



Peachtree[®]
by Sage

User's Guide

Peachtree[®] by Sage Quantum



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1 Installation

Installing or Upgrading Peachtree

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★ Installing or Upgrading Peachtree ★

Contents of the CDs

Contents of the Installation CD(s)

Your Peachtree Quantum installation package contains two CDs. The contents of each CD are as follows:

| | |
|------------|--|
| CD1 | ❖ Program Installation ❖ Program Installation - Dedicated Server Only ❖ Maintenance (remove or repair Peachtree) |
| CD2 | ❖ Crystal Reports for Peachtree ❖ FAS for Peachtree ❖ FAS for Peachtree Conversion ❖ ACT! Link |

System Requirements

Minimum System Requirements

- ❖ At least 1.8 GHz Intel Pentium IV (or equivalent).
- ❖ 512 MB of RAM for single user and 1 GB for multiple concurrent users.
- ❖ Windows® 2000 sp3/XP sp2, Windows Vista.
- ❖ 1 GB of disk space for installation.
- ❖ Internet Explorer 6.0 required (provided on CD. Requires an additional 70 MB).
- ❖ Microsoft® .NET Framework CLR 2.0 (provided on CD. Requires an additional 280 MB).
- ❖ At least high color (16 bit) SVGA video.
- ❖ Optimized for 1024x768. Support 800x600 with small fonts.
- ❖ 2x CD-ROM.

Recommended System Configuration

- ❖ 2.8 GHz Intel Pentium® IV (or equivalent) for workstations and 3.4 GHz Intel Pentium 4 (or equivalent) for server.
- ❖ 1 GB of RAM for workstations and 2 GB for server.
- ❖ All online features/services require Internet access with at least a 56 Kbps modem.

Integration / Compatibility Requirements

- ❖ Excel®, Outlook® and Word® integration requires Microsoft Excel, Outlook and Word 2000, 2002, 2003, or 2007. Refer to Microsoft Excel, Microsoft.
- ❖ Outlook and Microsoft Word for hardware and memory system requirements.
- ❖ Outlook Sync supported in Exchange 5.5 SP4, 2000 SP2, and 2003.
- ❖ Printers supported by Microsoft Windows 2000/XP/Vista.
- ❖ In-product demos require Macromedia® Flash™ Player.
- ❖ Additional 55MB available hard disk space is required to install Guided Tour.
- ❖ Adobe® Reader® 7.0 required and provided on CD. (Requires an additional 90 MB available hard disk space to install).

Multi-User

- ❖ Multi-user mode is optimized for Windows 2000 Server or Windows Server 2003 client-server networks, and Windows 2000/XP peer-to-peer networks. A maximum of 10 licensed named users are allowed.
- ❖ **Terminal Services:** Windows 2000 or 2003 Server with REmote desktop Connection or Remote Destop Web Connection client. No more than 10 named users. Additional 21 MB RAM recommended for each additional user.

Quick Tips for Upgraders

If you are upgrading from an earlier release of Peachtree Quantum, Peachtree will give you the option of 1) installing the new release over the old release, or 2) installing to a new location on the computer so that you will keep your old release of Peachtree. Note the following information:

- ❖ If you choose to keep the older release but convert your Peachtree company data to Release 2008, you will NOT be able to access that data with the old release.
- ❖ If you choose to install over the old release, your Peachtree company data will NOT be overwritten. Rather, when you open the company for the first time, you will initiate the Conversion wizard to update the data files to release 2008.

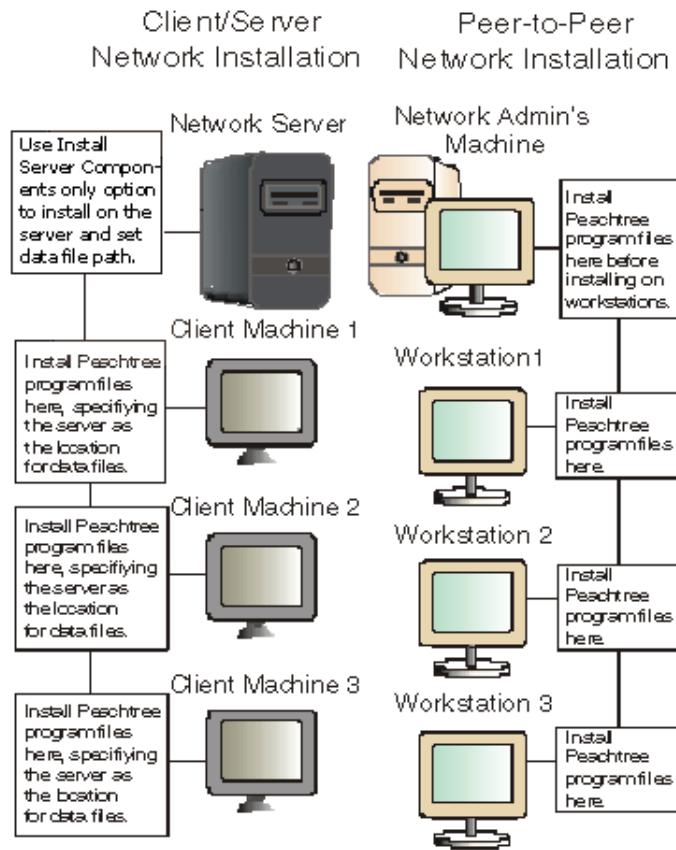
Installing Peachtree

Peachtree will run on two types of networks: *peer-to-peer* and *client/server*. Before you install Peachtree on your network, you must know what type of network software is installed.

- ❖ **Peer-to-Peer:** This is a network that allows each connected computer to act as a server and/or a workstation. Each computer can share its hard drive, printers, or other devices with all other computers in the network. This makes each computer on the network equal to the other computers, or a “peer.” However, when you are sharing data (such as accounting information), you want to designate one computer as the primary server for the data. In other words, you don’t want your Peachtree company data on everyone’s computer, only the primary server (such as the administrator’s computer).

Examples of peer-to-peer networks Peachtree is compatible with include Microsoft Windows XP Network and Microsoft Windows 2000 Network.

- ❖ **Client/Server:** This is a network with a traditional server acting as a central unit (the primary server) with several workstations connecting to it. The server is where you store the company data that will be shared by the workstations. Examples of client/server networks compatible with Peachtree include Windows 2003 Server and Windows 2000 Server.



Quick Tips for Network Install

Use the following tips to help you install Peachtree on a network:

- ❖ Always install Peachtree FIRST on the computer that will store your Peachtree company data files; that is, those files that record your Peachtree transactions and records.
- ❖ Install Peachtree on each workstation. Each computer that will have Peachtree operating on it must have Peachtree installed on it.
- ❖ Your Peachtree company data files (your transactions and records, such as customers and vendors in Peachtree) should be stored in a SINGLE location on the "server" computer. All other computers operating Peachtree should be mapped to this computer and access this ONE set of Peachtree company data files.

- ❖ Because Peachtree First Accounting and Peachtree Pro Accounting are not multiuser-compatible, these instructions are intended solely for Peachtree Complete, Premium, and Quantum users.

Installing Peachtree on a Client/Server Network

Use these instructions if

- ❖ More than one computer will be networked so that multiple users may access your company data at once.
- ❖ The computer that you put your company on will NOT be used to access the data.

Server Installation



Note Begin on the SERVER first. This is the computer that will store the Peachtree company data files. Be sure to follow directions for any notifications regarding your firewall or anti-virus programs. Certain Peachtree files may trigger these softwares but you must allow these files to run.

- 1 Insert the Peachtree compact disc in your CD ROM drive. The Peachtree Autorun window automatically appears.

If the Autorun window does not automatically appear, do the following: From the Windows Start menu, select Run. Type "D:SETUP" and click OK. (Substitute the appropriate drive letter for your CD-ROM drive.)

- 2 Click the Peachtree Accounting install option.
- 3 Read the information and instructions on the window, and then select **Next**.
- 4 Read the License Agreement and, if you accept the terms, select the **Agree** option. Select **Next**.

(If you select Disagree, you will exit the setup program when you click Next.)

- 5 At this time, you may receive a warning that the Microsoft Windows firewall has been detected. If so, we recommend that you select **Yes**. This will help to ensure that Peachtree installs and runs correctly on your computer.
- 6 Next, if you have any firewall software installed on your computer, you will receive a notice that it is running. Please read the information on this screen carefully and follow any directions. If you need detailed, step-by-step help for modifying your firewall setup, see http://www.peachtree.com/support/firewall_install_tips.cfm. Click **OK** when you have finished with any modifications to your firewall.

- 7 If you have any anti-virus software running on your computer, you will receive a message informing you of the name of that software. Read this warning carefully and follow any directions. This will ensure that Peachtree installs and runs correctly on your computer. Click **OK** when you have turned off your antivirus software.
- 8 Enter the **serial number** found on your CD sleeve and click **Next**.
- 9 Next, the Standalone or Network window appears. Select **No**. This will ensure that you install correctly for multi-user setup. Click **Next**.
- 10 Select **Yes** to the question "Will you store Peachtree company data on this computer?" Click **Next**.
- 11 Select **No** to the question "After installation, will anyone work at this computer?" This ensures that only files necessary to access the Peachtree company files are stored on this computer.
- 12 Now, you can accept the default location for your Peachtree company data files or you can click **Browse** and select a different location. Click **Next** to continue.



Note: If your computer does not meet the minimum system requirements, you will receive a notification of this at this point.

- 13 On the Program Settings window, indicate whether or not all of your Peachtree company data files will be stored on this computer. If you have only one company, select **Yes**.
- 14 Now, you can review the locations of your database engine and company data files. Click **Install** to install Peachtree.



During the install process, you will see a list of programs and files that you must allow to run for Peachtree to run properly. If you receive any warnings from your firewall software, be sure to select Allow or Unblock for these programs.

- 15 Next, Peachtree will display the Sharing Peachtree Company Data window. You will need to share the folder where the Peachtree company data is stored on this computer.
- 16 Click **Share the Folder** to open Window Explorer with the Peachtree folder highlighted.
- 17 Right-click the folder and select **Properties**. Click the **Sharing** tab.
- 18 Specify that you will **Share this folder** and use the **Permissions** button to grant all users **Full Control** to this folder.



You can set individual users' access to the various parts of your Peachtree company from within Peachtree.

Note

- 19 Click **OK** on the Sharing window.
- 20 Note the shared folder name and click **Network setup tips** to view and print the tip sheet. You will need this to set up your workstations. Click **Next**.
- 21 When the installation is complete, the Installation Completed window appears. It gives you three options:
 - ❖ **Start Peachtree:** Check this box if you want Peachtree to start as soon as you click the Finish button.
 - ❖ **View Network Setup Tips:** We highly recommend viewing and printing these tips so that you will be able to install Peachtree on your other computers more easily.
 - ❖ **View the Release Notes:** Check this box if you want to see notes about new features in Peachtree. The notes will appear as soon as you click the Finish button.
- 22 Check or uncheck these boxes as desired; then select the **Finish** button to complete installation.

Workstation Installation

Follow these steps to install Peachtree on each workstation. Make sure you know the drive and directory of the Peachtree company data files located on the "server" computer before you begin installation.



Be sure to follow directions for any notifications regarding your firewall or anti-virus programs. Certain Peachtree files may trigger these softwares but you must allow them to run.

- 1 Insert the Peachtree compact disc in your CD ROM drive. The Peachtree Autorun window automatically appears.
- 2 Click the Peachtree Accounting install option.
- 3 Read the information and instructions on the window, and then select **Next**.
- 4 Read the License Agreement and, if you accept the terms, select the **Agree** option. Select **Next**.
- 5 At this time, you may receive a warning that the Microsoft Windows firewall has been detected. If so, we recommend that you select **Yes**. This will help to ensure that Peachtree installs and runs correctly on your computer.

- 6 Next, if you have any firewall software installed on your computer, you will receive a notice that it is running. Please read the information on this screen carefully and follow any directions. If you need detailed, step-by-step help for modifying your firewall setup, see http://www.peachtree.com/support/firewall_install_tips.cfm. Click **OK** when you have finished with any modifications to your firewall.
- 7 If you have any anti-virus software running on your computer, you will receive a message informing you of the name of that software. Read this warning carefully and follow any directions. This will ensure that Peachtree installs and runs correctly on your computer. Click **OK** when you have turned off your antivirus software.
- 8 Enter the **serial number** found on your CD sleeve and click **Next**.
- 9 Next, the Standalone or Network window appears. Select **No**. This will ensure Peachtree knows you are installing in a network environment. Click **Next**.
- 10 Select **No** to the question "Will you store Peachtree company data on this computer?" Click **Next**.
- 11 On the Server Installation Confirmation window, click **Yes**.
- 12 The Set Peachtree Program Files Location window appears, asking you to specify where you want to put the Peachtree program file. Enter the appropriate path here or leave it set to the default. If you are upgrading, the path of the current installation should appear here automatically. Click **Next** to continue.
- 13 Click the drop-down arrow to display a list of shared folders on your network. If you shared the Peachtree folder on your 'server' computer correctly (as in the instructions above), you will see the appropriate folder here. Click on it to select it. Click **Next** to continue.



Note: If, for some reason, it is not in this list, you can click **Find a computer** and search for it manually. For instructions on mapping a computer, see ["Mapping a Drive to the Server Computer" on page 16](#).

- 14 If you are installing Peachtree Premium - Accountants Edition, the Components window appears. It lets you select certain Peachtree components for installation. Follow the onscreen instructions, then select **Next** to continue.
- 15 Now, you can review the locations of your program and company data files. Click **Install** to install Peachtree.



Warning: During the install process, you will see a list of programs and files that you must allow to run for Peachtree to run properly. If you receive any warnings from your firewall software, be sure to select Allow or Unblock for these programs.

- 16 When the installation is complete, the Installation Completed window appears. It gives you three options:

- ❖ **Start Peachtree:** Check this box if you want Peachtree to start as soon as you click the Finish button.
- ❖ **View the Release Notes:** Check this box if you want to see notes about new features in Peachtree. The notes will appear as soon as you click the Finish button.

17 Check or uncheck these boxes as desired; then click the Finish button to complete the installaytion.

When installation is complete, see [“Registering Peachtree” on page 18.](#)

Installing Peachtree Complete or Peachtree Premium Accounting on a Peer-to-Peer Network

Use these instructions if

- ❖ more than one computer will be networked so that multiple users may access your Peachtree company data at once.
- ❖ The computer that you put your Peachtree company data on will be used to access the data.



Important Note: You must first install the Peachtree program files on the computer where the Peachtree company data files will be stored. Then, install Peachtree on each workstation.

Installing on the computer where the Peachtree company data files will be stored



Be sure to follow directions for any notifications regarding your firewall or anti-virus programs. Certain Peachtree files may trigger these softwares but you must allow them to run.

- 1 Insert the Peachtree compact disc in your CD ROM drive. The Peachtree Autorun window automatically appears.
- 2 Click the Peachtree Accounting install option.
- 3 Read the information and instructions on the window, and then select **Next**.
- 4 Read the License Agreement and, if you accept the terms, select the **Agree** option. Select **Next**.
- 5 At this time, you may receive a warning that the Microsoft Windows firewall has been detected. If so, we recommend that you select **Yes**. This will help to ensure that Peachtree installs and runs correctly on your computer.
- 6 Next, if you have any firewall software installed on your computer, you will receive a notice that it is running. Please read the information on this screen carefully and follow

any directions. If you need detailed, step-by-step help for modifying your firewall setup, see http://www.peachtree.com/support/firewall_install_tips.cfm. Click **OK** when you have finished with any modifications to your firewall.

- 7 If you have any anti-virus software running on your computer, you will receive a message informing you of the name of that software. Read this warning carefully and follow any directions. This will ensure that Peachtree installs and runs correctly on your computer. Click **OK** when you have turned off your antivirus software.
- 8 Enter the **serial number** found on your CD sleeve and click **Next**.
- 9 Next, the Standalone or Network window appears. Select **No**. This will ensure that you install correctly for multi-user setup. Click **Next**.
- 10 Select **Yes** to the question "Will you store Peachtree company data on this computer?" Click **Next**.
- 11 Select **Yes** to the question "After installation, will anyone work at this computer?" This ensures that the complete Peachtree program will be installed on this computer, enabling you to operate Peachtree here.
- 12 The Set Peachtree Program Files Location window appears, asking you to specify where you want to put the Peachtree program file. Enter the appropriate path here or leave it set to the default. Click **Next** to continue.
- 13 Now, you can accept the default location for your Peachtree company data files or you can click **Browse** and select a different location. Click **Next** to continue.



Note: If your computer does not meet the minimum system requirements, you will receive a notification of this at this point.

Note: If your computer does not meet the minimum system requirements, you will receive a notification of this at this point.

- 14 On the Program Settings window, indicate whether or not all of your Peachtree company data files will be stored on this computer. If you have only one company, select **Yes**.
- 15 If you are installing Peachtree Premium - Accountants Edition or Peachtree Quantum - Accountants Edition, the Components window appears. It lets you select certain Peachtree components for installation. Follow the onscreen instructions, then select **Next** to continue.
- 16 Now, you can review the locations of your program and company data files. Click **Install** to install Peachtree.



During the install process, you will see a list of programs and files that you must allow to run for Peachtree to run properly. If you receive any warnings from your firewall software, be sure to select Allow or Unblock for these programs.

- 17 Next, Peachtree will display the Sharing Peachtree Company Data window. You will need to share the folder where the Peachtree company data is stored on this computer.
- 18 Click **Share the Folder** to open Windows Explorer with the Peachtree folder highlighted.
- 19 Right-click the Peachtree folder and select **Properties**. Click the **Sharing** tab. Specify that you want to **Share this folder** and set all users' permissions to Full **Control**.
- 20 Click **OK** on the sharing window.
- 21 Note the shared folder name and click **Network setup tips** to view and print the tip sheet. You will need this to set up your workstations. Click **Next**.
- 22 When the installation is complete, the Installation Completed window appears. It gives you three options:
 - ❖ **Start Peachtree:** Check this box if you want Peachtree to start as soon as you click the Finish button.
 - ❖ **View Network Setup Tips:** We highly recommend viewing and printing these tips so that you will be able to install Peachtree on your other computers more easily.
 - ❖ **View the Release Notes:** Check this box if you want to see notes about new features in Peachtree. The notes will appear as soon as you click the Finish button.
- 23 Check or uncheck these boxes as desired; then select the **Finish** button to complete installation.

Installing on a Workstation

Follow these steps to install Peachtree on each workstation. Make sure you know the drive and directory of the Peachtree company data files located on the "server" computer before you begin installation.



Be sure to follow directions for any notifications regarding your firewall or anti-virus programs. Certain Peachtree files may trigger these softwares but you must allow them to run.

- 1 Insert the Peachtree compact disc in your CD ROM drive. The Peachtree Autorun window automatically appears.
- 2 Click the Peachtree Accounting install option.
- 3 Read the information and instructions on the window, and then select **Next**.
- 4 Read the License Agreement and, if you accept the terms, select the **Agree** option. Select **Next**.

- 5 At this time, you may receive a warning that the Microsoft Windows firewall has been detected. If so, we recommend that you select **Yes**. This will help to ensure that Peachtree installs and runs correctly on your computer.
- 6 Next, if you have any firewall software installed on your computer, you will receive a notice that it is running. Please read the information on this screen carefully and follow any directions. If you need detailed, step-by-step help for modifying your firewall setup, see http://www.peachtree.com/support/firewall_install_tips.cfm. Click **OK** when you have finished with any modifications to your firewall.
- 7 If you have any anti-virus software running on your computer, you will receive a message informing you of the name of that software. Read this warning carefully and follow any directions. This will ensure that Peachtree installs and runs correctly on your computer. Click **OK** when you have turned off your antivirus software.
- 8 Enter the **serial number** found on your CD sleeve and click **Next**.
- 9 Next, the Standalone or Network window appears. Select **No**. This will ensure Peachtree knows you are installing in a network environment. Click **Next**.
- 10 Select **No** to the question "Will you store Peachtree company data on this computer?" Click **Next**.
- 11 On the Server Installation Confirmation window, click **Yes**.
- 12 The Set Peachtree Program Files Location window appears, asking you to specify where you want to put the Peachtree program file. Enter the appropriate path here or leave it set to the default. If you are upgrading, the path of the current installation should appear here automatically. Click **Next** to continue.
- 13 Click the drop-down arrow to display a list of shared folders on your network. If you shared the Peachtree folder on your 'server' computer correctly (as in the instructions above), you will see the appropriate folder here. Click on it to select it. Click **Next** to continue.



If, for some reason, it is not in this list, you can click Find a computer and search for it manually. For instructions on mapping a drive, see ["Mapping a Drive to the Server Computer" on page 16](#).

- 14 If you are installing Peachtree Premium - Accountants Edition, the Components window appears. It lets you select certain Peachtree components for installation. Follow the onscreen instructions, then select **Next** to continue.
- 15 Now, you can review the locations of your program and company data files. Click **Install** to install Peachtree.



During the install process, you will see a list of programs and files that you must allow to run for Peachtree to run properly. If you receive any warnings from your firewall software, be sure to select Allow or Unblock for these programs.

16 When the installation is complete, the Installation Completed window appears. It gives you three options:

- ❖ **Start Peachtree:** Check this box if you want Peachtree to start as soon as you click the Finish button.
- ❖ **View Network Setup Tips:** You can uncheck this for single-user installation.
- ❖ **View the Release Notes:** Check this box if you want to see notes about new features in Peachtree. The notes will appear as soon as you click the Finish button.

17 Check or uncheck these boxes as desired; then select the **Finish** button to complete installation.

18 Repeat these instructions for each workstation.

Mapping a Drive to the Server Computer

If you cannot find the correct shared folder for your Peachtree company data files, it is most likely because your workstation is not mapped to the server computer that stores the Peachtree company data files. Below are general steps for mapping a drive.

- 1 To map the drive where the Peachtree company data files are stored, click **Find a Computer**. This will open the Microsoft Windows Map Network Drive window.
- 2 Select the drive and folder on the server that you shared when you installed Peachtree's company data files on it.
- 3 Make sure that **Reconnect at logon** is checked! If it is unchecked, you will lose your connection to the data files whenever you reboot this computer.

Click **Finish**.

Installing Peachtree on a Terminal Server

Installing Peachtree on a terminal server will allow you to network Peachtree so that resources can be saved on each local computer that is attached to the network. You can install Peachtree on a terminal server in one of two ways:

Using the Add or Remove Programs Feature

- 1 Log into the server using an administrator account.
- 2 From the Desktop, select **Start**.
- 3 Select **Settings**.
- 4 Select **Control Panel**.

- 5 Select **Add/Remove Programs**.
- 6 Select **Add New Programs** from the sidebar.
- 7 Click the CD or Floppy button. At the prompt, insert the Peachtree installation CD into the CD-ROM drive of the Server.
- 8 The server should find the CD disk in the drive, and the Install wizard should begin.
- 9 Follow the steps of the Peachtree Installation. If the Install wizard does not begin automatically, browse to the CD-ROM drive, and select **Setup.exe** or **Autorun.exe** from the root of the CD.



At the end of the Peachtree install, you will have to option to start Peachtree immediately. Deselect this option so that Peachtree does not start. You must complete the steps of the Add/Remove Programs routine on the Terminal Server first.

- 10 At the end of the install, be sure to finish the Install wizard windows.

Installing Manually

You might need to use this routine if you are not installing from the Peachtree installation CD.

- 1 Log into the server using an administrator account.
- 2 Select **Start**.
- 3 Select **Run**.
- 4 Type **cmd** on the **Run** line.
- 5 Click **OK**. This will open a window to a keyboard prompt.
- 6 From here, you will change the server to "Application Install" mode. Type **Change user /install** at the Command Prompt. Be sure to type the command exactly as shown, including a space after "Change" and a space after "user."
- 7 Press the **ENTER** key on the keyboard.
- 8 Type **Change user /query** at the prompt.
- 9 Press **ENTER**.
- 10 If you do not get the response "application INSTALL mode is enabled," then the machine is NOT ready for install. Make sure that you are logged in as Administrator, and repeat steps 6-9, ensuring that you type each command correctly.
- 11 At this point, close the Command window, and install Peachtree. To do so, browse to the location of the Peachtree Autorun.exe file, and start that program. Follow the steps for installing Peachtree.



At the end of the Peachtree install, you will have the option to start Peachtree immediately. Deselect this option so that Peachtree does not start. You must complete the steps of the install routine on the terminal server first.

12 When you are finished installing, you need to change the server back to "Execute" mode. Select **Start**.

13 Select **Run**.

14 Type *cmd* on the **Run** line.

15 Select **OK**.

16 Type *Change user /execute* at the prompt.

17 Press **ENTER**.

18 Type *Change user /query* at the prompt.

19 Press **ENTER**.

20 If you do not get the response "Application EXECUTE mode is enabled," then the machine is NOT ready for use.

21 Repeat steps 16-19, if necessary, making sure that you type each command correctly.

Registering Peachtree

 **Want to learn more about registration?** Look up "**registering, Peachtree**" in the Peachtree Help index.

Please register your copy of Peachtree as soon as possible after installing the program. Registration is very important because it ensures you of timely program updates and upgrade offers, exciting new product information, payroll tax update service information, customer support options, and a variety of other benefits.



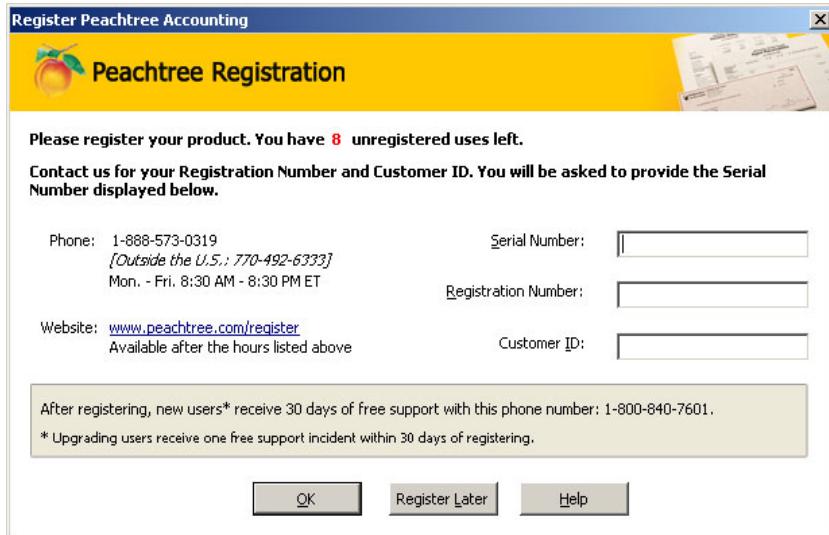
Note You can use the software only a limited number of times before you must register. *If you purchased single-user licenses, you must register each copy of Peachtree that is installed.* If you purchased a multiuser Value Pack license, for up to five users, only one registration is required. For more information on multiuser licensing, look up "**multiuser**" in the Peachtree Help index.

1 Do one of the following:

- ❖ After your initial sessions working with Peachtree, when you start the program, the Register Peachtree Accounting window appears.

OR

- ❖ If Peachtree is already running, select **Peachtree Registration** from the **Help** menu.



- 2 Enter your customer ID and product registration number. To obtain a customer ID and registration number, do one of the following:
 - ❖ Call Sage Software toll free using the following phone number: 1-888-573-0319

If you are located outside the United States, please call 770-492-6333. Please have your serial number as well as your name, company address, and telephone number available before speaking with a Peachtree Customer Service representative. The Customer Service representative will then give you a registration number.

This service is available Monday through Friday 8:30 A.M. to 8:30 P.M. eastern time.

- 3 When finished entering your registration information, click **OK** to start using Peachtree. If you select the **Register Later** button, you can use Peachtree a limited number of times before you need to register. A message will display the remaining number of uses. If you have no remaining uses left and choose not to register, Peachtree will shut down. If you start Peachtree again, you will be prompted to register again.
- ❖ Visit the Peachtree Web site at www.peachtree.com/register/. After completing a short questionnaire, you will be provided a registration number.



Important: Write down your Peachtree serial number, customer ID, and registration number and keep them in a safe place in case you ever need to reinstall the product.

Updating Your Existing Peachtree Registration Information

If you have recently purchased a new Peachtree Accounting license, you can update the Peachtree registration information linked to your computer's workstation.

As stated in the Peachtree License Agreement, you must purchase and register separate, licensed copies of Peachtree for each computer on which the program will be installed. For information on purchasing multiuser solutions, open Peachtree Help, and search for “multiuser” in the online index.

- 1 Start Peachtree.
- 2 Select **Peachtree Registration** from the **Help** menu.
- 3 Enter your new Peachtree serial number, which is located on the back of your CD holder. Or, enter the serial number provided with your new multiuser license.
- 4 Enter your customer ID and product registration number. To obtain a customer ID and registration number, do one of the following:
 - ❖ Call Sage Software toll free using the following phone number: 1-888-573-0319.

If you are located outside the United States, please call 770-492-6333. Please have your serial number as well as your name, company address, and telephone number available before speaking with a Peachtree Customer Service representative. The Customer Service representative will then give you a registration number.

This service is available Monday through Friday 8:30 A.M. to 8:30 P.M. eastern time.

- ❖ Visit the Peachtree Web site at www.peachtree.com/register/. After completing a short questionnaire, you will be provided a registration number.

- 5 When finished entering your registration information, click **OK** to start using Peachtree.



Important: Write down your Peachtree serial number, customer ID, and registration number(s); and keep them in a safe place in case you ever need to reinstall the product.

Uninstalling Peachtree

If you need to remove Peachtree, follow the steps below.

When you uninstall Peachtree, all components (including program files, predefined reports and forms, and sample company data) are removed from your system. Your personal company data will remain on your hard disk.

To uninstall Peachtree program files, do the following:

- 1 Make a backup of any data files you have created.
- 2 Close Peachtree.
- 3 From the Windows **Start** menu, select **Settings, Control Panel**, then **Add/Remove Programs**.
- 4 Select your Peachtree product from the program list; then click **Change/Remove**.
- 5 When the Peachtree Setup Option window appears, select the **Remove** option, and then select **Next**.
- 6 The Setup program will ask you to confirm removal of the Peachtree program files; click **OK**. The Setup Status window shows you the progress of the removal process.

Once the program has been removed and the process is complete, select the **Finish** button.

Troubleshooting Installation

Below are frequently asked questions that may help you resolve errors when starting Peachtree.

Q: When I attempted to install Peachtree, I received the error, "You must have full administrative rights to your computer." What's that all about?

This message can appear on Windows XP and Windows 2000, especially if you are operating in a network environment. In order to install Peachtree on your computer, you must have full access (administrative rights) to your local hard drive. This allows Peachtree Setup to install the program files and make the proper entries to the Windows Registry. Please exit and log into Windows as a user who has full administrative rights and try again. Or, contact your system administrator to change your user rights.

Q: What will happen to my existing Peachtree company after I install the upgrade?

Your data will be converted to the new Peachtree format the first time you open your company. Once you convert your company to the new release, you cannot use your data with any prior releases of Peachtree. For that reason, we strongly suggest that you back up your data to diskettes before converting your company files. For more information, look up "upgrading" in the Help index.

Q: What will happen to my custom reports, forms, and financial statements?

They will be converted and available for use in the new Peachtree format. You can no longer use them in prior releases. In most cases, your custom reports, forms, and financial statements will not change. However, you may notice new functionality in design areas.

Q: I'm not using a network now, but I plan to in the future. How should I install Peachtree?

Install Peachtree now as a normal stand-alone computer not attached to a network. When it's time to change to a network installation, install Peachtree on your server, following the steps under the section ["Minimum System Requirements" on page 4](#), selecting the appropriate network type. When you install on the server, you will specify a company data file path on the server machine. Next, copy your company data folder to the server, to the same path you specified in the previous step. Then, install Peachtree on each workstation, pointing each one to the company data folder on the server. Finally, uninstall Peachtree on the original machine and reinstall it so you can point it to the new company data path.

Q: I get an error message during installation that says it can't read or copy a file. What should I do?

Your computer is having difficulties installing one of the files from the Peachtree compact disc. Try installing the program on another computer. Turning off screen savers and virus checkers may also help. If you suspect that the compact disc is damaged, please contact Peachtree Customer Support for a replacement.

Q: I'm getting a message that says "Setup initialization error due to insufficient memory" or the message "Cannot find Status.dat" and/or "Options.dat." How can I correct it?

Peachtree either does not have enough memory to load these files or it cannot find the files to load. If Peachtree is on a network, check your network connections. You may have to restart your computer to establish the connection to remote network drives.

Peachtree requires that you have a minimum of 512 MB of physical RAM installed on your computer; 1 GB of RAM is highly recommended. Restarting your computer will also reset your memory.

Q: I'm having problems using Peachtree and my large system fonts.

Peachtree does not support large system fonts in your Windows display settings. To use Peachtree, please switch your system fonts to the small font typically used in Windows.

Q: I'm starting Peachtree on a workstation across the network, and I'm receiving the message "Cannot open F:\... \STATUS.DAT or OPTIONS.DAT." What do I need to do to correct it?

Peachtree either does not have enough memory to load these files or it cannot find the files to load. First, check your network connections. You may have to restart your computer to establish the connection to remote network drives. Restarting your computer will also reset your memory. Check to see if these files are actually installed to your data path. If not, reinstall Peachtree. You should also check the system requirements for your Peachtree product to make sure you are using supported network software.

Upgrading Peachtree

If you're upgrading from Peachtree First Accounting, Peachtree Pro Accounting, Peachtree Complete Accounting, or Peachtree Premium Accounting, you should install the updated program in the existing Peachtree directory (usually \PEACHTREE, unless you changed it to a different name during the previous installation).

Converting to a New Peachtree Release Format

After installing a Peachtree upgrade or update, the first time you open your company in Peachtree, the Data Conversion wizard may appear automatically. The wizard only works for company data created in prior Peachtree releases of equal or lesser versions.

Before you launch the wizard, there are some precautionary tasks you may want to perform.

Want to learn more about conversion? Look up "converting company" in the Peachtree Help index.

- ❖ Some antivirus software interferes with the installation of Peachtree. We recommend you temporarily disable this type of software during installation.
- ❖ Make sure you have ample hard disk space available where your data is located before converting your company. The conversion may require up to three times the size of your company data to convert successfully, depending on the version you are converting. For example, if your company is 6 MB, make sure 18 MB of hard disk space is free. Peachtree uses the extra space temporarily while converting.
- ❖ The amount of time it takes to complete the conversion depends on the amount of company data involved. If there is a lot of company data, we recommend performing conversion at the end of the workday.

Also, while the wizard requires that you back up your company data during the conversion process, you can do so beforehand too. In either case, backing up company data is highly recommended. Never overwrite an existing conversion backup. For more information, see [“Backing Up Your Data” on page 286](#).

To convert Peachtree company data, do the following:

- From Peachtree’s **File** menu, select **Open Company**. If your company is in a prior Peachtree format, the Data Conversion wizard appears. If it does not, data conversion is not necessary.



The Data Conversion wizard walks you through the process of converting your Peachtree company data to an updated format. At every point in the process, the wizard makes your options clear and tells you the consequences of every action you might take. The first window, Data Conversion Wizard - Introduction, informs you that your company data needs to be converted. If you need additional information or instructions, click the **Help** button on any wizard window.

Converting from QuickBooks or DacEasy

If you created a company using QuickBooks or DacEasy, you can convert your company data files to the Peachtree format. Peachtree will convert most QuickBooks and DacEasy lists (such as accounts, customers, vendors, employees, items, and jobs) and current balances. For QuickBooks, you can choose to convert transactions as well.

To convert existing QuickBooks Pro, Premier, or Enterprise Solutions data, look up “QuickBooks conversion” in the Peachtree Help index.

► **If you're converting from DacEasy**, a conversion guide (DACP2PAW.PDF) is available.
To view or print the *DacEasy Conversion Guide*, follow these steps:

- 1 From the Peachtree **Help** menu, select **User Manuals**.
- 2 From the cascading menu that appears, select **DacEasy Conversion Guide**.

Basics

2

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★ Basics ★

Overview of Setup Tasks

Now that you've installed the product and learned some basics about moving around, you're ready to get started running your business with Peachtree. Basically, your remaining tasks will be something like this.



- 1 Create Your Company**
Choose a Chart of Accounts, Posting Method, Accounting Method
- 2 Set Up Your Company**
Enter Beginning Balances, Default and Record information for Customers, Vendors, Employees
- 3 Run Your Company**
Record transactions and print forms (checks, invoices, etc.)
- 4 Analyze Your Business**
Print reports and financial statements



These are the basic tasks that most people will perform. Of course, it all depends on what you want from your Peachtree system. You may use an outside source for payroll, so you don't need to set that up. Or you may also wish to track inventory and job costing.

You don't have to set up all your customers, vendors, and employees at once. You can set them up on as-needed basis, when you need to record a transaction.

The following tables offer more detail about the workflow of your remaining tasks in setting up your system.

Creating Your Company

| | |
|--|---|
| Business Types | Select from over 70 samples, or create your own |
| Accounting Method | Cash or Accrual |
| Posting Method | Batch or Real-time |
| Fiscal Year, Accounting Periods | Define up to 26 periods |

Setting Up Your Company

| | |
|-----------------------|--|
| General Ledger | Beginning chart of accounts balances |
| Customers | Default Info—Terms, aging buckets, late charges... |
| | Vital Info—Address, Phone, e-mail, account number... |
| | Beginning balances and open invoices |
| Vendors | Default Info—Terms, aging, 1099 info... |
| | Vital Info—Contact, account #, phone, e-mail... |
| | Beginning balances and open purchases |
| Employees | Default Info—payroll accounts, payroll taxes... |
| | Vital Info—Address, Social Security #, Pay Rates... |
| | Beginning balances |

Running Your Company

| | |
|-----------------------|---|
| General Ledger | Journal entries, bank reconciliation... |
| Customers | Quotes, sales orders, invoices, receipts, credit memos, statements... |
| Vendors | Purchase orders, payments, checks, credit memos, 1099s... |
| Employees | Paychecks, W-2s, 940s |

Analyzing Your Business

| | |
|-----------------------|--|
| General Ledger | Financial statements and other reports |
| Customers | Aged receivables, invoice register, sales backorder, and other reports |
| Vendor | Aged payables, cash requirements, check register, and other reports |
| Employee | Current earnings, exception, quarterly earnings, and other reports |

The remainder of this chapter discusses navigating within the product, as well as the basics of working with records and finding help in Peachtree. If you are familiar with Windows programs, you may want to skip to Chapter 3, Creating a Company.

Starting the Program

There are several ways to open Peachtree.

From the Taskbar

- Select **Start** on the taskbar and then **Programs**. Locate and select the Peachtree group folder. Then select the Peachtree icon.

From My Computer

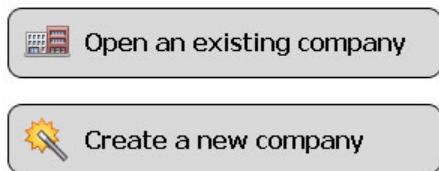
- 1 Locate and double-click the **My Computer** icon on the Windows desktop. The My Computer window appears. Then select the hard drive where you installed Peachtree. (Drive C is the default.)
- 2 By default, Peachtree is installed in c:\Program Files\Sage Software\Peachtree. Locate and double-click the **Peachtree** folder.
- 3 Next, locate and double-click the PEACHW.EXE file.

From the Desktop

- From the desktop, double-click the Peachtree icon.

The Start Screen

Once you start Peachtree, the **Start Screen** appears, giving you options for proceeding.



Other Tasks:

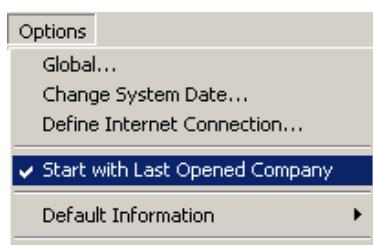
- ▶ Explore a sample company
- ▶ Convert from another accounting program

If you want more information:

In the Help index, look up "starting, Peachtree."

Look up "Start screen."

Starting with Last-Opened Company



From the **Options** menu, you can choose whether or not you want to open Peachtree with the last-opened company. If you uncheck this option, Peachtree displays the Start screen when launched.

The Peachtree Desktop

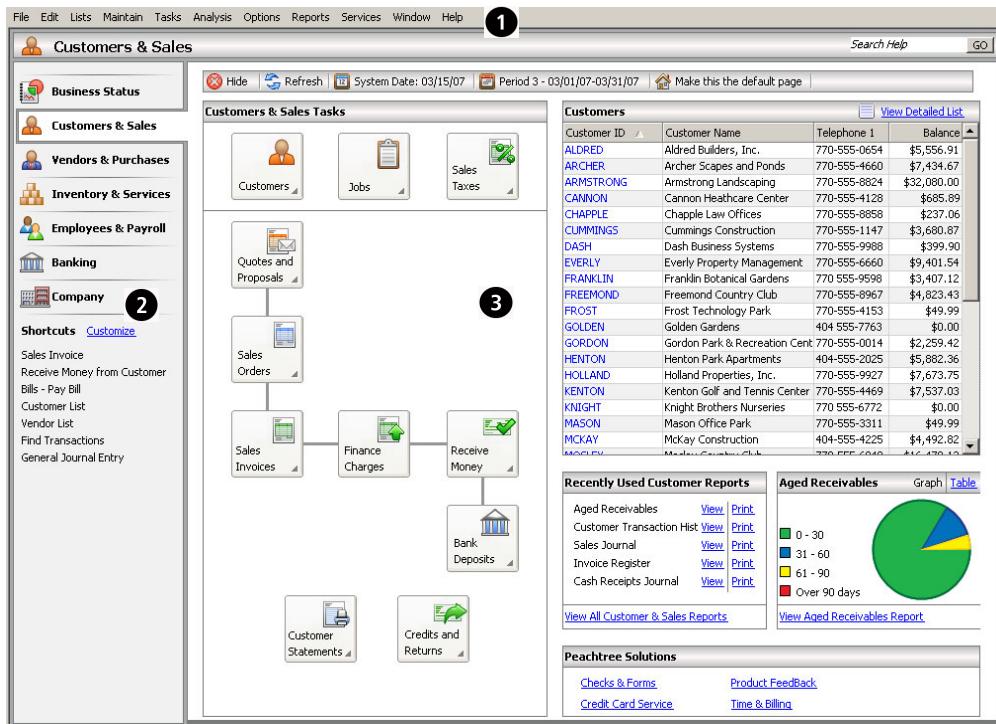
Once Peachtree is opened, you will see the Peachtree Desktop. From the desktop, you can move around in Peachtree and perform your daily work. There are three methods of navigating available from the desktop:

- ① **Menu Bar:** The menu bar provides drop-down lists of options.

Chapter 2 Basics

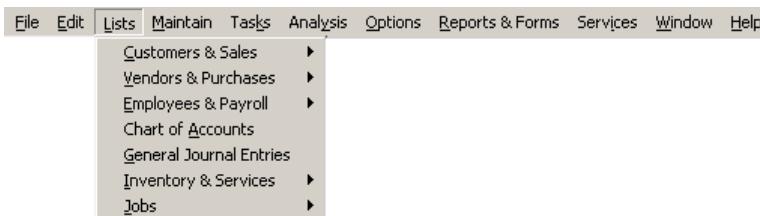
- 2 **Navigation Bar:** The Navigation Bar provides entry to the Navigation Centers. It also features a group of **Shortcuts**, links to Peachtree functions that you use on a regular basis.
- 3 **Navigation Centers:** These provide useful, at-a-glance information about areas of Peachtree such as Customers & Sales. They also let you access functions related to each of those areas—for example, Sales/Invoicing.

On the next page is a diagram showing you where to find each navigation method, based on its number. This diagram is followed by a longer description of each navigation method.



The Menu Bar

At the top of the window is the menu bar.



If you want more information:

In the Help index, look up "menu, Peachtree."

Look up "menu, Peachtree, using."

The table below gives a brief description of each menu.

| | |
|----------------------------|---|
| File | Allows you to perform several critical tasks such as opening or creating a company, backing up or restoring a company, updating Payroll tax tables. |
| Edit | Allows you to locate Peachtree transactions through the Find Transactions window. |
| Lists | Allows you to open lists of records and tasks, such as customers and sales invoices. You can print these lists and customize them as necessary. |
| Maintain | Allows you to work with your record and list information. Here is where you go to add or edit customers, vendors, employees, users, and so forth. |
| Tasks | Allows you to perform all of your daily tasks in Peachtree, as well as carry out system tasks like changing accounting periods. |
| Analysis | Allows you to view customized graphical overviews of the entire company to analyze cash flow, collections of amounts due from customers, payments due to vendors, and financial status. |
| Options | Allows you to set global preferences for a company and to change the system date. |
| Reports & Forms | Allows you to queue lists of reports and forms for printing or viewing. You can also create and edit the format for reports, forms, and financial statements. |

| | |
|-----------------|---|
| Services | Allows you to access and synchronize with various Peachtree Web resources online. You can also check for Peachtree updates. |
| Window | Lets you access open Peachtree windows and close all open windows. |
| Help | Allows you to access Help, contact Peachtree support, register Peachtree, and a variety of other tasks. |

If you want more information:

In the Help index, look up "Find Transactions."

Look up "Web services, how do i"

Look up "keyboard basics."

Access a Menu Option Using the Keyboard

To access one of the Peachtree menu options, press **Alt** and the underlined character. This is also how you choose options inside windows or move to a field. Once a menu is displayed, press the underlined character to select an option or use **↑** or **↓** to move up and down to select a menu option.

Navigation Bar



The Navigation Bar is on the left side of the Peachtree Desktop. It has a series of icons that represent individual Navigation Centers, such as Customers & Sales. Click an icon, and you will see the Navigation Center corresponding to it.

Shortcuts

The Navigation Bar also displays a number of Shortcuts, which are links to Peachtree functions that you use on a regular basis. When you first set up your company, Peachtree will offer default Shortcuts, but you can customize them so you have quick access to the functions you want.

To customize Shortcuts, click the **Customize Shortcuts** link. A special dialog lets you choose the number and order of shortcuts that appear on the Navigation Bar. To learn how, just follow Peachtree Help for this dialog.

Navigation Centers

There are several Navigation Centers; they resemble pages of information about the following areas of Peachtree and also provide access to functions that pertain to those areas:

- ❖ Customers & Sales
- ❖ Vendors & Purchases
- ❖ Inventory & Services
- ❖ Employees & Payroll
- ❖ Banking
- ❖ Company

As an example, the Customers & Sales Navigation Center displays the following information about your company's customers: **Customer List**, **Recently User Customer Reports**, and **Aged Receivables**.

Each Navigation Center also provides a graphic representation of the flow of tasks related to that area of Peachtree. The Customer & Sales Navigation Center, for example, has a "flow chart" of customer-related tasks and offers access to those tasks.

At the bottom of each Center is a section called **Peachtree Solutions**. It will take you to information about value-added features, such as Peachtree Checks & Forms.

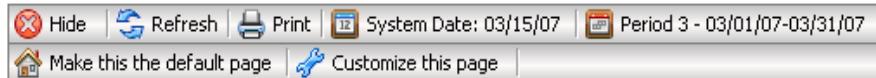
Business Status Center

This feature displays a variety of general business information, including account balances, revenue figures, receivables and payables data, and action items. It also includes a feature that lets you find, display, and/or print a Peachtree report. What's more, you can customize the Business Status Center to have it look the way you want. Just click the **Customize This Page** button at the top of the Peachtree Desktop.

⊕ **Want to learn more** about the Navigation Bar? See "**Navigation Bar**" in the Peachtree Help index. The Navigation Bar topic also has links to information about the Navigation Centers.

Button Control Bar

Beside the **Customize This Page** button, other buttons in a bar at the top of the Peachtree Desktop help you work with the Navigation Centers and perform other tasks related to Peachtree operation:

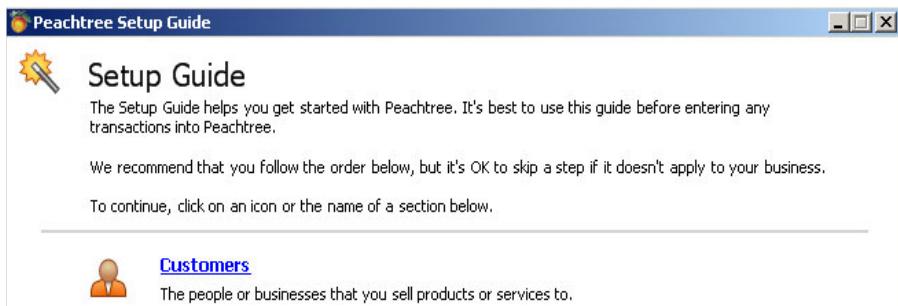


- ❖ **Hide/Show:** This button acts like a toggle. When the button reads **Hide**, click it if you want to hide the Navigation Center that appears to the right of the Navigation Bar. When it reads **Show**, click it to make the Navigation Center reappear.
- ❖ **Refresh:** Click this to update the company data that currently appears in the main Peachtree window.
- ❖ **Print:** When the Business Status Center is displayed, click **Print** to print a facsimile of Business Status as it currently appears; the printout will pretty closely approximate what you see on screen right now.
- ❖ **System Date:** Click this to change the Peachtree system date. For instructions on doing this, in the Peachtree Help index, look up “**changing, system date in Peachtree**.”
- ❖ **Accounting Period:** Click this to change the current accounting period in Peachtree. For more information, see “[Changing Accounting Periods](#)” on page 248.
- ❖ **Make this the default page/This is the default page:** Again, this button is like a toggle. When it reads **Make this the default page**, click it to make the Navigation Center that you are currently working with appear each time you open a Peachtree company. When it reads **This is the default page**, the Navigation Center you’re working with is the current default and will appear each time you open a company.

The Company Navigation Center

This particular Navigation Center is the place to turn for access to a large number of tasks that help you manage your company on a day-to-day basis. These tasks include setting up and maintaining your chart of accounts, security and user access to your company, running the Year-End wizard to close out a year in Peachtree, and back up and restore your company data. There is also a link to the **Peachtree Setup Guide**.

Setup Guide: Use this feature to help you set up your company. Selections on the main page of the Guide allow you to choose different areas of Peachtree to set up, such as Customers or Employees. You can set the areas up in any order, but for best results, we recommend you follow the order that appears on the page. For more information on the Setup Guide, see “[Setup Guide](#)” on page 63.



The screenshot shows a Windows application window titled "Peachtree Setup Guide". The main content area is titled "Setup Guide" and contains a paragraph about the guide's purpose: "The Setup Guide helps you get started with Peachtree. It's best to use this guide before entering any transactions into Peachtree." Below this, a note says: "We recommend that you follow the order below, but it's OK to skip a step if it doesn't apply to your business." A link "To continue, click on an icon or the name of a section below." is present. A section titled "Customers" is highlighted, showing an orange icon of a person and the text: "The people or businesses that you sell products or services to."

If you want more information:

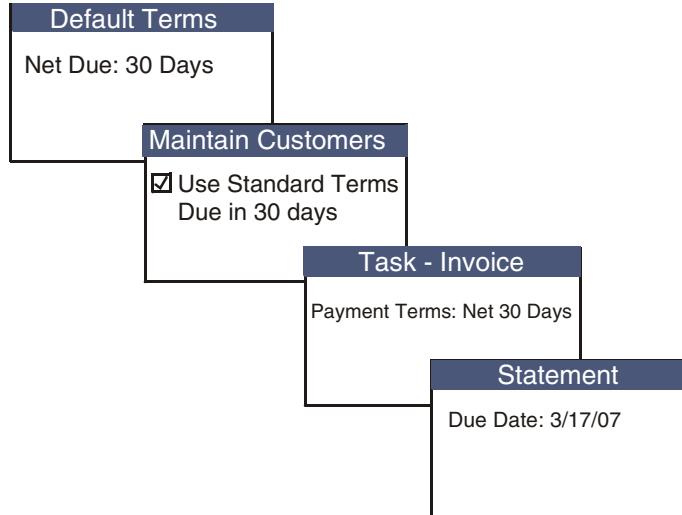
In the Help index, look up "Company Navigation Center."

Look up "Peachtree Setup Guide (company setup)."

Working in Peachtree

Running your business in Peachtree basically consists of entering *records* (customers, vendors, employees, inventory items, jobs) and then using those records in your business *tasks* or *transactions*.

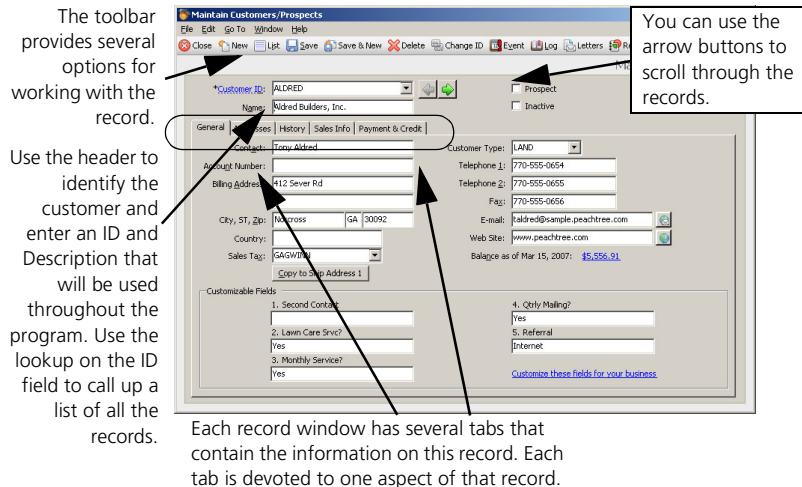
Default information makes entering records easier by pre-filling certain fields. For example, you can set your standard terms in Customer Defaults, and those terms are automatically applied to all customers you enter. You can adjust the terms either at the customer level or at the transaction level. Reports (like Aged Receivables) and forms (like statements) will reflect these default parameters.



Working with Records

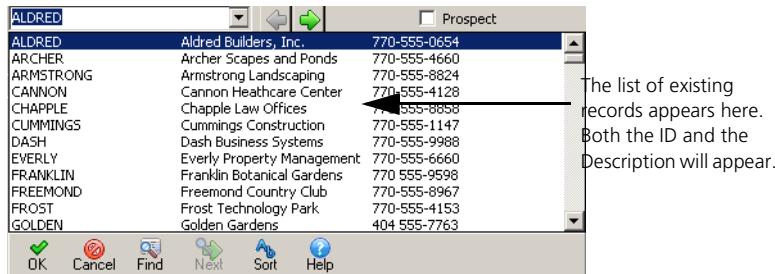
You will spend most of your time in Peachtree working with Records and Tasks. **Records** are lists of information, such as your customer list, vendor list, item list, employee list, and so on. You access Records through the Maintain menu. These are easy to set up and will make entering transactions easier for you. The more information that you put in the record, the more that will be transferred automatically to the transaction whenever you select the record on the transaction.

Let's look at a typical Record window, the Maintain Customers/Prospects window. Below, we'll discuss the most important features of this window.



Using the Lookup

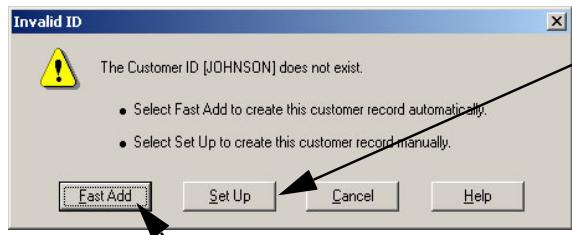
The ID field of each record window has a lookup icon. Clicking this icon will open the lookup window, which gives a list of all IDs for that record type. For instance, clicking the lookup icon on the Maintain Vendors record window will open the lookup shown below.



You can use the toolbar to sort the records or to find a particular record that you are looking for.

Fast Add

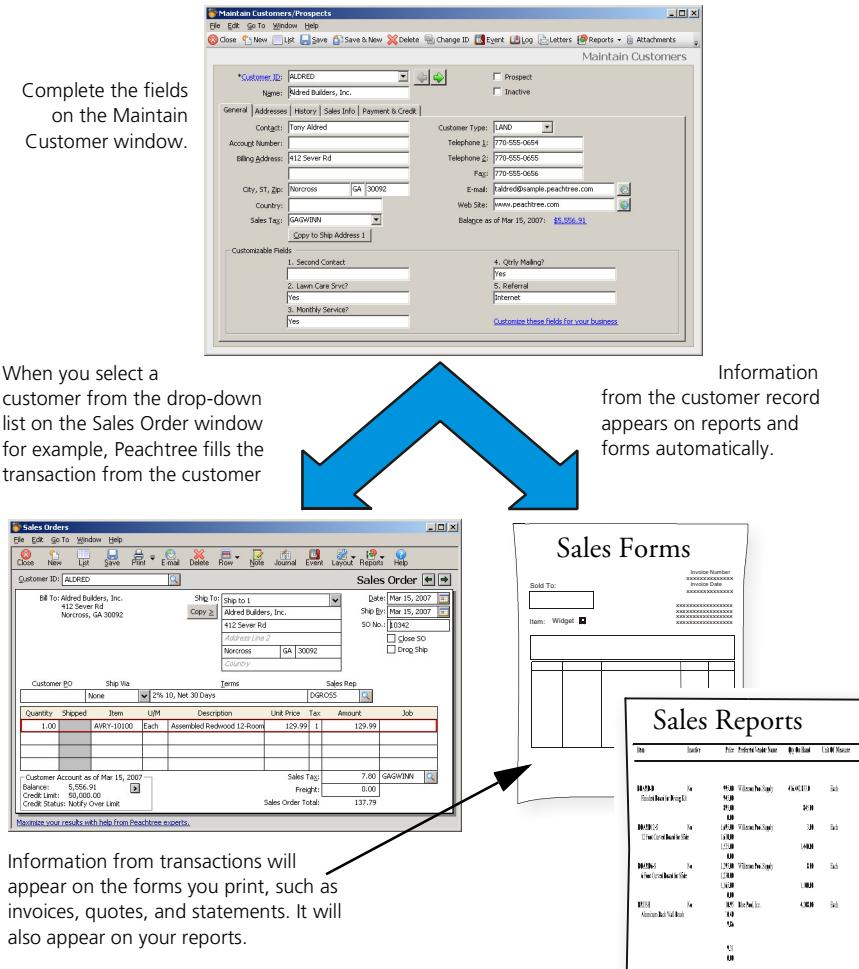
You'll want to get your customers, vendors, employees, items, and accounts into your company as soon as possible, including their balances as of the time you start using Peachtree. However, you'll also want to start working in Peachtree and entering transactions, so Peachtree has a Fast Add feature that allows you to enter customer and vendor records "on the fly"; that is, while you are entering a sales invoice or purchase order for that customer or vendor. Whenever you are entering a transaction for a customer or vendor that is not on file yet, Peachtree will display the screen below when you try to save that transaction. Use it to Fast Add or Set Up the record.



Select **Fast Add** to automatically create a record for the customer or vendor. Be sure that you complete all of the fields on the transaction, such as address, terms, and so forth, as they will be transferred to the new record.

Select **Set Up** if you want to open the record window and manually enter the customer or vendor information. When you save and close the new record, you will be able to save your transaction. Set Up allows you to enter all information for the record, while Fast Add is limited to what appears on the transaction.

Here is a flow diagram of data for customer records:



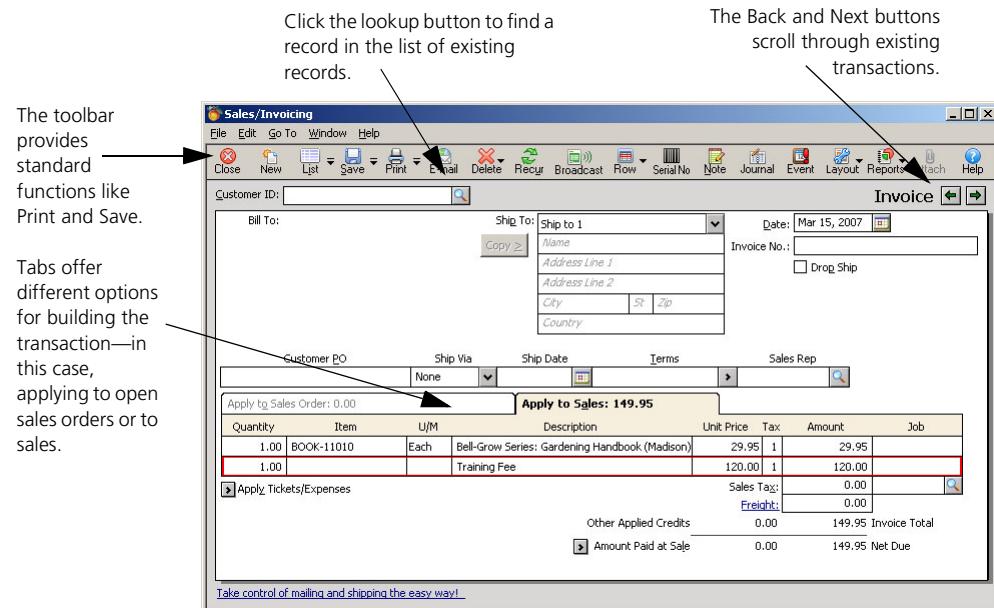
Working With Tasks

Most of the functions on the Tasks menu are transactions, such as invoices, receipts, purchase orders, payments. There are other business-related tasks: account reconciliation, changing the accounting period, closing the year.

Your company may not use all the transactions on the Tasks menu. You may not send out Quotes, for example. Or, if yours is a cash-basis company, you could choose to simply enter receipts and forego entering invoices (although you would lose aging and some reporting capabilities).

Chapter 2 Basics

Let's look at a typical Task window, the Sales/Invoicing window, and some of the standard features of Task windows.



At the beginning of each chapter in the Tasks section is an overview of all transactions or tasks for that type of business.

| | |
|---|--|
| Overview of Customer Tasks | See "Overview of Customer Transactions" on page 176. |
| Overview of Vendor Tasks | See "Overview of Vendor Tasks" on page 204. |
| Overview of Employee Tasks | See "Overview of Payroll Transactions" on page 234. |
| Overview of General Ledger Tasks | See "General Journal and Banking Tasks" on page 243. |
| Overview of Inventory Tasks | See "Inventory Transactions" on page 223. |
| Overview of Other Tasks (User Security & Roles, Global Options, Time & Billing, Action Items, Backup & Restore, Year-End, Purge) | See "Other Tasks and Transactions" on page 259. |

Working with Lists

You can use Lists to view lists of records and tasks. From a list, you can open a record, add a new record, view reports pertaining to that list, open other lists and tasks, and search for a particular piece of information. To see a list, you can either click the List button on a record or task window, or you can select Lists from the main menu, and then select the list you want to view.

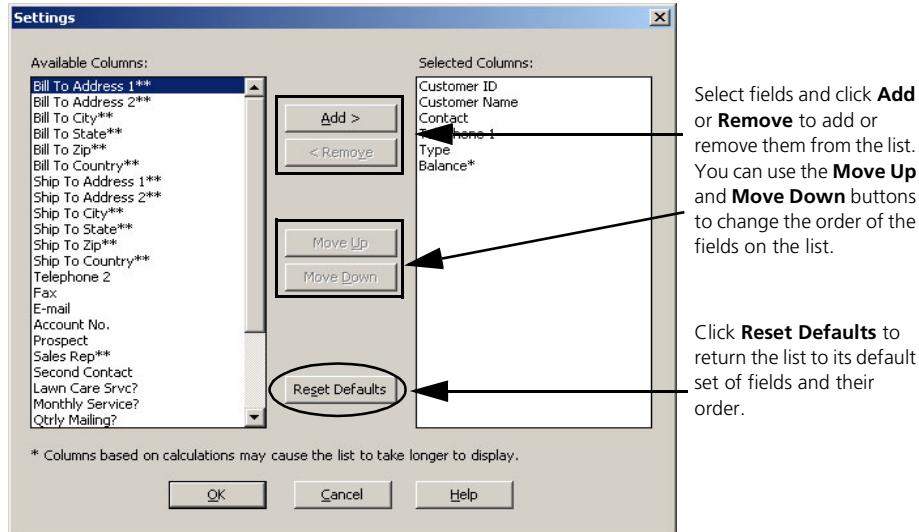
Enter a text to search for and then select the column you want to search in. Then, click **Search** to find items in the list that meet the search criteria.

Click **New** to add an item to the list. The associated window will open for you to enter data. Highlight an item and click **Open** to edit the existing item. Click **Print** to print the list, or you can click **Send to** and then select an item from the drop-down list to e-mail the list, save it as PDF, or export it to Microsoft Excel.

Click one of the links to the left to either perform a task using a selected item on the list or to view a report pertaining to this list.

Customizing Lists

You can customize lists by selecting **Settings** from the list window. This will open the **Settings** window. You can add or remove fields from the list, as well as modify the order that they fields appear in.



Peachtree Help

Help (sometimes referred to as *online Help*) is included in many computer applications to display advice or instructions for using the application's features. Help can be accessed from the Help menu, a button, or the **[F1]** function key.

F1 and the Help Button

You can get Help for nearly every window in Peachtree by pressing the **[F1]** function key. For instance, pressing this key with the Sales Invoicing window open will open Sales Invoicing in Peachtree Help. You can accomplish the same thing by clicking the Help button in the toolbar or clicking the Help button in the list. Help obtained here will always be specific to that window and will include a list of fields or a link to get help for individual fields.

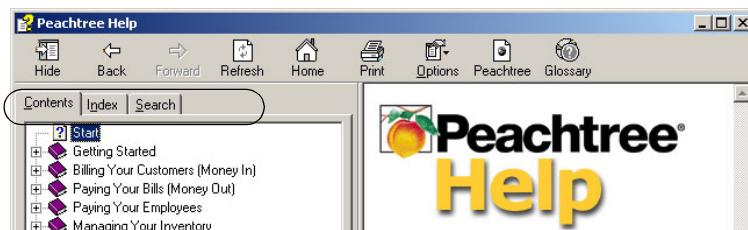
What's This Help

If you need help for individual fields on a window, place the cursor over the field and right-click. Select **What's This?**.

Peachtree Online Help

You can open Peachtree Help by clicking F1 or the Help icon in a toolbar but you can also select Help from the menu bar and then select either **Peachtree Accounting Help** or **Contents and Index**.

Use the buttons in the toolbar to print a topic, move backward and forward through topics you have just viewed, open the Peachtree web site, and open a Glossary of terms.



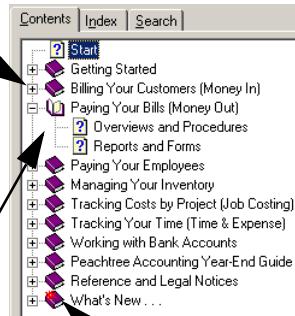
Each of the three tabs is useful for helping you learn Peachtree. Each is explained in more detail below.

Help is displayed in the right side window. From here, you can click links for further help.

❖ **Contents:** The contents tab gives you a table of contents for Peachtree Help. You can use it to learn about new features in Peachtree, find out how to perform a certain task, learn about other products and services for Peachtree, open the year-end guide, or open a list of reports for a specific area of the program.

A + sign next to the entry indicates a closed folder. Click it to open the folder.

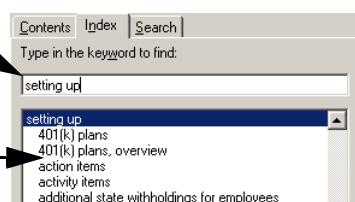
When a folder is open, it displays a - sign and the entries in the folder appear. Click the - sign to close the folder. Click the topic itself to display it on the right window.



A red asterisk on a folder or topic indicates that the information is new to this release of Peachtree.

❖ **Index:** This tab displays the index of topics in Help. You can use it to find Help for the topic you type into the field. That topic will often have several sub-topics that will give you the help you need.

Type the term you are searching for in the field...



and Peachtree will automatically find it and display the results below.

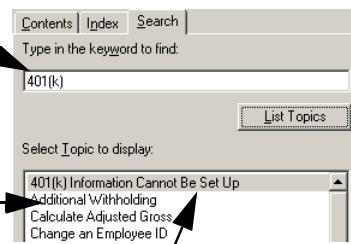
Then...

either highlight the term you want and click **Display** at the bottom of the tab or double-click the term you want to display the topic.

- ❖ **Search:** This tab allows you to enter any term you like and Peachtree will search for and display every occurrence of that term in Help. This feature is useful for finding terms that normally aren't indexed.

Enter the term you are looking for in the field and click **List Topics**. Then . . .

Peachtree will display all topics that include that term in the box below. To open that topic. . .



highlight that topic and click **Display** at the bottom of the tab, or double-click the topic.

2 Setup

Creating a Company

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★ Creating a Company ★

What Are My Company Setup Options?

Peachtree walks you through the process of creating a new company. This makes it easier to get your new company started.

You need only enter a minimum of information to initially set up your company. This information includes the chart of accounts, your accounting method, your posting method, and your accounting period structure. After you complete Create a New Company, Peachtree offers a Setup Guide so you can set up default information, data records, and beginning balances for

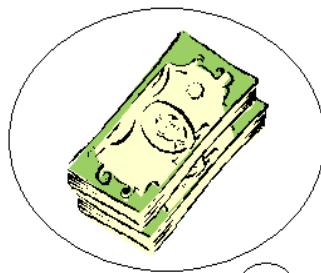
- ❖ Chart of Accounts
- ❖ Employees
- ❖ Vendors
- ❖ Inventory
- ❖ Customers
- ❖ Jobs
- ❖ Users

But before you set up a company in Peachtree, you may want to make some initial decisions based on how you work and the legal regulations that apply to your business.

Accounting Methods

One up-front decision is the type of accounting method used. The two different accounting methods reflect the way you record income and expenses. In *cash-basis accounting*, you recognize income and expenses when you receive or spend cash. In *accrual accounting*, you recognize income and expenses when you send or receive an invoice. In other words, accrual accounting recognizes future receipts or payouts based on the reasonable expectation of cash flow. If you sell traditional inventory items (called “stock items” in Peachtree), you *must* use the accrual method; the IRS requires accrual accounting if you deal in the production, purchase, and sale of merchandise.

In **cash-basis accounting**, you recognize income as soon as money comes in.



In **accrual accounting**,
you recognize income
as soon as you invoice
the customer.



Your accountant, if you have one, can tell you what's best for you. In some cases, the IRS will decide for you.

Cash-Basis Accounting

Many small, service-type businesses (accountants, lawyers, consultants) like cash-basis accounting. There are two main benefits to this method.

- ❖ **Tax benefits:** If income is not recognized until received, you would have less income to report in a given year if using cash basis. Income not reported for December would be reported in January of the following year, resulting in a short-term benefit. Since most small service companies have more receivables than payables, cash basis may be the best bet.
- ❖ **Less bookkeeping time/greater simplicity:** In cash basis, you could choose not to record customer or vendor invoices or record less information for them since you have no receivables or payables accounts. On the other hand, if you don't record invoices, you lose the benefits of aging and projecting cash flow.

Accrual Accounting

Accrual Accounting gives you the truest picture of how your business is doing because it includes booked sales and purchases (Accounts Receivable and Accounts Payable). Income and expenses are recognized when they are earned or incurred, regardless of when they are received or paid.

Posting Methods

CONCEPTS

Posting: Posting is the process of updating the General Ledger's chart of accounts to reflect all journal entries that have been entered into the system. Posting also updates all GL and other accounting reports.

Another thing to think about is your favored method of posting transactions. There are two options: batch and real-time posting. In batch posting, the transactions you enter are saved to a temporary holding area, where you can review them before posting the batch to the General Ledger. In real-time posting, the transactions you enter are both posted and saved when you click the **Save** button. In batch posting, transactions are just saved; posting is a process you do separately. Check with your accountant, if you have one, to see which method you should use. *We recommend real-time posting in a network environment for better performance.*

While you need to make a choice between real-time and batch posting whenever you create a new company, you can always change this option at any time. When you change from batch to real-time, all unposted batches are posted before the switch is made.

Dates and Accounting Periods

A really important thing to think about is the *starting date* for converting to Peachtree. It must be a date on which you know all your account balances, customer balances, vendor balances, and so on. If possible, the start date should be the end of the previous fiscal year. If you want reports comparing this year to last year, the starting date could be the end of the previous year.

A special feature of Peachtree is that you can have two years open at once (up to twenty-six periods). That means you can keep last year's records open. It also gives you flexibility as to when you convert. For example, you can set the first accounting period to the first period of your fiscal year, making it easier to close your next accounting year.

You also get to decide how often you want to run financial statements. Peachtree lets you have from one to thirteen periods in your fiscal year; a twelve-period fiscal year based on the calendar year is standard. But some companies start their fiscal year with some month other than January and end it with some month other than December. As always, your accountant, if you have one, will help you decide what's best.

Account Aging

Finally, you should know something about account aging before you create your Peachtree company. Peachtree can age vendor and customer invoices by due date or invoice date. If you age by invoice date, the aging reports show how old each invoice and each balance is. If you age by due date, the aging reports show how overdue each invoice is. For this reason, many businesses choose to age accounts payable by due date and accounts

receivable by invoice date. The way you age invoices is established in Vendor and Customer Defaults.

