

Using Peachtree Accounting Software

Peachtree software is an accounting system in which small businesses can manage their books. Peachtree software takes a more difficult and complex process and reconstructs it into a simple process that anyone can use. By following the instructions provided, one will be able to set up their company in Peachtree, make their journal entries, and view the financial statements that the software creates. It benefits any company to use the Peachtree software because it provides accuracy that manual bookkeeping cannot. The software ensures that proper journal entries are made and that all accounts balance. The use of Peachtree requires basic computer skills; however, one must be knowledgeable in accounting to make the proper journal entries. All steps in the instructions are necessary and must be followed completely. Good luck!

Tools Needed

Computer

Peachtree Software

Establishing your company

1. Open Peachtree Complete Accounting. On the start up screen, click “set up a new company.”
2. Click “next” on the first screen presented.
3. Fill in the company’s information and then click “next.”

4. Leave the default and click “next.”
5. Scroll through and select a comparable industry and click “next.”
6. Choose the accounting method the company currently uses and click “next.”
7. Select the way the company would like to post the journal entries and click “next.”
8. Identify 12 month accounting periods and click “next.”
9. Choose the month that the company’s year-end will begin and end on click “next.”
10. Use the default on this screen and click “next.”
11. Change to “No, I do not need the Setup Checklist,” and click “finish.”

Protect your files

12. Select the maintain tab, then users
13. Set up a user name and password, click “save.”

Creating your journal entries

14. Select the tasks tab, then general journal entry.
15. Select the date on which the journal entry is to be made. At any point during creating journal entries, the date can be changed to represent various entries on various days, but the entries must be saved before changing to a different date.
16. Under account number, click on the magnifying glass and choose the account to debit, then create a description and dollar amount in the proper fields.
17. Complete step 16 again, except for the account to be credited.
18. Repeat steps 16 and 17 until all journal entries are made for that day and any other days. .

19. Click “save” at the top of the screen after each journal entry.
20. Once the journal entries are complete, go the tasks, then system, then post. Click “all journals,” and then “OK.”

The finished product

21. Go to reports, then general ledger. Double click “general journal” to view the list of journal entries.
22. Go to reports, then financial statements. Double click on the financial statement to view it.

Congratulations, the process is now complete. The finished product includes an established company in the Peachtree software, journal entries, and current financial statements. Continue to make use of the Peachtree software by creating entries as they occur. Remember to post all entries at the end of each day. Good luck with the continued use of Peachtree software, hopefully it will meet all of the financial needs of the company.