User's Guide

Peachtree® Quantum 2010

Registration and Customer Support Information

View Peachtree Products and Services	www.peachtree.com	
Register Peachtree Products:	www.peachtree.com/register	1-888-573-0319
Outside United States:	www.peachtree.com/register	770-492-6333
Purchase Customer Support Plans:	www.peachtree.com/support	1-800-336-1420

Peachtree Copyright and Trademark Notices

Copyright Notices

Trademarks

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Section General Index

1 Installation

Installing or Upgrading Peachtree

<div style="text-align:right">**1**</div>

✪ Installing or Upgrading Peachtree ✪

Contents of the CD(s)

You received an installation package that contains two CDs. The contents of each CD are as follows:

CD1	❖ **Program Installation** ❖ **Maintenance (remove or repair Peachtree)**
CD2	❖ **Crystal Reports 2008** ❖ **ACT! Link**

Quick Tips for Upgraders

If you are upgrading from an earlier release of Peachtree, 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 2010, 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 2010.

❖ Peachtree Release 2010 uses Pervasive 10.12. You should experience no problems from the conversion to Release 2010.

Frequently Asked Questions

Q: Can I place my company data on an external drive [external storage] connected to the server as another part of the system?

No. If the external drive is set up as a mapped location to the server (even though it is physically attached to the server), you will not be able to install Peachtree.

Q: Can I just install Peachtree on the server following the defaults and then copy the files to the location I want and edit the .INI file?

This is inadvisable since Peachtree sets registry entries on the local computer when it installs. Peachtree will not function properly if these registry entries are not set.

Installing Peachtree on a Network

Use this section if you are installing Peachtree on a network, using multiple computers.

> **Note** If, after installation, you have trouble accessing Peachtree on a network, you probably need to add our database engine to programs allowed by your firewall. Consult your firewall software documentation for instructions. See the document at *http://www.peachtree.com/support/firewall_install_tips.cfm* for more information.

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. You MUST install the entire Peachtree program on the server.

❖ 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.

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 and Microsoft Windows Vista networks.

❖ **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 2008 Server.

Client/Server
Network Installation
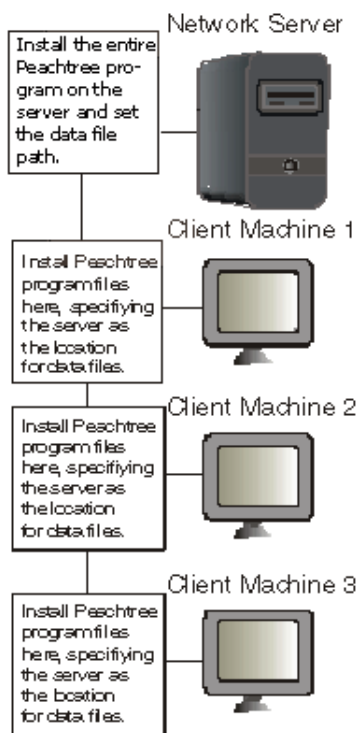
Peer-to-Peer
Network Installation

Network Server

Network Admin's
Machine

Install the entire
Peachtree pro-
gram on the
server and set
the data file
path.

Install
Peachtree
program files
here before
installing on
workstations.

Client Machine 1

Workstation 1

Install Peachtree
program files
here, specifying
the server as
the location
for data files.

Install
Peachtree
program files
here.

Client Machine 2

Workstation 2

Install Peachtree
program files
here, specifying
the server as
the location
for data files.

Install
Peachtree
program files
here.

Client Machine 3

Workstation 3

❖

Install Peachtree
program files
here, specifying
the server as
the location
for data files.

Install
Peachtree
program files
here.

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.

7

Server Installation

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 notifications. If so, you must choose to allow these Peachtree files to run.

Note

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 Accept the default location for your Peachtree program files or enter a
    new location. You can browse to find the new location if necessary.
    Click **Next**.

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.

Note

13 If you are installing an Accountants' Edition of Peachtree, the Compo-
    nents window appears. It lets you select certain Peachtree components
    for installation. Follow the onscreen instructions, then select **Next** to
    continue.

14 Now, you can review the locations of your database engine and com-
    pany 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.

Warning

15 Next, Peachtree will display the Sharing Peachtree Company Data win-
    dow. 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**.

19 Click **OK** on the Sharing window.

20 On the Sharing Peachtree Company Data window, 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 programs but you must allow the Peachtree files to run.

Note

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 17.

14 If you are installing an Accountants' Edition of Peachtree, 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.

Warning

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 click the Finish button to complete the installation.

When installation is complete, see .

Installing 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.

Note

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 programs but you must allow the Peachtree files to run.

Note

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 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 con-
     tinue.

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.

Note

13

13 If you are installing an Accountants' Edition of Peachtree, the Compo-
nents window appears. It lets you select certain Peachtree components
for installation. Follow the onscreen instructions, then select **Next** to
continue.

14 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.
>
> Warning

15 Next, Peachtree will display the Sharing Peachtree Company Data win-
dow. You will need to share the folder where the Peachtree company
data is stored on this computer.

16 Click **Share the Folder** to open Windows Explorer with the Peachtree
folder highlighted.

17 Right-click the Peachtree folder and select **Properties**.

18 Click **OK** on the sharing window.

19 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**.

20 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 com-
puters 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.

21 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 programs but you must allow the Peachtree files to run.
>
> **Note**

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 drive, see "Mapping a Drive to the Server Computer" on page 17.

14 If you are installing Peachtree - 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 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.

4 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 on page 8. 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.
>
> **Warning**

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 on page 8 for installing Peachtree.

> At the end of the Peachtree install, you will have the option to start Peachtree immediately. Deselect this option so that
>
> **Warning**

18

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.

You can use the software only a limited number of times before you must register.

Note

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.

Register Peachtree Accounting

Peachtree Registration

Please register your product. You have **10** unregistered uses left.

Contact us for your Registration Number and Customer ID. You will be asked to provide the Serial Number displayed below.

	Serial Number:	
Website: www.peachtree.com/register	Registration Number:	
Phone: 1-888-573-0319	Customer ID:	
[Outside the U.S.: 770-492-6333]	(Optional) Recommender ID:	
	Where do I find my recommender's ID?	

Customer support is available for your Peachtree product at: 1-800-840-7601.

* Please refer to the support insert within the box for coverage details.

OK   Register Later   Help

2 Enter your customer ID and product registration number. To obtain a customer ID and registration number, do one of the following:

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

❖ Call Sage toll free using one of 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 Enter an optional **Recommender ID**. This is the individual or company that recommended Peachtree to you. Click the link if you need to look up the ID.

4 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.

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.

Warning

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.

1 Start Peachtree.

2 Select **Peachtree Registration** from the **Help** menu. If you purchased and registered a Peachtree Complete multiuser license (Value Pack), **Peachtree Registration** will not appear on the **Help** menu.

3 Enter your new Peachtree serial number. Your serial number is located on the Peachtree 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:

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

❖ Call Sage toll free using one of 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.

5   Enter an optional **Recommender ID**. This is the individual or company that recommended Peachtree to you. Click the link if you need to look up the ID.

6   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.

Warning

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 is a Windows message that may appear, 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 , 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 is recommended for workstations and 2 GB for servers. 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 a previous release of Peachtree First Accounting, Peachtree Pro Accounting, or Peachtree Complete 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).

Note Because of fundamental changes in the 2004 release of Peachtree First Accounting, you cannot convert from Peachtree First Accounting 2003 and earlier to Peachtree First Accounting 2010. (If you have First Accounting 2004, you can convert to First Accounting 2010.)

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. For example, you won't be able to convert a Peachtree Complete

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

Accounting company to Peachtree Pro Accounting format or First Accounting format, even if that First Accounting or Peachtree Pro Accounting format is newer.

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

❖ Turn off screen savers, disable anti-virus software, and close all other applications. This will speed up the conversion process and avoid errors.

❖ 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 <u>"Backing Up Your Data" on page 315</u>.

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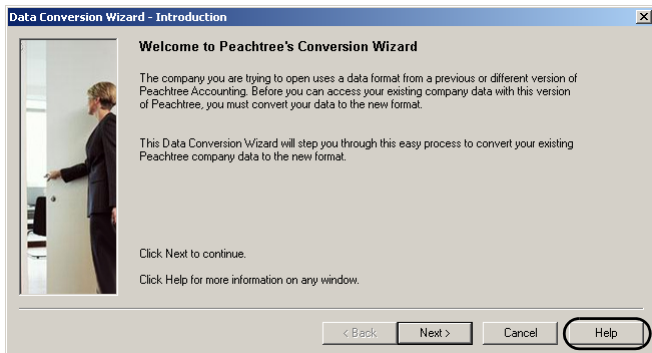
The Data Conversion wizard walks you through converting your Peachtree company data to an updated format. At every point in the process, the wizard makes your options clear and tells you the consequences of every action you might take. Data Conversion Wizard - Introduction window informs you that your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

dors, employees, items, and jobs) and current balances.**To convert existing QuickBooks, 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 (DAC2PAW.PDF) is available. To view or print the *DacEasy Conversion Guide*, follow these steps:

1 Open the folder on your hard drive where Peachtree is located.

2 Then, open the Doc folder. The PDF is located there.

Overview for the Non-Accountant

2

Peachtree gives you control over your business. It keeps track of the money you earn through selling products and services to customers and the money you spend buying what you need from other companies (vendors). It keeps track of the inventory that you sell, reordering items as they are sold. It makes it easier to pay your employees and track their benefits and taxes. Through reports, it also provides you with data for making important decisions about your business.

In this overview, we'll walk you through the most common processes in Peachtree, using Bellwether Garden Supply, a sample company provided in Peachtree. Because we are doing a walkthrough in a Peachtree sample company, you can open Peachtree and follow along by actually entering information in Peachtree as you read this chapter.

➥ To open the Bellwether sample company, start Peachtree, select Explore a Sample Company, and select Bellwether Garden Supply.

Selling Goods and Services

We'll begin where all business begins--selling goods and services to your customers. **Customers** can be individuals or other businesses who pay you money. In accounting and in Peachtree, tasks and reports that pertain to customers are categorized as **Accounts Receivable** (AR). Accounts Receivable includes business tools such as Quotes, Sales Orders, Invoices, Receipts, and Deposits for banking purposes.

Let's imagine that a new customer, Thompson & Associates, calls a Bellwether salesperson to place an order. Because Thompson is a new customer, the salesperson will need to create a new customer record in Peachtree. This customer record will keep track of Thompson's address and phone number, as well as its contact and credit information. Once the customer record is created, the salesperson will create a Sales Order.

Creating a Sales Order

A **Sales Order** tracks the items that a customer has ordered from your company. Usually, you use a sales order if there is going to be a delay between the time a customer orders the goods or services and the time you actually deliver them.

➡ To enter a Sales Order in Peachtree, use the menubar to select **Tasks**, **Quotes/Sales Orders/Proposals**, and **Sales Orders**.

Select the customer and enter the items that the customer is ordering.

Sales orders are optional. If your business sells items over the counter or you ship items and create a bill for the customer (an invoice) immediately, you may not need to use sales orders.

Note

At this point, the employee from Thompson has placed the order.

The following illustration shows you this process.

1 The customer calls to place an order.

2 The Peachtree user creates a customer record.

The customer waits for their order to be processed and shipped. **4**

The salesperson creates the Sales Order and prints an order confirmation to send to the customer **3**
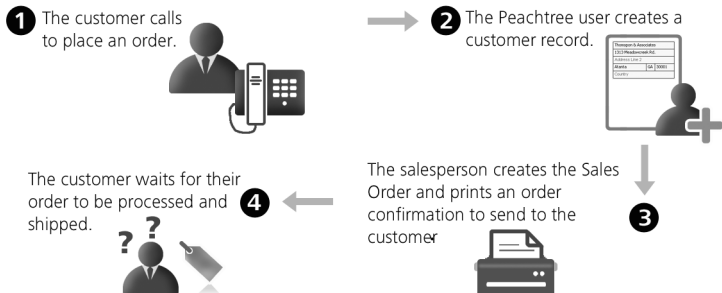
To learn more about entering sales orders, see "Entering Sales Orders" on page 202.

Billing Your Customers

In most businesses, customers pay for products and services only after they receive them. To notify them that their goods have been shipped and that they owe you money, a bill, or invoice, is created and sent, sometimes with the goods or sometimes separately.

Sales Invoices show the goods that were shipped and how much the customer is being billed for them. They are usually used for customers who are given a certain number of days to pay, that is, customers who buy on credit. Invoices show the customer name, shipping address, invoice number, payment terms, and items that were shipped, including a total and any sales tax.

Businesses that sell services rather than goods can create and use "Service" type inventory items on Sales Invoices. Peachtree also has a library of service business forms, such as a service invoice form, that you can use to print your invoices just the way you want.

To learn more about forms, see "Forms" on page 332. To learn more about service items, see "Managing Inventory" on page 43.

Continuing our example from Bellwether, Thompson's order has now been processed and packaged and is ready to ship. It is time to bill Thompson for the goods that were sold. For this, the billing department will create a Sales Invoice.

➥ To enter a Sales Invoice in Peachtree, select **Tasks** from the menubar, and then **Sales Invoicing**.

The Apply to Sales Order No. tab enables you to specify what sales order you are filling when you enter the sales invoice.

If any money was paid at the time of sale, you can enter it here.

> **Note**
>
> In Peachtree, you can print a hard copy of an invoice to mail to the customer or send with the goods; or you can e-mail the invoice in PDF format if you send invoices separately. Just click Print or E-mail on the Sales Invoicing toolbar.

Here's the process of filling an order and sending an invoice:

1. The goods are packaged and prepared to ship.

2. The billing department is notified and creates the invoice in Peachtree.

The invoice is put in the package or sent to the customer. 4

The customer receives the goods 3
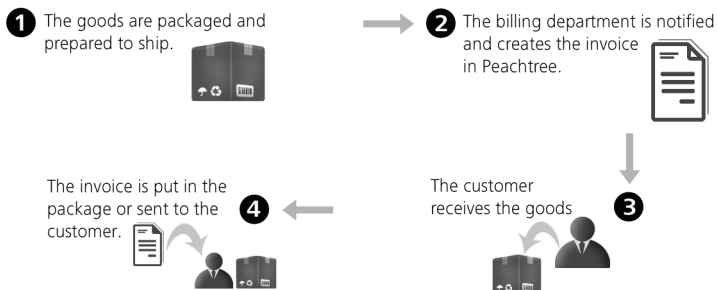
Once Bellwether issues the invoice for Thompson's order, it is recorded as a receivable, and reports, such as Aged Receivables and Customer Ledgers, will show that Thompson owes Bellwether money.

To learn more about entering sales invoices, see "Entering Sales Invoices" on page 207.

Receiving Money

Receiving money into your business is what it's all about. Without funds coming in, you can't pay your employees, pay your bills, or purchase supplies. Peachtree helps you to record payments from your customers and create bank deposit slips. In Peachtree, these customer payments are called **Receipts**. Receipts are records that track any sorts of money received from customers.

When Thompson's payment for the goods is received, Bellwether's Accounting department will process the payment by creating a receipt.

➥ To enter a Receipt in Peachtree, select **Tasks** from the menubar, and then **Receipts**.

If the customer is paying invoices, use the Apply to Invoices tab, since this is where open invoices will appear.

If you are entering over-the-counter sales, you can use the Apply to Revenues tab to select the items that were shipped. When you print the Receipt, it will show the items and amounts.

Note If you are a cash-and-carry business that sells over-the-counter, you can use Receipts to specify the customer, the items that were sold, and the amount paid. You don't have to use Sales Orders or Sales Invoices. You can also create a customer called "Retail" for retail sales, so you don't have to keep track of specific customers if you don't want to.

Here's the process of receiving money:

① The customer sends money for an invoice or pays for goods at the time of purchase.

② A Peachtree user enters the payment using Receipts.

③ A deposit slip is created and the money is taken

To learn more about entering receipts, see "Entering Receipts (Customer Payments)" on page 215.

Creating Deposit Slips

Once payments made in cash or by check have been entered into the system, they can be taken to the bank for deposit. Peachtree's Select for Deposit window allows you to group multiple customer receipts onto one deposit slip, streamlining the process of reconciling your bank accounts.

A bellwether employee creates a deposit slip to take checks and cash to the bank.

➧ To create a deposit slip, select **Tasks** from the menubar, then **Select for Deposit**.

Select the bank account that
you are depositing
items to.

Click Print to print a deposit slip
for the bank.

Select the items you
are depositing.
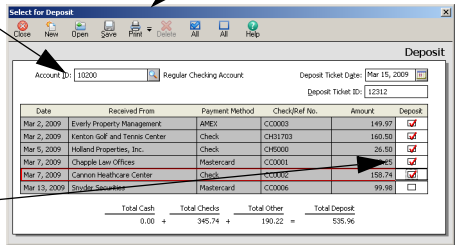
To learn more about creating deposit slips, see "Select for Deposit" on page 221.

Purchasing Goods and Services

Every business needs to make purchases and spend money, whether it is buying items for inventory, purchasing equipment and supplies for internal use, or just paying utility bills and taxes. These purchases are made from other businesses and individuals who are called **vendors** in Peachtree. Each vendor has its own record that tracks addresses, phone numbers, payment terms, and so on. In accounting and in Peachtree, tasks and reports that pertain to vendors are categorized as "Accounts Payable." **Accounts Payable** (**AP**) includes business tools such as Purchase Orders, Purchase/Receive Inventory, and Payments.

The following example shows a business using the main Accounts Payable tasks. A business may not need or want to use all tasks. For example, if you

have a service business, you probably won't need to enter purchase orders or invoices for cash purchases.

1 You print and send a purchase order to your vendor.

2 Your vendor sends you the items you ordered and an invoice.

You print a check and make a payment to your vendor. **4**

You "receive" those items and **3** turn them into a purchase invoice.
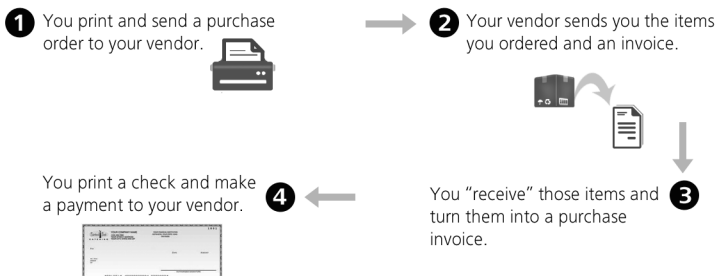
Entering a Purchase Order

Purchase Orders are a way to track items that have been ordered from vendors. They include the vendor name and address, date, a unique number, payment terms, and a list of the items being ordered. Often, they are used for larger purchases (over $2,500, for instance) and for controlling a budget. Also, they can protect both the purchaser and the vendor in the case of a dispute over price or items shipped. In many businesses, only certain individuals are authorized to issue purchase orders and they must initial or sign an order before it is sent out.

Bellwether needs to order several items that are low in quantity on hand. The purchasing agent will order these items from one of Bellwether's suppliers, Akerson Distribution. The agent calls Akerson to verify the prices of the items she wants to purchase and creates a Purchase Order in Peachtree.

