

# Peachtree Quantum Software Advanced Training Class

Learn how to use the advanced features of Quantum including Bank Reconciliation, Security and Time & Billing **Guaranteed** or the next class is FREE. **Come and learn how to do more in less time.**

Lunch and user guide included with class  
 New Peachtree Quantum Training  
 New Peachtree features training



**Peachtree**  
by Sage  
**Premier Trainer**

## Sage Premier Training Course Outline

- Security
  - Setting up user passwords
  - Audit Report
- Review Backup Utility
  - Setting a Backup Schedule
  - Time and Billing Setup
- Time and Billing
  - Activity & Charge Items
  - Time Ticket Entry
  - Expense Ticket Entry
  - Applying Tickets to Sales
  - Time Ticket Payroll
  - Time & Billing Report
- Payroll – Tax Tables
  - Setting up special Payroll Tax Tables
- Bank Account Reconciliation
  - Bank Account reporting

- Special Procedures
  - Changing Accounting Periods
  - Month End Reports & Balancing
  - Applying Finance Charges
  - Voiding Transactions
  - Task Screen Templates
  - Changing Account ID's
  - Consolidating Companies
  - Memorized Transactions
- Reporting
  - Excel Link
  - Forms Modification
  - Report Modification
  - Customizing Financial Statements
  - Collection Letters
  - Find Transactions
  - Report Group

Questions & Answers

Welcome to the Peachtree Quantum Software Advanced Training Class. This 1 day course is geared toward current Peachtree Quantum users who wish a more detailed, behind the scenes, understanding of the programs capabilities from an accounting standpoint. The features covered in the class apply to all Peachtree Quantum Software programs including Peachtree 2007 and Peachtree Quantum. Students are required to have a basic working knowledge of Windows and a solid understanding of Peachtree Quantum, or have completed the Introduction and intermediate Peachtree courses. During class participants will review some basic company set-up features, transaction entry and how they impact the General Ledger. Additionally, how to close and balance the cash accounts. They will learn to set-up Payroll deduction formulas, customize Financial Statements, set-up User security rights & other advanced features of the system. This class is taught by an experienced certified trainer. There will be a maximum of 4 students per class and is hands on 1 person per PC. All classes are CPE accredited. Students will receive a certificate of completion. Cancellation policy: Course cancellation must be received in writing 5 days prior to course date to be eligible for refund and are subject to \$50 administrative fee. The class may be rescheduled with no administrative fee.

Fee: 1 day session \$349.00  
 Peachtree Premier Training Center

[View dates](#) or [sign up www.jcscomputer.com](#)  
 "Helping you do more in less time!"



**Call Now Toll Free 866/467-7672**

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Class Date:

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**Fax to 800/467-7672**

**P.S. Get your unlimited annual Peachtree Software Technical support & you get 4 online classes free!**