



SOLUTIONS DELIVERED

Best Practices Guide for Everyday Bookkeeping – *An Overview*

Use these simple steps to verify that your accounting system is tying out, posting correctly and giving you accurate financial information. Although the following steps have been optimized for Peachtree, steps like these should be implemented regardless of which accounting system you are using.

Step 1 – Run Key Reports

Step 2 – Company Data from Key Reports

Step 3 – Verify Trial Balance is in Balance

Step 4 – Verify GL Balance is in Balance

Step 5 – Check Your Financial Statements

If all of the above have been tied out and there are no discrepancies...HOORAY!!!!

Get the complete Best Practices Series Guide that includes Selecting an Accounting Software System and 10 steps to implement an accounting system and Best Practices for everyday bookkeeping by visiting www.jcscomputer.net. The booklet is filled valuable tips and worksheets to help you identify your needs and compile hardware inventory.

About the Author

Jennifer O'Brien is a solutions specialist at JCS Computer Resource (www.jcscomputer.net) which provides software technical support and training for SAGE Software products including Peachtree, MAS 90, MAS 200, ACT! and Timeslips. JCS Computer Resources provides installation, onsite training, classroom training, online training, online support, onsite support and phone software support.

JCS Computer Resources has been providing quality support and training since 1988 and has been named Peachtree Authorized Resource Center and platinum partner for 12 years in a row.