You can establish up to four aging periods. The leftmost column on the aging reports shows balances for the most recent (or least overdue) invoices, while the rightmost column shows balances for the oldest (or most overdue).

| Bellwether Garden Supply Aged Receivables As of Mar 31, 2007 | | | | | |
|--|-------------------------|----------|----------------------|----------|-------------------------------|
| Filter Criteria includes: Report order is by ID. Report is printed in Detail Format. | | | | | |
| Customer ID Customer Contact Telephone 1 | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days |
| EVERLY Everly Property Managem Lee Every 770-555-6660 | 10205 10208 | 504.22 | | 8,897.32 | 8,897.32 504.22 |
| EVERLY Everly Property Manage | | 504.22 | | 8,897.32 | 9,401.54 |
| FRANKLIN Franklin Botanical Garden George Franklin 770 555-9598 | 10326 10328 10340 | 37.45 | 2,021.66 1,348.01 | | 2,021.66 1,348.01 37.45 |
| FRANKLIN Franklin Botanical Garde | | 3,407.12 | | | 3,407.12 |

If you want more information:

In the Help index, look up "date."

Look up "accounting period."

Look up "account aging."

When you set up your default information, you set the range of days for each of these columns. The range is either the number of days beyond the invoice date or beyond the due date, depending on how you choose to age your invoices.

Using the Create a New Company Wizard

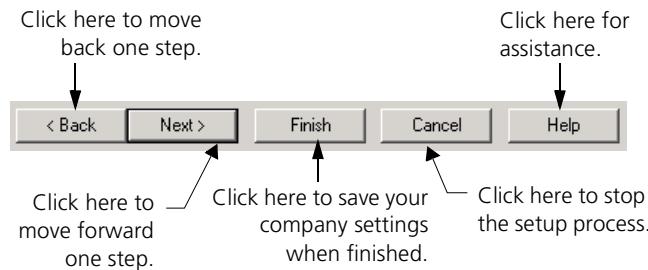
Setting up your company is easy with the Create a New Company wizard. This wizard walks you through creating a new company and prompts you for each piece of information you enter; you need to enter all information the wizard asks for. However, depending on how you complete the information, you won't see all of the windows mentioned below.

At a minimum, Create a New Company asks you to supply the following information:

| Company Name | State Employer ID |
|--|-------------------------------------|
| Company Address, City, State, and Zip Code | State Unemployment ID |
| Country | Chart of Accounts |
| Telephone Number | Company Information to Copy |
| Fax Number | Accounting Method (Cash or Accrual) |
| Business Type | Posting Method (Real Time or Batch) |
| Federal Employer ID | Accounting Periods |
| State Employer ID | Fiscal Year Start |

Moving Around in Create a New Company

It's simple. The buttons at the bottom of each window let you go back, move forward, or cancel the setup process. The **Help** button gives you immediate assistance for the current setup window.



Setting Up Your Company

You can run Create a New Company in two different situations:

- ❖ When you set up your first company in Peachtree
- ❖ When you set up an additional new company in Peachtree after working in another company on the system

You can start Create a New Company from either the startup window or the Peachtree File menu:

- ➔ From the Peachtree Startup window, select **Create a new company**. The Create a New Company - Introduction window appears.

OR

- 1 From the File menu, select New Company. If you're working in an existing company, a warning window tells you that opening a new company will close the current company.
- 2 Click **OK**.

If you want more information:

In the Help index, look up "Create a New Company wizard, overview."

Look up "Create a New Company wizard, Introduction."

The Create a New Company - Introduction window appears. It lists the areas you'll be setting up.

When you're done working in any window, click **Next** to go on.

Company Information Window

The next window lets you enter general information about your company.

Create a New Company - Company Information

Enter your company information * Required field

*** Company Name:** **Business Type:**

Address Line 1: **Federal Employer ID:**

Address Line 2: **State Employer ID:**

City, State, Zip: **St. Unemployment ID:**

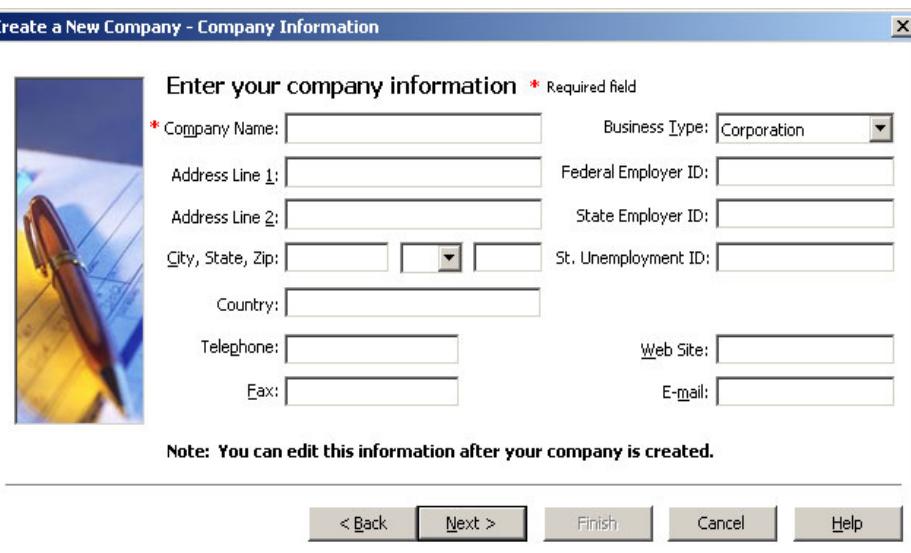
Country:

Telephone: **Web Site:**

Fax: **E-mail:**

Note: You can edit this information after your company is created.

< Back **Next >** **Finish** **Cancel** **Help**



- 1 Enter the company name, address, phone, and fax information.
- 2 From the list in the **Business Type** field, select your business type.

The business type defines the kind of business you run and determines the makeup of the Equity section of your chart of accounts. You can change the business type at any time. You can choose from the following:

- ❖ Corporation
- ❖ S Corporation
- ❖ Partnership
- ❖ Sole Proprietorship
- ❖ Limited Liability Company

3 Enter your Federal, State Employer ID, and State Unemployment ID.

4 Enter your company's Web site and e-mail address, if applicable.

Select a Method to Create your Company

CONCEPTS

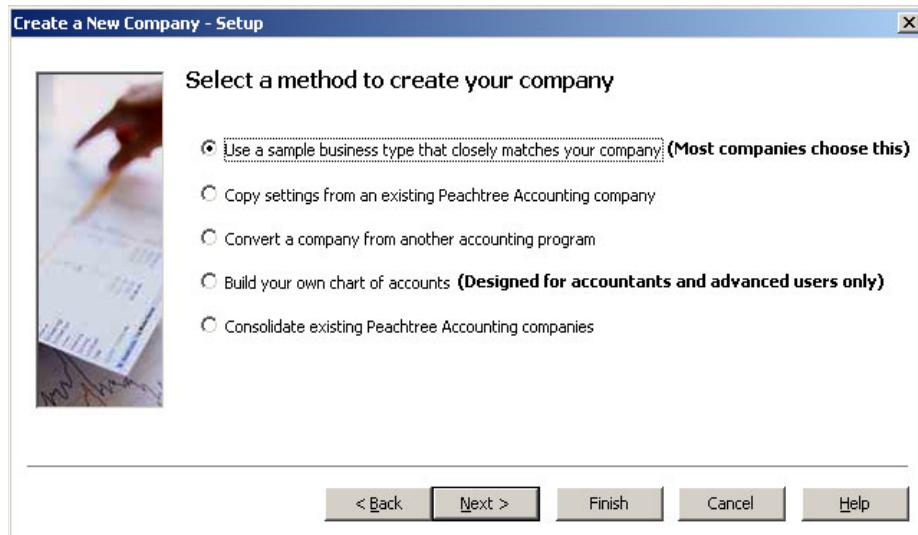
Chart of Accounts:

Your company's chart of accounts is a complete list of all account names used in the General Ledger. Each account is associated with an account ID to help locate it when recording data.

On this window you will select a method for creating your company. This includes selecting a sample business type, copying information from another Peachtree company, converting from another application, building your own company from scratch (particularly your chart of accounts), and creating a consolidated company.

Using a Sample Business Type

Selecting this option will allow you to choose a sample business type from many that Peachtree has on file.



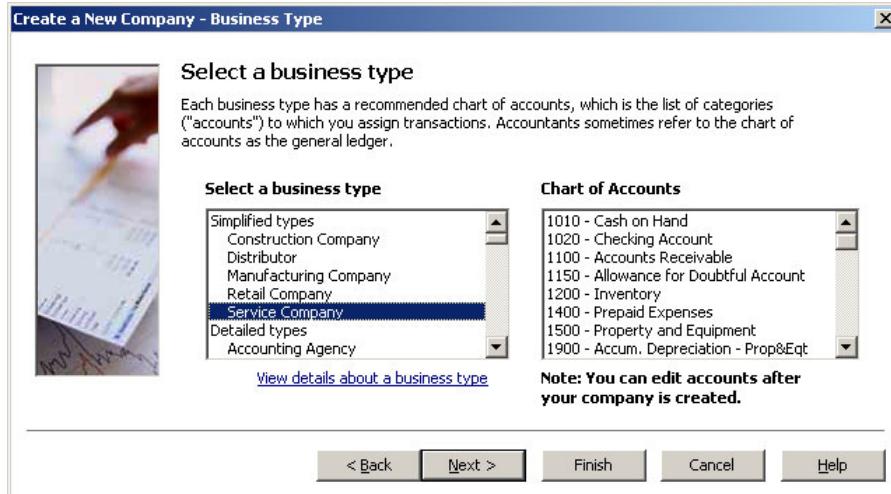
Essentially, you are choosing a general ledger chart of accounts. Each account you set up in your chart contains a code, referred to as an account ID; a description for each account; and a type code. As you add accounts, Peachtree recommends you number accounts in a way similar to that for other accounts of the same account type. This helps you locate accounts more easily. Even if you choose to create a brand new account structure, Peachtree still recommends that you identify accounts within a given account type in a similar way. For example, you might number all asset accounts 10##.

If you want more information:

In the Help index, look up "business type."

Look up "chart of accounts."

If you choose to use a sample business type, the next window will let you choose one of the sample types for your company. Depending on the version of Peachtree that you're using, it will have different options, but at the least it will let you choose whether you want to use a simplified or more complicated chart.



Simplified Types

If you're setting up a retail, service, construction, manufacturing, or distribution company, you have the option to set up your company using a simplified chart of accounts. The simplified chart of accounts contains the basic accounts you need to get started.

Detailed Types

If you're setting up another type of company, or if you want to use a more extensive chart of accounts, you can select from other sample standardized charts of accounts. These samples are either customized for a specific business type, such as a drug store, or are more broad for a general company type, such as a sales & service company.

Copy Settings from an Existing Peachtree Accounting Company

If you choose to use an existing Peachtree company as the basis for your new company's chart of accounts, a second window will appear, letting you select the specific Peachtree company you want to use. Once you do, you'll see a third window that lets you select exactly those elements you want to copy from the existing company. Later, you can modify these elements to suit your new company.

Convert a Company or Build Your Own

If you choose to convert a company that exists in another accounting software program format or if you want to build your own company from the ground up, you'll see another window that lets you decide if you want to divide your account IDs into segments. You have the ability to create and define up to five segments for your account ID. The account descriptions you enter will be used throughout the program, and you'll be able to filter reports and financial statements based on a particular segment simply by selecting

the appropriate segment from a drop-down list. Segments are useful if you departmentalize your chart of accounts or use any other parts of your account ID to define different parts of your company.

If you want more information:

In the Help index, look up "Create a New Company wizard, using simplified chart of accounts."

Look up "Create a New Company wizard, chart of accounts, copy existing."

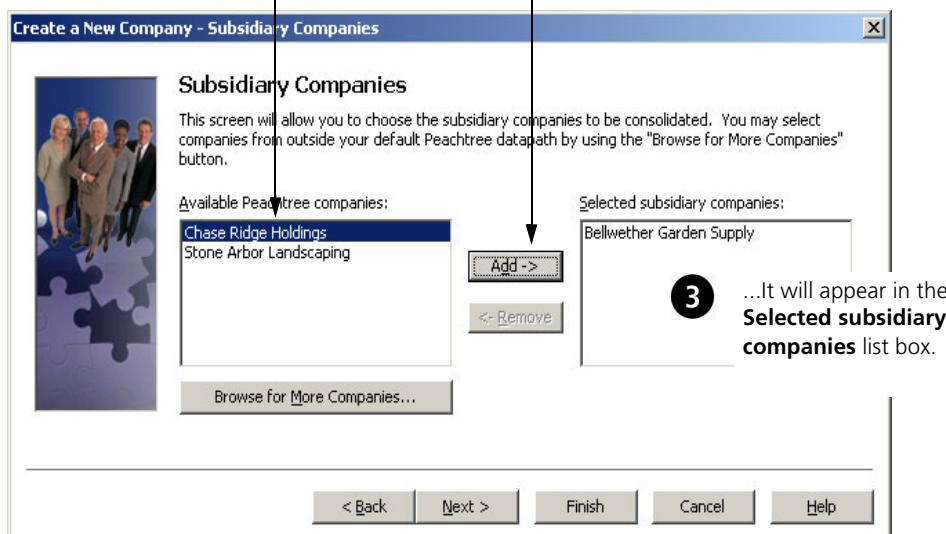
Look up "Create a New Company wizard, account segments."

Consolidate Existing Peachtree Accounting Companies

A *consolidated company* is one that combines the charts of accounts of a number of existing Peachtree companies to create a new consolidated chart of accounts. The new consolidated company created in this way will let you see consolidated financial statements for a number of subsidiary companies operating under an umbrella organization.

1 To add an available Peachtree company to the new consolidated company, select it here.

2 Click **Add...**



3 ...It will appear in the **Selected subsidiary companies** list box.

Accounting Method Window

This one's easy; you have only two choices: Accrual or Cash. Hopefully, you've made the decisions already based on your accountant's advice, if you have one. For information about choosing the right accounting methods, see [“Accounting Methods” on page 50](#).



Once you choose the accounting method and finish Create a New Company, you can't change the method used for this company. So be sure to choose the right one.

Posting Method Window

Here's another easy choice, as long as your decision is an informed one. Choose either **Real Time** or **Batch**. For information about choosing the right posting methods, see [“Posting Methods” on page 52](#).

If you want more information:

In the Help index, look up “Create a New Company wizard, accounting methods.”

Look up “Create a New Company wizard, posting methods.”

Look up “Create a New Company wizard, fiscal year, monthly.”

Accounting Periods Windows

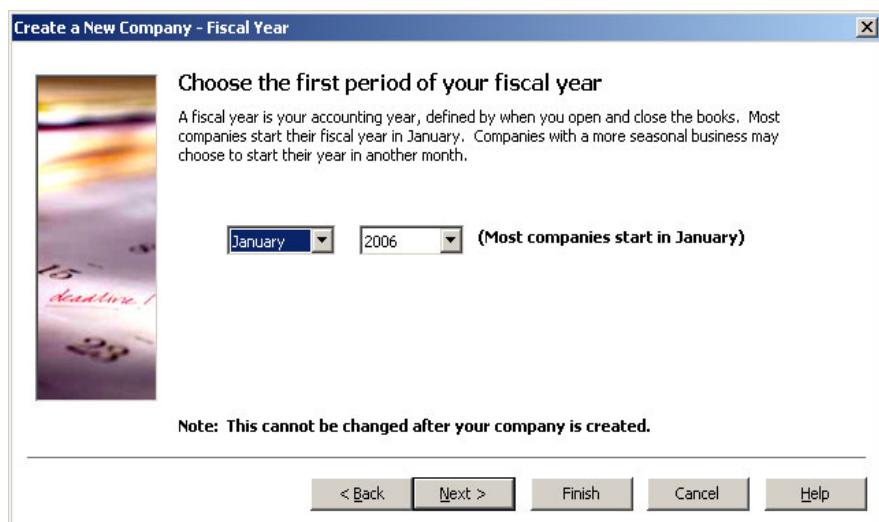
Along with accounting periods, you need to set your Peachtree fiscal years.

Accounting Periods

The first window you see lets you choose one of two options: **12 monthly accounting periods** or **Accounting periods that do not match the calendar months**.

12 Monthly Accounting Periods

If you choose to have your accounting periods follow the calendar, you'll see the Fiscal year window.

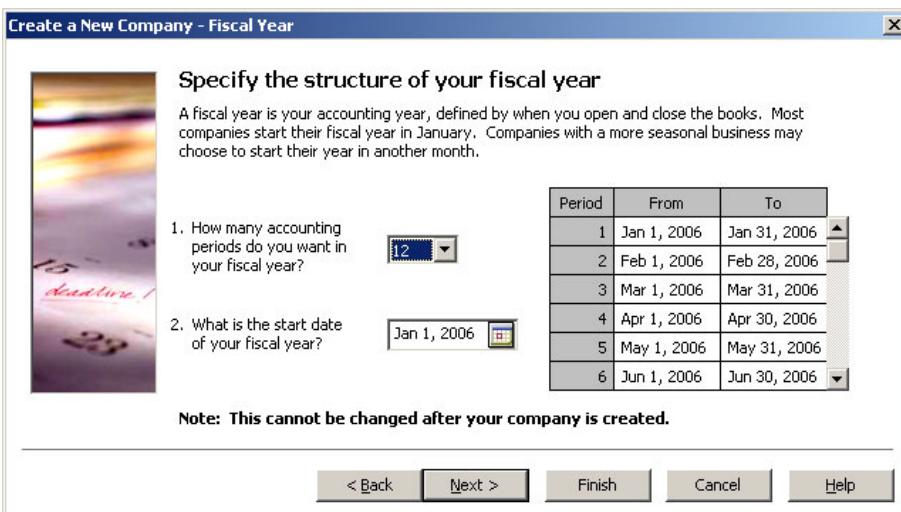


Choose the month and year when you want your fiscal year to start.

When you complete Create a New Company, your system date for Peachtree will be the date of your computer. When you are ready to begin entering data, you will need to change the accounting period. For more information, see ["Changing Accounting Periods" on page 248](#).

Accounting Periods That Do Not Match the Calendar Months

If you choose to have some other accounting-period arrangement, you'll see the Custom Fiscal Year window.



- 1 Tell Peachtree how many accounting periods you want in the fiscal year.
- 2 Use the **Calendar** button to choose the start date of your first fiscal year in Peachtree.
- 3 Modify the dates of the fiscal periods, if necessary.

When you complete Create a New Company, your system date for Peachtree will be the date of your computer. When you are ready to begin entering data, you will need to change the accounting period. For more information, see [“Changing Accounting Periods” on page 248](#).



Once you finish New Company Setup, you *won’t* be able to change your accounting periods. Make sure you have these set correctly *before* you select the **Finish** button.

If you want more information:

In the Help index, look up “Create a New Company wizard, accounting periods (custom).”

Finish Window

Congratulations! When you see this window, you’re done. Just click the **Finish** button, and Peachtree will create your new company. Of course, if you want to make any changes beforehand, you can always click the **Back** button to return to the appropriate Create a New Company wizard window.

Completing the Setup Process

Once you’ve gone through the Create a New Company Wizard, you’re ready to set up the remainder of your company and start using Peachtree. We recommend that you follow the order laid out in this book for setting up your company, beginning with your chart of accounts. Generally, you should set up defaults for a section of your company before you enter records.

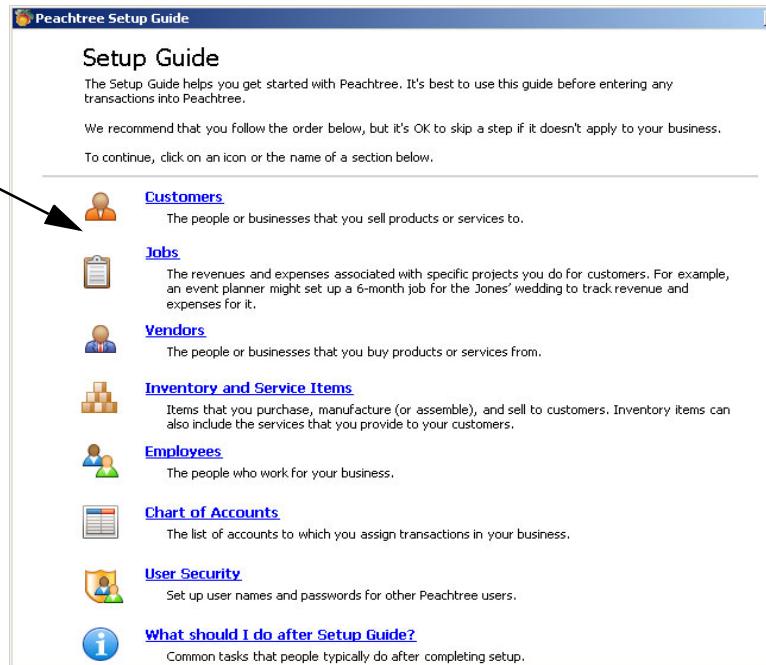
Ideally, you would enter all your records and their beginning balances prior to entering transactions but this is not practical, so Peachtree provides the Fast Add feature (see [“Fast Add” on page 40](#)) that helps you enter customer and vendor records at the same time as you enter transactions. It’s important to remember, though, that your statements and reports will not be complete or accurate until you have entered all records that have balances as of when you start using Peachtree. To make it easier for you to complete the setup of your company, Peachtree provides a Setup Guide that you can use.

Setup Guide

The Setup Guide opens when you finish Create a New Company. You can re-open it at any time by selecting the Company option from the Business Dashboard, and then clicking the Setup Guide button under Company Tasks. Or you can re-open it by simply selecting File, then Setup Guide. This guide is designed to walk you through the process of completing new company setup. Because the Setup Guide assists you in entering all the information you need to set up your company, and in an orderly fashion, it can be a very useful feature.

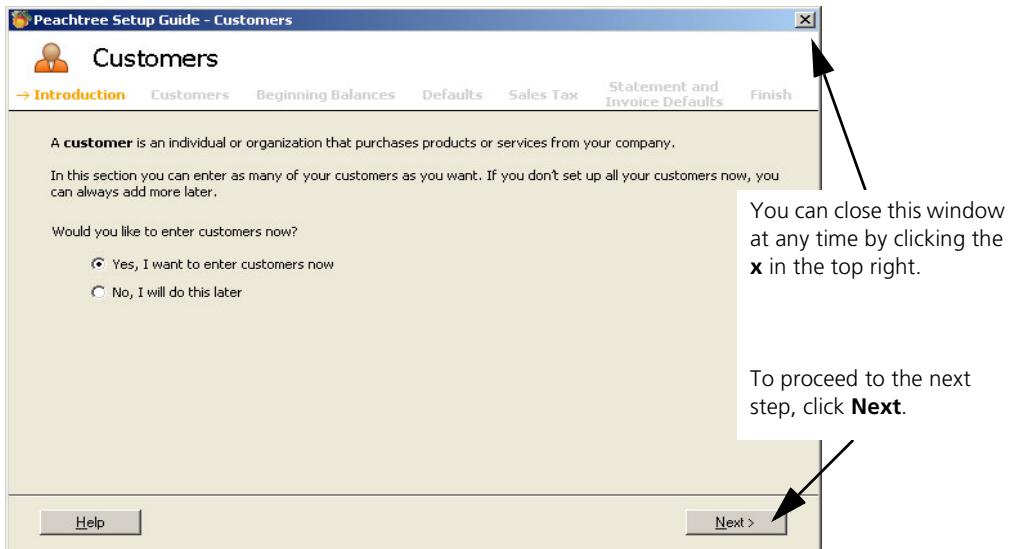
Click one of the links to begin setting up the parts of that area of Peachtree.

Each link will open a window with several easy to follow steps for setting up that area of the program.



Chapter 3 Creating a Company

When you select one of the links to an area of the program, a second window opens. Follow the steps to set up that part of your company.

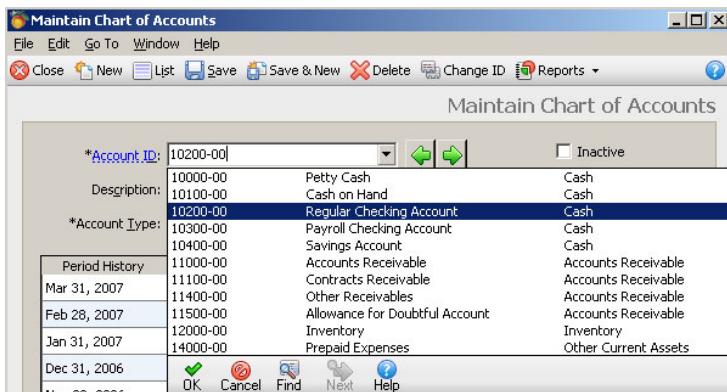


Setting Up Your General Ledger

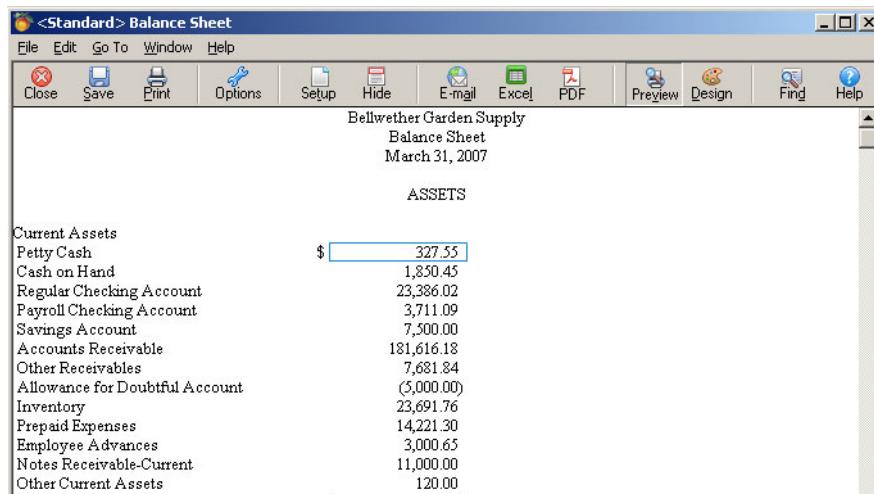
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★ Setting Up Your General Ledger ★

Overview



Organizing your chart of accounts is equivalent to organizing your business, because what you see on financial statements depends on what's set up in your chart of accounts.



Your chart of accounts is the underlying system for all the work you do in Peachtree. Each time you save (or post) a transaction, an entry is made to at least two accounts—a debit and a credit. In this time-honored way, you ensure that your books are always in balance.

**INITIAL DECISIONS**

When you set up a company, you can select to either copy one of the Peachtree charts of accounts, to copy from another company, or to create your own. We recommend that you copy one of the many Peachtree charts of accounts. Because account names are often standardized in accounting, you will surely be able to save time by tweaking the Peachtree chart of accounts versus entering one from scratch.

Beginning Balances

During startup, you'll enter beginning balances for your general ledger accounts. Peachtree checks to make sure your beginning-balance entries balance—that the sum of assets and expenses equals the sum of liabilities, equity, and income.

If you want more information:

In the Help index, look up "chart of accounts, setting up for the first time."

Look up "account, beginning balances."

Selecting Account Types

Accounts in Peachtree are grouped by standard account types. The following table suggests the account type you should select for the particular account you are setting up:

| | |
|---------------------------------------|---|
| Credit Card | Accounts Payable |
| Line of Credit | Accounts Payable |
| Bank, such as checking account | Cash |
| Asset | Other Current Assets, Fixed Assets, or Other Assets |

| | |
|--|---------------------------|
| Accounts Payable, such as accrued expenses | Accounts Payable |
| Income/Sales | Income |
| Expense, such as salary expense | Expense |
| Other Current Liabilities, such as short-term loans | Other Current Liabilities |

At the end of the fiscal year, the balance amounts on the Income, Cost of Sales, Expenses, and Equity Gets Closed account types become zero. The net difference is added to the retained earnings account. You can only create one account using the Equity Retained Earnings account type.

Required Accounts in Peachtree

Some accounts are used by the system in daily transactions. In all tasks except the General Journal, Peachtree performs some of the accounting distribution for you, based on accounts you establish in the default information (accessed through the Maintain menu or the setup checklist). The accounts required to use each feature of the Peachtree program are listed below:

| | |
|----------------------------|---|
| Accounts Receivable | Accounts Receivable (Accrual only) Cash Received Discounts Allowed Sales Tax Payable Interest Income (for Finance Charges) Freight |
| Accounts Payable | Accounts Payable (Accrual only) Cash Disbursed Discounts Taken |
| Payroll | Cash Account Salaries and Wages All Deductions (Payable) All Allowances (Expense) |
| Asset | Retained Earnings Rounding Account (for customized Financial Statements) |

| | |
|-----------|--|
| Inventory | Sales Revenue Inventory Cost of Goods Sold |
|-----------|--|

If you want more information:

In the Help index, look up "account, necessary in Peachtree."

Look up "account types."

Numbering Accounts

How you number your chart of accounts is up to you. However, you should establish a consistent, logical system that everyone who uses Peachtree can easily understand. In setting up a numbering system for your chart of accounts, you should be aware of the following:

- ❖ Account numbers can contain any printable character except *, +, and ?.
- ❖ Account numbers cannot contain leading or trailing spaces. Spaces in the middle are allowed.
- ❖ Account numbers are *not* case sensitive (e.g., CASH and Cash would be the same account).

There is no rigid scheme for departments and sub-accounts. You can create your own numbering scheme in which an account number can consist of a main number combined with department codes and/or sub-account codes. Most of the time account numbers containing these special codes will not require any special treatment. However, at report-printing time, you will need to be aware of how you can use your own numbering system to generate departmental reports.

Two other important points about coding your accounts:

- ❖ Account numbers are sorted alphabetically and numbers will come before letters.
- ❖ Only one account can use the Retained Earnings account type.

CONCEPTS

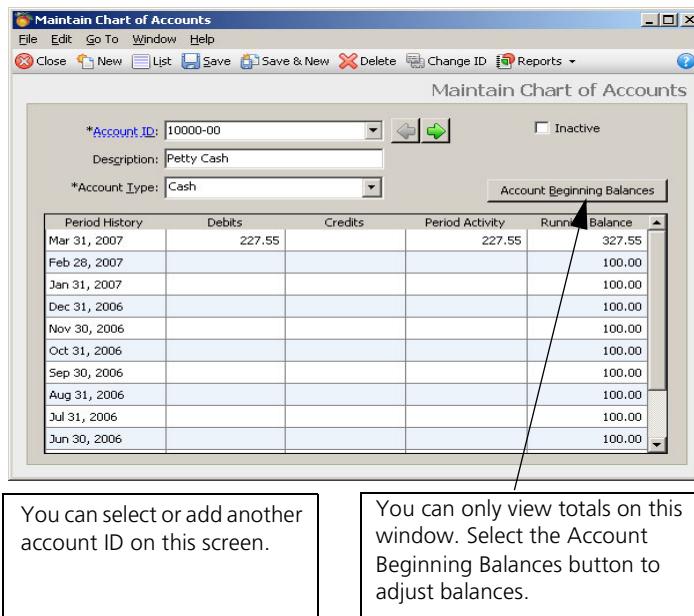
Account Segments: This feature lets you view totals by account for department, division, or whatever subgrouping you require. See ["Account Segments" on page 75](#).

Entering or Modifying Accounts

The Maintain Chart of Accounts window is used to add new accounts, including your bank accounts. You can modify the description of an existing account, delete an existing account, make an account inactive, or change the account type for an account.

If you have an accountant, you should consult him or her before setting up your chart of accounts.

► From the **Maintain** menu, select **Chart of Accounts**.



You can select or add another account ID on this screen.

You can only view totals on this window. Select the Account Beginning Balances button to adjust balances.

Setting Up Bank Accounts

Bank accounts are set up just like other Cash-type asset accounts. They should follow the numbering scheme of your chart of accounts.

*Account ID: 10200-00

Description: Regular Checking Account

If you want more information:

In the Help index, look up "account, setting up."

Look up "account, adding new."

Entering Beginning Balances or Prior-Period Adjustments

In reality, prior-period adjustments are corrections to the beginning balance of retained earnings. These adjustments result from an error in recording revenues or expenses for a previously closed fiscal year.

If you enter a new account, Peachtree assumes that this account has a zero balance.

You may find it easier to add all necessary accounts and then create one cumulative beginning balance entry.

- Select the **Account Beginning Balances** button on the **Maintain Chart of Accounts** window. Then, select the accounting period in which you want to enter or adjust balances, and click OK.

You can add a new account from this window.

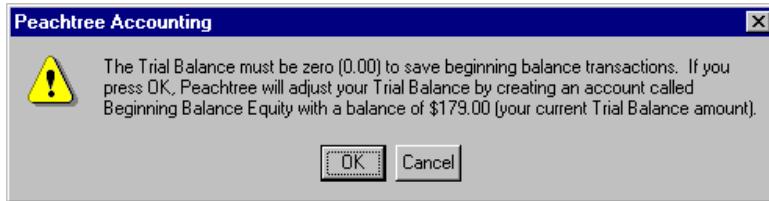
The Trial Balance should be zero when assets and expenses equal liabilities, equity and income.

| Account ID | Account Description | Account Type | Assets, Expenses | Liabilities, Equity, Income |
|--|--------------------------|---------------------|--------------------------------------|-----------------------------|
| 10000-00 | Petty Cash | Cash | 100.00 | |
| 10100-00 | Cash on Hand | Cash | 1,850.45 | |
| 10200-00 | Regular Checking Account | Cash | 11,326.55 | |
| 10300-00 | Payroll Checking Account | Cash | 6,566.66 | |
| 10400-00 | Savings Account | Cash | 7,500.00 | |
| 11000-00 | Account Receivable | Accounts Receivable | 3,098.44 | |
| 11100-00 | Contracts Receivable | Accounts Receivable | | |
| The Trial Balance is made up of the balances of all accounts. In order for the Trial Balance to be in balance, the sum of Assets and Expenses should equal the sum of Liabilities, Equity, and Income. | | | Total: | 745,803.37 |
| | | | Trial Balance: | 745,803.37 |
| | | | (Difference posts to Beg Bal Equity) | 0.00 |
| Net Income is the difference of Income and Expense account values. The Income and Expense values making up Net Income are already included in the total. | | | Income - Expenses: | 237,096.59 |
| | | | Net Income: | 248,397.15 |
| | | | | 11,300.56 |

Click or tab to any of the white cells in the grid to change or add an amount. (The gray cells are disabled.) If necessary, you can enter a negative amount; just type a minus sign before the number. Note that for each period, a running beginning balance is kept. Thus, if you change an amount in Period 1, the amounts for subsequent periods are also changed. However, if you change an amount in Period 2, the same account balance in Period 1 is unchanged.

What If I'm Out of Balance?

If you are out of balance, a message will appear warning you that an equity account will be created (or updated) to contain the difference or out-of-balance amount.



This account will be named Beginning Balance Equity, and its type is Equity—Doesn’t Close. This account does not appear in the Beginning Balances window, but it will appear in the list of accounts and on financial statements and general ledger reports.

You should try to find the reason for the out-of-balance situation and correct it if possible. (Select Cancel when the warning message appears.) If you are entering beginning balances from financial statements supplied by your previous accounting system or by your accountant, you most likely made an error in data entry. Make sure you didn’t leave out an account or balance and that you entered all amounts correctly.

If you still cannot find the error, you can select OK at the warning message. Your books will be in balance, and you can proceed with setting up your company. Then later, if you find the cause of the out-of-balance situation, you can go back to the Beginning Balances or Prior Period Adjustments window and correct the situation. You can even begin entering and posting transactions. (Remember that once you post transactions, you will need to enter Prior Period Adjustments and not Beginning Balances.) Once the Beginning Balance Equity account has no transactions associated with it, you can delete the account.

If you want more information:

In the Help index, look up “prior-period adjustments.”

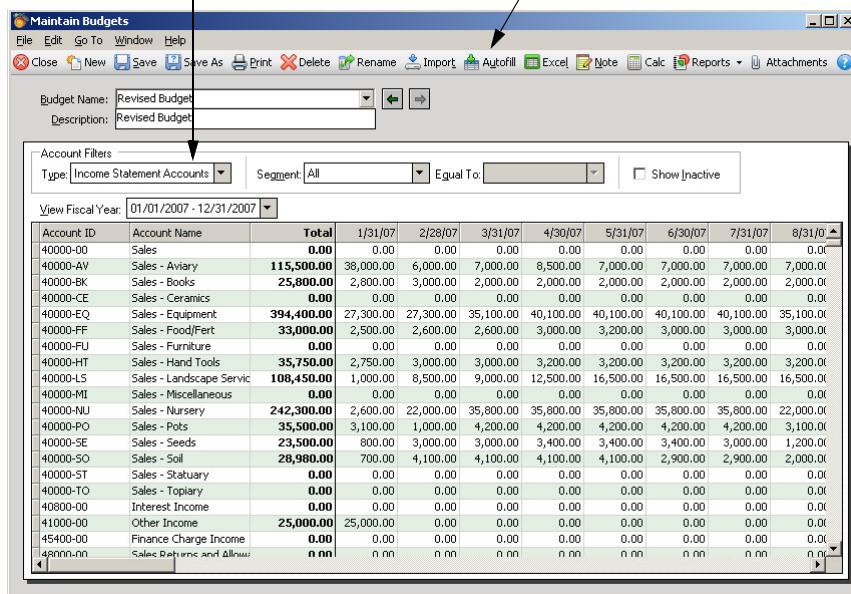
Maintain Budgets

The Maintain Budgets window lets you build a forecast of dollar amounts for selected accounts for each fiscal period. You can filter the accounts you budget for by account type (income statement accounts, expenses, etc.), as well as by account segment.

When you close the year in Peachtree, your budget automatically “roll over.” That is, a new budget is created for the current year, based on the previous year’s budget. You can then tweak the new budget as needed.

You can filter the accounts that display by account type, accounting segments (if used), or fiscal year.

You can quickly build a budget by copying an existing budget or using actual data.



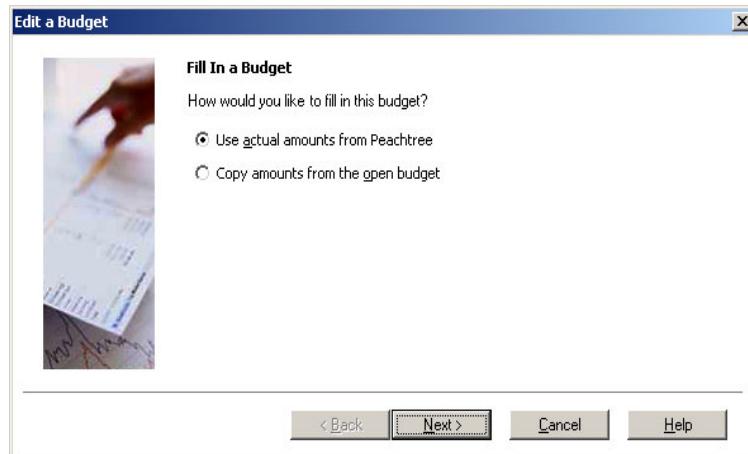
The screenshot shows the 'Maintain Budgets' application window. At the top, there's a toolbar with various icons for file operations like Close, New, Save, Print, Delete, Rename, Import, Autofill, Excel, Note, Calc, Reports, and Attachments. Below the toolbar, the 'Budget Name' is set to 'Revised Budget' and the 'Description' is also 'Revised Budget'. A 'Budget Filters' section includes dropdowns for 'Type' (set to 'Income Statement Accounts'), 'Segment' (set to 'All'), 'Equal To' (a dropdown menu), and a 'Show Inactive' checkbox. The 'View Fiscal Year' dropdown is set to '01/01/2007 - 12/31/2007'. The main area is a grid table with columns for Account ID, Account Name, Total, and dates from 1/31/07 to 8/31/07. The data in the table represents various sales categories and their amounts for the specified fiscal year.

| Account ID | Account Name | Total | 1/31/07 | 2/28/07 | 3/31/07 | 4/30/07 | 5/31/07 | 6/30/07 | 7/31/07 | 8/31/07 |
|------------|--------------------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 40000-00 | Sales | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40000-AV | Sales - Aviary | 115,500.00 | 38,000.00 | 6,000.00 | 7,000.00 | 8,500.00 | 7,000.00 | 7,000.00 | 7,000.00 | 7,000.00 |
| 40000-BK | Sales - Books | 25,800.00 | 2,800.00 | 3,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 40000-CE | Sales - Ceramics | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40000-EQ | Sales - Equipment | 394,400.00 | 27,300.00 | 27,300.00 | 35,100.00 | 40,100.00 | 40,100.00 | 40,100.00 | 40,100.00 | 35,100.00 |
| 40000-FF | Sales - Food/Fert | 33,000.00 | 2,500.00 | 2,600.00 | 2,600.00 | 3,000.00 | 3,200.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 40000-FU | Sales - Furniture | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40000-HT | Sales - Hand Tools | 35,750.00 | 2,750.00 | 3,000.00 | 3,000.00 | 3,200.00 | 3,200.00 | 3,200.00 | 3,200.00 | 3,200.00 |
| 40000-LS | Sales - Landscape Servic | 108,450.00 | 1,000.00 | 8,500.00 | 9,000.00 | 12,500.00 | 16,500.00 | 16,500.00 | 16,500.00 | 16,500.00 |
| 40000-MI | Sales - Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40000-NU | Sales - Nursery | 242,300.00 | 2,600.00 | 22,000.00 | 35,800.00 | 35,800.00 | 35,800.00 | 35,800.00 | 35,800.00 | 22,000.00 |
| 40000-PO | Sales - Pots | 35,500.00 | 3,100.00 | 1,000.00 | 4,200.00 | 4,200.00 | 4,200.00 | 4,200.00 | 4,200.00 | 3,100.00 |
| 40000-SE | Sales - Seeds | 23,500.00 | 800.00 | 3,000.00 | 3,000.00 | 3,400.00 | 3,400.00 | 3,400.00 | 3,000.00 | 1,200.00 |
| 40000-SO | Sales - Soil | 26,980.00 | 700.00 | 4,100.00 | 4,100.00 | 4,100.00 | 4,100.00 | 2,900.00 | 2,900.00 | 2,000.00 |
| 40000-ST | Sales - Statuary | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40000-TO | Sales - Topiary | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40800-00 | Interest Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 41000-00 | Other Income | 25,000.00 | 25,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 45400-00 | Finance Charge Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 49nn-nn | Sales Returns and Allow | nn nn | nn nn | nn nn | nn nn | nn nn | nn nn | nn nn | nn nn | nn nn |

Building a Budget

When creating a new budget, you can use actual data to quickly build a budget, then adjust amounts as necessary. You can also copy amounts from another budget or from the open budget.

When you select to build a budget from actual amounts, you can then select a range of accounting periods to copy from.



New Budget: Click the New button to create a new budget for projections or comparisons.



Autofill Budget: Use autofill to fill in the displayed budget with either amounts copied from a budget or actual data.



Excel: You can copy your budget to Microsoft Excel to manipulate data or perform calculations, then copy sections back to Peachtree.

If you want more information:

In the Help index, look up "budget."

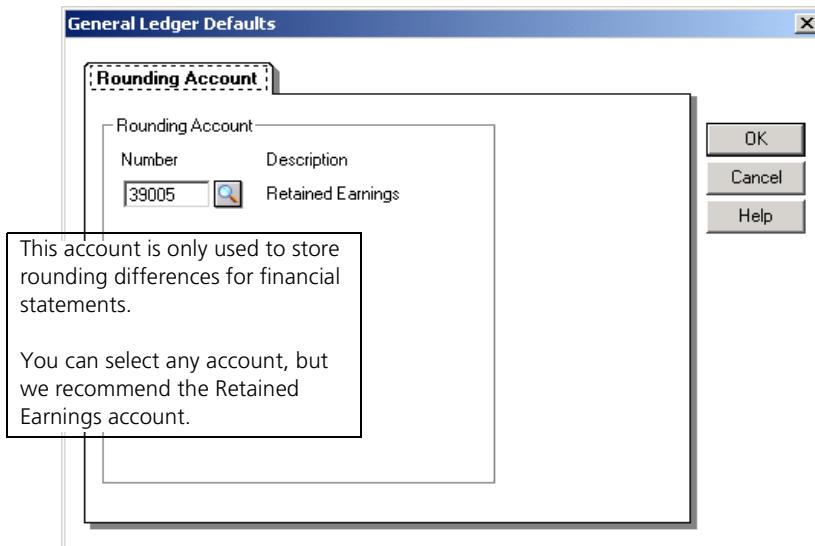
Entering General Ledger Defaults

In General Ledger Defaults, you set the account that Peachtree will use for rounding any odd amounts on financial statements. You don't have to set this account if you do not want to round amounts to either whole dollars or whole thousands of dollars on financial statements.

If you choose to round financial statement amounts, Peachtree collects all rounding amounts and prints the collected amount in the rounding account on your financial statements. The account you select can be any account since it is a temporary holding area, but we recommend you use an equity account.

Set Up the Rounding Account

► From the **Maintain** menu, select **Default Information**; then select **General Ledger** from the submenu.



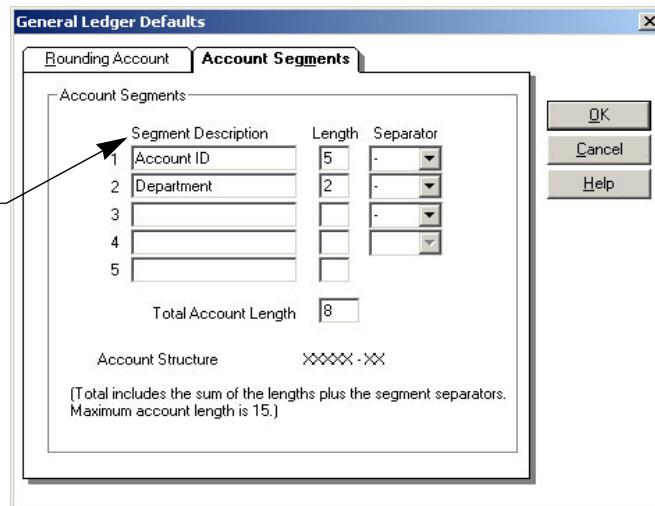
Account Segments

Account segmentation allows you to formally segment your chart of accounts. Then you can use the segment selection features in Peachtree's reporting to filter reports based on particular segments of the account ID. Using this feature, you can quickly and easily produce and print reports and financial statements for a particular department or division of your business, or any other segment such as location, restriction status, and so on.

To set up account segments:

From the **Maintain** menu, select **Default Information**; then select **General Ledger** from the submenu; then the **Account Segments** tab.

Enter your segment descriptions, lengths, and separators in the appropriate fields.



If you want more information:

In the Help index, look up "rounding account."

Look up "account segments."

Here, you can create or change formal segments for your chart of accounts ID. This will allow you to take full advantage of the masking and filtering features of Peachtree Quantum when you print reports and financial statements. You can use this feature for printing reports that are filtered by department, division, account ID, or any other segment you create. When you initially create your company in New Company Setup, Peachtree Quantum gives you the opportunity to divide your Account ID into segments (see ["Convert a Company or Build Your Own" on page 58](#)), but you can do it here as well. If your chart of accounts is already set up and you change the segment structure, Peachtree Quantum will scan your chart of accounts and inform you if any do not fit the new segment structure. You can then print your Chart of Accounts report to identify those accounts.

You can formally segment your chart of accounts ID by creating descriptions, lengths, and separators for up to five segments. If you do not use account segments, Peachtree will still allow you to filter General Ledger reports and financial statements using the department masking feature (see **Mask, Department Masking** in Peachtree's Help Index).

Setting Up Customers

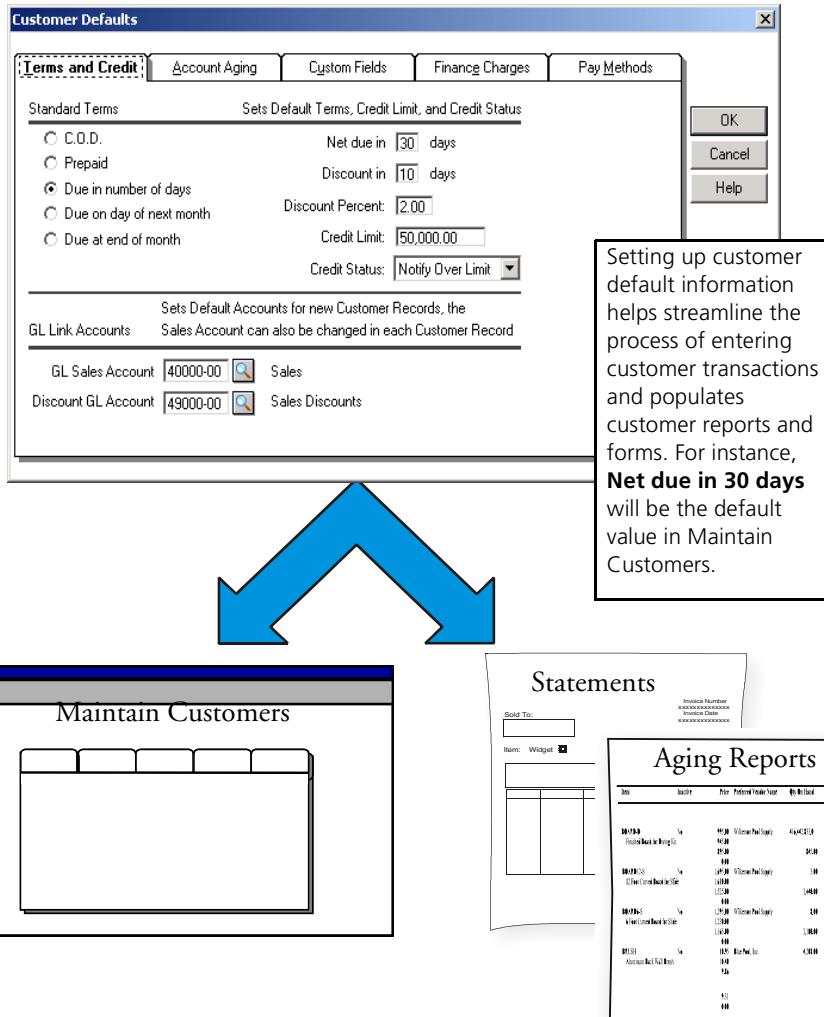
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★ Setting Up Customers ★

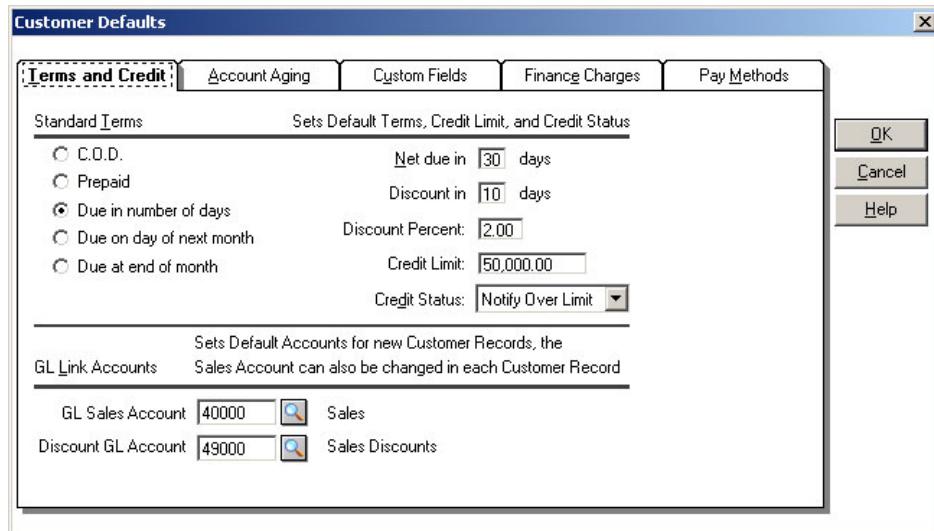
Customers are the people to whom you sell your products and services. You can set up both default and specific customer information. Default information is good for all of the customers you deal with, but each customer will need special treatment too.

Customer Default Information



To reach Customer Defaults

→ Select **Maintain, Default Information, Customers**.



The Customer Defaults window lets you tell Peachtree what you consider standard payment terms and how you want to *age* your customer invoices. Here, you enter defaults for finance charges and different ways that your customers pay you. Finally, if there are special terms you use to identify your customers, you can set them up as custom fields.

Standard Payment Terms

The nice thing about standard terms is, once you set them up, you can go to the Maintain Customers window and tell Peachtree you want a certain customer to be covered by them.

CONCEPTS

Aging: Peachtree ages vendor and customer invoices by invoice date OR due date. If you age by invoice date, aging reports show how old each invoice and each balance is. If you age by due date, aging reports show how overdue each invoice is. So it might be smart to age customer invoices by invoice date and vendor invoices by due date.

If you want more information:

In the Help index, look up "customer defaults, overview."

Look up "customer defaults, account aging."

If you offer your customers early payment discounts, in the **Discount in** field, enter the number of days past the invoice date covered by the discount. Then enter the **Discount Percent**. If you want to specify a default sales account, you can do that. If certain customers have special payment terms, you can modify their records individually in Maintain Customers. This will ensure that they receive their special terms, without upsetting the defaults that all existing and new customers will receive.

Once you've set up standard terms, these terms will automatically appear on all sales orders and bills you create for the individual customer.

Account Aging

You can choose to age your customer invoices by **invoice date** or by **due date** and set up aging categories. However you set these up, you'll be able to see at a glance what invoices are due, when; just look at the Peachtree Aged Receivables report. Changing these categories will automatically update the reports.

Bellwether Garden Supply
Aged Receivables
As of Mar 31, 2007

Order is by ID. Report is printed in Detail Format.

| Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days |
|--------------|--------|---------|---------|--------------|
|--------------|--------|---------|---------|--------------|

All reports will show these aging categories, as defined in Account Aging defaults.

Custom Fields

You may have additional information that you keep on your customers, such as additional contact people or additional phone numbers, e-mail addresses, and so on. If so, you can set up custom fields to track this information. Then, when you set up an individual customer, on the **General** tab of the Maintain Customers window, you could enter the appropriate information for that customer.

| Field Labels | Enabled |
|---------------------|-------------------------------------|
| 1. Second Contact | <input checked="" type="checkbox"/> |
| 2. Lawn Care Srvc? | <input checked="" type="checkbox"/> |
| 3. Monthly Service? | <input checked="" type="checkbox"/> |
| 4. Qtrly Mailing? | <input checked="" type="checkbox"/> |
| 5. Referral | <input checked="" type="checkbox"/> |

In customer defaults, check the **Enabled** box for the Custom Field Labels you need; then, enter the **Label** name in the field next to it.

In Maintain Customers, you can then enter information for those labels that is specific to that customer.

| | |
|---------------------|----------------|
| 1. Second Contact | George Peabody |
| 2. Lawn Care Srvc? | Yes |
| 3. Monthly Service? | Yes |
| 4. Qtrly Mailing? | Yes |
| 5. Referral | Internet |

Since Peachtree reports are customizable, you can add any or all of your custom fields to many of the accounts receivable reports that Peachtree offers.

Finance Charges

If you assess late charges on your customers' invoices, you will want to access this tab first. Here, you will set up the terms and percentages for calculating finance charges. You can also specify whether or not these finance charges are compounding. Enter your defaults here. If you have customers that you don't want to bill finance charges, you can modify their records on the Terms and Credit tab in Maintain Customers.

| Finance Charges | |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Charge finance charges | |
| On invoices: | 15 days overdue, up to: \$ 10,000.00 |
| Annual interest rate: | 18.00 % |
| On balances above that: | 21.00 % |
| Minimum finance charge: | \$ 0.50000 |
| <input type="checkbox"/> Charge interest on finance charges | |
| Finance Charge GL Account: 45400 <input type="button" value="Change"/> | |

If you want more information:

In the Help index, look up "Customer defaults, custom fields."

Look up "customer defaults, pay methods."

Pay Methods

Here, you set up the different types of payments that you receive from your customers, anything from cash to credit card. Peachtree gives you ten options so that you can receive money in a variety of ways. Then, when you enter your customers' payments, you can specify what type of payment it is. The payment method can be displayed on some reports and forms.

On this tab, you can also specify at what point you want a deposit ticket ID applied to a receipt. If you select **In Receipts**, Peachtree will automatically fill the field in the Receipts Window.

If you select **In Select for Deposit**, the **Deposit Ticket ID** field on the Receipts window will remain empty. You will create an ID when you use Select for Deposit to create deposit tickets.

Assign Deposit Ticket IDs:

In Receipts
 In Select for Deposit

Deposit Ticket ID:

The Deposit
Ticket ID
automatically
generated is a text
field depicting the
current system date.

Statement and Invoice Defaults

Peachtree provides a number of options and variables that you can use to control the printing of customer statements and dunning messages on invoices. These options can only be set at the company level; you cannot set them at the individual customer level. To access statement and invoice defaults,

► **Select Maintain, Default Information, Statement/Invoices.**

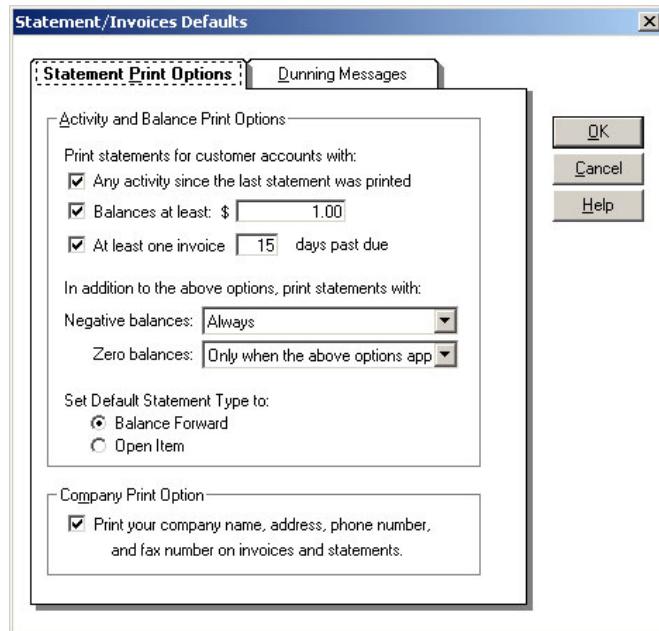
Statement Print Options

On this tab, you can set options that help you print statements the way you want. These include such options as when to print statements with zero or negative balances, and how long invoices must be overdue before they will generate statements.

Select the options that match the way you want to print statements. For instance, if you do not want to print statements with negative balances, select Never on this field.

Then. . .

...select the Default Statement Type and the Company Print options. If you use preprinted forms for your statements, leave the Company Print options unchecked.



When you are ready to print statements, select **Reports & Forms**, **Forms**, **Customer Statements**. Select the form you want from the Forms list on the Select a Report or Form window. Click **Preview and Print**. When printing the statements, Peachtree will use the default options you set.

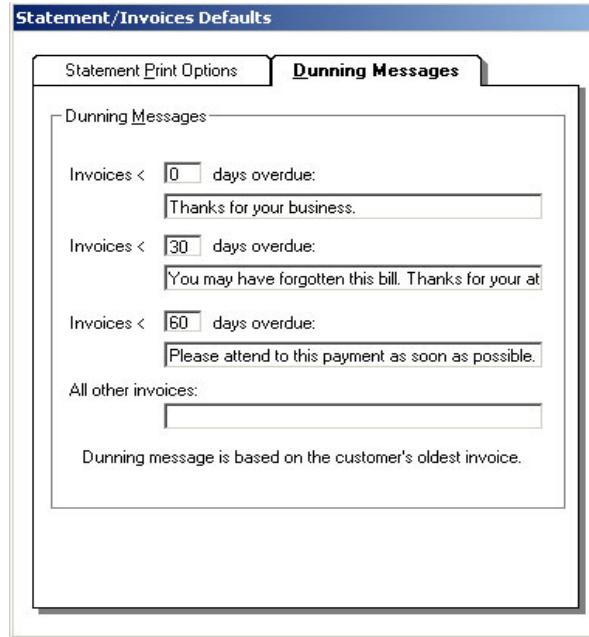
Dunning Messages Tab

You can use this tab to create short notices that will notify customers on invoices if they have other invoices that are overdue by a certain number of days. In this way, you can have Peachtree automatically remind your customers of overdue bills.

If you want more information:

In the Help index, look up "statement, default types."

Look up "dunning message, overview."



Mark the number of days overdue for each category and then type in your message. Depending on the status of your customer's unpaid invoices, Peachtree will print the appropriate message on new statements for the customer.

You can set up to four different dunning messages in Peachtree based on how long their account is overdue at the time statements are printed. The specific messages print when the number of days of the customer's most overdue invoice is lower or equal to the number in the box. For example, if the first message is to print for 30 days, customers whose invoices are 1 to 30 days overdue will see the message on their statements. The fourth message will print on any statements that are older than the number of days entered into the third message box. You can enter up to 40 characters for each message.



You can set the first message at 0 days and enter a "Thank you for your patronage" message, advertising message, or announcement.

Tip

Setting Up Sales Taxes

Before you can bill your customers, you will want to set up your sales taxes. Once these are set up, you can make a particular sales tax part of each customer's record and automatically call up the correct sales tax when you create orders, bills, and so forth, for that customer.

You will set up your sales taxes by following the Sales Tax Wizard. Here, you will set up your Sales Tax Agencies and your Sales Taxes. Sales Tax Agencies are the individual taxing bodies, such as the state you do business in, a particular county or city, or a special tax

(school tax, building tax). Sales Taxes consist of a number of Sales Tax Agencies that make them up. For instance, the county where you do business might impose a state tax, county tax, and special school tax; all of these could be covered by a single Sales Tax. Or you could have a sales tax for sales made in the city limits, in a county, or in an out-of-state location. You'll assign a Sales Tax to each customer.

You can also use the Sales Tax Wizard to edit, view, and delete sales taxes and sales tax agencies.

To create your Sales Taxes,

► **Select Maintain, Sales Taxes.** This will open the Sales Tax Wizard. Select **Set up a new sales tax** and click **Next**.

| | | |
|--|--|--|
| What is the total rate that you will charge? | <input type="text" value="0.00000"/> % | What if I use a formula? |
| * How many individual rates make up this total rate? | <input type="text" value="1"/> | I'm not sure. |

Enter the number of agencies or individual rates that make up this tax. For instance, if this tax is made up of a state tax and a county tax, enter 2 in this field.

Enter the total percent of the sales tax. For instance, if this sales tax is made up of a state tax of 4% and a county tax of 2%, enter 6 in this field. If the tax is based on a formula, leave the field blank.

Click **Next** and enter Sales Tax Agency information:

Set Up Sales Taxes

Add Sales Tax Agency

You are usually required to report the taxes you've collected to one or more state, locality, or other taxing agency. Enter the break down here.

Sales Tax Agency 1 of 2

| | |
|---|---|
| * Sales tax agency ID: | <input type="text" value="GA"/> How do I select an existing agency? |
| Sales tax agency name: | <input type="text" value="Georgia State Sales Tax"/> |
| Which vendor do you send the taxes you've collected to? | <input type="text" value="GAREVENUE"/> |
| * How are sales taxes calculated for this agency? | <input type="text" value="by single rate"/> |
| * Rate: | <input type="text" value="4.00000"/> % |
| * Select an account to track sales taxes: | <input type="text" value="23100"/> |

* = required field

Help **Cancel** **< Back** **Next >**

Enter the appropriate information in the fields and click **Next**. If you have auto create IDs turned on, Peachtree will automatically create the ID for you. Select a vendor to receive the tax and specify the percentage of the tax.

If you want more information:

In the Help index, look up "Sales tax, setting up."

Look up "sales tax agency, setting up."

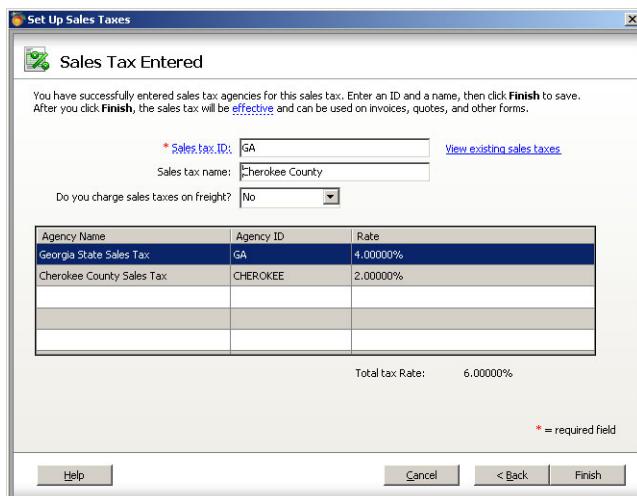


Tip

You can filter the General Ledger report by Account ID to obtain a list of all tax amounts that went to the Sales Tax Payable GL Account. Also, you can use the Sales Taxes report to display sales tax amounts for sales to customers.

| Bellwether Garden Supply General Ledger | | | | | | | |
|--|--------|-----------|------|-------------------|-----------|------------|------------|
| For the Period From Mar 1, 2007 to Mar 31, 2007 | | | | | | | |
| Filter Criteria includes: 1) IDs: 23100-00. Report order is by ID. Report is printed with Truncated Transaction Descriptions and in Detail Format. | | | | | | | |
| Account ID Account Description | Date | Reference | Jrnl | Trans Description | Debit Amt | Credit Amt | Balance |
| 23100-00 | 3/1/07 | | | Beginning Balance | | | -13,697.37 |
| Sales Tax Payable | 3/1/07 | 10225 | SJ | Seawright Sod and | 231.92 | | |
| | 3/1/07 | 10225 | SJ | Seawright Sod and | 115.96 | | |
| | 3/1/07 | 10225 | SJ | Seawright Sod and | 57.98 | | |
| | 3/1/07 | 10226 | SJ | Armstrong Landsc | 169.56 | | |
| | 3/1/07 | 10226 | SJ | Armstrong Landsc | 339.12 | | |
| | 3/1/07 | 10227 | SJ | Fremond County | 19.16 | | |
| | 3/1/07 | 10227 | SJ | Fremond County | 38.32 | | |

When you are done creating agencies, you will create the tax. Enter the appropriate information on the Sales Tax Entered window.

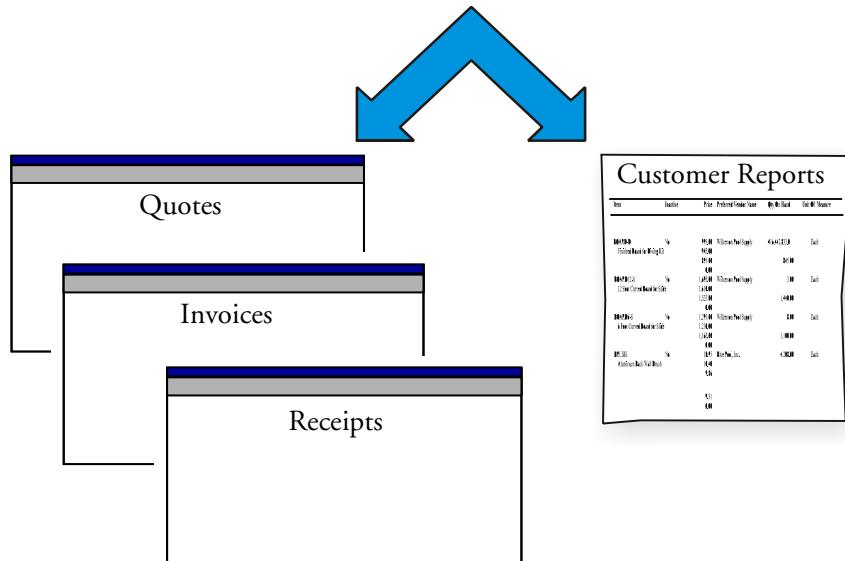
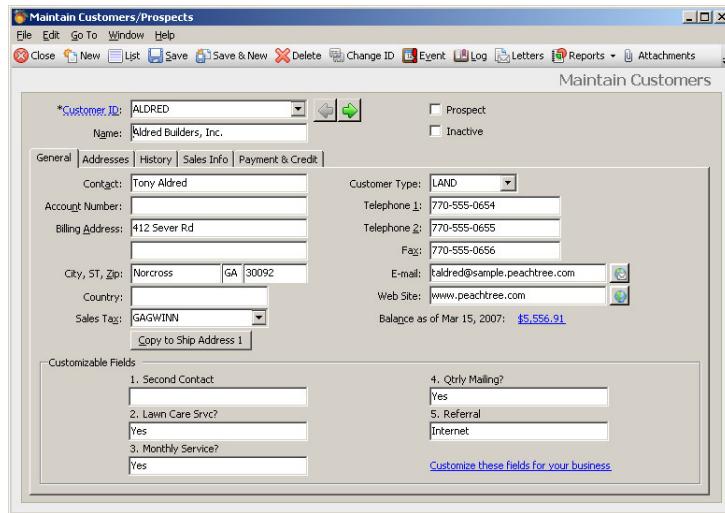


Enter an ID and name for the tax. Then, specify if you pay sales tax on freight. When you are done, click Finish. Peachtree will save the information and create the tax.

Incidentally, inventory-item tax types do not affect the sales tax rate. They affect only if an item is taxable or is exempt from sales taxes. Inventory-item tax types are set up in the Inventory Item Defaults window; see ["Taxes/Shipping" on page 111](#). When an inventory-item tax type is exempt, no sales tax is calculated for the item amount.

Customer Maintenance

Once you've set up your customer defaults, some of that information will help streamline the process of adding customers to the database.

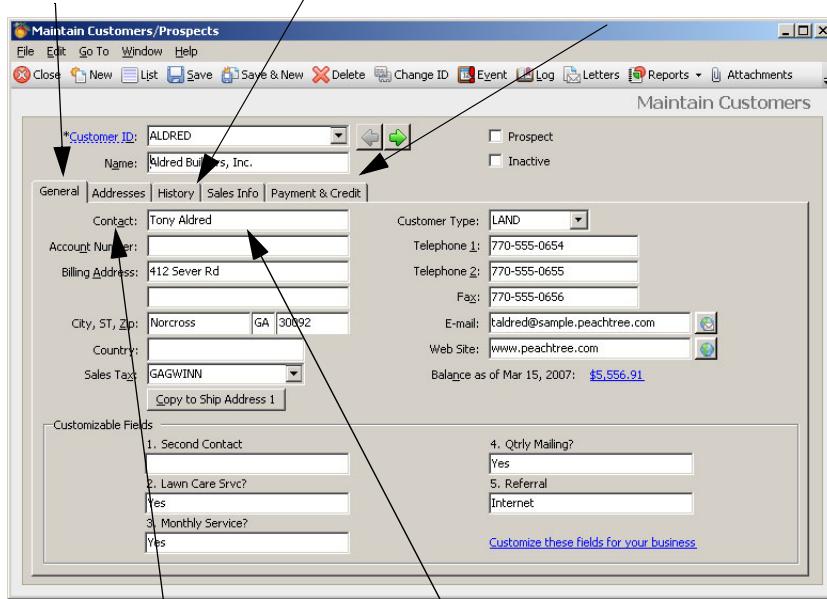


You can view or enter basic information about your clients in the Maintain Customers/Prospects window. Customer information is contained on six tabbed folders, only one of which is visible at a time, though you can view another tab by clicking the tab label.

Use the **General** tab to enter general customer information, such as address and contact.

Use the **History** tab to enter historical information, such as **Customer Since** and invoice/payment dates.

Use the **Payment and Credit** tab to enter information about the payment terms you offer this customer.



Use the **Addresses** tab to keep track of shipping addresses for this customer.

Use the **Sales Info** tab to enter a sales rep, price, and shipping information.

To open this window,

- Select **Maintain**, then **Customers/Prospects**.

Header Fields

In the header you define the customer ID, customer name, and the status of the customer. Note that the customer ID is not case sensitive and must be unique for each customer.

General Tab

On the General tab, you enter basic information on the customer, including addresses, phone numbers, and account number. You can have both a billing address and up to 20 shipping addresses for each customer.

| | |
|---------------|--|
| Address: | <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0; padding: 2px 5px;" type="button" value="Bill to Address"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 2px;"> Bill to Address Ship to Address 1 Ship to Address 2 Ship to Address 3 Ship to Address 4 Ship to Address 5 </div> |
| City, ST Zip: | 30092 |
| Country: | |
| Sales Tax: | GAGWINN |



You can have a separate and distinct Sales Tax Code for each ship-to address. Since this field is attached to the ship-to address, it will carry over with it into invoices, quotes, and such.

