Learning Outcome...	The Learner must...
1. Perform New Company Setup	Create a Company
2. Understand basic accounting functions	Using the Maintain Menu know how to create vendors/customers/Inventory master files
3. Perform basic General Ledger functions	Set up chart of accounts. Create general ledger accounts. Enter beginning balances. Enter Journal Entries
4. Use standard Accounts Payable features	Enter purchase orders. Enter purchase invoices. Enter payments. Create AP reports
5. Understand basic inventory functions	Create Inventory Items. Inventory Adjustments. Create Inventory Reports
6. Use standard Accounts Receivable functions	Enter Sales Orders. Enter Sales Invoices. Enter Receipts. Create AR Reports
7. Use realistic activities to understand each objective	Set up passwords. Change from Batch posting to real time posting. Post transactions. Backing up & restoring information. Closing Accounting period. Closing Fiscal year. Financial Reports

Essential Learning Resources:

Textbook

Sage 50 (Peachtree) Accounting User Guide

Websites

<http://www.sbcs.edu.tt/>