



# Peachtree For Dummies

*Elaine Marmel, Diane Koers*

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**Peachtree For Dummies** Elaine Marmel, Diane Koers

Not feeling too peachy about computerizing your accounting system? Relax! *Peachtree For Dummies, 3<sup>rd</sup> Edition* will show you how to set up your company in Peachtree and then use it to pay bills, invoice customers, pay employees, produce financial reports, and more. You'll quickly discover how Peachtree can save you time, effort, and money so that you no longer have to do your accounting by hand or pay someone else to do it for you.

Publishing to coincide with the latest release of Peachtree, this third edition is revised to cover the newest updates and enhancements made to the most recent version of Peachtree. Veteran authors Elaine Marmel and Diane Koers break down the capabilities of Peachtree Premium Accounting, from building an effective chart of accounts, to customizing forms and modifying reports, to setting up default information that will save you time down the line. You'll also discover how to:

- Work with purchase orders
- Sell products and services
- Generate invoices
- Track project costs
- Produce income statements
- Back up and restore data
- Balance accounts
- Manage inventory
- Handle customer prepayments
- Pay for purchase orders with a credit card
- Keep your account information safe

Packed with examples of everyday, real-life situations, *Peachtree For Dummies, 3<sup>rd</sup> Edition* is the reference you need so that you can put Peachtree to work for you and get the job done quickly and correctly.

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