In addition, you can use the dynamic Customer Type field to classify your customers. When you print Accounts Receivable reports, you will be able to filter your reports using this field.

| | |
|----------------|---|
| Customer Type: | <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0; padding: 2px 5px;" type="button" value="LAND"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 2px;"> LAND PROSPECT RETAIL </div> |
|----------------|---|

| | | | |
|---------------|-------|------|----------|
| Customer Type | Range | LAND | PROSPECT |
|---------------|-------|------|----------|

Addresses Tab

Use this tab to enter and store shipping addresses for this customer. Peachtree automatically copies the Billing Address to this tab.

| | | | |
|--------------------------|----------------|---|---|
| Billing Address: | 412 Sever Rd | Billing Sales Tax: | GAGWINN |
| Norcross, GA 30092 | | | |
| Copy Billing Address to: | | <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0; padding: 2px 5px;" type="button" value="Ship to Address 1"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 2px;"> Ship to Address 1 </div> | <input style="width: 50px; height: 20px; border: none; background-color: #f0f0f0; padding: 2px 5px;" type="button" value="Copy"/> |
| Ship to | Recipient | Address Line 1 | Address Line 2 |
| 1 | Aldred Buil... | 412 Sever Rd | |
| | | | City |
| | | | ST |
| | | | Norcross |
| | | | GA |

History Tab

The History tab will show you sales and receipt history for the customer on a period by period basis. It will also give you such information as the last invoice and last payment date. This tab provides a handy reference for accessing information on the customer.

Sales Info Tab

| | | |
|----------------|---------------|---|
| Sales Rep: | DGROSS |  |
| GL Sales Acct: | 40000 |  |
| Open P.O. #: | | |
| Ship Via: | US Mail |  |
| Resale #: | | |
| Pricing Level: | Price Level 1 |  |

Here, you enter a variety of sales information, such as Sales Rep, Sales Account, shipping method, and the price level this customer will receive.

Selecting a price level will ensure that your customers always receive the correct price when you invoice them.

In addition, you can specify **Form Options**, which determine what type of format your quotes, invoices, and such, will take. Note that even if you select e-mail, you can still print paper copies of invoices and such.

Payment and Credit Tab

On this tab, you can enter credit card information and either accept the default payment terms set up in customer defaults or you can modify this particular customer's payment terms. To modify the customer terms, simply select *Customize terms for this customer* from the drop-down list and change the remaining fields.

Enter credit card information for this customer here.

You can customize a customer's terms information and finance charge information in this area of the window.

Credit Card Information

Cardholder's Name: Tony Aldred

Address: 412 Sever Rd

City, ST, Zip: Norcross GA 30092

Country:

Credit Card Number: 5400000000000000

Expiration Date: 12 / 08 (MM/YY)

Terms and Credit

Customize terms for this customer

C.O.D.

Prepaid

Due in number of days

Due on day of next month

Net due in 30 days

Due at end of month

Use discounts

Discount in 10 days

Discount Percent: 2.00

Charge Finance Charges

Credit Limit: 50,000.00

Credit Status: Notify Over Limit



Although the credit card number is visible here, it will be masked everywhere else in the program. If you store credit card numbers here, we recommend you set up passwords for all users and limit access to this window.

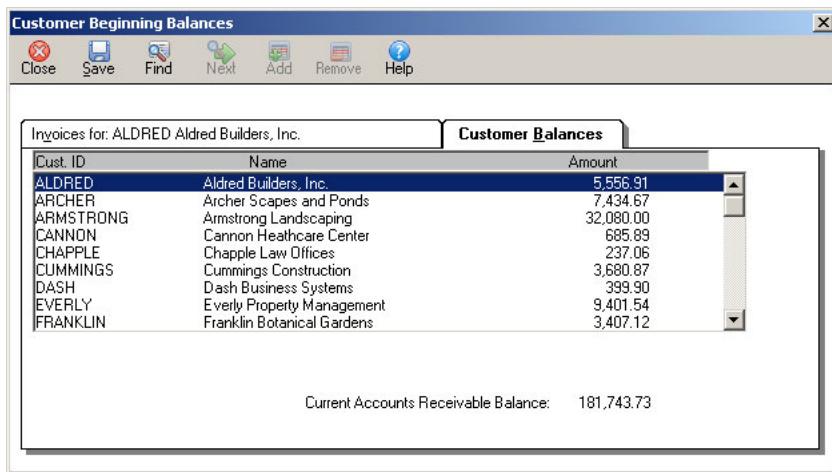
If you want more information:

Look up "Maintain Customers/Prospects, Header Fields."

Entering Customer Beginning Balances

Unless you are starting up your business for the first time when you set up Peachtree, you will have balances for existing customers, outstanding invoices that must be entered so that they can be paid and so that your reports will be accurate. These outstanding balances are entered as beginning balance invoices. You will enter abbreviated information on the invoices in a special place, so that these invoices can be paid by your customers, and will update your reports, but will not change the balances of your general ledger accounts. You should have entered a single amount, which represents all unpaid sales invoices prior to starting Peachtree, into your accounts receivable account in Maintain Chart of Accounts. To enter beginning balances,

- 1 Select **Maintain, Customers/Prospects**.
- 2 Click the **Beginning Balances** button on the **General tab**.



The **Customer Balances** tab will show you a list of your customers and their current balances.



These balances will be 0.00 if you have not entered any customer invoices yet. Otherwise, you will see current balances.

Note

You can select a customer from the list on the **Customer Balances** tab by clicking it. Once the customer is selected, click the **Invoices for** tab to enter any beginning balances.

Customer Beginning Balances

Close Save Find Next Add Remove Help

Invoices for: **ARMSTRONG Armstrong Landscaping** Customer Balances

| Invoice Number | Date | Purchase Order Number | Amount | A/R Account |
|----------------|-------------|-----------------------|--------|-------------|
| 54334 | Dec 7, 2006 | | 500.00 | 11000-00 |

Fill in the fields with information from your outstanding customer balances. When you are done with one customer, select the next customer from the

For accrual-based companies, the **A/R Account** field is used so Peachtree knows which account to decrease when

The beginning balance amounts should not include any invoices entered in Sales/Invoicing. Be sure that the total amount of your customer beginning balances is equal to the amount you entered as a beginning balance in your chart of accounts for your A/R account(s). This ensures that your Aged Receivables report will balance with your general ledger.



You can adjust these beginning balance entries at any time unless customer receipts (payments) have been applied to an invoice. In that case, the invoice will be grayed out, and you must delete the customer receipt before you can adjust the beginning balance entry.

Setting Up Vendors

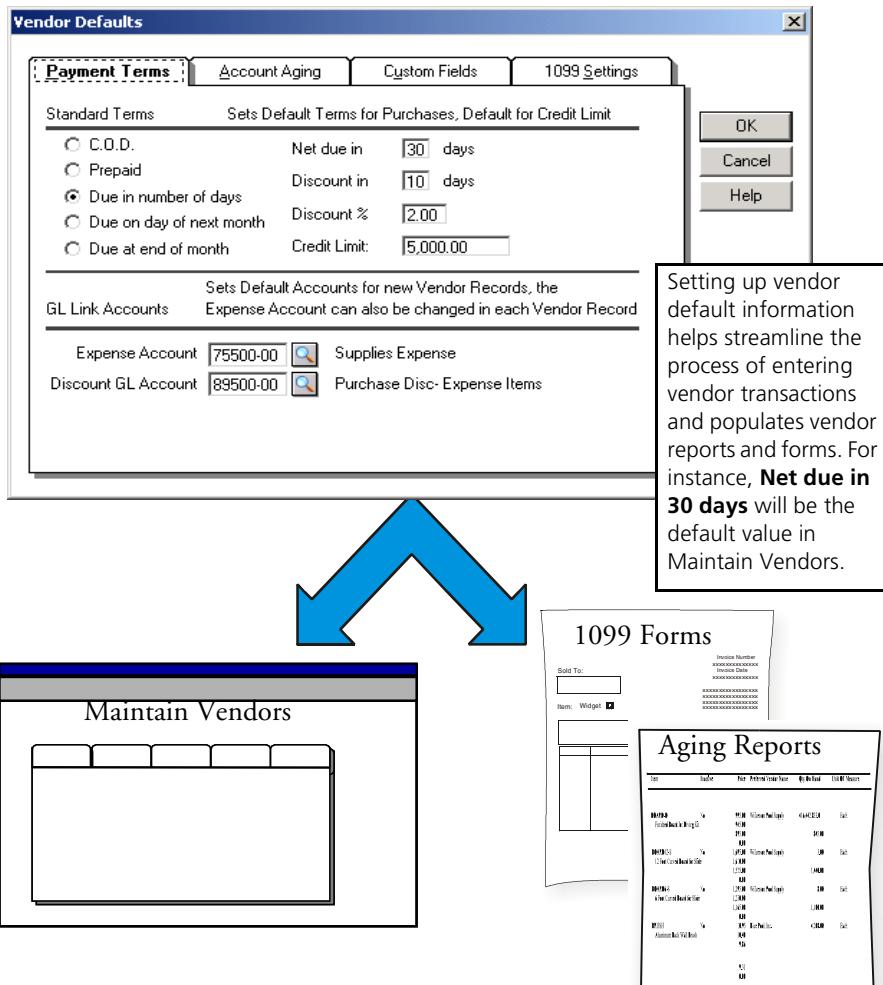
6

| | |
|---|-------------------|
| Vendor Default Information | <u>94</u> |
| Standard Payment Terms | <u>95</u> |
| Account Aging | <u>97</u> |
| Custom Fields | <u>97</u> |
| 1099 Settings | <u>98</u> |
| Vendor Maintenance | <u>100</u> |
| Header Fields | <u>101</u> |
| General Tab | <u>102</u> |
| Addresses Tab | <u>102</u> |
| History Tab | <u>104</u> |
| Purchase Info Tab | <u>102</u> |
| Insurance Tab | <u>103</u> |
| Entering Vendor Beginning Balances | <u>104</u> |

★ Setting Up Vendors ★

Vendors are your suppliers, the people who sell you the products and services that your business deals in. You can set up both default and specific vendor information. Default information is good for all of the vendors you deal with, but each vendor will need special treatment too.

Vendor Default Information



The Vendor Defaults window lets you tell Peachtree what you consider **standard payment terms** and how you want to **age your vendor invoices**. Also, it lets you decide

how to calculate **1099 payments** for each General Ledger account. Finally, if there are special terms you use to identify your vendors, you can set them up as **custom fields**.

Standard Payment Terms

The nice thing about standard terms is, once you set up your terms, you can go to the Maintain Vendors window and tell Peachtree you want a certain vendor to be covered by them. Just click a check box, and you're done; see ["Purchase Info Tab" on page 103](#).

The **Payment Terms** tab lets you choose the following default terms:

| Payment Terms | Account Aging | Custom Fields | 1099 Settings |
|---|---|---------------|---------------|
| <p>Standard Terms Sets Default Terms for Purchases, Default for Credit Limit</p> <p><input type="radio"/> C.O.D. <input type="radio"/> Prepaid <input checked="" type="radio"/> Due in number of days <input type="radio"/> Due on day of next month <input type="radio"/> Due at end of month</p> | <p>Net due in <input type="text" value="30"/> days</p> <p>Discount in <input type="text" value="10"/> days</p> <p>Discount % <input type="text" value="2.00"/></p> <p>Credit Limit: <input type="text" value="5,000.00"/></p> | | |

Choose standard terms. If you choose **Due in number of days** OR **Due on day of the month**, you'll enter the exact number of days OR day of the month too.

If you want, you can specify a default expense account and default account for collecting vendor discounts.

Use the Lookup buttons to choose the desired Peachtree accounts.

| | |
|---------------------|--|
| Expense Account | <input type="text"/>  <Undefined Account> |
| Discount GL Account | <input type="text" value="89500-00"/>  Purchase Disc- Expense Items |

Once you've set up standard terms, these terms will automatically appear on all purchase orders and bills you create for the individual vendor; you can customize terms at the vendor level.

GL Link Accounts: Also, you get to choose the *expense account* and *discount G/L account* you want to use for purchases from

 **Want to learn more** about vendor tasks such as purchase orders and bills? See ["Overview of Vendor Tasks" on page 204](#).

your vendors. Just use the Look up button to pick from the list of existing general ledger accounts. The ones you choose will be the defaults, but you can change the expense account for each vendor in Maintain Vendors.

Account Aging

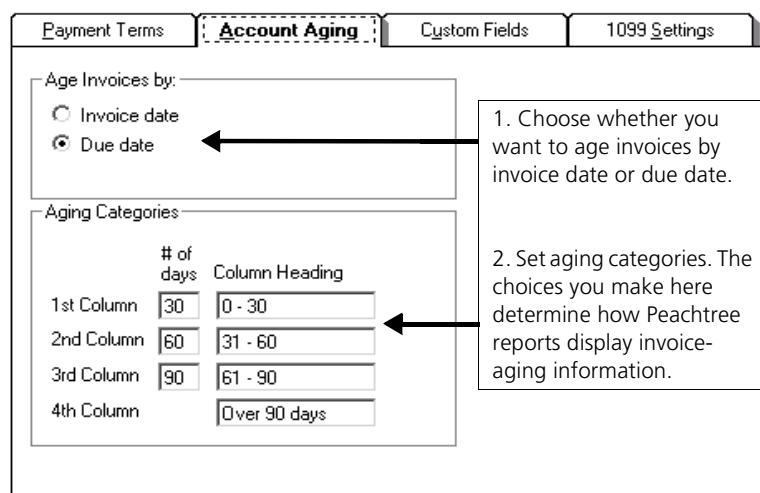
You can choose to *age* your vendor invoices by **invoice date** or by **due date**. Whichever you choose, you'll be able to see at a glance what invoices are due, when; just look at the Peachtree Aged Payables report.

CONCEPTS

Aging: Peachtree ages vendor and customer invoices by invoice date OR due date. If you age by invoice date, aging reports show how old each invoice and each balance is. If you age by due date, aging reports show how overdue each invoice is. So it might be smart to age customer invoices by invoice date and vendor invoices by due date.

Next, choose the default aging categories that you want to appear on aging reports. Peachtree's standard setup for reports is as follows: the first column shows invoices 30 days or under; the second shows invoices 60 days or under; the third shows invoices 90 days or under; the fourth shows invoices over 90 days. The column headings match.

You can change any of these column designations or headings to suit the way your company tracks invoices.



Here is how invoice-aging information appears on a typical Aged Payables report.

| Bellwether Garden Supply Aged Payables As of Mar 31, 2007 | | | | | |
|--|--------------|--------|---------|---------|--------------|
| Vendor ID | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days |
| Filter Criteria includes: Report order is by ID. Report is printed in Detail Format. | | | | | |
| Vendor | | | | | Amount Due |
| Contact | | | | | |
| Telephone 1 | | | | | |
| ABNEY | B1000 | 75.00 | | | 75.00 |
| Abney and Son Contracto | | | | | |
| Wesley Abney | | | | | |
| 770-555-0000 | | | | | |
| ABNEY | | 75.00 | | | 75.00 |
| Abney and Son Contract | | | | | |

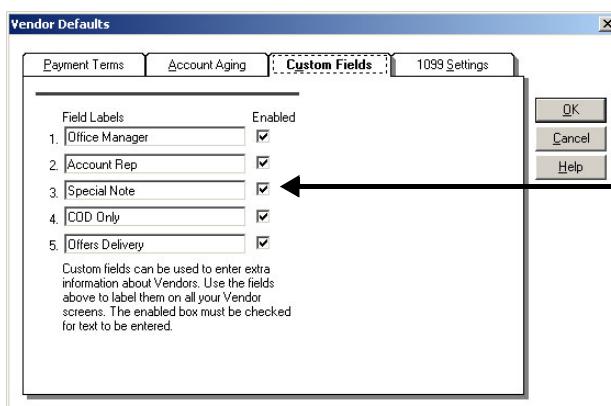
If you want more information:

In the Help index, look up "Vendor defaults, custom fields."

Look up "Maintain Vendors, Customizable Fields."

Custom Fields

You may have special ways of identifying your vendors. Maybe you have vendors who have both in-state and out-of-state—even international—facilities, and that's important because of tax requirements. You might want to set up custom fields to reflect these vendor locales. Then, when you set up an individual vendor, on the **General** tab of the Maintain Vendors window, you could enter the appropriate names of the locales for that vendor.



1

In Vendor Defaults, set up default custom field labels that will be good for *all* vendors.

Click the **Enabled** box for each label you want to set up; then type in the label.



2 When you set up individual vendors in Maintain Vendors, you can enter information specific to each of your default custom fields.

Want to learn more about customized reports? Look up **"report, designing"** in the Peachtree Help index.

If you'd like to see your custom fields show up in reports, Peachtree reports are customizable, so you can add any or all of your custom fields to any vendor report you choose—for example, the Vendor List report.

Imported Bliss, Inc. - Importers Vendor List

Filter Criteria includes: Report order is by ID.

| Vendor ID | Vendor | Contact | Telephone 1 | In-State | Out-of-State | International |
|-----------|-------------------|-------------------|--------------|------------------|----------------------|---------------|
| THOM1 | Thomas Industries | Mary Beth Jenkins | 706-354-2121 | Augusta, Georgia | Louisville, Kentucky | Seoul, Korea |

1099 Settings

The **1099 Settings** tab in Vendor Defaults lets you determine how 1099 calculations are made for all of your General Ledger accounts. Federal Form 1099 is used to calculate your payments to vendors who act as independent contractors. Some of your contractors will be of the type that the IRS considers *miscellaneous-income type*; some will be of the *interest-income type*. If you're not sure about the different types, consult your accountant, if you have one.

The default setting for all vendors—that is, the setting you'll use to cover most of the vendors you do business with—is **INT Box 1 or MISC Box 7**. It allows for calculations of payments to either miscellaneous-income or interest-income contractors. The other settings you can choose are for special types of contractors. For example, if you pay your contractors in the form of royalties, you would choose the **1099-MISC, Box 2** setting. To choose the proper setting for each General Ledger account, just use the drop-down list for that account.

If you want more information:

In the Help index, look up "Vendor defaults, 1099 settings."

Look up "1099 form."

| Payment Terms | Account Aging | Custom Fields | 1099 Settings |
|----------------|-------------------------------|-----------------------|---------------|
| G/L Account ID | G/L Account Description | 1099 Settings | |
| 20000-00 | Accounts Payable | INT Box 1 or MISC Box | |
| 23000-00 | Accrued Expenses | INT Box 1 or MISC Box | |
| 23100-00 | Sales Tax Payable | 1099-INT, Box 1 | |
| 23200-00 | Wages Payable | 1099-MISC, Box 1 | |
| 23300-00 | 401 K Deductions Payable | 1099-MISC, Box 2 | |
| 23350-00 | Health Insurance Payable | 1099-MISC, Box 3 | |
| 23400-00 | Federal Payroll Taxes Payable | 1099-MISC, Box 4 | |
| 23500-00 | FUTA Tax Payable | 1099-MISC, Box 5 | |
| 23600-00 | State Payroll Taxes Payable | 1099-MISC, Box 6 | |
| Reset Default | | | |

To reset all General Ledger accounts to the default setting, **INT Box 1 or MISC Box 7**, click **Reset Default**.

Use the drop-down list to choose a 1099 setting for each account. You can also choose NO setting.

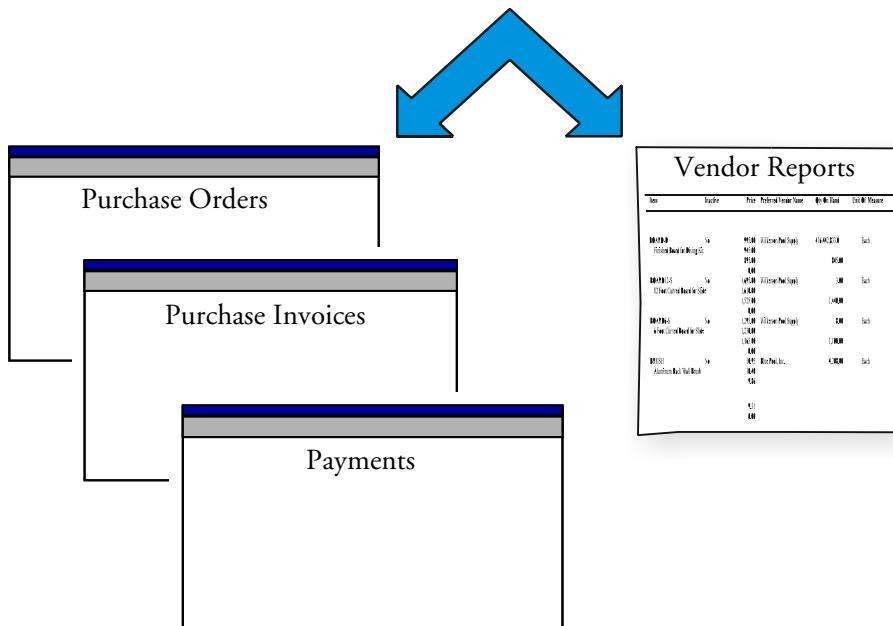
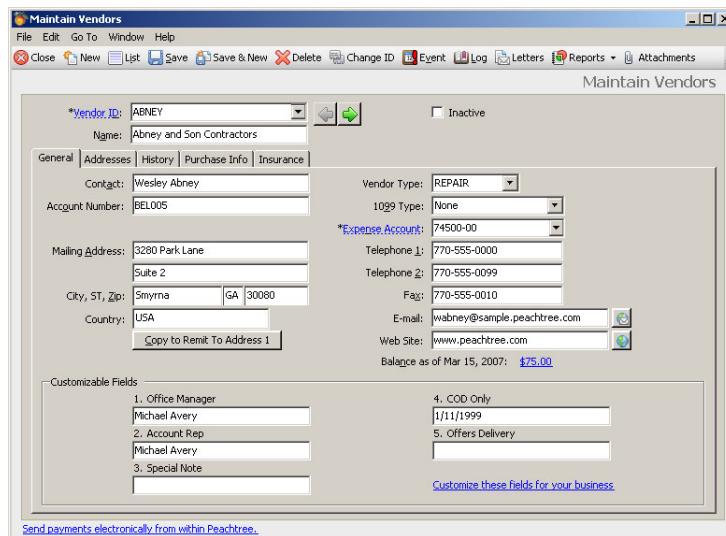
At the bottom of the **1099 Settings** tab, there is a **Reset Default** button. If you want to reset all your General Ledger accounts to the default—INT Box 1 or MISC Box 7—just click the button. For more information, look up "1099 form, settings" in the Help index.

**INITIAL DECISIONS**

These 1099 settings are important come tax time, so it's a good idea to take care when establishing the settings. Before you begin, you'll want to take stock of your vendors and know which categories they fall into. Do you pay some of your vendors interest? Are some vendors independent contractors? (For tax purposes, this means you pay them more than a specific amount per year.) Your accountant, if you have one, can give you direction.

Vendor Maintenance

The Maintain Vendors window stores information about the businesses you purchase goods and services from. It's also where you set up government agencies you pay taxes to. Once you've set up vendor defaults, you can use some of the information there to help streamline the process of adding vendor records.

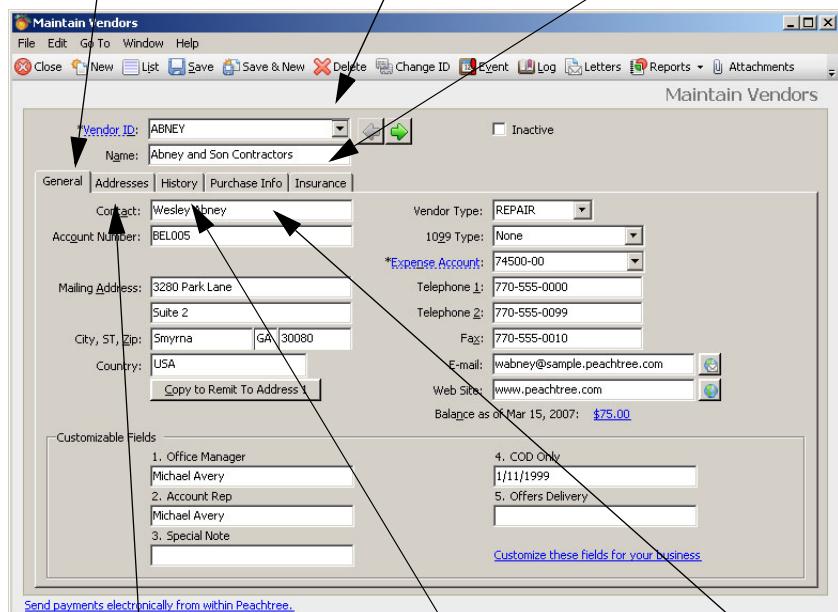


Vendor information is displayed as four tabbed folders with a label on each tab; see the illustration below. Only one tab is visible at a time, but you can view another tab by clicking the tab label.

Use the **General** tab to enter general vendor information, such as address and contact.

Use the **Header** fields above the tabs to set up vendor ID and vendor name.

Use the **Insurance** tab to track insurance information for vendors and contractors.



Use the **Addresses** tab to keep track of addresses for this vendor.

Use the **History** tab to enter historical information, such as **Vendor Since** and invoice and payment dates and amounts.

Use the **Purchase Info** tab to enter vendor purchase information, such as expense account number and terms.

To open the Maintain Vendors window:

- From the **Maintain** menu, select **Vendors**.

Header Fields

In the header, you define the vendor ID, vendor name, and the status of the vendor. The vendor ID is really a code or shorthand for the vendor name and can have up to 20 alpha-numeric characters; it must be unique to each vendor. Lists and reports sort on vendor IDs, so the code you use is important. Note that numeric characters sort before alpha characters. Note as well that the vendor ID is *not* case-sensitive, so **jim** is the same as **JIM** to Peachtree.

General Tab

Here, you can enter a contact name and vendor address information. To save you time typing, there's also a **Copy** button that lets you easily copy mailing address information to the remit-to addresses for a vendor.

Besides name and addresses, on the **General** tab you can also specify a custom vendor type, 1099 information, telephone and fax numbers, e-mail address, and Web site address.

- ❖ **Vendor Type** lets you classify your vendors however you want. For example, you might use **SUPPLY** or **SERVICE** as your different vendor types. The field is case sensitive; that is, **Supply** and **SUPPLY** are treated as two different words.
- ❖ **1099 Type** lets you select whether the vendor type is **Interest** (you pay at least \$10 in interest to the vendor), **Independent Contractor** (you pay the vendor more than \$600 in one year), or **None** (the vendor fits neither category).
- ❖ **E-mail** and **Web site** fields identify the vendor's chief e-mail address and Web site address. Click the buttons to the right of the fields to quickly create an e-mail message or go to their Web site.

Addresses Tab

For each vendor you can set up multiple addresses, as well as choose which address—mailing or one of the remit-to addresses—will serve as default address for shipments, purchase orders, and payments. To set up the default addresses, enter the various addresses for this vendor. Then in the Address Defaults area, use the drop-down lists to select the desired addresses.

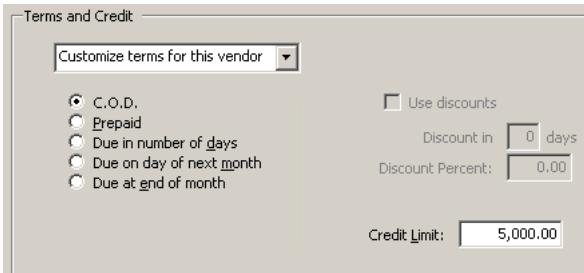
| Remit to | Recipient | Address Line 1 | Address Line 2 | City | ST | Zip Code | Country |
|----------|---------------|----------------|----------------|--------|----|----------|---------|
| 1 | Abney and ... | PO Box 1748 | | Smyrna | GA | 30080 | USA |

History Tab

This shows additional information about the selected vendor, including how long the vendor has served your company, as well as invoice and payment dates and amounts. When entering a new vendor record, you can edit the information on the History tab. Once you save the vendor record, however, you can't edit the data.

Purchase Info Tab

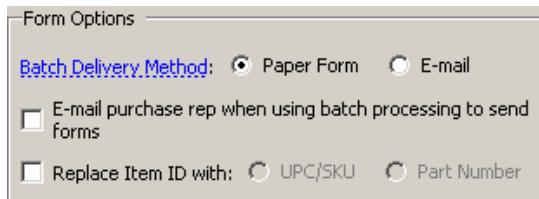
You may enter the vendor's tax ID number (if you send the vendor 1099 forms), your account number with the vendor, and a preferred shipping method. Remember the standard terms you set up in Vendor Defaults? (See ["Standard Payment Terms" on page 95](#).) If you want to set up different ones for this vendor, select **Customize terms for this vendor**; you can do the same for any of your vendors.



To change payment terms for the current vendor, select **Customize terms for this vendor**, and then enter the new terms.

On the **Purchases Info** tab, you also set up a purchase rep, one of your employees who'll act as chief buyer for this particular vendor.

Finally, you set Form Delivery Options for the vendor. These options let you choose either paper or e-mail as the *default* method of form delivery to the vendor whenever you print a batch of forms.



However, even if you choose *e-mail* as a vendor's default delivery method, Peachtree still lets you give the vendor paper copies whenever you e-mail or print forms in a batch. In the Help index, look up **"e-mailing, forms in batches from the Select a Report or Form window."**

Insurance Tab

The **Insurance** tab allows you to set up and track insurance information and policy expiration dates for your vendors or subcontractors. You can enter information for the following policy types: workers' compensation, general liability, umbrella policy, and automobile policy. For each of these policy types, you track the insurance company name, policy number, policy expiration date, and a note. In addition to tracking this information, a Vendor Insurance report is also available. This report lists all vendor insurance information and highlights expired policies.

If you want more information:

In the Help index, look up "Maintain Vendors, Customizable Fields."

Look up "Maintain Vendors, History tab."

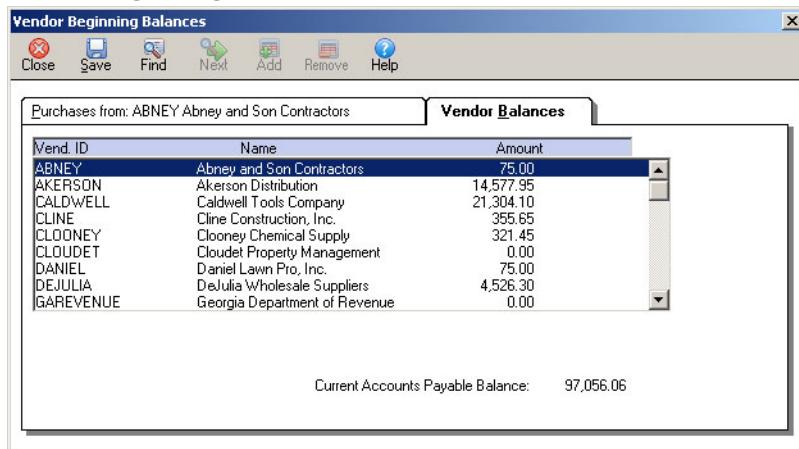
Entering Vendor Beginning Balances

Vendor beginning balances are essentially unpaid purchase invoices (bills) you have received from vendors prior to the first transaction date in Peachtree. For example, let's say that your first fiscal year with Peachtree begins July 1. In this case, you can enter beginning balance invoices with dates June 30 or earlier.

Beginning balance invoices aren't posted to the general ledger. All unpaid purchases prior to starting Peachtree should typically be entered as a single beginning balance amount for your accounts payable account in Maintain Chart of Accounts. For more information about setting up your chart of accounts, see ["Entering or Modifying Accounts" on page 70](#).

To enter vendor beginning balances,

- 1 Select **Maintain, Vendors**.
- 2 Click the **Beginning Balances** button on the **General tab**.



You can select a vendor from the list on the **Vendor Balances** tab by clicking it. Once the vendor is selected, click the **Invoices for** tab to enter any beginning balances. The **Vendor Balances** tab will show you a list of your vendors and their current balances.



These balances will be 0.00 if you have not entered any vendor bills yet. Otherwise, you will see current balances.

Note

Vendor Beginning Balances

Purchases from: ABNEY Abney and Son Contractors

| Invoice Number | Date | Purchase Order Number | Amount | A/P Account |
|----------------|-------------|-----------------------|--------|-------------|
| 123 | Dec 5, 2005 | | 100.00 | 20000-00 |

Fill in the fields with information from your outstanding vendor balances. When you are done with one vendor, select the next vendor from the **Vendor Balances** tab.

For accrual-based companies, the **A/P Account field** is used so Peachtree knows which account to decrease when you enter payments.

The beginning balance amounts should not include any vendor bills entered in Purchases/Receive Inventory. Be sure that the total amount of your vendor beginning balances is equal to the amount you entered as a beginning balance in your chart of accounts for your accounts payable account(s). This ensures that your Aged Payables report will balance with your general ledger.



You can adjust these beginning balance entries at any time unless payments have been applied to a vendor invoice. In that case, the invoice will be grayed out, and you must delete the vendor payment before you can adjust the beginning balance entry.

If you want more information:

In the Help index, look up "beginning balances, vendor."

Look up "beginning balances, entering vendor."

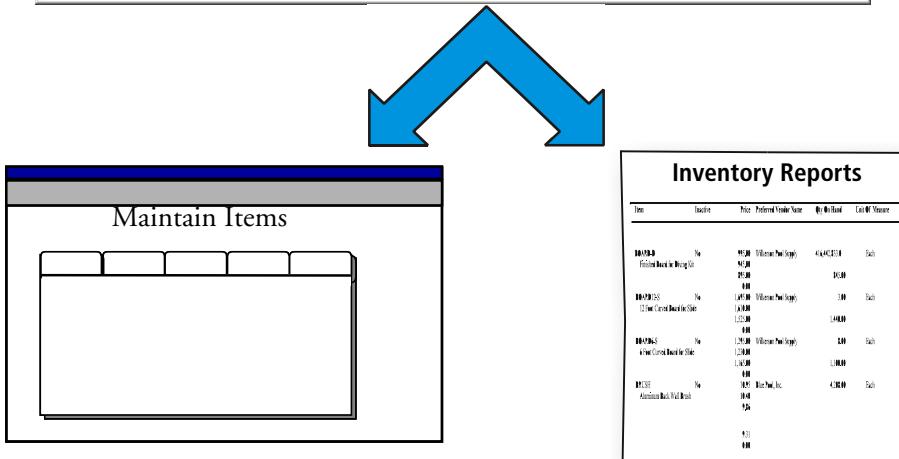
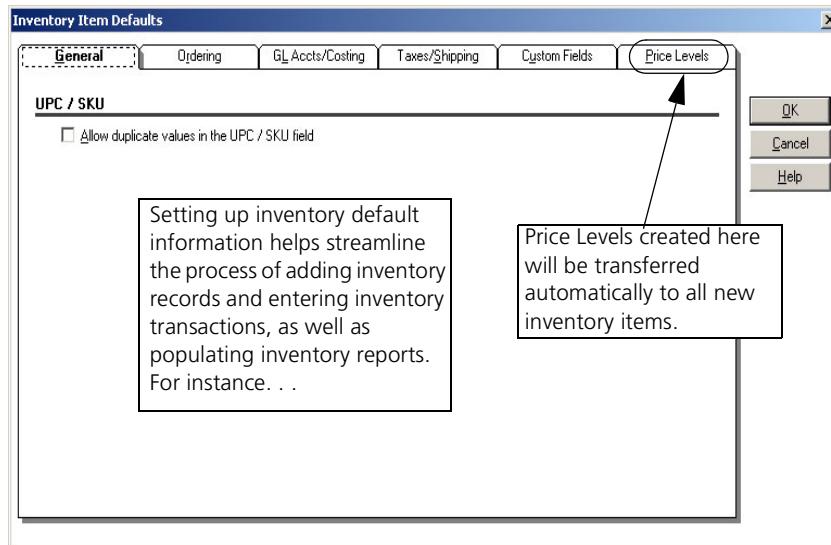
Setting Up Inventory

7

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★ Setting Up Inventory ★

Inventory stores information for various types of items, services, and activities that you buy and sell. You can set up both default and specific inventory information. Default information is good for all of the items you set up, but each item will need special treatment too.



Inventory Default Information

The Inventory Defaults window lets you tell Peachtree if you want to allow duplicate values for a couple of fields, how you want to be warned regarding low stock situations, what default account numbers will be used for different types of inventory items, what default costing method Peachtree will use for items, what shipping methods you use and how you tax items, and what price levels and pricing structures you want to use. Finally, if there are special terms you use to identify your items, you can set them up as custom fields.



INITIAL DECISIONS

Before you set up inventory defaults, there are several aspects of setup that you should determine. First, what costing method do you use for items? Second, which sales, wage, and cost of sales accounts should be used for distributions from items sold and purchased? Finally, what pricing structures do I have for selling items? Do I have multiple prices? Are they fixed or calculated based on last cost?

To open Inventory Defaults

► **Select Maintain, Default Information, Inventory Items.**

General

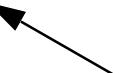
Depending on the version of Peachtree you are using, you will have one or more options here. These options allow you to specify if you want to allow for duplicate values in certain fields.

Ordering

On this tab are a number of important options that affect how Peachtree calculates the quantity available for sale on orders and invoices. You have the option of selecting whether or not you want Peachtree to count items on outstanding purchase orders when it calculates the quantity available for an item. Once this is done, you can set how you want Peachtree to notify you that quantities are low when you try to sell the items.

Quantity Available

Include purchase orders when calculating quantity available



Select this check box if you want Peachtree to include outstanding items on purchase orders when it calculates the quantity of the item that is available.

Sales Invoice / Receipt Out of Stock Warning Message

- Do not warn me
- Warn if inventory item is out of stock based on quantity on hand
- Warn if inventory item is out of stock based on quantity available

Specify here how you want Peachtree to warn you when stock is low. These options will provide a warning only; you will be allowed to continue with the transaction.

Sales Order / Proposal Out of Stock Warning

- Do not warn me
- Warn if inventory item is out of stock based on quantity on hand
- Warn if inventory item is out of stock based on quantity available

Want to learn more about Automatic Purchase Order Creation? See "purchase order, auto-creating, overview" in the Peachtree Help Index.

Finally, you can specify whether or not you want Peachtree to automatically create purchase orders for items that are ordered on sales orders and invoices. Peachtree will calculate the amounts that you are currently deficient and create a purchase order for them, using the vendor listed in the **Preferred Vendor** field for the items.

GL Accts/Costing

Since Peachtree stores several different types of "inventory" items, including stock, service, assembly, activity items, and so forth, there are several default values that should be set prior to adding your inventory items. These defaults will carry over automatically to the different types of items you create, saving you a great deal of time when you add your items. Depending on which Peachtree product you own, your list of item types will vary. The GL accounts selected will be used when these item types are bought, sold, or used during different tasks in Peachtree. You also can choose your default costing method. Peachtree supports three costing types for stock and assembly items, and a dedicated costing type called Specific for Serialized items. Activity and Charge items are used with Peachtree's time and billing features.

You can select from Average, FIFO, and LIFO costing methods. Average provides a weighted average costing, while FIFO and LIFO track cost levels as items are purchased and sold.

1 Select or enter account numbers for each field in the columns. Whenever you add a new item, these IDs will be entered automatically into the corresponding fields for the item record.

| Item Class | GL Sales/Inc | GL Invtry/Wage | GL Cost Sales | Costing |
|-----------------------|--------------|----------------|---------------|----------|
| Stock item | 40000-00 | 000-00 | 50000-00 | FIFO |
| Master Stock item | 40000-00 | 12000-00 | 50000-00 | FIFO |
| Serialized Stock item | 40000-00 | 12000-00 | 50000-00 | Specific |
| Non-stock item | 40000-00 | 77500-00 | 50000-00 | |
| Description only | | | | |
| Service | 40000-00 | 77500-00 | 57000-00 | |
| Labor | 40000-00 | 77500-00 | 57000-00 | |
| Assembly | 40000-00 | 77500-00 | 50000-00 | FIFO |
| Serialized Assembly | 40000-00 | 77500-00 | 50000-00 | Specific |

2 Select the Costing method for the applicable item types. This method will be applied to new items as they are created. **Note:** Once an item is saved, you will not be able to change the costing method. You should select the same cost method for all item types.

Finally, you should select the account to which freight costs will be credited when you sell items.

Taxes/Shipping

Use this tab to create up to ten ship methods that can be specified on customer and vendor records, as well as on most customer and vendor transactions. Also, you can create up to 25 different tax categories for items. Use these tax types for classifying items for sales taxes.

Enter your descriptions, and indicate whether or not they are taxable. When you create an item, you will specify which tax type the item will receive. Then, when you sell that item, Peachtree will use this information to determine the sales tax on the quote, order, or invoice. You can also filter certain reports by tax type.

| Item Tax Type | | | Ship Methods | |
|---------------|-------------|-------------------------------------|--------------|--------------|
| Field | Description | Tax | Field | Ship Method |
| 1 | Regular | <input checked="" type="checkbox"/> | 1 | None |
| 2 | Exempt | <input type="checkbox"/> | 2 | Courier |
| 3 | Exempt | <input type="checkbox"/> | 3 | Hand Deliver |
| 4 | Exempt | <input type="checkbox"/> | 4 | Cust. Pickup |
| 5 | Exempt | <input type="checkbox"/> | 5 | UPS Ground |
| 6 | Exempt | <input type="checkbox"/> | 6 | UPS Blue |
| 7 | Exempt | <input type="checkbox"/> | 7 | UPS Red |
| 8 | Exempt | <input type="checkbox"/> | 8 | US Mail |
| 9 | Exempt | <input type="checkbox"/> | 9 | FedEx |
| 10 | Exempt | <input type="checkbox"/> | 10 | Best Way |

Type your Ship Methods here. You can then assign a ship method to each customer and vendor. That information will be transferred automatically to sale or purchase transactions associated with the customer or vendor.

Custom Fields

As with customers and vendors, you can create up to five labels for custom fields, additional information on your items that is specific to your business. Create the field labels here, and then enter specific information for each item on the **Custom Fields** tab of the Maintain Inventory Items window.

Item Prices

Here, you define the different selling price levels that your items will have. You can have up to ten different price levels, and these levels can be fixed amounts or calculated. Level 1 is the default level and should always be used.

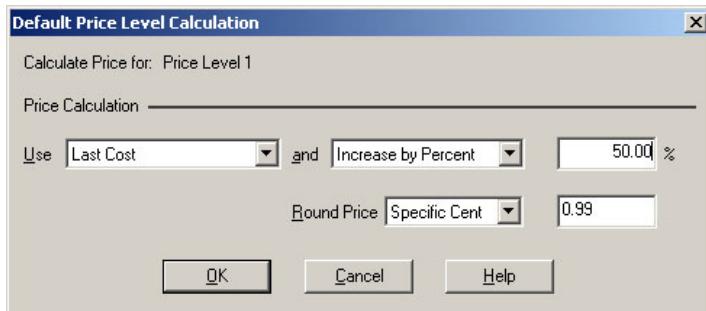
1 Enter the **Level Name** and check the **Enabled** box for the price levels you need.

You can assign a particular level to each customer, so that the customer will automatically receive items at that price.

| Price Level | Level Name | Enabled | Default Calculation | Edit |
|-------------|----------------|-------------------------------------|---------------------|---|
| Level 1 | List Price | <input checked="" type="checkbox"/> | No Calculation |  |
| Level 2 | Price Level 2 | <input checked="" type="checkbox"/> | No Calculation |  |
| Level 3 | Price Level 3 | <input checked="" type="checkbox"/> | No Calculation |  |
| Level 4 | Price Level 4 | <input checked="" type="checkbox"/> | No Calculation |  |
| Level 5 | Price Level 5 | <input checked="" type="checkbox"/> | No Calculation |  |
| Level 6 | Price Level 6 | <input checked="" type="checkbox"/> | No Calculation |  |
| Level 7 | Price Level 7 | <input checked="" type="checkbox"/> | No Calculation |  |
| Level 8 | Price Level 8 | <input checked="" type="checkbox"/> | No Calculation |  |
| Level 9 | Price Level 9 | <input checked="" type="checkbox"/> | No Calculation |  |
| Level 10 | Price Level 10 | <input checked="" type="checkbox"/> | No Calculation |  |

2 Click the **Edit** button if you want to create a calculation for the price level.

When you click Edit, you will open the Default Price Level Calculation window. Use the options to create your calculation. This calculation will be applied by default to all inventory items, but can be customized or overwritten by a non-calculated price, if necessary, for individual items.



- 1 Select the base price for the calculation. For Price Level 1, you can select Last Cost only. For other price levels, you can also select Price Level 1 as the basis.
- 2 Select how you want to adjust the price and what to adjust it by. If you want to have Peachtree automatically round the price, select the basis for rounding and enter a value, if necessary. Click **OK** to save.

When you set up your customer records in Maintain Customers, you can specify the price level that each customer will receive. Hence, the price level feature allows you to create multiple levels for handling customers who may buy large quantities of items in contrast to those who buy fewer items.

If you want more information:

In the Help index, look up "inventory item defaults, custom fields."

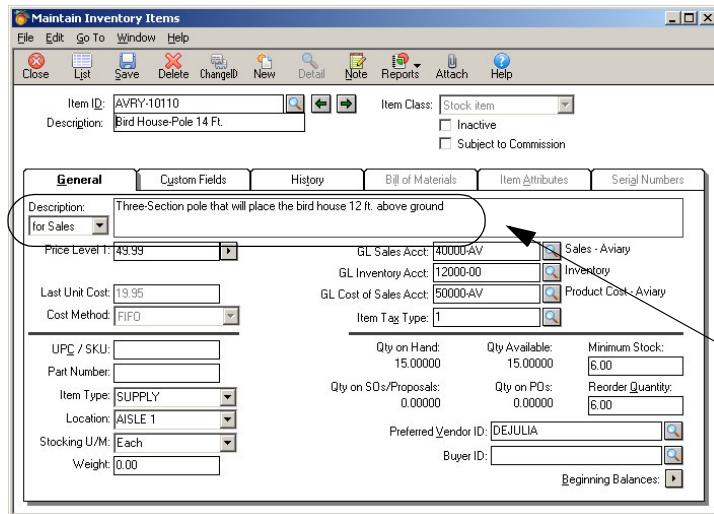
Look up "price level, default calculations."

Item Maintenance

The Maintain Inventory Items window stores information about the items you buy, sell, and track. Once defaults are set up, many of the fields will be filled automatically when you select the Item Class. Also, the tabs and fields available will vary depending on the Item Class you choose. To open the Maintain Inventory Items window

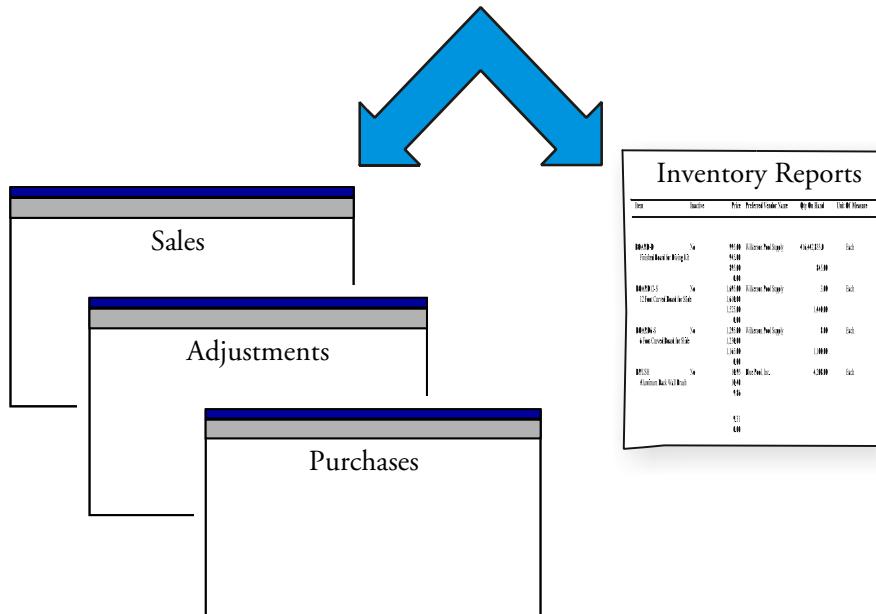
► Select **Maintain, Inventory Items**.

Chapter 7 Setting Up Inventory



Setting up inventory item information helps streamline the process of entering inventory transactions and populates inventory reports. For instance. . .

The Description for Sales will automatically be entered in the Description field on Quotes, Sales Orders, and Sales Invoices.



Inventory information is displayed as tabbed folders with a label on each tab. Only one tab is visible at a time, but you can view another tab by clicking the tab label. In some cases, depending on the Item Class chosen, certain tabs will not be available.

Maintain Inventory Items will store data on more than just stock items. You can also set up **Service** items that represent services you perform for customers and charge them for. You can enter price levels for these services so that Peachtree will automatically call up the

correct price on a quote, sales order, or invoice. **Labor** items represent labor costs that go into assemblies. **Description only** items simply contain extended descriptions, such as warranty information. **Non-stock** items are those that you want in your system but do not consider stock. Office supplies that are ordered on a regular basis are an example of these. **Activity** and **Charge** items are time and expense items you can set up to enter and track time and expenses your employees or vendors incur while performing work for your customers.

Header Fields

| | | | | |
|--------------|------------|---|---|---|
| Item ID: | EQFF-13105 |  |  |  |
| Description: | Pump Spray | Item Class: Stock item | | |
| | | | <input type="checkbox"/> Inactive | <input type="checkbox"/> Subject to Commission |

Every inventory item has basic item information. Here, you define the Item ID, a unique identifier for the item. The Item ID is not case sensitive, so HOUSE and house are treated as the same ID. Also, you enter a short description and choose the Item Class. Once you save an item, you can change the Item Class only for certain types of items. Otherwise, it is fixed. On the header, you can also indicate if the item is subject to commission when it is sold. The Sales Rep Report will track the items when they are sold, and you can use the figures on that report to help you calculate commissions for your sales people.

If you want more information:

In the Help index, look up "Maintain Inventory Items, overview."

Look up "setting up, inventory items."

General

A great deal of important information for each item is stored on this tab, with many of the fields filled automatically from defaults. The fields will vary, depending on which version of Peachtree you are using.

Chapter 7 Setting Up Inventory

Enter extended descriptions for sales and purchases here. This information will appear in the Description field for transactions.

General

Description: Three-Section pole that will place the bird house 12 ft. above ground

for Sales

Price Level 1: 49.99

Last Unit Cost: 19.95

Cost Method: FIFO

UPC / SKU:

Part Number:

Item Type: SUPPLY

Location: AISLE 1

Stocking U/M: Each

Weight: 0.00

GL Sales Acct: 40000-AV (Sales - Aviary)

GL Inventory Acct: 12000-00 (Inventory)

GL Cost of Sales Acct: 50000-AV (Product Cost - Aviary)

Item Tag Type: 1

Qty on Hand: 15.00000

Qty Available: 15.00000

Minimum Stock: 6.00

Qty on SOs/Proposals: 0.00000

Qty on POs: 0.00000

Reorder Quantity: 6.00

Preferred Vendor ID: DEJULIA

Buyer ID:

Beginning Balances:

Enter various data for each item here.

The GL accounts will fill based on the defaults for this Item Class. Select the correct **Item Tax Type**. This will determine if the item is taxed during Sales Invoicing.

To make sure automatic purchase order creation works properly, complete these three fields.

Custom Fields

Here you can enter information for the field labels you created in Inventory Defaults. This information can display on some reports.

History

This tab will track the sales and purchase history of the item, broken down by accounting period.

| History | | | | |
|----------------|--------------|------------|---------------|------------|
| Period History | # Units Sold | Sales (\$) | # Units Rec'd | Costs (\$) |
| Mar 31, 2007 | 3.00 | 389.97 | 38.00 | 2,124.20 |
| Feb 28, 2007 | 17.00 | 2,209.83 | | |
| Jan 31, 2007 | 225.00 | 29,247.75 | 200.00 | 11,180.00 |
| Dec 31, 2006 | | | | |
| Nov 30, 2006 | | | | |
| Oct 31, 2006 | | | | |
| Sep 30, 2006 | | | | |
| Aug 31, 2006 | | | | |
| Jul 31, 2006 | | | | |

Bill of Materials

When you select a Serialized Assembly, this tab will be available for selecting the items that will make up the assembly. You can include items from most of the Item Classes, but you cannot include a serialized item on the bill of materials.

| Bill of Materials | | | |
|-------------------|-----------------------------|-----------------|---|
| Item ID | Description | Quantity Needed | |
| AVRY-10110 | Bird House-Pole 14 Ft. | 1.00 |  |
| AVRY-10120 | Bird House-Red 12-Room Unit | 1.00 |  |

Select the Item IDs that you want to make up your bill of materials; then, specify the quantity needed for each assembly.

The cost of the assembled item will equal the total cost of all items that are included in the assembly. To build or unbuild an Assembly item, you will use the Build/Unbuild Assemblies transaction (see [“Build/Unbuild Assemblies” on page 226](#)).



Once you have sold or purchased an Assembly item, you cannot change the bill of materials for that item. If you need to do so, you must assign a new Item ID to the assembly and save it, effectively creating a new inventory item.

If you want more information:

In the Help index, look up “Maintain Inventory Items, General tab.”

Look up “assemblies, bill of materials.”

Look up “assemblies, changing bills of materials for.”

Item Attributes

You can use this tab when the item is a Master Stock Item.

Chapter 7 Setting Up Inventory

Enter **Names, IDs, and Descriptions** for up to two Attributes. As you add IDs and Descriptions, Peachtree will automatically create Substock items to match all combinations of attributes.

| Item ID | Height | Color | Qty on Hand | Inactive |
|---------------------|-------------|-------|-------------|--------------------------|
| AVRY-10200-2ft-GRN | 2 feet high | Green | | <input type="checkbox"/> |
| AVRY-10200-2ft-RD | 2 feet high | Red | | <input type="checkbox"/> |
| AVRY-10200-2ft-WHTE | 2 feet high | White | | <input type="checkbox"/> |
| AVRY-10200-4ft-GRN | 4 feet high | Green | | <input type="checkbox"/> |
| AVRY-10200-4ft-RD | 4 feet high | Red | | <input type="checkbox"/> |

When you save the information, Peachtree will generate Substock Items, which you can buy and sell. You can also modify the records for these items to change prices, locations, and so forth.

Serial Numbers

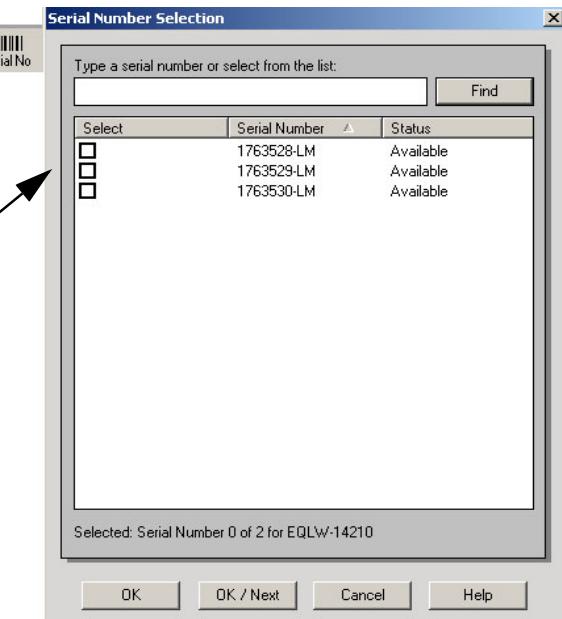
Serialized inventory can be tracked on this tab. When you select Serialized Stock Item or Serialized Assembly Item from the Item Class list, this tab will become available. Here, you can search for a particular serial number, set a warranty period for the item, and see a list of serial numbers and their status. The Serial Number History Report will track your serial numbers for you.

| Serial Number | Status | Warranty |
|---------------|-----------|----------|
| 1763526-LM | Returned | N/A |
| 1763527-LM | Sold | Active |
| 1763528-LM | Available | N/A |
| 1763529-LM | Available | N/A |
| 1763530-LM | Available | N/A |

When you purchase or sell a serialized item, you must specify a serial number for every item that is received or sold. Here is an example of selling a serialized item:

1 After you enter the serialized line item on the sales invoice and specify the quantity, click the **Serial No.** button in the toolbar. The Serial Number Selection window opens.

2 Check the boxes of the serial numbers you are selling. Peachtree will require you to check the same number of items as are indicated on the line item. Click **OK**.



If you want more information:

In the Help index, look up "master stock item, setting up."

Look up "serialized inventory, entering serial numbers."

Inventory Beginning Balances

When you first set up Peachtree, you will want to enter the quantities of your inventory items that are currently on hand when you started using Peachtree. This will ensure that your inventory is valued correctly. To enter your beginning quantities and costs

- Click the **Beginning Balances** button on the Maintain Inventory Items window; then, follow the steps below.

1 Click the item that you want to enter quantity and cost for.

2 Enter the **Quantity** and **Unit Cost** for the item. This is the quantity on hand as of the day you start using Peachtree. Peachtree will display the Total Cost.

Inventory Beginning Balances

| Item ID | Description | Quantity | Unit Cost | Total Cost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------|----------|-----------|------------|---------|-------------|----------|-----------|------------|-------------------|-------------------------|------|------|------|-------------------|-------------------------|------|------|------|-------------------|-------------------------|------|------|------|-------------------|-------------------------|------|------|------|-------------------|-------------------------|------|------|------|-------------------|-------------------------|------|------|------|-------------------|-------------------------|------|------|------|-------------------|-------------------------|------|------|------|------------|----------------|------|------|------|
| AVRY-10050-LG-CSL | Prefabricated Birdhouse | 10.00 | 20.00 | 200.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Item ID</th> <th>Description</th> <th>Quantity</th> <th>Unit Cost</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>AVRY-10050-LG-CSL</td> <td>Prefabricated Birdhouse</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>AVRY-10050-LG-EFL</td> <td>Prefabricated Birdhouse</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>AVRY-10050-LG-HTL</td> <td>Prefabricated Birdhouse</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>AVRY-10050-LG-PYR</td> <td>Prefabricated Birdhouse</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>AVRY-10050-SM-CSL</td> <td>Prefabricated Birdhouse</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>AVRY-10050-SM-EFL</td> <td>Prefabricated Birdhouse</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>AVRY-10050-SM-HTL</td> <td>Prefabricated Birdhouse</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>AVRY-10050-SM-PYF</td> <td>Prefabricated Birdhouse</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>AVRY-10100</td> <td>Bird House Kit</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> | | | | | Item ID | Description | Quantity | Unit Cost | Total Cost | AVRY-10050-LG-CSL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | AVRY-10050-LG-EFL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | AVRY-10050-LG-HTL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | AVRY-10050-LG-PYR | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | AVRY-10050-SM-CSL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | AVRY-10050-SM-EFL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | AVRY-10050-SM-HTL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | AVRY-10050-SM-PYF | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | AVRY-10100 | Bird House Kit | 0.00 | 0.00 | 0.00 |
| Item ID | Description | Quantity | Unit Cost | Total Cost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVRY-10050-LG-CSL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVRY-10050-LG-EFL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVRY-10050-LG-HTL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVRY-10050-LG-PYR | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVRY-10050-SM-CSL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVRY-10050-SM-EFL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVRY-10050-SM-HTL | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVRY-10050-SM-PYF | Prefabricated Birdhouse | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVRY-10100 | Bird House Kit | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Beginning Balances: 18,598.19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

3 Repeat steps 1 and 2 for each item.

4 Click **OK** to save the data. The Total Beginning Balances should equal the total amount of all inventory accounts.

Unlike customer and vendor beginning balances, inventory beginning balances should be entered before buying or selling stock to ensure accurate costing.

Set Up and Maintain Price Levels

You can change individual item prices on the Maintain Inventory Items window or you can change prices for multiple items at one time using the Maintain Item Prices feature. This method is more convenient if you are changing prices on a range of inventory items or all inventory items. For example, if you want to mark up all of your inventory items by 10%, use the multiple items method.

Change Prices for Individual Items

Peachtree allows you to customize item price information with up to ten different price levels per item.

Use item price levels to set different prices for the same item for different circumstances (for instance, sales and special customers). This amount appears on invoices and other sales tasks when the item ID is selected. This field is accurate to the number of decimals specified in the Global Options window (up to five decimals, or 0.00001 penny).

- From the **Maintain Inventory Items** window, select the arrow button beside the **Price Level** field.

Change Prices for Multiple Items

You can also use the Maintain Item Prices window to change multiple item prices.

Note: Back up your company data before globally changing the prices of your inventory items.

- From the **Maintain** menu, select **Item Prices**. This opens the filter window.

Select from a wide variety of criteria to filter the items whose prices you will update.

Maintain Item Prices - Filter Selection

Select items for price adjustment, then click 'OK'.

| Filter | Type | From | To |
|-------------------|----------|--------|----|
| Item Class | Equal to | All | |
| Item ID | All | | |
| Item Type | All | | |
| Preferred Vendor | All | | |
| Location | All | | |
| Item Tax Type | All | | |
| Active/Inactive | Equal to | Active | |
| G/L Sales Account | All | | |
| Item Cost | All | | |

OK

Cancel

Help

Chapter 7 Setting Up Inventory

► Make your filter selections and click **OK**. The Item Prices window appears. Examine the list and make changes, then click **OK** to change prices.

Select all the price levels you want to recalculate.

Select a method of adjustment.

You can adjust using each level's current calculation, set in Default Information. Or you can set up a new calculation, using the current price or last cost, and increasing or decreasing this by a percentage or dollar amount.

Maintain Item Prices

Click the 'Recalc' button to create new item prices, then click 'Save' to adjust selected item prices.

Select which levels to adjust:

- Price Level 1
- Price Level 2
- Price Level 3
- Price Level 4
- Price Level 5
- Price Level 6

Select method of adjustment:

- Level's current calculation, and new cost information
- Level's default calculation
- Calculation selected below:

Use and Round New Value to

| Item | Last Cost | New Price | Select |
|----------------------------|-----------|---------------|---------------|---------------|---------------|---------------|-------------------------------------|
| Description | | Price Level 1 | Price Level 2 | Price Level 3 | Price Level 4 | Price Level 5 | |
| ADMIN-01000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | <input checked="" type="checkbox"/> |
| Bookbinding/Administrative | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | <input checked="" type="checkbox"/> |
| AVRY-10050 | 0.00 | 59.99 | 69.99 | 79.99 | 89.99 | 99.99 | <input checked="" type="checkbox"/> |
| Prefabricated Birdhouse | | 59.99 | 69.99 | 79.99 | 89.99 | 99.99 | |
| AVRY-10050-LG-C | 17.25 | 79.99 | 89.99 | 99.99 | 109.99 | 119.99 | <input checked="" type="checkbox"/> |
| Prefabricated Birdhouse | | 79.99 | 89.99 | 99.99 | 109.99 | 119.99 | |
| AVRY-10050-LG-C | 17.25 | 79.99 | 89.99 | 99.99 | 109.99 | 119.99 | <input checked="" type="checkbox"/> |
| Prefabricated Birdhouse | | 79.99 | 89.99 | 99.99 | 109.99 | 119.99 | |

Clear the **Select** checkbox for those items you don't want to recalculate prices for.

If you want more information:

In the Help index, look up "item price, changing."

Set Up Quantity Discounts

The Maintain Quantity Discounts window allows you to set up discounts for items based upon the quantity sold. You can set up your inventory so that when a customer purchases a specified amount of an item, its unit price is discounted by a percentage or a specified amount. For example, you could give customers a 10% discount off the unit price if they purchase 50 or more of a certain inventory item.

When you set up a Quantity Discount, you can specify up to five different quantity ranges and corresponding discounts. For example, you could create a Quantity Discount that gives a 5% discount if 25 or more widgets are purchased, 10% if 50 or more widgets are purchased, 20% if 100 or more widgets are purchased (and so forth), until you've created up to five ranges of discounts.

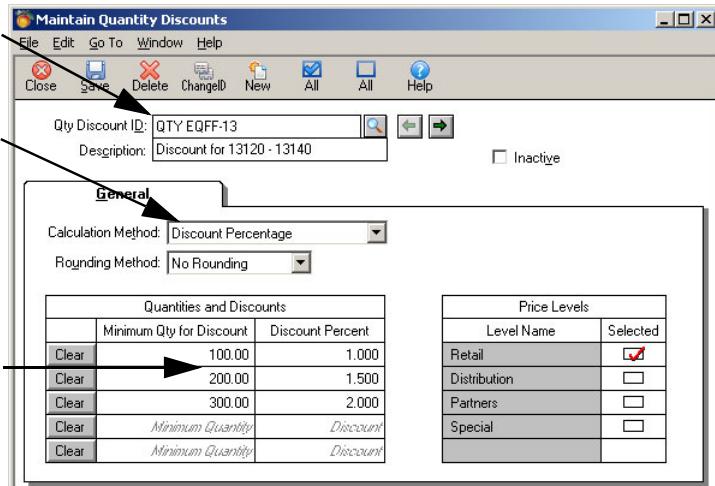
To open the Maintain Quantity Discounts window, do the following:

- From the **Maintain** menu, select **Quantity Discounts**.

Enter an ID and a description for the Quantity Discount.

From the **Calculation Method** drop-down list, choose whether you'd like to take a percentage or an amount off the unit price. If desired, select a **Rounding Method**.

Enter the minimum quantity a customer must order in order to receive the discount, and then enter the discount percentage (or amount) in the corresponding field.



You can also specify which price levels you'd like to apply the discount to.

Create as many Quantity Discounts as you need. You can create a unique Quantity Discount ID for each item in your inventory, or create one Quantity Discount and apply it to whichever inventory items you choose. Quantity Discounts are available for stock, master stock, non-stock, service, labor, and assembly item classes.

Once you've created a Quantity Discount, you can apply it to selected inventory items through the Maintain Inventory Items window.

- From the **Maintain Inventory Items** window, select the inventory item to which you'd like to apply a Quantity Discount, enter or select the appropriate Quantity Discount ID in the **Qty Discount** field, and then save the record.

After you set up the Quantity Discounts and apply them to inventory items, the sales prices will be automatically discounted on quotes, sales orders, sales invoices, receipts, credit memos (Apply to Sales tab), memorized quotes, and memorized invoices. Peachtree calculates the discount automatically when you enter a transaction that meets the Quantity Discount criteria.

If you want more information:

In the Help index, look up "discount, quantity, maintaining."



Quantity Discounts are calculated separately for each line of a transaction. If you create a Quantity Discount where purchasing 40 widgets discounts the widgets by 5%, all 40 widgets must be entered on the same line in order for the discount to be calculated.

Buying and Selling Inventory in Bulk or Multi-Packs

If you buy or sell inventory items in bulk quantities or multi-packs, you can set up Peachtree to accommodate bulk sales and purchases. You can create new units/measures for bulk sales and purchases. This saves you time because you won't have to enter a new item for each unit/measure of an item that you buy or sell. By creating a new unit/measure based on the stocking unit, you can purchase and sell the multi-pack unit and the single units contained in the multi-pack.

To allow buying and selling inventory items in bulk, you must complete these steps:

- 1 Enable Multi-Packs in Inventory Item Defaults
- 2 Set up Units/Measure for bulk or multi-pack quantities
- 3 Set up an Inventory Item to use multi-packs
- 4 Select the appropriate U/M in task windows

Enabling Multi-Packs in Inventory Item Defaults

In order to buy and sell inventory items in multi-packs, you must first select the option to Enable Multi-Packs in Inventory Item Defaults. Selecting this option will allow you to access windows needed to set up multi-packs: Maintain Units/Measures and Item Multi-Packs.

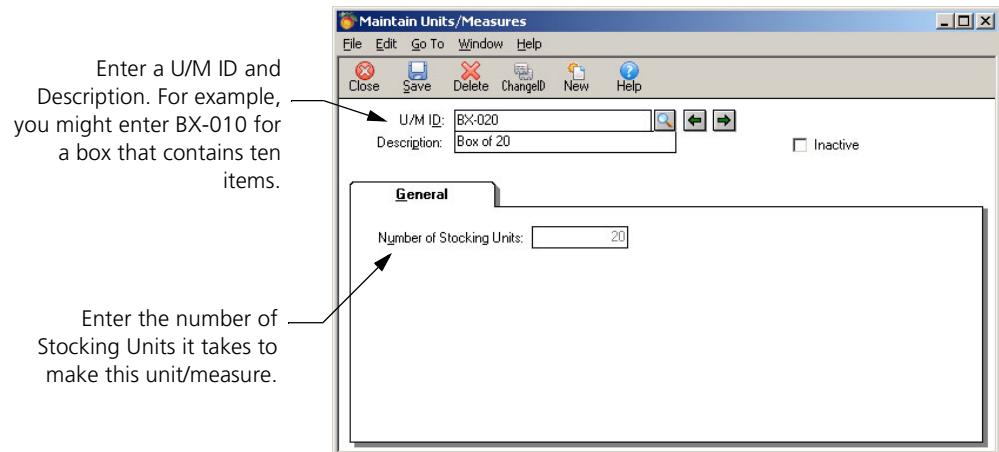
- From the **Maintain** menu, select **Default Information**, then **Inventory Items**. Check to make sure the *Enable Multi-Packs and buying and selling in different units/measures* option is selected.

Setting Up Units/Measures for Bulk or Multi-Pack Quantities

In order to buy or sell items in multi-packs, you need to set up new units/measures in which you will buy or sell the item. For example if you want to sell a box that contains 10 items, you might set up a new unit/measure called BX-10.

The Maintain Units/Measures window allows you to set up new units/measures (U/M), other than the Stocking U/M, for purchasing or selling inventory items. In this window, you can set up new units/measures, change the ID for, and delete existing units/measures.

- From the **Maintain** menu, select **Units/Measures**. The Maintain Units/Measures window appears.



When you create a new unit/measure, it can either be generic or item specific. For example if you sell various size boxes of items, like a box that contains 10 items, you might create a generic BX-010 unit/measure. This could be used for any item that you sell as a box of ten. Likewise, you could set up a unit/measure that is used only for one specific inventory item. While you have a great deal of flexibility in naming units/measures, you cannot change the number of stocking units contained in a unit/measure once it has been saved.

Setting Up Inventory Items to Use Multi-Packs

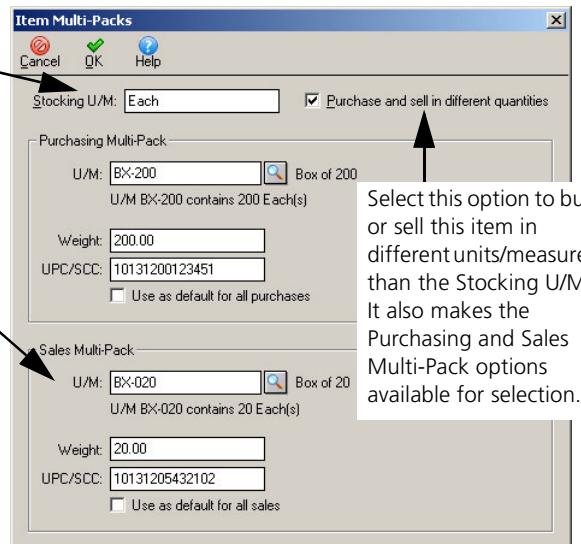
After you have set up new units/measures, you have to individually set up each inventory item to use the new unit/measure. While you can set up as many units/measures as you need, you can only assign two U/Ms to an inventory item: one for sales and one for purchases. You can only set up multi-packs for Stock, Substock, Master Stock, Non-stock, and Assembly items.

You assign units/measures to inventory items in the Item Multi-Packs window. To open the Item Multi-Packs window:

- From the Maintain Inventory Items window, select the Item ID of the item you want to purchase or sell in multi-packs, and then click the U/M button (arrow button) next to the Stocking U/M field to open the Item Multi-Packs window.

You can change the Stocking U/M here. The Stocking U/M is the smallest unit of this item that you buy or sell.

Set up a sales multi-pack for this item by selecting a new Unit/Measure. This will allow you to select the multi-pack on Task windows. You can also enter a weight and UPC/SCC code, if necessary.



The selections that you make in the Item Multi-Packs window are saved only when you select **Save** in Maintain Inventory Items.

Note

Selecting the Appropriate U/M in Task Windows

After you have set up inventory items to be bought or sold in multi-packs, you will be able to select the unit/measure that you desire in the following windows: Quotes, Sales Orders, Sales/Invoicing, Receipts, Credit Memos, Purchase Orders, and Purchase/Receive Inventory.

You can now select one of three units/measures set up for this item: stocking U/M, purchasing U/M, or sales U/M.

| Apply to Sales Order: 0.00 | | Apply to Sales: 9.99 | |
|--|------------|-----------------------|---|
| Quantity | Item | U/M | Description |
| 1.00 | EQFF-13120 | BX-020 | >Gro All-Purpose Plastic Sprayer/Mister |
| | | Each | Stocking U/M |
| | | BX-200 | Box of 200 |
| | | BX-020 | Box of 20 |
| <input checked="" type="checkbox"/> Apply Tickets/Expenses | | Sales Tax: | 0.00 |
| <input type="checkbox"/> Amount Paid at Sale | | Freight: | 0.00 |
| | | Other Applied Credits | 0.00 |
| | | | 9.99 Invoice Total |
| | | | 0.00 9.99 Net Due |

When you are selecting a unit/measure other than the stocking U/M, make sure that you have entered the appropriate quantity.