➡ To enter a Purchase Order in Peachtree, select **Tasks** from the menubar, and **Purchase Orders**.

Here's an illustration of the Purchase Order process:

1 A purchasing agent calls a vendor to verify the price and availability of items to be ordered.

2 A Peachtree user creates a Purchase Order and sends it to the vendor. If necessary, a signature is obtained prior to release.

3 The purchasing agent waits for the items to arrive and to receive an invoice (bill).

To learn more about entering purchase orders, see "Entering Purchase Orders" on page 231.

Entering a Bill (Purchase Invoice)

When businesses want money for the goods and services they sell you, they'll send you a bill (invoice). This invoice could be for items on Purchase Orders

or other types of bills, such as utility bills. In Peachtree, bills from vendors and receipt of inventory are recorded in **Purchases/Receive Inventory**.

The bill will show what items were received, how much they cost, and the total amount that the company now owes the vendor. The Purchase Invoice is usually used for items bought on credit or for services that allow the company some time to pay, for instance, utility bills.

Bellwether has received the items it ordered from Akerson and the bill arrived with the package. To track this bill (its amount and due date) and to update the quantity-on-hand of the inventory items that were received, a Bill, or Purchase Invoice, will be entered in Peachtree.

➤ To enter a Bill in Peachtree, select **Tasks** from the menubar, and **Purchases/Receive Inventory**.

If this purchase invoice records items received from a Purchase Order, use the Apply to Purchase Order # tab. In this way, Peachtree knows how much of a Purchase order has been filled. Plus, you can compare the actual quantities and prices against what you ordered.

If any of this bill was paid for at the time of purchase, you can enter it here.

To learn more about entering bills, see <u>"Receiving Inventory/ Entering Vendor Invoices (Entering Bills)" on page 233</u>.

After the bill from Akerson has been entered, the items will be available for sale and the amount Bellwether owes Akerson will be updated. The Accounts Payable clerk or department can see how much money Bellwether owes using the Aged Payables or Cash Requirements report.

Several days have passed since Bellwether received the bill from Akerson. Since Bell-wether receives an early-payment discount of 2% if it pays in 10 days, the Accounts Payable clerk will cut a check and send it out to take advantage of the savings. To cut a check, the clerk will use Payments.

Making a Payment

In Peachtree, payments you make to vendors are recorded using Payments. A **Payment** is any amount of money sent to a vendor for goods or services purchased. It could be made in cash, by check, or with a credit card.

➥ To enter a Payment in Peachtree, select **Tasks** from the menubar, and then **Payments**.
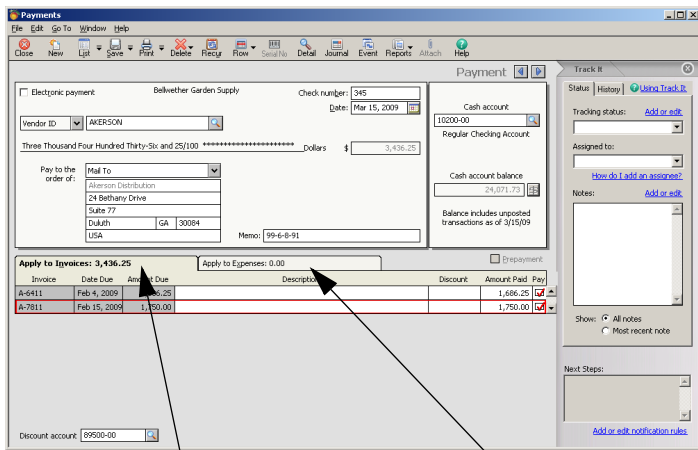
If an invoice is being paid, use the Apply to Invoices tab and specify the invoices being paid. Early-payment discounts are tracked and calculated.

If you are paying any other type of bill, for instance, a utility bill or another bill that did not have an invoice associated with it, use the Apply to Expenses tab. You can also enter deposits sent to vendors here.

The following diagram illustrates the process of entering and paying bills.

1 The vendor sends the bill to the company.

2 The bill is received and a Peachtree user enters it.

The vendor receives the payment. **4**

When the bill is coming due, a payment is entered and a check is printed for the vendor. **3**
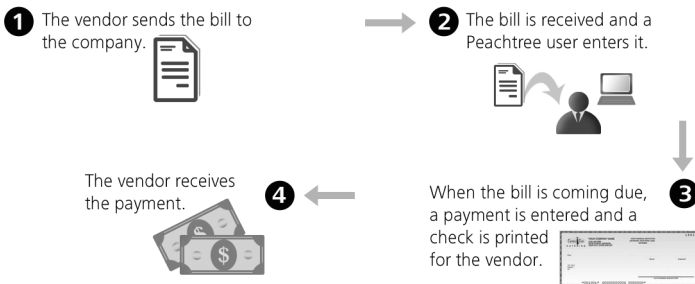
To learn more about making payments, see "Paying Vendor Bills" on page 237.

Managing Inventory

Different types of businesses buy and sell different types of things that can be managed as inventory. Retail businesses, such as clothing stores, maintain stock items that are purchased and sold, and whose cost and quantity are tracked. Service-oriented businesses, such as day care centers, sell services that have fixed costs and prices, such as fees per hour or per day. These types of businesses don't sell merchandise; instead, they sell services. Professional businesses like consulting and law firms track employees' time and expenses as they carry out projects and then bill their customers based on the time and expense accrued. Peachtree's inventory management system can manage a wide variety of different "classes" of items, so that it meets the needs of a wide variety of businesses.

> Bellwether has decided to stock several additional gardening handbooks. These need to be added to inventory so they can be bought and sold.

➥ To enter an inventory item in Peachtree, select **Maintain** from the menubar and then **Inventory Items**.

Different types of items are created using the **Item Class** field. The value in this field determines what information you track for each "item."

Depending on your type of business, you'll need different Item Classes. A few samples are below:

❖ **Retail business:** A retail business that buys and sells inventory will use Stock Items. These are items that can be bought or sold and whose cost

and quantity-on-hand are tracked. Peachtree keeps track of the cost of these items as you purchase them.

❖ **Service business:** A service business will mostly use Service items. These are items that can be sold but have a fixed cost, entered by you. Some service businesses will also use Stock items because they also sell merchandise. A beauty salon, for instance, sells various services but sells supplies as well.

❖ **Consulting firm or professional business:** These types of businesses, ones that track time and expenses and bill on this basis, will use Activity and Charge items. Activity items are different types of time, phone calls, meetings, etc., that is spent on projects; and Charge items are different types of expenses incurred during the course of performing a project.

> To learn more about inventory items, see "Item Maintenance" on page 125.

Using Items on Sales and Purchases

Items to be sold or purchased are listed on the grid section of the task (Sales order, Sales Invoice, Purchase Order, and so on). Here's an example from the Sales Order window.

Quantity	Shipped	Item	U/M	Description	GL Account	Unit Price	Tax	Amount	Job
10.00		EQWT-151	Each	Bell-Gro Heavy Duty Garden Hose - 50	40000-EQ	29.99	1	299.90	
Garden Hose - 50 ft				Sales - Equipment		Regular			
20.00		SEGR-3	Bag	Bell-Gro Kentucky Bluegrass Seeds - 5	40000-SE	19.99	1	399.80	
Kentucky Bluegrass Seeds 5 lb.				Sales - Seeds		Regular			Job Description

Once the item has been created using Maintain Inventory, you can select it. Peachtree will automatically display the Description and Unit Price of the item.

> To learn more about adding inventory items to purchases or sales, see "Using Inventory Items in Purchase and Sale Transactions" on page 254.

Paying Employees

Peachtree offers a full-service payroll management feature that allows you to maintain employee records, set up deductions and taxes, pay employees, and generate tax documents for quarterly and year-end reporting.

Once you have set up payroll by creating deductions and taxes and employee records, you can use Payroll Entry to print checks for employees for either paper distribution or direct deposit.

> If you don't want to bother with processing payroll, Sage can do it for you. See www.peachtree.com/payroll for more information.

Note

The payroll clerk needs to cut a bonus check for a Bellwether salesperson. This check will include deductions for income taxes.

➤ To open Payroll Entry, select **Tasks** from the menubar, and then **Payroll Entry**.

Just select the employee you want to pay and Peachtree will automatically call up the employee's hours and calculate the correct deductions and taxes.

If this is a handwritten check, enter the check number. Otherwise, leave the field blank. Peachtree will assign a check number when you print the check.

> To learn more about payroll entry, see "Paying an Employee" on page 264.

Using Reports to Make Decisions

Being able to see how your business is doing--who owes you money, who you need to pay, what items need reordering, and so on--is integral to running your business. Peachtree includes a wide variety of standard reports that

show you what you need to know about your business to make key business decisions and keep the cash flowing properly.

➥ To open the reports for an area of Peachtree, select **Reports & Forms** from the menubar, and then select the area of the program you want to see a list of reports for.

The access window for reports is the Select a Report or Form window, opened using the steps above.

Click Print to print the report to paper, or click Display to view the report on the screen.

If you want to attach the report to an e-mail, generate a Microsoft Excel spreadsheet with the report data, or generate the report in PDF format, click Send to.
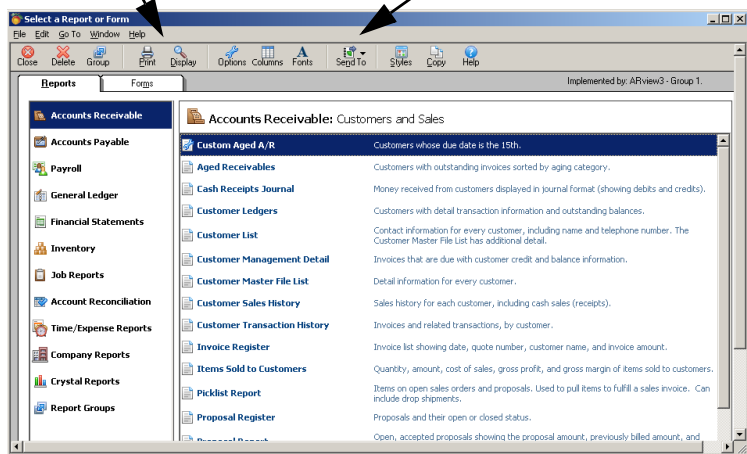
On the left, you see the general areas of the program, with the current selection highlighted.

On the right, you see the list of reports and a description of each. Double-click to display a report.

  To learn more about reports, see .

> The AR clerk wants to see who owes the customer money. She will print the Aged Receivables report.

You can modify these reports to suit your needs. For instance, you can change the "filters" that are used. Depending on the report, the fields or data that you can filter will vary. For the Aged Receivables report, you can change the date range and select from values for several fields, such as Customer Name, Customer Type, and Aging Category.

> The Aged Receivables report will be filtered to show only customers who have balances over 90 days overdue.

➥ To change the filters, select **Options** on the toolbar of the Select a Report or Form window.

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).
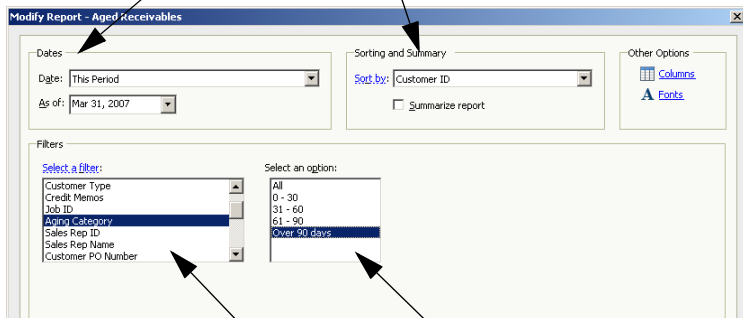
When you select a Filter here...   ...your options for that filter display here.

You can also change which columns of data appear on each report. If certain columns that appear on a report are not pertinent for your company, you can choose to remove them from the report. In addition, you can add columns for information that is not normally shown on the report.

> Now, the Aged Receivables report will be modified so that it no longer shows the telephone number.

➥ To change the columns of information that show on a report, select **Columns** on the toolbar of the Select a Report or Form window.
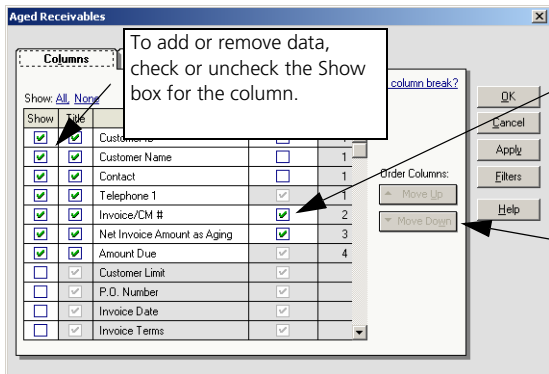
To add or remove data, check or uncheck the Show box for the column.

Checking the Column Break option sends this field to a new column.

To move a column, select it, then use these buttons.

To learn more about modifying reports, see "Modifying Reports" on page 323.

You can also save these changes to filtering and columns by clicking Save in the toolbar. Simply, give the report a new name and new description and you're done!

Now that you're done with this overview, you'll want to get started with Peachtree and your own company data. The first thing you'll want to do is create your company. This will include the basic information about your company, such as name, address, accounting method, and accounting periods. This is discussed in this book in the next chapter.

To get more training on how to use Peachtree, look up www.peachtree.com/training in your Internet browser.

Note

2 Setup

Creating a Company

3

✪ 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
- ❖ Vendors
- ❖ Customers
- ❖ Users

- ❖ Employees
- ❖ Inventory
- ❖ Jobs

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 only when you receive or spend cash. In *accrual accounting*, you recognize income and expenses when you send or receive an invoice/bill, even though the cash has not yet been sent or received. You will enter transactions for the cash receipts or disbursements when you get money from your customers or when you pay your bills.

In **cash-basis accounting**, you recognize revenue only when the money actually comes in.
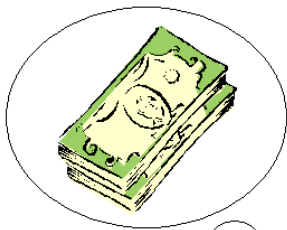
In **accrual accounting**, you recognize revenue as soon as you invoice the customer, even though the customer has not paid you yet.
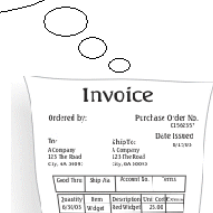
You should use Accrual Accounting when. . .

❖ You sell traditional inventory items (called "stock items" in Peachtree). This includes any merchandise you sell. The IRS requires this.

❖ You grant or receive credit from customers or vendors.

❖ You are required to follow GAAP (Generally Accepted Accounting Principles). For example, publicly traded companies are required to follow GAAP and issue their financial statements using accrual based accounting.

Otherwise, you are largely free to choose which method you use.

We highly recommend that you consult your accountant, if you have one, before making a choice. If you make the wrong choice, there is NO WAY to change it afterwards.

Benefits of Cash-Basis Accounting

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

❖ **Tax benefits:** If income is not recognized until cash is received, you would have less income to report in a given year. 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.

❖ **Easier cash management:** Because revenue and expenses are only recognized when cash changes hands, it is easier to obtain a truer picture of your cash position.

Benefits of Accrual Accounting

Businesses with inventory or that work on credit should use Accrual accounting. Some of the benefits are

❖ **Better reporting:** You get a truer 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.

❖ **Tax benefits:** Expenses are recognized in the year they are incurred not in the year they are paid. For instance, expenses incurred in 2008 can be used as deductions on your 2008 taxes even if you don't pay the bills until 2009.

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 three options: batch, real-time posting, and Smart-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. In Smart Posting, the transactions are saved when you click **Save** and then they are automatically posted by the SmartPosting service. This gives you better per-

formance because you can save transactions withou waiting for them to post. Check with your accountant, if you have one, to see which method you should use. *We recommend using SmartPosting for better performance, especially in a network environment.*

While you need to make a choice between posting methods whenever you create a new company, you can always change this option at any time. When you change from batch or SmartPosting 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	Amount Due
EVERLY Everly Property Managem Lee Everly 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	2,021.66 1,348.01 37.45				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 informa-tion, you won't see all of the windows mentioned later.

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, SmartPosting, 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.

Click here to move
back one step.

Click here for
assistance.

| < Back | Next > | Cancel | Help |

Click here to move
forward one step.

Click here to stop
the setup process.

| < Back | Finish | Cancel | Help |

This is the toolbar
that appears on the
last setup page.

Click here to save your
company settings
when finished.
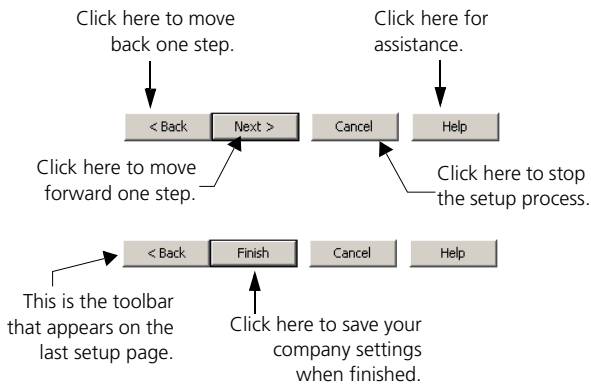
Setting Up Your Company

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 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, you will be asked if you want to keep the current company open.

2 Click **Yes** or **No**.

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.

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

<table><tr><td>

⚙ **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. Accounts are used to classify transactions for reporting purposes.

</td><td>

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.

</td></tr></table>
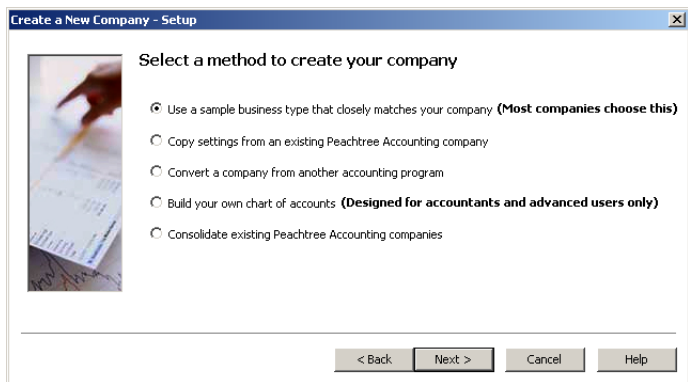
Essentially, you are choosing a general ledger chart of accounts. Each account you set up in your chart of accounts contains an identifier (known as an account ID); a description for each account; and a type code. As you add accounts, Peachtree recommends you number accounts in a way similar to that 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 of accounts.
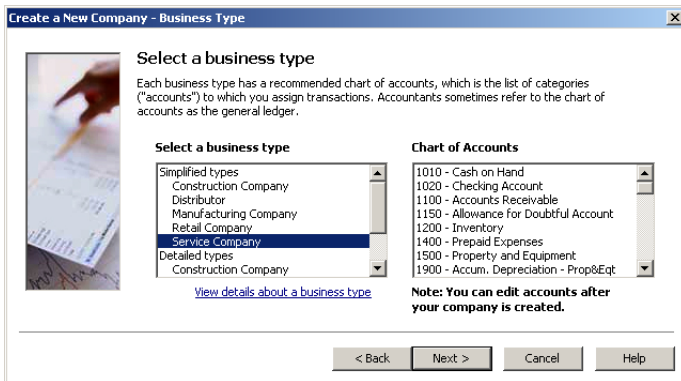
Simplified Types
If you're setting up a retail, service, construction, manufacturing, or distribution company, you have the option to set up your company using a simplified chart of accounts. The simplified chart of accounts contains the basic accounts you need to get started.

