Peachtree

Accountant's Guide

Peachtree® - Accountants' Edition

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✪ Table of Contents ✪

Working With Your Clients' Companies 1
Overview 2
Terminology Used in This Manua1 2
Opening a Company as a Specific Product 2
Issues with Multiple Products 3
Upgrading from a Previous Version 3
Creating a New Company–Your Choice of Product 4
Restoring to a New Company 5
Other Resources 6
Accessing a PDF Version of this Guide 6
Accessing Vertical Online Manuals 6
Custom Reports and Sample Companies 7
Overview 8
Crystal Reports 2008 8
Peachtree Sample Companies 8
Sample Companies 9
Custom Reports 10
Copying Reports 10
Manufacturing, Distribution Reports 10
Production Schedule Report 10
Assembly Item UPC_SKU Label 12
Assembly Planning Report 13
Component Pick List 14
Deficient Components List 15
Item Sales by Customer and Purchase Order Number 16
Stock Status by Location Report 17
On Hand Detail Report 18
Nonprofits Report 19
Donor Grantor Summary Report 19

Working With Your Clients' Companies

1

Overview 2

Opening a Company as a Specific Product 2

Issues with Multiple Products 3

Upgrading from a Previous Version 3

Creating a New Company 4

Restoring Companies 5

Other Resources 6

Online Manuals 6

✪ Working With Your Clients' Companies ✪

Overview

As an accountant, you may be working with clients who have Peachtree Premium Accounting, Peachtree Premium Accounting for Manufacturing or Distribution, Peachtree Premium Accounting for Construction, Peachtree Premium Accounting for Nonprofits, Peachtree Complete Accounting, Peachtree Pro Accounting, or Peachtree First Accounting. In the past, that meant installing multiple Peachtree products on your computer just to open your clients' data and make end-of-period adjustments. With Peachtree - Accountants' Edition, you can open all these different products, even converting to a later version or a more robust product if you need to.

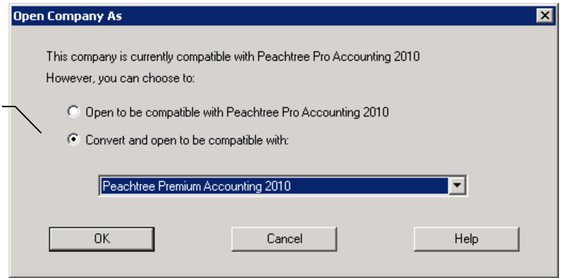
Terminology Used in This Manual

Product	Product refers to a different format or flavor in the Peachtree Accounting line. Peachtree Premium Accounting, Peachtree Complete Accounting, Peachtree Pro Accounting, and Peachtree First Accounting are four products of Peachtree accounting software.
Version	Version refers to a specific release or year-model of Peachtree: Peachtree Complete Accounting 2007 and Peachtree Complete Accounting 2008 are two different versions of Peachtree software.

Opening a Company as a Specific Product

You can specify the product of Peachtree that you want to use when opening a client's data. The program will recognize the original product your client's company was created with and ask if you want to open it in the same flavor or in a different one. For example, if your client sends you a Peachtree First Accounting company, Peachtree – Accountants' Edition lets you open it in Peachtree First Accounting, or convert it to Peachtree Pro Accounting, Peachtree Complete Accounting, Peachtree Premium Accounting, or Peachtree Premium Accounting for Manufacturing, Distribution, Construction, or Nonprofits.

You can open a client's company in its current product or convert it to a different Peachtree product.



Warning

If you open a company in a different product, the data gets converted to that product. Once you've converted a company to a different product or flavor, you cannot return to the original product. If you will be returning this data set to your client, you would generally not want to convert to a different product at this time. In most cases, you would want to keep the original product of the company.