If you want more information:

In the Help index, look up "setting up, units/measures" and "setting up multi-packs".

Setting Up Payroll

8

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★ Setting Up Payroll ★

Peachtree automates your payroll process. Once your employee defaults, employee records, and tax tables are set up, Peachtree automatically computes the paycheck. Then, you can print a batch of checks for all employees or print a single paycheck, if you like.

As to how you set up your payroll, Peachtree offers multiple options.



What Are My Payroll Options?



INITIAL DECISIONS

You have two sets of decisions to make about how to set up and maintain your payroll processing.

Choice 1: The Peachtree Payroll Service or In-House Payroll?

Peachtree Payroll Service: Let Peachtree professionals handle your payroll needs. Peachtree Payroll Service offers everything you expect from a full-service provider and more! Read the information available on the Peachtree Payroll Wizard screens, or go to www.peachtree.com/payroll for more about this and other payroll options.

In-house Payroll: Set up and process payroll within Peachtree. There are additional options within this option.

What Are My Options for In-House Payroll?

Peachtree Payroll Tax Update Service: Sign up for the Payroll Tax Update Service today and ensure that your Peachtree software stays up-to-date, and your business is protected. Peachtree will send you the necessary updates to make sure you are in compliance with ever-changing tax rates and regulations. Also included in your subscription to the Peachtree Payroll Tax Update Service are updated signature-ready payroll tax forms. For more information about what is included in this subscription, go to http://www.peachtree.com/taxservice/tax_service.cfm.

Set Up Your Own Tax Tables and Formulas: This option allows you to manually enter tax amounts or deductions when entering payroll checks or to manually enter tax table formulas so that the software can automatically calculate the deductions and tax withholdings for you. This option requires that you stay up to date with tax laws and regulations, or have your accountant provide you with these changes.

Companies that don't use the Peachtree Payroll Tax Update Service typically calculate their taxes using a spreadsheet or pen and paper. We don't recommend either of these methods because they are prone to error and it can be very time consuming trying to keep informed of tax law and regulation changes.

There are a number of options available to gain an understanding of which tax laws and regulations apply to your business and employees.

- ❖ You can review tax publications such as the Circular E from the IRS or similar documents provided by your state department of labor.
- ❖ You can have an accountant provide you with updated tax changes throughout the year.

When taking the "do-it-yourself" approach you must also stay up-to-date on regulatory form changes (such as W2s). The signature-ready tax forms that are provided in Peachtree are not compliant or file-able unless you have a subscription to the Peachtree Payroll Tax Update Service

Choice 2: Direct Deposit?

Another initial payroll decision is whether to give your employees the convenience of having their pay deposited directly into accounts of their choosing. Enjoy hassle-free paydays that free up your time to do more important things. You essentially run payroll as you normally would in Peachtree and, with a few clicks, you can designate your employees as direct deposit or regular paycheck—all within the same payroll run. It's simple with Peachtree Direct Deposit—the only direct deposit service that seamlessly integrates with Peachtree.

If you want more information:

In the **Services** menu, select **Payroll Solutions**.

Go to www.peachtree.com/payroll.

How Payroll Amounts Get Calculated

Peachtree has a very powerful and customizable system for calculating payroll amounts, payroll taxes and deductions, 401K contributions, vacation accruals, and other payroll-related amounts. This system relies on **payroll fields** and **formulas**.

What Are Payroll Fields?

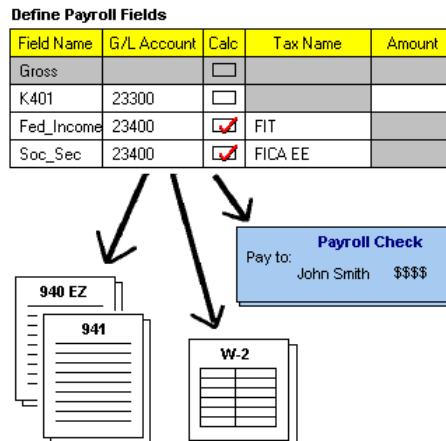
Payroll fields are to your employee records (ledgers) what accounts are to your general ledger. All the various payroll taxes that your company or your employees pay must be defined as payroll fields. Payroll deductions, allowances, and additions (for adjusted gross amounts) are defined in Employee Defaults. Peachtree uses these fields to compute all the deductions and allowances that, together with gross pay rate information stored in the employee record, make up net pay.

You can use these fields:

- ❖ To compute and print amounts on the employee's W-2 form.
- ❖ To compute employee-paid state taxes.
- ❖ To compute employer-paid taxes, such as unemployment, disability, and training.
- ❖ To act as a holding place for any amount you want to track, dollars or otherwise, that should be updated by payroll processing. (For example, you can set up a payroll field to track advances and repayments for employees.)

What Are Payroll Formulas?

A payroll field can have a formula attached to it that dictates how the field is calculated. You can enter these formulas yourself, in User-Maintained Payroll Tax Tables. Or, you can subscribe to the Peachtree Tax Service, and have them updated for you (in Peachtree-Maintained Payroll Tax Tables) as tax regulations change.



Enter the formula below that will be used in your tax calculation. For information on creating a formula select the Help button above. For information on the formula to enter contact your local tax authorities.

Formula

"These tables are for the sample data ONLY and should not be used for your own company as the information may be INCORRECT."

ANSWER = -PRORATE (TABLE (ANNUAL (ADJUSTED_GROSS) - (EMP_FEDERAL_ALLOWANCES * 2350))) - EMP_FEDERAL_EXTRA

For examples of how to set up formulas and tables, open the sample company Bellwether Garden Supply. From the **File** menu, select **Payroll Tax Tables**, then **User-Maintained**. Select a tax that resembles what you are trying to set up and note the formula and (if applicable) the table in the example. *These formulas and tables are only examples; you should verify their accuracy by checking the latest calculation rules from the IRS (www.irs.gov) or your state or local tax authority, or by making sure the values entered match company policies (for examples regarding 401K, vacation, etc.).*

Setting up payroll fields and formulas can be one of the more complex features of Peachtree. Your first decision will be whether to set these formulas up yourself or to subscribe to the Peachtree Payroll Tax Service.

If you want more information:

In the Help index, look up "payroll fields."

Look up "tax table formulas."

Payroll Setup Wizard

Most basic payroll information and standard payroll fields can be set up using the Payroll Setup wizard.

► From the **Maintain** menu, select **Default Information**, and then choose **Payroll Setup Wizard**.

Your first choice is between Peachtree's Full-Service Payroll or setting up and processing payroll yourself. See the previous section, or click on the links on the Payroll Setup Wizard to learn more about these choices.

Tax Table Information

If your company has not registered for the Peachtree Payroll Tax Update Service, the first Payroll Setup wizard window that you see will give you the option of choosing either to subscribe to this service or to set up and maintain your company's tax tables manually.

Select this option if you want to use the service; then, to place an order, click the Order Online Now button. You will go to the Peachtree Web site, where you can sign up.

Payroll Setup Wizard - Peachtree Payroll Tax Update Service

In-House Payroll Setup

Peachtree Payroll Tax Update Service

You can take advantage of the Peachtree Payroll Tax Update Service or manually maintain your payroll tax information.

Peachtree Payroll Tax Update

Don't risk errors in your tax calculations! As a businessperson you know how important it is to have accurate payroll. Let Best Software perform the time consuming task of keeping up with ever-changing payroll tax laws. This service is an annual subscription providing you with timely and accurate updates to federal, state and key local tax calculations and tax-reporting formats.



Order Online Now Check this box if you have already ordered the tax service

Payroll Tax Table Information Will Be Manually Maintained

The tax tables will be created, maintained, and entered manually using the User-Maintained Tax Tables window.

Select this option if you want to create, enter, and maintain payroll manually.

The easiest way to establish tax calculations and stay current with regulatory changes is to subscribe to the Payroll Tax Update Service and install the latest update. Otherwise, you must manually set up your tax formulas. If you subscribe, your payroll taxes will be calculated accurately based on your area, employee setup (filing status), and current tax laws.

► If you have already ordered the service but have not yet installed the first tax table update, check the box beside the button. This will let you continue working in the wizard.

Once you have registered for the service and updated tax tables, each time you enter the Payroll Setup wizard you will see the Payroll Tax Table Information window, which tells you the currently installed version of the update.

► To go on to the next window in the wizard, click the **Next** button at the bottom of the window.

If you want more information:

In the Help index, look up "payroll tax tables, overview."

Look up "payroll tax tables, Peachtree-maintained."

Look up "payroll tax tables, user-maintained."

Initial Payroll Setup

If employee defaults have not been established for your company, you must first enter basic payroll information.

Payroll Setup Wizard - Initial Payroll Setup

In-House Payroll Setup

Initial Payroll Setup

State in which you pay most of your employees: GA

Unemployment Percent for Your Company: %

Enter the locality:

Enter the locality tax rate:

Do you want to record employee meals and tips? Yes No

Default Accounts

| | | |
|----------------|-----------------------------------|--|
| Gross Pay: | <input type="text" value="6000"/> | <input type="button" value="Wages Expense"/> |
| Tax Liability: | <input type="text" value="2330"/> | <input type="button" value="Federal Payroll Taxes Payable"/> |
| Tax Expense: | <input type="text" value="6100"/> | <input type="button" value="Payroll Tax Expense"/> |

This state will default when you are setting up employees, but you can change it if necessary.

Enter the unemployment percentage the state government requires your company to pay. This is used to create the calculation for SUI (State Unemployment Insurance) employer taxes.

Locality and Locality Tax Rate: The locality is usually the city or county name associated with the local withholding tax. If your state requires local tax in certain areas, this field is accessible. Though you can have more than one locality in a state, this field should be the primary locality for your employees. You will have the opportunity to enter additional localities later, during employee setup. Be sure to make a note of what you enter here.

Employee Meals and Tips: By default, the Tips and Meals fields are memo fields. Their amounts are logged for reporting and tax calculations, but no entry is posted to the general ledger.

Default Accounts: Payroll default general ledger accounts need to be established and associated with standard payroll fields. Later you can establish accounts for specific pay rates and payroll fields, if you want. There are three default accounts to set up:

- ❖ **Gross Pay:** Enter or select the default general ledger expense account to use for the Gross Pay field. Typically, this is the Salaries Expense or Wages Expense account. You must enter an account here. Consult your accountant about which account to use if you're not sure. Later you can set up individual expense accounts for each pay level or salary type, if you want.
- ❖ **Tax Liability:** Enter or select the default general ledger liability account to use for most employer and employee payroll taxes withheld. Typically, this is the Payroll Tax Payable or Federal Payroll Taxes Payable account. You must enter an account here. Consult your accountant about which account to use if you're not sure.
- ❖ **Tax Expense:** Enter or select the default general ledger expense account to use for most employer taxes. Typically, this is the Payroll Tax Expense account. You must enter an account here. Consult your accountant about which account to use if you're not sure. Later you can set up individual tax liability and expense accounts for each type of payroll tax, if you want.

If you want more information:

In the Help index, look up "401(k) plans, setting up."

Look up "vacation time, tracking."

Look up "sick time, tracking."

401(k) Setup

401(k) contributions are generally pretax deductions in which a specified percentage of the employee's gross wages is taken out prior to taxes and placed into a savings plan set up by the company. The contributions and the savings plan proceeds are tax deferred by the US government. In many companies, employers match the employee contributions.

First, you must decide what type of company 401(k) plan you want to set up and what general ledger accounts are to be used when recording contributions.

The current federal 401(k) contribution limit is based on the current payroll tax tables installed. Check the IRS Web site www.irs.gov for the latest limit.

The liability account is usually a 401(k) deductions payable account.

The expense account is usually a benefit, pension, or profit-sharing plan expense account.

Payroll Setup Wizard - 401(k) Setup

In-House Payroll Setup

401(k) Setup

How is the 401(k) plan set up?

Not offered
 Employee contributions only
 401(k) plan, employee contributions with matching employer contribution

Federal 401(k) deduction limit:

401(k) Employee Liability 401 K Deductions Payable

401(k) Employer Expense Pension/Profit-Sharing Plan Ex

Employer Contributions

Employer contributes % of the employee contribution up to % of gross wages.

Employer then contributes % of employee contributions over 4.0% of gross wages

The maximum employer match is % of the employee's gross wages

If you selected the **Matching employer contribution** 401(k) plan option, enter the percentage amounts that your company will match for each level of employee contribution to the 401(k) plan. Enter each percentage as a positive number. (Enter 4.0—not 0.04—for 4%).

In the example shown above, the company is matching 100% (dollar for dollar) of all employee 401(k) contributions up to 4%. If an employee contributes a higher percentage (for example, 5%), the company will match 50% of the additional 1% amount. The company has set a matching cap at 6%.

Vacation and Sick Time Tracking

Vacation and sick time for employees can be set up two ways:

- ❖ Employees earn all their hours at one time (for example, at the beginning of the year).
- ❖ Employees earn a specified number of hours each payroll period that accrues throughout the year.

When employees go on vacation or are sick, the used hours are recorded on their paychecks and are subtracted from their total hours allowed or earned. The remaining hours are tracked throughout the payroll year.

Payroll Setup Wizard - Vacation and Sick Time Tracking Setup

In-House Payroll Setup

Vacation Time Tracking

How is vacation time tracked?

Vacation time not tracked
 Vacation time issued in lump sum
 Accrues hours each year

Remaining vacation hours carry over to the new year

Sick Time Tracking

How is sick time tracked?

Sick time not tracked
 Sick time issued in lump sum
 Accrues hours each year

Remaining sick hours carry over to the new year.

Select this option if you do not offer vacation time to your employees.

Select this option if your employees earn all their vacation time at once (for example, at the beginning of each payroll year). Later, you can assign earned vacation (or sick) time (for example, 2 weeks or 80 hours per year) as a beginning balance in each employee's record.

Select this option if your employees earn vacation throughout the payroll year. This sets up a standard number of hours each employee will earn and accrue each payroll period.

If vacation or sick time accrues each pay period, enter the total number of hours for a year. For example, if you offer most of your employees two weeks paid vacation that is earned throughout the payroll year, enter 80.0 hours here. Each payroll period, employees will earn a prorated amount of this total. Then select the **Remaining vacation hours carry over to the next year** check box if unused hours carry forward (run) into the following year.

If you want more information:

In the Help index, look up "401(k) plans, setting up."

Look up "vacation time, tracking."

Look up "sick time, tracking."

What Specific Payroll Fields Are Set Up Initially?

As you step through the Payroll Setup wizard, Peachtree can set up (depending on your responses) the following fields:

Employee Payroll Fields

| Field Description [Default Name] | Field Description [Default Name] |
|--|---|
| Gross pay [Gross] | Employee Tips [Tips] |
| Federal withholding [Fed_Income] | Employee Meals [Meals] |
| Social Security employee tax [Soc_Sec] | Vacation time [Vacation] |
| Medicare employee tax [Medicare] | Sick time [Sick] |
| State withholding [State] | Employee paid state disability insurance [SDI] |
| Local withholding [Local] | Employee-paid state unemployment insurance [SUI EE] |
| 401(k) employee contribution [K401] | Employee-paid state employee training [SETT] |

State and local tax table names are set up with *wildcard* characters. This means that asterisks (**) represent the state code, so that whatever state an employee must report taxes to is read into the payroll field calculation. You enter this state code in the State or Local payroll field. The State and Local payroll fields are set up in the Withholding Information table on the Maintain Employees/Sales Reps window. These are the fields Peachtree reads when computing state and local taxes, and they allow for a situation where employees work in a different state or local region from the default location.

If you choose to set up lump-sum issued vacation or sick time through the Payroll Setup wizard, Vacation and Sick payroll fields will be set up. If you choose to set up accrued vacation or sick time, three payroll fields will be set up (for example, VAC_Accrue, VAC_Taken, and VAC_Remain).

Peachtree sets up employee-paid state disability insurance, state unemployment tax, and state training tax payroll fields if your state requires them.

Employer (Company) Payroll Fields

| Field Description [Default Name] | Field Description [Default Name] |
|---|--|
| Social Security employer tax [Soc_Sec_ER] | State unemployment insurance [SUI_ER] |
| Medicare employer tax [Medicare_ER] | 401(k) employer contribution [K401_ER] |
| Federal unemployment insurance [FUTA_ER] | Local employer-paid tax [Local_ER] |

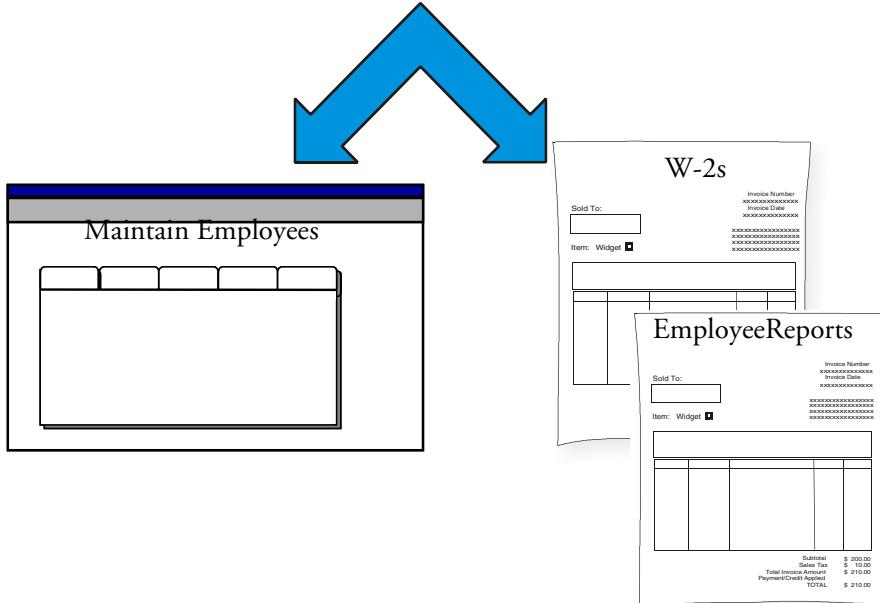
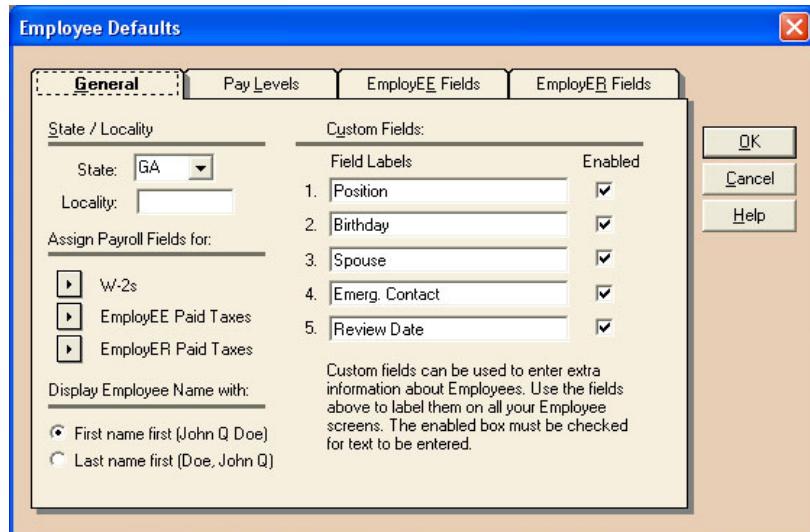
Employer payroll fields and tax tables have an ER appended to them to designate employer, or company-paid taxes.

If you want more information:

In the Help index, look up "Payroll Setup Wizard, overview."

Look up "payroll fields, setting up."

How Default Information is Used



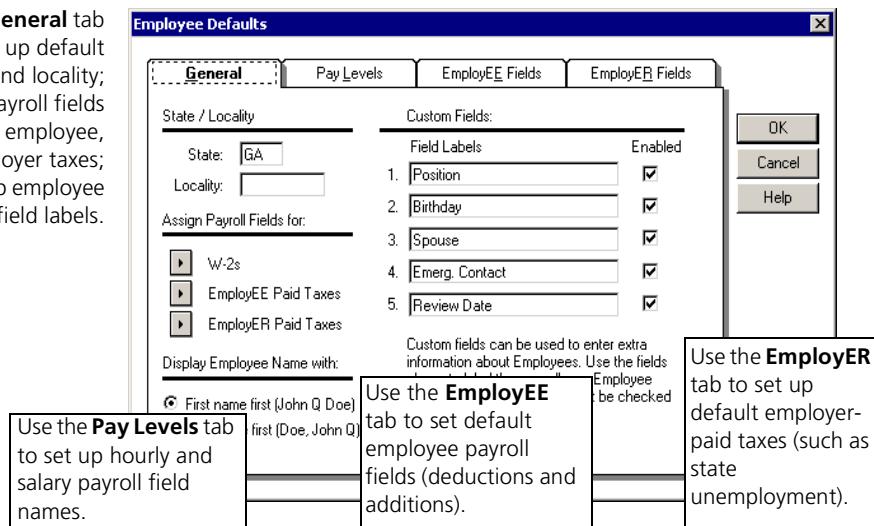
Setting Up Employee Defaults

Once you have completed the Payroll Setup wizard (or copied employee defaults from an existing company in the New Company Setup wizard), you can modify payroll setup to match your business's specific payroll needs. The information on the Employee Defaults window displays standard employee information that will be used to calculate payroll amounts. You can also modify individual employee records for unique setup, if necessary.

To examine or modify employee defaults, do the following:

► From the **Maintain** menu, select **Default Information**, then choose **Employees**.

Use the **General** tab to set up default state and locality; assign payroll fields for W-2s, employee, and employer taxes; and set up employee custom field labels.



If you want more information:

In the Help index, look up "defaults, employee."

Look up "employee defaults, general tab."

General Tab

You can set up default state and locality; assign payroll fields for W-2s, employee, and employer taxes; choose to sort employees by last name or first name in lookup lists and reports; and set up employee custom field labels.

Custom Fields: You can customize your employee information with five blank fields, which can optionally appear in reports. Once you have set up the field names here, you can enter data in the field in the Maintain Employees/Sales Reps window.

Enter your own field labels to keep track of specific information.

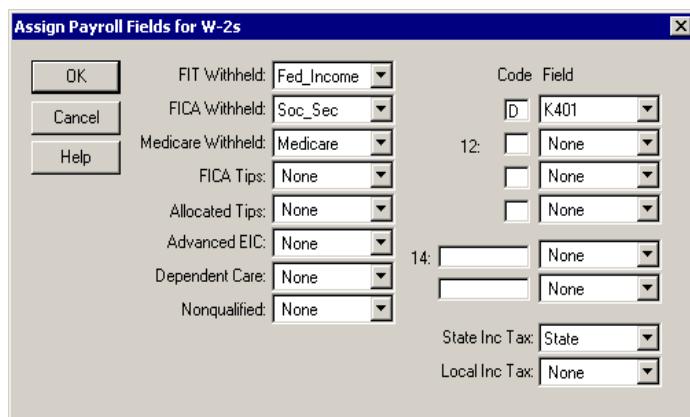
For example, you could enter "Birthday" as a field label and maintain employee birthday records.

| Custom Fields: | |
|-------------------|-------------------------------------|
| Field Labels | Enabled |
| 1. Position | <input checked="" type="checkbox"/> |
| 2. Birthday | <input checked="" type="checkbox"/> |
| 3. Spouse | <input checked="" type="checkbox"/> |
| 4. Emerg. Contact | <input checked="" type="checkbox"/> |
| 5. Review Date | <input checked="" type="checkbox"/> |

Select the **Enabled** check boxes to allow access to particular custom fields. If the check box is not selected, you will not be able to enter custom field data in employee records.

To assign payroll fields for W-2 forms, select the **W-2s** button. Then enter or select payroll fields from the list for each W-2 box you want to track.

Each W-2 box represents one payroll field. To ensure accuracy, you should only change these fields at the beginning of the payroll tax year or payroll setup.



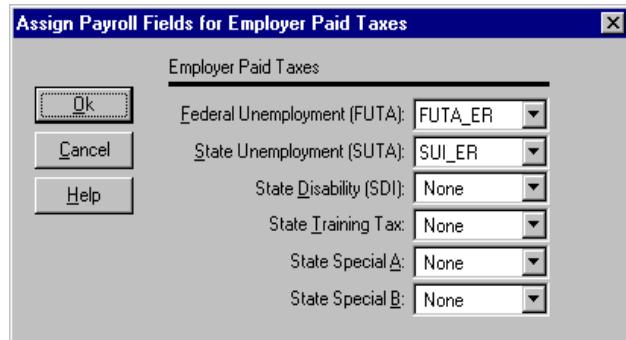
Each line in the Assign Payroll Fields for W-2s window is identified by its box number on the W-2 form, and the name of the field as printed on the W-2. For box 14, which does not have a name on the W-2, you can fill in your own name, which will be printed on the W-2. The 940EZ and 941 forms also use these W-2 fields in calculating totals.

To assign payroll fields for employee-paid taxes, select the **EmployEE Paid Taxes** button. Then enter or select payroll fields from the drop-down list for each field you want to use.

If your state requires employees to pay additional taxes, then these fields may apply. Depending on what you entered in the Payroll Setup wizard or the employee defaults you copied in New Company Setup, these may be already completed. For example, Georgia does not tax in these areas, so None is displayed in all three fields. However, if you set up New Jersey payroll, then Peachtree assigns Disability to the SDI payroll field, Unemployment to the SUI payroll field, and Training Tax to the SETT payroll field. Sometimes fields must be assigned more than once. For example, in California the employee portion

of the State Disability must be assigned on the Local Income Tax field. On Employee Paid Taxes, it must be assigned on the Disability field.

To assign payroll fields for employer-paid taxes, select the **EmployER Paid Taxes** button. Then enter or select payroll fields from the drop-down list for each field you want to use.



The FUTA goes on the 940 EZ form and the remaining fields on the quarterly payroll tax forms.

If you want more information:

In the Help index, look up "employee defaults, general tab."

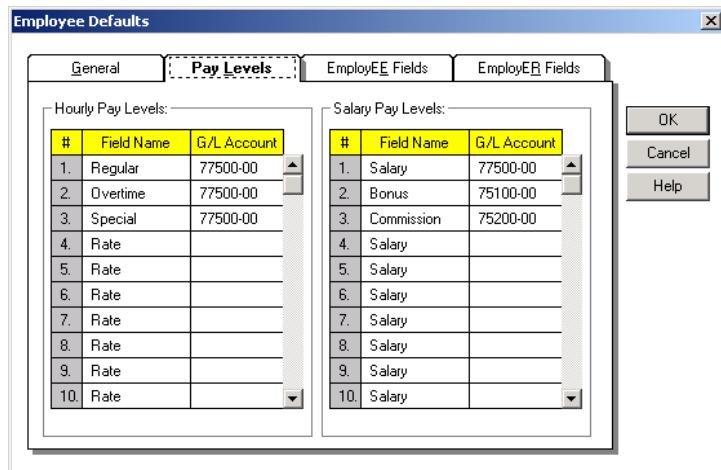
Look up "defaults, employee."

Pay Levels

You can set up a maximum of 20 different pay level field names for hourly pay types and 20 for salary types. This means you can track overtime, bonuses, or any other special types of pay.

The account(s) you select here (usually a wage or salary expense account) will be debited (increased) when you post payroll.

You can specify a different G/L account for each pay-level field name. If these accounts are different, you will see them here but not in the Gross field on the EmployEE Fields tab.



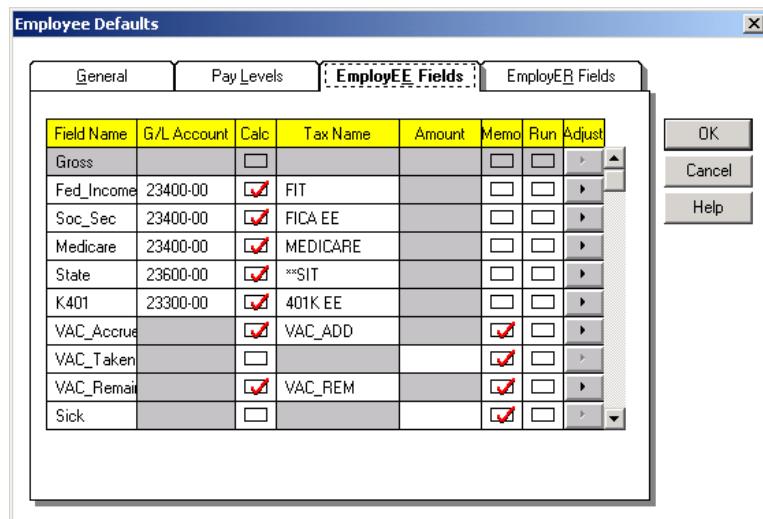
You can select a different account for each employee.

EmployEE Fields

You can set up default employee payroll fields (deductions and additions).

If you specified a different G/L account for each pay level, the G/L Account field will be gray on this tab. You can see the accounts, however, on the Pay Levels tab.

EmployEE payroll fields reflect deductions, additions, and tracking information that appear on employee paychecks.



EmployEE payroll fields serve three basic functions:

- ❖ Payroll deductions and allowances that combine with the gross to compute net pay
- ❖ Memo amounts, such as Vacation and Sick hours, Tips, and Meals that are tracked for reporting and tax calculations but not posted to the general ledger
- ❖ Tax amounts, tracked for computing the employee's W-2 amounts

If you want more information:

In the Help index, look up "employee defaults, general tab."

Look up "defaults, employee."

Look up "employee defaults, EmployEE fields."

However, you can use these fields to hold any amount, dollar or otherwise, that should be accumulated and updated when you post payroll disbursements (for example, vacation hours). You can change a payroll field at the employee level, if necessary. For example, some employees may not be subject to a local income tax while others are.

Once you start entering payroll transactions, do not change the name of payroll field names or change the order in which payroll field names are listed. If you change the payroll field name setup, earnings reports and W-2 form information will become inaccurate. Also, it is not recommended to change Fed_Income and other standard payroll fields names that Peachtree sets up for you. These payroll field names are used in standard tax calculation formulas.

Besides the Gross payroll field, you can set up a maximum of 29 other payroll fields. You can enter a new name on any blank line that describes the employee deduction or addition. When entering payroll field names that will be used in a formula, you cannot enter a space; use the underline character instead. Also, payroll fields must begin with an alpha character.

Selecting the **Calculate** check box allows you to select a tax name to use to calculate tax amounts. Tax names use formulas and (sometimes) tables to calculate tax amounts. If you subscribe to the Payroll Tax Service, tax names and their formulas/tables are provided. If you don't subscribe to the tax service, you can select tax names here, but you must set them up in User-Maintained Payroll Tax Tables before they will calculate.

The **Memo** checkbox indicates that the field amount is for record purposes only; the amount will not post to the general ledger. For example, tips are normally a Memo field. All non-dollar amounts should be left as memo items (for example, vacation-time or sick-time hours earned). The **Run** checkbox instructs Peachtree to not reset amounts to zero

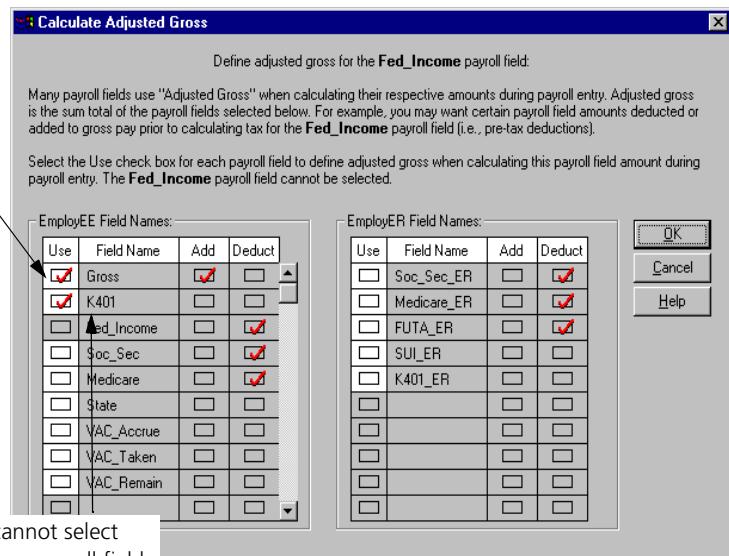
when you close the payroll tax year. For example, if you set up a field to track vacation hours, you might want the unused total to carry over into the following payroll tax year.

Calculate Adjusted Gross

If you select the Adjust button for a field from either the Employee tab or the Employer tab, you go to the Calculate Adjusted Gross window. You can also access this window for an individual employee, from the Maintain Employees window.

The *Adjusted Gross* identifier is used in many payroll calculations as the taxable gross amount when computing taxes. In some cases you may want the entire gross pay used as taxable gross; in other cases you may want employee benefits to be deducted from gross pay before computing taxes.

Select the **Use** check box next to each payroll field that should be added together to determine Adjusted Gross for the payroll field you are calculating.



Note: You cannot select (use) the same payroll field that you are adjusting.

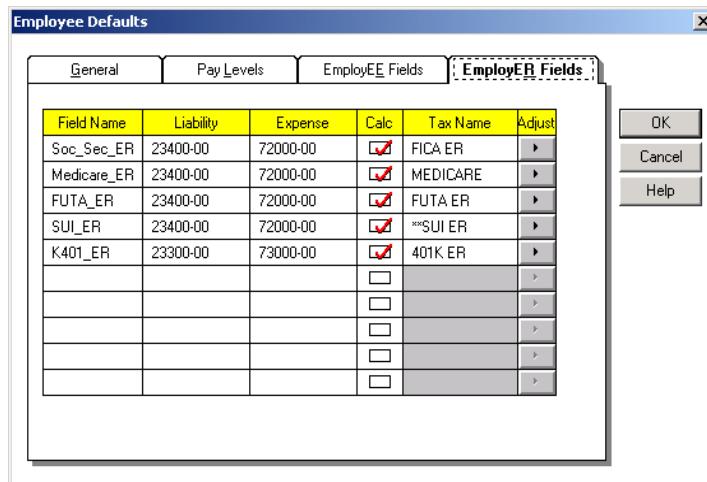
In the Calculate Adjusted Gross window, select the **Use** check box next to each payroll field that should be added together to determine **Adjusted Gross** for the payroll field you are calculating. For example, employee 401(k) contributions are considered to be pre-tax deductions, thus exempt from federal withholding during payroll entry. In this case you must adjust the *Fed_Income* payroll field and use both *Gross* and *401(k)* in determining adjusted gross. Since *401(k)* contributions are a deduction, adjusted gross will in turn give you the gross amount minus the *401(k)* deduction.

EmployER Fields Tab

You can set up default employer payroll fields. Employer fields are those payroll expenses for which your company is responsible during payroll entry. These fields will not appear on the employee's paycheck.

Payroll fields with an "ER" extension indicate company payroll liabilities and expenses.

Employer payroll fields
do not appear on
employee paychecks.
They are reflected in
company payroll
reports and employer
tax forms.



The **EmployER Fields** tab is very similar to the **EmployEE Fields** tab. However, there are slight differences.

Once you start entering payroll transactions, do not change the name of payroll field names or change the order in which payroll field names are listed. If you change the payroll field name setup, earnings reports and W-2 form information will become inaccurate. These payroll field names are used in standard tax calculation formulas.

Field Name: Identifies the employer payroll field that appears on business payroll reports. You can enter a new name on any blank line that describes the employer deduction or addition. When entering payroll field names, you cannot enter a space; use the underline character instead. Also, payroll fields must begin with an alpha character. For Employer payroll fields, you should use the "ER" extension as shown in the example above.

Liability: Identifies the general ledger liability account to be credited each payroll period for this employer payroll field. Usually this is a tax payable account.

Expense: Identifies the general ledger expense account to be debited each payroll period for this employer payroll field. Usually this is a tax expense account.

Calculate (Calc): Selecting this check box allows you to select a tax name to use to calculate tax amounts. Tax names use formulas and (sometimes) tables to calculate tax amounts. If you subscribe to the Payroll Tax Service, tax names and their formulas/tables are provided. If you don't subscribe to the tax service, you can select tax names here, but you must set them up in User-Maintained Payroll Tax Tables before they will calculate.

Adjust: Identifies how the payroll field should be calculated in relation to adjusted gross. When you select the select the

Adjust button, Peachtree displays the Calculated Adjusted Gross window.

★ **Want to learn more** about adjusted gross? Look up "**adjusted gross, calculating**" in the Help index.

If you want more information:

In the Help index, look up "employee defaults, employER fields."

Look up "defaults, employee."

How Employee Information is Used

Maintain Employees & Sales Reps

File Edit Go To Window Help

Maintain Employees & Sales Reps

*Employee ID: ACHESTER Name: Amanda [W] Chester

Employee Inactive
 Sales Rep Both

General **Pay Info** **Withholding Info** **Employee Fields** **Employer Fields**

Address: 4599 West Paces Ferry Road Social Security Number: 111-22-1337

City, ST, Zip: Atlanta GA 30328 Type: ADMIN

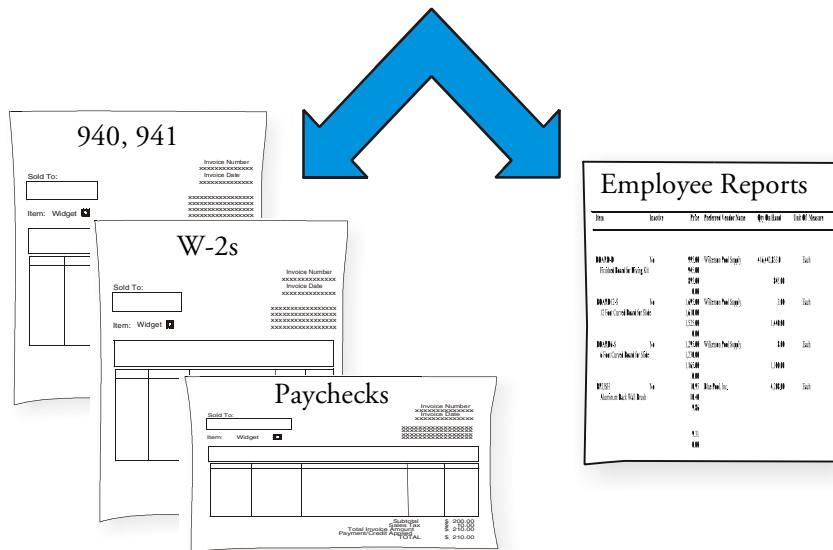
Country:
Telephone: 404-555-7447 Hired: May 1, 2001

E-mail: achester@example.peachtree.com Terminated:

Customizable Fields

| | |
|--------------------------------------|--|
| 1. Position Office Administration | 4. Emerg. Contact Rick Chester |
| 2. Birthday 30-Jul | 5. Review Date 1-Jun-03 |
| 3. Spouse <input type="text"/> | Customize these fields for your business |

[Easily stay up-to-date with changing tax laws!](#)



Maintain Employees

You store critical information about your company employees and sales representatives (reps) in the Maintain Employees/Sales Reps window. This information is used throughout Peachtree, to calculate paychecks and payroll taxes, print W-2s and other tax forms, and to keep track of important information like addresses, phone numbers, and hire dates.

General Information

On the **General** tab, you enter basic information about the employee such as address, employee type, and hire dates. If you are setting up your employees from a different system, you can also enter beginning balances here. Use the information that appears on the employee's completed W-4 form. Note that information you enter here will appear on the employee's W-2 form, when printed.

Custom Fields

| Customizable Fields | |
|---------------------|-----------------------|
| 1. Position | Office Administration |
| 2. Birthday | 30-Jul |
| 3. Spouse | |
| 4. E | Rick |
| 5. R | 1-Jun |
| Cust | |

In **Custom Fields**, you can enter customized employee information with five user-defined fields. You can use custom fields to sort and group business-specific information in reports and forms. The actual fields are set up in Employee Default Information; see [page 140](#).

Pay Info

On the **Pay Info** tab, you specify how you pay specific employees. Although the pay levels are set up in Employee Defaults, you set specific rates for the pay levels that apply to each employee here. The information you enter here saves you time by appearing automatically when you are entering paycheck information for the employee. You can still override the GL account, if necessary, at the paycheck level.

If you want more information:

In the Help index, look up "employees, setting up."

Look up "Maintain Employees/Sales Reps."

You have three options on the **Pay Method** window about how you want pay the employee.

Salary: When this method is selected, enter the salary to be recorded *each* pay period for all pay levels. Based on the amount(s) you enter, Peachtree will calculate and display the total salary to be paid to the employee per pay period and per year.

Hourly-Hours Per Pay Period: For hourly employees, you will set a default number of hours per period in a later field on this window (Hours Per Pay Period).

Hourly-Time Ticket Hours: When this method is selected, you are given the option to set up an hourly billing rate that is used in Time & Billing.

Withholding Information

| Withholding details from the employee's W-4: | | | | |
|--|---------------|------------|------------------------|------------------|
| Payroll Field Names | Filing Status | Allowances | Additional Withholding | State / Locality |
| Federal | Single | 1 | 0.00 | |
| State | Single | 1 | 0.00 | GA |
| Local | Not Required | 0 | 0.00 | |
| 401k % | | 0 | 4.00 | |
| Special 1 | | 0 | 0.00 | |
| Special 2 | | | | |

Withholding information identifies how the employee's earnings will be taxed during payroll entry. The employee's filing status, allowances, and additional withholding amounts are maintained for Federal, State, and Local payroll fields. This information can be obtained from the employee's Federal W-4 form and other withholding records. You can also establish the percentage of gross pay that the employee wants to contribute to a 401(k) plan, if appropriate. The Special 1 and Special 2 fields are available if you want to customize your payroll setup. For example, you can use Special 1 to set up an employee contribution rate for labor union dues.

EmployEE Fields

On the **EmployEE Fields** tab, you identify payroll fields (deductions and additions) set up for this employee. Depending on the payroll fields you use, you might have employees whose payroll deductions differ from the company-wide deductions established in the Employee Defaults. Or, you could have employees with special situations that you want to track with payroll fields. You can enter specific information for those employees using this **EmployEE Fields** tab of the Maintain Employees/Sales Reps window.

You can select only filing statuses that are available for your state or local area.

These fields tell Peachtree which state or local tax table to use when wildcards are used in the tax name, or when localities use the same tax name.

General | Pay Info | Withholding Info | **Employee Fields** | Employer Fields |

[Should I edit this information?](#)

Gross Payroll Account: 77500-00 Wages Expense

| Field Name | Use Defaults | Account | Calculated | Tax Name | Adjust | Amount |
|------------|-------------------------------------|----------|-------------------------------------|----------|-------------------------------------|--------|
| Fed_Income | <input checked="" type="checkbox"/> | 23400-00 | <input checked="" type="checkbox"/> | FIT | <input type="button" value=">"/> | 0.00 |
| Soc_Sec | <input checked="" type="checkbox"/> | 23400-00 | <input checked="" type="checkbox"/> | FICA EE | <input type="button" value=">"/> | 0.00 |
| Medicare | <input checked="" type="checkbox"/> | 23400-00 | <input checked="" type="checkbox"/> | MEDIC | | |
| State | <input checked="" type="checkbox"/> | 23600-00 | <input checked="" type="checkbox"/> | **SIT | | |
| K401 | <input checked="" type="checkbox"/> | 23300-00 | <input checked="" type="checkbox"/> | 401K E | | |
| VAC_Accrue | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | VAC_A | | |

If the employee requires unique setup for a payroll field (different from what is set up in Employee Defaults), clear the Use Defaults check box, and select the alternate G/L account, tax calculation name, or payroll field amount.

EmployER Fields

On the **EmployER Fields** tab, you identify payroll fields (deductions and additions) for which your business is responsible during payroll entry. Depending on the payroll fields you use, you might have employees whose employer payroll fields differ from the company-wide employer fields established in Employee Defaults. Or, you could have employees with special situations that you want to track with payroll fields. You can enter specific information for those employees using this **EmployER Fields** tab of the Maintain Employees/Sales Reps window.

If you want more information:

In the Help index, look up "employees, setting up."

Look up "Maintain Employees/Sales Reps."

Employee Beginning Balances

Employee beginning balances are year-to-date earnings and withholdings that exist prior to entering payroll transactions in Peachtree. You can enter beginning balances for an employee even after payroll transactions have been posted for that employee. However, we recommend you do it before entering your first paycheck.

- From the **Maintain** menu, select **Employees/Sales Reps**. In the Maintain Employees/Sales Reps window, select the **Employee Beginning Balances** button on the **General** tab. Then enter or select the employee ID that you want to modify.

Define the **payroll period dates** here. You may only need to enter quarterly balances, in which case you would set up four columns.

Employee Beginning Balances

Employee ID: ACHESTER Amanda W. Chester

| | 1 | 2 | 3 | 4 | 5 | Total |
|--------------|-------------|------|------|------|------|----------|
| Dates: | Mar 7, 2007 | | | | | |
| 1 Gross | 2,330.78 | 0.00 | 0.00 | 0.00 | 0.00 | 2,330.78 |
| 2 Fed_Income | -267.60 | 0.00 | 0.00 | 0.00 | 0.00 | -267.60 |
| 3 Soc_Sec | -134.47 | 0.00 | 0.00 | 0.00 | 0.00 | -134.47 |
| 4 Medicare | -31.45 | 0.00 | 0.00 | 0.00 | 0.00 | -31.45 |
| 5 State | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6 K401 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Net Check: | 1,897.26 | 0.00 | 0.00 | 0.00 | 0.00 | |

Enter total salary or hourly wages in the **Gross** field. Then enter total *deductions* (as negative numbers) and *additions* (as positive numbers) for each payroll field set up.

In the **Date** field, you can enter up to 52 dates for paychecks, or you can enter quarterly dates, so that quarterly reports and W-2s will compute properly. In most cases, you would enter quarterly balances for the past quarters, and then enter balances for each pay period in the current quarter. For example, if your conversion date to Peachtree is October 30, and you process payroll on a semi-monthly basis, you could set up dates for March 31, June 30, and September 30 for the quarterly amounts. Then, set up October 15 and October 30 for the current quarter pay periods. This way you'd have an up-to-date accounting history for this employee to ensure that tax forms will print correctly.

When you're finished entering the dates, enter balances for each appropriate payroll field, gross pay, deductions, and allowances. Deductions must be entered as negative amounts. You can also enter memo fields such as tips, meals, and accrued vacation or sick hours.

Employer payroll field beginning balances cannot be entered here; these have to be manually adjusted.

Once you have entered your Employee payroll field beginning balances (deductions as negative numbers), the total at the bottom of the column reflects the net pay for the period date.

If you want more information:

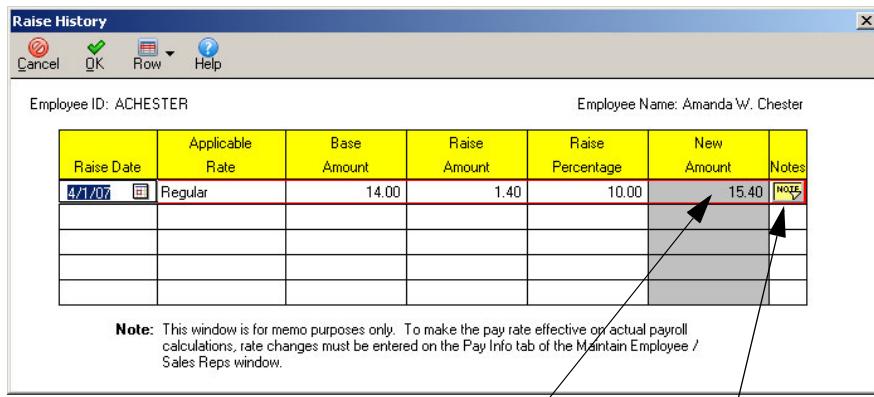
In the Help index, look up "employees, beginning balances."

Look up "Maintain Employees/Sales Reps."

Track Employee Raise History

In Peachtree Quantum you can keep track of each employee's compensation history through the Raise History window. The Raise History window allows you to view, add, edit, and delete compensation information for employee records.

→ From the **Maintain** menu, select **Employees/Sales Reps**. In the Maintain Employees/Sales Reps window, select the **Pay Info** tab, and then select the **Raise History** button.



Select the date of the raise, the pay rate you want to base the raise upon, and the raise amount or percentage. Peachtree calculates the new pay rate and displays it in the **New Amount** field.

To enter comments, click the **Note** button beside the applicable row.

You can enter and edit the information on the Raise History window at any time. It is for memo purposes only, and does not affect the employee's pay rate. (To make the pay rate effective on actual payroll calculations, rate changes must be entered on the Pay Info tab.)

From the Raise History window you can enter the selected employee's raise date, the pay rate to which you want to apply the raise (Regular or Overtime, for example), and the amount or percentage of the raise.

Once you select the applicable pay rate and enter the amount or percentage of the raise, Peachtree calculates the new pay rate and displays it in the **New Amount** field.

Setting Up Jobs

9

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★ Setting Up Jobs ★

Overview

Job Costing is an optional but extremely helpful feature available in Peachtree. You can use Job Costing for tracking income and expenses for any project that your company undertakes. You can create estimates and use them as budgets. Once you set up job information for a particular project, you can apply to the job any invoices for materials and services used by going to the Accounts Payable and Payroll windows. You can also track revenues and payments made toward a job so that you have a good picture of what your profits are on a job. Such information can help you adjust expenses in a current job or estimate a similar job differently in the future. Peachtree also lets you print various job reports during a job's progress so you can get detailed information about the job.

Before you can start tracking job costs, you should decide how you want to use your job costing process. The following section can help you determine what level of detail is right for you.

How Can You Use Job Costing?

You have the ability to maintain a different level of detail for different jobs, depending on your requirement for a specific job. Tracking different levels of detail is achieved by using *phases*, *cost types*, and *cost codes*, discussed below. For smaller jobs, you may not want to maintain a high level of detail, while for long-term or complicated jobs, you may benefit from using detailed costing information. The following describes some strategies for tracking different levels of job detail.

Selecting detail for a job depends on the following factors:

- ➔ Will you benefit from dividing a job into stages, or phases?

This can be true if your job can be distinctly divided into more than one step, or if the job is going to be completed by more than one person such as you and/or a subcontractor.

- ➔ Will it help you to track cost of materials, labor, equipment, etc.?

Tracking these costs can help you manage your finances better and also help you assess what constitutes the largest expense in the job. This can directly affect your profit.

- ➡ Will it help you group certain costs together?

You may be getting paid in installments, in which case all costs incurred in one phase of the project will be paid for in one transaction. Or, certain costs may be so well integrated that they would always be incurred in conjunction, such as rental equipment, regardless of which item is rented. In such cases, specific costs do not need to be tracked, only a combination of expenses for a certain part of the job.

Once you have determined these basic requirements, you can set up your jobs accordingly. The following table shows you how:

| If... | Then... |
|---|--|
| You want to see only gross expenses and revenue for a job. | Use job ID only |
| You want to divide the job into stages and you want to group costs collectively under types, but want more than one category. | Use phases with cost types in your Job |
| You want to assess the cost of each item, its type/group, its time of usage in each stage of your project. | Use phases, cost types and cost codes |

As the table suggests, there are four elements in job costing: your job (job ID), phases, cost codes and cost types. These elements are described in detail in the following section. You can read about the element you want to use and then skip to the section which provides instructions on how to set up that particular element.

Remember that you have the option to set up any job with or without phases and codes/types. The program treats every job differently, so you can select a different combination of job costing elements for each job.

The Elements of Job Costing

This section provides descriptive information on the elements of job costing.

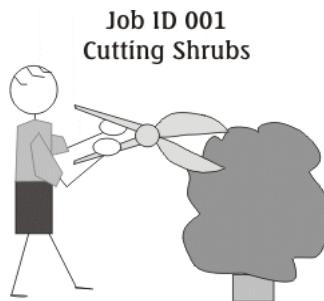
Job ID

The only required element in job costing. A job ID is a unique identification code for each particular job or project that your company is undertaking. For example, if you are a construction company involved in residential and commercial construction projects, you can create job IDs as follows:

| Job/Project | Job ID |
|-----------------|--------|
| Office Building | COM001 |
| Apartment Home | RES001 |

Remember that when you set up a job ID, you can also use the Job Costing features to track costs by job, phase, cost code, and cost type. The figures that follow illustrate how you can set up different jobs.

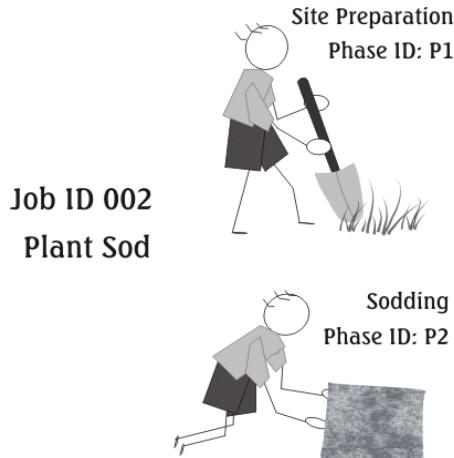
This is a job with no phases or cost codes associated with it--for example, cutting shrubs, or parcel delivery. Setting up jobs like this just tracks expenses and revenues by G/L accounts.



Phases

Defining phases gives you the second level of detail in a job. Phases are simply a distinct part of the job performed. They do not need to refer to a time frame and need not be part of every job. They are all phases that, in various combinations, you may use in all the different jobs that your company does. Phases in a job can divide the job into stages:

This is a job with two phases but no cost codes associated with it. For example, site preparation and sodding. By dividing a job in this manner, you can focus on total costs related to a phase as opposed to individual costs within phases.



Before defining phases, you may want to think about the various stages of different kinds of jobs that your company does and then define the phases that cover many such jobs. Since your tasks may differ with each job, you should try to define phases such that you can use them independently of a specific project. For example, a landscaping company can use phase P1 for grading in more than one job.

You can use just phases, or you can use phases and cost codes. The level of detail is up to you. If your phases have associated costs that you want to track separately, you should use cost codes in those phases.

Cost Codes

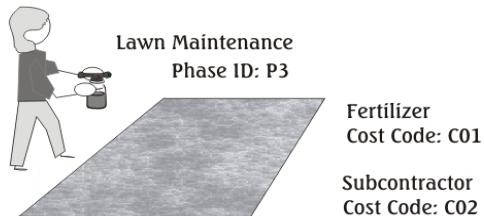
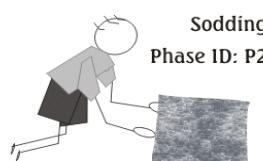
Identifies a specific category/task within a phase, providing a greater level of detail. You should create cost codes that can apply to different phases and multiple jobs that you undertake. If you can create cost codes integral to the different jobs that you do, you can easily track your job cost and in turn arrive at more realistic quotes for another job that involves the same elements.

This is a job with more than one phase, of which one has two associated cost codes.

These cost codes are a way of tracking the income and expense solely related to this phase. For example, C01 may be the price of fertilizer, and

C02 may be the subcontractor's pay.

Job ID 003
Plant Sod



Remember that you may not need to track specific costs for every phase of a job. If you do not need detail as to how much each resource or item cost you in a job, you may not want to use cost codes. You can create new phases and cost codes at any time.

The best way to identify which cost codes to set up would be to consider all such resources whose cost affects your budget and that you use for completing a job. For example, as a landscaping company, you can set up your cost codes for materials or tasks such as Equipment Rental, Rock, Shrubbery, Mowing, Raking, Seeding and so on. Equipment Rental can be used as a cost code for more than one phase (grading or maintenance), while Rock can be used as a cost code for any other job that calls for the use of rocks in landscaping. If you are a catering company, you can specify cost codes for Food, Beverages, Alcohol, Linen, Tableware, Truck Driver, Decorator, and all other requirements of the job.

You must be careful not to specify too many cost codes because then you may end up having too much detail that can be confusing, or you may end up with cost codes that are too specific and unusable. A better way would be to have a few generic cost codes to begin with and add some later, if needed.

Cost Types

If categories of cost matter more to you than specific tasks in a phase, you should use cost types with your phases instead of cost codes. You can, however, use both cost codes and cost types by dividing cost types into cost codes.

Cost types are five categories in which you can classify most of your expenses and revenues related to a job. You must apply a cost type to each cost code you define and to any phase that does not have a cost code. Peachtree provides you five options in the **Cost Types** drop-down list box:

- ❖ Labor (for work performed by your employees, temporary help, and so forth)
- ❖ Materials (for materials used in any phase of the job)
- ❖ Equipment (for private or rental equipment used to perform the job)
- ❖ Subcontractors (for work performed by sub-contract labor)
- ❖ Other (for miscellaneous expenses such as permits, training costs, transportation, overheads, and so on)

On some jobs reports, you can include the cost type information you entered for each cost code used, or cost information for any phase without a cost code. This can help determine where and when your money was used while completing a certain job. Note that you *must* select a cost type for all phases that do not use cost codes for the purposes of job costing.

If you have a reason for using two cost types (for example, if you paid a subcontractor for bringing materials), you should use the predominant cost type for any job transaction you enter.

Thus, the things to remember while setting up information for job costing are:

- ❖ set up a job ID for each project you undertake
- ❖ optionally divide jobs into phases with cost types if you want to track expenses or revenues by phase
- ❖ optionally set up cost codes with cost types for tracking more details about a job's phases

If you use the job costing options as explained, you will be able to:

- ❖ provide summaries of estimated costs and actual costs paid to date by job
- ❖ identify cost overruns promptly so corrective actions can be taken
- ❖ track and review costs of labor, subcontractors, material, equipment and other costs
- ❖ provide historical data to improve your estimating process

Setting Up Job Defaults

To use job costing, you must first set up some default information that automatically appears in job windows or is automatically used by the system. Certain items must be set up prior to setting up jobs, for instance, default retainage accounts.

► To open Job defaults, select **Maintain**, then **Default Information**, then **Jobs**.

Custom Fields

You may have additional information that you keep on your jobs, such as additional contact people or additional phone numbers, e-mail addresses, and so on. If so, you can set up custom fields to track this information. Then, when you set up an individual job, on the **General** tab of the Maintain Jobs window, you could enter the appropriate information for that job in the custom fields.

| Field Labels | Enabled |
|---------------------|-------------------------------------|
| 1. Second Contact | <input checked="" type="checkbox"/> |
| 2. Lawn Care Srvc? | <input checked="" type="checkbox"/> |
| 3. Monthly Service? | <input checked="" type="checkbox"/> |
| 4. Qtrly Mailing? | <input checked="" type="checkbox"/> |
| 5. Referral | <input checked="" type="checkbox"/> |

In job defaults, check the **Enabled** box for the Custom Field Labels you need; then, enter the **Label** name in the field next to it.

| Customizable Fields | |
|-------------------------------------|--------------------------|
| 1. Second Contact George Peabody | 4. Qtrly Mailing? Yes |
| 2. Lawn Care Srvc? Yes | 5. Referral Internet |
| 3. Monthly Service? Yes | |

In Maintain Jobs, you can then enter information for those labels that is specific to that customer.

Since Peachtree reports are customizable, you can add any or all of your custom fields to many of the job reports that Peachtree offers.

Billing and Retainage



The Billing and Retainage tab will not appear until you have created a general ledger account whose Account Type is either Receivables Retainage or Payables Retainage.

In addition, you can use the Billing and Retainage tab to enter default billing information, such as Retainage Percent, Accounts Receivable and Payable Retainage accounts, and Billing Method. For detailed steps to setting up Peachtree to handle retainage, see page [170](#).

Select your Billing Method
and . . .

Progress Billing

Billing Method: Progress Billing is not used in Peachtree.

This default is used when setting up new Jobs. It can be changed on each Job.

Retainage

Select a default retainage percentage, if any, and accounts where retainage amounts will be applied.

Retainage Percent:

Receivable Retainage Account: Retainage Receivables

Payable Retainage Account: Retainage Payables

The Retainage Percent is used when creating new Jobs. It can be changed on each Job and on Tasks. The Accounts are used when creating new Tasks. They can be changed on the Task screens.

Billing Methods for Jobs

You have four choices for your **Billing Method**. Your selection for a job will determine how Peachtree handles billing during the Progress Billing routine, as well as how estimated revenues are handled for the Percent of Proposal billing method

- ❖ If you select **No Progress Billing**, Peachtree will not perform any progress billings for your jobs.
- ❖ If you select **Percent of Completion**, Peachtree will bill for a job based on the percent of expenses incurred. The Amount to Bill on any invoice will be equal to (Estimated Revenue * Total %) - Previously Billed. In this case, the Total % will be the value of Actual Expenses/Estimated Expenses.
- ❖ If you select **Percent of Contract**, Peachtree will bill based on a manually entered percentage for the estimated job revenue. The Amount to Bill on any invoice will be equal to (Estimated Revenue * Total %) - Previously Billed. In this case, the Total % will be the value you enter.



For these two billing methods to work properly in Peachtree, you must enter Estimated Expenses and Estimated Revenues for your jobs prior to performing a progress billing.

- ❖ If you select **Percent of Proposal**, Peachtree will require you to bill your customers based on accepted proposals. In addition, on the **Estimated Expenses & Revenues** tab of the **Maintain Jobs** window, Peachtree will control the estimated revenues based on accepted proposals. You will still be able to enter estimated expenses, however. Once

you select Percent of Proposal and enter open proposals for a job, you should not change the billing method for that job, since you will lose data for Estimated Revenues. To change the billing method, you must first close any open proposals and make notes on what the Estimated Revenues for the job should be.

Labor Burden

The Labor Burden tab provides fields for a default labor burden percentage and labor burden accounts. You must fill in these fields if you are going to apply labor burden to employee earnings. For more information on labor burden and how to set up Peachtree to handle it, see [“Setting Up and Applying Labor Burden” on page 169](#)

Labor Burden Percent: Labor Burden Cost of Sales Account:  Labor Burden
Applied Labor Burden Account:  Applied Labor Burden

Labor burden percent is used when creating new jobs. It can be changed on each job and on payroll checks. The accounts can be changed on each payroll check.

Setting Up Jobs

You maintain jobs on the Maintain Jobs window. To open this window,

► **Select Maintain, Job Costs, Jobs.**

Select to use phases if you want more detailed costing for your job.

The screenshot shows the 'Maintain Jobs' window with the 'General' tab selected. The window has a toolbar with standard file operations like Close, New, List, Save, Save & New, Delete, Change ID, Reports, and Attachments. The main area contains the following fields:

- Job ID:** Aaron
- Description:** Aaron House Remodelling
- Start Date:** Mar 01, 2008
- End Date:** Mar 15, 2008
- Use phases:** (checkbox checked)
- Supervisor:** Trotter
- For Customer:** Aaron
- Job Address:** 545 Jones Boulevard
- City, ST Zip:** Duluth GA 30029
- Country:** (dropdown menu)
- Job Type:** REMODEL
- PQ Number:** (dropdown menu)
- Billing Method:** Percent of Completion
- Percent Complete:** 97.72 As of: 3/15/08
- Labor Burden Percent:** 28.00
- Retainage Percent:** 10.00
- Job Beginning Balances:** (button)
- Customizable Fields:**
 - 1. Second Contact: Mary Aaron
 - 2. Site Phone #: 770-555-1155
 - 3. Work Phone #: 770-555-6048
 - 4. Contract Date: 2/26/08
 - 5. (empty field)
- Customize these fields for your business:** (link)

Specify a customer for the job to link it to Sales Invoicing. Expenses will be available for billing on the Reimbursable Expenses tab.

Use the **Job Type** field to classify your jobs for reporting purposes. Peachtree will keep track of the job types you set up and create a dropdown list for you.

Enter beginning balances for jobs by clicking this button.

General Tab

Use the General tab to enter basic information about the job, such as address, job type, and so on. Also, you can put in a billing method for this job, as well as retainage and labor burden percentages.

Estimated Expenses & Revenues Tab

Creates an estimate of what your actual expenses and revenues for a job will be. As you enter transactions and assign them to jobs, you will be able to generate reports that compare the two to determine how accurate your original estimate was. This will provide useful information to create future estimates. You can create detailed estimates only for jobs that use phases or phases and cost codes.

Note that you cannot enter the same phase or phase-cost code combination for an estimate. If you do, Peachtree will warn you when you save, and you will have to remove the duplicates.

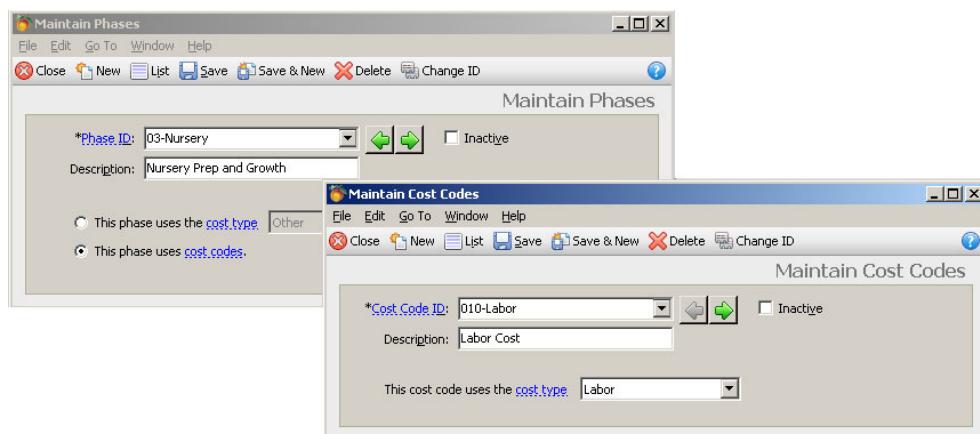
If you use Percent of Proposal as your Billing Method, Peachtree will automatically update the Estimated Revenues fields based on accepted Proposals for that job. Peachtree will also use the figures in both the Estimated Expenses and Estimated Revenues columns to determine the Percent Complete for a job and to determine how much to bill during a Progress Billing routine.

Notes Tab

Use this tab to enter any comments or other information about the job. You can enter up to 250 characters. Notes entered here are for internal use only and can be added to reports if desired.

Setting Up Phases and Cost Codes

You can also create phases and cost codes for more detailed tracking.



Once you have created your jobs, phases, and cost codes, you can apply costs and revenues created other places in the program to these jobs, phases, and cost codes. To apply a cost to a job, use the Job field on the line item of a task. For instance, in the example below, a purchase has been applied to a job.

| Quantity | Item | Description | GL Account | Unit Price | Amount | Job |
|----------|-----------------------------|-----------------|------------|------------|--------|-------------------|
| 1.00 | labor costs for ground prep | 74500 | 200.00 | 200 | 200 | nd Prep.010-Labor |
| | <i>Item Description</i> | Repairs Expense | | | | |

To select a job, simply click the folder in the Job field, then select the job, phase, and cost code.

Several job costing reports will allow you to track costs and revenues so that you can see how profitable your jobs are and update estimates and costs for the future.

Job Beginning Balances

Unless you are starting up your business for the first time when you set up Peachtree, you will have balances for existing jobs, outstanding expenses and revenues that must be entered so that your reports will be accurate. These outstanding balances are entered as beginning balance entries. You will enter abbreviated information on the costs and revenues in a special place, so that they will update your reports, but will not change the balances of your general ledger accounts. To enter beginning balances,

- 1 Select **Maintain, Job Costs, Jobs**.
- 2 Click the **Job Beginning Balances** button on the **General tab**.

Chapter 9 Setting Up Jobs

Job Beginning Balances

Job Entries for: BEATTY - Beatty Bldg Law Maintenance

Job Balances

| Job ID | Description | Beginning Balance |
|---------|-----------------------------|-------------------|
| BEATTY | Beatty Bldg Law Maintenance | 75.00 |
| CHAPPLE | Chapple Law Offices | 670.50 |
| HENTON | Henton Park Landscapes | 0.00 |
| MASON | Mason Rose Garden | 0.00 |
| MORTON | Morton Rock Garden | 0.00 |
| SHARP | Sharp Property Landscape | 0.00 |
| SPENCER | Spencer Playground | 0.00 |

Total Job Balances: 745.50

The **Job Balances** tab will show you a list of your jobs and their current balances.



These balances will be 0.00 if you have not entered any data. Otherwise, you will see current balances.

Note

You can select a job from the list on the **Job Balances** tab by clicking it. Once the job is selected, click the **Job Entries for** tab to enter any beginning balances.

Job Beginning Balances

Job Entries for: BEATTY - Beatty Bldg Law Maintenance

Job Balances

| Phase ID | Cost Code ID | Date | Expenses | Revenues |
|----------|--------------|--------------|----------|----------|
| | | Feb 28, 2003 | 75.00 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Total: 75.00 0.00

Number of Entries: 1 0

Make sure you enter both expenses and revenues so that your reports will be accurate.

Fill in the fields with information from your outstanding job balances. When you are done with one job, select the next job from the **Job Balances** tab.

The beginning balance amounts should not include any costs or revenues entered elsewhere in Peachtree. Note that you cannot enter both expenses and revenues on the same line.

Applying Costs and Revenues to Jobs

Once you have created your jobs, phases, and cost codes, you can apply costs and revenues created other places in the program to these jobs, phases, and cost codes. To apply a cost to a job, use the Job field on the line item of a task. For instance, in the example below, a purchase has been applied to a job.

| Quantity | Item | Description | GL Account | Unit Price | Amount | Job |
|----------|-----------------------------|-----------------|------------|------------|--------|-------------------|
| 1.00 | labor costs for ground prep | | 74500 | 200.00 | 200 | nd Prep.010-Labor |
| | <i>Item Description</i> | Repairs Expense | | | | |

To select a job, simply click the folder in the Job field, then select the job, phase, and cost code.

BEATTY
CHAPPLE
F]01-Design
F]02-Permits
G]03-Nursery
G]04-Ground Prep
C]010-Labor

Beatty Bldg Law Maintenance
Chapple Law Offices
Design and Planning
Work Permits
Nursery Prep and Growth
Ground Prep and Cultivation
Labor Cost

Several job costing reports will allow you to track costs and revenues so that you can see how profitable your jobs are and update estimates and costs for the future.

Setting Up and Applying Labor Burden

Labor burden is the cost that a company incurs in the course of performing a job, in addition to the hourly amount or salary that the employee is paid. This can include health insurance, employer paid taxes, benefits, vacation time, and so on. Businesses that perform jobs usually want to add these labor burden or payroll overhead costs to jobs to more accurately assess the actual cost of their jobs and to bill customers accordingly.

Peachtree allows you to create a flat percentage that will be added automatically to the costs of a job when you pay your employees. This percentage can be set up at either the company or job level. When you pay your employees and assign their wages to jobs, Peachtree will automatically calculate the appropriate amounts and update job costs and general ledger accounts specified by you in Job Defaults.



Labor burden cost calculated by Peachtree can only be approximate. An example is how FICA is applied. Since labor burden is calculated on regular earnings, there is no way for the calculation to tell whether or not an employee has reached their FICA limit. Hence, FICA may not be applied correctly to the job.

Setting up Labor Burden

Setting up Peachtree for labor burden is a two-step process: selecting labor burden general ledger accounts on the Labor Burden tab of Job Defaults (for more information, see ["Labor Burden" on page 164](#)) and entering a Labor Burden Percentage on the General tab of Maintain Jobs. If the percentage is the same for all jobs, enter it on the Labor Bur-

den tab in Job Defaults. If the percentage varies by job, enter it on the General tab in Maintain Jobs on a per job basis.

Applying Labor Burden

Labor Burden is applied while you are specifying hours to apply to jobs during Payroll Entry. As you apply employees' hours to jobs using the Labor Distribution to Jobs window, Peachtree will automatically calculate the amount of labor burden for each job based on the Labor Burden Percentage entered in the job record. For more information, see ["Setting Up and Applying Labor Burden" on page 169](#).

Setting Up and Processing Retainage

Retainage is an amount of an invoice that is withheld until a customer is satisfied that a job or part of a job has been completed satisfactorily. Retainage gives the customer some leverage for ensuring that a job is completed to satisfaction.

Retained amounts of invoices are not treated as aged payables or receivables until they are released. Once they are released, they are treated as normal receivables or payables.

Peachtree's retainage feature allows you to withhold retainage on invoices from your vendors and automatically calculate the amount of retainage your customers withhold on your invoices. You can then track the amount of retainage on the Job Retainage report to quickly see what your customers owe you when the job is complete. You can also track the retainage withheld on your vendor invoices and quickly see what your obligations are when the retainage is released.

Setting Up Peachtree to Handle Retainage

Setting up Peachtree to process retainage is a two-step process.

- 1 **Select Maintain, Default Information, Jobs.** Select the **Billing and Retainage** tab and enter the appropriate Receivable and Payable Retainage general ledger accounts. If you apply the same retainage percentage for all jobs, enter the percentage on this tab. Click **OK**. This will ensure that Peachtree places retained amounts in the correct general ledger accounts. For more information, see ["Billing and Retainage" on page 162](#).
- 2 **Select Maintain, Job Cost, Jobs.** Select each job in turn and enter the percentage for retainage in the **Retainage %** field. Save each record. When you enter sales invoices and credit memos for these jobs, Peachtree will automatically calculate the retainage for each job total and withhold it from the invoice total.

