



# COURSE SYLLABUS

Computerized Accounting

Course: Peachtree



50 Cragwood Rd, Suite 35  
South Plainfield, NJ 07080

Victoria Commons, 613 Hope Rd Building #5,  
Eatontown, NJ 07724

130 Clinton Rd,  
Fairfield, NJ 07004

## Avtech Institute of Technology Course

Instructor:

Course Duration:

Date/Time:

Training Location:

### Course Description

This course will teach the essentials of Peachtree to utilize powerful features for successful small businesses to get up and running quickly, handle accounting basics to streamline operations, including invoicing and bill paying, Check & Forms, Credit Card Processing, and Peachtree Payroll solutions, Online Bill Payment, Fixed Assets Management, Offsite Data Storage, Remote Data Access, Time & Billing Management, and how to use Web Site Tools & Third-Party Add-Ons, as well as many more advanced features, such as powerful reporting, basic inventory, and analysis elements, Recurring Transactions with Year End Rollover, Integration with Microsoft Word, Schedule Memorized Transactions, E-mails Generated by Alerts, forms Design improvement Filtering reports using custom fields, Create and Print Deposit Tickets, and Customize your Task Screens.

The standard accounting basics, such as General Ledger, Accounts Receivable, Accounts Payable, Inventory, and Payroll solutions will be covered in this course, as well as the features of Peachtree, such as Create Assemblies, Track Item Detail, Powerful Inventory, Multiple Costing Methods, Write Checks Fast, Purchase on Time, Vendor Credit Memos, the Analysis and Reporting, Get finances in a Flash, Add Attachments, the Cash Flow Time Savers and Customization, Quick Entry Account Register, Internal Accounting Review, Comparative Budget Spreadsheet Creator rapid Access Reports, Year-End Wizard to save time and follow the correct steps during the critical process of closing the fiscal year, and much more will also be oriented in detail.

### Learning Objectives

#### 1.0 Peachtree Overview

- 1.1. Open Company and Set up company
  - 1.1.1. Customers
  - 1.1.2. Vendors
  - 1.1.3. Items and Services
  - 1.1.4. Employees
  - 1.1.5. Chart of Accounts
  - 1.1.6. User Security

- 1.1.7. Set up Chart of Accounts (or General Ledger)
- 1.1.8. Set up the beginning balance for Customers, Vendors, Inventory Items (Inventory Amount and Costing Information), Employees (Employee Information and year to-date withholding), and Jobs
- 1.1.9. Set up Fiscal Year and business starting date
- 1.2.(Online) Back up and Restore, Maintenance and Update, and remote access
- 1.3. Import & Export of data and report
- 1.4. Transactions and Jobs, Invoice and Purchase Order
- 1.5. Payroll & Taxes
- 1.6. Account, Purchase, Sales, revenue, and inventory
- 1.7.Cash, Collection, payment, and Finance
- 1.8. General Ledger, Financial Statement, Forms and Report
- 1.9. Accounts Payable, Accounts Receivable, Accounts Reconciliations, Income Statement, Trial Balance, and Balance Sheet

## **2.0 Navigation Peachtree**

- z The Navigation Bars of Peachtree offers access to seven pages “navigation Centers”. They provide information about and access to the Peachtree programs
- 2.1. Business Status
  - 2.2. Customers & Sales
  - 2.3. Vendors & Purchases
  - 2.4. Inventory & Services
  - 2.5. Employees & Payroll
  - 2.6. Banking
  - 2.7. Company

## **3.0 Business Status**

- z Peachtree Business Status give you a quick picture of how is your business doing. It includes Accounting balance, revue figures, payable and receivable data. Peachtree Accounting tracks the transactions and gives feedback and analysis of how business is doing.
- 3.1. Home Page
    - 3.1.1. Beginning Account Balances

- 3.1.1.1. Account List (Petty Cash, Cash o Hand, Regular Checking Account, Payroll checking Account, Savings Account, and Accounts Receivable) and Account Description
  - 3.1.1.2. Year to Date Revenue Figures
  - 3.1.1.3. Receivable & Payable data finding and display
  - 3.1.1.4. List of Print a Peachtree Report
- 3.2. Accounts Reconciliation
- 3.2.1. Reconcile Accounts & Import Bank Statement
  - 3.2.2. View Balance Sheets, Customize Reports
- 3.3. Reports and Forms: A feature let you find, display, and lets you print your Forms, List and reports