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 busi-

ness 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

If you choose to convert a company, you will not make any other Chart of Accounts selections. You will go directly to the window where you choose your accounting method.

Build Your Own

Next, you'll see a 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, business type."

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

You can consolidate companies in Peachtree. 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 state-

ments 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**...

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

③

Accounting Method Window

This one's easy; you have only two choices: **Accrual** or **Cash**. Hopefully, you've made the decision already based on your accountant's advice, if you have one. For information about choosing the right accounting method, see "Accounting Methods" on page 52.

⚠ **Warning** 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, SmartPosting,** or **Batch.** For information about choosing the right posting method, see <u>"Posting Methods" on page 54</u>.

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."

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.

Create a New Company - Fiscal Year

Choose the first period of your fiscal year

A fiscal year is your accounting year, defined by when you open and close the books. Most companies start their fiscal year in January. Companies with a more seasonal business may choose to start their year in another month.

January ▼   2006 ▼   **(Most companies start in January)**

Note: This cannot be changed after your company is created.

< Back   Next >   Cancel   Help

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 280.

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 280.

65

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.

Warning

If you want more information:

In the Help index, look up "Create a New Company wizard, fiscal year, monthly."

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 that helps you enter customer 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.
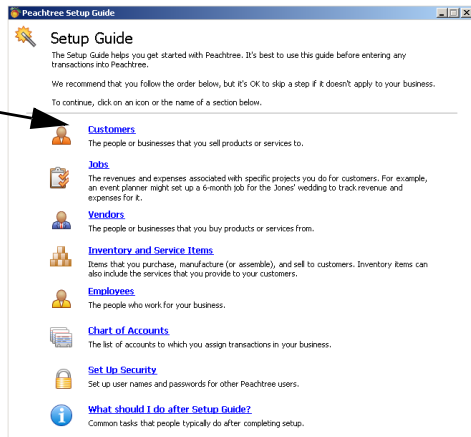
Setup Guide

The Setup Guide opens when you finish Create a New Company. You can re-open it at any time by selecting the Company option on the Navigation Bar, 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
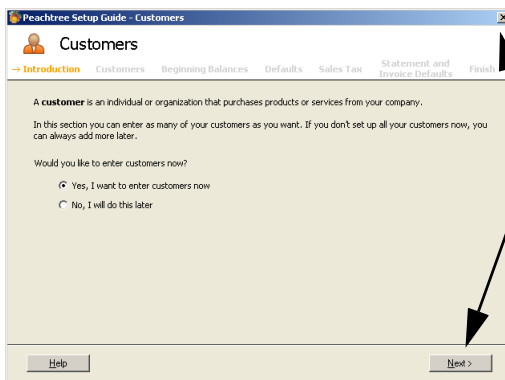
designed to walk you through the process of completing new company setup. Because the Setup Guide assists you in entering all the information you need to set up your company, and in an orderly fashion, it can be a very useful feature .

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.

Peachtree Setup Guide

Setup Guide

The Setup Guide helps you get started with Peachtree. It's best to use this guide before entering any transactions into Peachtree.

We recommend that you follow the order below, but it's OK to skip a step if it doesn't apply to your business.

To continue, click on an icon or the name of a section below.

Customers
The people or businesses that you sell products or services to.

Jobs
The revenues and expenses associated with specific projects you do for customers. For example, an event planner might set up a 6-month job for the Jones' wedding to track revenue and expenses for it.

Vendors
The people or businesses that you buy products or services from.

Inventory and Service Items
Items that you purchase, manufacture (or assemble), and sell to customers. Inventory items can also include the services that you provide to your customers.

Employees
The people who work for your business.

Chart of Accounts
The list of accounts to which you assign transactions in your business.

Set Up Security
Set up user names and passwords for other Peachtree users.

What should I do after Setup Guide?
Common tasks that people typically do after completing setup.

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.

Peachtree Setup Guide - Customers

Customers

→ Introduction   Customers   Beginning Balances   Defaults   Sales Tax   Statement and Invoice Defaults   Finish

A **customer** is an individual or organization that purchases products or services from your company.

In this section you can enter as many of your customers as you want. If you don't set up all your customers now, you can always add more later.

Would you like to enter customers now?

⦿ Yes, I want to enter customers now

○ No, I will do this later

Help   Next >

You can close this window at any time by clicking the x in the top right.

To proceed to the next step, click Next.

Setting Up Your General Ledger
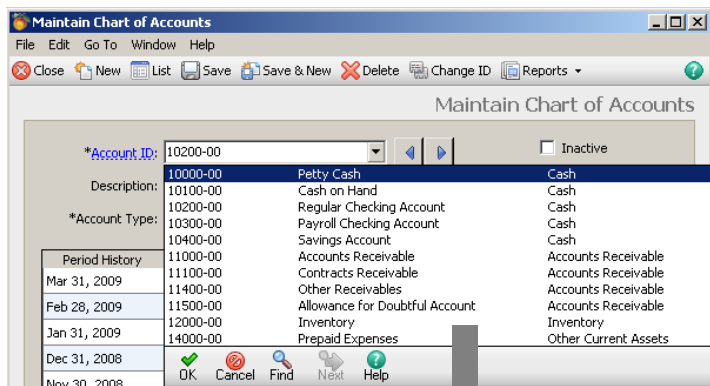
4

✪ Setting Up Your General Ledger ✪

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.
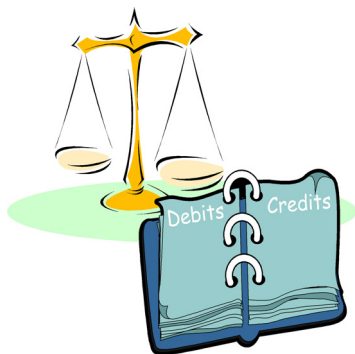
Beginning Balances

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:

Account You Are Setting Up	Account Type to Select
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)
General Ledger	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 type."

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 number-
ing scheme in which an account number can
consist of a main number combined with depart-
ment codes and/or sub-account codes. Most of
the time account numbers containing these spe-
cial 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 num-
bering system to generate departmental reports.

> ♻ **CONCEPTS**
> **Account Seg-
> ments**:You can use a
> feature named
> account segments to
> view totals by account
> for department, divi-
> sion, or whatever sub-
> grouping you require.
> See page 80.

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.

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**.

Setting Up Bank Accounts

You can select or add another account ID here.

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

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

If you want more information:

In the Help index, look up "account, setting up for the first time."

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.

Click or tab to any of the white cells in the grid to change or add an amount.

You can add a new account
from this window.

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

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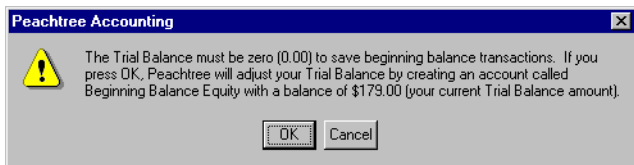
This account will be named Beginning Balance Equity, and its type is Equity—Doesn't Close. This account does not appear in the Beginning Balances window, but it will appear in the list of accounts and on financial statements and general ledger reports.

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.) or account segment.

You can create budgets with data for up to four fiscal years (the two open years and the year before and after). When you close the year in Peachtree, your budget automatically "rolls over." For example, if your current year is 2009, you can enter budget data for 2008, 2009, 2010 and 2011. If you close 2009, the available budget years are 2009, 2010, 2011, and 2012. The budget data for 2009, 2010, and 2011 will remain the same as it was before the year was closed. The budget data for 2012 will be blank. You can then tweak the budget data 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.
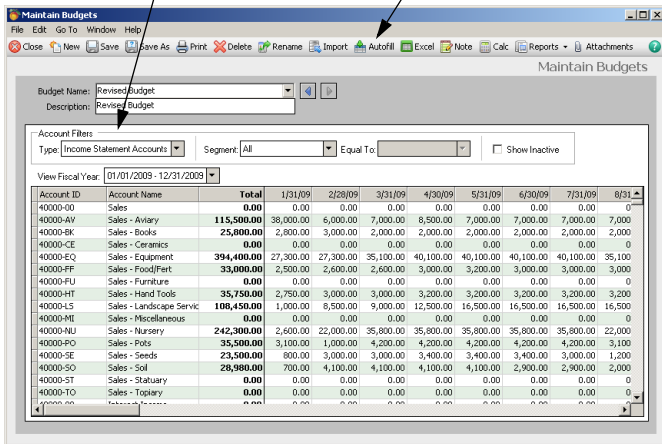
Building a Budget

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:
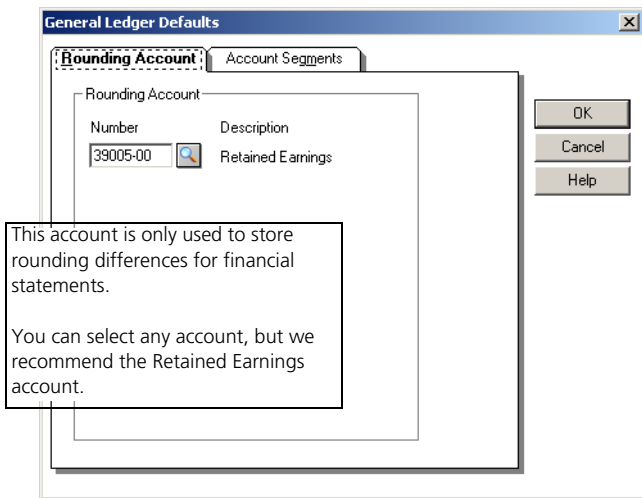
In the Help index, look up "budget."

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.

This account is only used to store rounding differences for financial statements.

You can select any account, but we recommend the Retained Earnings account.

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.

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 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 gives you the opportunity to divide your Account ID into segments (see "Build Your Own" on page 62) but you can do it here as well. If your chart of accounts is already set up and you change the segment structure, Peachtree 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).

If you want more information:
In the Help index, look up "rounding account."
Look up "account segments."

Setting Up Customers

5

✪ Setting Up Customers ✪

Customers are the people whom you sell your products and services to. 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

Setting up customer default information helps streamline the process of entering customer transactions and populates customer reports and forms. For instance, **Net due in 30 days** will be the default value in Maintain Customers.

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

t 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.

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.

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 **Payment and Credit** tab in Maintain Customers.

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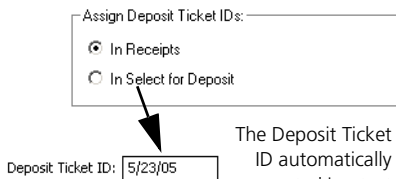
The Deposit Ticket ID automatically generated is a text field depicting the current system date.

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."

Statement/Invoices Defaults

Statement Print Options   **Dunning Messages**

Dunning Messages

Invoices < [0] days overdue:
[Thanks for your business.]

Invoices < [30] days overdue:
[You may have forgotten this bill. Thanks for your at]

Invoices < [60] days overdue:
[Please attend to this payment as soon as possible.]

All other invoices:
[   ]

Dunning message is based on the customer's oldest invoice.

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? | 0.00000 % | What if I use a formula? |
| * How many individual rates make up this total rate? | 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:

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.

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	Freemond Country		19.16	
	3/1/07	10227	SJ	Freemond Country		38.32	

If you want more information:

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

Look up "sales tax agency, setting up."

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 121. 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.
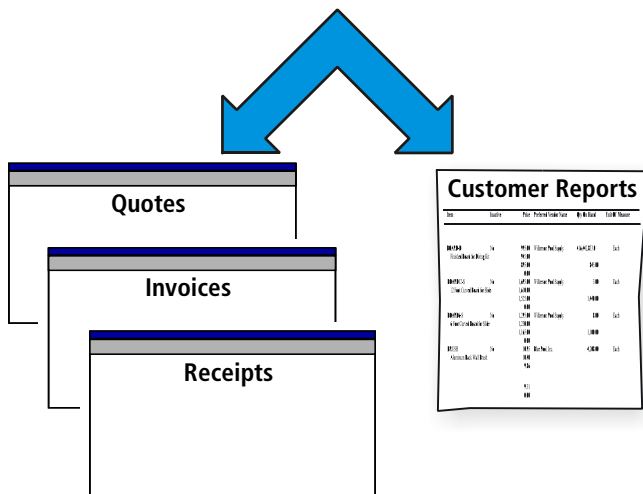
You can view or enter basic information about your clients in the Maintain Customers/Prospects window. Customer information is contained on six

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** and **Contacts** tabs to keep track of contacts and shipping addresses for each customer.

Use the **Sales Info** tab to enter customer sales information, such as shipping methods and pricing.

Use the **Customizable Fields** area to customize customer information with five fields, which you can add to reports.

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 billing address, phone numbers, and account number.

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:	LAND	▼
	LAND	
	PROSPECT	
	RETAIL	

Customer Type	Range	LAND	PROSPECT

Contacts Tab

Use this tab to enter contacts for this customer. You can specify such information as the contact's name, title, address, phone number and E-mail address.

Addresses Tab

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

You can have a separate and distinct Sales Tax 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.

Note

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 account:	40000-00
Open PO number:	
Ship via:	US Mail
Resale number:	
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 Delivery 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.

> **Note**
> 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:

In the Help index, look up "Maintain Customers/Prospects, header fields."

Look up "Maintain Customers/Prospects, General Tab."

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 **History 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.

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

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

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.

> **Note**
>
> 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.

If you want more information:
In the Help index, look up "customer, beginning balances, entering"

Setting Up Vendors

6

✪ 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

Setting up vendor default information helps streamline the process of entering vendor transactions and populates vendor reports and forms. For instance, **Net due in 30 days** will be the default value in Maintain Vendors.

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 .

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

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.

> ✪ **Want to learn more** about vendor tasks such as purchase orders and bills? See <u>"Overview of Vendor Tasks" on page 230</u>.

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 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.

Payment Terms | **Account Aging** | Custom Fields | 1099 Settings

Age Invoices by:
○ Invoice date
● Due date

◀ 1. Choose whether you want to age invoices by invoice date or due date.

Aging Categories

	# of days	Column Heading
1st Column	30	0 - 30
2nd Column	60	31 - 60
3rd Column	90	61 - 90
4th Column		Over 90 days

◀ 2. Set aging categories. The choices you make here determine how Peachtree reports display invoice-aging information.

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

Bellwether Garden Supply
Aged Payables
As of Mar 31, 2007

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
ABNEY Abney and Son Contracto Wesley Abney 770-555-0000	B1000	75.00				75.00
ABNEY **Abney and Son Contract**		**75.00**				**75.00**

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.

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.

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

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."

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 pur-
> poses, this means you pay them more than $600 a 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 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.
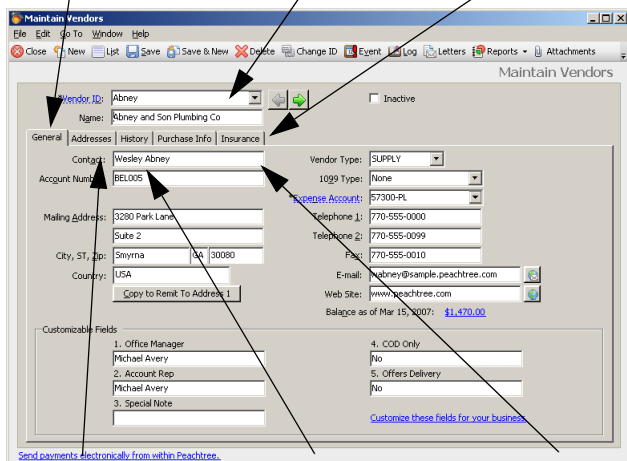
Use the **Insurance** tab to track insurance information for vendors and contractors.

Use the **Addresses** tab to enter multiple 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 alphanumeric 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 mailing 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 address 1 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.

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 103.) 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 74.

To enter vendor beginning balances,

1 Select **Maintain**, **Vendors**.

2 Click the **Vendor Beginning Balances** button on the **History tab**.
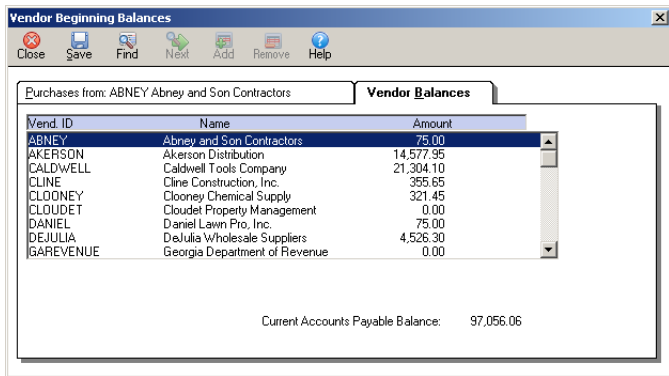
You can select a vendor from the list on the **Vendor Balances** tab by clicking it. Once the vendor is selected, click the **Invoices for** tab to enter any beginning balances.

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

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

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.

> **Note**
> 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, entering."

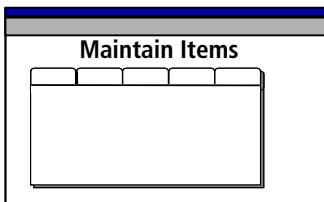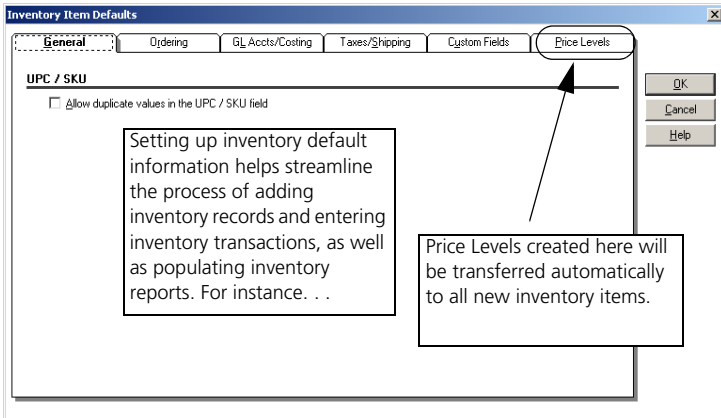Look up "vendor, beginning balances."

Setting Up Inventory

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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.

Setting up inventory default information helps streamline the process of adding inventory records and entering inventory transactions, as well as populating inventory reports. For instance. . .

Price Levels created here will be transferred automatically to all new inventory items.

Maintain Items

Inventory Reports

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

These options allow you to specify if you want to allow for duplicate values in certain fields. You can also select a default item class.

If you want more information:

In the Help index, look up "item class" for general information.