Processing Retainage for Customers

When Peachtree has been set up properly, retainage amounts will be calculated automatically and displayed on the **Withhold Retainage** tab for the sales invoice or credit memo.

Retainage for all phases of a job will be summed on a single line. You can change the percentage or amount for each job manually if you want. Retained amounts are not aged until they are released. For more information on entering Sales Invoices and Credit Memos, see [“Entering Sales Invoices” on page 183](#) and [“Entering Customer Credit Memos” on page 197](#).

Processing Retainage for Vendors

Peachtree also allows you to withhold retainage on your vendor invoices, bills, and credit memos. In this case, you will use the Withhold Retainage tab of the Purchases/Receive Inventory or Vendor Credit Memo windows. On this tab, enter the amount of retainage that displays on the vendor's bill or credit memo. Peachtree will automatically subtract this amount from the billed total.

For more information on entering Purchase Invoices and Vendor Credit Memos, see [“Receiving Inventory/Entering Vendor Invoices \(Entering Bills\)” on page 207](#) and [“Entering Vendor Credit Memos” on page 220](#).

Releasing Retainage for Customers

You can release retained amounts for a job in one of two ways.

- ❖ **Manually:** You can release retainage manually by using the Job Retainage Report to see how much total retainage has been withheld for the job and then create a sales invoice for the amount. Ensure that you have selected the default Receivable Retainage account for the line item.
- ❖ **Automatically:** You can use Peachtree's Progress Billing routine to select retained amounts by job, customer, and invoice date. From this routine, you can print sales invoices for the retained amounts.

Once retainage is released, Peachtree will update the Job Retainage report for the job so that you can track the retainage and the retainage will be treated like any other aged receivable.

Retainage is tracked at the job level only. If you need to release it when a phase is complete, you can manually calculate the percentage that the phase was and alter the amount field to reflect this.

Releasing Retainage for Vendors

You can release retained amounts for vendor bills by creating a new bill in Purchase/Receive Inventory, specifying the amount of the retainage and the Payable Retainage general ledger account on the line item. Once the retainage is released, it will be handled and aged by Peachtree like any other payable.

3 Basic Tasks

Customer Transactions

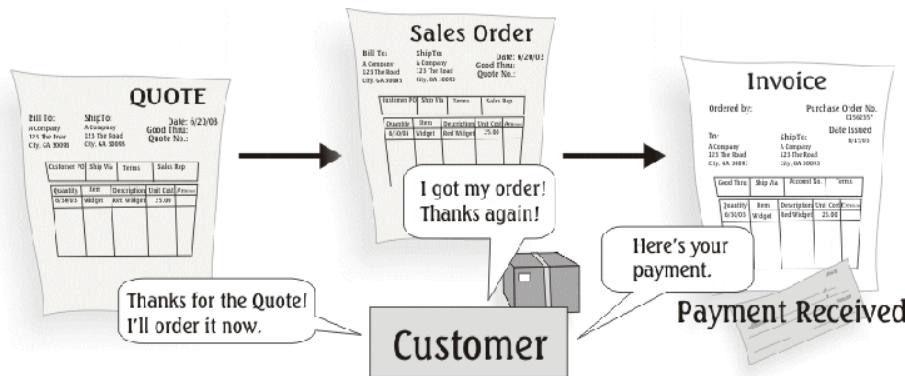
10

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★ Customer Transactions ★

Peachtree organizes and monitors the money that comes into your business from your customers. The money that you receive from customers is tracked in accounts receivable (also known as sales). The following diagram shows the flow of goods and services you provide for your customers and the payments they make to you for those goods and services.

- 1 You enter and print a new quote to send to your customer.
- 2 Your customer orders the items. You convert the quote to a sales order, print a picking slip, and ship the goods.
- 3 You create an invoice for items shipped to the customer and send them an invoice.



- 4 You receive a check from the customer and enter the receipt in Peachtree.

Overview of Customer Transactions

In Peachtree, you can create quotes, sales orders, proposals, sales invoices, receipts (customer payments), or create deposit tickets for your customer receipts.

| | |
|---------------------|--|
| Quotes | Enter an estimate of costs that can be printed or sent electronically to your customer. No accounting happens. |
| Sales Orders | Create an order that will be filled at a later time. Sales orders reserve inventory items. |
| Proposals | Draft an estimate for services you'll perform. |

| | |
|---------------------------|--|
| Quotes | Enter an estimate of costs that can be printed or sent electronically to your customer. No accounting happens. |
| Sales Invoices | Bill your customer for goods shipped and services performed. Fill and convert quotes, sales orders, and proposals. |
| Receipts | Enter payments from your customers. Can be applied to an open invoice. |
| Select for Deposit | Create a deposit slip for customer payments. |

Depending on your business, you may or may not use all of these options. For instance, if you do not take orders and ship them later, you most likely would not use sales orders, but you would invoice your customers directly. Similarly, if you do not grant your customers credit, but work on a cash only basis, you would not need to create sales invoices. Instead, you could enter items shipped and monies received using the Receipts function.

If you want more information:

In the Help index, look up "customer, how do I..."

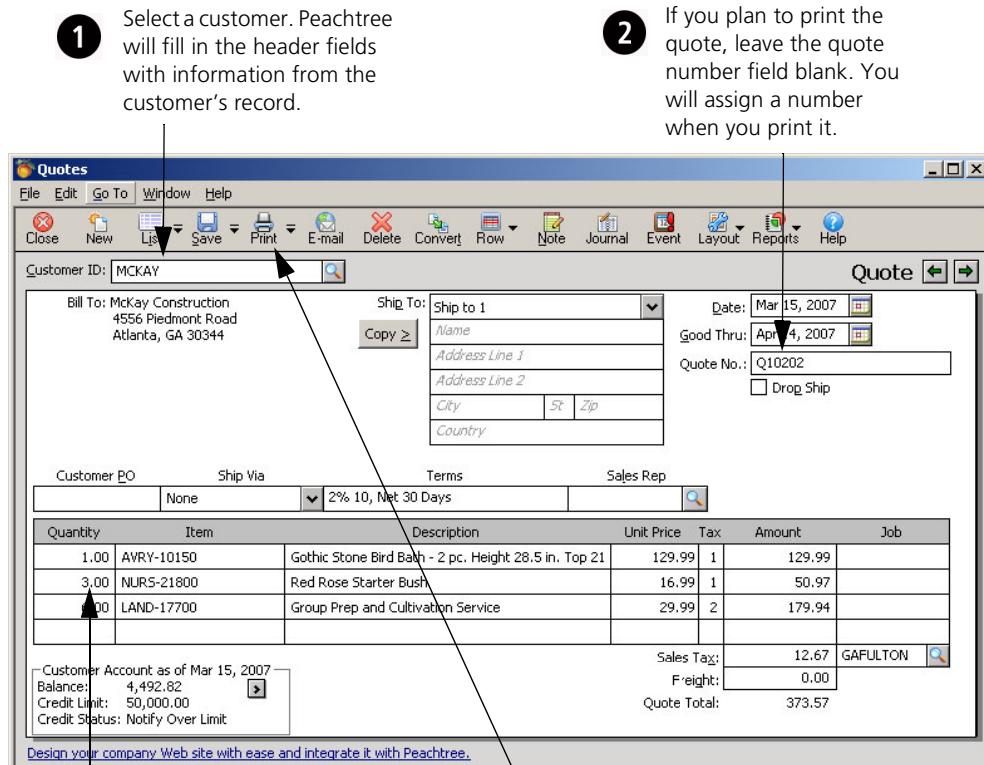
Look up "Customers & Sales Navigation Center."

Entering Quotes

Quotes are estimates for goods and services that you provide to your customers or potential customers (prospects). When you enter a quote for a customer, you are not updating any accounting information or inventory levels. Peachtree calculates what the total cost of a sale will be for a customer, including sales tax and freight. You can then print the quote for the customer.

To enter a quote,

→ Select **Tasks, Quotes/Sales Orders/Proposals, Quotes**; then, follow the steps below:



1 Select a customer. Peachtree will fill in the header fields with information from the customer's record.

2 If you plan to print the quote, leave the quote number field blank. You will assign a number when you print it.

3 Enter the quantities and items that will be part of this quote.

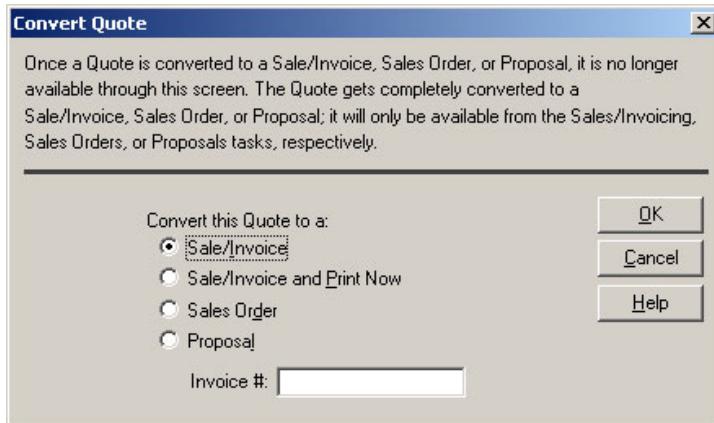
4 Select **Print** to save the quote and print it. If you don't want to print the quote, click **Save**.

When you receive approval for the quote, you can convert it to a sales order, a sales invoice, or a proposal without having to re-enter all the data. To convert a quote,

→ Open the quote, and click the **Convert** button in the toolbar.

This opens the Convert Quote window.

Select the type of transaction you want to convert the quote to. Then enter a sales order or sales invoice number, if necessary.



After you convert the quote, it will disappear from lists of quotes and appear as the type of transaction you converted it to.



Quotes do not update general ledger account balances. Only when you convert the quote to an invoice and save the invoice will your general ledger be updated.

Entering Sales Orders

A sales order is a document containing a list of items or services your customers want to buy from you. You might think of it as representing an intent to sell.

If you want more information:

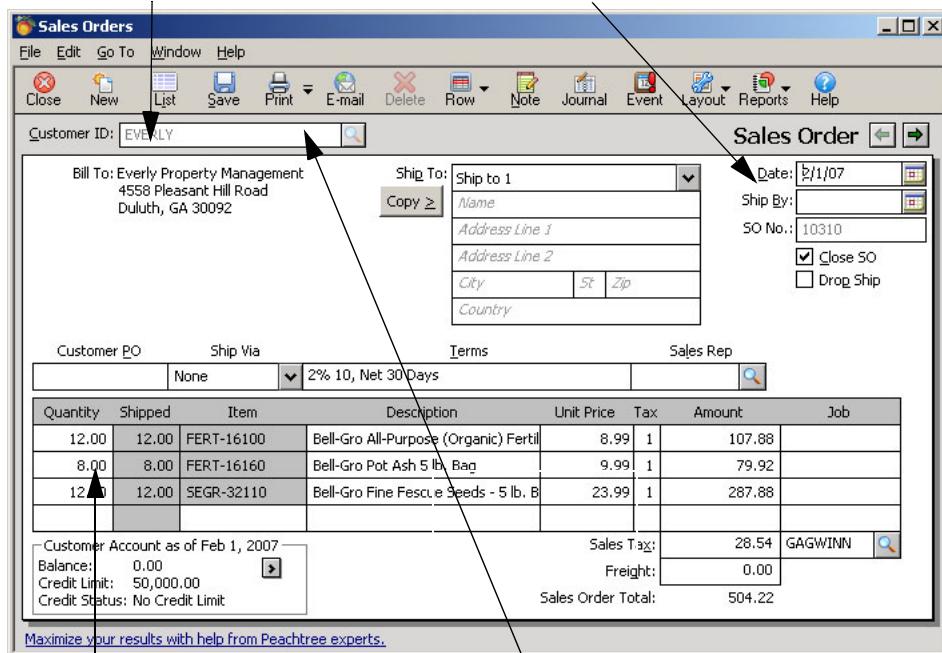
In the Help index, look up "quote, overview."

Look up "converting, quotes."

To enter a sales order,

→ Select **Tasks, Quotes/Sales Orders/Proposals, Sales Orders**; then, follow the steps below:

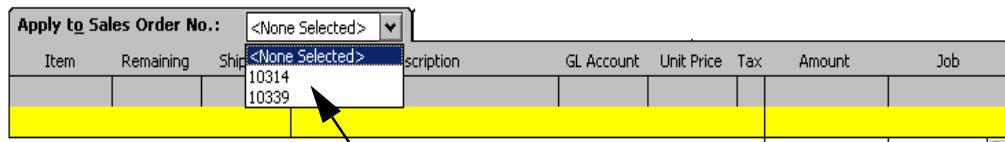
- 1 Select a customer. Peachtree will fill in the header fields with information from the customer's record.
- 2 Enter or select a **Ship By** date. This will help you manage the order and the items needed to fill it.



- 3 Enter the quantities and items that will be part of this order.
- 4 Select **Print** to save the order and print either as a pick ticket or order confirmation.

If you have not entered a sales order number, the **SO#** field is blank. Once you enter a sales order number for the first order, Peachtree increases this number for the next sales order.

When you are ready to ship items on a sales order or bill your customer for items on a sales order, you will use the Sales Invoicing window to specify the items you want to ship and bill.



On the Sales/Invoicing window, you can select the sales order number that you're filling.

Items that are not shipped will be treated as backordered items and will appear on the Sales Backorder report.

**Bellwether Garden Supply
Sales Backorder Report
As of Mar 15, 2007**

Filter Criteria includes: 1) Includes Drop Shipments; 2) Accepted Proposals only. Report order is by item ID. Report is printed in Detail Format.

| Ship By | Item ID | Item Description | SO/Proposal No. | Qty on Order | Qty on Hand | Qty on PO's |
|---------|------------|-----------------------------|-----------------|--------------|-------------|-------------|
| 3/15/07 | <None> | Thornfire subdivision lands | P10005 | | 0.80 | |
| 3/15/07 | <None> | Landscaping redesign | P10007 | | 0.50 | |
| Total: | | | | | | 1.30 |
| 3/15/07 | AVRY-10140 | Thistle Bird Seed Mix-6 lb. | 10341 | | 10.00 | |

Entering Proposals

Proposals are documents you draft for customers or prospective customers for services you plan to perform for them, detailing the quantities and costs of the services and any items that support them.

If you want more information:

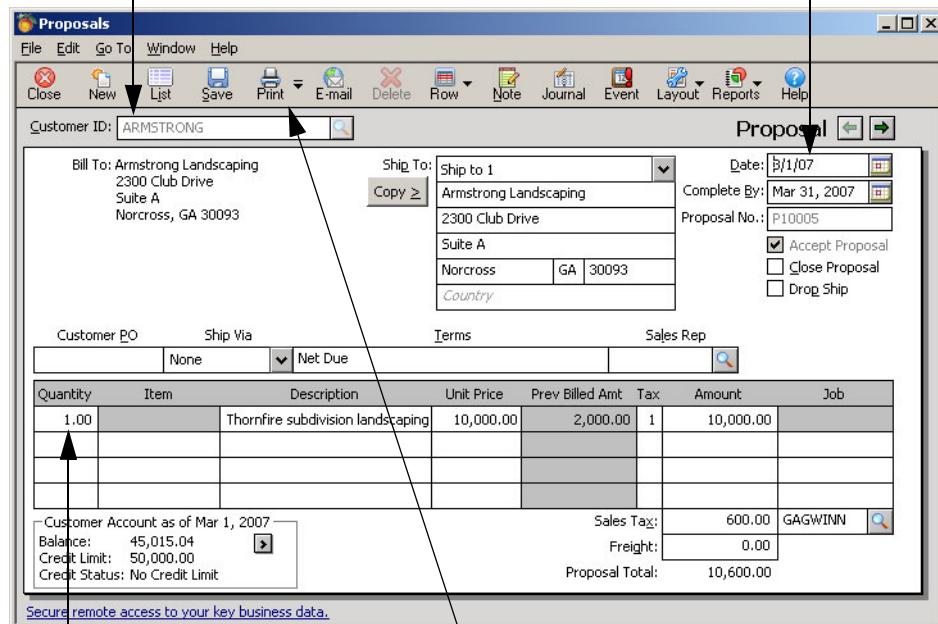
In the Help index, look up "sales order, overview."

Look up "sales order, shipping items from."

To enter a proposal,

→ Select **Tasks, Quotes/Sales Orders/Proposals, Proposals**; then, follow the steps below:

- 1 Select a customer. Peachtree will fill in the header fields with information from the customer's record.
- 2 Enter or select a **Complete By** date. This will help you manage the proposal and the line items it contains.



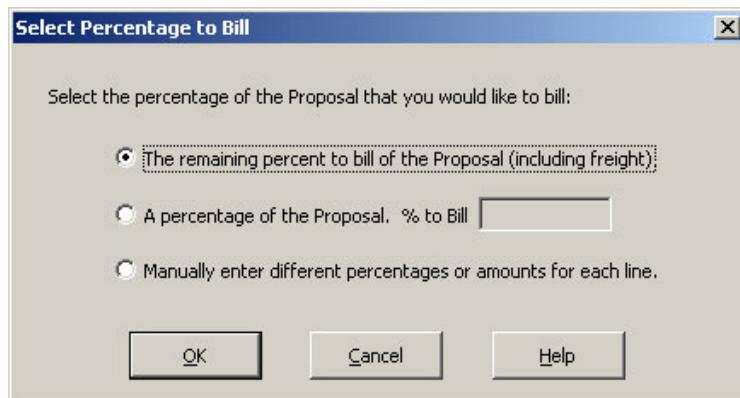
- 3 Enter the quantities and items that will be part of this proposal.
- 4 Select **Print** to save the proposal and print it. If you don't want to print the proposal, click **Save**.

| | | |
|--|--------------|---|
| Date: | Mar 15, 2007 | <input style="width: 20px; height: 20px; border: none;" type="button" value="..."/> |
| Complete By: | Mar 15, 2007 | <input style="width: 20px; height: 20px; border: none;" type="button" value="..."/> |
| Proposal No.: | P10008 | |
| <input checked="" type="checkbox"/> Accept Proposal <input type="checkbox"/> Close Proposal <input type="checkbox"/> Drop Ship | | |

When the proposal has been accepted by the customer, mark it as accepted by checking the **Accept Proposal** box. After the proposal has been marked as accepted, you will be able to bill your customer for the items on the proposal.

When you are ready to bill for the proposal, select the customer and then select **<Proposals>** from the **Apply**

to Sales Order # drop-down. Then select the proposal. The window below appears, and you can quickly fill the proposal.



Select an option and complete the entries. Then, click **Print** to save and print the invoice.

Entering Sales Invoices

Sales invoices are documents that list goods and services that your customers receive from your business. Customer invoices are entered or maintained in the Sales/Invoicing window. You can use this window for a variety of customer billing functions, including filling sales orders and proposals, invoicing customers, and billing and receiving payments.

If you want more information:

In the Help index, look up "proposal, entering."

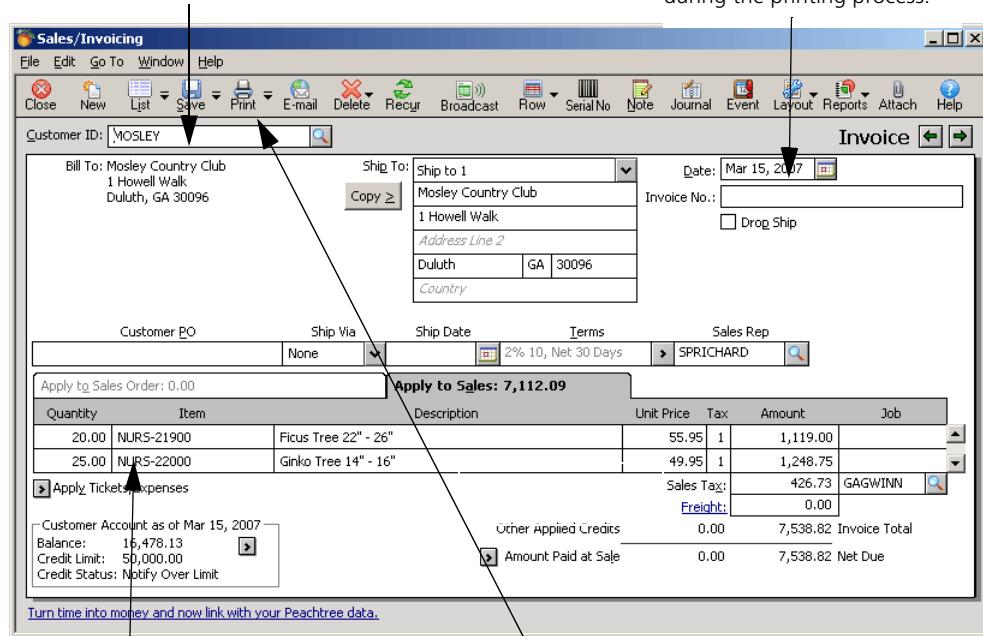
Look up "proposal, billing."

To enter a sales invoice,

→ Select **Tasks, Sales Invoicing**; then, follow the steps below:

1 Select a customer. Peachtree will fill in the header fields with information from the customer record.

2 Leave the **Invoice #** blank if you intend to print the invoice. Peachtree will automatically assign an invoice number during the printing process.

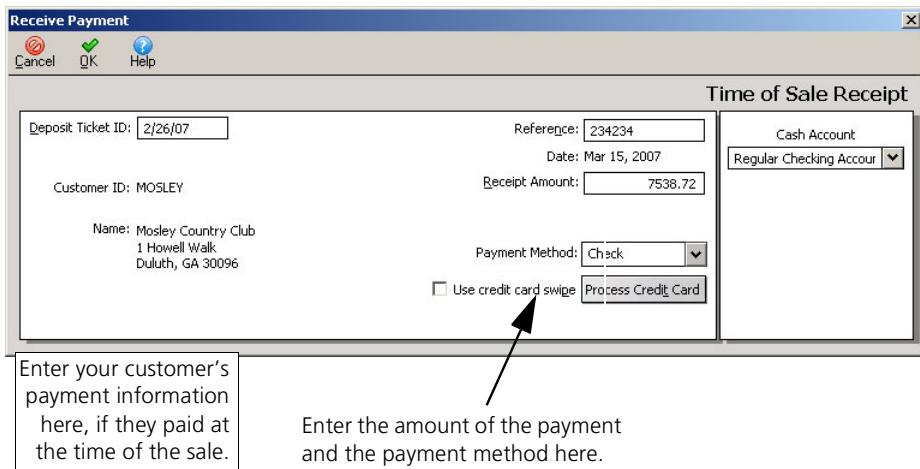


3 Enter the quantities and items that will be part of this invoice.

4 Select **Print** to save the invoice and print it.

You can use the steps above to create a sales invoice for items that you are selling at the point of sale. This method uses the **Apply to Sales** tab. You can also fill sales orders and proposals using the **Apply to Sales Order No.** (or **Apply to Proposal**) tab. For more information, see “Entering Sales Orders” on [page 179](#) and “Entering Proposals” on [page 181](#).

You can also apply payments from your customers to the invoice at time of billing. Just follow the steps above to create the invoice, but before printing, click the **Amount Paid at Sale** button to enter the payment information.



Click **OK** when you've entered the payment information. The payment amount and invoice balance appear in the bottom right of the Sales Invoicing window.

| | | |
|-----------------------|--------|----------------------|
| Other Applied Credits | 0.00 | 275.58 Invoice Total |
| Amount Paid at Sale | 275.58 | 0.00 Net Due |

Note that you cannot print a receipt for the customer using this routine. However, you can do so using the Receipts window.

Printing Sales Invoices

There are two basic ways to print sales invoices:

Sales/Invoicing: Using the **Print** button in either the Sales/Invoicing window, you can print one invoice at a time. Using the Print button drop down menu, you can choose **Select Invoices to Print** to print a batch of invoices.

Reports & Forms: In the **Forms** list on the Forms tab of the Select a Report or Form window, you can choose an invoice form to print and then print a batch of invoices that have not yet been printed (assigned invoice numbers).

If you want more information:

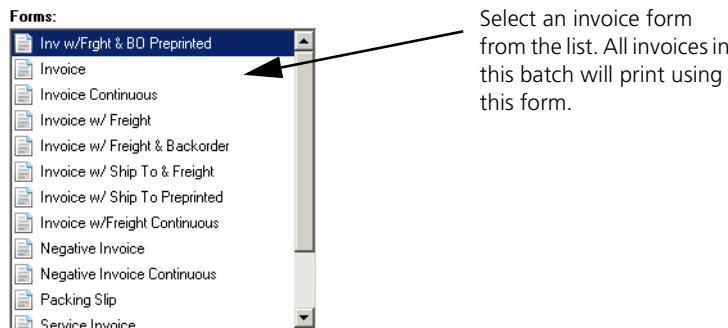
In the Help index, look up "invoice, entering sales."

Look up "invoice, applying customer payments."

Print Sales Invoices from Reports & Forms

The process of printing invoices is fully explained in the “Reports” chapter, since invoices are printed in a batch from the **Reports & Forms** menu. Entries saved without an invoice number will print from here. For more information, see [“Batch Printing Forms” on page 303](#).

- From the **Reports & Forms** menu, select **Forms**; then select **Invoices and Packing Slips**.



You will filter which invoices you want to print and enter the latest date of the invoices you want to print. If you use the default settings, Peachtree will print all outstanding sales invoices that do not have reference numbers (invoice numbers) as of the latest invoice date.

Broadcasting Sales Invoices

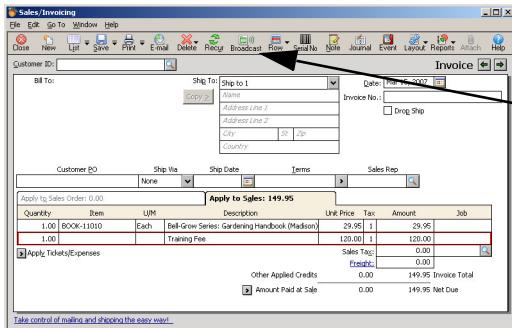
You can create the same invoice for multiple customers. For example, if you bill the same annual fee to many of your customers, you can use broadcast invoicing to create this invoice for multiple customers instead of creating the invoices one at a time for each customer.

To broadcast a sales invoice, follow these steps:

- 1 Select **Tasks, Sales/Invoicing**.
- 2 Create the invoice that you want to broadcast to multiple customers. You do not have to enter information in the customer ID field or the date or invoice number fields. These fields will be populated on each invoice based on the selections that you make later in the process.

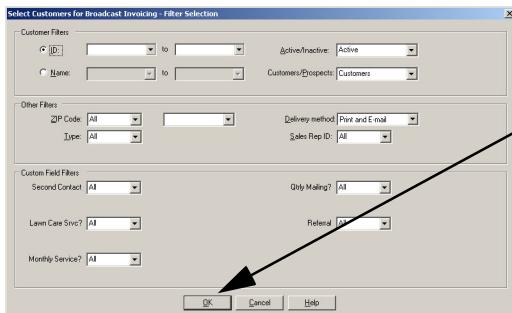
OR

Open an existing invoice that you want to broadcast.
- 3 Click the **Broadcast** button on the Sales/Invoicing screen toolbar.



Select the Broadcast button to create the invoice that is displayed on the screen for multiple customers.

- 4 On the **Select Customers for Broadcast Invoicing-Filter Selection** screen, make any necessary filter selections to narrow down the list of customers to use when creating the invoices. Then click **OK**.



Make any necessary filter selections and click **OK**.

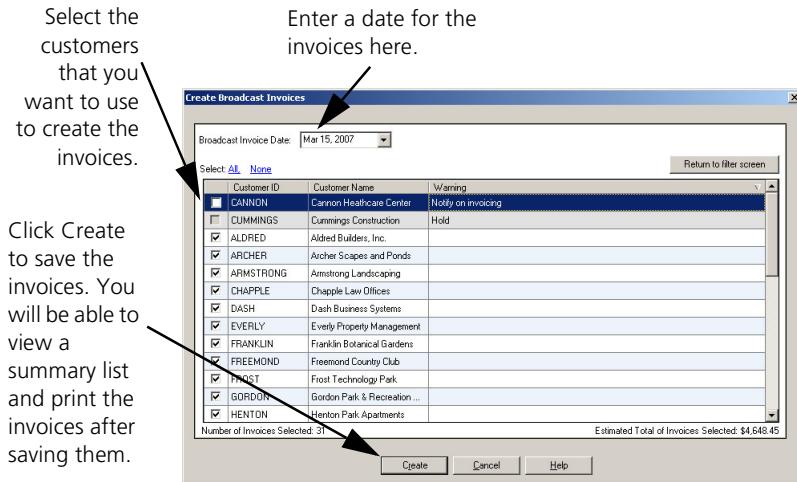
- 5 In the Selection Grid on the **Create Broadcast Invoices** screen, select the customers that you want to use to create the invoices. Some customers may have messages in the Warning column of the grid. Look carefully at these customers before selecting to create invoices for them.

If you do not see the desired customers in the Selection Grid, click the **Return to filter screen** button to return to the filter screen where you can change your filter selections.

- 6 Enter a date for the invoices in the **Broadcast Invoice Date** field.

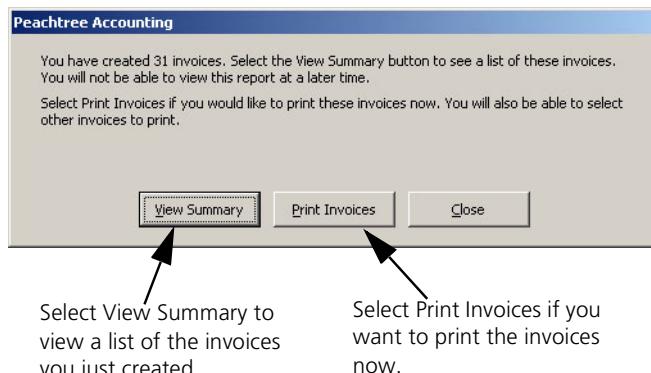
Chapter 10 Customer Transactions

7 Click **Create**. This will save the invoices without invoice numbers so that you can print them later.



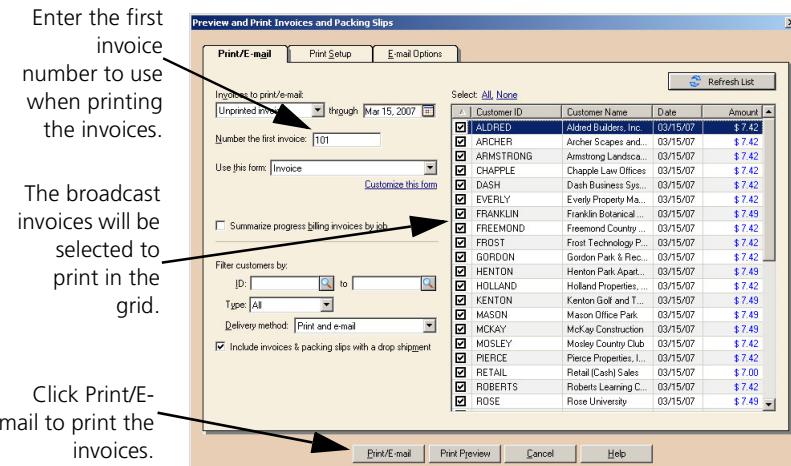
8 A message will appear showing the number of invoices that you just created and giving you the option to print the invoices and view a summary list of the invoices. Click **View Summary** to see a list of the invoices you just created. You will not have the option to view this report any other time.

9 Click **Print Invoices** to print these invoices. The Preview and Print Invoices and Packing Slips screen will appear with the invoices you just created selected in the grid. You will be able to select other unprinted invoices to print also.



10 On the Preview and Print Invoices and Packing Slips screen, enter the first invoice number to use when printing the invoices.

11 Click **Print/E-mail** to print the invoices.



Voiding Sales Invoices

Sometimes you will need to void an invoice. This typically happens when you're printing preprinted invoice forms and your printer jams during printing. You don't want to delete the invoice altogether because you need to account for all invoice numbers. For instance, say the printer jammed while printing Invoice No. 101. The invoice register will have a record of Invoices No. 100 and 102 but not of 101 because it failed to print. In this case, to account for the missing invoice, you would void Invoice No. 101.

Once you void a sales invoice, Peachtree generates a second invoice that reverses the original one. It also creates what is called a "zero-dollar receipt," Peachtree creates this transaction to "pay off" the original as well as the voided invoice so that neither of them shows up as an aged receivable.

To void a sales invoice, follow these steps:

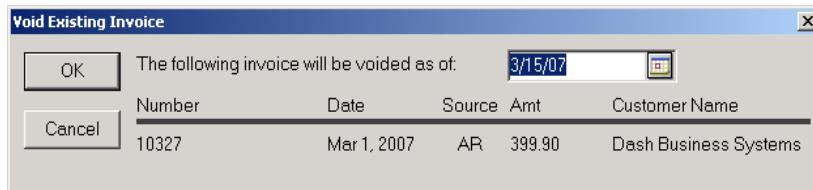
- 1 From the **Tasks** menu, select **Sales/Invoicing**.
- 2 In the Sales/Invoicing window, use the **List** button in the toolbar to find and select the invoice you want to void.

3 Now, do one of the following:

- ❖ From the toolbar, select the drop-down arrow next to the **Delete** button, and then select the **Void** button.
- ❖ From the **Edit** menu, select **Void Invoices**. The **Void Existing Invoice** window appears with information about the invoice and the void date; you can choose a different date if you want.



To delete the invoice, select **OK**.



Entering Receipts (Customer Payments)

When a customer pays your company for goods and services sold to them, you must record the receipt. Most receipts are applied to sales invoices. However, you can also enter cash sales (transactions in which no invoice is entered or required), prepayments, and customer refunds. Peachtree lets you receive multiple methods of payment such as cash, check, and credit card.

If you want more information:

In the Help index, look up "printing, sales invoices."

Look up "printing, forms in batches from Select a Report window."

Look up "invoice, broadcast."

Look up "voiding, sales invoices."

**INITIAL DECISIONS**

Since this is such a versatile window, think first what kind of receipt you're recording. Is this a cash sale ([page 192](#)), or did you issue an invoice? If this is a prepayment (see [page 192](#)), things will be handled a little differently.

Applying Receipts to Sales Invoices

You will use the **Apply to Invoices** tab of the Receipts window for this type of task. To apply a customer payment to sales invoices,

► **Select Tasks, Receipts;** then, follow the steps below:

1 Select a customer. Peachtree will fill in the header fields with information from the customer's record.

2 Enter the Reference and Receipt numbers. Also, specify the Payment Method and the appropriate Cash Account.

| Invoice | Date Due | Amount Due | Description | Discount | Amount Paid | Pay |
|---------|--------------|------------|-------------|----------|-------------|-------------------------------------|
| 10120 | Feb 28, 2007 | 4,281.47 | | | 4,281.47 | <input checked="" type="checkbox"/> |
| 10123 | Mar 2, 2007 | 19,077.88 | | | 19,077.88 | <input checked="" type="checkbox"/> |
| 10209 | Mar 25, 2007 | 7,374.69 | | | | <input type="checkbox"/> |
| 10329 | Apr 3, 2007 | 59.98 | | | | <input type="checkbox"/> |

4 Select **Save** or **Print**; this will update the customer's records.

3 Mark the **Pay** check boxes for the invoices the customer is paying.

Entering Cash Sales

To enter cash sales, or any other type of sale where no invoice is involved, you will use the **Apply to Revenue** tab. Using this tab, you can enter the customer's payment as well as record the sale of inventory items and other services. Your inventory quantities on hand will be updated when you save the receipt. To enter a cash sale, start with steps 1 and 2 on the previous page, and then continue below.

- 1 On the **Apply to Revenues** tab, enter the quantities, items, and so forth, for the sale. This can include items that are not tracked in inventory.
- 2 Select **Save** or **Print** to complete the transaction and update the customer's records. Any stock items sold will be subtracted from inventory.



Tip

| Apply to Invoices: 0.00 | | Apply to Revenues: 438.65 | | | | | <input type="checkbox"/> Prepayment |
|-------------------------|------------------------|---|------------|------------|-----|--------|-------------------------------------|
| Quantity | Item | Description | GL Account | Unit Price | Tax | Amount | Job |
| 2.00 | AVRY-10100 | Assembled Redwood 12-Room Bird House on | 40000 | 129.99 | 1 | 259.98 | |
| | Bird House Kit | Sales | | Regular | | | |
| 3.00 | AVRY-10110 | Three-Section pole that will place the bird hou | 40000 | 49.99 | 1 | 149.97 | |
| | Bird House-Pole 14 Ft. | Sales | | Regular | | | Job Description |

You can create a cash sale to customers who are not listed in your Customer List simply by skipping the **Customer ID** field and entering their name information in the **Name** fields.

Entering Prepayments

You can enter a prepayment or customer deposit by using the **Apply to Revenue** tab. Fill out the header information in the Receipts window, click the **Prepayments** check box on the **Apply to Revenues** tab, and enter the prepayment information. Then select **Save** or **Print**. This deposit can then be applied to customer invoices.

If you want more information:

In the Help index, look up "receipt, overview."

Look up "receipt, applying customer payments."

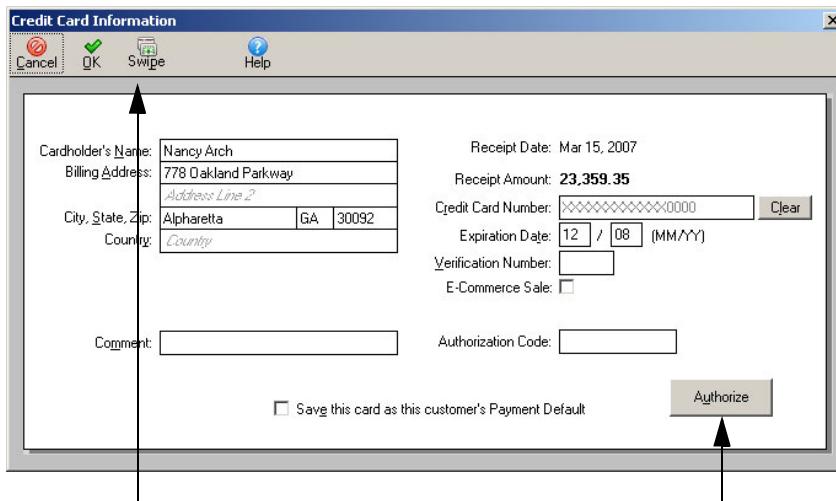
Entering Credit Card Sales

You can enter, authorize, and track customer credit card transactions easily in Peachtree. First you need to apply for an online merchant account for use with the Peachtree Credit Card Service. This service securely transmits credit card information entered in Peachtree to an online merchant account provider and immediately returns an authorization code. For more information about the Peachtree Credit Card Service, look up "Peachtree Credit Card Service" in the Help index, or go to Peachtree Software's Web site at <www.peachtree.com>.

Once you're signed up for the service, you can enter credit card transactions in either the Receipts window (recommended for most transactions) or the Sales/Invoicing window (only if receiving full payment at the time of sale). In either case, processing credit card transactions involves two big steps: 1) entering the customer and receipt information and 2) entering the customer's credit card information, either manually or by swiping the card through a card reader.

- 1 To enter customer/receipt information, do one of the following:
 - ❖ From the **Tasks** menu, select **Receipts**. In the **Receipts** window, enter the receipt information. (For example, select a sales invoice that the customer is paying, and enter the balance they are paying.)

Or
 - ❖ From the **Tasks** menu, select **Sales/Invoicing**. In the **Sales/Invoicing** window, enter or select your customer's invoice, and click the button next to the **Amount Paid at Sale** field. In the **Receive Payment** window, enter the receipt information.
- 2 Once you've entered the customer information and all the receipt information, do one of the following:
 - ❖ To enter credit card information by swiping the card through a card reader, click the **Use credit card swipe** check box; then click the **Process Credit Card** button. See "[Processing Credit Card Sales with a Card Reader](#)" on page 195
 - ❖ To enter credit card information manually, click the **Process Credit Card** button, which opens the Credit Card Information window. Here you can enter card and payment authorization information.



To turn this transaction into an automated one using a card reader, click the **Swipe** button.

If you use the Peachtree Credit Card Service, the **Authorization Code** is entered for you when you click the **Authorize** button. Otherwise, enter the payment authorization code manually.

- 3 Enter the cardholder's name exactly as it appears on the credit card.; then enter the customer's billing address. *Note:* In order to authorize a credit card payment using the Peachtree Credit Card Service service, you must provide a first and last name in the **Cardholder Name** field. You need to enter the name as follows:

<FirstName><Space><LastName>

The **Cardholder Name** field *must* contain at least one space. That single space *can't* be at the beginning or end of the cardholder's complete name. The Credit Card Service will accept only the first 32 characters of the cardholder's name.

If you want more information:

In the Help index, look up "credit card, processing payments."

- 4 Enter the credit card expiration date using the month/year (MM/YY) format. Expiration years (YY) appear as two digits (for example, 08 represents 2008). If a card expiration date is 5/31/08, enter 05/08. *Important:* The expiration date must be entered exactly as it appears on the card.

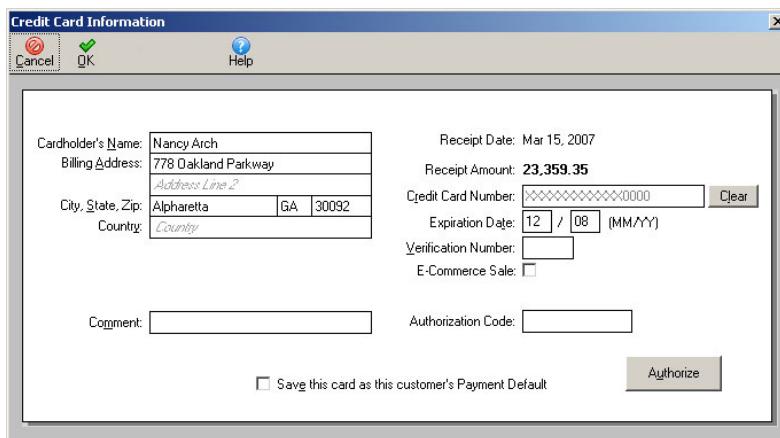
- 5 Enter the credit card verification number located on the back of the card at the end of the sixteen-digit credit card number. This is a protection feature that's now included on most credit cards.
- 6 If you're signed up for the Peachtree Credit Card Service, click the **Authorize** button. This sends your customer's credit card information and payment data, over a secure Internet connection, to your online merchant account provider.

If the provider accepts the transaction, the Peachtree Credit Card Service enters the authorization code directly into Peachtree. Depending on your Internet connection, this could take up to 20 seconds.

If you don't use the Peachtree Credit Card Service, you'll have to enter the payment authorization code manually (typically retrieved from a credit card swipe terminal).

Processing Credit Card Sales with a Card Reader

When you process a credit card transaction using a card reader, customer information is transferred automatically to the Credit Card Information window. This includes the authorization code as well, as long as the transaction is authorized. So transactions using a credit card reader are streamlined. The illustration shows the window filled in with information from a transaction using a card reader. For step-by-step instructions, look up "credit card, processing payments with card reader" in the Peachtree Help index.



Select for Deposit

With this routine, you can combine multiple customer receipts into one or more bank deposits. You do so by selecting the individual receipts that you want to include in the deposit. You can also print deposit tickets to submit to your company's bank along with cash and bundled checks.

To create a deposit ticket,

► Select **Tasks, Select for Deposit**; then, follow the steps below:

1 Select the Account ID that has received the payments.

2 Enter the date and the Deposit Ticket ID.

Select for Deposit

| Deposit | | | | | |
|----------------------|-------------------------------|--------------------------|---------------|-----------------------------------|--------------------------|
| Account ID: 10200-00 | | Regular Checking Account | | Deposit Ticket Date: Mar 15, 2007 | |
| Deposit Ticket ID: 1 | | | | | |
| Date | Received From | Payment Method | Check/Ref No. | Amount | Deposit |
| Mar 2, 2007 | Everly Property Management | AMEX | CC0003 | 149.97 | <input type="checkbox"/> |
| Mar 2, 2007 | Kenton Golf and Tennis Center | Check | CH31703 | 160.50 | <input type="checkbox"/> |
| Mar 5, 2007 | Holland Properties, Inc. | Check | CH5000 | 26.50 | <input type="checkbox"/> |
| Mar 7, 2007 | Chapple Law Offices | Mastercard | CC0001 | 40.25 | <input type="checkbox"/> |
| Mar 7, 2007 | Cannon Healthcare Center | Check | CC0002 | 158.74 | <input type="checkbox"/> |
| Mar 13, 2007 | Snyder Securities | Mastercard | CC0006 | 99.98 | <input type="checkbox"/> |
| Total Cash | | Total Checks | Total Other | Total Deposit | |
| 0.00 | | 0.00 | 0.00 | = 0.00 | |

4 Select **Save** or **Print** to complete the entry. After you do so, these checked entries will disappear from the list.

3 Mark the **Deposit** check boxes for the receipts that you are depositing.

If you want more information:

In the Help index, look up "select for deposit, entering bank deposits."

Look up "credit memo, overview."



Select the **Deposit** boxes for each of those receipts you want to deposit. You can also click the **All (Select)** button in the toolbar to check all the **Deposit** boxes or the **All (None)** button to uncheck all the **Deposit** boxes.



All (Select)



All (None)

The Select for Deposit window lists all current receipts for the general ledger account displayed in the **Account ID** field. Initially only receipts with blank deposit ticket IDs are listed. To examine receipts with applied deposit ticket IDs or print an existing deposit ticket, select the **Open** toolbar button.

Depending on your selection on the **Pay Methods** tab in Customer Defaults, Peachtree may or may not automatically generate a Deposit Ticket ID. If you selected **In Select for Deposit** on the **Pay Methods** tab, then Peachtree will automatically suggest an ID when you enter Select for Deposit. Otherwise, Peachtree will suggest an ID when you use the Receipts window.

Assign Deposit Ticket IDs:

- In Receipts
- In Select for Deposit



Combined deposits streamline the bank statement reconciliation process in the Account Reconciliation window. It will also make it much easier to locate receipts when you reconcile the account.

Tip

Entering Customer Credit Memos

On occasion, you will have to grant a customer credit—an item arrived damaged, they received a discount that was not applied, or they returned items to you. For this type of transaction, you will enter a credit memo. You can apply this credit to an existing unpaid invoice immediately, or you can save it and apply it later. It's up to you.

To enter a credit memo and apply it immediately to an invoice,

► Select **Tasks, Credit Memos**; then, follow the steps below:

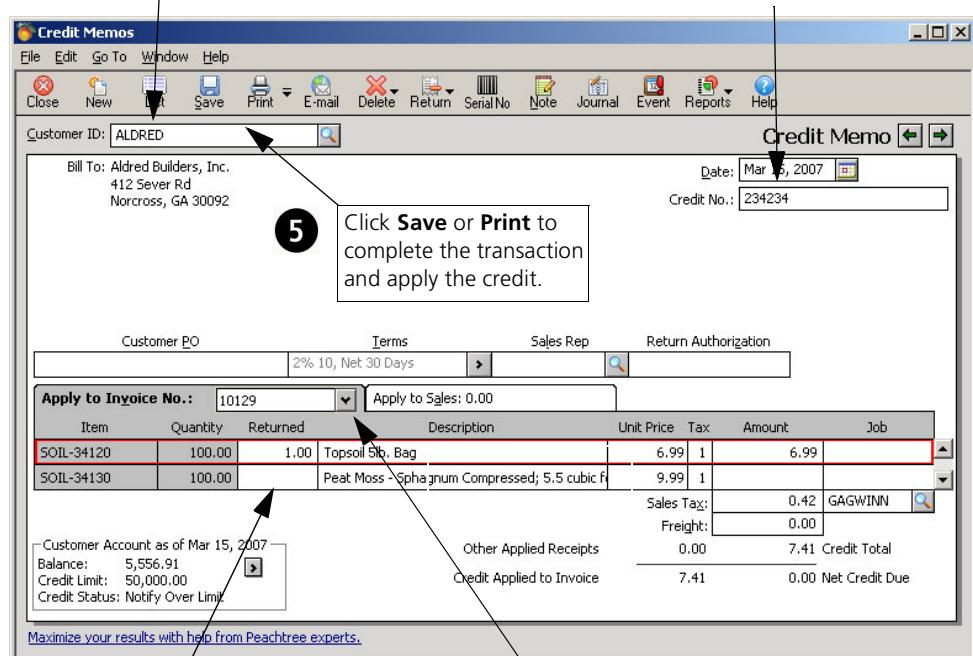
1 Select a customer. Peachtree will fill in the header fields with information from the customer's record.

2 Enter the Credit ID you've assigned to this credit memo. If you're going to print the credit, leave the field blank.

3 Click the drop-down on the tab and select the invoice that you want to apply the credit to.

4 Enter the quantity returned in the field. Peachtree will calculate the amount of the credit.

5 Click **Save** or **Print** to complete the transaction and apply the credit.



The screenshot shows the 'Credit Memos' window. Step 1 is indicated by an arrow pointing to the 'Customer ID' field containing 'ALDRED'. Step 2 is indicated by an arrow pointing to the 'Credit No.' field containing '234234'. Step 3 is indicated by an arrow pointing to the 'Apply to Invoice No.' dropdown menu showing '10129'. Step 4 is indicated by an arrow pointing to the 'Returned' field in the grid for item 'SOIL-34120'. Step 5 is indicated by a callout box with the text 'Click Save or Print to complete the transaction and apply the credit.' and an arrow pointing to the 'Save' and 'Print' buttons in the toolbar.

If you want more information:

In the Help index, look up "credit memo, entering."

Look up "credit memo, applying refunds to."

To enter a credit and leave it unapplied, follow steps 1 and 2 on the previous page, and then follow these steps.

| Quantity | Item | Description | GL Account | Unit Price | Tax | Amount | Job |
|---|------------------------------|--|------------|------------|-----|--------|-----------------|
| 1.00 | AVRY-10100 Bird House Kit | Assembled Redwood 12-Room Bird House Sales - Aviary | 40000-AV | 129.99 | 1 | 129.99 | Job Description |
| <input type="button" value="Apply to Sales: 129.99"/> <input type="button" value="Sales Tax: 7.80 GACHER."/> <input type="button" value="Freight: 0.00"/> <input type="button" value="Other Applied Receipts"/> <input type="button" value="Credit Applied to Invoice"/> <input type="button" value="0.00 137.79 Credit Total"/> <input type="button" value="0.00 137.79 Net Credit Due"/> | | | | | | | |

1 Select the **Apply to Sales** tab.

2 Enter the quantity and items the customer is returning. Peachtree will calculate the amount.

3 Click **Save or Print** to complete the transaction. You will be able to apply this credit at a later time using the Receipts window.



Assigning Credit Memo Numbers: Peachtree sorts credit memo numbers *one digit at a time*. It is thus a good idea to assign numerals with the same number of digits. For example, Peachtree sorts the following numerals in this order: 1, 104, 12, 2, 23

Tip On the Receipts window, the credit will appear on the **Apply to Invoices** tab. To apply it, simply check the **Pay** box for the credit along with the **Pay** box for the invoice it is being applied to.

| Apply to Invoices: 7,236.90 | | | Apply to Revenues: 0.00 | | <input type="checkbox"/> Prepayment | |
|-----------------------------|--------------|------------|-------------------------|--|-------------------------------------|--|
| Invoice | Date Due | Amount Due | Description | | Discount | Amount Paid |
| 10209 | Mar 25, 2007 | 7,374.69 | | | | 7,374.69 <input checked="" type="checkbox"/> |
| 10329 | Apr 3, 2007 | 59.98 | | | | <input type="checkbox"/> |
| 10317 | Apr 14, 2007 | 49.99 | | | 1.00 | <input type="checkbox"/> |
| CC100 | Mar 25, 2007 | -137.79 | | | | -137.79 <input checked="" type="checkbox"/> |

Select for Progress Billing

The Select for Progress Billing feature of Peachtree Quantum enables you to bill multiple customers and jobs at percentages you determine and to release retainage on existing invoices. This feature will generate sales invoices for your customers and update revenue information for jobs and job reports.

The **Select for Progress Billing** option on the **Tasks** menu is a two-step process:

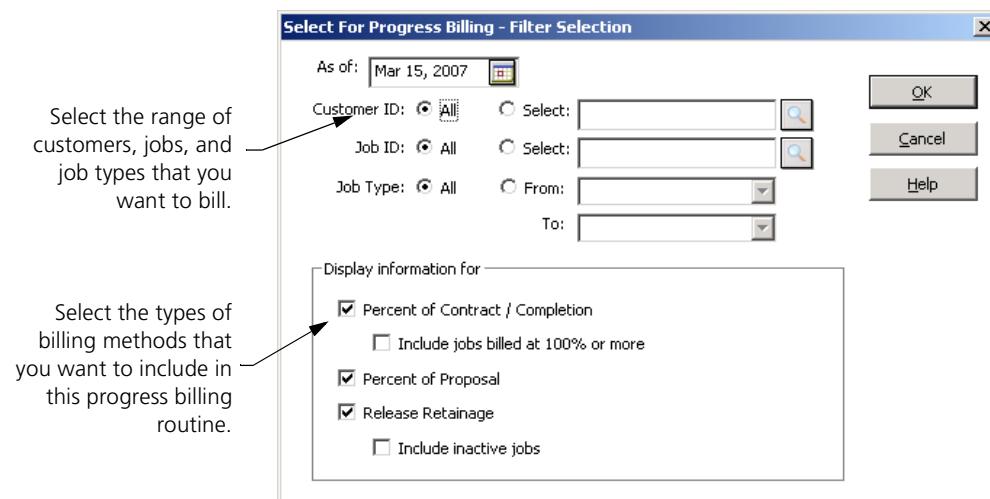
- ❖ **Select which items you want to bill.** You choose a number of criteria, called “filters,” that determine which items will be listed on a billing checklist.
- ❖ **Select which invoices you want to print and/or e-mail to your customers.** Once the “filtered” items appear on the billing checklist, you can decide which ones you want to turn into actual invoices.

Choosing **Select for Progress Billing** is an efficient way to bill for multiple jobs even if they are for different customers. Once the invoices are created and printed, you can still treat them like invoices created in the Sales Invoicing window. That is, you can edit, void, and delete them as needed.

Select Items for Billing (Filter Selection)

The Select For Progress Billing - Filter Selection window has a number of criteria that you can use to limit the range of items selected for billing.

- From the **Tasks** menu, choose **Select for Progress Billing**.



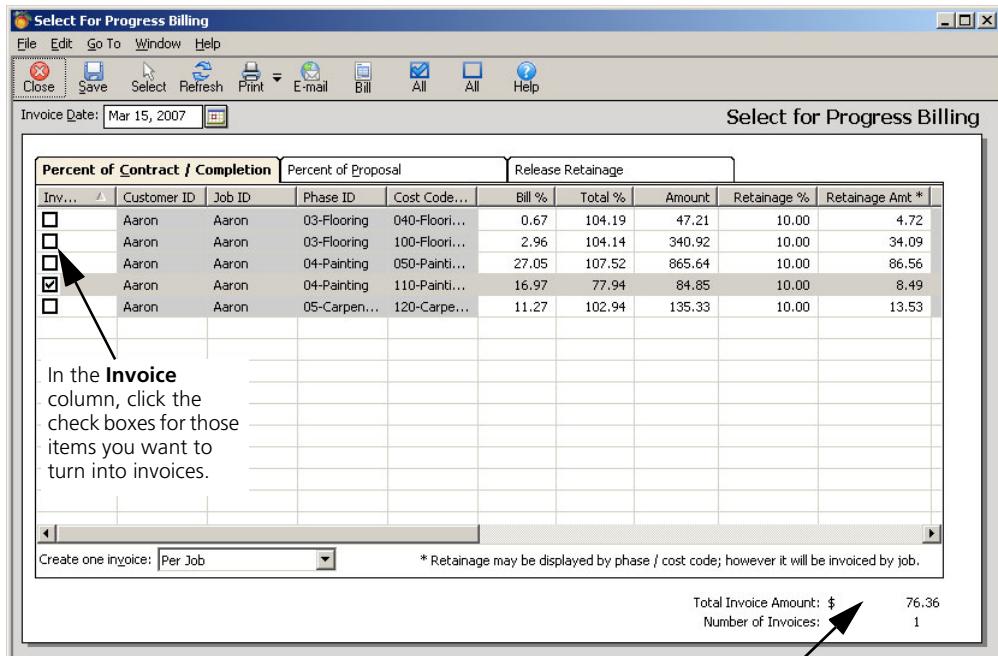
The filter criteria in the window fall into two main categories:

Select jobs with The first group box lets you limit the items that will be selected for billing according to Customer ID, Job ID, or Job Type.

Display The second group box lets you fine-tune the items selected for billing according to a variety of attributes, including billing method, job status, and percentage billed. Also, you can check the Retainage available to be released box to include retainage on existing invoices that is to be released.

Select Invoices to Create

After you click **OK** on the filter window, the Select For Progress Billing window automatically appears. (You can change the filter selection from this window by clicking the **Select** button.)



These fields show the total number and dollar amount of invoices that will be created for the checked items.

This window—which functions as a billing checklist—displays all items that meet the criteria set in the Select For Progress Billing - Filter Selection window. By default, the **Invoice** check boxes at the far left are all unchecked, meaning that invoices will be created for *none* of the items appearing in the grid at the center of the window. By checking and unchecking the **Invoice** boxes, you tell Peachtree which items you want to create invoices for.

- ❖ To select *all* **Invoice** check boxes, click the **All (Checked)** button in the toolbar.
- ❖ To clear *all* **Invoice** check boxes, click the **All (Unchecked)** button in the toolbar.

You can click the **Bill** button in the toolbar to open the Select Percentage to Bill window that allows you to select options for faster billing and completion of the checklist. For

more information on using the Select Percentage to Bill window, see [“Entering Proposals” on page 181](#).

Depending on the types of Billing Methods you use and your selections on the Select for Progress Billing - Filter Selection window, any or all of three tabs will be available. Items to bill for each of these tabs will appear in the grid.

If you choose to invoice multiple items supplied by a single customer, then you can choose whether or not you want a single invoice by using the Create one Invoice option at the bottom left of the window. The **Number of Invoices** field at the bottom right of the window shows how many separate invoices will be created for the items you've chosen to bill. The **Total Invoice Amount** field shows the total dollar amount of all these invoices taken together.

Some of the item-information fields in the line-item grid are for display purposes only, but some of them can be edited as needed. Editable fields on the Percent of Contract/Completion and Percent of Proposal tabs include:

Bill% This is the amount of the line item that you will bill for on this billing routine. Depending on your billing method and your selections on the Select Percentage to Bill window, this value will vary. For Percent of Contract and Percent of Proposal, the default is 0.00. For Percentage of Completion, the default will be Total % - Prev Billed %.

Total% Allows you to enter the total percent of the estimated revenue that has been completed. The default will vary based on billing method.

Amount This is the dollar amount that will be billed for the line item.

Retainage% This is the percentage that will be retained for this line item. The percentage will be determined by the value in the job record for the particular job.

Retainage Amount This is the amount that will be retained for this line item.

On the Release Retainage tab, you can modify the percentage of the retainage to release and the amount that is released.

If you want more information:

In the Help index, look up “progress billing, selecting items.”

Look up “progress billing, select invoices to create.”

Vendor Transactions

11

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|--|----------------------------|
| Overview of Vendor Tasks | 204 |
| Entering Purchase Orders | 205 |
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| Paying Vendor Bills | 211 |
| Printing Vendor Checks | 216 |
| Print Disbursement Checks from Reports | 216 |
| Voiding Vendor Checks | 217 |
| Making and Transmitting Electronic Payments | 218 |
| Entering Vendor Credit Memos | 220 |

★ Vendor Transactions ★

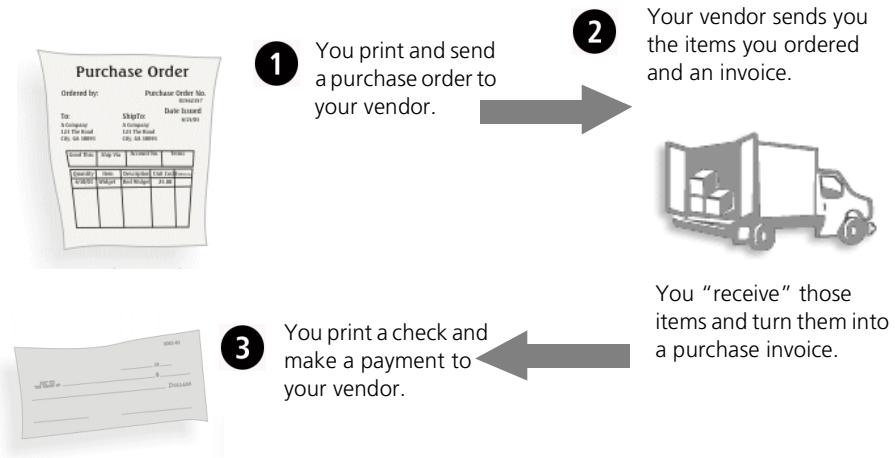
Peachtree organizes and monitors accounts payable, the orders you make and the money you pay to your suppliers.

Overview of Vendor Tasks

| | |
|------------------------------------|--|
| Purchase Orders | Enter purchase orders one at a time, or let Peachtree generate a series of POs based on inventory-stocking needs. |
| Purchases/Receive Inventory | Receive items into inventory as they arrive from the vendor, or just create a purchase invoice. |
| Payments | Use Write Checks to create individual payments on the fly; use Payments to pay a single vendor when you need to track inventory or jobs; use Select for Payment, Paper Checks to pay more than one vendor at a time. |
| Electronic Payments | If you're signed up for the Peachtree Bill Pay service, use Select for Payment, Electronic Payments to choose vendors and invoices to pay; then use Transmit Electronic Payments to send the transactions to be processed. |
| Vendor Credit Memos | Enter information for returns to and credits from your vendors. |

The example shows a business using all three main accounts payable tasks: purchase orders, purchase invoices, and payments. You may not need or want to use all tasks. For example, if your company works on a cash-and-carry basis, you won't need to enter purchase orders or invoices. Or you may want to skip POs and just enter invoices and pay-

ments against those invoices. Select tasks that help you most in managing and tracking your accounts payable.



Entering Purchase Orders

A purchase order is a document containing a list of items or services you want to buy from a vendor; it's sort of like an intent to purchase.

The Purchase Orders window is where you enter a purchase request for items from a *single* vendor. (To order from multiple vendors, use the **Select for Purchase Order** option. For more information, look up "select for purchase orders" in the Help index.) No accounting information is updated when you post the order. It's updated only when you receive the items on the PO and enter them on the Purchases/Receive Inventory window, or if you're using cash accounting, when you pay the vendor.

If you want more information:

In the Help index, look up "purchase order, printing."

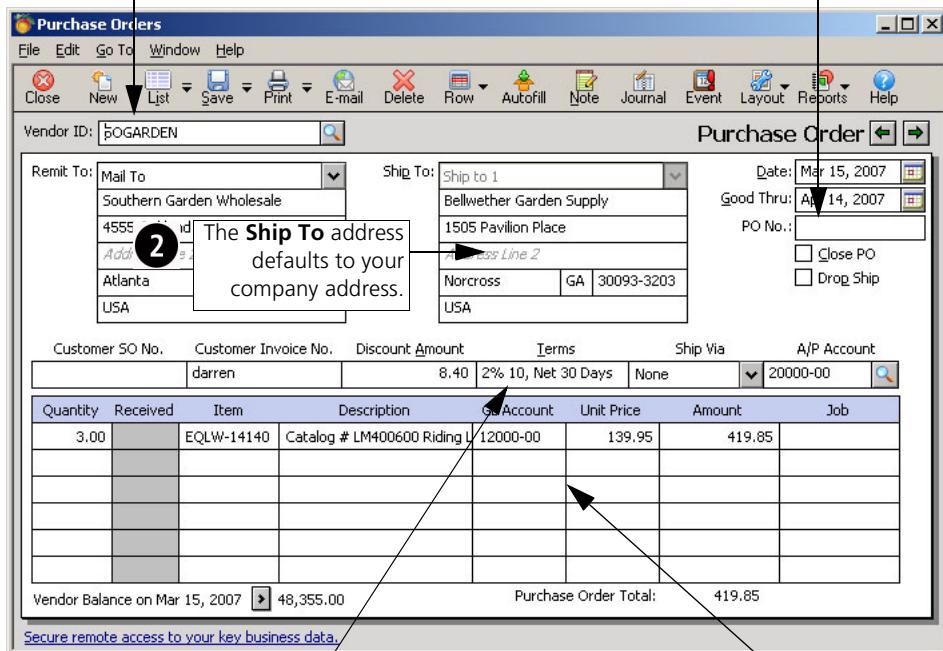
Look up "purchase order, editing."

To enter a purchase order

► Select **Tasks, Purchase Orders**; then, follow the steps below.

1 The **Vendor ID** field is a lookup box. Press **?** in the text box, and select the vendor from a list. Or, press **+**, and enter a new vendor record.

3 If you plan to print the purchase order, leave the **PO No.** field blank. You will assign a number when you print the PO.



4 **Terms** automatically fills with the vendor's default terms. If you want to show special terms for this vendor on the purchase order, enter new terms here.

5 Enter quantities, items, and unit prices or dollar amounts. If you enter only an amount, Peachtree will automatically calculate the unit price.



Assigning PO Numbers: Peachtree sorts numbers *one digit at a time*. So it's a good idea to assign numerals with the same number of digits. For example, Peachtree sorts the following numerals in this order: **1, 104, 12, 2, 23**.

Tip

- ❖ The **Ship To** field fills automatically with default information, but you can change this if needed to handle *drop shipments*. For more information, look up “**drop shipment**” in the Help index.
- ❖ In the **Unit Price** field, Peachtree will offer a default unit price—the last posted price for the item.

Receiving Inventory/Entering Vendor Invoices (Entering Bills)

If you've created a purchase order, the next step is to receive the inventory once it arrives from the vendor. Receiving items against a PO creates an open vendor invoice, updating your inventory and accounts payable information. On the other hand, if you've made a purchase without first creating a PO, then all you're doing is creating the invoice, not closing out an original PO.

We'll discuss two different processes:

- ❖ **Receiving inventory against a purchase order** ([page 208](#))
- ❖ **Entering a straight vendor invoice or bill once it arrives from the vendor** ([page 210](#))

CONCEPTS

Drop Shipment: In a drop shipment, your vendor ships the ordered item directly to your customer. You don't receive the item in your business at all. However, your vendor will invoice you for the item; you then invoice your customer.

If you want more information:

In the Help index, look up “purchase order, printing.”

Look up “purchase order, receiving inventory on.”

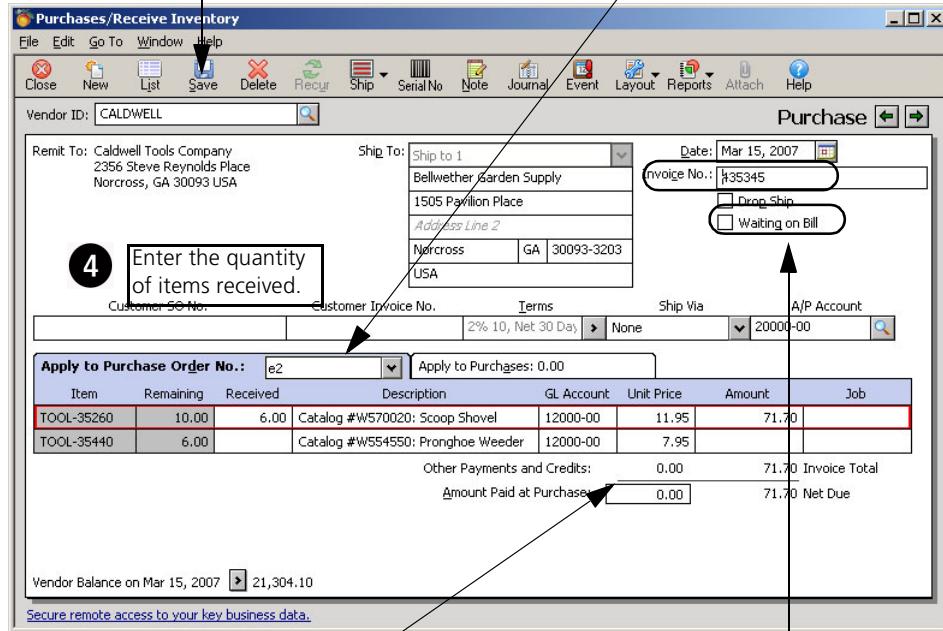
To receive inventory against a PO

► Select **Tasks, Purchases/Receive Inventory** OR **Tasks, Bills, Enter Bills**; then, follow the steps below:

| | |
|---|---|
| <p>1 The Vendor ID field is a lookup box. Press ? in the text box, and select the vendor from a list. Or, press +, and enter a new vendor record.</p> | <p>2 If there are open POs for the vendor, the Apply to Purchase Order No. tab appears on top. Use the dropdown list to select the appropriate PO number.</p> |
|---|---|

4 Enter the quantity of items received.

5 If you paid the invoice in full at the time of purchase, enter the amount paid here.



3 **Invoice No.** is a required field. However, if the vendor hasn't billed you yet, just check the **Waiting on Bill** box instead of entering an invoice number.

❖ If you received all the items on the vendor invoice, from the **Edit** menu select **Received All**. If you select **Received None**, this removes all entries from the Received field. Alternatively, you can click the down arrow beside the **Ship** button in the toolbar, and select **Ship All** if you received all items or **Ship None** if you received no items.



- ❖ If needed, you can edit the information for each item included on the invoice from the vendor, including item quantity, item ID, description, and unit price.
- ❖ The default **GL Account** that appears for each line item is based on the vendor purchase account default or the item ID selected, but you can change it. To change the account ID, type ? in this field, or select the Lookup button. To add a new account, type + or double-click the field, which displays the Maintain Chart of Accounts window. For more about general ledger accounts assigned to items, see [“GL Accts/Cost-ing” on page 110](#).
- ❖ The **Net Due** field indicates the amount that you currently owe on the invoice. The net due amount is calculated based on the invoice total less any already-applied payments.
- ❖ The **Vendor Balance** field shows the total balance as of the current date. Select the arrow button to the right of the field to display the current Vendor Ledgers report for the vendor. For more information, look up “**Vendor Ledgers report**” in the Help index.

If you want more information:

In the Help index, look up “**invoice, entering purchase**.”

Look up “**serial number, entering**.”

To enter a vendor invoice (bill) based on a purchase instead of a PO

► Select **Tasks, Purchases/Receive Inventory** OR **Tasks, Bills, Enter Bills**; then, follow the steps below:

| | |
|---|--|
| <p>1 The Vendor ID field is a lookup box. Press [?] in the text box, and select the vendor from a list. Or, press Save.</p> | <p>2 The Ship To address defaults to your primary address. It will fill in automatically with default information, but you can change it for drop shipments.</p> |
|---|--|

Purchases/Receive Inventory

File Edit Go To Window Help

Vendor ID: ABNEY

Purchase

Remit To: Abney and Son Contractors
3280 Park Lane
Suite 2
Smyrna, GA 30080 USA

Ship To: Ship to 1 Date: Mar 15, 2007

Bellwether Garden Supply Drop Ship

1505 Pavilion Place Waiting on Bill

Address Line 2

Norcross GA 30093-3203

USA

Customer SO No. Customer Invoice No. Terms Ship Via A/P Account

2% 10, Net 30 Day 20000-00

Apply to Purchase Order: 0.00

| Quantity | Item | Description | GL Account | Unit Price | Amount | Job |
|----------|------------|---|------------|------------|--------|-----|
| 2.00 | AVRY-10100 | Assembled Redwood 12-Room Bird House on | 12000-00 | 55.90 | 111.80 | |

Other Payments and Credits: 0.00 111.80 Invoice Total

Amount Paid at Purchase: 111.80 Net Due

Vendor Balance on Mar 15, 2007

Secure remote access to your key business data.

3 Enter the quantity being purchased and item ID, if applicable. Also enter the unit price the vendor is offering.

4 **Invoice No.** is a required field. However, if the vendor hasn't billed you yet, just check the **Waiting on Bill** box instead of entering an invoice number.

- ❖ If you paid the invoice in full at time of purchase, enter the amount in the **Amount Paid at Purchase** field.
- ❖ If you're waiting on a bill from the vendor, you can handle this situation in the manner described under ["To receive inventory against a PO" on page 208](#).
- ❖ Enter the quantity purchased and unit price the vendor is offering. You can also enter a total dollar amount in the **Amount** field, and Peachtree will calculate the unit price

based on quantity. If you've previously purchased this item, the **Unit Price** field shows the last unit price paid.

