



**Humphres & Associates, P.C.**  
*Certified Public Accountants & Certified Software Consultants*



## **Peachtree Training Seminar – Beginner University**

This course was developed for Peachtree users who want to master Peachtree Accounting. The training offers over 40 activities that demonstrate how to use Peachtree to run your business.

### **You Will Learn To:**

- Use Basic Peachtree Features
- Set up a new Company
- Set up and use General Ledger
- Set up and use Accounts Payable
- Set up and use Accounts Receivable
- Set up and use Payroll

### **Course Outline:**

#### **Introduction**

- Basic Navigation and Getting Help
- Starting Peachtree
- Using the Peachtree Icon
- Using the Start Menu

#### **New Company Setup**

- Entering Company Information
- Selecting a Method to Create Company
- Choosing an Accounting Method
- Choosing a Posting Method
- Setting Up Accounting Periods

#### **Setting Up General Ledger**

- Entering General Ledger Defaults
- Modifying the Chart of Accounts
- Entering Account Beginning Balances
- Entering Account Budgets

#### **Setting Up Accounts Payable**

- Entering Vendor Defaults
- Adding Vendors
- Entering Vendor Beginning Balances

#### **Setting Up Inventory**

- Entering Inventory Defaults
- Adding Inventory Items
- Entering Inventory Beginning Balances

#### **Setting Up Accounts Receivable**

- Entering Customer Defaults
- Setting Up Sales Taxes
- Adding Customers
- Entering Customer Beginning Balances
- Entering Statement and Invoice Defaults

#### **Setting Up Payroll**

- Entering Employee Defaults
- Adding Employees
- Entering Employee Beginning Balances

#### **Using Lists**

- Viewing a List
- Customizing a List

#### **Using General Ledger**

- Entering General Journal Entries
- General Ledger Reports
- Financial Statements

#### **Using Accounts Payable**

- Entering Purchase Orders
- Purchasing and Receiving Inventory/  
Entering Bills
- Entering Payments/Paying Bills
- Writing Checks
- Accounts Payable Reports

#### **Using Inventory**

- Entering Inventory Adjustments
- Inventory Reports

#### **Using Accounts Receivable**

- Entering Quotes
- Entering Sales Orders
- Entering Sales Invoices
- Entering Receipts/Receive Payments
- Accounts Receivable Reports

#### **Using Payroll**

- Paying an Employee
- Payroll Reports

#### **Utilities and Special Processing**

- Change a Record ID
- Adding Records on the Fly
- Void Transactions
- Account Reconciliation
- Backup and Restore
- Business Status Center