Look up "item class: select for your business" for suggestions for different types of businesses.

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 calcu-

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.

lates 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.

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

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

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.

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

Field	Description	Tax
1	Regular	☑
2	Exempt	☐
3	Exempt	☐
4	Exempt	☐
5	Exempt	☐
6	Exempt	☐
7	Exempt	☐
8	Exempt	☐
9	Exempt	☐
10	Exempt	☐

Ship Methods

Field	Ship Method
1	None
2	Courier
3	Hand Deliver
4	Cust. Pickup
5	UPS Ground
6	UPS Blue
7	UPS Red
8	US Mail
9	FedEx
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	☑	No Calculation	▸
Level 2	Price Level 2	☑	No Calculation	▸
Level 3	Price Level 3	☑	No Calculation	▸
Level 4	Price Level 4	☑	No Calculation	▸
Level 5	Price Level 5	☑	No Calculation	▸
Level 6	Price Level 6	☑	No Calculation	▸
Level 7	Price Level 7	☑	No Calculation	▸
Level 8	Price Level 8	☑	No Calculation	▸
Level 9	Price Level 9	☑	No Calculation	▸
Level 10	Price Level 10	☑	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 base your item prices on Last Cost, Peachtree will not update the price of an item automatically if the Last Cost should change. You must either use the Multiple Price Levels window in Maintain Inventory and click Recalc, or you must use the Maintain Prices routine. For instance, if the Last Cost of an item was $10 and your sales price is calculated as Last Cost*1.5, the sales price will be $15. If you purchase the item at $20, making the Last Cost $20, your sales price will remain $15 until you click Recalc in the Multiple Price Levels window in Maintain Inventory or until you use Maintain Prices (for more information on Maintain Prices, see page) to update the prices of 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**.

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.

Sales

Adjustments

Purchases

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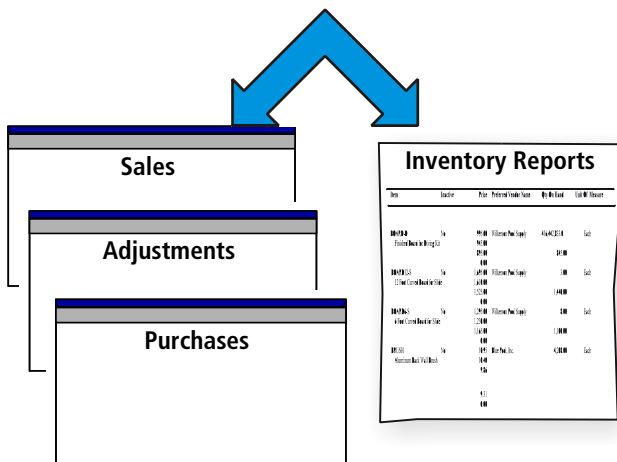
Inventory information is displayed as tabbed folders with a label on each tab. Only one tab is visible at a time, but you can view another tab by clicking the tab label. In some cases, depending on the Item Class chosen, certain tabs will not be available.

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

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.

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

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.

Enter various data for each item here.

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.

Bill of Materials

When you select an Item Class of Assembly or 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.

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 or Work Tickets. (see "Build/Unbuild Assemblies" on page 257 or "Entering Work Tickets" on page 260).

> **Note**
>
> 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."

Item Attributes

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

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.

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.

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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.

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.

➥ 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.

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 Quan-

tity 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.

> **Note**
>
> 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.

If you want more information:

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

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.

Enter a U/M ID and Description. For example, you might enter BX-010 for a box that contains ten items.

Enter the number of Stocking Units it takes to make this unit/measure.

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.

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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 select the multi-pack on Task windows. You can also enter a weight and UPC/SCC code, if necessary.

Item Multi-Packs

Cancel   OK   Help

Stocking U/M: Each   ☑ Purchase and sell in different quantities

Purchasing Multi-Pack
U/M: BX-200   Box of 200
U/M BX-200 contains 200 Each(s)
Weight: 200.00
UPC/SCC: 10131200123451
☐ Use as default for all purchases

Sales Multi-Pack
U/M: BX-020   Box of 20
U/M BX-020 contains 20 Each(s)
Weight: 20.00
UPC/SCC: 10131205432102
☐ Use as default for all sales

Select this option to buy or sell this item in different units/measures than the Stocking U/M. It also makes the Purchasing and Sales Multi-Pack options available for selection.

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

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, Proposals, 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	Unit Price	Tax	Amount	Job
1.00	EQFF-13120	BX-020 ▾	)-Gro All-Purpose Plastic Sprayer/Mister	9.99	1	9.99	
		Each	Stocking U/M				
		BX-200	Box of 200				
		BX-020	Box of 20				

▶ Apply Tickets/Expenses

Sales Tax: 0.00
Freight: 0.00
Other Applied Credits 0.00 9.99 Invoice Total
▶ Amount Paid at Sale 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."

Look up "setting up, multi-packs."

Setting Up Payroll

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✪ Setting Up Payroll ✪

Peachtree automates your payroll process. Once your employee defaults, employee records, and tax formulas 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: Peachtree Managed Payroll or In-House Payroll?

Peachtree Managed Payroll: Let Peachtree professionals handle your payroll needs. Peachtree Managed Payroll 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 the latest information 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 Simple Payroll: Sign up for Peachtree Simple Payroll 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 tax 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/simple_payroll.cfm.

Peachtree Select Payroll: Adds the convenience of electronic filing to Peachtree Simple Payroll.

Set Up Your Own Tax Fields and Formulas: This option allows you to manually enter tax amounts or deductions when entering payroll checks or to manually enter tax 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.

If you choose to manually maintain your taxes and formulas, 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.

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:

Go to www.peachtree.com/payroll.

Overview: Setting Up Your Payroll

You'll follow these basic steps for setting up your payroll. These steps are discussed in more detail later in this guide, and even more detail in the Peachtree Help file.

1 Set up company-wide parameters for taxes and benefits by answering the questions of the Payroll Setup Wizard. Peachtree will set up payroll fields and any associated formulas* for you. (*See Step 4, below).

2 Set up any additional deductions in Employee Defaults.

3 Set up employee records, including

   ❖ address and contact information

   ❖ withholding amounts

   ❖ pay rates

   ❖ amounts and percentages for elective benefits, like retirement plans and Flexible Spending Accounts, and for insurance plans and Health Savings Accounts (if different from the norm)

4 If you chose not to subscribe to a tax update service, you would need to set up payroll formulas for your taxes, benefits, and other deductions.

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 led-
ger. All the various payroll taxes
that your company or your
employees pay must be defined
as payroll fields. Most common
payroll deductions, allowances,
and additions (for adjusted gross
amounts) are set up when you
answer the questions in the
Payroll Setup Wizard. Any addi-
tional fields you may need can
be set up in Employee Defaults.

Define Payroll Fields

Field Name	G/L Account	Calc	Tax Name	Amount
Gross		☐		
K401	23300	☐		
Fed_Income	23400	☑	FIT	
Soc_Sec	23400	☑	FICA EE	

940 EZ

941

W-2

Payroll Check
Pay to:
John Smith $$$$
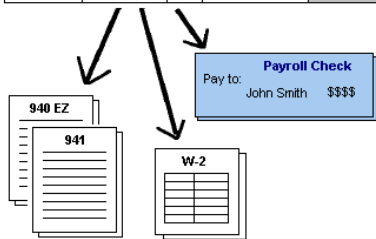
Peachtree uses these fields to compute all the deductions and allowances
that, together with gross pay rate information stored in the employee record,
make up net pay.

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 defines how the field is
calculated. You can enter these formulas yourself, in User-Maintained
Payroll Formulas. Or, you can subscribe to one of the Peachtree tax services,
and have most of them updated for you (in Peachtree-Maintained Payroll
Formulas) as tax regulations change.

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 Formulas**, then **User-Maintained**. Select a tax that resembles what you are trying to set up and note the formula and (if applicable) the tax brackets 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 agency, 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. You should carefully evaluate this decision, perhaps in consultation with your accountant.

If you want more information:

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

Look up "tax table formula."

Payroll Setup Wizard

Most basic payroll information and standard payroll fields are set up for you when you fill in the information in the Payroll Setup wizard.

➥ From the **Maintain** menu, select **Payroll**, and then choose **Payroll Setup Wizard**.

Once you have completed the wizard, you can still edit payroll information there. But the name of the wizard changes to *Payroll Settings Wizard*.

Note

Your first choice is between Peachtree's full-service payroll, one of our tax update services, or setting up and processing payroll yourself. See the previ-

ous section, or click on the links on the Payroll Setup Wizard to learn more about these choices.

Company Information

Once you've made your choices about how you plan to implement your payroll, you arrive at the Company Information window.

On this screen, you enter basic information about your company. Based on this information, Peachtree will begin setting up payroll fields and formulas. For example, based on the State you enter, we'll set up payroll fields for calculating your state unemployment and income tax. The rate you enter will be used in the payroll formula for your state unemployment insurance (SUI).

If applicable to your state, other state tax rate fields may display.

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.

➥ 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."

Pay Types

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

Pay Types

Enter the pay types (types of compensation offered to employees) and GL accounts you want to use to pay both hourly and salaried employees.

ℹ You can change the names and GL accounts of the pay types already listed below. You can also change the GL account for **individual employees** later.

Hourly

Pay Type	GL Account Number
Regular	77500-00 - Wages Expense
Overtime	77500-00 - Wages Expense
Special	77500-00 - Wages Expense
Rate	

Salary

Pay Type	GL Account Number
Salary	77500-00 - Wages Expense
Bonus	75100-00 - Salaries Bonus Expense
Commission	75200-00 - Salaries Commission Expense
Salary	

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

As with much of the default information you're setting up in the wizard, you can change the account numbers for individual employees if necessary.

Benefits

You can set up many different types of benefits in the Payroll Setup Wizard, including:

❖ vacation and sick time

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❖ employee insurance, including medical, dental, vision, and long- and short-term disability insurance

❖ retirement plans, including SIMPLE, 401(k), IRA, Roth 401(k) and IRA, and 403(b)

❖ flexible spending accounts, including Medical Care, Dependent Care, Health Savings Accounts, and Adoption Assistance

For each benefit, the wizard walks you through the process of setting up the standard parameters for the benefit for your company. Your answers help Peachtree create both the payroll fields (including company and employee contributions) and payroll formulas.

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.

Vacation   Current formulas

Vacation settings are based on:
  ⦿ The answers to the questions below
  ○ My own formula

Employees are given [80.00] vacation hours per year.
                  (Example: 8 hours = 1 day)
  ℹ️ This amount can be changed later for individual employees.

Employees receive these hours:
  ⦿ At the beginning of the calendar year
  ○ Accrued over each pay period

Does the remaining time carry over to the next year?
  ○ Yes
  ⦿ No

The maximum number of vacation hours an employee can have at any time is: [   ]
                                        (Leave blank if no maximum)

You can use a custom payroll formula to track the total and remaining hours of vacation, or just answer the questions and let Peachtree create formulas for you.

Here, you're setting up the standard or most common vacation rules. You can tweak this information for individual employees, on the Vacation/Sick Time tab of Maintain Employees.

If you want more information:

Look up "vacation time, tracking setup."

Look up "sick time, tracking setup."

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Insurance Plans: Medical

All insurance plans are set up similarly. We'll look at an example of setting up a typical medical plan.

First, you answer the questions about who contributes to the plan. If both the company and employee contribute, Peachtree will set up a payroll field for each.

Some insurance plans must be given a name; this name is used on employee screens and on reports. It must start with a letter, have at least 2 characters, and cannot have spaces or special characters like asterisks.

Contributions can be based on a specific amount or on a custom (user-maintained) formula you create to calculate the amount.

> **Insurance Plans — Medical — Medical**
>
> **Employee** contributions are based on:
> ⊙ A dollar amount per paycheck: $ 0.00
> ○ My own formula: [▼]   Create a new formula
>
> Do you want the employee contribution amount to display on the W-2 form?
> ○ Yes
> ⊙ No

Next, you can change whether contributions are taxable or not for this plan. Peachtree selects the taxes that are usually affected for the benefit. Normally you would not need to change these settings. However, for local or other special, non-supported taxes, you may need to change them. You should check with your taxing authority.

Retirement Plans: 401(k)

While all retirement plans are set up similarly in the Payroll Setup Wizard, we'll look specifically at setting up a 401(k) plan.

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

Retirement Plans — 401(k)   Current formulas

Company contributions are based on:

- ○ A percentage of employee's contributions   0.00 % up to 0.00 %
                                                  (Leave blank if no maximum)
- ○ A dollar amount per paycheck $ 0.00
- ○ My own formula: [▼] Create a new formula
- ● An advanced formula

┌─ Contribution Formula ──
│ Company contributes 100.0 % of the employee contribution up to 4.00 % of gross wages,
│   then 50.00 % of the employee contribution over 4.00% of gross wages.
│ The maximum company match is 6.00 % of the employee's gross wages.
└──

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

Employee contributions are based on:

- ● A percentage of wages
- ○ My own formula: [▼] Create a new formula

If your company contributes to the plan, you can enter a percentage or dollar amount for that contribution. Enter each percentage as a positive number. (Enter 4.0—not 0.04—for 4%.) You can also use a custom formula to calculate the contribution, or use an advanced formula.

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%.

General Ledger Accounts

You can change the general ledger account that tracks employee contributions for each deduction you set up. This is usually a liability account—a payable to the benefit provider. You can even add a new account that is specific to a deduction; it just depends on the level of detail you need in reports.

You don't need to set up Employee GL accounts if the deduction is paid for by the company. The employee contributions screen can be blank if there is no employee-paid portion of the tax or benefit.

Benefit	GL Account Number
Medical	23350-00
Dental	23350-00 - Health Insurance Payable
401(k)	23300-00 - 401 K Deductions Payable

Setting Up Taxes

Here, you set the default or standard general ledger accounts for most payroll tax liabilities and expenses. You can also set up any applicable local taxes that you or your employees are responsible for.

These are the most common accounts for taxes; you can adjust them for individual employees, or when processing paychecks.

Taxes

Payroll Taxes

Select the default GL accounts you want to use to track the **amount owed** (liability) and the **expense amount** for payroll taxes.

Tax liability acct no.: 23400 - Payroll Taxes Payable   What is this?

Tax expense acct no.: 72000 - Payroll Tax Expense   What is this?

Local Taxes

Do you have any localities for which you collect taxes in the state of AL?

○ Yes
● No

Local Taxes: Select **Yes** if you or your employees are responsible for local taxes. Then you'll be able to set up a Locality and Rate for these local taxes. (This field only displays if your company's state has supported local taxes.)

Assign Tax Fields

When you walk through the Payroll Setup Wizard for the first time, you don't see the Assign Tax Fields window. You can only access these windows after you have completed the wizard. That's because Peachtree will correctly assign the tax fields that are set up within the Payroll Setup Wizard.

You would only have to assign tax fields if you a) create a payroll tax outside of the Payroll Settings wizard, such as a labor tax or union dues; or b) move your business from one state to another.

We provide two State Special fields for unique state taxes you might have to add outside the Payroll Settings wizard. You would have to assign any tax fields like that, in order for them to display on your tax forms (W-2s, 940s, etc.) and certain payroll reports.

Assign Company-Paid Tax Fields

For each **company-paid** tax field, pick the Payroll Field you want to use on tax forms and reports. To leave a field blank, choose None.

Tax Field:	Payroll Field:
Federal Unemployment (FUTA):	Fed_Unemp_C
State Unemployment (SUTA):	St_Unemp_C
Other State Unemployment:	St2_Unemp_C
State Disability (SDI):	None
State Training Tax:	None
State Special A:	None
State Special B:	None

OK   Cancel   Help

Setup Complete

Once you click the **Finish** button on the Setup Complete page, then most of your payroll fields and formulas will be created for you. You will still have some setup work to do, though.

Employees	You still need to set up information about your employees, including their contact information, withholding, and pay rate. If you set up benefits in the wizard, you may need to enter the percentages or amounts each employee pays. This is usually done on the Withholding Info tab of the Maintain Employees window.
Other Taxes	Some local taxes may not be supported by Peachtree. You would have to set these up in Employee Defaults. If there is a calculation required for these taxes, you would set this up in User-Maintained Payroll Formulas.
Payroll Formulas	If you elected not to subscribe to either of the Peachtree tax update services, you will need to create payroll formulas for your taxes and deductions. You should review documents from the IRS and your state and local taxing authorities for the latest information on tax rates and limits.

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 fields in the tables below. These fields will show up on your paychecks, so it's important to know what they are for.

Naming Conventions

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/Locality column of 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.

Employer payroll fields and formulas have an C appended to them to designate company-paid taxes. (If you set up payroll in a previous release of Peachtree, prior to version 2009, these fields will have an ER instead of a C appended.)

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

If you want more information:

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

Look up "payroll fields, setting up."

How Default Information is Used

Employee defaults (set up mostly in the Payroll Setup Wizard) help you enter employee information. They also define: how paychecks are calculated, vacation and sick time policy, and what displays on reports and payroll forms.

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 employee custom field labels, how names display on lists and reports, and a standard locality.

The **Review Ratings** and **Employment Status** tabs are available for you to set up review ratings and employment statuses.
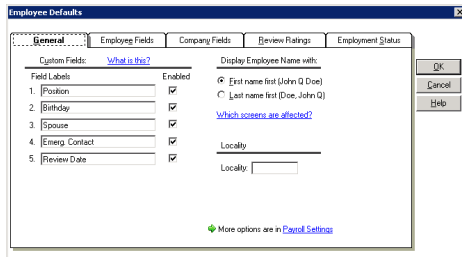
Use the **Employee Fields** tab to add or edit employee payroll fields (taxes, benefits, deductions) that can't be set up in the Payroll Settings wizard.

Use the **Company Fields** tab for employer-paid taxes (such as state unemployment) and any employer-paid portion of benefits or deductions.

If you want more information:

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

Look up "employee defaults, general tab."

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General Tab

You can set up a default locality (if applicable); 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	☑
2.	Birthday	☑
3.	Spouse	☑
4.	Emerg. Contact	☑
5.	Review Date	☑

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.

Display Employee Name with: You can select whether to sort employees alphabetically by first name or last name in lookup lists and on reports. So, for example, when you're searching for an employee when creating a paycheck or a W-2 form, the lookup list will be ordered by last name or first name.

Locality: If your city or county requires a local payroll tax, enter it here. This field is only required in certain states. If your employees live in different localities, enter or choose the primary locality for most employees.

If you want more information:

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

Look up "defaults, employee."

Employee Fields

You can set up default employee payroll fields (deductions and additions). Most of these fields will be set up for you when you complete the Payroll Settings wizard. But you may need to add or edit some deductions here. (Note that most benefit fields cannot be edited here; they can only be edited in Payroll Settings.)

> 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/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:

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. 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 in defaults. 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 employee 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 formula name to use to calculate tax amounts. If you subscribe to one of the Peachtree tax services, tax names and their formulas/tables are provided. If you don't subscribe to the tax service, you can enter a formula name here, but you must set it up in User-Maintained Payroll Formulas before it 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 Fields or
Employer Fields 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 tax-
able 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.

