



# PROFESSIONAL COMPUTERIZED ACCOUNTING

## OBJECTIVE

To enable student Identify and apply fundamental concepts and essential terminology of accounting, including balance sheets, revenues and monetary assets, expenses, inventories and costs, depreciation, assets and liabilities, equities, and cash flow, and identify basic financial statements commonly used for both profit and not-for-profit businesses.

Professionals can work on Peachtree accounting software to create companies, run accounts payable, manage inventory and payroll, track inventory and assets, maintain a general ledger, and generate required company reports.

## Covering Modules

- Peachtree
- Excel Advance

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**SKILL DEVELOPMENT COUNCIL**

## PEACHTREE (01 Month)

### Part-1 (Introduction & Basics)

- Introduction to Computerized Accounting
- Advantages of Computerized Accounting
- Disadvantages of Computerized Accounting
- Peachtree Basics
- Menus/Toolbars/Navigations Aids
- Setting up your Company

### Part-2 (General Ledger)

- Introduction
- Chart of Accounts
- Editing/Deleting Chart of Accounts
- Rules of Debit & Credit
- General Journal Entries with Peachtree
- Editing/Deleting Journal Entries
- Adjusting Entries
- Printing & Viewing GL Reports

### Part-3 (Inventory)

- Introduction\
- Creating Stock Items
- Inventory Adjustment
- Item Prices
- Printing & Viewing Inventory Reports

### Part-4 (Manufacturing & Assembling)

- Introduction
- Setting up Assembly Items
- Build / Unbuild Assemblies
- Printing & Viewing Assembling Reports

### Part-5 (Sales)

- Introduction
- Creating Customers
- Quotes
- Sales Orders
- Invoices
- Receipt
- Sales Tax
- Sales Returns
- Sales Discounts
- Finance Charges
- Printing & Viewing A/R Reports

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# Professional Computerized Accounting

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## Part-6 (Purchases)

- Introduction
- Creating Vendors
- Purchase Orders
- Purchase/Receive Inventory
- Payment
- Select for Payment
- Purchase Returns
- Purchase Discount
- Printing & Viewing A/P Reports

## Part-7 (Payroll)

- Introduction
- Payroll Setup Wizard
- Payroll Setting
- Creating Employees
- Creating Sales Representatives
- Paying Salaries to a Single Employee
- Paying Salaries to Batch of Employees
- Printing & Viewing Payroll Reports

## Part-8 (Job Order Costing)

- Introduction
- Cost Codes
- Phases
- Job
- Expenses/Estimates
- Working with Construction Company
- Printing & Viewing Jobs Reports

## Part-9 (Get More from Peachtree)

- Filters
- Find Transactions
- Memorized Transactions
- Default Information
- Setup Checklist
- Users/ Passwords
- Bank Reconciliation
- Change Accounting Period
- Year End Wizard
- Analysis
- Global Options
- Formatting Reports and Forms
- Apply any Currency Symbol
- Peachtree with Excel
- Action Items
- Accrual or Cash Accounting

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- Change Company Information
- Back up
- Restore
- Use of built in Chart of Accounts

## Part-10 (Projects)

- Assembling/Manufacturing
- Mobile Shop
- Medical Store
- Automobile Dealer
- Institute
- Garden Supply

## Final Test

# Excel Advanced with Basic Control (01 Month)

## Part-1 (Introduction & Basics)

- Why MS-Excel is used?
- Spreadsheet Overview
- Menus/Toolbars/Shortcuts
- Basic Formulas (Sum, Average, Max, Min etc.)

## Part-2 (IF Conditions)

- Simple IF
- Nested IF
- IF with AND
- IF with OR
- IF with other Functions
- CountIF
- SumIF
- DatedIF

## Part-3 (Lookup Functions)

- Vlookup Single
- Vlookup Multiple
- Vlookup with other Functions
- Hlookup
- Lookup

## Part-4 (Data Base Functions)

- Dsum
- Daverage
- Dmax
- Dmin
- Dcount

## Part-5 (Financial Functions)

- DDB
- SLN
- SYD
- DB
- PMT

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## Part-6 (Other Valuable Functions)

- Rank
- Hour/Minute
- Large/Small
- CountA/CountBlank
- Days360

## Part-7 (Excel Power Utilities)

- Charts/Graphs
- Auto Filters
- Advanced Filters
- Sorting
- Multiple Sorting
- Pivot Table
- Data Validation
- Form
- Conditional Formatting
- Goal Seek
- Subtotals
- Scenario

## Part-8 (Other Utilities)

- Auditing
- Cell Alignment
- Currency Symbol
- Border & Shading
- Naming Sheet
- Text to Column
- Cell Comments
- Protecting worksheet
- Headers & Footers
- Paste Special
- Linking an Object to another Applications

## Part-9 (Simple Projects)

- Marks Sheet
- Sales Reports
- Attendance Register
- Cricket Match Report
- Students Test Report
- Tuck Shop
- Monthly Commission Report

## Part-10 (Financial Projects)

- Payroll
- General Journal
- Trial Balance
- Breakeven Analysis
- Balance Sheet
- Bank Statement
- Invoice, Purchase Order etc.
- Petty Cash Voucher

## Final Test