- ❖ To enter serial numbers for an item, select the line on the invoice that contains a serialized item; then select the **Serial No.** button in the toolbar. For more information, look up “**serial number, overview**” in the Peachtree Help index.



Paying Vendor Bills

When you get the bill from your vendor, Peachtree gives you a choice of three ways to pay it:

- ❖ The **Write Checks** option from the **Tasks** menu lets you make uncomplicated payment transactions that don't involve invoices, prepayments, or the need to track inventory items. This is paying bills on the fly. For step-by-step instructions on using this option, look up “**writing an expense check**” in the Help index.
- ❖ The **Payments** option from the **Tasks** menu lets you enter checks to vendors one at a time, paying off certain invoices or recording prepayments or cash purchases. It is also the right choice for refunds to customers. Note that this same option is available if you go to the **Tasks** menu, select **Bills**, and then select **Pay Bills**.

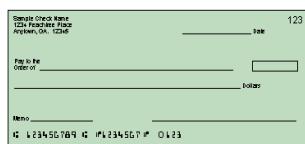
If you want more information:

In the Help index, look up “**payment, overview**.”

Look up “**payment, vendor**.”

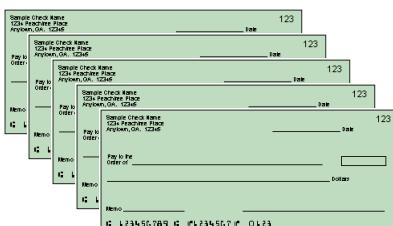
- ❖ The **Select for Payment** option on the **Tasks** menu allows you to pay multiple vendors from the same window, without entering checks one at a time for each vendor.

To pay a single vendor, choose **Write Checks** for a simple payment, **Payments** if paying invoices or entering cash purchases.



Write Checks/Payments

To pay multiple vendors at one time, choose **Select for Payment**.



Select for Payment

We'll discuss the two most commonly used payment options:

- ❖ Using Payments to pay vendors one at a time ([page 212](#))
- ❖ Using Select for Payment to pay multiple vendors at one time ([page 214](#))

To pay vendors one at a time

→ Select **Tasks, Payments** OR **Tasks, Bills, Pay Bills**; then, follow the steps below:

The Payments window is open. The vendor ID is CLINE, and the payment amount is \$100.00. The payment is being applied to invoices B1023 and B1006. The cash account is 10200-00.

| Invoice | Date Due | Amount Due | Description | Discount | Amount Paid | Pay |
|---------|--------------|------------|-------------|----------|-------------|-------------------------------------|
| B1023 | Apr 5, 2007 | 55.65 | | 1.11 | | <input type="checkbox"/> |
| B1006 | Apr 14, 2007 | 400.00 | | | 100.00 | <input checked="" type="checkbox"/> |

If there are open invoices for this vendor, the **Apply to Invoices** tab will appear on top.

2 If you're entering a handwritten check, type the check number in the **Check Number** field. If you want Peachtree to print the check, leave this field blank.

3 Enter or select the ID of the general ledger account you want to use when making the payment. This would generally be a *cash account*.

If you want more information:

In the Help index, look up "entering, cash purchase."

Look up "prepayment, entering vendor."

Paying a vendor with open invoices: If the vendor you choose has outstanding invoices, they appear on the **Apply to Invoices** tab. To pay the vendor, follow these steps:

- 1 Select the **Pay** box next to the invoices you want to pay, OR enter the amount to apply against the invoice(s) in the **Amount Paid** column. If an invoice is waiting on the bill from the vendor, you will still see it in the list of invoices, but you will not be able to select it to pay.
- 2 If you want to change the displayed discount amount, do so *after* you select the **Pay** check box.
- 3 To have a description appear on the printed check, enter one in the **Description** field.
- 4 If you want to print this check, leave the **Check Number** field blank, and click the **Print** button. Make sure you insert a check form in your printer before doing this. If you are not ready to print checks, click the **Save** button to record the payment transaction. You can print non-numbered checks later. For more information, see ["Printing Vendor Checks" on page 216](#).

Paying a vendor without an invoice (cash purchase): You can make cash payments (that is, there is no vendor invoice) either to new or existing vendors. If the vendor is not in the database and doesn't need to be added, leave the **Vendor ID** field blank. If the vendor is an existing one, select it in the **Vendor ID** field. To pay the vendor, follow these steps:

- 1 Select the **Apply to Expenses** tab.

| Apply to Invoices: 0.00 | | Apply to Expenses: 20.00 | | <input type="checkbox"/> Prepayment | | |
|-------------------------|-----------|--------------------------|------------|-------------------------------------|--------|-----|
| Quantity | Item | Description | GL Account | Unit Price | Amount | Job |
| 20.00 | 600-APPLE | Apple Pie & Ice Cream | 12000 | 1.00 | 20.00 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

- 2 If you have already written the check, be sure to enter the check number in the **Check Number** field. If you want to save or post the check and print it later, *do not enter a check number on the check or it will print "Duplicate" on the check*.
- 3 Enter the quantity, and then enter or select the item. If the item is not based on inventory, you can skip the **Item** field, and enter an appropriate description instead.
- 4 Enter the unit price for this item, OR enter an amount and quantity, and Peachtree will automatically calculate the unit price. If you've previously purchased this item, the unit cost will appear as the last unit cost paid.
- 5 In the **GL Account** field, enter an expense account to charge the item(s) against.

CONCEPTS

Prepayment: In Peachtree, this is any disbursement you don't yet have a vendor invoice for. It could be to cover a down payment or just to allocate funds in advance for a pending bill.

Entering a vendor prepayment: The **Apply to Expenses** tab has a **Prepayment** check box. If you designate a payment as a prepayment, you can print the check and post it as you normally would. But when you select the **Prepayments** check box, you can enter only *one line* on the **Apply to Expenses** tab. Later, you can apply the prepayment to an invoice.

After you post the prepayment and enter the vendor ID in the Payments window, the prepayment appears as a credit transaction (a negative amount) on the **Apply to Invoices** tab.

To pay multiple vendors at one time

This is a two-step process:

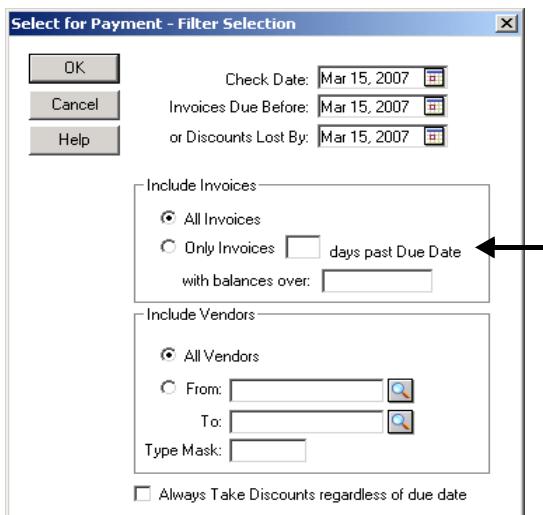
- 1 Choose which vendors you want to pay.
- 2 Choose exactly which invoices to pay.

If you want more information:

In the Help index, "select for payment, overview."

Look up "select for payment, window."

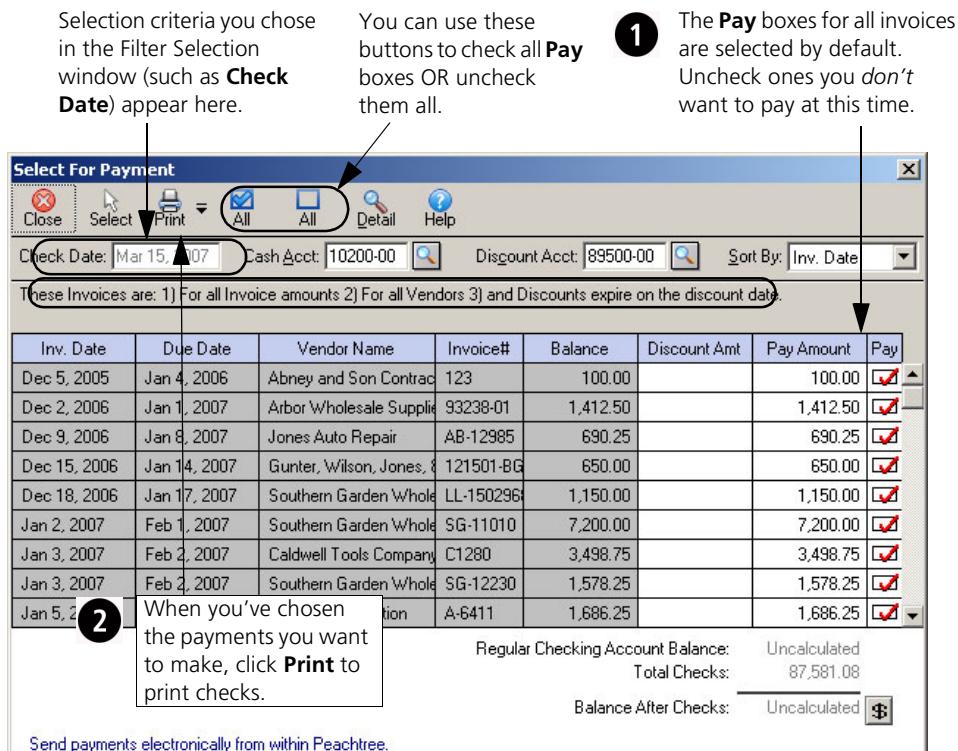
► Select Tasks, Select for Payment, Paper Checks.



You can choose to include ALL invoices or ones based on the number of days overdue and balance amount. For example, you may want to view invoices 15 days past the due date that have balances over \$25.

- 1 Select the **Check Date**, the date that will appear on the check.

- 2 Enter the due date or discounts-lost-by date. For example, if it is March 18 and you want to see all invoices due before March 31, enter March 31 in the **Invoices Due Before** field. On the other hand, if you want to see invoices whose discounts will be lost by March 30, enter "March 30" in the **Discounts Lost By** field.
- 3 Select the invoices you want to include.
- 4 Select the vendors you want to include. You can include **All Vendors**, or you can enter a range in the **From** and **To** boxes. If you want to print just one vendor, use just the **From** box.
- 5 Enter a **Type Mask** if you want. For example, if your vendor types are **SUPPLY** and **SERVICE**, entering **SERVICE** would display all vendors whose Type code is **SERVICE**. For more information about vendor types, which you set up in Vendor Maintenance, see ["General Tab" on page 102](#).
- 6 When you're ready, click **OK**.



The Select for Payment window shows all outstanding invoices, credit memos, and pre-payments that fit your selection criteria.

- ❖ The Pay boxes for all *invoice transactions* are checked by default. Check the boxes for any *credit memos* or *prepayments* you want to pay now, as well as uncheck the boxes for any invoices you *don't* want to pay. You can also click the All (Select) button in the toolbar to check all the Pay boxes or the All (None) button to uncheck all Pay boxes.
- ❖ If you want to change the selection criteria, click the Select button; you'll return to the Filter Selection window.
- ❖ When you're ready to print the vendor checks, click Print. If you have multiple invoices from one vendor, one check will print to cover all of them.



If you want more information:

In the Help index, look up "select for payment, process."

Look up "printing, checks for vendor invoices."

Printing Vendor Checks

There are three basic methods for printing vendor checks:

Write Checks/Payments: Using the **Print** button in either the Write Checks or Payments window, you can print one check at a time. Using the Print button drop down menu, you can choose **Select Checks to Print** to print a batch of checks.

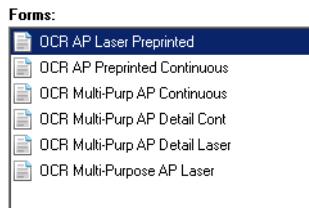
Select for Payroll Entry: Using **Select for Payment>Paper Checks** from the **Tasks** menu, you can combine the process of entering a batch of checks and printing them. Just click the **Print** button once you've selected a batch of vendors to pay.

Reports & Forms: In the **Forms** list on the Forms tab of the Select a Report or Form window, you can choose a check form to print and then print a batch of checks entered in the Payments window that have not yet been printed (assigned check numbers).

Print Disbursement Checks from Reports & Forms

The process of printing checks is fully explained in the "Reports" chapter, since checks are printed in batch from the **Reports & Forms** menu. Entries saved without a check number will print from here. For more information, see ["Batch Printing Forms" on page 303](#).

► From the **Reports & Forms** menu, select **Forms**; then select **Checks**.



Select a disbursement check form from the list. All checks in this batch will print using this form.

You will filter which vendor checks you want to print and enter the latest date of the checks you want to print. If you use the default settings, Peachtree will print all outstanding checks that do not have reference numbers (check numbers) as of the latest check date.

Voiding Vendor Checks

Sometimes you will need to void a disbursement (also called a “payables”) check. Once you void a check, Peachtree generates a second disbursement check transaction that reverses the original payment. You should void vendor checks only if they have been posted but not cleared.

There are two methods to voiding vendor checks:



You can void from the Write Checks or Payments windows, using the **Void** button, available when you click the **Delete** button.

You can void using the **Void Checks** option off the Tasks menu.

Select the G/L cash account, and then select the void date...

...select the check you want to void...

...then select the **Void** button.

Void Existing Checks

| Number | Date | Source | Amount | Payee |
|-------------|---------------|-----------|---------------|-------------------------------|
| 1089 | 3/1/07 | AP | 519.14 | Georgia Utilities Inc |
| 1090 | 3/1/07 | AP | 1,150.00 | Jackson Advertising Company |
| 1091 | 3/1/07 | AP | 263.50 | Quick Copy & Printing |
| 1092 | 3/1/07 | AP | 895.01 | Claussen Farms |
| 1093 | 3/1/07 | AP | 350.00 | Moreno, Howe, & Assoc. |
| 1094 | 3/1/07 | AP | 72.50 | RD Telecommunications |
| 1095 | 3/1/07 | AP | 2,423.20 | Seaver Food Distribution |
| 1096 | 3/1/07 | AP | 134.30 | Kramer Financial Services |
| 1097 | 3/5/07 | AP | 3,618.97 | Georgia Department of Revenue |
| 1098 | 3/5/07 | AP | 825.53 | Claussen Farms |
| 1099 | 3/5/07 | AP | 625.40 | Moreno, Howe, & Assoc. |

Void Date: Mar 15, 2007

Buttons: Void, Close, Help

If you want more information:

In the Help index, look up "printing, checks for vendor invoices."

Look up "printing, forms in batches from Select a Report or Form window."

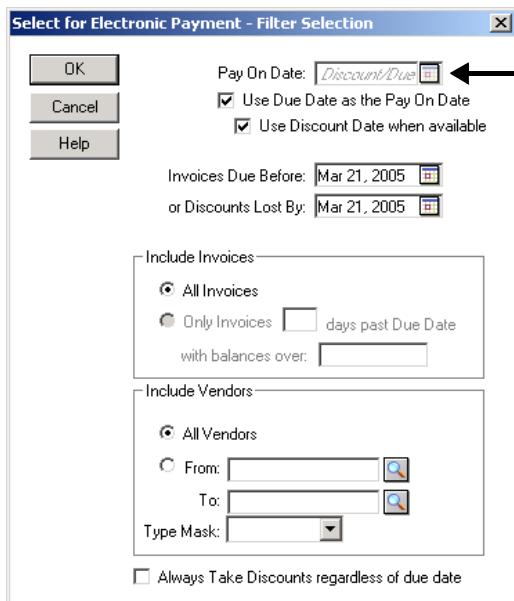
Look up "voiding, payables checks."

Making and Transmitting Electronic Payments

If you sign up for the Peachtree Bill Pay service, you can pay vendors electronically, even if vendors aren't set up to receive electronic payments. The Bill Pay service determines which vendors can get electronic payments and which need to be paid with traditional paper checks; then the service makes the payments on pay dates of your choice.

To pay vendors electronically

► **Select Tasks, Select for Payment, Electronic Payments.**



The filter selections you make are pretty much the same as for paper checks. The most important difference is the **Pay On Date** in select for Electronic Payment.

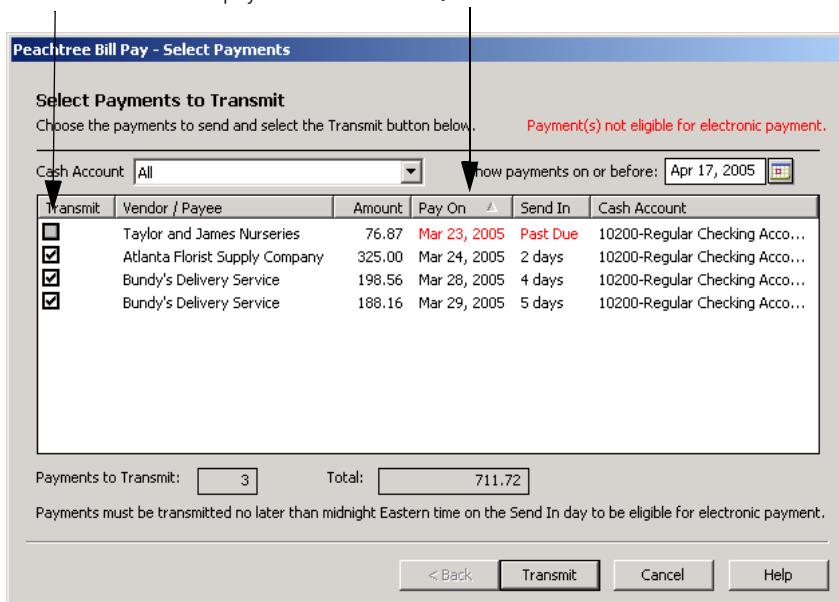
You choose the invoices and vendors you want to pay pretty much the same way as you do in Select for Payments; see ["To pay multiple vendors at one time" on page 214](#). The main difference is that for electronic payments, you can choose a **Pay On Date**. This is the date when electronic payments must be made to the vendors. The Bill Pay service will pay your bills precisely on the chosen pay-on date.

Once you've chosen the invoices and vendors you want to pay, you're ready to transmit them.

► **Select Tasks, Select for Payment, Electronic Payments.**

Click the payments that you *don't* want to send at this time; the **Transmit** check box will be unchecked for these payments.

The **Pay On** date is when payment will be made to the vendor (following transmission to the Bill Pay service).



First you see a Sign In window, where you enter your Bill Pay user ID and password. Click the **Next** button, and the Select Payments window appears.

If you want more information:

In the Help index, look up "Bill Pay, overview."

Look up "Bill Pay, selecting vendors for payment."

Look up "Bill Pay, selecting/transmitting electronic payments."

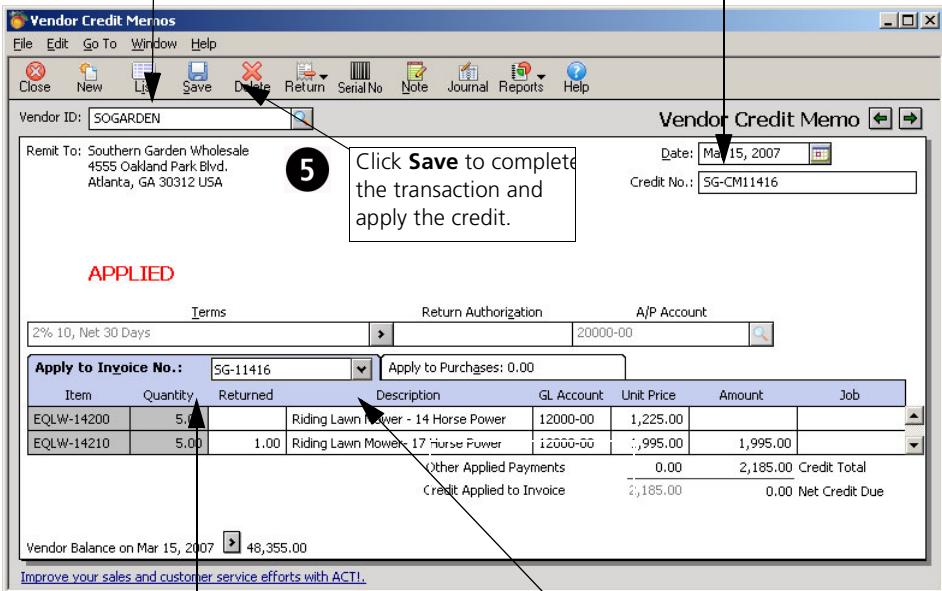
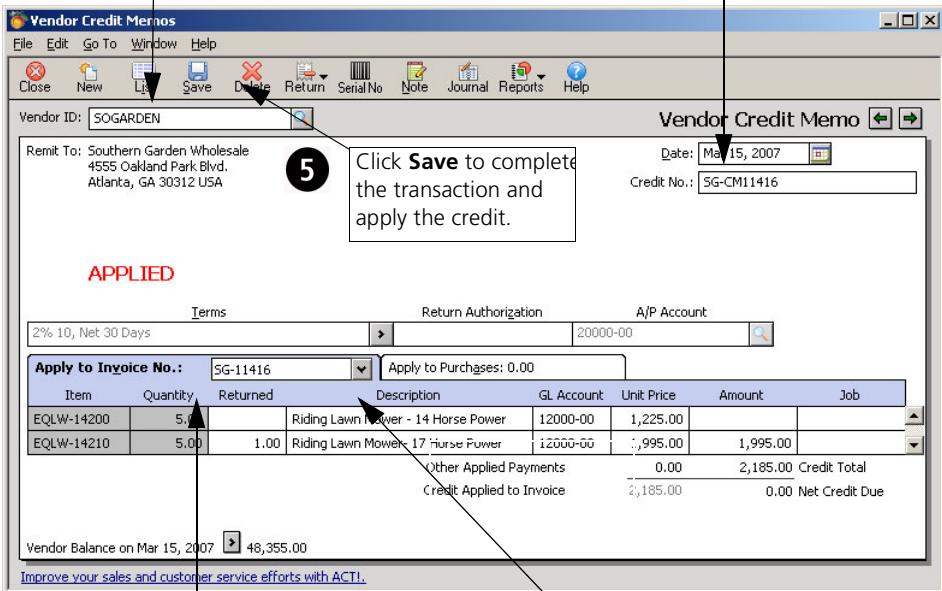
- ❖ Select the payments that you want to transmit at this time. At the bottom of the window, Peachtree displays the payment totals. To be sure that payments are transmitted on time, check the **Send In** column to see how many days you have (for example, 2 days) before the payment must be sent. You must always transmit your payments to the Bill Pay service *before* midnight of this day.

- ❖ Any payments that are past the Send In date are noted in red type in the Pay On and Send In columns. You won't be able to pay these bills electronically. Instead, you'll need to use paper checks.
- ❖ When you're done selecting payments to send, click **Transmit**.

Entering Vendor Credit Memos

You use the Vendor Credit Memo window to enter credit memos for returns to and credits from a vendor. You can enter a credit memo as an open credit, or you can apply it to an existing invoice. For more information, look up “credit memo, vendor” in the Help index.

► From the **Tasks** menu, select **Vendor Credit Memos**.

| | |
|---|--|
| <p>1 Select a vendor. Peachtree will fill in the header fields with information from the vendor's record.</p>  <p>2 Enter the Credit ID you want to assign to the credit/return.</p> | <p>5 Click Save to complete the transaction and apply the credit.</p>  <p>4 Enter the quantity returned in the field. Peachtree will calculate the amount of the credit.</p> <p>3 Click the drop-down on the tab and select the invoice that you want to apply the credit/return to.</p> |
|---|--|

If you want more information:

In the Help index, look up "credit memo, vendor."

Look up "credit memo, vendor, entering."

To enter a credit and leave it unapplied, follow steps 1 and 2 on the previous page, and then follow these steps.

1 Select the **Apply to Purchases** tab.

| Apply to Invoice No.: 0.00 | | Apply to Purchases: 39.90 | | | | | |
|----------------------------|------------|---------------------------|-------------------------------|---------------------------|------------|--------|----------------|
| Quantity | Item | U/M | Description | GL Account | Unit Price | Amount | Job |
| 2.00 | EQLW-14120 | Each | Catalog # LM40090: Reel Mower | 12000-00 | 19.95 | 39.90 | |
| | | | | 75500-00 | 0.00 | | |
| | | | | Other Applied Payments | 0.00 | 39.90 | Credit Total |
| | | | | Credit Applied to Invoice | 0.00 | 39.90 | Net Credit Due |

2 Enter the quantity and items you're returning. Peachtree will calculate the amount. If the item is not based on inventory, skip the **Item** field, and enter an appropriate description instead.

3 Click **Save** to complete the transaction.



Assigning Credit Memo Numbers: Peachtree sorts credit memo numbers *one digit at a time*. It is thus a good idea to assign numerals with the same number of digits. For example, Peachtree sorts the following numerals in this order: 1, 104, 12, 2, 23.

Tip

Inventory Transactions

12

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★ Inventory Transactions ★

Inventory items are used throughout the program, not only as line items on purchase and sale transactions, but as time and expense items and on assemblies as labor. Not all item classes will be available on every transaction window. For instance, if you are entering a time ticket, only items with an Item Class of Activity will appear. Similarly, if you are entering an expense ticket, only items with an Item Class of Charge will appear. In this way, Peachtree helps you by automatically filtering your items, making selection easier.

In addition to these uses of inventory items, there are two types of transactions that are specific to the items themselves:

| | |
|---------------------------------|---|
| Inventory Adjustments | These are changes to your quantities on hand that are not associated with sales or purchases. They could be adjustments after inventory is taken, adjustments due to theft or loss, or items costed to jobs. |
| Build/Unbuild Assemblies | You use this transaction type to specify the assembly items you want to build or unbuild. The window will tell you how many of the assembly you currently have on hand, as well as how many of each of the components of the assembly you have on hand. |

Using Inventory Items in Purchase and Sale Transactions

You can quickly enter or select inventory items on purchase and sale transactions. At the bottom of the transaction window is a line item grid. Here is where you enter items. Below is a sample from the Sales Invoicing window.

Specify how many of the item will be purchased or sold on the **Quantity** field. You can set the number of decimals using Global Options.

Enter a **Description** or accept the item default.

Peachtree calculates the **Amount** by multiplying the Unit Price times the Quantity. You can enter a value yourself if necessary.

| Quantity | Item | Description | GL Account | Unit Price | Tax | Amount | Job |
|----------|-------|-------------|------------|------------|-----|--------|-----|
| | Sales | | 40000 | 0.00 | 1 | | |

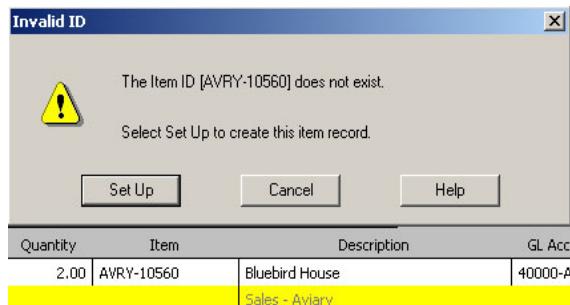
Select or enter an **Item ID**. If the ID is not on file, the field will flash blue to notify you. You can also skip this field if the item being bought or sold is not tracked in inventory.

The **GL Account**, **Unit Price**, and **Tax** status will come from the item's record. You can change them if necessary.

You can select a **Job** to cost the line item to. Note that you cannot specify a job for purchases of Stock or Assembly items.

Adding Inventory Items on the Fly

It is also possible to add inventory items by entering a new inventory ID on a purchase or sales task. Peachtree will recognize that the ID is not on file and flash a blue color three times in the Item ID field on the task window. When you attempt to save the transaction, the Invalid ID window will appear. You can choose Set Up to add the item using the Maintain Inventory Items window.



If you want more information:

In the Help index, look up "purchases, of inventory items."

Look up "Fast Add, Invalid ID window."

Inventory Adjustments

You can use the Inventory Adjustments task to make changes to your inventory quantities on hand for such cases as loss or theft, adjustments after items are counted, or for costing items to jobs. To enter an inventory adjustment

► Select **Tasks, Inventory Adjustments**; then follow the steps below.

- 1 Enter the Item ID for the item you want to adjust.
- 2 Enter a reference number for tracking, if necessary, and a date. The Quantity On-Hand displayed below will be the quantity as of the date specified here.
- 3 Enter a job, if necessary, to cost the item to.
- 4 Enter the adjustment quantity. If you enter a positive number, you must also specify a Unit Cost above. If you enter a negative number, the Unit Cost is determined by Peachtree.
- 5 Enter the reason for adjusting the item quantity. Then, click **Save**. Peachtree will update the quantity and cost of the item.

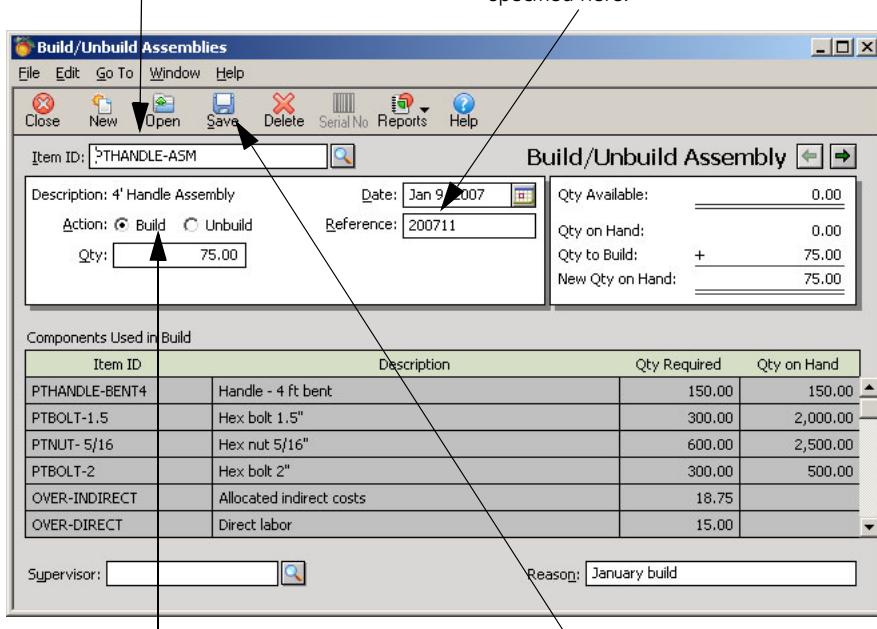
You can see a list of Inventory Adjustments on the Inventory Adjustment Journal report.

Build/Unbuild Assemblies

You use this task to indicate to Peachtree that assembly items have been built or dismantled. To use this transaction

► Select **Tasks, Assemblies**; then, follow the steps below.

- 1 Enter the Item ID for the item you want to build or unbuild. Only Assembly items will appear in the lookup.
- 2 Enter a reference number for tracking, if necessary, and a date. The Quantity On-Hand displayed will be as of the date specified here.



- 3 Specify the **Action** and the quantity that you want to build or unbuild.
- 4 Click **Save**. Peachtree will update the quantity of the assembly and the components. You can view a list of assembly transactions by using the Assemblies Adjustment Journal.

If you want more information:

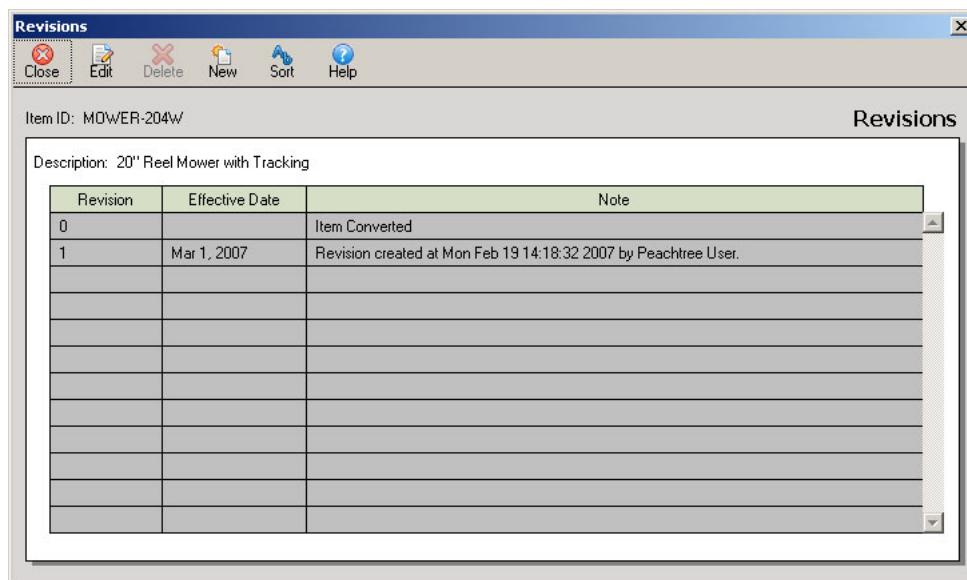
In the Help index, look up "inventory adjustments, overview."

Look up "assemblies, build/unbuild."

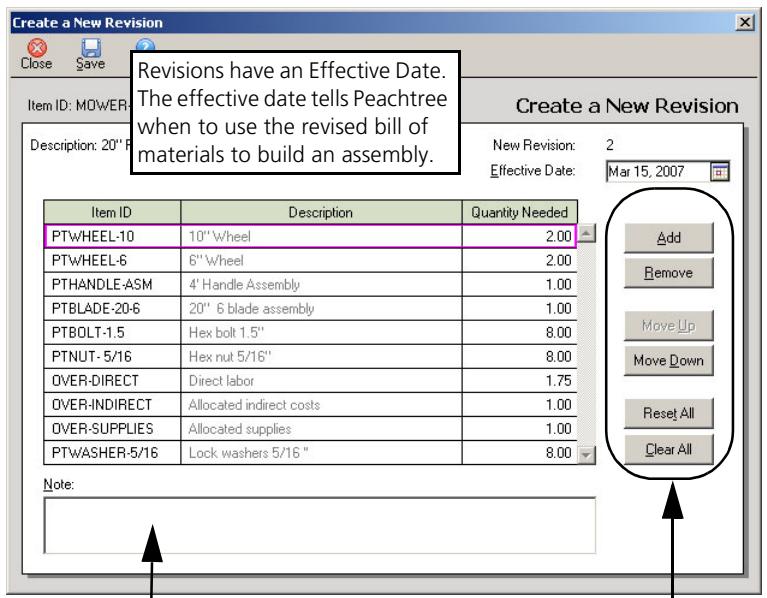
Changing Your Bill of Materials

After assembly items are used in transactions, the original bill of materials cannot be changed. However, if you need to make minor changes to the bill of materials, you can enter a Revision. Revisions can be entered in the Create a New Revision window. To open the Create a New Revision window, do the following:

- 1 From the **Maintain** menu, select **Inventory Items**. Then, open an assembly item that has been used in a transaction and select the **Bill of Materials** tab.
- 2 Click the **Revisions** button to open the Revisions window. The Revisions window will show you any revisions that have been created for the item.



To create a new revision, select the **New** button from the toolbar,



Notes can be added to describe why the revision was created.

These buttons can be used to change the order of steps in multi-step assemblies.

The Create a New Revision window is very similar to the Bill of Materials tab; it lists a copy of the materials that are needed for the assembly item. One major difference between the two areas is the Effective Date, which is available only in the Create a New Revision window. The effective date tells Peachtree when to use the revised bill of materials to build an assembly item. The effective date is likely the most critical part of a revision.

Multi-Step Assemblies

If you have multi-step assemblies and the order of the steps needs to be updated, you can create a revision for the assembly. In the Create a New Revision window, you would simply use the Move Up/Move Down buttons to change the order of the steps.

If you want more information:

In the Help index, look up "revision, entering."

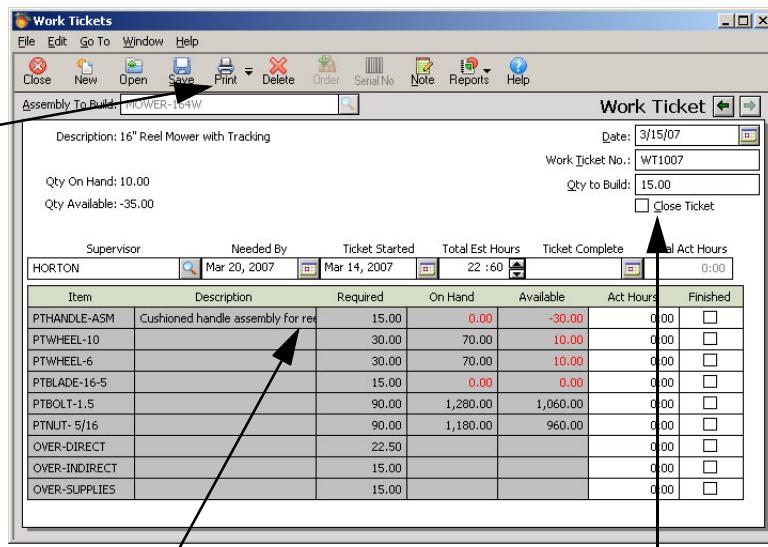
Entering Work Tickets

Peachtree can track the process and progress of building assembly items. Work tickets offer a “one stop shop” for tracking and building assemblies. All of the information that you need is listed on the work ticket, and once the work ticket is closed, an assembly build record is created automatically. This eliminates the need to enter a build record in the Build/Unbuild Assemblies window, saving you time and effort.

Let's take a closer look at Work Tickets.

→ From the **Tasks** menu, select **Work Tickets**.

You can print work tickets. Printed work tickets can be sent along with the necessary materials to authorize the shop to build an assembly.



Work tickets provide valuable information about each component. The ticket lists what's required to complete the work ticket and the quantity of the component that's available.

Check this box to close the work ticket. When you save a closed work ticket, a build assembly record is created.

After you select an assembly item and enter the quantity that you need, the work ticket provides valuable information about what's required to complete the job. Work tickets list the quantity of materials needed to complete the job, the amount you have on hand, and the amount that is available. If you do not have enough materials to build an assembly, you can order them right on the Work Tickets window.

Work tickets track the number of hours it takes to complete an assembly, allowing you to compare actual versus forecasted hours. As materials are received or labor items are completed, you can check them off as finished. When all of the materials have been

received or finished, you can mark the ticket closed by selecting the **Close Ticket** checkbox. When a work ticket is closed, an assembly build record is automatically created.

Closing a work ticket is the equivalent to building an assembly in the Build/Unbuild Assemblies window, with one exception. Since the build record is created automatically and behind the scenes, you cannot access the record. If you need to unbuild assemblies created by work tickets, you can either clear the Close Ticket checkbox on a Closed work ticket or unbuild the items in the Build/Unbuild Assemblies window.

If you want more information:

In the Help index, look up "work ticket, entering."

Payroll Transactions

13

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★ Payroll Transactions ★

Once you've set up your payroll defaults and records, all you need to do is select an employee using payroll tasks, and Peachtree automatically computes the paycheck.

Overview of Payroll Transactions

In Peachtree, you can print individual paychecks (Payroll Entry), or print a batch of paychecks (Select for Payroll Entry). In addition, you can print various payroll *forms* that are required by the IRS or other agencies.

| | |
|---------------------------------|---|
| Payroll Entry | Enter and print one paycheck at a time. |
| Select for Payroll Entry | Pay a group of employees in one batch. |
| W-2s | Print W-2s for each employee, required for annual tax preparation. |
| 940s | Print the quarterly 940 form, required by the IRS. |
| 941s | Print the quarterly 941 form, required by the IRS. |
| State Forms | Print any additional forms your state requires. Peachtree supports the California DE6 and DE88 forms. |

Paying an Employee

All payroll transactions are posted both to the general ledger and to the employee file. Once a valid employee ID has been entered, the rest of the information is filled in automatically. Enough information is entered in Employee Defaults and each employee's record to determine what a "normal" paycheck would be. If the information is correct, save the paycheck and proceed to the next employee.

Once payroll is properly set up, you have very little work to do. To open the Payroll Entry window

► Select **Tasks**, then **Payroll Entry**.

1 Select an employee to pay. The check information will calculate based on the employee's setup information.

2 Select the pay period. Leave the check number blank if you want to print the paycheck; Peachtree will assign a number.

The screenshot shows the 'Payroll Entry' window with the following details:

- Employee ID:** ACHESTER
- Check Number:** 2434
- Date:** Mar 15, 2007
- Pay Period Ends:** Mar 15, 2007
- Hours Worked:**

| Hourly Fields | Account | Hours |
|---------------|----------|-------|
| Regular | 77500-00 | 80.00 |
| Overtime | 77500-00 | 0.00 |
| Special | 77500-00 | 0.00 |
- Taxes - Benefits - Liabilities:**

| Name | Account | Amount |
|------------|----------|---------|
| Fed_Income | 23400-00 | -131.86 |
| Soc_Sec | 23400-00 | -69.44 |
| Medicare | 23400-00 | -16.24 |
| State | 23600-00 | -48.44 |
| K401 | 23300-00 | -44.80 |
- Gross Pay:** 1,120.00

3 For hourly employees, check the default number of hours to make sure they are correct. Add any non-calculated amounts, like tips.

4 Print or save this paycheck.

The Check Amount (net pay) is calculated based on gross pay less payroll field deductions, plus payroll field additions.

Adjust the paycheck

You can adjust hours worked or adjust salary amounts for this payroll period. Change the amounts in the Hours worked or Salary table in the lower-left section of the Payroll Entry window. For example, you might modify hours worked for a part-time employee or add overtime pay.

If you want more information:

In the Help index, look up "payroll entry, procedure."

Look up "payroll deductions, setting up."

Look up "troubleshooting, payroll tax calculation."

If you hand write payroll checks (also called manual paychecks), enter the check number and click the **Save** button.

Apply Payroll Expenses to Jobs

You can apply all or part of an employee's salary or hours to a job, phase, or cost code ID. You can apply employee labor and wages to up to 10 different pay types. For hourly employees, you may apply hours worked to a job. For salaried employees, you can only apply amounts to a job. To apply payroll expenses to a job:

- From the **Tasks** menu, select **Payroll Entry**. Then, in the Payroll Entry window, enter or select an employee ID if you are creating a new paycheck, or select the **List** button to modify an existing payroll transaction. Next, select the **Jobs** button.

If you have entered a percentage of labor burden for the job, Peachtree will automatically calculate the amount of labor burden and apply it to the general ledger account displayed. This amount will be added to the total cost for the job. If necessary, you can change the percentage or amount.

If you want more information:

In the Help index, look up "payroll, select for entry."

Look up "select for payroll entry, procedure."

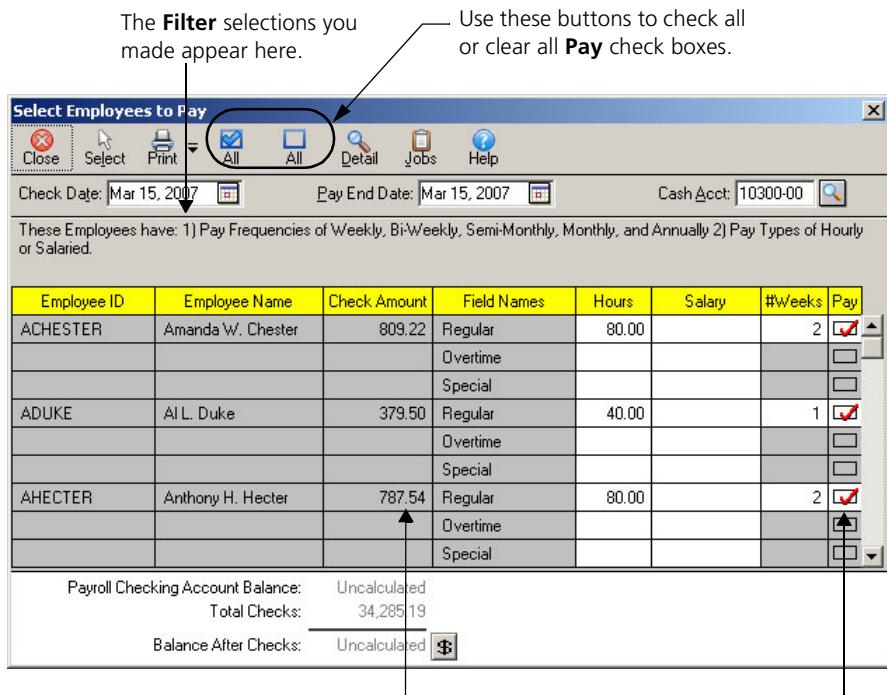
Look up “troubleshooting, payroll tax calculation.”

Select for Payroll Entry

Use the *Select for Payroll Entry* method to filter a group of employees you want to pay and process a batch of paychecks at one time. After you have set up payroll in Peachtree, you have verified employee setup, and you have entered at least one paycheck (using the *Payroll Entry* method) to ensure taxes are properly calculated for each employee, the *Select for Payroll Entry* method is the quickest, most automatic way to process payroll each period.

You cannot use *Select for Payroll Entry* to pay individuals set up as sales reps. This can only be done through the Payments window with the individual set up as a vendor. However, if you have an individual set up as both an employee and sales rep, you can use either *Payroll Entry* or *Select For Payroll Entry*.

- From the **Tasks** menu, choose **Select for Payroll Entry**. Choose filter options, and select **OK** to display the list of employees you want to pay.



The **Check Amount** (net pay) is calculated based on gross pay less payroll field deductions and plus payroll field additions.

The **Pay** check box is selected by default for all employees. If you don't wish to pay someone, uncheck this box.

All employees selected in the filter are listed. Employee information and payroll deductions are filled in automatically. Enough information is entered in the Maintain Employees record and Employee Defaults to determine what “normal” paychecks would be.

Note that the gray areas of this window indicate fields that supply information only and cannot be edited.

Select employees you want to pay: For each employee listed, verify the hours worked (or salary paid) for the current pay period and payroll field information. *Note:* When you enter the Select Employees to Pay window, by default Peachtree selects all listed employees for payment. (All **Pay** check boxes are checked.)

To select *all* Pay check boxes, click the **All (Select)** button in the toolbar.



To clear *all* Pay check boxes, click the **All (None)** button in the toolbar.



If you want more information:

In the Help index, look up “printing, paychecks.”

Look up “voiding, paychecks.”

Adjust a paycheck listed: Double-click on an employee to adjust hours worked or adjust salary amounts for this payroll period. Change the amounts for each employee listed in the **Hours** or **Salary** column. For example, you might modify hours worked for a part-time employee or add overtime pay.

Change the paycheck date: Enter or select the check date listed at the top of the window. To change the payroll period end date, click the **Select** button and modify your employee filter.

Use a different checking account: Some businesses use separate bank accounts for payroll. Enter or select the cash account in the upper-right corner of the window. Net pay calculated from each paycheck will be decreased from this account.

Printing Payroll Checks

There are three methods to print payroll checks:

Payroll Entry: Using the **Print** button in the Payroll Entry window, you can print one check at a time. Using the Print button drop down menu, you can choose **Select Checks to Print** to print a batch of checks.

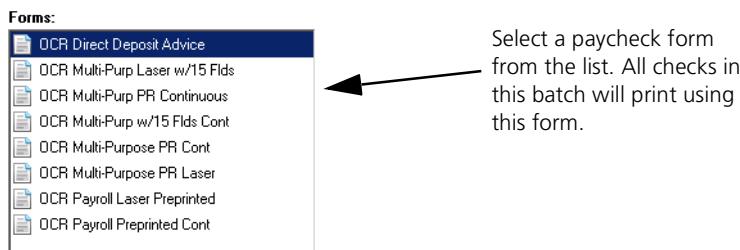
Select for Payroll Entry: Using Select for Payroll Entry from the **Tasks** menu, you can combine the process of entering a batch of checks and printing them. Just click the **Print** button once you've selected a batch of employees to pay.

Reports & Forms: By choosing a payroll check form from the **Forms** list on the Forms tab of the Select a Report or Form window, you can print a batch of checks entered in the Payroll Entry window that have not yet been printed (assigned check numbers).

Print Paychecks from Reports & Forms

The process of printing checks is fully explained in the Reports chapter (see [“Batch Printing Forms” on page 303](#)), since checks are printed in batch from the **Reports & Forms** menu. Entries saved without a check number will print from here.

► From the **Reports & Forms** menu, select **Forms**, then **Payroll Checks**.



You will filter which employees' paychecks you want to print and enter the latest date of the checks you want to print. If you use the default settings, Peachtree will print all outstanding payroll checks that do not have reference numbers (check numbers) as of the latest check date.

If you want more information:

In the Help index, look up “quarterly payroll reports.”

Look up “annual payroll reports.”

Voiding Payroll Checks

You can void paychecks just as you void disbursement checks entered in accounts payable. Once you void a paycheck, Peachtree generates a second paycheck transaction that reverses the original payment. The only instance when you should void a paycheck is if it has already been printed but has not been given to the employee or deposited. If you

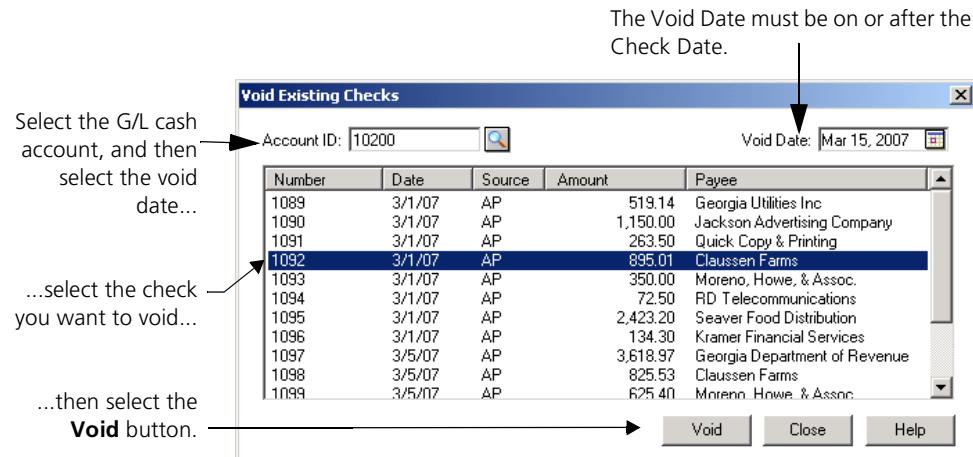
already issued a paycheck to the employee that you want to change, you must manually enter a second adjustment paycheck.

There are two methods to voiding paychecks:



You can void from the payroll entry window, using the **Void** button, available when you click the **Delete** button.

You can void using the **Void Checks** option from the **Tasks** menu.



Closing the Payroll Year

Peachtree keeps two years of payroll activity open at the same time. We highly recommend that you wait to close the first payroll year until all payroll reports, W-2 data, and 1099 data are finalized, following the first quarter of the second open payroll year. If there are mistakes in employee earnings or W-2 data, you have an opportunity to correct them. Closing the payroll year not only closes the payroll information, it also closes vendor 1099 information. Unless you purchase the tax service, Peachtree doesn't supply the latest versions of W-2, W-3, or 941 forms with Peachtree Accounting. However, you can update the 1099 forms manually in the Forms Design window. Also, you can print outdated versions of the W-2, W-3, or 941 forms and then *manually* transfer the information from those forms onto the latest versions of the forms in the Peachtree Payroll Tax Form Viewer. For more information, see ["Payroll Tax Form Viewer and W-2 Setup Wizard" on page 306](#).

If your company's fiscal year matches the calendar year, you must close the payroll tax year prior to closing the fiscal year. As with the payroll tax year, you will use the Peachtree Year-End wizard to close the fiscal year.

Before closing the payroll year you should print quarterly payroll reports and forms, annual payroll reports and forms (discussed below), and the General Ledger.

Prepare Quarterly Payroll Reports and Forms

Consider printing the following reports and forms at the end of each quarter in the payroll tax year with which you are working.

- ❖ **Quarter Earnings Report:** Verifies employee quarterly and year-to-date totals for each payroll field that can be used in federal and state tax forms.
- ❖ **941 form (and Schedule B, if applicable):** Before printing this report, find out the total deposits that your company actually made for the quarter. Print the 941 (or Schedule B), and when prompted, enter the total amount of all 941 deposits made during the quarter.
- ❖ **Employer Tax Report(s):** Calculates employer taxes you are required to pay quarterly or annually. Select *Payroll Tax Report* from the Payroll Reports list. From the list of Tax IDs, select the employer tax you want to calculate.
- ❖ **Exception Report:** Should be run quarterly to catch any problems before deposits are made.

Prepare Annual Payroll Reports and Forms

Before you close a payroll tax year, consider printing the following annual payroll reports and forms.

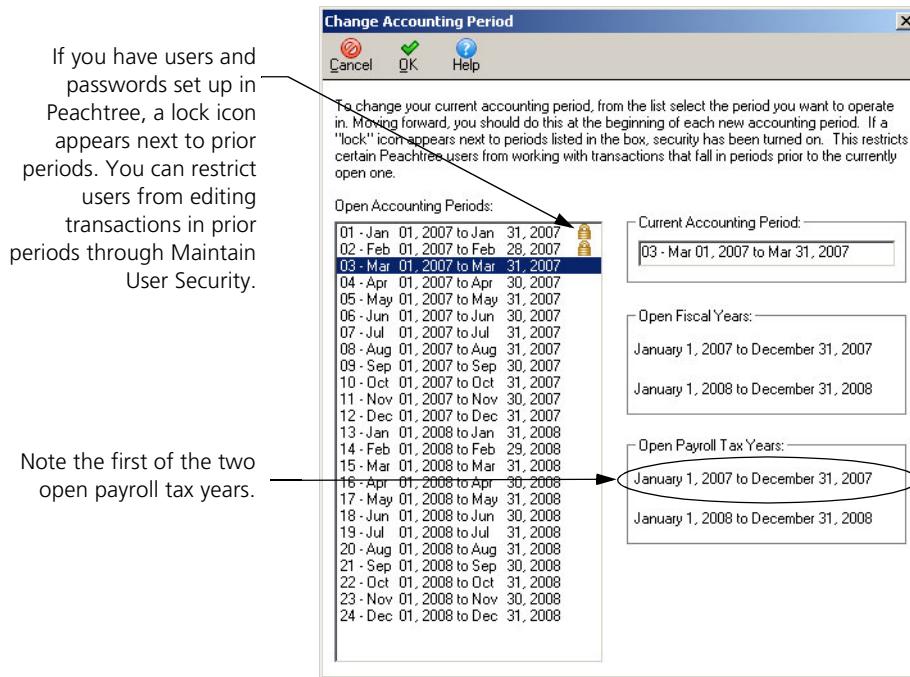
- ❖ **Exception report:** Allows you to examine and adjust certain payroll taxes and make correcting entries (if necessary). If you use the Batch posting method and you decide to prepare correcting entries, be sure to post all payroll transactions before printing the next year-end report listed here.
- ❖ **Yearly Earnings report:** Verifies employee year-to-date totals for each payroll field that can be used in federal and state tax forms.
- ❖ **W-2 Forms:** Distributed to each employee so that they can file personal payroll tax forms with local, state, and federal tax authorities.
- ❖ **W-3 Forms:** Summarizes and totals all employee W-2 fields in one form. Each employer must submit a W-3 form with their completed 940 form.

For more information about the Peachtree payroll tax forms mentioned above, see ["Print-n-Sign Tax Forms" on page 305](#).

Is It Time to Close?

As mentioned above, Peachtree allows you to have two payroll tax years open at the same time. You can see what your current payroll tax year in the **Change Accounting Period** window.

- From the **Tasks** menu, select **System**, and then **Change Accounting Period**.



In the above example, the first open payroll tax year is 2007. You could continue to enter payroll transactions until December of 2008, the end of the second open payroll tax year. At that point you will have to close payroll tax year 2007 to get to 2009. Select **Cancel** to leave this window.

General Journal and Banking Tasks

14

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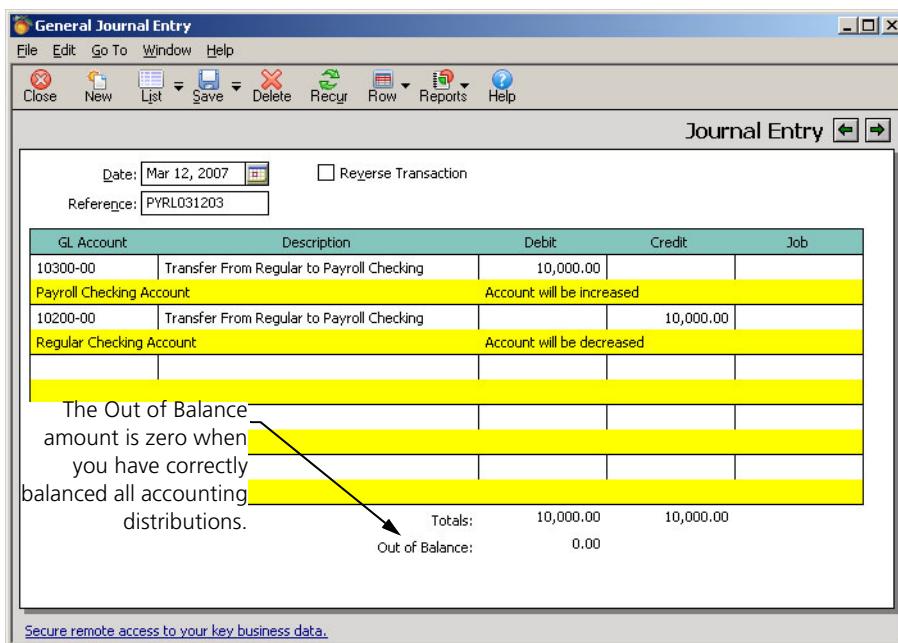
★ General Journal and Banking Tasks ★

General Journal Entries

The General Journal is unique—it's the only journal in which you provide all the accounting distributions. In all the other journals, Peachtree automatically distributes certain amounts based on defaults you establish. But here, in the General Journal, you enter both debits and credits to balance the transaction.

In the General Journal, you can enter transactions that don't fit into other journals—for example, depreciation or transferring funds from one account to another. Just remember that here, you are responsible for balancing this journal entry—making sure debits equal credits. You can check your progress in the Out of Balance field. It reads Ø when the transaction has been entered properly. (If you need help balancing journal entries, look up **“Accounting Primer”** in the Peachtree Help index.)

From the **Tasks** menu, select **General Journal Entry**.



The General Journal Entry window is essentially a table where you enter debit and credit distributions to specific accounts for the General Journal transaction. Before you save the transaction, the total debit amount must equal the total credit amount. If you are unsure about whether an account should be debited or credited, check with your accountant.

When to Reverse a Transaction

You can use the reversing transaction feature for recording estimates. Later, you can reverse a transaction when you need to record the actual transaction. This can be done in any accounting period.

For example: Your company pays out \$10,000 in paychecks to its employees every two weeks. It is the end of the month of March, but payday isn't until April 7. Therefore, half of your pay period is in March and the other half is in April.

In order for your records to accurately show which expenses were accrued in which month, you have to record the March salary expenditures, reverse them on April 1, and then actually make your payroll expenditure on April 7. Your journal entry for the last week of March for payroll shows the amount accrued in March.

On April 1, the transaction will be reversed. The journal entry on that day shows the amount accrued in April. On payday April 7, the journal entry shows the actual payment of the \$10,000 to your employees.

Memorized General Journal Entries

You can enter and save common transactions such as General Journal entries or adjustments for later use. For example, you may want to repeat a depreciation transaction previously used for a group of assets several times. Or, you may want to repeat end-of-period accrual entries. Using memorized transactions can save time in repetitive data entry tasks.

If you want more information:

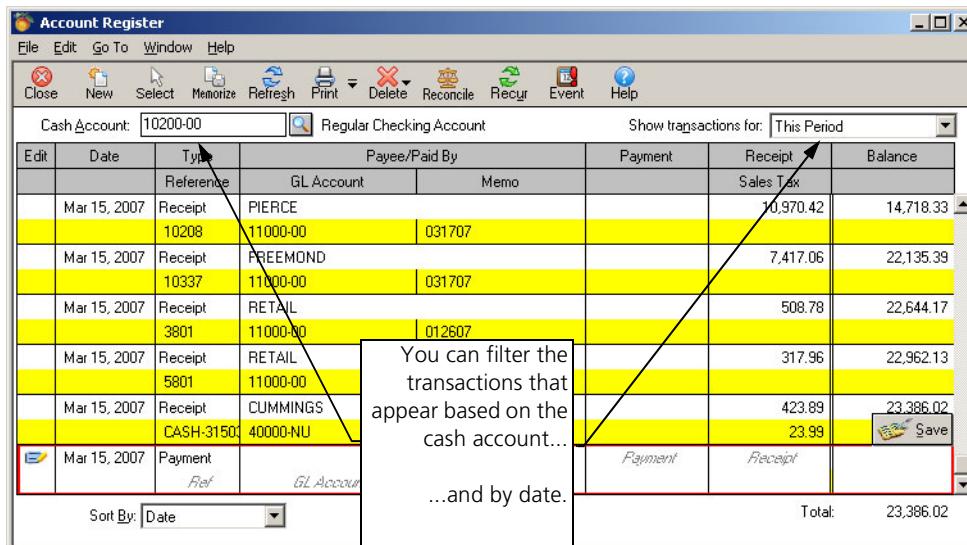
In the Help index, look up "recording, General Journal entries"

Look up "reversing entries."

Look up "memorized transaction, General Journal entries."

Using the Account Register

The Account Register lets you enter a payment to a vendor or a receipt from a customer in an easy-to-use, checkbook-register window.



The transactions that display here depend upon the cash account you select and on the date range or period you select. In addition, the register will use two lines for each entry or a single line depending on the option you choose in Global Options.

Editing Transactions on the Account Register

You can directly edit only those transactions that originated on the Account Register. These transactions are marked by an icon in the Edit column.

You can double-click on most transactions to drill down to the transaction detail in the originating Task window. Some of the transactions you cannot drill down on are:

- ❖ the reverse portion of a general journal entry
- ❖ beginning balances
- ❖ opening balance lines
- ❖ applied prepayments for payments
- ❖ applied prepayments for receipts

Security for the Account Register

You need GL Reports-Transaction Lists access and at least Read access to Payments/Write Checks or Receipts in order to access the Account Register. Access is controlled under Maintain Users.

In addition, you cannot drill down on transactions from the register unless you have Read access to that area.

You can use these keyboard shortcuts to move around quickly in the register.

| Keystroke | Action |
|-----------------------|--|
| Arrow Up | Move up one transaction |
| Arrow Down | Move down one transaction |
| Page Up | Move up one screen |
| Page Down | Move down one screen |
| Ctrl+Page Up | Go to the first transaction of the current month |
| Ctrl+Page Down | Go to the first transaction of the next month |
| Ctrl+Home | Go to the first transaction in the register |
| Ctrl+End | Go to the last transaction in the register |

If you want more information:

In the Help index, look up "account register, enter transactions."

Look up "account register, filter transactions."

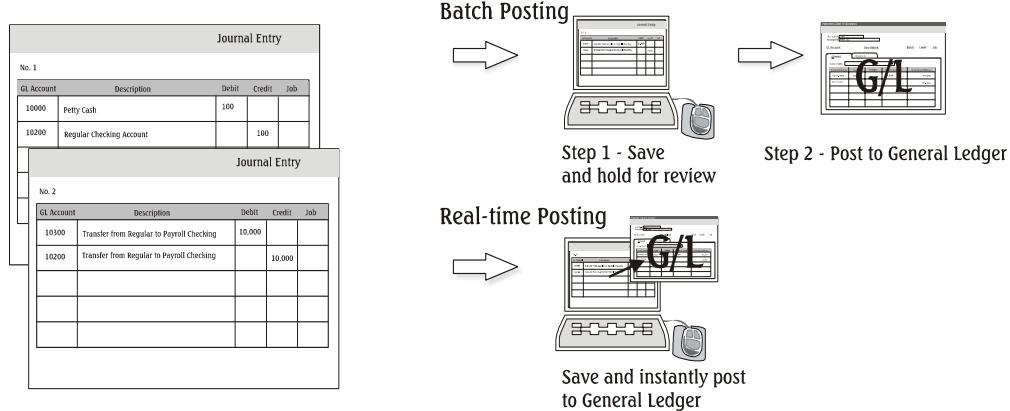
Post/Unpost (Batch Mode Only)

Peachtree offers two choices for posting transactions—real-time posting and batch posting. In real-time posting, transactions are written to the general ledger as they are entered and saved. In batch posting, transactions are saved in a temporary holding area and then posted in a group when you select **Task**, **System**, **Post**. You can print journal reports and check the batch of transactions before you post.

If you want to edit posted entries, you do not need to unpost them first. You can simply select the **List** button, choose to display only posted entries in the List window, and select

the entry you want to change. Then, you can enter your change. You can password-protect this feature.

In general terms, posting works a little like the **Save** function. Just as saving writes your entries to the computer's hard disk, posting distributes journal entries to your general ledger. However, in real time, posted transactions can also be edited and reposted.



Changing Accounting Periods

In Peachtree, you set up accounting periods when you create a new company. Once you have set up accounting periods, you cannot change the structure of the periods; you must wait until a year-end closing. Thus, you can only change the current accounting period within the established structure. (Even when closing, you can only change the beginning and ending dates of periods within the existing fiscal year setup.)

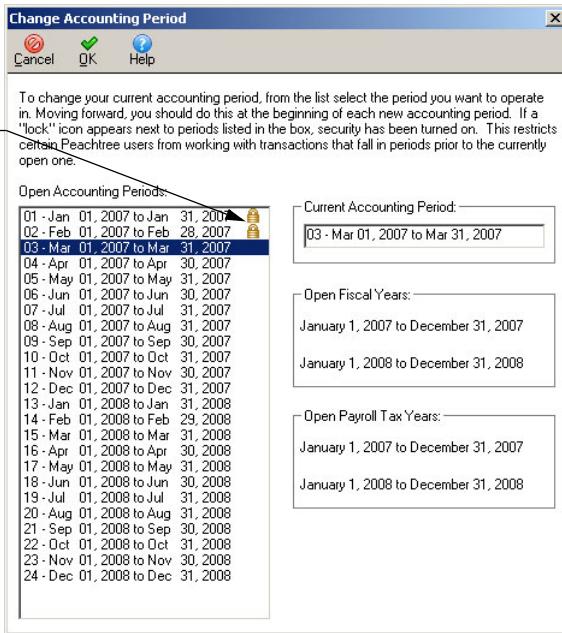
You can have up to 26 periods open in Peachtree. This means you can have last year's history available for editing or adjusting throughout the current year. Or, you can be in next year without closing this year. You can view the current period from the status bar.

Before you change the current period:

- ❖ Post all journals (if running in batch mode).
- ❖ Optionally, back up the data for the current period (recommended).
- ❖ Print each journal in which there has been activity during the period.
- ❖ Print open invoices and checks.

➡ From the **Tasks** menu, select **System**, and then **Change Accounting Period** from the submenu.

If you have users and passwords set up, a lock icon appears next to prior periods. You can restrict users from editing transactions in prior periods through Maintain Users.



You can change the accounting period at will, moving back and forth in the fiscal year; the General Ledger tracks balances as of the current period dates. Peachtree selects the period in which to post a transaction by the transaction date. You can enter a transaction in the future but not in a prior accounting period.

Account Reconciliation

Peachtree reconciles the selected G/L account against your monthly statement. You can reconcile any General Ledger account in Peachtree. Typically, you would reconcile bank accounts, cash accounts (such as petty cash), and credit card accounts. You should systematically reconcile accounts each period so that you can quickly detect bank errors, match real-world data with Peachtree data, and identify possible fraudulent activity.

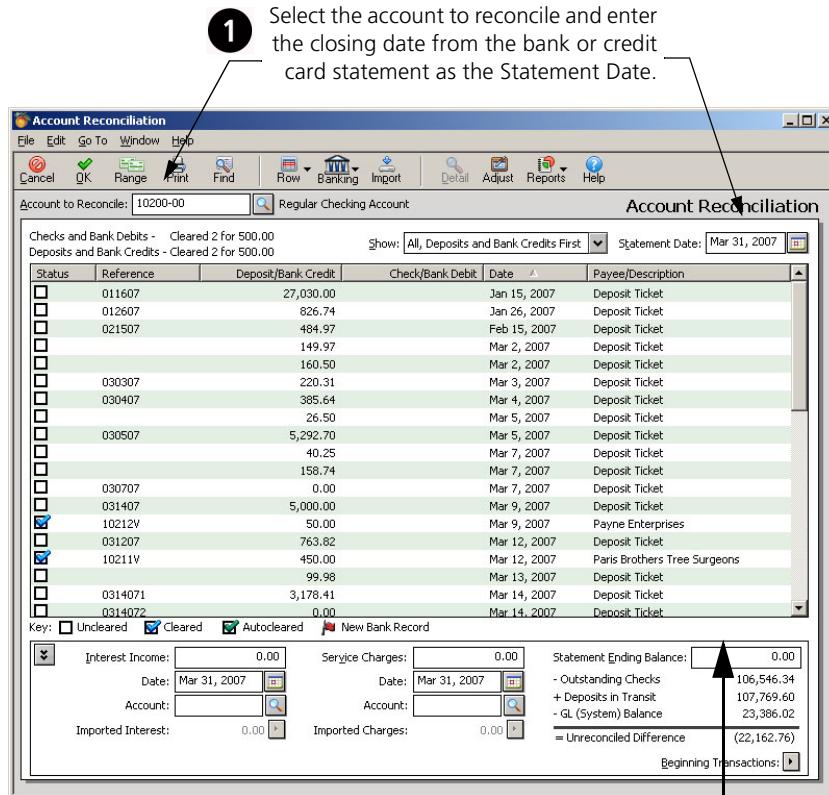
You can apply (or clear) transactions in three different categories:

- ❖ deposits in transit
- ❖ outstanding checks
- ❖ other outstanding items (such as General Journal entries)

To avoid fraud and quickly detect errors, strive to have your bank send statements toward the end of a period or month. Always reconcile your account as soon as it arrives. This ensures that your Peachtree data is accurate and secure.

Chapter 14 General Journal and Banking Tasks

► From the **Tasks** menu, select **Account Reconciliation**.



If you are interrupted in the middle of reconciling, select **OK**, and exit the window. Later, while still in the same accounting period, you can resume where you left off. All your cleared items and other reconciliation information for the account will remain. You can also change accounting periods to edit previous account reconciliations, if necessary.

If you want more information:

In the Help index, look up "reconciling, accounts, overview."

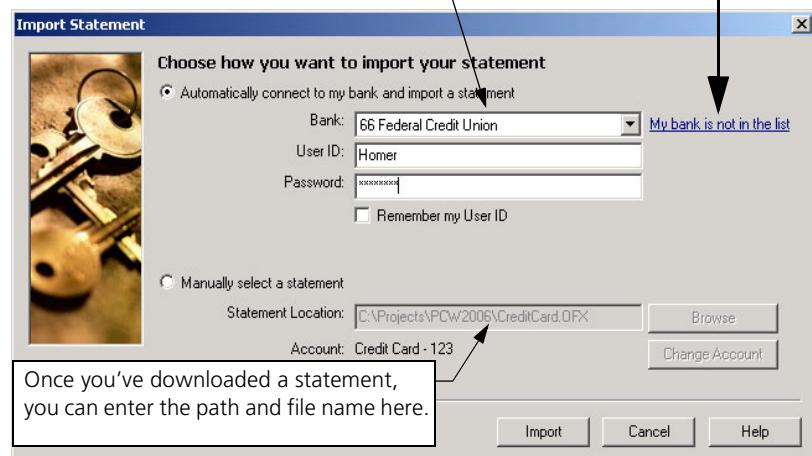
Look up "reconciling, accounts, procedure."

Online Banking

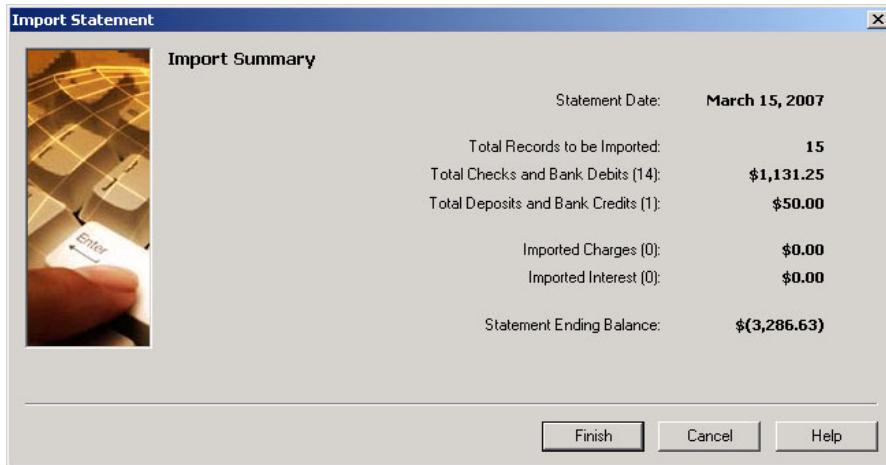
Online banking is a special feature available through the Account Reconciliation window. It lets you electronically import statements from your bank into Peachtree, where they can be reconciled just as you do with information manually entered from a paper statement.

