

Accounting Software Training Syllabus

COURSE NAME: Peachtree Accounting Software

OVERVIEW

This course gives participants the skills to setup Basic Chart of Accounts for the business, maintain Customers, Vendors, Inventory setup and be able to decide Chart of Accounts Format.

It will also give participants the skills to manage company transaction, Customers, Vendors and Inventory.

COURSE OBJECTIVES

- By the end of this course, participants will be able to setup basic General ledger/chart of Accounts as well as customers, vendors, inventory e.t.c
- Participants will be able to manage Accounts receivables and Payables with local and foreign currency as well manage inventory. They should be able to run financial transaction and generate management reports.
- They should understand the basic ways of maintaining Accounting software.
- Case studies, hands-on analysis and sample models will be used as the primary teaching tools in the programme. All Participants are required to bring their own laptop to facilitate in-class study.

COURSE CONTENTS

- Introduction to Computer fundamental
- Overview of Accounting software
- Essence of General Ledger/Chart of Accounts in setup
- Masking General Ledger
- Customer Setup
- Vendors Setup
- Inventory Setup

• Customer Transactions Management

- Overview of Customer Tasks
- Entering Quotes
- Entering Sales Orders
- Entering Proposals
- Entering Sales Invoices
- Printing Sales Invoices
- Print Sales Invoices from Reports
- Voiding Sales Invoices
- Entering Receipts
- Applying Receipts to Sales Invoices
- Entering Cash Sales
- Entering Prepayments
- Entering Credit Card Sales
- Processing Credit Card Sales with a
• Card Reader
- Select for Deposit
- Entering Customer Credit Memos

• Vendor Transactions Management

- Overview of Vendor Tasks
- Entering Purchase Orders
- Receiving Inventory/Entering
- Vendor Bills
- Paying Vendor Bills
- Printing Vendor Checks
- Print Disbursement Checks from Reports
- Voiding Vendor Checks
- Making and Transmitting Electronic
- Payments
- Entering Vendor Credit Memos

- **Inventory Transactions Management**
 - Using Inventory Items in Purchase and Sale Transactions
 - Adding Inventory Items on the Fly
 - Inventory Adjustments
 - Assemblies
 - General Journal and Banking Tasks
 - Fixed Assets Management
 - Bill of Materials for Manufacturing firm
 - Costing in Application software
 - Conversion from Foreign currency to Naira
 - Consolidation of Group Accounts
 - Financial Report Generation
 - Backing up and Restoring Data
 - User Security and Control
 - Questions and Answer segment