# Peachtree Construction by Sage Training Class

**Guaranteed or the next class is FREE. Come & learn how to do more in less time.**

**User Guide and lunch included with class.**

Learn how to use construction features of Peachtree job costing to help improve your operations.

## Sage Premier Training Center Course Outline

*Introduction to Job Costing in Peachtree*
- Starting Peachtree
- Navigation Overview
- Basic Help

*Setting Up Job Costing in Peachtree*
- Elements of Job Costing
- Defaults
- Adding Jobs
- ID Structure for Jobs, Phases & Cost Codes
- Adding Phases
- Adding Cost Codes
- Job Costing Beginning Balances
- Job Estimates

*Job Reports*
- Previewing Reports
- Customizing Reports
- Setting Up Report Groups

*Using Job Cost*
- Selecting Jobs
- Using Jobs in Accounts Payable
- Using Jobs with Time Tickets
- Using Jobs in Payroll
- Job Change Orders
- Using Jobs with Inventory
- Using Jobs with General Ledger
- Using Jobs in Accounts Receivable
- Contract Billing
- Cost Plus Billing
- Process Billing
- Track Subcontractor Insurance
- Apply Labor burden
- Track Retainage
- Work in progress
- Advanced Job Costing
- Operation Reports

*Questions and answers*

Welcome to the Peachtree Software Construction training class. This specialized one day course highlights the capabilities of Peachtree for Construction. Students are required to have a basic working knowledge of Windows 98 or higher and a basic understanding of Peachtree Complete, or have completed the Introduction to Peachtree Complete Course. This course will cover how to setup jobs, estimates, retainage and complete the billing cycle and closing out for jobs. Students will be instructed in entering many types of job cost transactions; including inventory, General Ledger, Accounts Payable, Payroll and Accounts Receivable. 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 a $50 administrative fee. The class may be rescheduled with no administrative fee.

Fee: 1/2 day afternoon session $249.00
Peachtree Premier Training Center

View dates or sign up www.jcscomputer.com
*"Helping you do more in less time!"*

***Call Now Toll Free 800-475-1047*** ***Payment Method:*** ***Class Date: _____***

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Payment is required at time services are rendered. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for support services requested. Credit card or check accepted for On-sites & classes.

Fax to 866-666-9932

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