To import a statement from your bank, select the bank from the drop-down list and enter your User ID and password.

If your bank is not in the list, click here for instructions for manually downloading a statement from your bank.



After selecting the appropriate account to reconcile, you see a window that summarizes the contents of the statement.

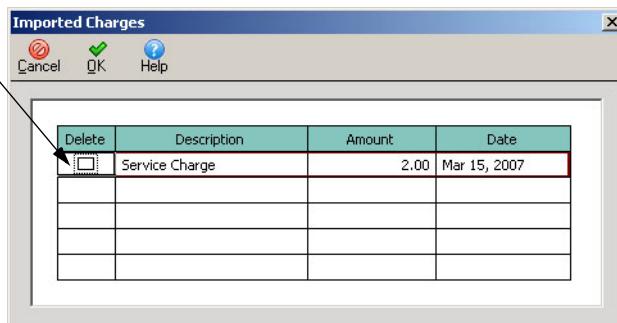


Click **Finish** to return to the Account Reconciliation window. The bank records imported with the statement now appear in the grid at the center of the window.

Imported Interest/Charges

Along with the transactions come any interest or service charges reflected in the bank statement. These amounts appear in the **Imported Interest** and **Imported Charges** fields at the bottom of the window. To see details about either, click the arrow button to the right of the field; a window appears with additional information.

If an item is in error, check the **Delete** box and then select **OK** to delete it. Your changes will be reflected on the Account Reconciliation window.



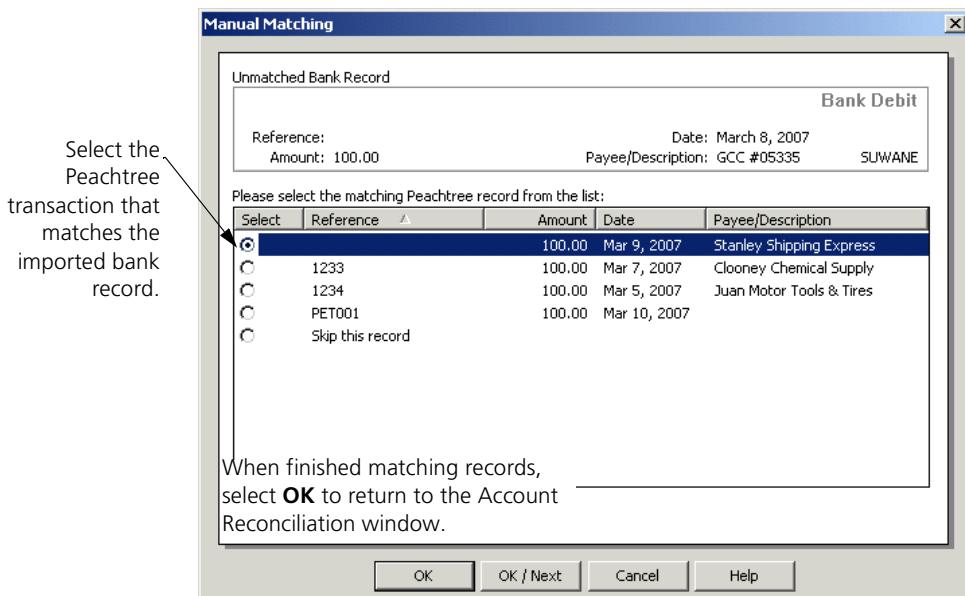
If you want more information:

In the Help index, look up "online banking."

Matching New, Unmatched Bank Records

When you import an electronic bank statement, Peachtree tries to *autoclear* the imported records by automatically matching them with corresponding Peachtree transactions. Any records that Peachtree cannot autoclear in this manner appear in the Account Reconciliation window as new, unmatched bank records.

Select the **Manual Match** option from the **Banking** button in Account Reconciliation. A window called Manual Matching appears, allowing you to match these previously unmatched bank records one by one with transactions that Peachtree identifies as possibly corresponding to them.



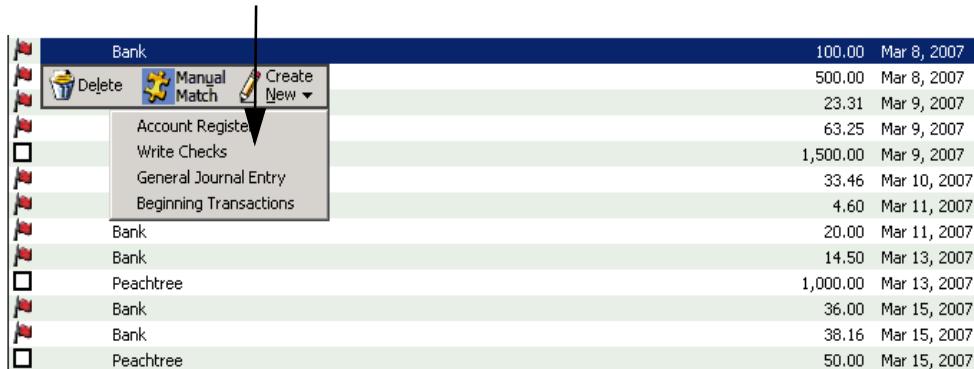
Once the imported records have been properly matched, Peachtree automatically clears them. You can un-clear any record later if necessary.

Other New Bank Record Options

In addition to being able to manually match imported bank records, you have other options as well. First of all, you can delete any records that are duplicates or that represent a bank error. Also, you can create new Peachtree transactions based on imported bank records. For any record that represents a deposit/bank credit transaction, you can create an account register entry, a general journal entry, or a beginning transaction. For any records that represent a check/bank debit transaction, you will be able to create a disbursement check as well. A series of options available from either the **Banking** toolbar button or from the right-click menu allow you to do this. The illustration below shows

shows the options available from the right-click menu when an imported debit record is selected in the Account Reconciliation window.

Note the options available for this unmatched \$100 bank debit record. You can delete it, try to manually match it, or create a new Peachtree transaction based on it. A drop-down menu provides new-transaction options.



| | | |
|-----------|----------|--------------|
| Bank | 100.00 | Mar 8, 2007 |
| Bank | 500.00 | Mar 8, 2007 |
| | 23.31 | Mar 9, 2007 |
| | 63.25 | Mar 9, 2007 |
| | 1,500.00 | Mar 9, 2007 |
| | 33.46 | Mar 10, 2007 |
| | 4.60 | Mar 11, 2007 |
| Bank | 20.00 | Mar 11, 2007 |
| Bank | 14.50 | Mar 13, 2007 |
| Peachtree | 1,000.00 | Mar 13, 2007 |
| Bank | 36.00 | Mar 15, 2007 |
| Bank | 38.16 | Mar 15, 2007 |
| Peachtree | 50.00 | Mar 15, 2007 |

If you want more information:

In the Help index, look up "online banking."

Look up "interest, imported."

Look up "Banking button."

Allocations

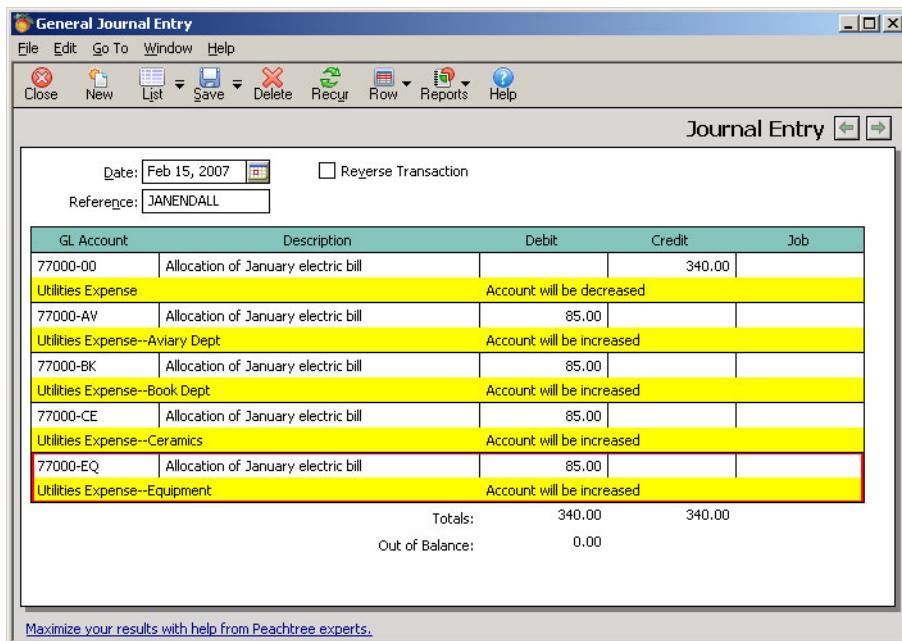
Allocating monies from one General Ledger account to several accounts is a common activity in the nonprofit organization. Utility bills, wages, rent, and other types of indirect costs must be allocated to expense accounts for several funds; Net Assets for the year (retained earnings in Peachtree) must be split between restricted, temporarily restricted and non-restricted Net Asset accounts.

Both types of allocations, case-by-case and indirect cost rates, can be handled in Peachtree. You can enter the transaction as a standard General Journal entry as necessary. Or you can enter it as a Memorized Transaction. The Memorized Transaction will serve as a template to be used for future transaction entry. The latter method will save you time, since all accounts are selected automatically.

General Journal Entry

To create a General Journal Entry in Peachtree,

- 1 Select **Tasks**, then **General Journal Entry**.
- 2 Enter the **Date**, and a **Reference** if necessary.
- 3 Enter each account, a description of the transaction, and the appropriate debit or credit amount.



In the example above, Company A has distributed its January Electric bill from its main account into four department accounts, with each department receiving 25% of the total bill. You can use the description line as a reminder of each cost percentage.

Allocating Net Assets

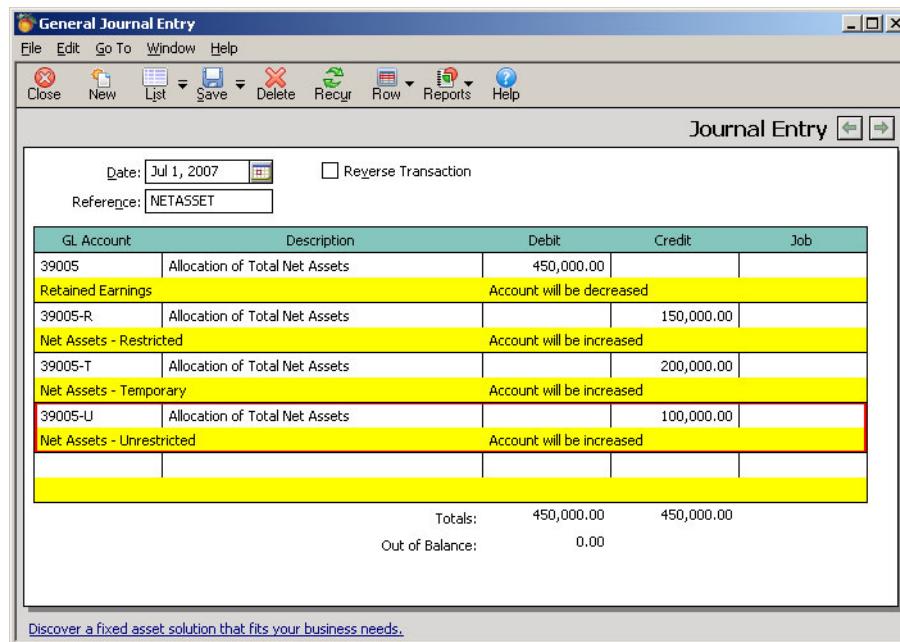
Since Peachtree will only allow you to have one Retained Earnings (Net Assets/Excess Revenues over Expenditures) account, you will have to use an allocation transaction to distribute total Net Assets to several different Net Asset accounts, for instance, Restricted Net Assets and Non-Restricted Net Assets. The YTD Statement of Activities report provided in the Mowers and Growers Association sample company is designed to give you a breakdown of Net Assets by restriction code. For this breakdown to appear on your

Chapter 14 General Journal and Banking Tasks

Statement of Financial Position, you will create a General Journal entry to allocate the appropriate figures on the Statement of Activities to the appropriate Net Asset accounts.

When you set up Peachtree, your Total Net Assets account should be entered with the Account Type set to Equity-Retained Earnings. At the end of your fiscal year, Peachtree will close all accounts with Account Types of Income, Expense, Cost of Sales, and Equity-Gets Closed to this account. If you need to distribute this total to several net Asset accounts, use a General Journal Entry. You can also use a Memorized Transaction to save time.

For example, your fiscal year ends June 30. Your Statement of Activities for June 30 shows a total Net Assets (39005) of \$450,000.00. This amount needs to be distributed to three accounts: Net Assets for Restricted (39005-R), Temporarily Restricted (39005-T), and Non-Restricted (39905-U). The amount for Restricted Net Assets is \$150,000.00, Temporarily Restricted is \$200,000.00, and Non-Restricted is \$100,000.00. You would enter the following General Journal Entry dated to July 1:



Memorized Transactions

Peachtree's Memorized Transaction feature allows you to save a transaction as a template to be used to easily create new transactions in the future. There are two ways that you can create a memorized General Journal Entry in Peachtree:

- ❖ Select **Maintain, Memorized Transactions**, then **General Journal Entries**.
- ❖ Create the transaction in **General Journal Entry**, then select the drop down arrow to the right of the **Save** button and select **Memorize**.

Either set of operations will open the Memorized Transaction window. If you worked from **General Journal Entry**, however, all of the line items would be copied automatically.

On the Memorized General Journal Entry window,

- 1 Enter a reference and a description of the allocation entry.
- 2 Enter the appropriate accounts, descriptions, and so on. Peachtree recommends that you use the description line to specify the percentages to be used for each account.

You can use or select a memorized journal entry in two ways also.

- ❖ Open the **General Journal Entry** window, select the drop-down arrow to the right of the **List** button, then choose **Select**.
- ❖ Select **Maintain, Memorized Transactions, General Journal Entries**. Then, choose the memorized transaction and click **Select** in the toolbar.

Once, the transaction is open, you can edit it as necessary.

Inter-Fund Transfers

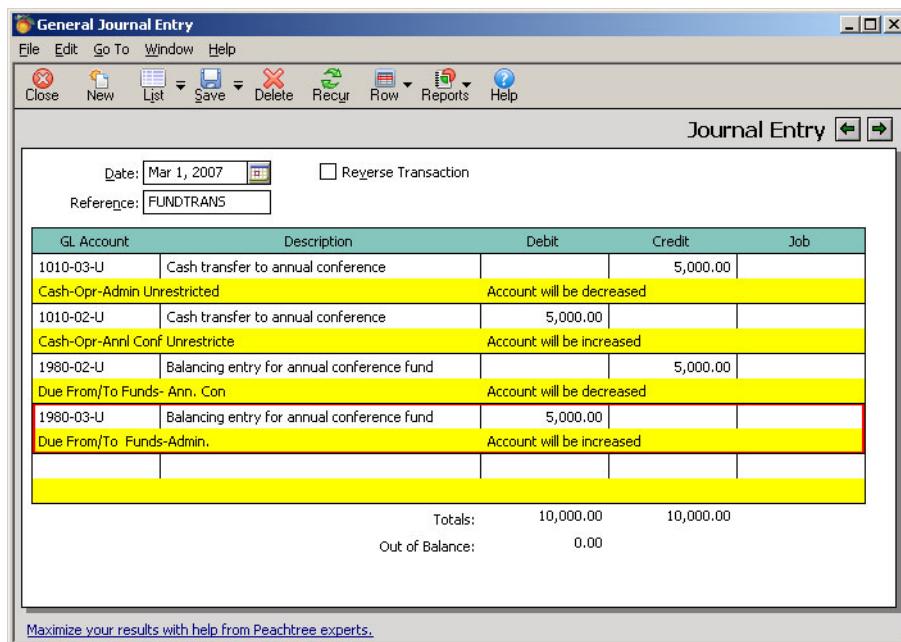
If your organization handles multiple funds and you need to provide separate financial reporting for each fund, you will need to process inter-fund transfers whenever monies are moved from one fund to another. For the setup of your chart of accounts, you will want to have a segment of your account ID dedicated to a fund number. This will allow you to produce masked Financial Statements for each fund. See page [75](#) for information on account segmenting and masking.

To ensure that each fund remains balanced, however, you must add due-to and due-from accounts to each General Journal entry so that the total credits equal the total debits for each fund. If you neglect this step, your Statement of Financial Position for each fund could be out of balance.

Let's see how to process an inter-fund transfer. Mowers and Growers Association needs to move \$5,000.00 from Unrestricted Administrative Operating Cash to Unrestricted Operating Cash for the Annual Conference. The first two line items in the illustration below show the basic transaction: a credit of \$5,000.00 from account 1010-03-U and a debit of \$5,000.00 to 1010-02-U. If the transaction were saved with only these two line items, however, the Statement of Financial Position for only the Administrative fund or the Annual Conference Fund would be out of balance. So the last two line items of the

Chapter 14 General Journal and Banking Tasks

transaction are added to keep each fund in balance. The credit to 1980-02-U balances the Annual Conference and the debit to 1980-03-U balances the Administrative fund.



Other Tasks and Transactions

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★ Other Tasks and Transactions ★

Several other tasks are essential to operating Peachtree efficiently, such as the **Maintain Global Options** feature, which lets you set a number of defaults that affect the operation of all your Peachtree companies. These defaults include what appears on Peachtree windows and reports, how transactions are sorted, whether cash balances are recalculated automatically, and even the basic color scheme for Peachtree windows.

In addition, Peachtree has some higher-level tasks that can help you use it to best effect. These tasks include the following:

- ❖ **User Security.** This allows you to limit access to sensitive areas of the Peachtree program.
- ❖ **Time and Billing.** This lets you track the time and out-of-pocket and other expenses that employees apply to individual jobs and then bill customers to recoup those outlays.
- ❖ **Action Items.** These alert you to special conditions and present lists of “to-dos.”

The other functions discussed in this chapter involve tasks you’ll need to do on a regular basis, such as backing up and restoring company data and closing out your fiscal and/or payroll tax years.

Accessing Global Options, Time and Billing, and Action Items

You can access the routines to carry out some of these tasks from the drop-down menus from the menu bar:

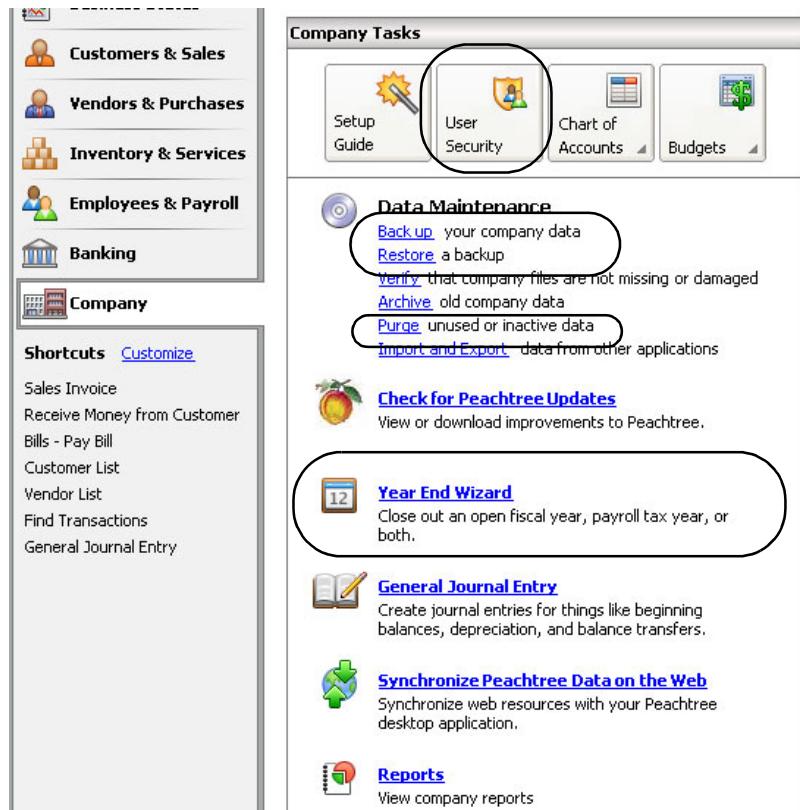
- ❖ Maintain Global Options is available from the **Options** menu; select **Global**.
- ❖ Time and Billing is available from the **Tasks** menu; select **Time/Expense**.
- ❖ Action Items is available from the **Tasks** menu; select **Action Items**.

Accessing Company Tasks (User Security, Backup/Restore, Wizards)

Backup, Restore, and the Year-End and Purge wizards are also available from Peachtree menus:

- ❖ User security is available from the **Maintain** menu; select **User Security**.
- ❖ **Back Up** and **Restore** are options on the **File** menu.
- ❖ The **Year-End** wizard is available from the **Tasks** menu; select **Tasks, System, Year-End Wizard**.
- ❖ The **Purge** wizard, too, is available from **Tasks**. Select **Tasks, System, Purge Wizard**.

But these and a number of other company-maintenance tasks are available in the **Company Tasks** section of the Company Navigation Center.



If you want more information:

In the Help index, look up "Navigation Centers, Customers & Sales."

Look up "Navigation Centers, Company."

Below is a table describing each of the routines discussed in this chapter.

| | |
|--------------------------------|---|
| User Security | This feature lets you limit access to areas of the program that you don't want certain users to work with. For example, you probably don't want all users in your company to see or edit data pertaining to your customers or to other employees. |
| Maintain Global Options | Global options include a variety of default settings that are grouped on four separate tabs: Accounting, General, Peachtree Partners, and Spelling. |

| | |
|-------------------------|--|
| Time and Billing | With this feature you can enter and track employee and vendor time and expenses, and apply them to customers and jobs for billing. |
| Action Items | These include events that affect the whole realm of your business. They may be contacts with business associates or transactions you've scheduled, "to-dos," and special conditions. |
| Back Up Data | Making backups is essential when using accounting software and Peachtree has an easy to use system. You can make backups to a floppy disk or your hard drive. |
| Restore Data | Should you ever need to restore a backup, Peachtree has a wizard that you can use for restoring backups made through Peachtree's backup routine. |
| Year-End Close | At some point in your fiscal year, you will need to close previous years so that you can get ready for the upcoming fiscal year. This routine walks you through the closing process. |
| Purge Data | You can use this routine to purge old transactions and unused, inactive records, such as customers, vendors, and items. |

User Security

The User Security feature is handled by a number of windows that let you create a company administrator, who has the right to create roles for company users, set up those users, and assign roles to them.



INITIAL DECISIONS

Setting up security is an important issue for most companies. First, you have to be dedicated to the concept. All users in the company have to keep tabs on their user names and passwords, and there has to be one company administrator who'll be in charge of setting up all the other users and also keeping tabs on their user names/passwords. Beside this, the administrator must decide which areas of Peachtree a user will have access to. The administrator will create special roles that grant these access rights, thus an important part of the job is also designing and assigning roles. Then there are special issues related to licensing; see ["Licensing Peachtree Users" on page 267](#). So up-front planning is essential.

Your first step is to add users in the User Security window (shown on page 264). When you add a user here for the first time, Peachtree automatically sets that user up as company administrator with access to all parts of the Peachtree program. As with all users, the administrator assigns himself or herself a user name and password and then saves the information.



A **password** can be up to 16 alphanumeric characters. Do not include the forward slash (/) character in your password. Avoid passwords that are obvious, like birthdays or names of relatives. Passwords are case sensitive (that is *Password*, *PASSWORD*, and *password* are all different passwords) and must be unique. Two or more user records cannot have the same password.

User names can be up to 16 alphanumeric characters. Do not include any of the following characters in the user name: *, ?, +, or /. You may want to be descriptive, such as using a person's name or job title/position in the company.

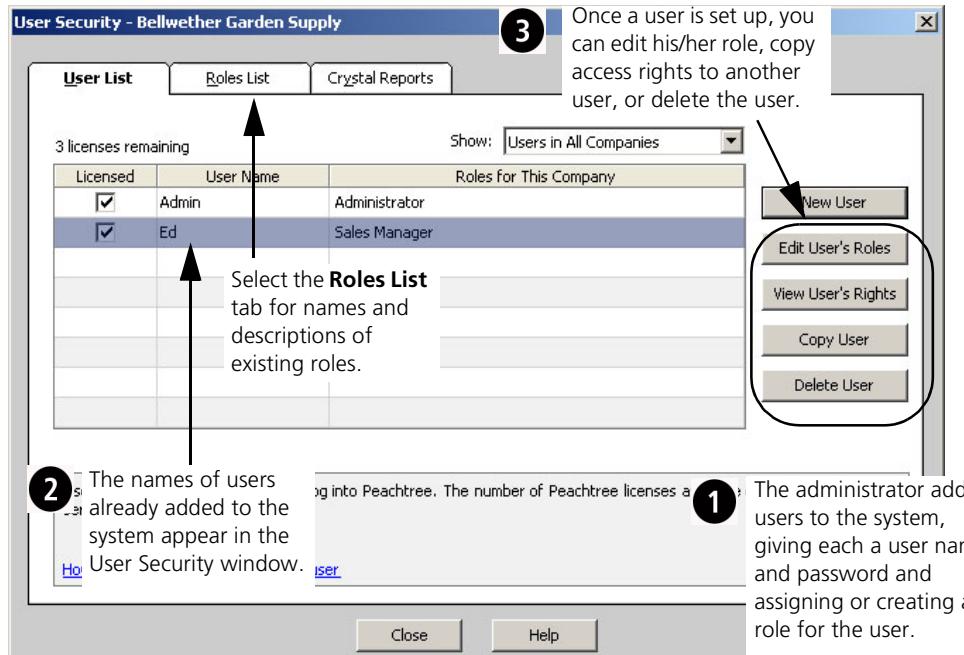
After that, the administrator can start adding other users to the system. Again, this is done in the User Security window. Now, when the administrator chooses the **New User** button, the user can be assigned not only a name and password, but also a role. A role is a group of access rights that can be assigned to one or more users. Peachtree comes with some roles already set up.

You can edit the access granted for these default roles; you can also create new roles, if necessary. Of course, the administrator can also choose to set up roles first and then add users to the system, assigning them to the appropriate roles.

Want to learn more about user security? Look up "user" in the Peachtree Help index.

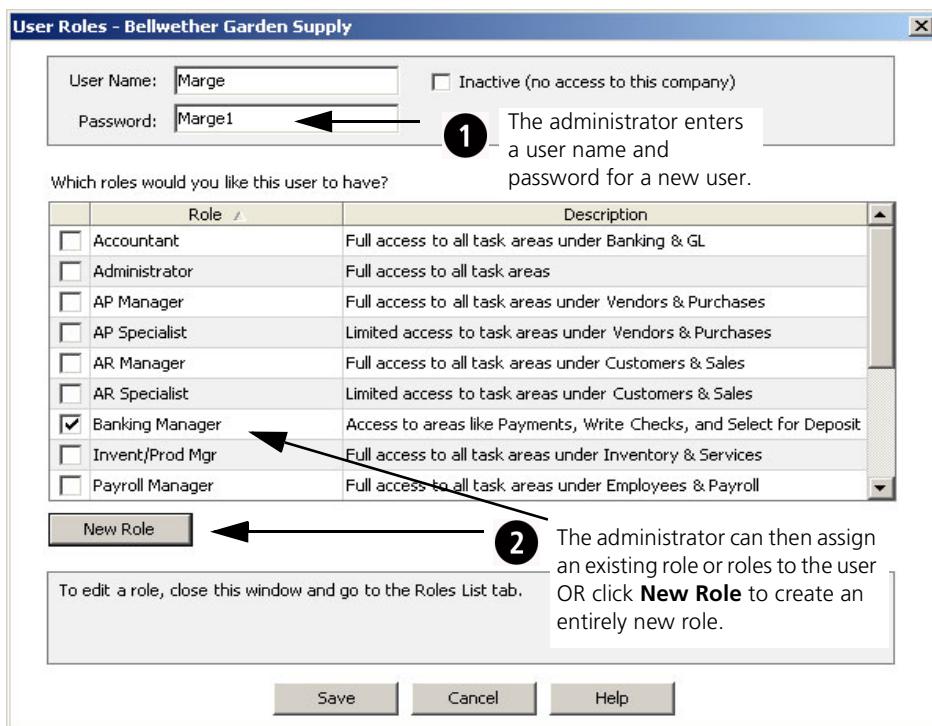
The User Security and User Roles Windows

The User Security window and the User Roles window work together. The User Security window lists all users that have been added to the system and has options for editing their rights or deleting them from the system.



User Roles

The User Roles window lets the administrator assign existing roles to a user or make a user inactive by selecting the Inactive checkbox to the right of the User Name field. You might want to make a user inactive if he or she has temporarily left the company or is on leave of absence. Also, if you work with multiple companies, you might want the user to have no access to one of your companies but have access to one or more additional companies. Making the user inactive lets you do this. When inactive users try to log on, Peachtree displays a message telling them to contact the company administrator. Only the administrator can make an inactive user active.



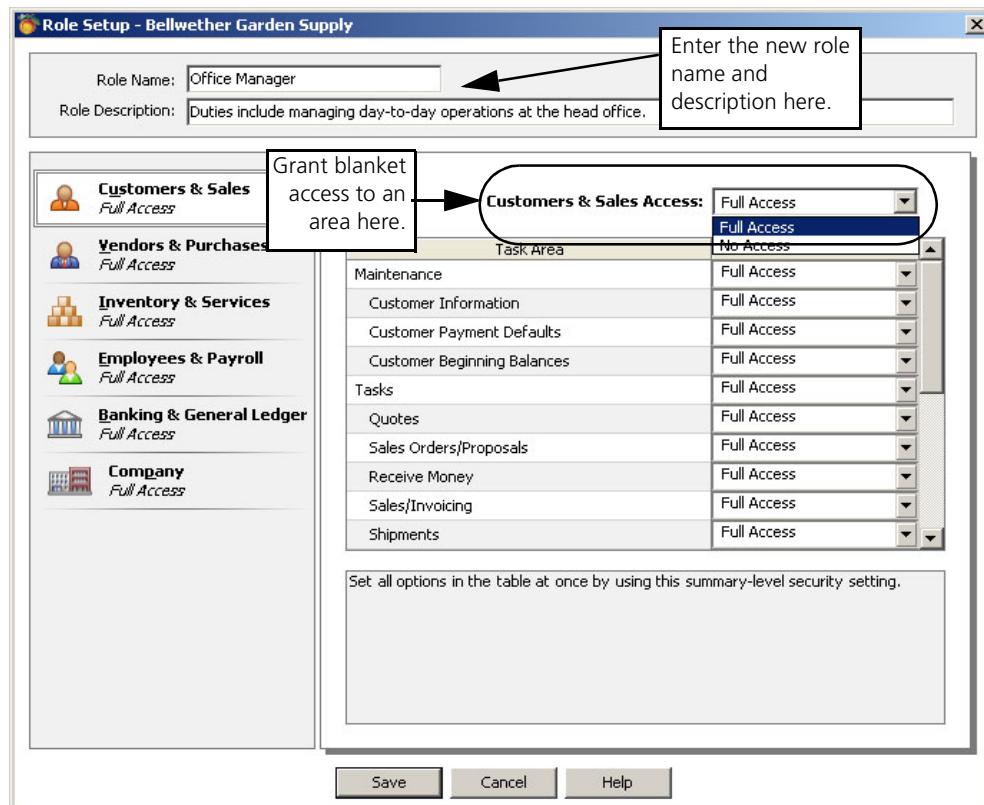
For a quick overview of existing roles, select the **Roles List** tab in the User Security window.

Note

Creating a New Role

In the Role Setup window, you set up roles so that users who are assigned those roles can access certain areas of the Peachtree program within the current company. Peachtree program areas include the following:

- ❖ Customers & Sales
- ❖ Vendors & Purchases
- ❖ Inventory & Services
- ❖ Employees & Payroll
- ❖ Banking & General Ledger
- ❖ Company



For each area, the drop-down list at the top right-hand side of the window lets you grant blanket access. For example, you can grant a user either **Full Access** or **No Access** to the Customers & Sales area.

Setting Custom Access for a Role

In addition to full or no access, you can use the grid to set different levels of access for subareas such as maintenance, tasks, and reports. For example, in the Customers & Sales area, you can choose to create a role with limited access to maintenance areas such as Customer Information or Customer Beginning Balances. Drop-downs let you set different access levels for different subareas of the program—for example, Payments/Write Checks.

| | |
|-----------------------------|---------------------------------------|
| Tasks | Full Access |
| Payments/Write Checks | Full Access |
| Purchase Orders | No Access View Only Add Edit |
| Purchases/Receive Inventory | |
| Vendor/Credit Memos | Full Access |

Add: The role grants access to the program area or specified Peachtree window and allows a user to add new records or transactions.

Edit: The role grants access to the program area or specified Peachtree window. The user can add new records or transactions AND maintain (edit) existing data.

No Access: The role grants NO access to the Peachtree window within the program area. Menu options related to the program area or window will be disabled.

View Only: The role grants access to the program area or specified Peachtree window or view existing data. However, a user with this role cannot enter a new record or change existing data.

If you want more information:

In the Help index, look up "user, Peachtree, setting up (procedure)."

Look up "role, setting up (procedure)."

Licensing Peachtree Users

In order to access a Peachtree company, a user must be licensed. When you start granting new users security and access rights, Peachtree will automatically license as many users as you have licenses for. For example, if you have five licenses according to your agreement, Peachtree will automatically license the first five users for which you set up security/access rights.

When all licenses are assigned, unlicensed users will be prevented from opening Peachtree companies. A company administrator can modify license assignments to change who has a license to access Peachtree companies and who does not. Licensing does not impact user security access to Peachtree companies and should not be used as a means of limiting access to companies. Rather, user security should be configured to limit rights to access Peachtree companies and to restrict tasks performed within Peachtree companies.

If You're Running out of Licenses....

If you run out of licenses but want to add a new user to the system, you may need to unlicense one of the existing users in order to add the new one. You remove the license from a user by unchecking the **Licensed** checkbox beside his/her user name in the Peachtree User Security window. Since generally only the company administrator has access to the User Security window, the administrator will have to perform this task.

Note, however, that if you remove the license from a user, that user will automatically be licensed the next time he or she logs into Peachtree as long as a license is available. So as company administrator, especially if you are running out of licenses, you'll want to assign licenses only to those people you want to have access.

Logging in to a Company if No Licensed User Is Present

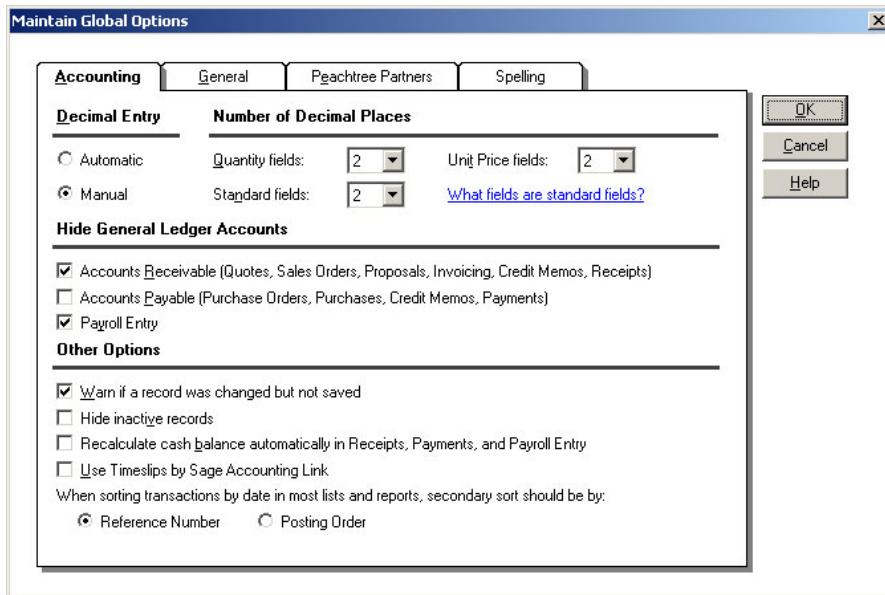
In the event that there are no licensed users in the office, you may not be able to log in to your Peachtree company. Say the only licensed user is out sick one day! In that case, you will need to clear all user licenses; then you'll be able to open the Peachtree company without a hitch.

To clear all licenses, do the following:

- 1 Start Peachtree OR if you are currently working in a Peachtree company, from the **File** menu, select **Close Company**.
- 2 From the **Help** menu, select **Customer Support and Service**, and then select **Clear User Licenses**.

Maintain Global Options

The Maintain Global Options window is available from the Options menu. It has four tabs where you can choose a variety of default settings.



Accounting Tab Options

The first tab lets you decide how Peachtree will handle the following accounting-related items:

- ❖ **Decimal Entry:** You can set your preference for how you enter and display numbers in Peachtree. If you want to manually enter decimal points each time, choose **Manual**.

Otherwise, choose **Automatic**, then select the number of decimal places you want entered automatically; choose from 0 to 5.

 **Want to learn more** about the Global Options window and its settings ? See “**global options**” in the Peachtree Help index.

If you need price levels or sales tax codes to use more than two decimals, you should change the number of decimals appropriately. For example, you may have an item that needs to have a price of 2.0123 cents, so you would choose 5 as the number of decimal places.

- ❖ **Hide General Ledger Accounts:** This lets you choose whether or not to display general ledger account numbers on certain task windows. You can hide general ledger accounts in Accounts Receivable, Accounts Payable, and Employee/Payroll tasks.

Even if accounts are hidden, you can use the **Journal** button to view general ledger account information and change account numbers, if necessary.



- ❖ **Warn if a record was changed but not saved:** You can choose to have Peachtree display warning messages whenever you change a record and then try to exit the record without saving. When the warning message appears, you have the opportunity to save the record then before moving on. However, if you don't check the **Warn if...** checkbox, you will not be warned if you change a record and try to call up another record or exit the window. Your changes are lost when the window or record is displayed.
- ❖ **Hide inactive records:** Select this check box if you don't want Peachtree to display inactive records (for example, items, customers, vendors, employees, and so on) in lookup lists.
- ❖ **Recalculate cash balance automatically:** When writing checks in Payments, Select for Payment, Payroll Entry, or Select for Payroll Entry OR when entering receipts, you have the option of displaying the cash balance. This feature lets you monitor your cash accounts as you are entering data. Check the **Recalculate...** check box if you want Peachtree to automatically recalculate your cash balance as you enter receipts and payments.

If you do not select this box, Peachtree displays “Uncalculated” as the balance in the Payments, Receipts, and Payroll Entry windows. You can use the **Recalculate** button (shown at left) to update your balance whenever you like.



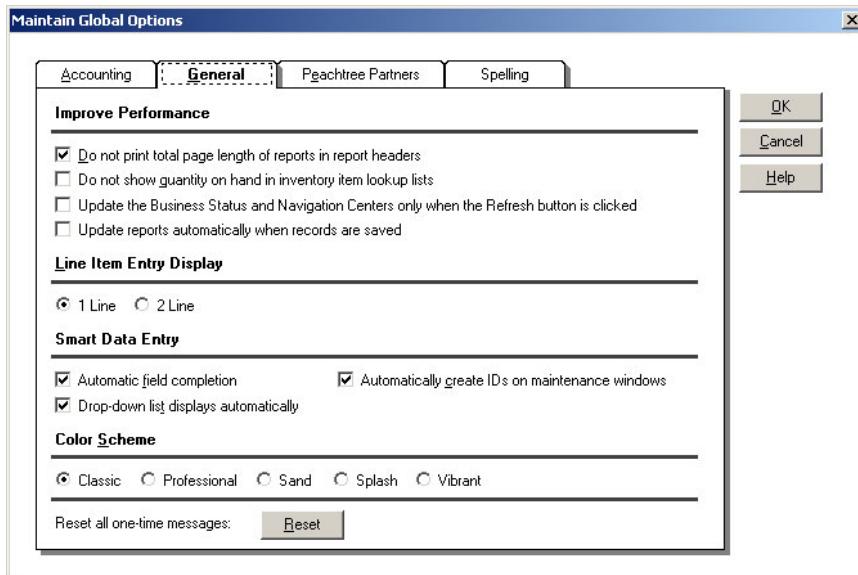
Peachtree will run faster if you leave this option unchecked and use the **Recalculate** button.

- ❖ **Use Timeslips Accounting Link:** Check this box to activate the **Timeslips Accounting Link** option in Peachtree. Timeslips is a time-and-billing program for small business, providing additional accounting management tools currently not available in Peachtree. Timeslips Accounting Link (TAL) enables you to transfer payment and receivable information from Timeslips to the General Ledger of Peachtree, saving you valuable time by eliminating manual reentering of billing data. TAL must first be activated in Peachtree before you can export and import information between the two programs. For more information on Timeslips, look up “**Timeslips**” in the Peachtree Help index.
- ❖ **Secondary sort order:** Select the option you want to user for sorting transactions. When sorting transactions by date in most lists and reports, you can choose the type of secondary sort order for these transactions.

- ❖ Select **Reference Number** if you want the secondary sort to be by reference number. (Reference numbers can be manually entered or they can be assigned by Peachtree when you print the transaction.)
- ❖ Select **Posting Order** if you want the secondary sort to be by posting order.

General Tab Options

This tab lets you tailor Peachtree performance to your tastes.:



- ❖ **Improve Performance:** To increase performance and speed, you can control whether or not certain options display using performance enhancements. For instance, if you do not need to print the page length on report headers (for example: Page 1 of 12) then select the *Do not print total page length of reports in report headers* check box.

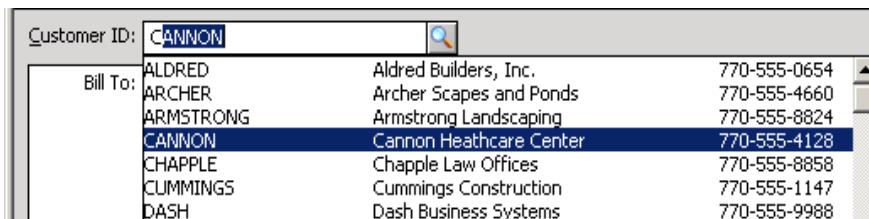
Likewise, if you don't want to show quantity on hand on the items lookup list, select the corresponding check box. (This can be especially helpful if you have a large number of inventory items.)

Update the Business Status Center and Navigation Centers only when I click the Refresh button. Selecting this option is useful if you want to control when Peachtree refreshes data in a Navigation Center. This is especially true if you're working in a network environment and have a great deal of data in your company database. For more information about Navigation Centers and the Business Status Center, see ["Navigation Centers" on page 35](#).

Update reports automatically when records are saved: This option helps performance where reports are open in the background. If checked, whenever a record (customer, item, etc.) or transaction is saved, displayed reports are simultaneously updated. Depending on how many reports are open, this can slow down the save process noticeably. If this box is unchecked, the report data only gets updated the next time the report is clicked on or takes focus.

- ❖ **Line Item Display:** If you select a two-line display, the second line generally shows description information about the codes in the first line and is never used for data entry. (For example, the account ID appears in the first line, and the account name appears in the second line.) Likewise, if you select one-line display, you'll see a line with no detail; this will allow more lines of data to appear at a time.
- ❖ **Smart Data Entry:** Select *Automatic field completion* if you want Peachtree to fill in the remaining text for you while you're entering information that is already stored in a record. For example, if you begin entering an existing customer ID, Peachtree will fill in the remainder. This can save you typing time and also ensure that information is entered consistently. Note that since all IDs in Peachtree fields are case sensitive. So if the ID begins with *M* (for example, *M2256*), you must type *M*, not *m*, for the automatic field completion to activate.

Select the *Drop-down list displays automatically* check box if you want to see the list associated with each field that has a lookup button. Anytime you type or press the spacebar in a field that has an associated list, the list will appear. The illustration below shows the drop-down list automatically displayed when a user enters a *C* in the Customer ID text box. Peachtree has also selected CANNON automatically because **Automatic field completion** was selected in Global Options..



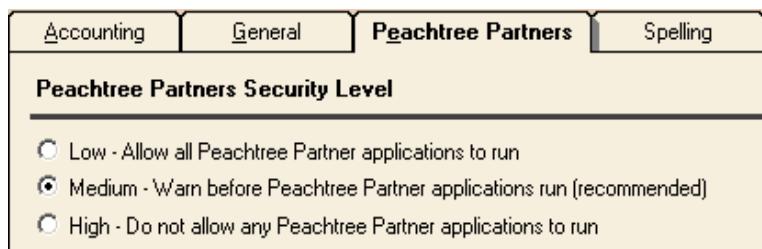
- ❖ Select *Automatically create IDs on maintenance windows* if you want Peachtree to automatically build an ID for records (customers, items, etc.) based on the name or description you enter. If you select this option, you can skip the ID on a record window when you create a new record.
- ❖ **Color Scheme:** You can choose one of five color schemes that affect the appearance of windows and dialog boxes in Peachtree. Each scheme uses a different combination of

colors. You can change color schemes at any time, but you must exit and restart Peachtree for the color changes to be activated. If you operate on a network, each workstation can set up its own color scheme preference. Choose from the following:

- ❖ **Classic:** Peachtree's traditional white tabs and white color backgrounds throughout the program.
- ❖ **Professional:** Light gray tabs and gray backgrounds.
- ❖ **Splash:** Light pastel colors.
- ❖ **Sand:** Light and dark tan colors throughout the program. This is the default setting; when you install Peachtree for the first time, this is the color scheme you'll see.
- ❖ **Vibrant:** Bright and bold colors.

Peachtree Partners Tab Options

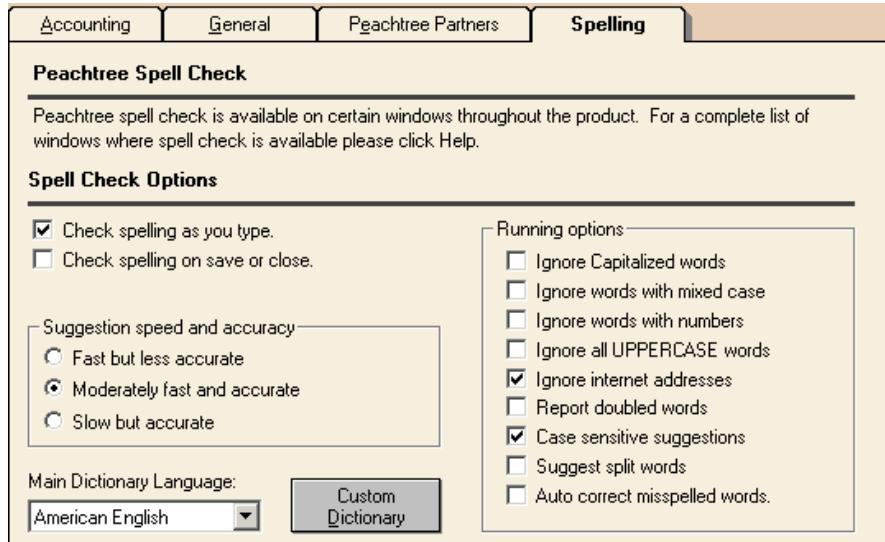
This tab lets you choose a security level that determines how Peachtree Partner applications interface with your Peachtree data.



- ❖ **Low:** This lets all Peachtree Partner applications run automatically. Peachtree Partner programs will be able to exchange data with your Peachtree database without prompting you.
- ❖ **Medium:** When you start a Peachtree Partner application, you'll receive a warning message that allows you to choose whether or not you want the application to run. This is the default and recommended setting.
- ❖ **High:** Choose this level of security, and Peachtree Partner applications *will not* run.

Spelling Tab Options

On the **Spelling** tab, you specify options that will affect the way Peachtree Spell Check operates. For example, you can choose whether or not you'd like Spell Check to ignore capitalized words, doubled words, and so forth.



- ❖ **Spell Check Options:** Select *Check spelling as you type* if you want Spell Check to highlight misspelled words in red as you type. When a word is highlighted in red, you can right-click your mouse to bring up a list of suggestions for the misspelled word. Select *Check spelling on save or close* to instruct Spell Check to automatically review your text when you select Save, Close, or Print from windows where Spell Check is available.
- ❖ **Suggestion speed and accuracy:** This determines the speed and accuracy of the initial search for suggested replacements for misspelled words. When a misspelled word is detected, a search is automatically made for suggestions. This option controls the speed and accuracy of this search.
- ❖ **Main Dictionary Language:** Use the drop-down list to set the language of the main dictionary used to check spelling. If you want to edit custom dictionaries at this time, select the Custom Dictionary button.
- ❖ **Running options:** These settings affect the way that Spell Check searches for misspelled words. For example, you can instruct Spell Check to ignore capitalized words, Internet addresses, and so forth.

★ **Want to learn more** about your choice of Custom Dictionaries? See **“custom dictionaries”** in the Peachtree Help index.

If you want more information:

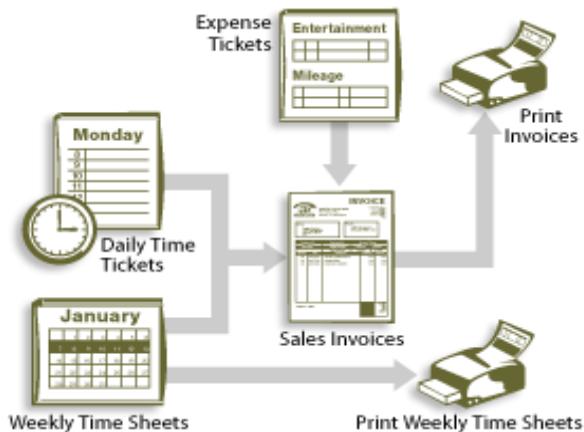
In the Help index, look up "Peachtree Partners Security Level."

Look up "Spell Check options" and "Spell Check."

Time and Billing

You can use the time and billing features to create time and expense items, enter time and expenses tickets using them, and bill customers for these expenses. The diagram below shows the flow of activity associated with using the time and billing features.

- 1 Create all of the necessary vendors, employees, customers, jobs, activity items, and charge items.
- 2 Enter your time and expense tickets, specifying the employee or vendor, the customer or job, the type of activity or expense, and the amount of time or money spent.
- 3 When you want to bill the customer for time and expense, select the customer in Sales Invoicing; and then click the **Apply Tickets/Expenses** button to display the time and expense tickets. Here, you can select and consolidate tickets and expenses.



Creating Time and Expense Items

You create your Time and Expense items on the **Maintain Inventory Items** window. Simply give Time items an **Item Class** of Activity and Expense items an **Item Class** of Charge. Then, complete the various fields on the tabs. You can enter billing rates, tax status, unit, type, and other fields.

Entering Time and Expense Tickets

You enter Time and Expense tickets by selecting **Tasks**, then **Time/Expense**, then either **Time Tickets** or **Expense Tickets**. For Time Tickets you can choose to use either a Daily tab or a Weekly tab. You can select the employee or vendor, the Activity item, a customer or job, and you can enter the date, amount of time, billing rate, billing type, and billing status.

For Expense Tickets, you can enter an employee or vendor, a date, a Charge item, number of units of the Charge item, and extended descriptions for the expense. You can also select a billing price and billing status. Selecting Billable will make the ticket available for billing during Sales Invoicing. Selecting No Charge will display the ticket information on a sales invoice but it will not bill the customer. If you select Non-Billable, the ticket will not show up in Sales Invoicing at all.

If you want more information:

In the Help index, look up "Time & Billing, overview."

Look up "Time & Billing, how do I."

Billing Time and Expense Tickets

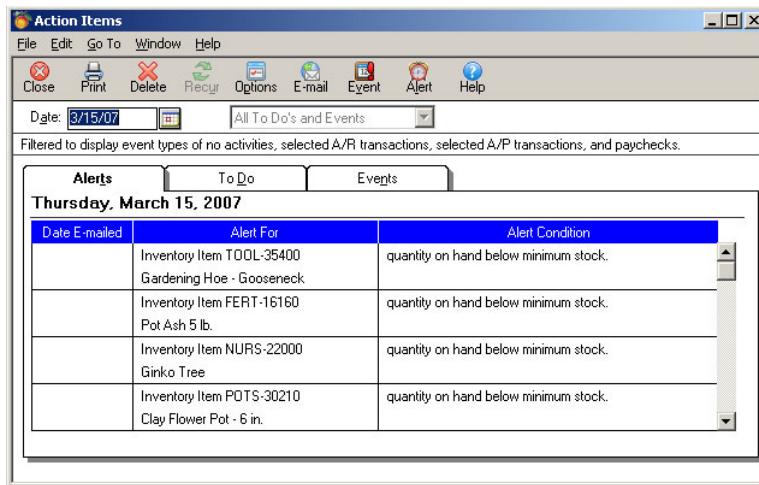
You will bill your tickets during Sales Invoicing by selecting the **Apply Tickets/Expenses** button after you have selected the customer. Peachtree will display tabs with Time and Expense tickets for that customer. You can select which tickets you want to bill the customer for and mark them up, if necessary. You can also consolidate, or group, these tickets so they appear as one line on the sales invoice.

Once you have applied a ticket to an invoice, Peachtree will internally mark that ticket so that it cannot be applied to any other invoices. You can use the Ticket Listing By Customer report to see if tickets have been applied to a sales invoice yet. Also, any tickets that have not been applied to invoices for that customer will appear on the Time Tickets window after you click the **Apply Tickets/Expenses** button.

Action Items

The Action Items window in Peachtree shows action items that affect the whole realm of your business. Actions items include events such as contacts with business associates or transactions you have scheduled, activities that you have scheduled “to do,” and company conditions that you want to be alerted of.

► From the **Tasks** menu, select **Action Items**.



The Action Items window information is divided into these folders:

- ❖ Alerts
- ❖ To Do
- ❖ Events

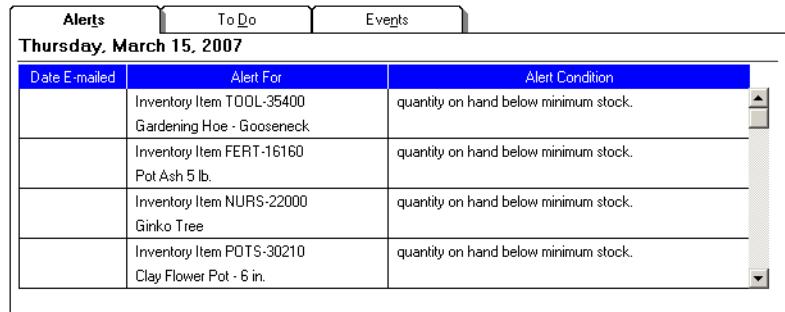
Select the tab to view the associated information. The following sections discuss working with each tab.

View Alerts

The **Alerts** folder lists the matches that Peachtree has found for the company alerts that you have set up. You can view company alerts from the Action Items window. You can access this window either from the **Tasks** menu or by selecting the **Alert** button on the status bar.



► From the **Action Items** window, select the **Alerts** folder. Then, select the date for which you want to see areas that produce a preset company alert.



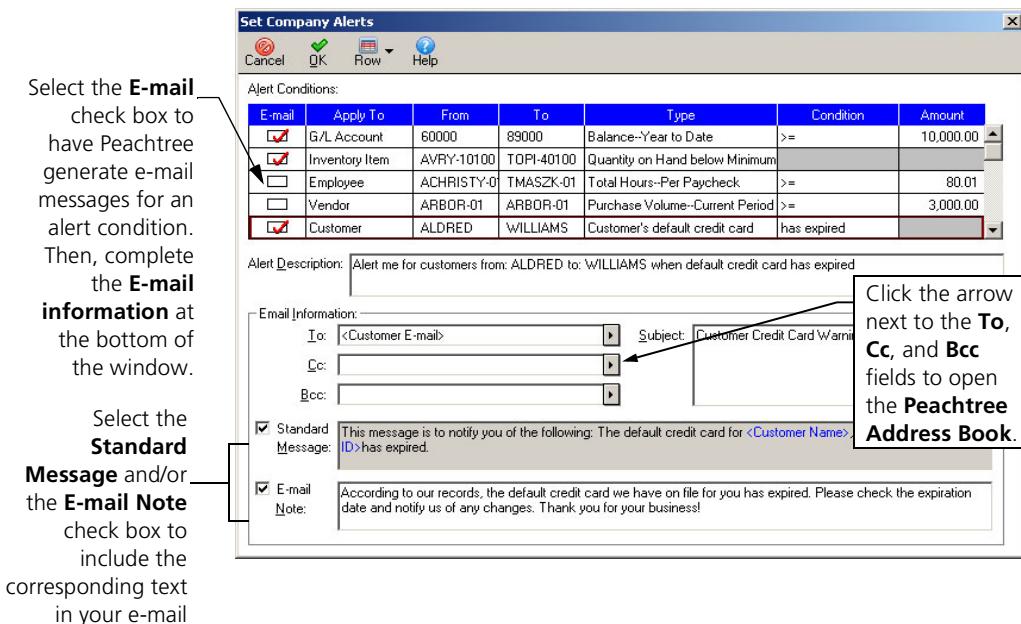
| Date E-mailed | Alert For | Alert Condition |
|---------------|--|---------------------------------------|
| | Inventory Item TOOL-35400 Gardening Hoe - Gooseneck | quantity on hand below minimum stock. |
| | Inventory Item FERT-16160 Pot Ash 5 lb. | quantity on hand below minimum stock. |
| | Inventory Item NURS-22000 Ginko Tree | quantity on hand below minimum stock. |
| | Inventory Item POTS-30210 Clay Flower Pot - 6 in. | quantity on hand below minimum stock. |

Peachtree displays each entity that meets the alert condition separately, along with the condition that is being monitored, and the date that Peachtree generated e-mail messages for this alert, if applicable.

Set Company Alerts

Alerts are conditions in your company that you want to be aware of as they happen in order for you to take some further action. You can set alerts for employees, vendors, customers, inventory items, and general ledger accounts that meet criteria of your own choosing. In addition to notifying you of alert conditions, Peachtree generates alert e-mail messages. These e-mail messages can be sent to customers, employees, vendors, or anyone who needs to be notified when the alert condition is met. Alert e-mail messages can contain transaction specific information and/or customized notes.

► Select the **Alert** button from the toolbar of the **Action Items** window.



Select the **E-mail** check box to have Peachtree generate e-mail messages for an alert condition. Then, complete the **E-mail information** at the bottom of the window.

Select the **Standard Message** and/or the **E-mail Note** check box to include the corresponding text in your e-mail

When you set up Alert conditions to include e-mail messages, you must complete the **E-mail information** at the bottom of the **Set Company Alerts** window. To learn more about Peachtree-generated e-mail messages, see the table below.

Use the To Do Folder

The **To Do** tab lets you enter activities or reminders that you need to track.

► From the **Action Items** window, select the **To Do** tab.

Peachtree uses the current system date when it first displays the information. You can change this date.

| Alerts | | To Do | Events |
|----------------------------------|--------------|-----------|--|
| Wednesday, March 14, 2007 | | | |
| Done | Date | Completed | Notes |
| <input type="checkbox"/> | Mar 31, 2007 | | 1st quarter Federal Form 941 due |
| <input type="checkbox"/> | Mar 31, 2007 | | Sales tax must be filed and paid for this month. |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Enter a date, or check the *Complete* check box: To enter a To Do item, enter a date and a note of your choice that describes the item that needs to be done. For existing To Do items, you can select whether an item is complete. When you indicate that a To Do item is complete, Peachtree supplies the current date as the completed date.

If you want more information:

In the Help index, look up "alert, setting up company"

Look up "to-do list."

Use the Event Log

The Event Log shows business events that you have elected to see for the date you select.

→ From the Action Items window, select the **Events** tab.

Double-click the total line for the event type to view or hide specific events.

A check mark here indicates that the event is complete.

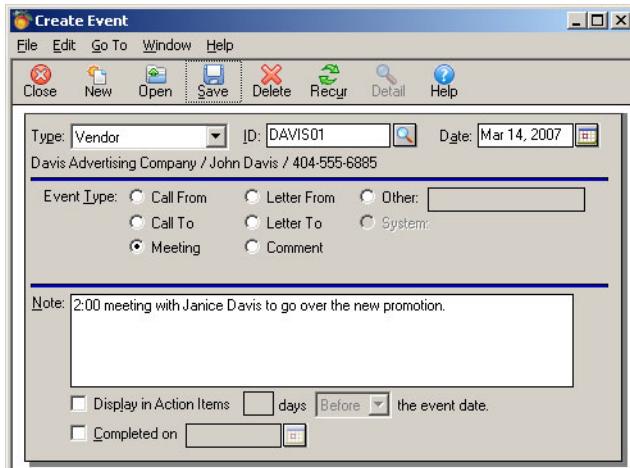
| Thursday, March 15, 2007 | | | | |
|---|---------|--------------|------------------------|---|
| Date | ID | Company Name | Type | Notes |
| 2 Sales Orders to Ship | | | | \$688.73 |
| <input type="checkbox"/> | 3/15/07 | CHAPPLE | Chapple Law Offices | Sales Order #10340 sent 3/5/07 \$476.84 |
| <input type="checkbox"/> | 3/15/07 | FROST | Frost Technology Park | Sales Order #10341 sent 3/9/07 \$211.89 |
| ▼ 23 Customer Invoices Due \$122,715.21 | | | | |
| <input type="checkbox"/> | 1/1/07 | EVERLY | Everly Property Manage | Customer Inv #10205 sent 2/19/07 \$8,897.32 |
| <input type="checkbox"/> | 1/26/07 | SNOWDEI | Snowden Interior Desig | Customer Inv #10209 sent 1/26/07 \$7,102.00 |
| <input checked="" type="checkbox"/> | 1/31/07 | DASH | Dash Business Systems | Customer Inv #10322 sent 1/31/07 \$1,292.10 |
| <input checked="" type="checkbox"/> | 1/31/07 | ARMSTRG | Armstrong Landscaping | Customer Inv #10122 sent 1/1/07 \$10,970.42 |

Events in the Event Log are displayed in this order: activities, quotes, sales orders, invoices, collection letters, customer receipts, purchase orders, vendor invoices, checks written, and paychecks. If there are no events for an event type or you elect not to display an event type, you won't see the total line for that event type.

Create An Event

You can create an event from any window where you see the **Event** button. You can create events for the contacts you may have with your customers, employees, and vendors such as calls, letters, and meetings. Follow these steps to create this type of event.

► Select the **Event** button.



Select contact type and date of event: Select the type of contact—customer, employee, or vendor—you are creating the event for. Then select the specific ID. The IDs in the list change according to the contact type you select. So, if you select **Vendor** as the type of contact, you can choose a specific vendor from a list of vendor IDs. Once you select an ID, the contact name and telephone number are displayed also.

Next, enter the date you want the event to be created if it is other than the current Peachtree date.



Select type: Select the type of event you are creating. You can create any type of event except System. Peachtree creates System events when you enter an associated transaction.



Choose to display event, and select a completion date: If you want the event to appear in the Action Items window, select the check box; then enter the number of days before or after the event date you want the event to display. Then select the **Completed on** check box, and enter the date when you expect the event to be completed.



Since Peachtree has no way of knowing when the events you create are completed, it may be best not to check this box until the event is complete.

Save the event: To save the event, select **Save** when finished.

If you want more information:

In the Help index, look up "event, setting up"

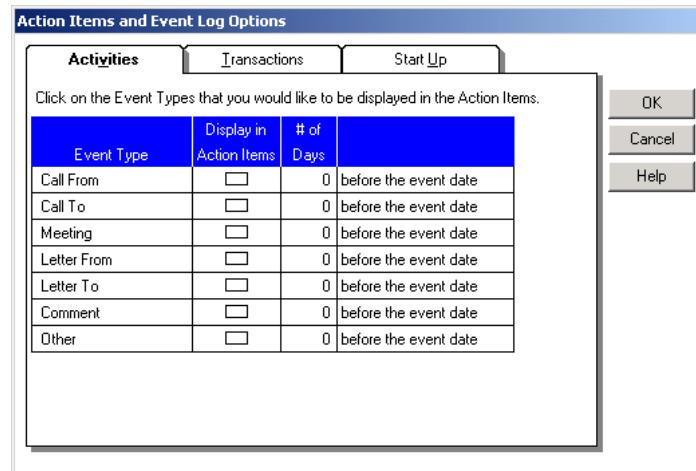
Look up "event, displaying."

Use Action Items/Event Log Options

The Action Items/Event Log Options determine which types of events will appear in the Event Log and when the Action Items window will appear for all companies. Events can be types of activities you have with business contacts or types of transactions you make as part of your business operations. Contact events will show in the Event Log as soon as you create an event for them. Peachtree creates an event in the Event Log for business transactions when you create a transaction for one of these types of events.

► With the Action Items window displayed, select the **Options** toolbar button.





The information is divided into these folders:

- ❖ Activities
- ❖ Transactions
- ❖ Start Up

When you first open the window, the information in the **Activities** folder displays. You can begin entering this information or select another heading to display the associated information.

Select Activities

In the **Activities** folder, select the types of contact events that you want to display in the Action Items window such as

- ❖ calls you make or receive
- ❖ letters you send or receive
- ❖ meetings

Contact events don't have associated transactions, so Peachtree doesn't create an event for you. However, you can create an event for them yourself. You can also select if and when to have the events displayed in the Action Items window.

► From the Action Items/Event Log Options window, select the **Activities** folder.

It is up to you to create these types of events.

Click on the Event Types that you would like to be displayed in the Action Items.

| Event Type | Display in Action Items | # of Days | |
|-------------|-------------------------------------|-----------|-----------------------|
| Call From | <input checked="" type="checkbox"/> | 1 | before the event date |
| Call To | <input type="checkbox"/> | 0 | before the event date |
| Meeting | <input type="checkbox"/> | 0 | after the event date |
| Letter From | <input type="checkbox"/> | 0 | before the event date |
| Letter To | <input type="checkbox"/> | 0 | before the event date |
| Comment | <input type="checkbox"/> | 0 | before the event date |
| Other | <input type="checkbox"/> | 0 | before the event date |

Select event types and number of days: Select the **Display in Action Items** box next to each event type you want to have appear in the Action Items window. For each event type that you select, enter the number of days before or after the event is scheduled to occur that you want to have it appear.

Select before or after, and then select OK: In the last column, select from the drop-down list whether the numbers of days entered is before or after the event date. Select **OK** to save your choices.

Select Transactions

In the **Transactions** folder, select the types of business transactions that you want Peachtree to create events for, including

- ❖ quotes sent and expiring
- ❖ customer invoices sent and expiring
- ❖ collection letters
- ❖ customer receipts
- ❖ purchase orders sent and expiring
- ❖ vendor invoices due and checks due to vendors
- ❖ paychecks

Peachtree creates an event when you enter a transaction for the types of events you select here. The event is created in the appropriate customer, vendor, or employee event log. You can also select if and when to have the events that Peachtree creates appear in the Action Items window.

► From the Action Items/Event Options window, select the **Transactions** folder.

If you select to create an event, the event will be updated whenever the transaction is changed.

| Event Type | Create Event | Display in Action Items | # of Days | |
|-----------------------|-------------------------------------|-------------------------------------|-----------|-----------------------|
| Quotes Sent | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | before the event date |
| Quotes Expiring | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | before the event date |
| Sales Orders to Ship | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | before the event date |
| Invoices Sent | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | before the event date |
| Customer Invoices Due | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | before the event date |
| Customer Credit Memos | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | before the event date |

Select transactions and whether or not to display them: Select the **Create Event** box next to each type of transaction that you want an event created for. Then select the **Display in Action Items** box next to each type of transaction if you want to have the events for that type of transaction appear in the Action Items window.

Note that Peachtree creates events only while the **Create Event** box is selected. When you turn the option on, Peachtree doesn't create events for transactions that were already there. It also doesn't remove events that have already been created if you turn the option off.

Enter number of days, and then select OK: For each type of transaction that you select to appear in the Action Items window, enter the number of days before or after the event is scheduled to occur that you want it to displayed. Select **OK** to save your choices.

Select Start Up Options

In the **Start Up** folder, select when you want the Action Items window to appear automatically and how you want the information to appear initially.

► From the Action Items/Event Options window, select the **Start Up** folder.

Action Items Start Up Options:

Display Action Items each time a new company is opened

Then select whether you want the Action Items window to appear each time a new company is opened. Select **OK** to save your choice.

If you want more information:

In the Help index, look up "action item, setting up."

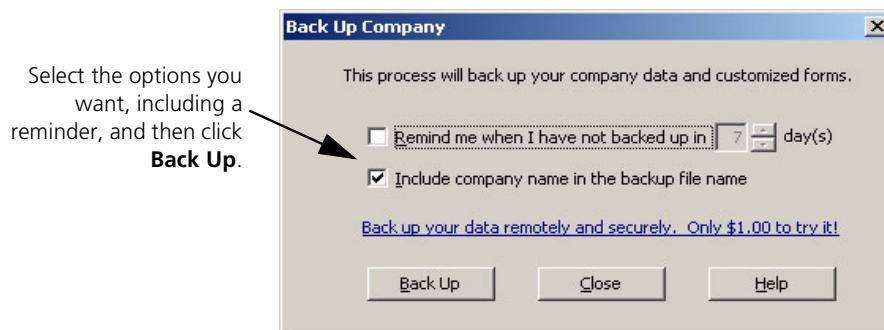
Backing Up Your Data

Backing up your company frequently is an important part of maintaining your Peachtree system. Peachtree provides a simple backup utility for accomplishing this.

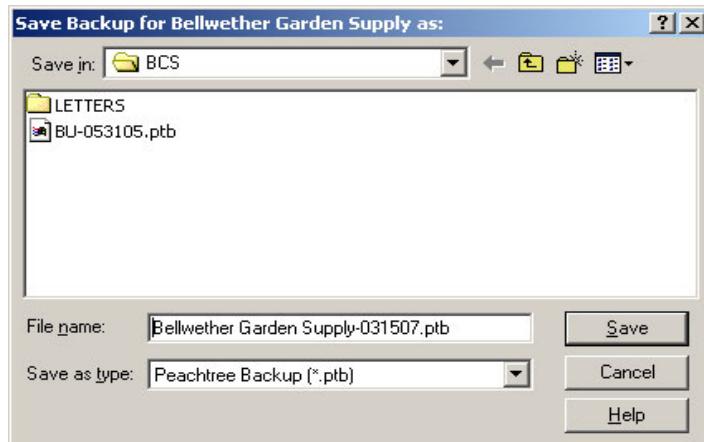
Backing up your company files can save you hours of time. Having frequent backups ensures you against the necessity of reentering your data. Backups are the only way to ensure the security of the accounting records you store in Peachtree. Without backups, you run the risk of losing weeks or months of work. How often you back up and which method you choose depends on how you use Peachtree. If you enter transactions every two weeks, you can get by with backing up every two weeks. However, if you enter transactions daily, you may need to establish a daily backup routine.

You can choose to back up your data using a utility other than Peachtree's, but you should ensure that ALL Peachtree data files are backed up. If you use Peachtree's internal system, all other users must exit Peachtree before you can do so. To make a backup using Peachtree's internal utility

- Select **File, Back Up**. This will open the Back Up Company window.



On the next window, specify the name of the backup file and the location of the file. What you name your file depends on you, but if you work with multiple companies, you should include the name of the company in the file name. Otherwise, you run the risk of overwriting one company with data from another company data should you ever restore that backup. Also, we recommend that the file name include the date the backup was made so that you can quickly determine if it is the one you want.



Next, Peachtree will notify you of the amount of data space the backup will take or the number of disks it will need. Click **OK** to complete the process.



The amount of time it takes to complete the backup depends on the size of the backup and the medium to which you are backing it up. If the company data file is large, we recommend backing up at the end of the day so that other users will not need to access the company data.

If you want more information:

In the Help index, look up "backing up, company data, overview."

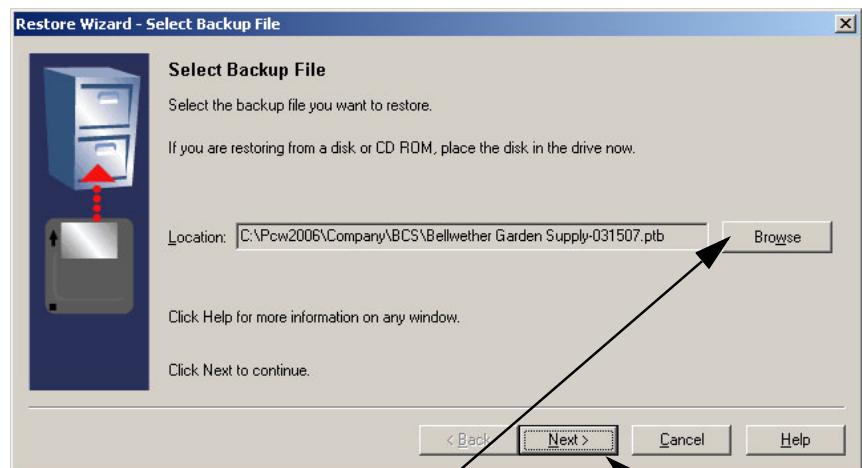
Look up "backing up, company data."