## **4.0 Customers & Sales Navigation Center**

- z Show the flow of customer-related tasks & takes you where you need to go to perform the tasks. Its also includes a summary of customer information, access to recently used customer reports, and an overview of your company's aged receivables.
- 4.1. Summary of customer information
- 4.2. Customer & Sales Tasks
- 4.2.1. Customers, Jobs, Sales Taxes
  - 4.2.2. Quotes, Sales Orders, Sales Invoices, Finance Charges, Receive Money, Bank Deposits
  - 4.2.3. Customer Statements, Credit and Returns
- 4.3. (Recently Used) Customer Reports
- 4.3.1. Aged Receivables
  - 4.3.2. Sales Journal
  - 4.3.3. Cash Receipts Journal
  - 4.3.4. Customer Transaction History
  - 4.3.5. Invoice Register
- 4.4. Peachtree solutions
- 4.4.1. Checks & forms
  - 4.4.2. Credit Card Service
  - 4.4.3. Time & billing

## **5.0 Vendors & Purchases**

- z Pay your bills. Track your credit cards. Write checks. Learn how QuickBooks can help you track and manage your expenses

#### 5.1. Vendors & Purchases Tasks

- 5.1.1. Vendors, Write Checks, 1099s
- 5.1.2. Purchase Orders, Enter Bills, Pay Bills
- 5.1.3. Void Checks, Credit and Returns

#### 5.2. (Recently used) Vendor Reports

- 5.2.1. Aged Payable
- 5.2.2. Cash Disbursements Journal
- 5.2.3. Purchase Journal
- 5.2.4. Check Register
- 5.2.5. Vendor Transaction History

#### 5.3. Peachtree solutions

- 5.3.1. Checks & forms

## 6.0 Inventory & Services

- z Manage your inventory and track your stock on hand. Learn how to run your business efficiently using the Inventory feature

#### 6.1. Inventory & Service Tasks

- 6.1.1. Inventory Items, company Service, Assemblies
- 6.1.2. Purchase Orders---Receive Inventory
- 6.1.3. Inventory Count and Inventory Adjustments

#### 6.2. Inventory List: Description, No. Unit sold, Quantity on Hand

#### 6.3. Inventory & Services Reports

- 6.3.1. Item costing Report
- 6.3.2. Inventory Adjustment Journal
- 6.3.3. Inventory Stock Status Report
- 6.3.4. Physical Inventory List

#### 6.4. Inventory Profitability Report --- Cost of Sales Trend: Revenue, Cost of Sales, Gross Profit

## 7.0 Employees & Payroll

- z Learn how to pay your employees, pay payroll taxes and liabilities, and file tax forms

- 7.1. Employees & Payroll Tasks
  - 7.1.1. Employees, User Security, 1099s
  - 7.1.2. Pay Employees, direct Deposit, Print payroll Checks
  - 7.1.3. Payroll Tax Tables and Forms
- 7.2. Employees & Payroll Reports
  - 7.2.1. Payroll Register
  - 7.2.2. Payroll Check Register
  - 7.2.3. Tax Liability Report
  - 7.2.4. Current Earnings Report
  - 7.2.5. Payroll Journal
- 7.3. Peachtree Solutions
  - 7.3.1. Full-Service Payroll
    - 7.3.1.1. Peachtree Direct Deposit
    - 7.3.1.2. Checks & Forms
    - 7.3.1.3. Tax Update Service
    - 7.3.1.4. e-filing Service
  - 7.3.2. For Payroll Subscribers (additional fees apply)

## **8.0 Banking**

- 8.1. Banking Tasks
  - 8.1.1. Write Checks, Account Register, Budgets, Chart of Accounts
  - 8.1.2. Receive Money, Bank Deposits, Enter Bills, Pay bills
  - 8.1.3. Reconcile Account, General Journal Entries
  - 8.1.4. Void Checks
- 8.2. Account List, Bills to Pay and Account Balances
- 8.3. Reconcile Account, Balance Sheet
- 8.4. All Banking Reports
  - 8.4.1. Account Register
  - 8.4.2. Bank Deposit Report
  - 8.4.3. Account Reconciliation
  - 8.4.4. Deposits in Transit
  - 8.4.5. Outstanding Checks
- 8.5. Peachtree solutions

### 8.5.1. Credit Card Service

- 8.5.1.1. Accept credit card payments by phone, on-line, or in person
- 8.5.1.2. Seamless integration with your Peachtree software
- 8.5.1.3. Expand your customer's payment options

### 8.5.2. Peachtree Payroll Solutions

- 8.5.2.1. In-House Payroll
  - 8.5.2.1.1. Peachtree Payroll Tax Update
  - 8.5.2.1.2. Service1e-Filing Advantage2
- 8.5.2.2. Full-Service Payroll
  - 8.5.2.2.1. Peachtree Payroll Service

## 9.0 Company

- z Learn how to pay your employees, pay payroll taxes and liabilities, and file tax forms