Company 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 a "C" extension indicate company-paid payroll liabilities and expenses.

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

Field Name	Liability	Expense	Calc	Formula	Adjust
Soc_Sec_ER	23400-00	72000-00	☑	FICA ER	▸
Medicare_ER	23400-00	72000-00	☑	MEDICARE	▸
FUTA_ER	23400-00	72000-00	☑	FUTA ER	▸
SUI_ER	23400-00	72000-00	☑	**SUI ER	▸
K401_ER	23300-00	73000-00	☑	401K ER	▸
St2_Unemp_C	23400-00	72000-00	☑	**2SUI ER	▸
			☐		▸
			☐		▸
			☐		▸

- Do you need to add a new benefit or deduction? Tell me how
- Rows that are disabled on this screen can be edited in Payroll Settings.

The Company Fields tab is very similar to the Employee Fields tab. However, there are slight differences. For one, you can only create ten fields on the Company Fields tab.

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 Company payroll fields, you should use the "_C" 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 formula name to use to calculate tax amounts. If you subscribe to one of the Peachtree tax services, tax names and their formulas/tables are provided. If you don't subscribe to the tax service, you can enter a formula name here, but you must set it up in User-Maintained Payroll Formulas 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 Calculate Adjusted Gross window.

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

Review Ratings tab
You can create up to 10 review ratings for your employees. These can be attached to an employee's record using the Performance Reviews window.

Employment Status tab
The Employment Status tab allows you to create up to 10 statuses for your employees. These are used on the Additional Information tab in Maintain Employees.

If you want more information:

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

Look up "defaults, employee."

How Employee Information is Used
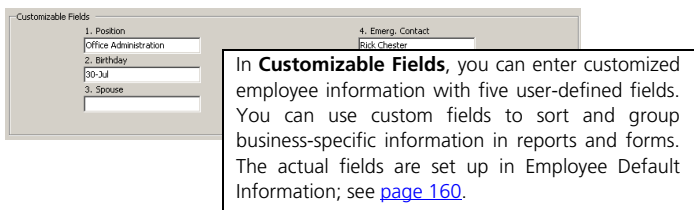
Maintain Employees

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 social security number. 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.

In **Customizable 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 160.

Additional Info

You can use the Additional Info tab to store a variety of data on each employee, such as emergency contact, demographic details, and employment details.

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Pay Info

On the **Pay Info** tab, you specify how you pay specific employees. Although the pay types are set up in Payroll Settings, 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.

You have three options on the Pay Info tab 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.

If you want more information:
In the Help index, look up "employee, setting up."
Look up "Maintain Employees/Sales Reps."

Withholding Information

Payroll Field Names	Filing Status	Allowances	Addl Withholding	State/Locality	Percentage	Catch Up	FSA Amount
Federal	Single	1	0.00				
State	Single	1	0.00	GA			
Local	Not Required	0	0.00				
Special 1		0	0.00				
Special 2		0	0.00				
401(k)							
403(b)							
408(k)							
457(b)							

> You can only select filing statuses which 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.

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 any retirement plans you offer. 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.

Vacation/Sick Time

The standard rules for vacation and sick time in your company are set up in Payroll Settings. The Vacation/Sick Time tab lets you tweak the standard rules for individual employees, as needed.

| General | Pay Info | Withholding Info | Vacation/Sick Time | Employee Fields | Company Fields |

Vacation Settings Why are these options disabled?

☑ This employee uses the company default settings for vacation.

This employee gets [0.00] vacation hours per [year ▾]
(Example: 8 hours = 1 day)

This employee receives these hours:
○ At the beginning of the calendar year
○ Accrued over each paycheck

The maximum number of vacation hours [   ]
this employee can have at any time is:
(Leave blank if no maximum)

Current Formulas (for this employee)

Sick Time Settings Why are these options disabled?

☑ This employee uses the company default settings for sick time.

This employee gets [0.00] sick hours per [paycheck ▾]
(Example: 8 hours = 1 day)

> To customize settings for either vacation or sick time, just uncheck this box. Then enter any changes.

Current Formulas (for this employee)

Current Formulas: Click on this link to see the formulas that are being used for this employee. This link allows you to select a custom (user-maintained) formula for this employee.

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.

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, formula name, or payroll field amount.

Company Fields

On the **Company 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 "employee, 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

Close   Save   Help

Employee ID ACHESTER   Amanda W. Chester

		1	2	3	4	5	
	Dates:	Mar 28, 2007					
	Payroll Field						Total
1	Gross	1,120.00	0.00	0.00	0.00	0.00	1,120.00
2	Fed_Income	-131.86	0.00	0.00	0.00	0.00	-131.86
3	Soc_Sec	-69.44	0.00	0.00	0.00	0.00	-69.44
4	Medicare	-16.24	0.00	0.00	0.00	0.00	-16.24
5	State	-48.44	0.00	0.00	0.00	0.00	-48.44
6	K401	-44.80	0.00	0.00	0.00	0.00	-44.80

Net Check: 809.22   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 "employee, beginning balances."

Look up "Maintain Employees/Sales Reps."

Track Employee Raise History

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.

Track Performance Reviews

You can keep track of performance reviews for your employees. First, you can create up to 10 Review Ratings (see "Review Ratings tab" on page 165). Then, when you review your employees' performance, you can enter review information and assign ratings using the Performance Reviews window.

➥ To open this window, select the **Pay Info** tab and then click **Performance Reviews**.

Enter the date, rating, reviewer, and any notes and attachments you have for this review. Then, click **Save**.

You can have up to 40 review entries and Peachtree will automatically select the reviewer if the employee has the Supervisor field completed on the Additional Info tab in their record.

Setting Up Jobs

9

✪ 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.

The Elements of Job Costing
This section provides descriptive information on the elements of job costing.

Job ID
This is 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

Phases
Phases give you the second level of detail in a job. Phases are simply a distinct part of the job performed. They are all phases that, in various combinations, you may use in all the different jobs that your company does. They do not need to refer to a time frame and need not be part of every job. Phases can divide the job into stages:

This is a job with two phases. 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.

You do not have to divide your jobs into phases. If you do not need that sort of detail when you track costs for a job, simply use a job, as below.

This is a job with no phases asociated with it, for example, cutting shrubs, or parcel delivery. Setting up jobs like this just tracks expenses and revenues at the job level.
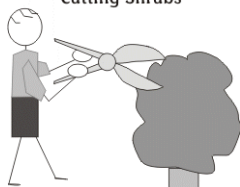
Before defining phases, you may want to think about the various stages of different kinds of jobs that your company does and then define the phases that cover many such jobs. Since your tasks may differ with each job, you should try to define phases such that you can use them independently of a specific project. For example, a landscaping company can use phase P1 for grading in more than one job.

Cost Codes

If you need to track your job costs in even more detail than phases, you can use cost codes. If your phases have associated costs that you want to track separately, you should use cost codes in those phases. Cost codes identify a specific category/task within a phase.

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

Site Preparation
Phase ID: P1

Sodding
Phase ID: P2

Lawn Maintenance
Phase ID: P3
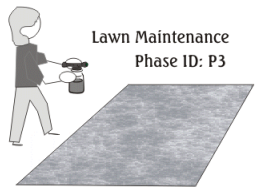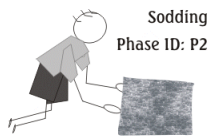
Fertilizer
Cost Code: C01

Subcontractor
Cost Code: C02

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 a 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

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 miscellaneous costs

❖ provide historical data to improve your estimating process

How Can You Use Job Costing?

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 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

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.

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.

➥ 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.

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.

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

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 "Setting Up and Processing Retainage" on page 192.

Select your Billing Method and. . .

Select a default retainage percentage, if any, and accounts where retainage amounts will be applied.

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 a progress billing 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 a progress billing invoice will be equal to (Estimated Revenue * Total %) - Previously Billed. In this case, the Total % will be the value you enter.

Note: For these two billing methods to work properly in Peachtree, you must specify a customer and enter Estimated Expenses and Estimated Revenues for your jobs prior to performing a progress billing.

❖ If you select **Percent of Proposal**, Peachtree will allow you to bill this job based on accepted proposals. In addition, on the **Estimated Expenses & Revenue** 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 .

Labor Burden Percent: 28.00
Labor Burden Cost of Sales Account: 50100-00 🔍 Labor Burden
Applied Labor Burden Account: 77600-00 🔍 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.

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 drop-down 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 & Revenue 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 orig-

inal 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.
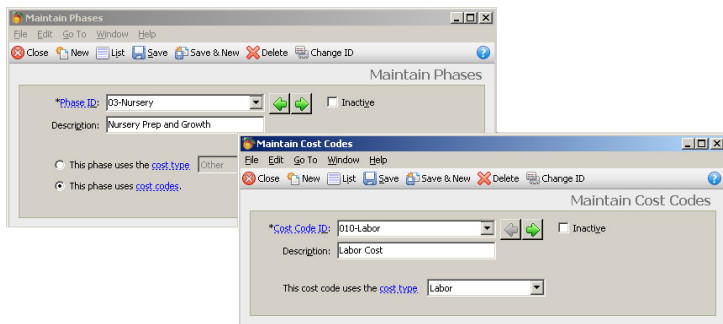
Once you have created your jobs, phases, and cost codes, you can apply costs and revenues created other places in the program to these jobs, phases, and cost codes. To apply a cost to a job, use the Job field on the line item of a

task. For instance, in the example below, a purchase has been applied to a job.

> 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.

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**.

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.

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 following example, 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
Item Description		*Repairs Expense*				

🗂 BEATTY	Beatty Bldg Law Maintenance
🗂 CHAPPLE	Chapple Law Offices
📄 01-Design	Design and Planning
📄 02-Permits	Work Permits
🗂 03-Nursery	Nursery Prep and Growth
🗂 04-Ground Prep	Ground Prep and Cultivation
🗂 010-Labor	Labor Cost

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.

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.

Note: 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) 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 Burden 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 <u>"Setting Up and Applying Labor Burden" on page 191</u>.

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 184.

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 207 and "Entering Customer Credit Memos" on page 222.

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 233 and "Entering Vendor Credit Memos" on page 249.

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. For more informa-
tion on Progress Billing, see <u>"Select for Progress Billing" on page 224</u>.

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 retain-
age is released, it will be handled and aged by Peachtree like any other
payable.

3 Basic Tasks

Customer Transactions 10

✪ 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.
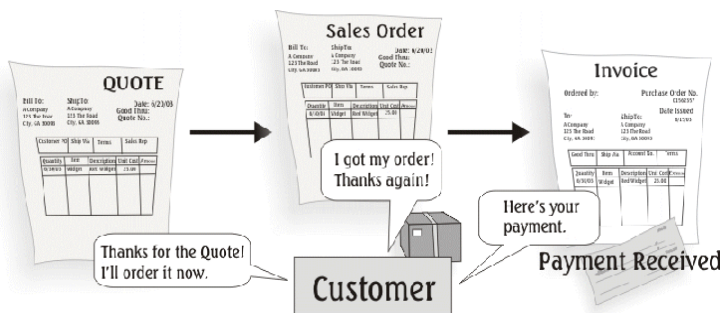
4 You receive a check from the customer and enter the receipt in Peachtree.

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.**
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 "how do I..., customers"

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 as noted:

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.

To track this transaction, enter tracking info here. For more information, see "Order Process Workflow" on page 303.

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, proposal, or sales invoice number, if necessary.

After you convert the quote, it will still be available for viewing but will not be editable.

> **Note** 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.

If you want more information:

In the Help index, look up "quote, overview."

Look up "converting, quotes."

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.

To enter a sales order,

➥ Select **Tasks, Quotes/Sales Orders/Proposals**, **Sales Orders**; then, follow the steps as noted:

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.

To track this transaction, enter tracking info here. For more information, see .

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 increments 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.

Apply to Sales Order No.:		<None Selected> ▾						
Item	Remaining	Ship	<None Selected>	scription	GL Account	Unit Price	Tax	Amount
			10314					
			10339					

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		

If you want more information:

In the Help index, look up "sales order, overview."

Look up "sales order, shipping items from."

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.

To enter a proposal,

➡ Select **Tasks**, **Quotes/Sales Orders/Proposals**, **Proposals**; then, follow the steps as noted:

To track this
transaction, enter
tracking info here.
For more
information, see
"Order Process
Workflow" on
page 303.

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**.

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 pro-
posal, 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.
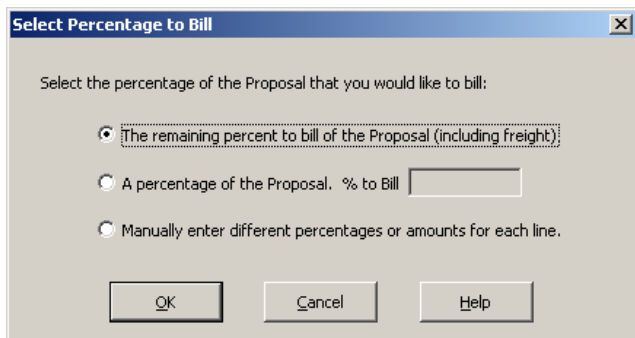
Select an option and complete the entries. Then, click **Print** to save and print the invoice.

If you want more information:

In the Help index, look up "proposal, entering."

Look up "proposal, billing."

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.

To enter a sales invoice,

➡ Select **Tasks**, **Sales Invoicing**; then, follow the steps as noted:

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.

To track this transaction, enter tracking info here. For more information, see "Order Process Workflow" on page 303.

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 202 and "Entering Proposals" on page 205.

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.

Enter your customer's payment information here, if they paid at the time of the sale.

Enter the amount of the payment and the payment method here.

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).

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 .

➤ From the **Reports & Forms** menu, select **Forms**; then select **Invoices and Packing Slips**

Forms:

Inv w/Frght & BO Preprinted
Invoice
Invoice Continuous
Invoice w/ Freight
Invoice w/ Freight & Backorder
Invoice w/ Ship To & Freight
Invoice w/ Ship To Preprinted
Invoice w/Freight Continuous
Negative Invoice
Negative Invoice Continuous
Packing Slip
Service Invoice
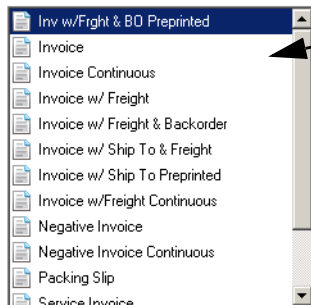
Select an invoice form from the list. All invoices in this batch will print using this form.

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.
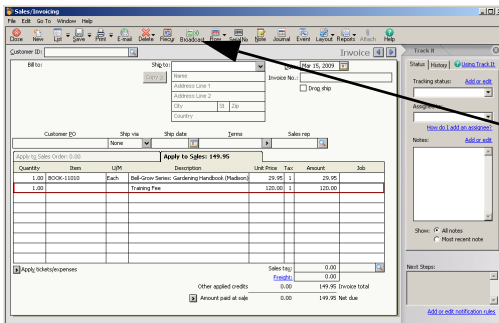
Select the Broadcast button to create the invoice that is displayed on the screen for multiple customers.

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**.
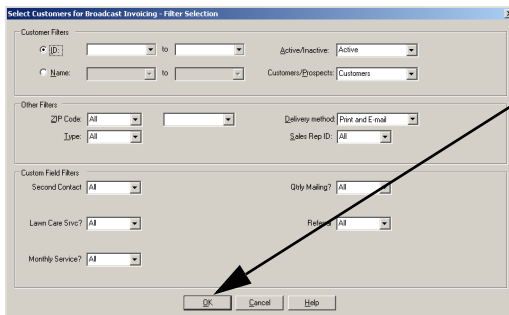
Make any necessary filter selections and click **OK**.

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 care-

fully 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.

7   Click **Create**. This will save the invoices without invoice numbers so that you can print them later.

Select the customers that you want to use to create the invoices.

Enter a date for the invoices here.

Click Create to save the invoices. You will be able to view a summary list and print the invoices after saving them.

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.

Peachtree Accounting

You have created 31 invoices. Select the View Summary button to see a list of these invoices. You will not be able to view this report at a later time.

Select Print Invoices if you would like to print these invoices now. You will also be able to select other invoices to print.

[View Summary]   [Print Invoices]   [Close]
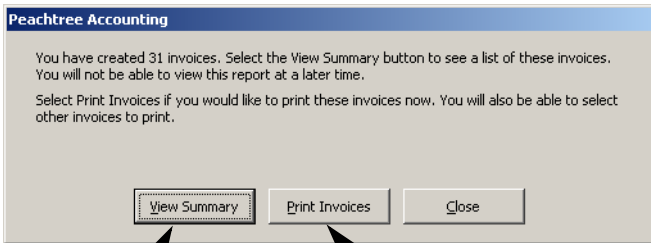
Select **View Summary** to view a list of the invoices you just created.

Select **Print Invoices** if you want to print the invoices now.

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.
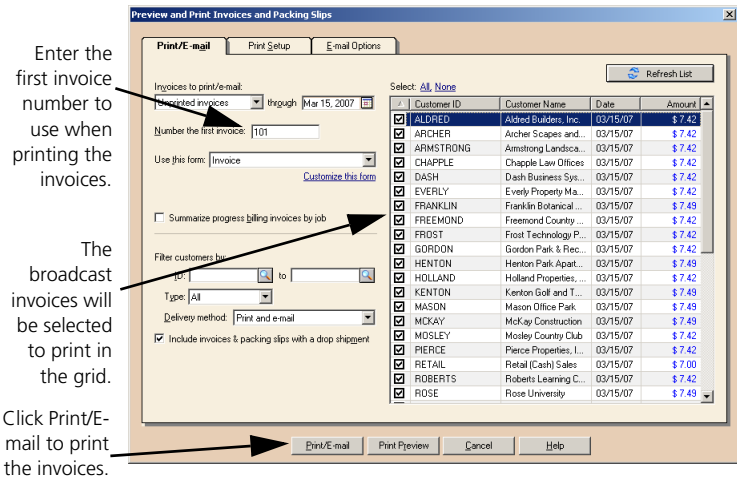
Enter the first invoice number to use when printing the invoices.

The broadcast invoices will be selected to print in the grid.

Click Print/E-mail to print the invoices.