Restoring Your Data

When there is occasion to restore a backup, Peachtree provides a utility for restoring backups that were made with its internal utility. When you do restore a backup, bear in mind that Peachtree restores ALL files, overwriting ALL existing data. You cannot restore individual files since the files are all interrelated. We recommend that you back up existing data before overwriting it with a backup from a previous point in time.

To restore a backup

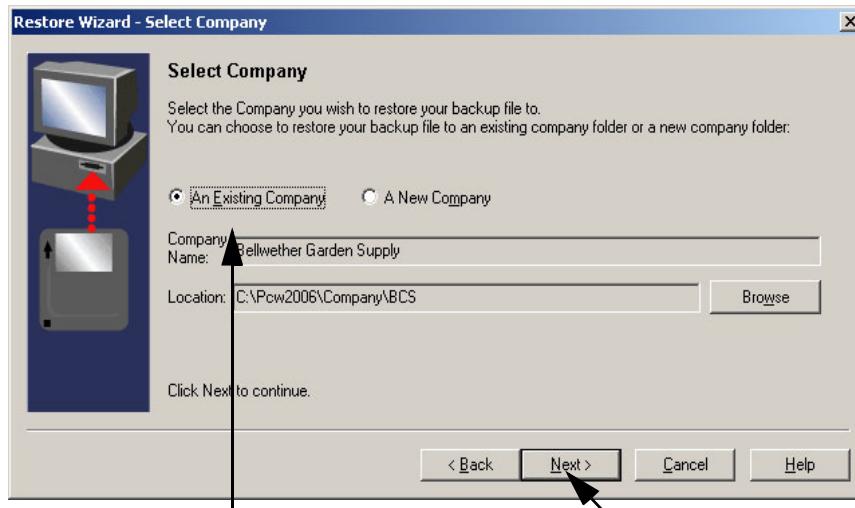
→ Select **File, Restore**. This will open the Restore Wizard.



Click the **Browse** button and locate your Peachtree backup. These files are identified with the extension: .ptb.

Once you have selected the file, click **Next** to continue.

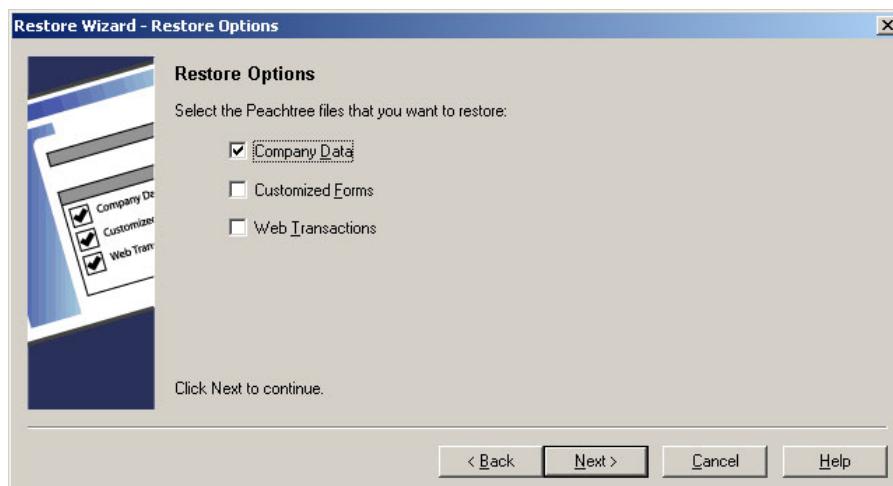
On the next window, you can verify that the correct backup has been selected.



Ensure that **An Existing Company** is checked, and verify that the correct company and location are displayed.

Click **Next** to continue.

On the Restore Wizard - Restore Options window, select the types of data you want to restore and click **Next**.



Finally, click **Finish** on the Confirmation window. The length of time it takes to restore depends on the size of the backup and the type of medium on which it was stored.

If you want more information:

In the Help index, look up "restoring, company data files, overview."

Look up "restoring, company data files, procedure."

Year-End Wizard

Finishing your company's fiscal and payroll years is a very important process. There are many steps involved, with one of the final steps being the process of actually closing out the fiscal and payroll years in Peachtree. Once a year has been closed, you will not be able to make any changes to the data for that year.

Want to learn more about year-end procedures? See "year-end procedures, overview" in the Peachtree Help Index.

Peachtree only allows you to have two years of open accounting periods for payroll and your fiscal year cycle. Hence, at some point in the second of the two accounting years you must close the first year and open a third year. Once the first year is closed, you will be ready to enter transactions for the third, or next, year.

To facilitate closing a year, Peachtree has the Year-End Wizard, a step by step routine that will close the first year and open the third year for payroll and fiscal. To launch the Year-End Wizard,

► Select **Tasks, System, Year-End Wizard**.

As you walk through the steps of the Wizard, you will have opportunity to make a backup, guaranteeing that your current data is preserved should you need to restore it for some reason. You can select whether or not you want to close either the Fiscal year or Payroll year or both. Peachtree will stop you from closing under certain circumstances. For instance, you will not be able to close the year if there are Purchase Invoices that are marked "Waiting on Bill." You must change these settings before you can continue. Peachtree will also warn you if there are unprinted forms and give you a chance to print certain reports before you close.

Once all of the conditions are met, click **Begin Close**. You should not interrupt this process and it could be quite lengthy. We recommend that you use the Year-End Wizard at the end of the business day when you or other users will not need access to your company's data.

You can also create an *archive*—a read-only copy—of your files. This option allows you to easily access the data and reprint reports.

Want to learn more about archiving company data? See "archived company" in the Peachtree Help Index.

Purge Wizard

To help you manage the size of your data files, Peachtree provides the Purge Wizard that you can use to remove old data. The purge routine will purge old transactions and inactive records that you don't need anymore. A good time to use the Purge Wizard is right after you have closed a fiscal year. This will free up hard drive space on your computer so that you are ready for the new year.

To launch the Purge Wizard,

► **Select Tasks, System, Purge Wizard.**

The Welcome window introduces you to the wizard. Click **Next** to continue and walk through the steps. Peachtree will require you to make a backup of your data prior to starting the purge. This will ensure that you have a copy of the data in case you decide later that certain data should have remained on file.

During the course of using the Wizard you will have opportunity to specify the date up to which you want to purge transactions, as well as the types of transactions to purge. In addition, you will be able to select accounts that must be reconciled prior to purging. Finally, you will be able to select inactive records, that is, inactive customers, vendors, and so forth, that you want to remove from your lists.

When you click **Begin Purge**, Peachtree will work its way through your data, purging the items you have specified. This is a potentially lengthy process and you must not interrupt it without risking damage to the data. We recommend that you start the Purge Wizard at the end of a business day and let it purge at a time when you or other users will not need to access the data. This is a single user process.

If you want more information:

In the Help index, look up "Purge wizard."

Look up "purge criteria."

Reports

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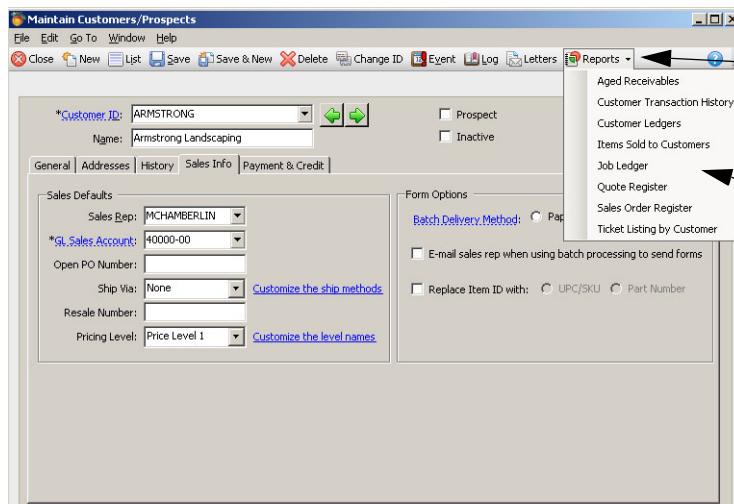
★ Reports ★

Peachtree comes with many reports and forms that enable you to quickly and easily see the state of your business and process your business needs. Each area of the program provides reports designed to give you the insight behind your numbers.

Accessing Reports

There are multiple ways to access Peachtree reports.

- ❖ Click the **Reports** icon in any record window (such as Maintain Customers/Prospects) or task window (such as Sales Invoicing) to access a list of reports appropriate for the open window.



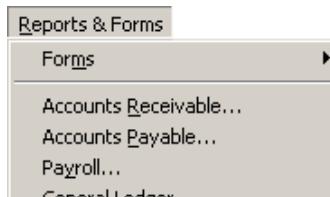
Click the **Reports** button to get . . .

a drop-down list of reports that apply to that window. Click an item on the list to open the report.

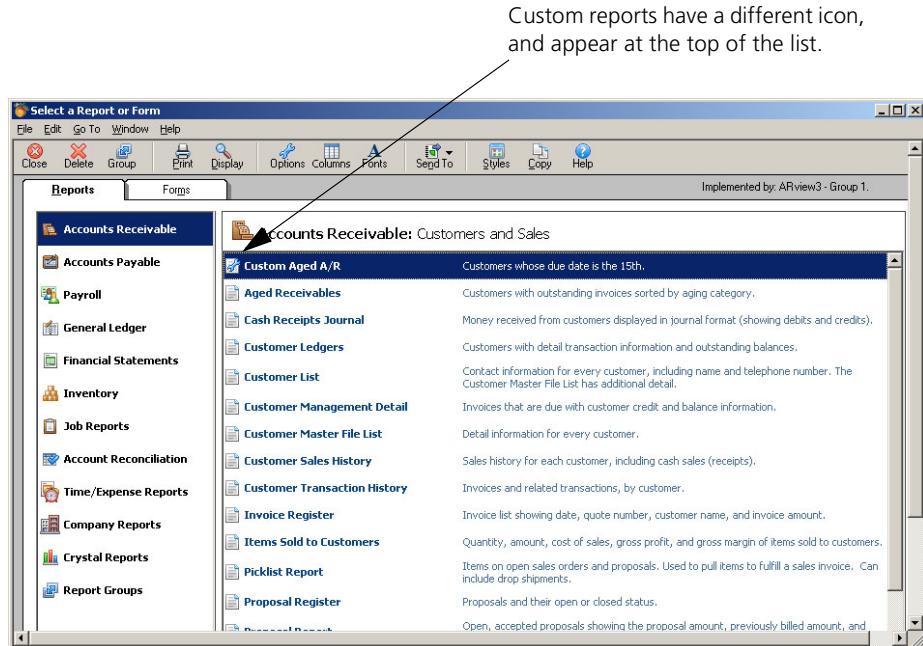
- ❖ Select the Reports button from most Navigation Centers (Customers & Sales, Banking, etc.) to open reports for that area of the program.



- ❖ Select **Reports & Forms** from the menu bar; and then the area of the program you want. This will open the Select a Report or Form window.



The Select a Report or Form window displays.



On the left, you see the general area of the program, with the current selection highlighted.

On the right, you see the list of reports and a description of each. Double-click to display a report.

Modifying Reports

You have several options for customizing Peachtree reports, to change the output.



change either the date range, the report order (sorting), or the data that appears on the report (filtering)



add, move, or remove columns or fields on the report



change the width of columns, or preview the report



change the fonts

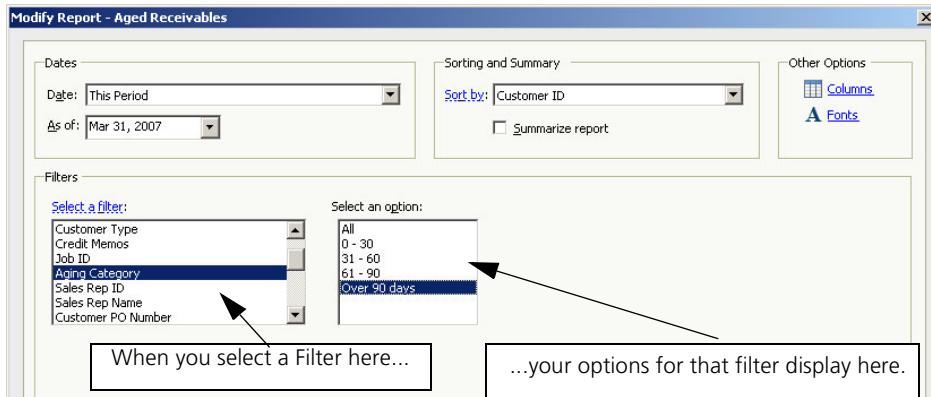


send the report to Excel, to e-mail (as an attached pdf), or to a pdf file

Modifying Report Options

Select the Options button from either the Select a Report or Form window or a displayed report to change the date range for a report, to change the sort order, or to define or *filter* the data that appears on the report.

You can change the date range, change the order of the report (Sort by), or choose to summarize (omit the details and show only high-level totals).

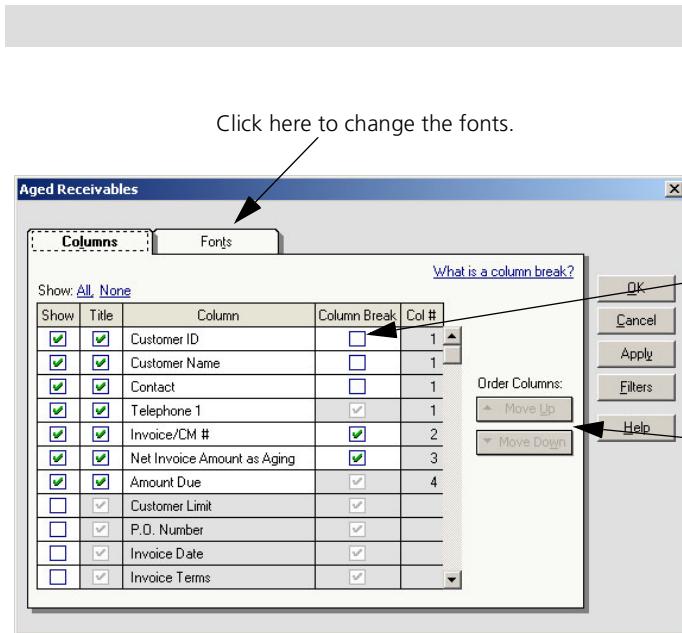


Changing Columns or Fonts

| Customer ID | Invoice/CM # |
|-------------|--------------|
| Customer | |
| Contact | |
| Telephone 1 | |

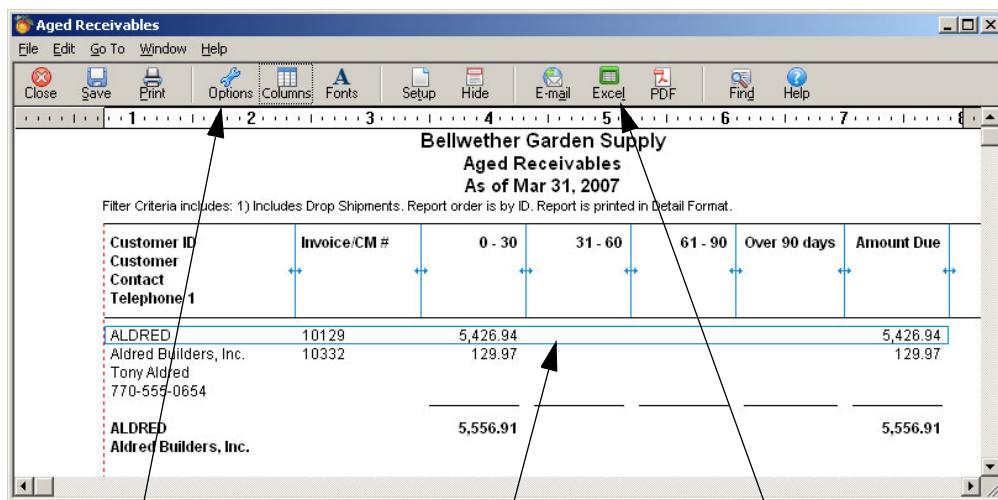
To change column widths, display the report and drag the blue column markers.

To change the order of columns, or which columns appear, click the Columns button from the Select a Report or Form window or the displayed report.



Previewing a Report

You can have any report display on the screen. This allows you to review the data before you print it.



Clicking **Options** lets you change dates, filters, or sort options.

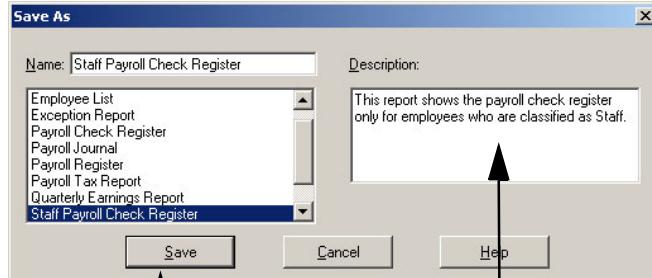
When there is a blue box around an item, you can double-click to view the detail that makes up this line or total.

Click **Excel** to export this report to a Microsoft Excel spreadsheet.

Saving Changes to a Report

When you customize the report by changing the information on any of the tabs, you can save the settings by clicking the **Save** icon on the toolbar of the preview. When you do, the following window opens.

Enter the name of the new report in the **Name** field. This name will appear in the list of reports, denoted as a custom report by the special icon.



Click **Save** after you enter a Name and Description for the new report.

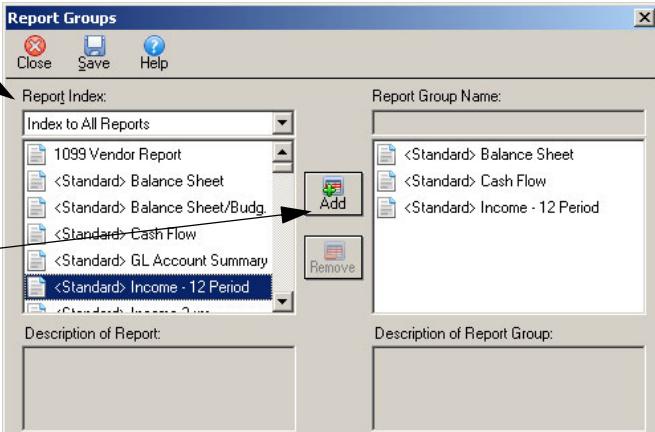
You can enter a description that will appear in the right-hand column of the **Select a Report or Form** window when you highlight this custom report.

Report Groups

You can group reports any way you like, creating your own groups, adding reports to groups, and removing reports from groups. This will save you time when you print: instead of having to select each individual report for printing, you can simply select the report group. This way, you can print several reports in a continuous stream, without further prompting or keystrokes required, letting you work on other tasks while a group of reports is printing. The process is sometimes called *queuing* reports. To create a report group

- ➡ **Select Reports & Forms**, then **Report Groups**. Click the **Groups** button in the toolbar and follow the steps below.

- 1 Select the appropriate area of the program from the **Report Index** field. Highlight the report you want to add to the group.
- 2 Click the **Add** button. This will include the report in the list to the right.
- 3 Repeat steps 1 and 2 for the remainder of the reports that you want to be part of the group.
- 4 Click **Save**. Give the group a name and description, and click **Save** again.



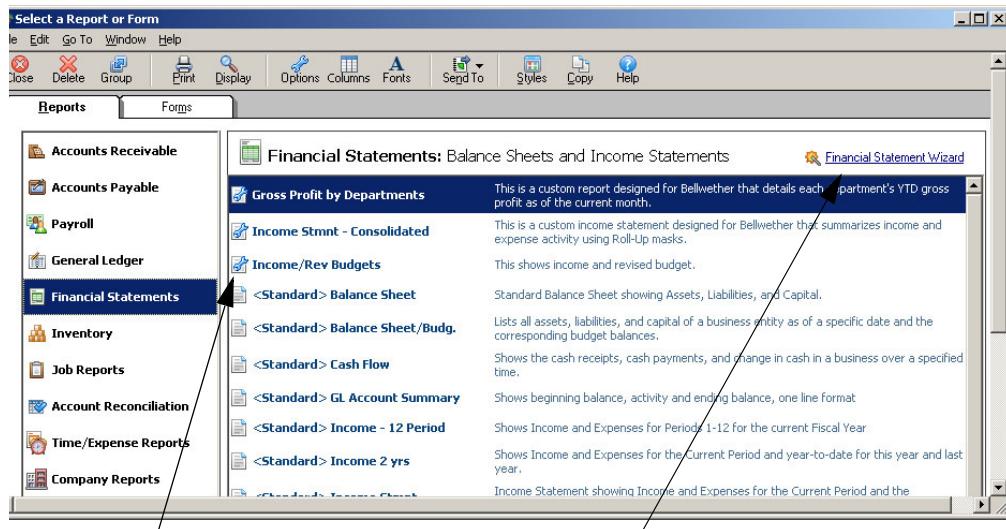
When you want to print the group, highlight the group on the Select a Report or Form window and click **Print**. All of the reports in the group will print.

Want to learn more about Report Groups? See "report group" in the Peachtree Help Index.

Financial Statements

Financial statements report to you the state of your business. Peachtree provides several standard financial statements, and you can customize and design your own as well. To open the list of financial statements

► Select **Reports & Forms**, then **Financial Statements**.



Statements that you modify and save have a different icon, and appear at the top of the list.

You can use the Financial Statement Wizard to create your own financial statements.

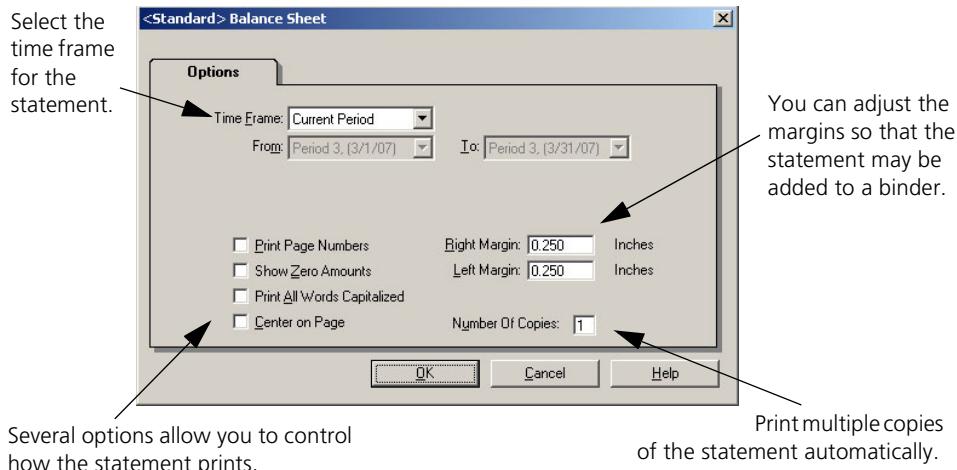
When you preview, e-mail, or print a financial statement, you will open an **Options** window, on which you can specify certain options, such as Time Frame, and others. You will not see a window with filter, fields, and fonts tabs. However, the steps to printing a financial are the same as those for a report.

► Highlight the statement you want to see, and click **Display** or **Print**. Click **Send To** to E-mail the statement, or convert it to a PDF or Microsoft Excel file.

If you want more information:

In the Help index, look up "financial statement, displaying on screen."

Look up "financial statement design, overview."



When you display a statement on screen, you can drill down to more detailed information.

| Bellwether Garden Supply | |
|--------------------------|------------|
| Balance Sheet | |
| March 31, 2007 | |
| ASSETS | |
| Current Assets | |
| Petty Cash | \$ 20.55 |
| Cash on Hand | 1,530.45 |
| Regular Checking Account | 23,589.83 |
| Payroll Checking Account | 3,711.09 |
| Savings Account | 7,200.00 |
| Accounts Receivable | 174,941.21 |

When the cursor changes to a zoom lens, double-click to drill-down to another report that shows the detail of the number you clicked on. In this case, Peachtree will open the General Ledger and show the activity for the Petty Cash account.

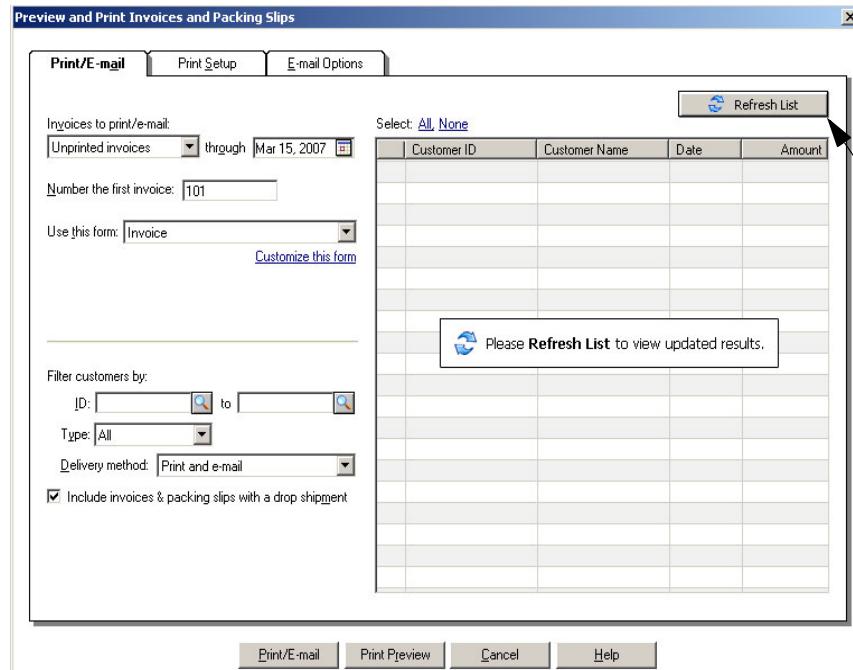
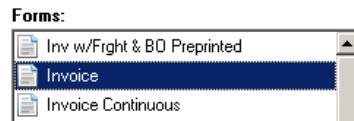
Finally, you can customize financial statements and save them with unique names. You can delete your customized statements; however, you cannot delete the standard financials that come with Peachtree.

Forms

In Peachtree, a *form* is a document that prints within a standard layout, usually on pre-printed paper stock, such as an invoice, check, or statement. You can design a form and print it on blank paper.

Printing a Form

You can print many forms from the Task windows that they are associated with. For instance, you can print a sales invoice from the Sales Invoicing window. With this method, you can print a single form, based on the current sales invoice information or you can select multiple forms to print. You can, also, print multiple invoices, checks, and so forth from the Select a Report or Form window. With this method, highlight the form you want to print in the Forms list and click the **Preview and Print** button. This will open a selection window.



Click **Print/E-mail** to print the forms after you make your filter selections.

Click **Refresh List** to see the list of invoices that meet your filter criteria. You can select the invoices you want to print from the list.

You can also customize forms to meet your needs and create new forms by saving existing forms under new names. In this way, you can make your forms print exactly as you need them to.

Batch Printing Forms

You can batch print a group of purchase orders, paychecks, AP checks, invoices, quotes, and proposals. Remember how you can leave the transaction number field blank on these task windows? While you can leave that field blank and print the order or invoice immediately by clicking Print on the task toolbar, you can also choose to save the order or invoice and print a batch of them later. Peachtree treats all orders and invoices that have a transaction number as already printed. Those without a transaction number are considered to be unprinted.

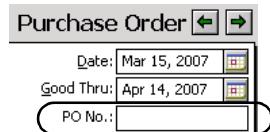
When you use batch printing, Peachtree will print all transactions that do not have a transaction number.

When you are ready to print, for instance, a batch of purchase orders

- 1 Select **Tasks**, then **Purchase Orders**.
- 2 In the Print drop-down menu, choose **Select Purchase Orders to Print**.

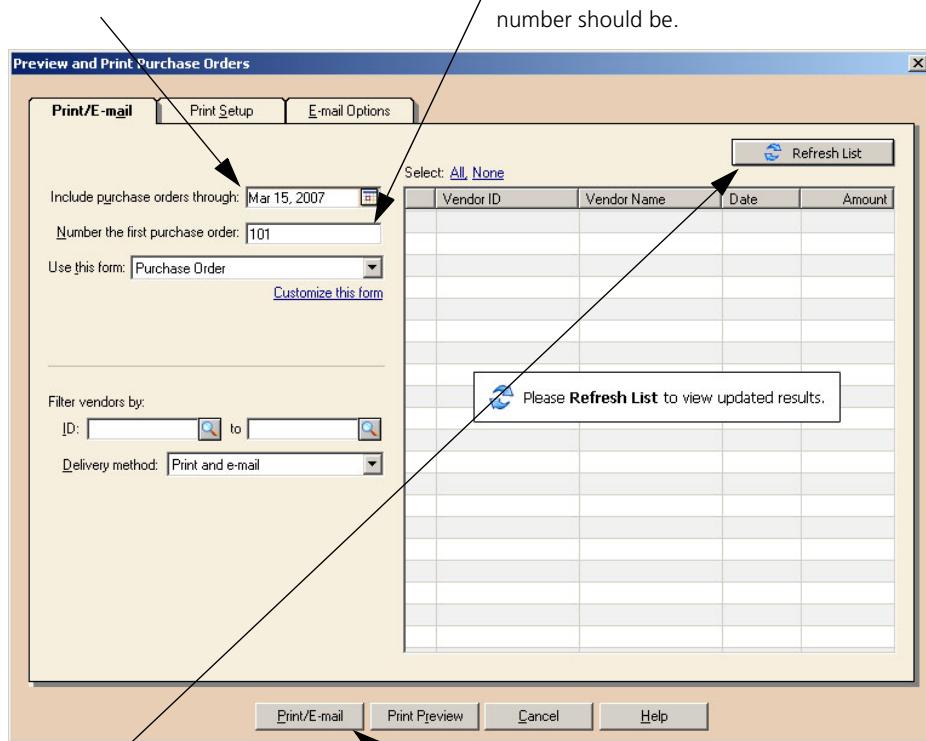
OR

- 1 Select **Reports & Forms, Forms**, then **Purchase Orders**.
- 2 In the Forms list, double-click the **Purchase Order** form that you want to print.



Leave this field blank if you want to batch print forms.

1 Enter the cut off date for printing POs. Any POs with a date on or before this date will print.



2 Enter the starting PO number. After you have printed your first PO in the system, Peachtree will remember what the next number should be.

3 Enter any filtering options for this print batch. Click **Refresh List** to see the purchase orders that meet your filter criteria.

4 Ensure that the correct paper is in the printer and click **Print/E-mail** to print the batch.

If you want more information:

In the Help index, look up "forms design, overview."

Print-n-Sign Tax Forms

This feature lets you print federal and state tax forms on plain paper. If your company has subscribed to and registered the Peachtree Tax Service, you'll be able to generate current payroll tax forms based on your Peachtree company data, enter or edit data on those forms, and then print the forms on plain paper, ready for signatures and for filing with the appropriate tax authorities. To select and view a Print-n-Sign form,

- 1 Select **Reports & Forms**, then **Tax Forms**.
- 2 Double-click **Payroll Tax Forms** in the Forms list; the Payroll Tax Form Selector window appears.

1 Select the form type: federal or state. If state, use the drop-down list to specify. If you have previously selected the form, click **Existing Form** and use the Open Forms window.

2 From the list of available forms, highlight the appropriate one.

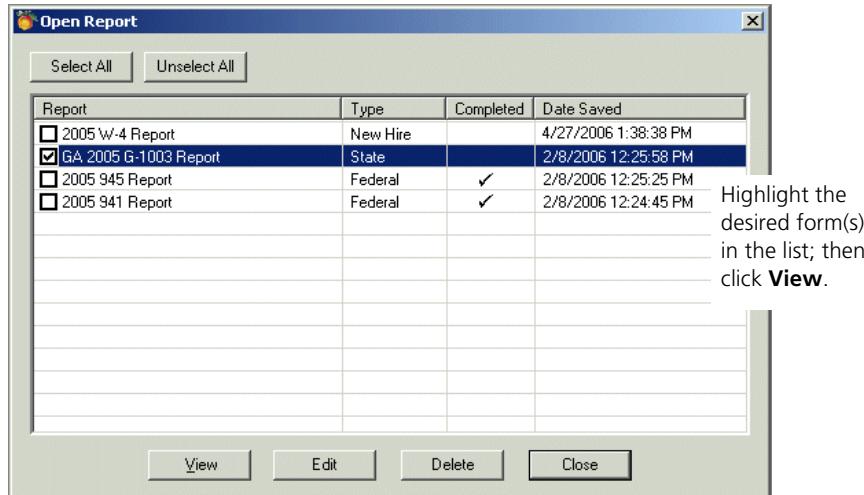
3 The **Select filing period** box will give you frequency options (Yearly, Quarterly, Monthly). Choose all that apply to your form.

4 If the form is a W-2, you can select all employees, a single one, or a range; use the **From** and **To** lookup lists to choose.

5 When finished, click **OK**.

Open Report Window

If you've chosen the **Existing Form** option, the Open Report window appears listing the forms you've already worked with. Select the appropriate form or forms from the list; you can also use the **Select All** button to select all displayed forms. Then click **View**.



Payroll Tax Form Viewer and W-2 Setup Wizard

Payroll Tax forms other than the W-2 appear in a special Payroll Tax Forms Viewer. Federal Form W-2s appear in a W-2 Setup wizard, that helps you verify employee and company information before generating the form. Both the Viewer and the wizard have their own extensive Help systems to aid you in completing your task of reviewing, editing, and printing the forms.

If you want more information:

In the Help index, look up "Payroll Tax Form Selector."

Look up "payroll tax forms, selecting (overview)" and "payroll tax forms, selecting (procedure)."

Business Analysis

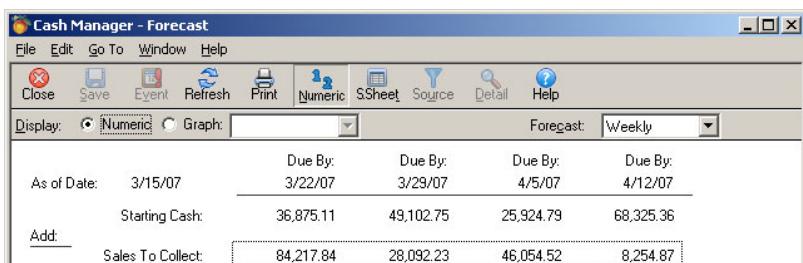
To help you analyze the state of your business you can use Peachtree's manager tools. Peachtree's manager series offers up to four levels of analysis for different aspects of your business. Most of the options allow you to quickly switch from a graphical or numeric analysis, to a list of all transactions that make up the analysis, to transaction detail for any specific record (customer or vendor), to the original transaction as entered from the Tasks menu. To access these tools

- Select **Analysis** from the menu bar.

Cash Manager

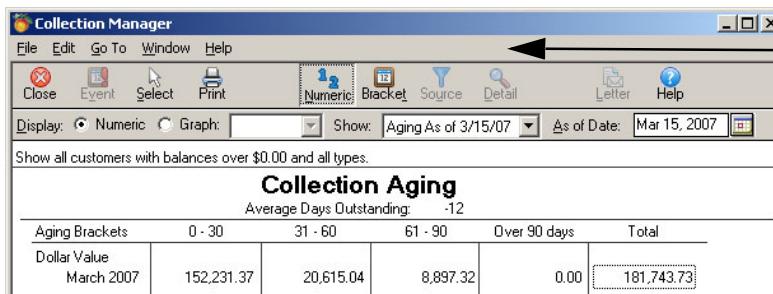
The **Cash Manager** analyzes your projected cash flow for a specified period of time. You can see balances for current cash, sales to collect, payments to make, or payroll to pay, broken down by various due dates. You can zoom in on any of these categories listed by vendor, and then zoom in on transaction detail with a specific vendor or customer. From the Detail window, which is the third level of analysis, you can select items for payment and print a check, print a collection letter, or put in a scheduled date.

Choose from among several levels to see the detail and information you need.



Collection Manager

The Collection Manager analyzes your accounts receivable, or the money owed to you. It shows, both graphically and in report fashion, invoices broken down into the aging categories you set up in customer defaults. From the Detail window, you can send collection letters, or schedule a collection date.



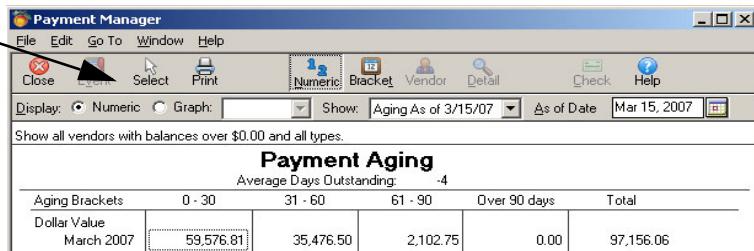
The different levels of detail give you the insight you need to manage collections.

Payment Manager

The Payment Manager analyzes your accounts payable, or the money you owe to vendors. It shows, both graphically and in report fashion, invoices broken down into the aging categories you set up in vendor defaults. From the Detail window, which is the third level of analysis, you can select items for payment and print a check.

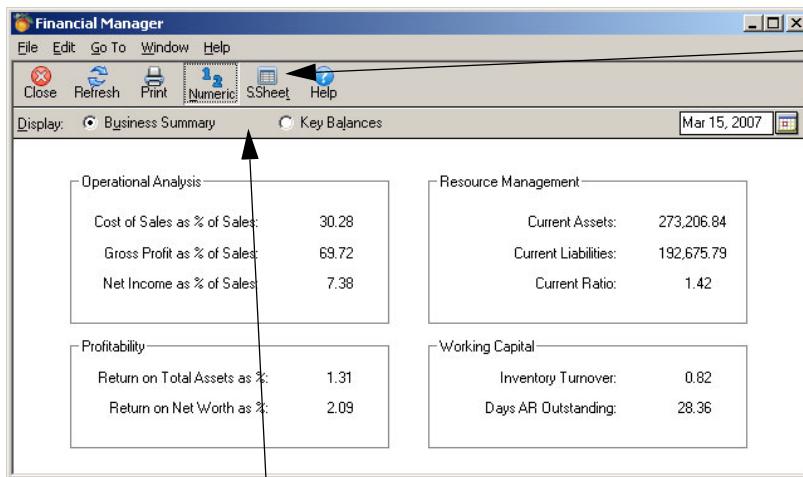
Want to learn more about the manager tools? See "analysis" in the Peachtree Help Index.

Choose between a numeric and graphical presentation of your obligations to your vendors.



Financial Manager

The Financial Manager provides a brief, overall financial picture of how the business is performing. It shows two levels of analysis, numeric and spreadsheet. For the numeric level, the Financial Manager displays a set of business summary data or account balances at a specified point in time. For the spreadsheet level, it displays a set of business summary data or account balances projected for the end of sequential periods.



Choose to see either a Business Summary or Key Balances.

Select either the numeric or spreadsheet level.

Using Quantum with Microsoft Office

17

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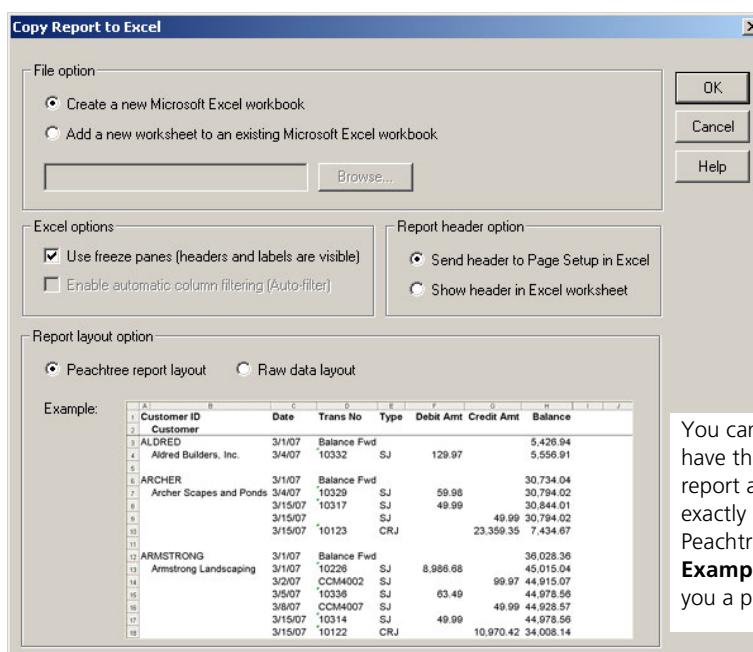
★ Using Quantum with Microsoft Office ★

If you have Microsoft Office installed on your computer, you can use Peachtree data with it in a variety of ways. For example, you can add Peachtree financial statements to a Microsoft Word document that could be used for corporate year-end reports. You can also add data to a Microsoft Excel spreadsheet, where you can sort and view data in different ways to meet your business. If you use Microsoft Outlook, your contact information will be automatically synchronized between Quantum and Outlook. And last, you can create a mailing from your Peachtree data using Microsoft Word and Peachtree's Write Letters feature.

Copying a Peachtree Report to Excel

Through the Copy to Excel feature, you can define how you want to copy the Peachtree report, financial statement, or budget data to a Microsoft Excel spreadsheet. You must have Microsoft Excel 2000, Excel 2002, Excel 2003, or a subsequent version installed on your computer for this procedure to work properly.

To copy a report to Excel, in the Report Preview window, click the Excel button.



You can choose to have the Excel report appear exactly as it did in Peachtree. The **Example** box gives you a preview.

You can elect to use special Excel features such as freeze panes and automatic column filtering (Auto-filter):

- ❖ **Use freeze pane:** Check the check box if you want the column header (that is, the titles of columns) in your Peachtree report to be treated as freeze panes in the Excel worksheet. When you use freeze panes, the elements within these panes remain visible whenever you scroll up or down in the worksheet.
- ❖ **Enable automatic column filtering (Auto-filter):** Check the check box if you want to be able to AutoFilter columns of data in the Excel worksheet. AutoFilter arrows will appear in columns that can be filtered to display a range of data. For example, if you enable AutoFiltering for the Aged Receivables report, in the Excel worksheet you'll be able to filter the report by customer ID; use the AutoFilter arrows at the tops of the columns of data.

If you choose to show the header (title) information on the Peachtree report, then you can also elect to

- ❖ **Send header to Page Setup in Excel:** Select this option if you want the Peachtree report header information to appear on the **Header/Footer** tab of the Excel Page Setup window but not appear in the onscreen version of the worksheet.
- ❖ **Show header in Excel worksheet:** Select this option if you want the report header to appear in the onscreen version of the worksheet but not be available for customizing in the Excel Page Setup window.

Finally, you have two more options dealing with the layout of the worksheet:

- ❖ **Peachtree report layout:** Select this option if you want the data to appear in the Excel worksheet with columns and rows formatted as in the original Peachtree report. The example box at the bottom of the Copy Report to Excel window will give you a preview of how the report will look when copied to Excel.
- ❖ **Raw data layout:** Select this option if you want the data to appear in the Excel worksheet with columns and rows unformatted regardless of the formatting in the original Peachtree report. See the Example box for a preview of the report in Excel.

If you want more information:

In the Help index, look up "Excel, copying Peachtree report to (overview)."

Look up "Excel, copying Peachtree report to (procedure)."

Copying Peachtree Report Data to Microsoft Word

You can copy a displayed Peachtree report or financial statement to the Windows Clipboard. Then, you can past the report data into other applications such as Microsoft Word.

► In Peachtree, display the report or financial statement you want to copy. (For information on displaying a report, see ["Accessing Reports" on page 294](#).)

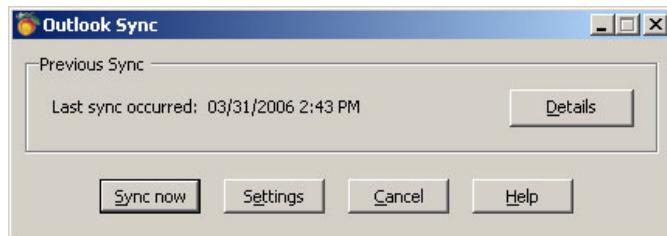
- ❖ **Copy and position the data:** From the Peachtree **Edit** menu, select the **Copy** option (or press **Ctrl**+C). Then open the other Windows application, and position the cursor or arrow at the proper location.
- ❖ **Paste the data:** From the application's **Edit** menu, select the **Paste** option (or press **Ctrl**+V). The Peachtree report data is displayed in the application. It may require some formatting.

Outlook Contact Synchronization

You can enter contact information on your vendors, customers, or employees in either Quantum or Outlook, and the contact information will be synchronized between the two applications. You only have to enter contact information once to have it available in both Peachtree and Outlook.

To initiate a sync,

► Select **Sync with Outlook** from the **File** menu, or click the **Outlook** button on the Maintain Customers, Maintain Vendors, or Maintain Employees window. This will open the Sync Now window. Simply click **OK** to start a synchronization.

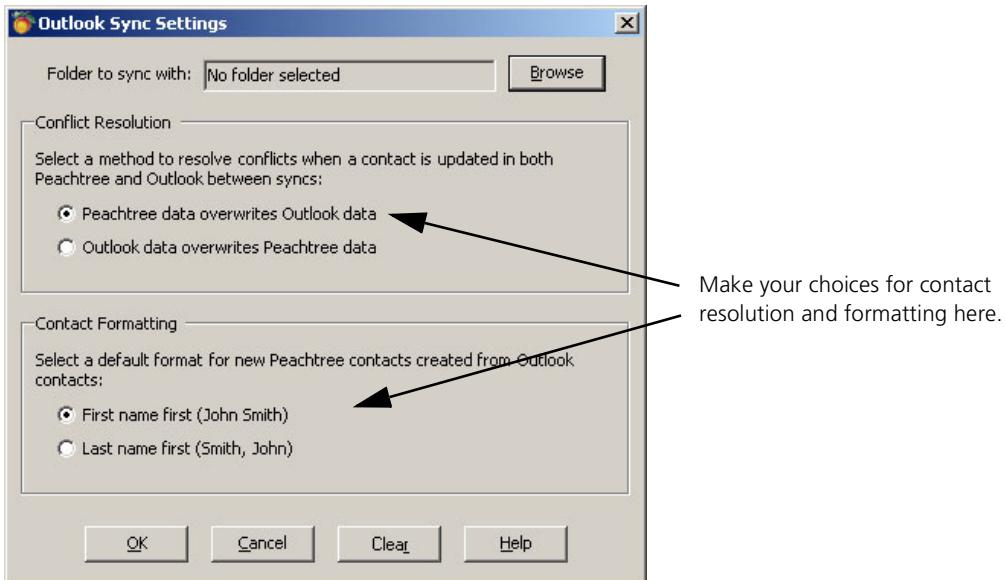


Click the **Details** button to see the details of the last sync.

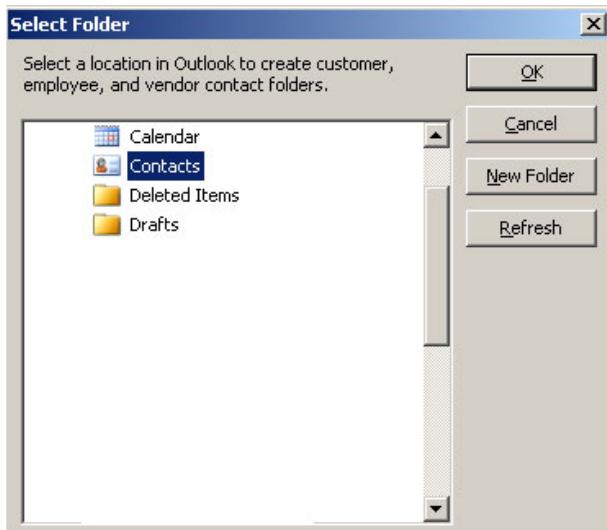
Click **Settings** to change settings.

Outlook Settings

The first time you use Outlook Sync, the Settings window will open so that you can specify the folder in Microsoft Outlook where your contact information will be kept.



Click the **Browse** button to open the list of folders in Microsoft Outlook. Select the main folder where you want your customer, vendor, and employee contact information to be stored.



Click **New Folder** if you want to create a new folder here.

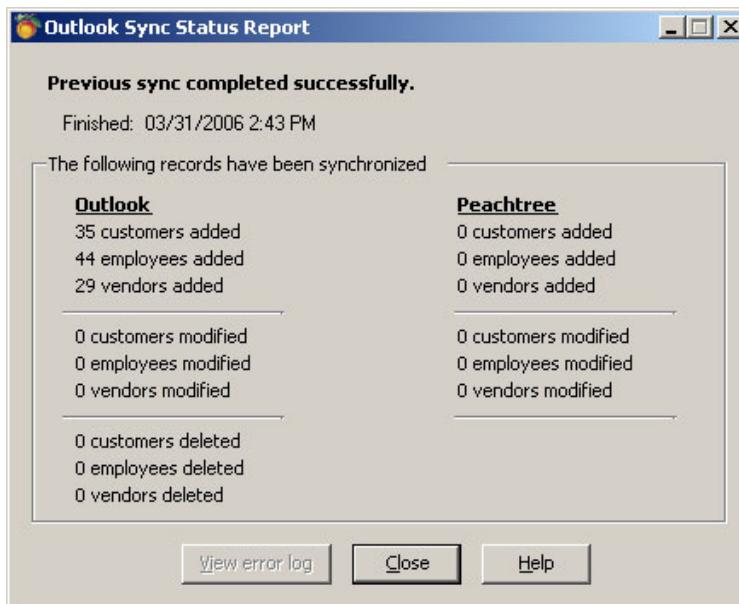
If you had this window open and made changes to the folder structure in Microsoft Outlook, click **Refresh** to see the changes here.

When you complete your first sync, Outlook Sync will create three subfolders in the folder you have selected. The folder names will be in this format: [company name] customers, [company name] vendors, [company name] employees, as in the example below.



Outlook Sync Status Report

When a sync is completed, the Outlook Sync Status Report will appear, showing you the changes made to contacts in Outlook and/or Peachtree.



If you want more information:

In the Help index, look up "Outlook contact synchronization, how to."

Look up "Outlook contact synchronization, field lists."

Using Write Letters

Write Letters is available from the Tasks menu, from the Select a Report or Form window (the Forms tab), or from Customer, Vendor, or Employee Maintenance windows. Use the Peachtree Write Letters feature to create mailings or e-mail mailings from existing or custom Write Letters letter templates using your customer, vendor, and employee information. You can create mailings such as newsletters, announcements, collection letters, individual letters, e-mail messages, and other types of mailings. Peachtree integrates with the Microsoft Word Mail Merge feature, using Word to edit and create custom templates, and generates your mailings using your selected Peachtree information.

Using Create a Letter Templates

A Peachtree Create a Letter template contains special Peachtree merge fields that work with the Peachtree data. For example, you might have a merge field in a letter address line called <last name> which will pull last names from your selected Peachtree data into this field for each letter you are processing.

Peachtree gives you several sample letter templates to view, or you can edit a sample template and save it with a different name, or just create your own new template.

Sample templates include the following:

Customers

- ❖ Collection Letter 1, 2, and 3
- ❖ Detail Collection Letter
- ❖ Prospect Discount Offer
- ❖ Sales Reminder
- ❖ Sales Special

Vendors

- ❖ Disputed Charge
- ❖ Request Credit Increase

Employees

- ❖ Employee Welcome

If you want more information:

In the Help index, look up "write letters, overview."

Look up "write letters, creating templates."

Using the Create a Letter Template Wizard

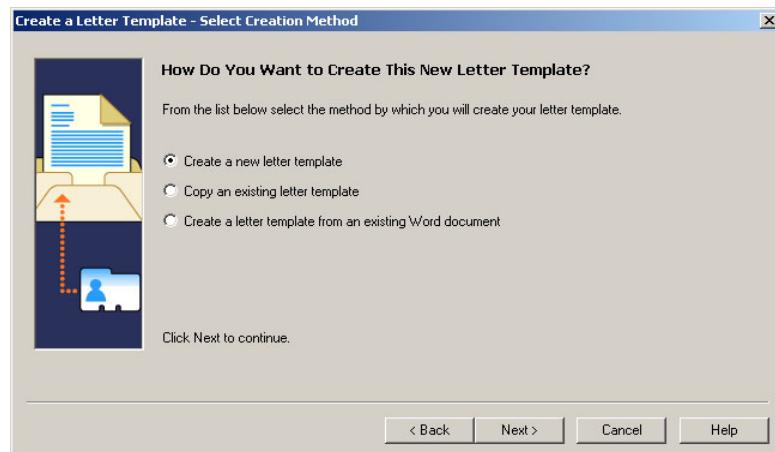
The Create a Letter Template wizard guides you through the process of creating, editing, or copying letter templates to use later when you are ready to process a letter.

- From the **Tasks** menu, select **Write Letters**. Then select the type of letter that you want to create (Customer, Vendor, or Employee). The Select a Report or Form window will appear. Select the **New Letter Template** link (located above the Forms section) to start the wizard.

A Welcome window appears. Click **Next** to continue.

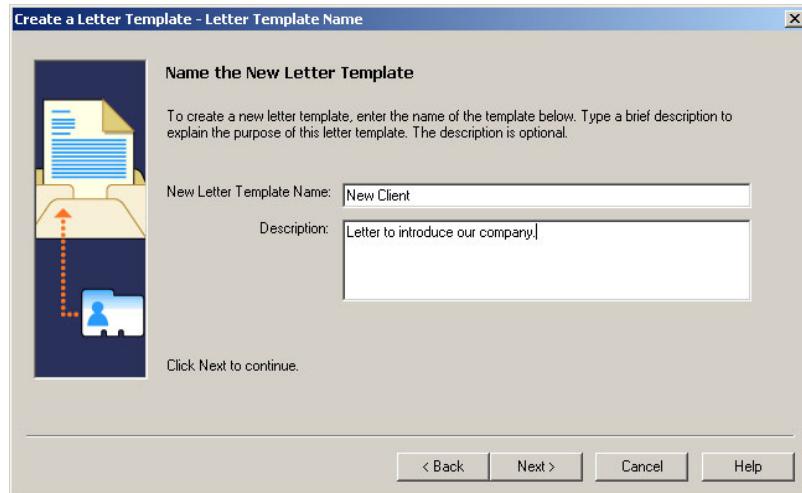
A Select Group window appears. From this window, select the type of data (Customers, Vendors, or Employees) with which you want to associate this template. For example, if you select Customers, your template will be set up to use your customer data. Then select **Next** to continue.

The Select Creation Method window appears.

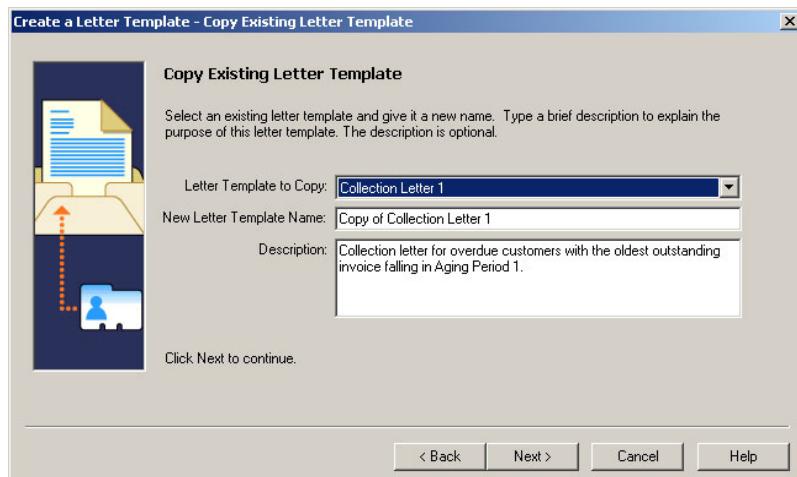


From this window, select one of the following options for the type of template you want to create.

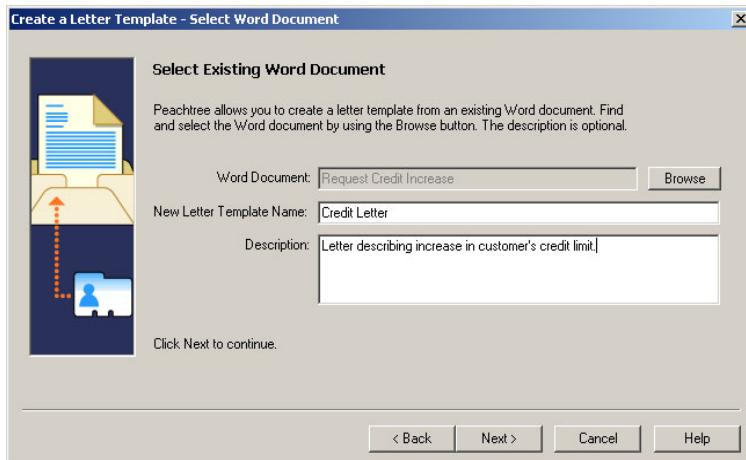
- ❖ Select **Create a new letter template** if you want to create a new template that isn't based on an existing template. Then type in a name and description for the template.



- ❖ Select **Copy an existing letter template** if you want to create a template by copying an existing template. Select the template you want to copy; then type in the name and description of the new template you want to create from the existing one.



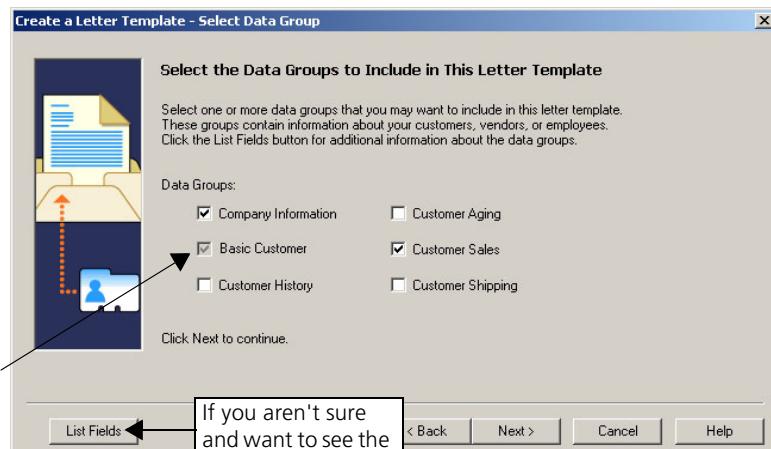
- ❖ Select **Create a letter template from an existing Word document** if you want to create a letter template using the formatting for an existing Word file. Select or enter the name of the Word document you want to copy from; then type in the name and description of the new template you want to create from the existing document.



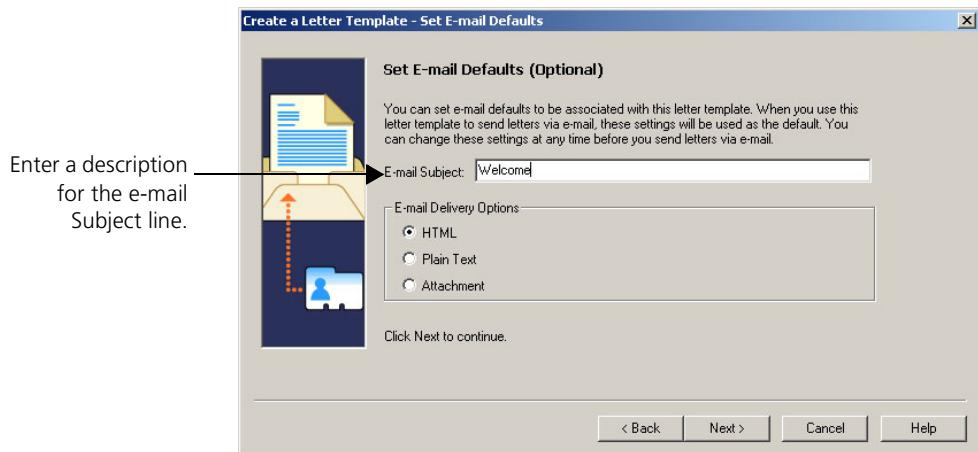
A Select Data Group window appears.

From this window, select each group of available data you want to use for your mail merge; the data groups displayed are based on the mail merge group you chose earlier.

The group that contains information that must be included in the mail merge for the data type is selected and shaded. **Company Information** is selected by default; however, you can clear the box if you don't want to include this information.



If you aren't sure and want to see the fields included with each group, select the **List Fields** button to display the fields.



You need to have a default e-mail program set up before you can send a letter by e-mail.

Select the e-mail delivery option you want to use.

- ❖ Select the **HTML** option if you want to send your e-mail in HTML format. With HTML formatting you retain formatting options such as bold, italic, etc.
- ❖ Select the **Plain Text** option if you want to send your e-mail in plain text, without formatting.
- ❖ If you want to send the letter as an e-mail attachment, select the **Attachment** option.

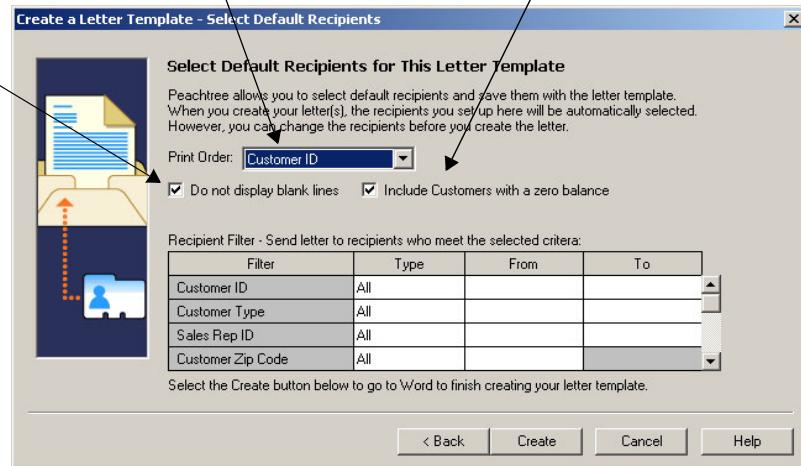
Then proceed as follows:

- 1 From the Select Default Recipients window, select the filter options you want.

Select **Do not display blank lines** if you don't want to display blank lines for information that wasn't included in a data record, such as an unused second address line.

Select the **Print Order** option that you want to use when processing a mail merge. For example, you can sort by zip code when mailing letters to areas that require more postage.

Select **Include Customers with a zero balance** if you want to include customers with zero balances.



- 2 From the **Filter Range** group box, for each Filter option, select **All**, **Range**, or the **Equal To**, and indicate the data fields for the Range, or select the specific data field for the **Equal To** option. For example, you may want to select **All** for everything but the State because you only want to send information to those in a specific state. So you would select the state you wanted to use in the **From** and **To** fields instead of selecting **All**.
- 3 When you are finished choosing your filter options, select the **Create** button.

This completes the wizard, and Word opens, displaying your new template. You can edit the template text or merge fields in Word and then save the template.

If you want more information:

In the Help index, look up "write letters, editing templates."

Look up "write letters, copying templates."

Processing a Letter

You can create a letter from the Peachtree report selector window, and you can also create an individual letter based on a customer, vendor, or employee record.

Before you process a letter, you should make sure you have a template set up that you want to use as the body of your letter. See ["Using Create a Letter Templates" on page 317](#) for more information on setting up a template.

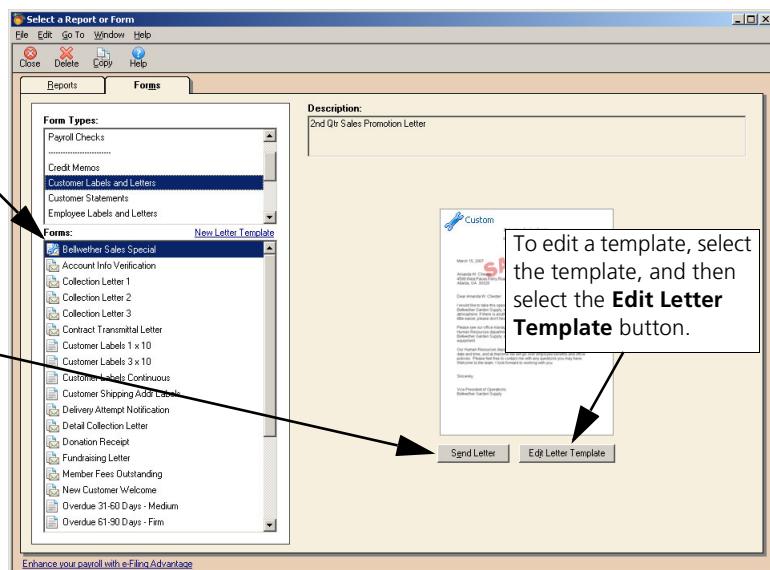
Create a Letter from the Select a Report or Form Window

When you want to create a letter to go to more than one individual, you process the letter from the Select a Report or Form window.

- 1 From the **Reports & Forms** menu, select **Forms**; then select the type of letter that you want to create (for example, Customer Labels and Letters). From the Forms list on the Select a Report or Form screen, choose a template you have created or edited as your letter template.

Templates you have created or edited are marked with a blue wrench.

To begin processing a letter, select a template, and then select the **Send Letter** button.



- 2 With the template selected, select the **Send Letters** button located below the sample letter image.

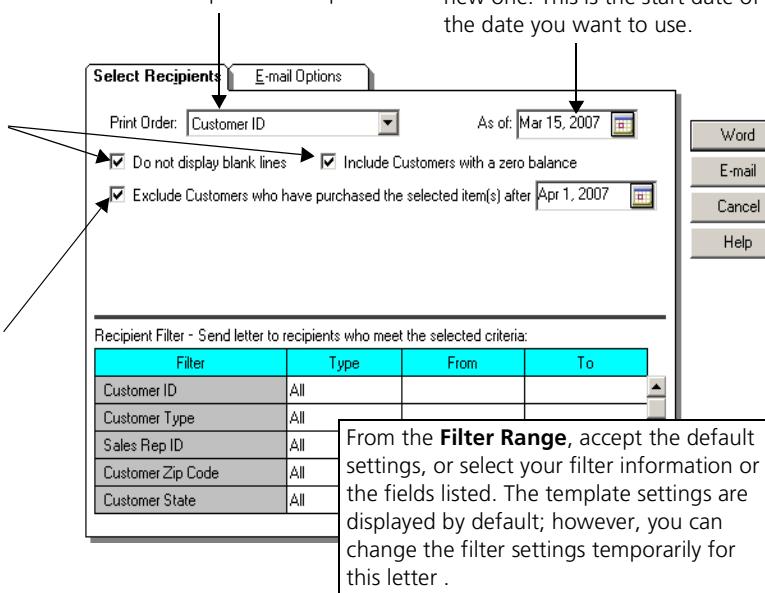
A filter window appears where you set up filter options and e-mail options (if you want to send your letter by e-mail).

Accept **Do not display blank lines** or clear the check box if you do not want to suppress blank lines in your mail merge letters. Select **Include Customers with a zero balance** if you want to include customers or vendors with a zero balance.

The **Exclude Customers...** field will appear only if you have chosen a special **Type** field for **Sold Items** in the Select Default Recipients window during the creation of the letter template.

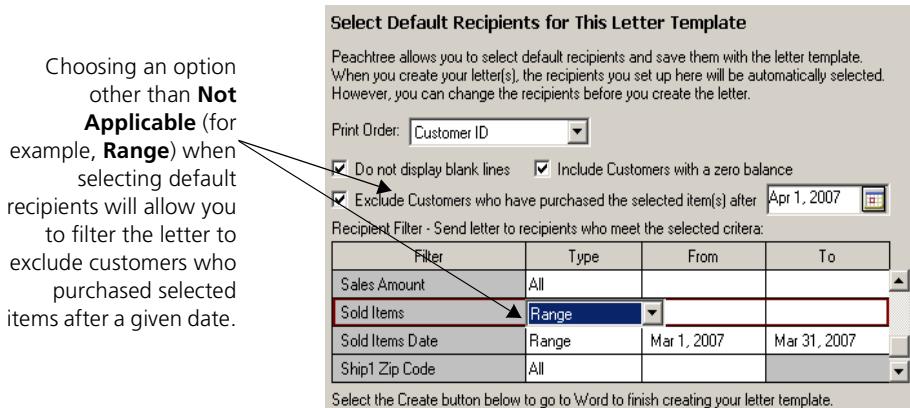
Accept the **Print Order**, or select a new print order option.

Accept the **As of** date, or enter a new one. This is the start date of the date you want to use.



- ❖ If you are using Customer data and the **Exclude customers who have purchased the selected item(s) after <date>** option is displayed, you can select this option if you want to exclude those customers who have purchased an item after a specified date. For example, you would use this option if you are supplying a lawn service (item) and you want to send a letter about reordering the service to everyone that purchased the service last year, but exclude the people who had already reordered.

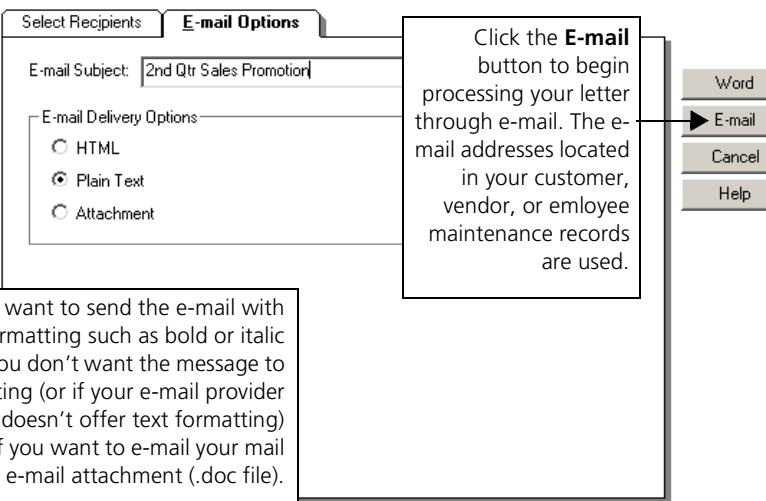
This option will appear only if, as you were creating your Customer letter template using Customer Sales data, you selected a **Type** field for **Sold Items** other than **Not Applicable** in the Select Default Recipients window; see page 322. In the example shown below, **Range** has been chosen as the type for **Sold Items** in the Select Default Recipients window. This would allow you to select a default exclusion date, which you could then change, if needed, while filtering the letter before launching it.



Choosing an option other than **Not Applicable** (for example, **Range**) when selecting default recipients will allow you to filter the letter to exclude customers who purchased selected items after a given date.

- ❖ To launch your letter using Word, select the **Word** button located on the right side of the window. Word opens and begins processing your letter.
- ❖ If you want to launch your letter through e-mail, select the **E-mail** tab.

Enter a **Subject** line for your e-mail message, and select one of the **Mail Merge E-mail Delivery Options**: HTML, Plain Text, or Attachment.



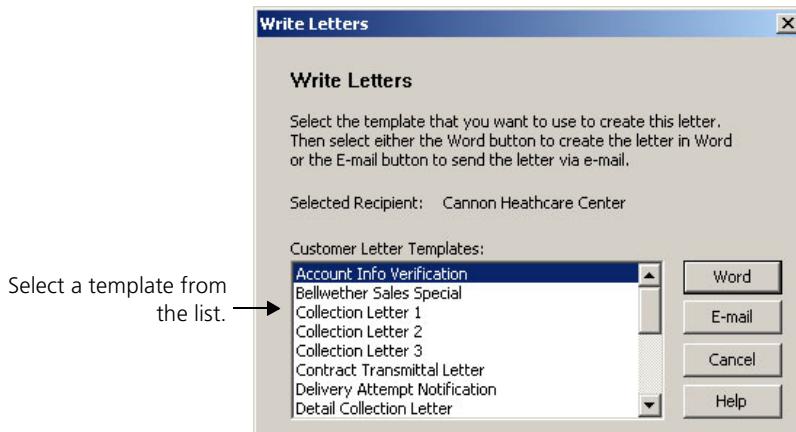
Create a Letter from a Customer, Vendor, or Employee Maintenance Window

You can create a letter from a Maintain window for the current open record.

Before you begin, make sure you have letter templates set up. To learn more about setting up letter templates, see ["Using Create a Letter Templates" on page 317](#).

- ➔ To create a letter from an open record,

- 1 Click the **Letters** button on the toolbar; a Write Letters Template selector dialog appears.



- 2 Select the **Word** button if you want to create a letter using the selected template. Or, select **E-mail** if you want to create an e-mail mailing (the record you are using must contain an e-mail address to send your letter by e-mail).

The data from the record is merged with the template fields. The specific data used from the record depends on what type of fields are in the template.

If you chose **Word**, your letter appears in Word, where you can print or edit it. If you chose **E-mail**, an e-mail message is sent with your letter included in the message content using the selected template's e-mail formatting.

Before e-mailing your letters, you may want to run the letter first using Word to see how it looks.



You need to have a default e-mail program set up before you can send a letter by e-mail.

Note

If you want more information:

In the Help index, look up "write letters, processing from Select a Report window ."

Look up "write letters, processing from maintenance windows."

General Index



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