

## SIITCENTRE

### **Peachtree Accounting Course content**

1. Getting started with Peachtree Accounting
2. How to create or Setup Company
3. Chart of account
4. Opening of Existing Company
5. Change of Accounting period
6. Company security
7. Customer Records
8. Vendor Records
9. Employee records
- 10 sales representatives
11. Purchase Representative
12. Invoice and Receipt (Customers)
13. Invoice and payment (Vendors)
14. General Journal Entry
15. Petty cash
16. Payroll
17. Fund transfer
18. Inventory
19. Sales order
20. Purchase order
21. Sales tax
22. Default Information
23. Account register
24. Account Reports e.g. balance sheet, Income statement, cash flow statement
25. Convert Peachtree such as Microsoft Excel and PDF.



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