Preview and Print Invoices and Packing Slips

Print/E-mail | Print Setup | E-mail Options

Refresh List

Invoices to print/e-mail:
Unprinted invoices ▼ through Mar 15, 2007

Number the first invoice: 101

Use this form: Invoice
Customize this form

☐ Summarize progress billing invoices by job

Filter customers by:
ID: [ ] to [ ]
Type: All
Delivery method: Print and e-mail ▼
☑ Include invoices & packing slips with a drop shipment

Select: All, None

Customer ID	Customer Name	Date	Amount
ALDRED	Aldred Builders, Inc.	03/15/07	$ 7.42
ARCHER	Archer Scapes and...	03/15/07	$ 7.42
ARMSTRONG	Armstrong Landsca...	03/15/07	$ 7.42
CHAPPLE	Chapple Law Offices	03/15/07	$ 7.42
DASH	Dash Business Sys...	03/15/07	$ 7.42
EVERLY	Everly Property Ma...	03/15/07	$ 7.42
FRANKLIN	Franklin Botanical ...	03/15/07	$ 7.49
FREEMOND	Freemond Country ...	03/15/07	$ 7.42
FROST	Frost Technology P...	03/15/07	$ 7.42
GORDON	Gordon Park & Rec...	03/15/07	$ 7.42
HENTON	Henton Park Apart...	03/15/07	$ 7.49
HOLLAND	Holland Properties, ...	03/15/07	$ 7.42
KENTON	Kenton Golf and T...	03/15/07	$ 7.49
MASON	Mason Office Park	03/15/07	$ 7.49
MCKAY	McKay Construction	03/15/07	$ 7.49
MOSLEY	Mosley Country Club	03/15/07	$ 7.42
PIERCE	Pierce Properties, I...	03/15/07	$ 7.42
RETAIL	Retail (Cash) Sales	03/15/07	$ 7.00
ROBERTS	Roberts Learning C...	03/15/07	$ 7.42
ROSE	Rose University	03/15/07	$ 7.49

[Print/E-mail] [Print Preview] [Cancel] [Help]

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   From the toolbar, select the drop-down arrow next to the **Delete** button, and then select the **Void** button.

4   To delete the invoice, select **OK**.

214
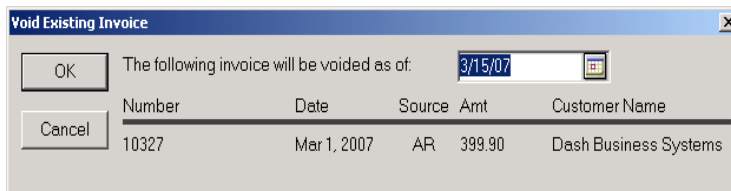
Entering Receipts (Customer Payments)

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 or Form 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 216), or did you issue an invoice? If this is a prepayment (see page 217), 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 as noted:

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.

To track this transaction, enter tracking info here. For more information, see "Order Process Workflow" on page 303.

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.

	Apply to Invoices: 0.00		**Apply to Revenues: 438.65**				□ 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

Tip

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

Or

❖ 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"

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4   Enter the credit card expiration date using the month/year (MM/YY) for-
    mat. Expiration years (YY) appear as two digits (for example, 08 repre-
    sents 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 protec-
    tion 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 transac-
tion is authorized. So transactions using a credit card reader are streamlined.
The illustration shows the window filled in with information from a transac-
tion 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.

Date	Received From	Payment Method	Check/Ref No.	Amount	Deposit
Mar 2, 2007	Everly Property Management	AMEX	CC0003	149.97	☐
Mar 2, 2007	Kenton Golf and Tennis Center	Check	CH31703	160.50	☐
Mar 5, 2007	Holland Properties, Inc.	Check	CH5000	26.50	☐
Mar 7, 2007	Chapple Law Offices	Mastercard	CC0001	40.25	☐
Mar 7, 2007	Cannon Healthcare Center	Check	CC0002	158	☐
Mar 13, 2007	Snyder Securities	Mastercard	CC0006	99.98	☐

Account ID: 10200-00   Regular Checking Account

Deposit Ticket Date: Mar 15, 2007

Deposit Ticket ID: 1

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.

To track this transaction, enter tracking info here. For more information, see "Order Process Workflow" on page 303.

Click **Save** or **Print** to complete the transaction and apply the credit.

5
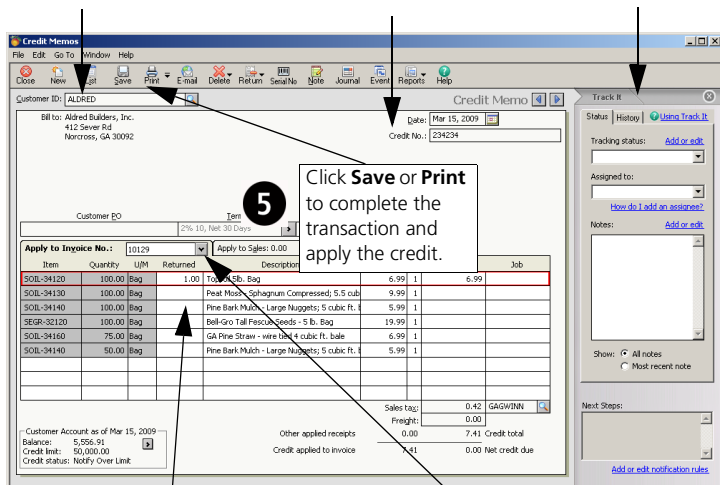
4 Enter the quantity returned in the field. Peachtree will calculate the amount of the credit.

3 Click the drop-down on the tab and select the invoice that you want to apply the credit to.

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.

① Select the **Apply to Sales** tab.

Apply to Sales: 129.99

Quantity	Item	Description	GL Account	Unit Price	Tax	Amount	Job
1.00	AVRY-10100	Assembled Redwood 12-Room Bird House	40000-AV	129.99	1	129.99	
Bird House Kit		Sales - Aviary		Regular			Job Description

	Sales Tax:	7.80	GACHER
	Freight:	0.00
Other Applied Receipts	0.00	137.79 Credit Total
Credit Applied to Invoice	0.00	137.79 Net Credit Due

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.

Tip

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

On the **Receipt**s 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   ☐ Prepayment

Invoice	Date Due	Amount Due	Description	Discount	Amount Paid	Pay
10209	Mar 25, 2007	7,374.69			7,374.69	☑
10329	Apr 3, 2007	59.99				☐
10317	Apr 14, 2007	49.99		1.00		☐
CC100	Mar 25, 2007	-137.79			-137.79	☑

Select for Progress Billing

The Select for Progress Billing feature of Peachtree 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**.

Select the range of customers, jobs, and job types that you want to bill.

Select the types of billing methods that you want to include in this progress billing routine.
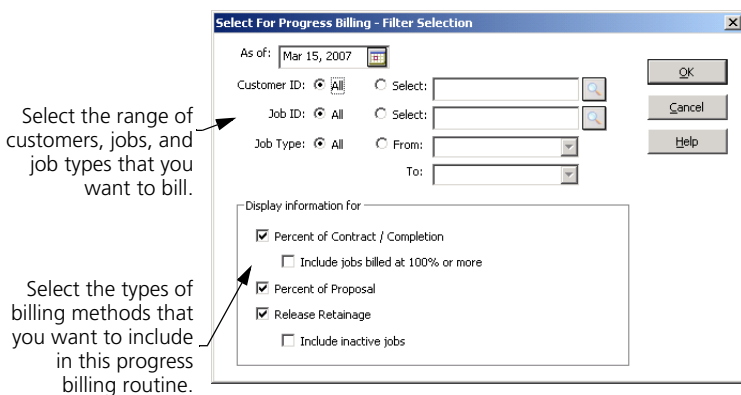
The filter criteria in the window fall into two main categories:

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.)

In the **Invoice** column, click the check boxes for those items you want to turn into invoices.

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 .

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 percentage of the line item that you will bill 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

✪ 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 payments against those invoices. Select tasks that help you most in managing and tracking your accounts payable.

1 You print and send a purchase order to your vendor.

2 Your vendor sends you the items you ordered and an invoice.

3 You print a check and make a payment to your vendor.

You "receive" those items and turn them into a purchase invoice.

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.

To track this transaction, enter tracking info here. For more information, see "Order Process Workflow" on page 303.

② The **Ship To** address defaults to your company address.

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**.

❖ 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.

> **☼ 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.

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** ()

❖ **Entering a straight vendor invoice or bill once it arrives from the vendor** ()

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:

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.

② If there are open POs for the vendor, the **Apply to Purchase Order No.** tab appears on top. Use the drop-down list to select the appropriate PO number.

To track this transaction, enter tracking info here. For more information, see "Order Process Workflow" on page 303.

④ Enter the quantities 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.

❖ 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 <u>"GL Accts/ Costing" on page 120</u>.

❖ 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.
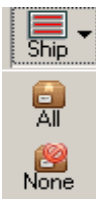
If you want more information:

In the Help index, look up "invoice, entering purchase."

Look up "serial number, entering."

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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:

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.

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.

To track this transaction, enter tracking info here. For more information, see "Order Process Workflow" on page 303.

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 <u>"To receive inventory against a PO" on page 234</u>.

❖ 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.
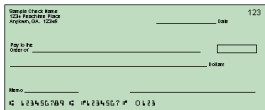
To pay multiple vendors at one time, choose **Select for Payment.**

Write Checks/Payments
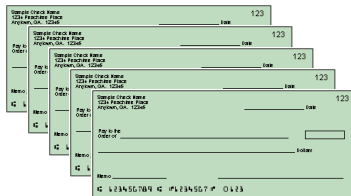
Select for Payment

We'll discuss the two most commonly used payment options:

❖ **Using Payments to pay vendors one at a time** (page 239)

❖ **Using Select for Payment to pay multiple vendors at one time** (page 241)

To pay vendors one at a time

➡ Select **Tasks, Payments** OR **Tasks, Bills, Pay Bills**; 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.

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.

To track this transaction, enter tracking info here. For more information, see "Order Process Workflow" on page 303.

If there are open invoices for this vendor, the **Apply to Invoices** tab will appear on top.

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."

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If you want more information:

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 244.

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				☐ Prepayment	
Quantity	Item	Description	GL Account	Unit Price	Amount	Job	
20.00	800-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.

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.

> ✪ **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.

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 111.

6 When you're ready, click **OK**.

Selection criteria you chose in the Filter Selection window (such as **Check Date**) appear here.

You can use these buttons to check all **Pay** boxes OR uncheck them all.

1 The **Pay** boxes for all invoices are selected by default. Uncheck ones you *don't* want to pay at this time.

Inv. Date	Due Date	Vendor Name	Invoice#	Balance	Discount Amt	Pay Amount	
Dec 5, 2005	Jan 4, 2006	Abney and Son Contrac	123	100.00		100.00	☑
Dec 2, 2006	Jan 1, 2007	Arbor Wholesale Supplie	93238-01	1,412.50		1,412.50	☑
Dec 9, 2006	Jan 8, 2007	Jones Auto Repair	AB-12985	690.25		690.25	☑
Dec 15, 2006	Jan 14, 2007	Gunter, Wilson, Jones,	121501-BG	650.00		650.00	☑
Dec 18, 2006	Jan 17, 2007	Southern Garden Whole	LL-1502964	1,150.00		1,150.00	☑
Jan 2, 2007	Feb 1, 2007	Southern Garden Whole	SG-11010	7,200.00		7,200.00	☑
Jan 3, 2007	Feb 2, 2007	Caldwell Tools Company	C1280	3,498.75		3,498.75	☑
Jan 3, 2007	Feb 2, 2007	Southern Garden Whole	SG-12230	1,578.25		1,578.25	☑
Jan 5, 2007	Feb 4, 2007	Akerson Distribution	A-6411	1,686.25		1,686.25	☑

Select For Payment

Close   Select   Print   All   All   Detail   Help

Check Date: Mar 15, 2007   Cash Acct: 10200-00   Discount Acct: 89500-00   Sort By: Inv. Date

These Invoices are: 1) For all Invoice amounts 2) For all Vendors 3) and Discounts expire on the discount date.

Regular Checking Account Balance: Uncalculated
Total Checks: 87,581.08
Balance After Checks: Uncalculated

2 When you've chosen the payments you want to make, click **Print** to print checks.

Send ... chtree.

The Select for Payment window shows all outstanding invoices, credit memos, and prepayments 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.

All (Select)

❖ If you want to change the selection criteria, click the **Select** button; you'll return to the Filter Selection window.

All (None)

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❖ 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 334.

➡ From the **Reports & Forms** menu, select **Forms**; then select **Checks**.

Forms:

- OCR AP Laser Preprinted
- OCR AP Preprinted Continuous
- OCR Multi-Purp AP Continuous
- OCR Multi-Purp AP Detail Cont
- OCR Multi-Purp AP Detail Laser
- OCR Multi-Purpose AP Laser
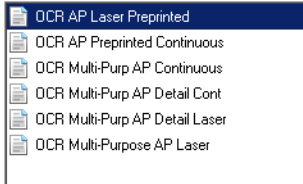
Select a disbursement check form from the list. All checks in this batch will print using this form.

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:
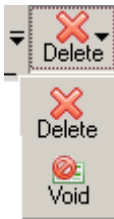
You can void from the Write Checks or Payments windows, using the **Void** button, available when you click the **Delete** button.

Delete

Void

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   ×

Account ID: 10200   🔍   Void Date: Mar 15, 2007 📅

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]   [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 241. 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).

Peachtree Bill Pay - Select Payments

Select Payments to Transmit
Choose the payments to send and select the Transmit button below.   Payment(s) not eligible for electronic payment.

Cash Account | All

Show payments on or before: | Apr 17, 2005

Transmit	Vendor / Payee	Amount	Pay On	Send In	Cash Account
☐	Taylor and James Nurseries	76.87	Mar 23, 2005	Past Due	10200-Regular Checking Acco…
☑	Atlanta Florist Supply Company	325.00	Mar 24, 2005	2 days	10200-Regular Checking Acco…
☑	Bundy's Delivery Service	198.56	Mar 28, 2005	4 days	10200-Regular Checking Acco…
☑	Bundy's Delivery Service	188.16	Mar 29, 2005	5 days	10200-Regular Checking Acco…

Payments to Transmit: | 3 | Total: | 711.72 |

Payments must be transmitted no later than midnight Eastern time on the Send In day to be eligible for electronic payment.

| < Back | Transmit | Cancel | Help |

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 electronic 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**.

1 Select a vendor. Peachtree will fill in the header fields with information from the vendor's record.

2 Enter the Credit ID you want to assign to the credit/return.

To track this transaction, enter tracking info here. For more information, see "Order Process Workflow" on page 303.
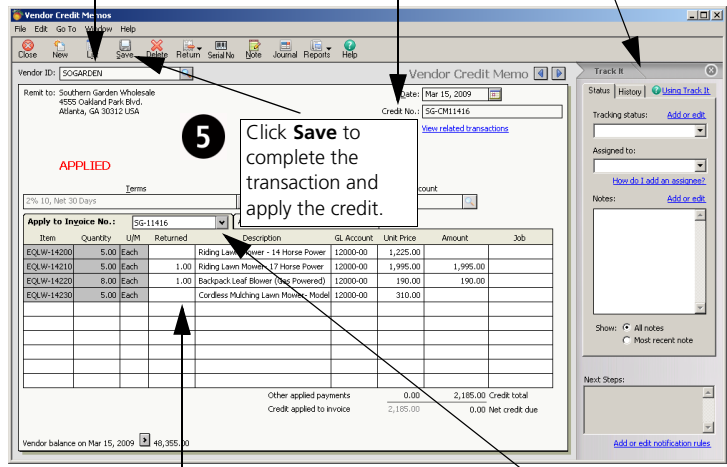
5 Click **Save** to complete the transaction and apply the credit.

4 Enter the quantity returned in the field. Peachtree will calculate the amount of the credit.

3 Click the drop-down on the tab and select the invoice that you want to apply the credit/return to.

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.

Tip

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.

Inventory Transactions 12

✪ 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 Adjust-ments	**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. Following 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
			40000	0.00	1		
		Sales		gular			

Apply to Sales: 0.00

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.

Invalid ID

The Item ID [AVRY-10560] does not exist.

Select Set Up to create this item record.

Set Up   Cancel   Help

Quantity	Item	Description	GL Acco
2.00	AVRY-10560	Bluebird House	40000-A
		Sales - Aviary	
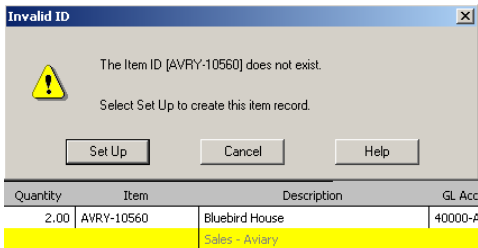
If you want more information:

In the Help index, look up "purchase, 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.
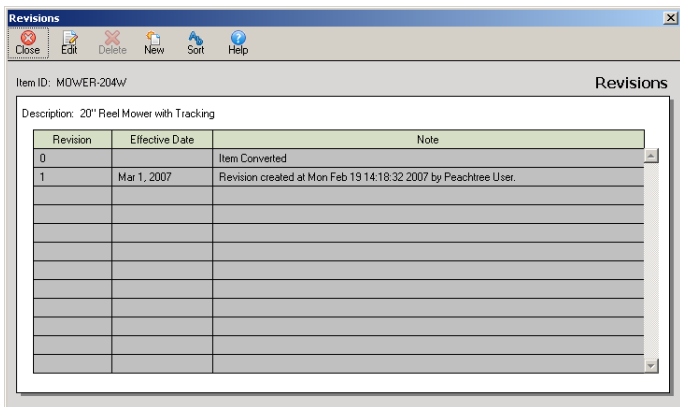
To create a new revision, select the **New** button from the toolbar

Revisions have an Effective Date. The effective date tells Peachtree when to use the revised bill of materials to build an assembly.

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."

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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

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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.

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 during payroll entry."

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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 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 during payroll entry."

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 **Filter** selections you made appear here.

Use these buttons to check all or clear all **Pay** check boxes.

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.

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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 334), 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 select **Payroll Checks**.

Forms:
- OCR Direct Deposit Advice
- OCR Multi-Purp Laser w/15 Flds
- OCR Multi-Purp PR Continuous
- OCR Multi-Purp w/15 Flds Cont
- OCR Multi-Purpose PR Cont
- OCR Multi-Purpose PR Laser
- OCR Payroll Laser Preprinted
- OCR Payroll Preprinted Cont
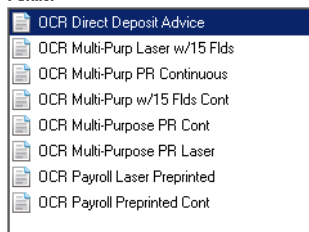
Select a paycheck form from the list. All checks in this batch will print using this form.

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.

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.

The Void Date must be on or after the Check Date.

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

Account ID: 10200   Void Date: Mar 15, 2007

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   Close   Help

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 pay-
roll reports, W-2 data, and 1099 data are finalized, following the first quar-
ter 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 .

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 next), 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 <u>"Print-n-Sign Tax Forms" on page 335</u>.

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**.

If you have users and passwords set up in Peachtree, a lock icon appears next to prior periods. You can restrict users from editing transactions in prior periods through Maintain User Security.

Note the first of the two open payroll tax years.

In the above example, the first open payroll tax year is 2009. You could continue to enter payroll transactions until December of 2010, the end of the second open payroll tax year. At that point you will have to close payroll tax year 2009 to get to 2011. Select Cancel to leave this window.

General Journal and Banking Tasks

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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. The amount in this field is zero 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

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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 "general journal entry, recording."

Look up "reversing entry."

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.

You can filter the transactions that display based on the cash account...

