

PARTICIPANTS RESPONSIBILITIES FOR ALL COURSES:

- To ensure the smooth running of the various sessions, the following rules have been established:
- Please ensure that you **sign the Attendance Sheet** every time you attend classes. This is proof that you attended the course.
- To minimize disruptions to classes:
 - Cell Phones**
Kindly keep off or in the vibrate mode.
Avoid answering calls in the class.
- Participants are expected to be punctual for all sessions
- Participants are expected to honour their financial obligations
- It is **your responsibility** to follow up with the facilitator whenever you have been absent for a training session
- Participate in assessments undertaken in the respective Course



DAYS & TIMES OF CLASSES

Tuesdays & Thursdays from 5:30 to 7:30 p.m.

VENUE:

ICT Centre, #4 Bridge Street, Castries

COURSE CYCLE:

September – December

February — June

COURSES DURATION:

Ten (10) weeks

Average (40) hours

TRAINING METHODOLOGY:

Course Units will be delivered in short lectures which will be complemented by case studies, open discussions and group work including practical sessions.

FEE
\$450.00

4th Floor Heraldine Rock Bldg.
Waterfront
Castries,
Saint Lucia

Phone: 468-4223/453-2891
Fax: 453-7347
E-mail: sedu@gosl.gov.lc
Website: www.commerce.gov.lc



**MINISTRY OF COMMERCE, BUSINESS
DEVELOPMENT, INVESTMENT AND
CONSUMER AFFAIRS**

**SMALL ENTERPRISE
DEVELOPMENT UNIT**

**PEACHTREE
ACCOUNTING
COURSE
STUDENT
INFORMATION**



***Small Enterprise Development
and
Ultimately National Prosperity***

Objectives

To provide training to improve the competency of micro and small enterprise owners, using the Peachtree Accounting Software.

Who can benefit

Micro and small business owners, Accounting Professionals and other service providers desirous of learning and understanding the use of the software.

By the end of the programme

Participants will have full knowledge of the effective use of the software.

Endorsement

This programme is endorsed by the Ministry of Commerce, Industry and Consumer Affairs.



Programme Outline

A Peachtree Introduction

- Starting Peachtree
- Opening a Sample Company
- Peachtree Menus

B New Company Set-up

- New Company Set-up Wizard
- Chart of Accounts
- Real-Time Vs Batch Posting
- Accounting Periods

C General Ledger

- Accounting Terms
- Accounting Equations
- Balancing Accounts
- Balance Sheet
- Income Statement

D General Ledger

- Accounting Numbering
- Account Types
- Journal Entries
- Reports
- Financial Statements

E Accounts Payable

- Vendor Defaults
- Adding Vendors
- Purchase Invoices
- Entering Payments
- Accounts Payable Reports

F Accounts Receivable

- Customer Defaults
- Adding Customers
- Sales Invoices
- Applying Customer Receipts
- Accounts Receivable Reports

G Inventory

- Inventory Defaults
- Adding Items
- Inventory
- Inventory Adjustment Entries
- Inventory Reports

H General Ledger

- Account Beginning Balances
- General Ledger Reports
- Financial Statements

I Accounts Payable

- Vendor Beginning Balances
- Entering Credit Memos and Prepayments
- Accounts Payable Reports

J Accounts Receivable

- Customer Beginning Balances
- Entering Credit Memos and Prepayments
- Accounts Receivable Reports

Payment

All payments are made through the Government Treasury using an "A FORM", completed and stamped (by SEDU), to be obtained from the office of the Small Enterprise Development Unit.

Payment Plan

Participants may pay by installments but must pay the total course fee prior to the start of the course.

Graduation

Participants will graduate based on successful completion of assessments, assignments, attendance and financial obligations

Refund

Full refund for an enrolled course will be done provided the participant has informed SEDU during the first **two (2) weeks** into the programme. For refunds persons **MUST** present the following:

- Letter with request for refund for said Course

- Photo ID for copy

- Copy of receipt

Note: Refund not possible on same day of submission.