

## PEACHTREE SCHEME and SYLLABUS

### 1. DETAILS OF THE COURSE

**Name of course** : Peachtree

**Qualification** : SSLC and above

**Duration** : 3months (12 weeks)

### 2. SPLIT-UP SYLLABUS:

<b>Week 1, 2 &amp; 3 (Theory : 10 hours Practical: 20 hours)</b>
<b>Peachtree:</b> Introduction, Features, Starting procedure, setup a new company, Setup chart of accounts, customer creation, vendor creation, employees/ sales representative.
<b>Week 4,5 &amp; 6 (Theory : 10 hours Practical: 20 hours)</b>
<b>Inventory control system:</b> creation-transactions, Purchase/ receive inventory, printing of purchase order, payments, sales quotes, sales order, sales, GST Inventory Creation.
<b>Week 7,8 &amp; 9 (Theory : 10 hours Practical: 20 hours)</b>
<b>Journal &amp; Payroll: Journal entry,</b> adjust inventory, sales tax creation, GST Rate Set up, recurring journal entries, <b>Bank reconciliation</b> , managing pay roll, pay roll entry.
<b>Week 10, 11 &amp; 12 (Theory :10 hours Practical: 20 hours )</b>
<b>Reports:</b> Trial balance, Inventory, Financial Statements-Balance Sheet and Income Statement, Cash Flow, financial manager, collection manage.

### 3. SCHEME OF EXAMINATION:

	<b>Duration</b>	<b>Max. marks</b>	<b>Minimum pass mark</b>
<b>Theory</b>	<b>2 hrs</b>	<b>100</b>	<b>40</b>
<b>Lab</b>	<b>1hr</b>	<b>50</b>	<b>25</b>
	<b>Total marks</b>	<b>150</b>	<b>65</b>