...and by date.
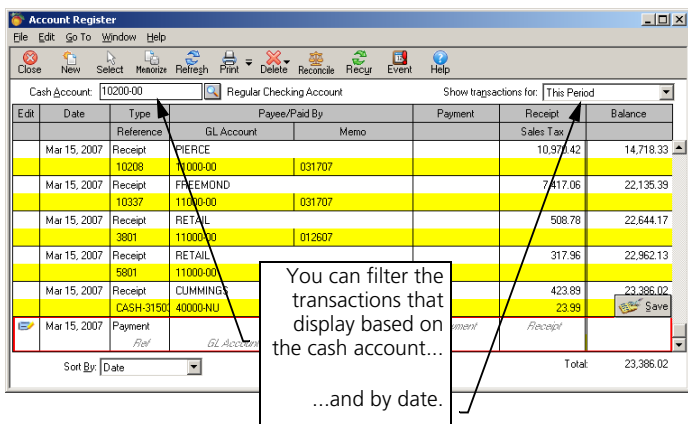
The transactions that display here depend upon the cash account you select and on the date range or period you select. In addition, the register will use two lines for each entry or a single line depending on the option you choose in Global Options.

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 Full Access to Reports-Transaction Lists in Banking & General Ledger Access and at least View Only access to Payments/Write Checks in Vendors & Purchases Access or Receive Money in Customers & Sales Access in order to access the Account Register. Access is controlled under Maintain User Security.

In addition, you cannot drill down on transactions from the register unless you have View Only 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

Peachtree offers three choices for posting transactions—real-time posting, SmartPosting, and batch posting. In real-time posting, transactions are written to the general ledger as they are entered and saved. In SmartPosting, transactions are saved in a temporary holding area and then automatically posted by the SmartPosting service. 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. Posted transactions can also be edited and reposted.

Posting Method	Summary
Batch Posting	Save transactions Post them to the General Ledger using Tasks>System>Post
SmartPosting	Save transactions SmartPosting automatically posts them to the General Ledger
Real-time Posting	Save transactions They automatically post to the General Ledger

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 User Security.
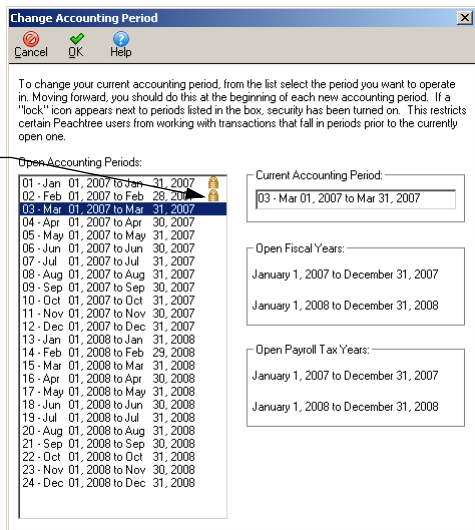
You can change the accounting period at will, moving back and forth in the fiscal year; the General Ledger tracks balances as of the current period dates. Peachtree selects the period in which to post a transaction by the transaction date.

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.

➥ From the **Tasks** menu, select **Account Reconciliation.**

1 Select the account to reconcile and enter the closing date from the bank or credit card statement as the Statement Date.

3 Check off the transactions from the statement as cleared. The Unreconciled Difference will be zero when you have reconciled successfully.

2 Enter the Statement Ending Balance from the bank statement, plus any interest or service charges.

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."

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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.

Import Statement

Choose how you want to import your statement

◉ Automatically connect to my bank and import a statement

Bank: 66 Federal Credit Union   ▼   My bank is not in the list

User ID: Homer

Password: ✱✱✱✱✱✱✱✱

☐ Remember my User ID

○ Manually select a statement

Statement Location: C:\Projects\PCW2006\CreditCard.OFX   Browse

Account: Credit Card - 123   Change Account

Once you've downloaded a statement, you can enter the path and file name here.

Import   Cancel   Help

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.

Select the Peachtree transaction that matches the imported bank record.
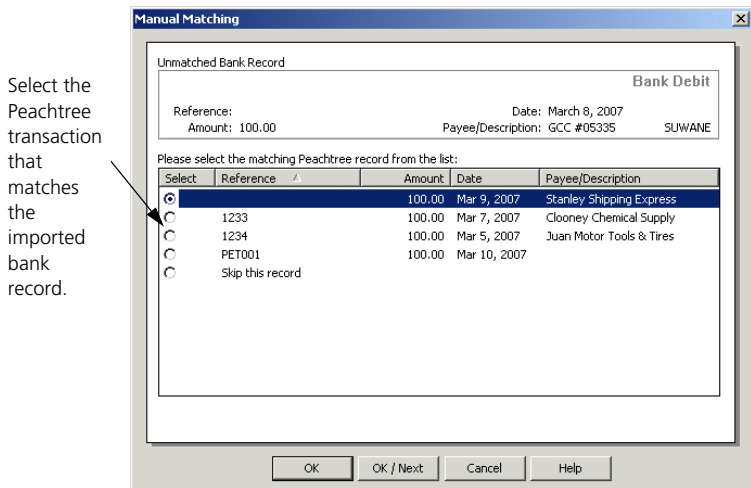
When finished matching records, select **OK** to return to the Account Reconciliation window.

Once the imported records have been properly matched, Peachtree automatically clears them. You can unclear 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 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.

If you want more information:
In the Help index, look up "online banking."
Look up "interest, imported."

Allocations
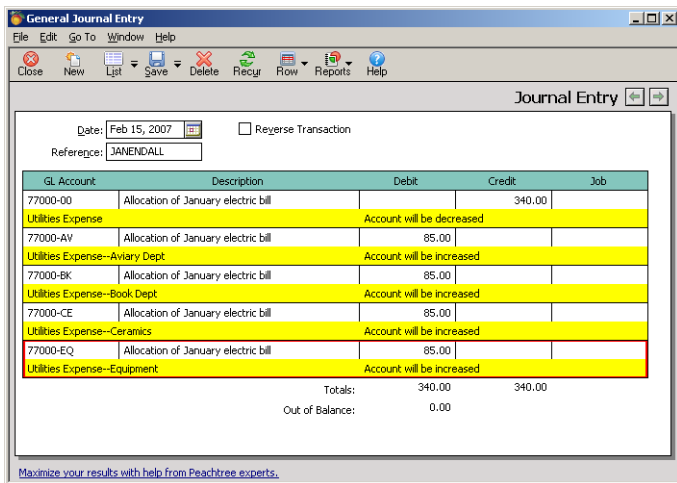
Allocating monies from one General Ledger account to several accounts is a common activity in the nonprofit organization. Utility bills, wages, rent, and other types of indirect costs must be allocated to expense accounts for several funds; Net Assets for the year (retained earnings in Peachtree) must 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 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 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 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.

❖ **Order Process Workflow.** This allows you to track transactions as they flow through your process.

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 and Time and Billing

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**.

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 **Maintain, Users**.

❖ **Back Up** and **Restore** are options on the **File** menu.

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❖ 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.
Order Process Workflow	You can track transactions within Peachtree by assigning them to users and/or assigning them statuses. You can send notifications to users when the assignee or status of a transaction changes.
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.
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 set up other company users, and then enter and grant rights to those users.

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. Then there are special issues related to licensing. (See "Licensing Peachtree Users" on page 302.) So up-front planning is essential.

Your first step is to add users in the User Security window (shown on page 299). 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.

Create Administrator - Bellwether Garden Supply

Create Administrator
Every company must have an administrator who can create new users and control what areas of the company they can access.

User Name: Admin

Choose Your Password:

Save   Cancel

A **password** must be at least 7 characters and include both numbers and letters. 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

♻ **Want to learn more** about user security? Look up **"user"** in the Peachtree Help index.

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.

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.

3 Once a user is set up, you can edit his/her role, copy access rights to another user, or delete the user altogether. You can also manage passwords.

Select the **Roles List** tab for names and descriptions of existing roles.

2 The names of users already added to the system appear in the User Security window.

1 The administrator adds users to the system, giving each a user name and password and assigning or creating a role for the user.

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 adminis-
trator. Only the administrator can make an inactive user active.

The administrator enters a user name and password for a new user.

The administrator can then assign an existing role or roles to the user OR click **New Role** to create an entirely new role.

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 cur-
rent company. Peachtree program areas include the following:

❖ My Dashboard

❖ Customers & Sales

❖ Vendors & Purchases

❖ Inventory & Services

❖ Employees & Payroll

❖ Banking & General Ledger

❖ Company

Enter the new role
name and description
here.

Grant blanket
access to an
area here.

Role Setup - Bellwether Garden Supply

Role Name: Office Manager

Role Description: Duties include managing day-to-day operations at the head office.

My Dashboard Access: Full Access

Full Access
No Access

Task Area	
My Dashboard tab	Full Access
My Dashboard tab	Full Access
Customers & Sales modules	Available
Aged Receivables	Available
Credit Memos	Available
Customers	Available
Customers & Sales Tasks Buttons	Available
Customers Who Owe Money	Available
Finance Charges	Available
Item Sales History by Customer	Available

Inventory & Services
Full Access

Employees & Payroll
Full Access

Banking & General Ledger
Full Access

Company
Full Access

Full Access

Set all options in the table at once by using this summary-level security setting.

Save   Cancel   Help

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 My Dashboard 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	
Purchases/Receive Inventory	View Only	
Vendor Credit Memos	Add	
	Edit	
	Full Access	

No Access: The user cannot open any Peachtree window within the program area. Menu options related to the program area or window will be disabled.

Add: The user can display the program area or specified Peachtree window and add new records or transactions.

Edit: The user can display the program area or specified Peachtree window, add new records or transactions, and maintain (edit) existing data.

View Only: The user can display the program area or specified Peachtree window or view existing data but cannot enter a new record or change existing data.

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**.

Order Process Workflow

You can track transactions by assigning statuses to transactions and by assigning transactions to users. This can be done when the transaction is created using the **Track It panel** which is on the transaction screen.

Transactions can be **assigned to users** or to roles. If you assign a transaction to a role, the transaction will essentially be assigned to all users who have that particular role.

Tracking statuses are set up for each type of transaction on the Tracking Status Settings screen. You can set up any tracking statuses that make sense for the workflow at your company.

Use the Track It panel to assign users and statuses to transactions.
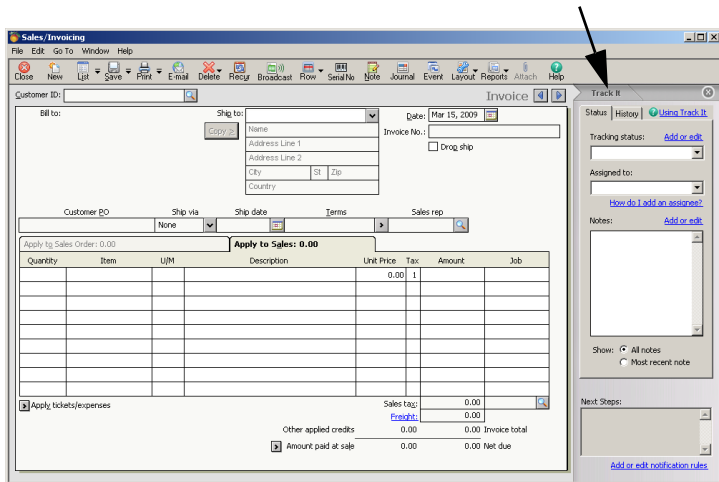
Users who will be assigned or assigning transactions should add the **My Peachtree Inbox** module to My Dashboard. This will allow them to see any transactions that are assigned to them or their role and to change the statuses or reassign the transactions.

My Peachtree Inbox allows users to see transactions that are assigned to them. They can view transactions by clicking the Detail link. Users can also change the status or assignee for a transaction from this module.

There are a couple of tools available in Peachtree for reviewing the status of transactions and who they are assigned to. One is the **Transactions by Tracking Status module**. This module can be added to My Dashboard. It is a great way to see the status of all transactions of a certain type within a particular time period. Another useful tool is the **Transaction Detail by Status report**. This report will display a list of transactions along with their tracking status and assigned to details.

The Transactions by Tracking Status module shows you the status of all transactions of the selected type within a particular time period.
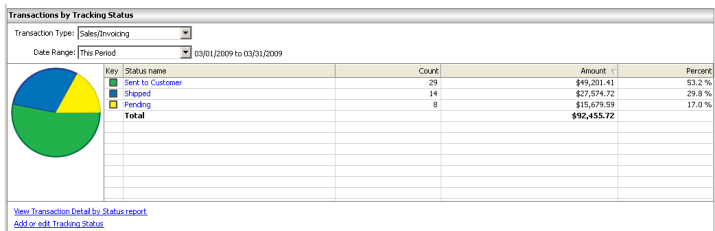
You can set up **notification rules** to have notifications sent to users within Peachtree when the tracking statuses and/or assignees of certain transactions are changed. These rules determine when a notification should be sent, who it should be sent to, and what it should say.

The **New notifications** indicator located near the bottom of the Navigation Bar will let users know when they have new notifications. Notifications are displayed in the My Notifications list.

This indicator lets the user know that he has 5 new notifications. Clicking the link will open the My Notifications list where the user can see the notifications.

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:

> ✪ **Want to learn more** about the Global Options window and its settings ? See **"global options"** in the Peachtree Help index.

❖ **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.

If you need price levels or sales taxes 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.:
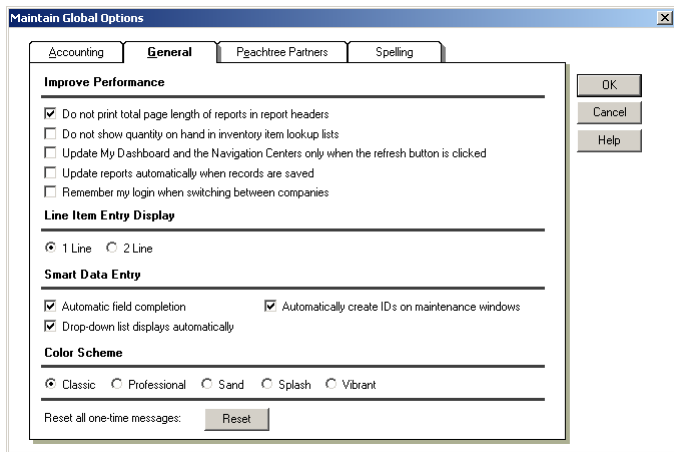
❖ **Improve Performance:** To increase performance and speed, you can control whether or not certain options display using performance enhancements. For instance, if you do not need to print the page length on report headers (for example: Page 1 of 12) then select the **Do not print total page length 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 My Dashboard and Navigation Centers only when the Refresh button is clicked. 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.

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.

Remember my login when switching between companies: If you often switch back and forth between companies, you can have Peachtree remember your login information. If you have the same User Name and Password for multiple companies, this will save you time when opening a new company. This option only works when opening a different company within the same session; if you close Peachtree and reopen it, you'd have to log in again.

❖ **Line Item Entry 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..

- ❖ **Automatically create IDs on maintenance windows:** Select this option if you want Peachtree to automatically create IDs for records when you enter them. If you select this option, you can skip the ID on a record window when you create a new record, for instance, a new customer or vendor.

- ❖ **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.

❖ **Reset all one-time messages:** You can select the Reset button to reactivate all one-time messages so that they will appear when the appropriate conditions occur.

Peachtree Partners Tab Options

This tab lets you choose a security level that determines how Peachtree Partner applications interface with your Peachtree data.

| Accounting | General | **Peachtree Partners** | Spelling |

Peachtree Partners Security Level

○ Low - Allow all Peachtree Partner applications to run
◉ Medium - Warn before Peachtree Partner applications run (recommended)
○ High - Do not allow any Peachtree Partner applications to run

❖ **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.

Accounting	General	Peachtree Partners	**Spelling**

Peachtree Spell Check

Peachtree spell check is available on certain windows throughout the product. For a complete list of windows where spell check is available please click Help.

Spell Check Options

☑ Check spelling as you type.
☐ Check spelling on save or close.

┌─ Running options ──────────────────┐
☐ Ignore Capitalized words
☐ Ignore words with mixed case
☐ Ignore words with numbers
☐ Ignore all UPPERCASE words
☑ Ignore internet addresses
☐ Report doubled words
☑ Case sensitive suggestions
☐ Suggest split words
☐ Auto correct misspelled words.

┌─ Suggestion speed and accuracy ─┐
○ Fast but less accurate
◉ Moderately fast and accurate
○ Slow but accurate

Main Dictionary Language:
[American English ▼]   [Custom Dictionary]

❖ **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.

┌──────────────────────────────┐
│ ✪ **Want to learn more** │
│ about your choice of │
│ Custom Dictionaries? See │
│ **"custom dictionaries"** │
│ in the Peachtree Help │
│ index. │
└──────────────────────────────┘

❖ **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.

> **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.
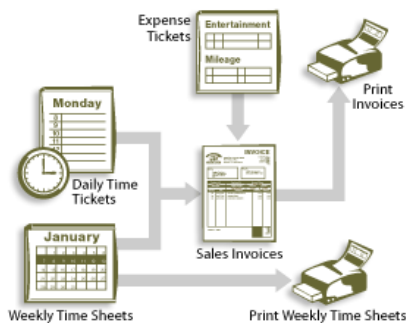
Creating Time and Expense Items

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 individual ticket entry or a Weekly Timesheet. 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 "how do I..., time & billing."

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.

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.

Select the options you want, including a reminder, and then click **Back Up**.
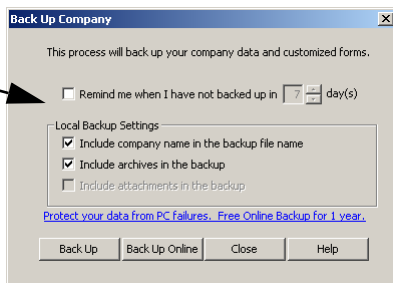
On the next window, specify the name of the backup file and the location of the file. What you name your file depends on you, but if you work with multiple companies, you should include the name of the company in the file name. Otherwise, you run the risk of overwriting one company with data from another 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.
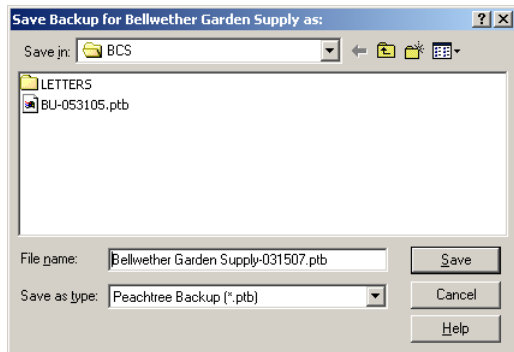
Next, Peachtree will notify you of the amount of data space the backup will take or the number of disks it will need. Click **OK** to complete the process.
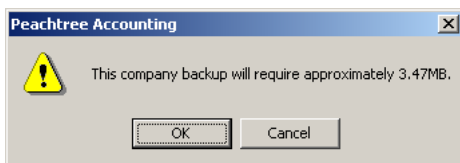
 The amount of time it takes to complete the backup depends on the size of the backup and the medium to which you are backing it up. If the company data file is large, we recommend backing up at the end of the day so that other users will not need to access the company data.

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.