### 9.1. Employees & Payroll Tasks

- 9.1.1. Company Tasks: Set up Guide, User Security, Chart of Accounts
- 9.1.2. Data Maintenance: Back up company data, restore a backup, verify that company files are not missing or damaged, purged unused or inactive data, Import and Export data from other applications
- 9.1.3. Check for Peachtree Update
- 9.1.4. year End Wizard
- 9.1.5. General Journal Entry
- 9.1.6. Synchronize Peachtree Data on the Web

### 9.2. Company Information and Company Reports

- 9.2.1. General Ledger, Cash Account Register, Find Transaction Report, Daily Register, Internal Accounting Review

- 9.3. All Financial Statement: Income Statement,; Income/Budget, Income Statement, Balance Sheet, Income 2 years

## 10.0 New Features

- 10.1. Outlooks Synchronization
- 10.2. Run Cash Requirement Report
- 10.3. Print & display Federal & State Tax Forms

## Prerequisite

Familiar with PC and Windows OS

## Co-requisite

## Contact Hours

\_\_\_\_\_ Contact Hours (Lecture \_\_\_\_ Hours / Lab \_\_\_\_ Hours)

## Semester Credit Hours

\_\_\_\_\_ semester credit hours

## Text / Lab Books

Recommended:



## Teaching Strategies

A variety of teaching strategies may be utilized in this course, including but not limited to, lecture, discussion, written classroom exercises, written lab exercises, performance based lab exercises, demonstrations, quizzes and examinations. Some quizzes may be entirely or contain lab based components. A mid-course and end course examination will be given.

## Method of Evaluating Students

### Grade Distribution

Class Attendance	10
Mid Term	30
Finals	50
Special Projects / Makeup projects	10
<b>Total</b>	<b>100%</b>



## Grading Policy

At the end of each course, each student is assigned a final grade as follows:

Point Range	Interpretation	Grade	Quality Points
90 – 100	Excellent	A	4.0
80 – 89	Very Good	B	3.0 – 3.9
70 – 79	Average	C	2.0 – 2.9
60 – 69	Poor	D	1.0 – 1.9
Below 60	Failure	F	0
N/A	Withdrawal	W	0
N/A	Pass	P	0
N/A	Incomplete	I	0

A student earning a grade of D or above is considered to have passed the course and is eligible to pursue further studies. A student receiving a grade of F has failed the course. A failed course must be repeated and passed to meet Avtech Institute's graduation requirements, in addition to an overall program GPA of 2.0.

## Requirements for Successful Completion of the Course

At a minimum, students must achieve the following:

- A passing grade of **D** or above
- Completion of all required examinations
- Submission of all required lab exercises and projects and;
- Adherence to the school attendance policy.

## Equipment Needed

Industry standard desktop computer for lab exercises.

Equipment Breakdown Lab room

Videos and Projector

## Library Assignments

To be determined by the instructor.

## Portfolio Assignment

Student program outcome portfolios are required to demonstrate student competencies. In conjunction with your course structure, please select a project/paper that best demonstrates what you have learned in this course and add it to your program portfolio.

## Course Policies

### Disruptive Behavior

Disruptive behavior is an activity that interferes with learning and teaching. Inappropriate talking during class, surfing inappropriate website, tardiness, cheating, alcohol or drug use, use of cell phone, playing loud music during class, etc. all disrupt the learning process.

### Copyright Infringement

Specific exemptions to copyright infringement are made for student use in the context of learning activities. Graphic design students often download images from the Internet, or scan images from publications. As long as this work is for educational purpose, and subject to faculty permission, this is not a problem.

### Plagiarism

Faculty cannot tolerate the *misrepresentation of work as the student's own*. This often involves the use by one student or another student's design, whether voluntarily or involuntarily. In the event that plagiarism is evident and documented, all students involved in the conscious decision to misrepresent work must receive an F as the grade for the project. A second occurrence may result in suspension for the rest of the quarter, and return to the school only after a review by the Academic Standards Committee.

## Attendance

### Attendance and Lateness

In education and the workplace, regular attendance is necessary if individuals are to excel. There is a direct correlation between attendance and academic success. Attendance is mandatory. All students must arrive on time and prepared to learn at each class session. At the faculty member's discretion, students may be marked absent if they arrive more than 15 minutes late to any class. More than five absences in a class that meets twice per week or more than two absences in a class that meets once per week may result in a failure.

## Make-Up Work

### Late Projects and Homework

All projects and homework must be handed in on time. Homework should be emailed to your instructor if you are going to miss a class. Work that is submitted one week late will result in the loss of one full grade; and work that is submitted two weeks late will result in the loss of two full grades; more than two weeks late you will receive a failing grade on the project.