Restore Wizard - Select Backup File	✕
Select Backup File
Select the backup file you want to restore.
If you are restoring from a disk or CD ROM, place the disk in the drive now.
Location: C:\Pcw2006\Company\BCS\Bellwether Garden Supply-031507.ptb	Browse
Click Help for more information on any window.
Click Next to continue.
< Back	Next >	Cancel	Help
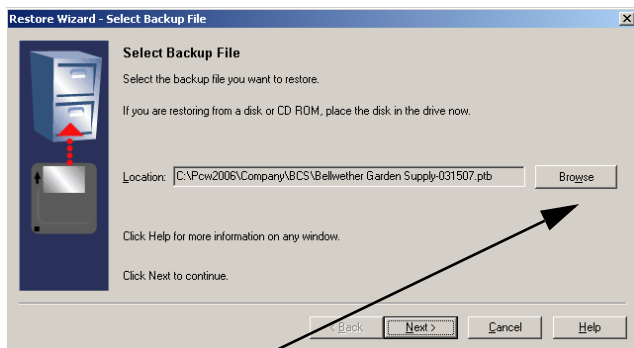
Click the **Browse** button and locate your Peachtree backup. These files are identified with the extension: .ptb.

Once you have selected the file, click **Next** to continue.

On the next window, you can verify that the correct backup has been selected.
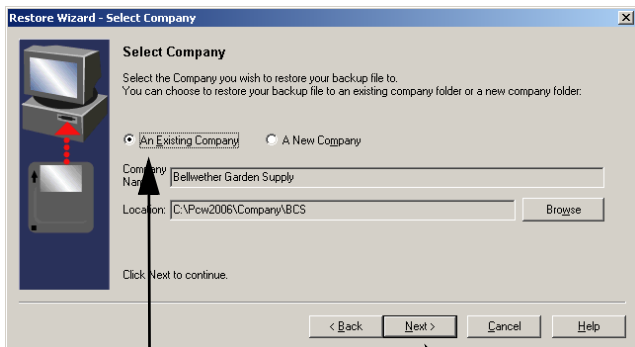
Ensure that **An Existing Company** is checked, and verify that the correct company and location are displayed.

Click **Next** to continue.

On the Restore Wizard - Restore Options window, select the types of data you want to restore and click **Next**.
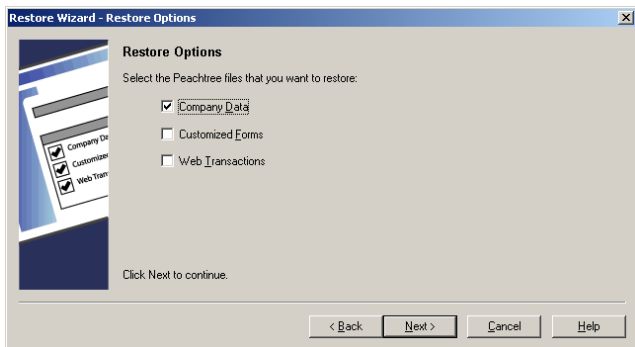
Finally, click **Finish** on the Confirmation window. The length of time it takes to restore depends on the size of the backup and the type of medium on which it was stored.

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 create an archive—a read-only copy—of your files. This option allows you to easily access the data and reprint reports.

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 two ways to access Peachtree reports.

❖ Click the **Reports** button 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.
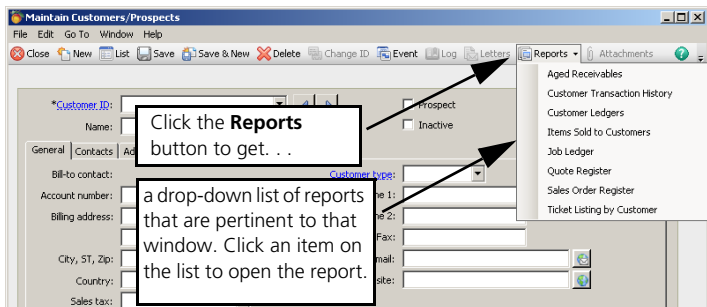
❖ Select the **Reports** button from most Navigation Centers (Customers & Sales, Banking, etc.) to open reports for that area of the program.
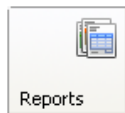
❖ Select **Reports & Forms** from the menu bar; and then the area of the program you want. This will open the Select a Report or Form window.
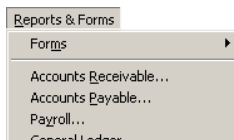
Custom reports have a different icon, and appear at the top of the list.
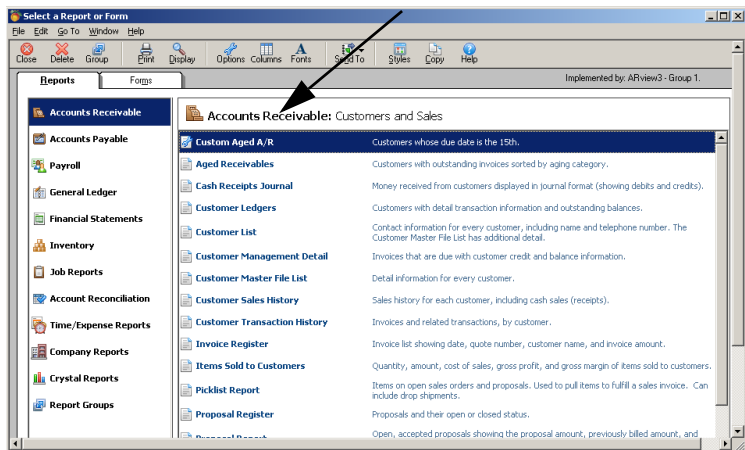
On the left, you see the general area of the program, with the current selection highlighted.

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).
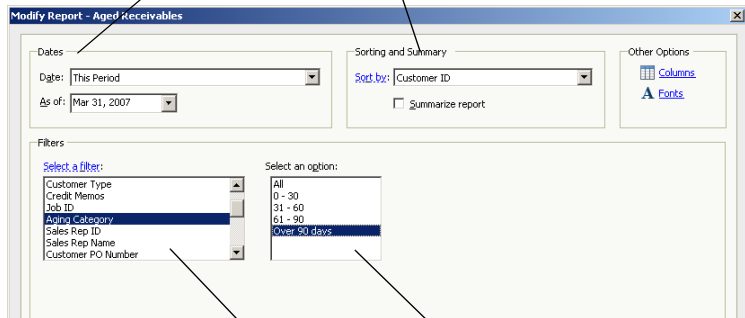
When you select a Filter here...   ...your options for that filter display here.

Changing Columns or Fonts

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.

Click here to change the fonts.
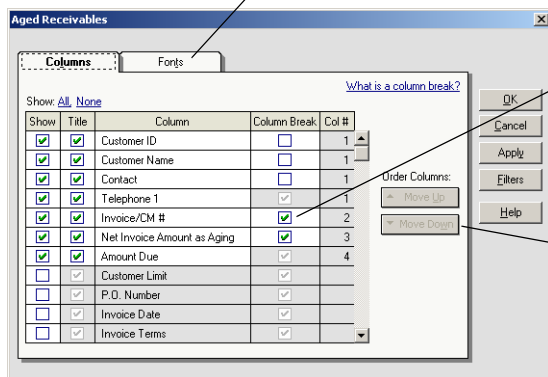
Checking the Column Break option sends this field to a new column.

To move a column, select it, then use these buttons.

Previewing a Report

You can have any report display on the screen. This allows you to review the data before you print it.
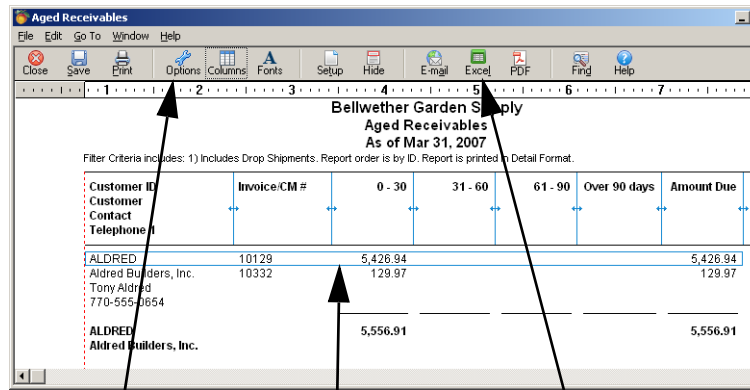
Clicking **Options** lets you change dates, filters, or sort options.

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.
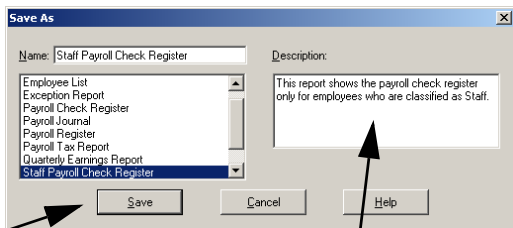
Click **Save** after you enter a Name and Description for the new report.

You can enter a description that will appear in the right-hand column of the **Select a Report** window when you highlight this custom report.

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.

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)."

❖ **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:

❖ **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.

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.
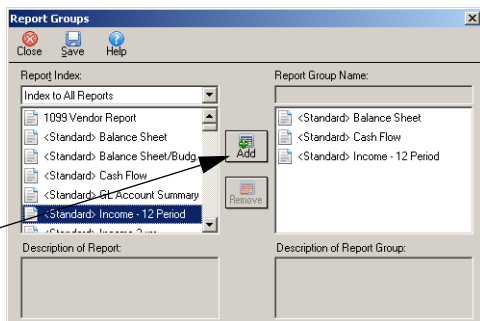
☉ Want to learn more about Report Groups? See "report group" in the Peachtree Help Index.

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.

Financial Statements

Financial statements report to you the state of your business. Peachtree pro-
vides 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**.
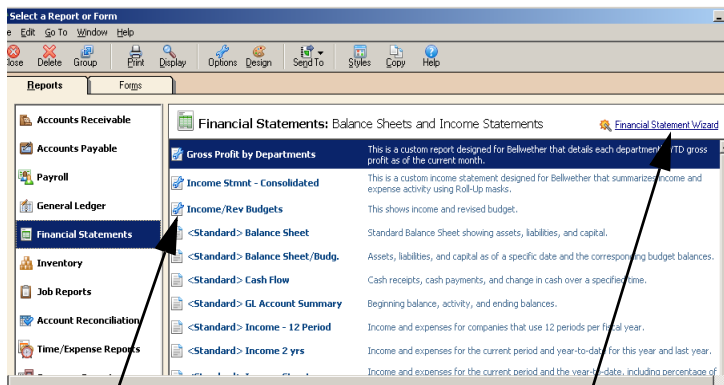
Statements that you modify and save have a
different icon, and appear at the top of the list.

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."

Select the time frame for the statement.

\<Standard\> Balance Sheet

Options

Time Frame: Current Period

From: Period 3, (3/1/07)   To: Period 3, (3/31/07)

☐ Print Page Numbers   Right Margin: 0.250   Inches
☐ Show Zero Amounts   Left Margin: 0.250   Inches
☐ Print All Words Capitalized
☐ Center on Page   Number Of Copies: 1

OK   Cancel   Help

You can adjust the margins so that the statement may be added to a binder.

Several options allow you to control how the statement prints.

Print multiple copies of the statement automatically.

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	$	207.55
Cash on Hand		1,850.45
Regular Checking Account		23,589.83
Payroll Checking Account		3,711.09
Savings Account		7,500.00
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.

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Forms

In Peachtree, a *form* is a document that prints within a standard layout, usually on preprinted paper stock, such as an invoice, check, or statement. You can design a form and print it on blank paper.

Accessing Forms
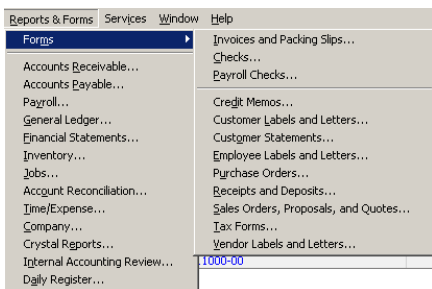
To access forms, select Reports and Forms from the menu bar.

Then, from the Forms submenu, select the group of forms you want to view or print.
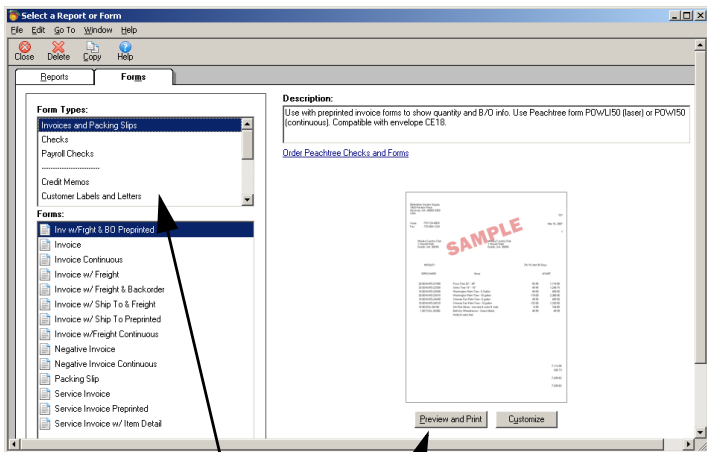
You can change the form type, or general group of forms, here. Then select your form.

Click here to preview, print, or e-mail forms. To custom design a form, click **Customize**.

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.
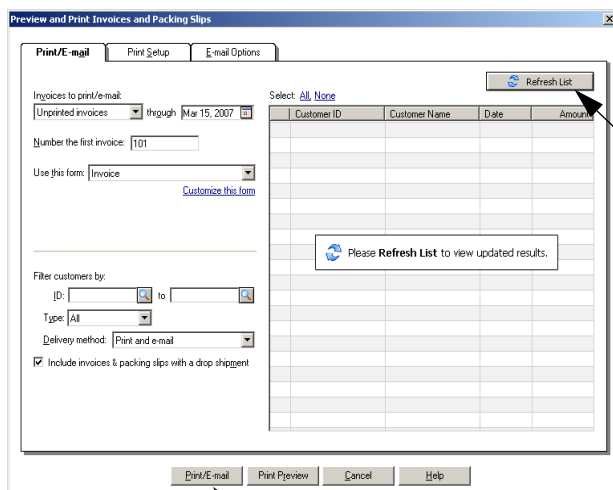
Click **Refresh List** to see the list of invoices that meet your filter criteria. You can select the invoices you want to print from the list.

Click **Print/E-mail** to print the forms after you make your filter selections.

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.

Leave this field blank if you want to batch print forms.

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**.

If you want more information:

In the Help index, look up "forms design, overview."

2 In the Forms list, double-click the **Purchase Order** form that you want to print.

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.

Preview and Print Purchase Orders

Print/E-mail | Print Setup | E-mail Options

Select: All, None   Refresh List

Include purchase orders through: Mar 15, 2007

Number the first purchase order: 101   Vendor ID | Vendor Name | Date | Amount

Use this form: Purchase Order
Customize this form

Filter vendors by:
ID: [   ] to [   ]

Delivery method: Print and e-mail   Please **Refresh List** to view updated results.

Print/E-mail | Print Preview | Cancel | Help

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.

Print-n-Sign Tax Forms

There is a feature called Print-n-Sign forms. It 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**, **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.

Payroll Tax Form Selector

Select a form

Select form type:
- Federal
- State   GA
- Existing Form

Available Forms:
2005 940 Report
2005 941/Schedule B/941-V Re
2005 943/943-A/943-V Reports
2005 945/945-A/945-V Reports
2005 W-2

Description:
Use this form to process
W2s

OK
Cancel
Help

5 When finished, click **OK**.

Select filing period
Frequency: Yearly
Year: 2007

Select employees for W-2s
Type: Range
From:
To:

ACHESTER   Amanda W. Chester
ADUKE   Al L. Duke
AHECTER   Anthony H. Hecter
AKORNEL   Alex C. Kornel
BHUGLEY   Brandon A. Hugley
BKERR   Bob G. Kerr
BNUNNLEY   Brandee M. Nunnley
CLELAND   Charlene M. Leland
CLIPPER   Conrad C. Lipper
CSWINTON   Colista A. Swinton
DBECK   Dorothy L. Beck
DCARTER   Drake V. Carter

You can create a new form or open a form that was saved. To Federal or State, select the filing period and click OK. If you are appropriate employees. To select a saved form, click Existing F previously saved forms.

OK   Cancel   Find   Next   Sort   Help

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.

If you want more information:

In the Help index, look up "Payroll Tax Form Selector."

If you want more information:

Look up "payroll tax forms, selecting (overview)" and "payroll tax forms, selecting (procedure)."

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**.

Highlight the desired form(s) in the list; 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.

Note: This feature is not intended for use with dot matrix printers.

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 Flow Manager

The **Cash Flow Manager** gives you a powerful tool you can use to quickly grasp the state of your business's cash. It shows you the balances of your cash accounts, cash expected to come in, and cash expected to go out. In addition, you can modify settings, such as the time frame you want to see, the types of transactions (invoices, quotes, purchases, and so on) you include and expected totals.

Select the Time frame that you want to see.

Select the accounts and transactions you want to include in your projection, using the three tabs.

Add "what if" rows for projected income and expenses.

The Cash Flow Manager Graph

You can use the graph on the Cash Flow Manager to see at a glance what the state of your business is. Choose which columns you want to see: Balances, Incoming Cash, and Outgoing Cash.

The graph shows you the state of your business's cash, broken down according to the Time frame selected. You can see at a glance how your business is doing.
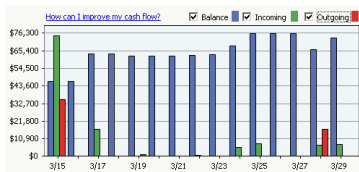
Change Cash Flow Settings

You can modify several settings for your Cash Flow projections using the Change Cash Flow Settings window.

Select either **Open** or **Historical** transactions. **Open** transactions show you the state of your business today, while **Historical** transactions show you the state of your business at an earlier time.

Select which types of transactions you want to see on your cash flow projection.

Select how you want Peachtree to display the due date of customer invoices: **Average days to pay** will show due date based on the average number of days it takes you customers to pay their bills, while **Transaction due date** shows you the actual date based on the customer terms.
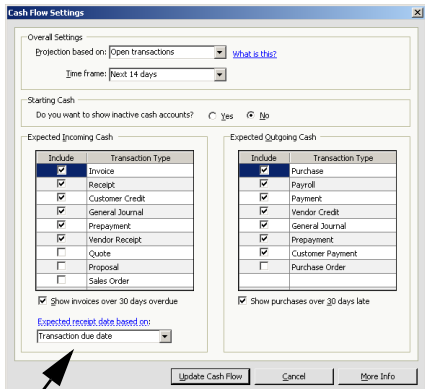
Collection Manager

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.

Thee different levels of detail give you the insight you need to manage collections.

Payment Manager

> ✪ **Want to learn more**
> about the manager tools?
> See "analysis" in the
> Peachtree Help Index.

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.

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.

Select either the numeric or spreadsheet level.

Choose to see either a Business Summary or Key Balances.

General Index

✪ Index ✪