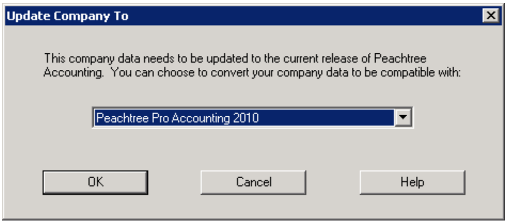
Issues with Multiple Products

When working with multiple products, keep in mind that you will have the same limitations as the product you're using at the time. For example, Peachtree First Accounting does not work with FAS Fixed Assets. So even though you, as a Premium user, have FAS loaded, if you open a company as a Peachtree First Accounting Company, you will not be able to interface with FAS Fixed Assets.

Upgrading from a Previous Version

Peachtree - Accountants' Edition will also let you upgrade your clients' data from a previous *version* of Peachtree to the current version. For example, you can upgrade a Peachtree Complete Accounting 2007 company to Peachtree Complete Accounting 2010.

You can choose to update a client's company to the latest version, although your client would then need to upgrade to that version.



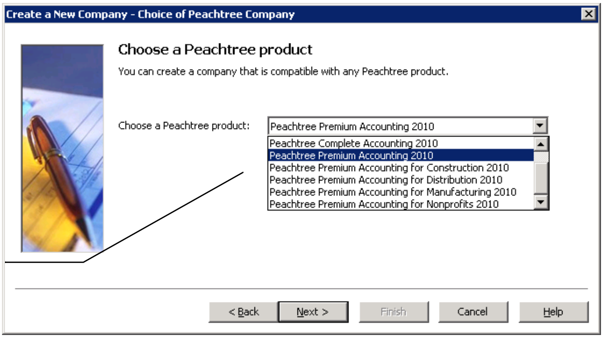
Note

Once you've updated to the latest release, you cannot go back to the original release. Naturally, if you'll be returning this company data to your client, you would want to discuss this option with them before choosing to update their data.

Creating a New Company–Your Choice of Product

If you do need to create a new company, you can have your choice of which product to create it with–Peachtree Premium Accounting, Peachtree Premium Accounting, Peachtree Premium Accounting for Manufacturing, Distribution, Construction, or Nonprofits, Peachtree Complete Accounting, Peachtree Pro Accounting, or Peachtree First Accounting. If you are using Peachtree Quantum - Accountants' Edition, you can also create a new company with Quantum. Again, you will have the same limitations and capabilities as a user of that product. For example, if you create a Peachtree Pro Accounting or Peachtree First Accounting company, you cannot use Crystal Reports or FAS Fixed Assets, even though you own those products as a user of Peachtree – Accountants' Edition.

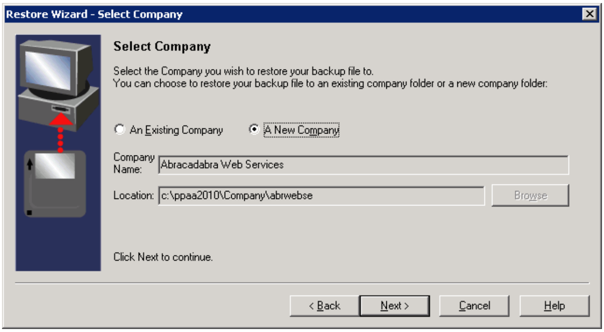
You can create a new company using any of the existing Peachtree products.



Restoring to a New Company

In the past, if you were going to restore a client's backup, you had to first create a company of the same name on your computer. With Peachtree – Accountants' Edition, you can bypass this step, creating the new company "on-the-fly," as an integral part of the restore process. The Restore Wizard gives you the option of restoring to a new company or an existing one.

You now have the option of restoring directly to a new company, saving the time of first creating a new



For step-by-step instructions on restoring a backup, look up "restoring, company files" in the Peachtree Help index.

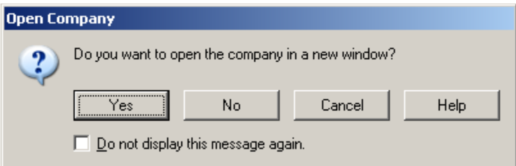
Opening Multiple Companies

You can now have multiple companies open at the same time in Peachtree – Accountants' Edition. To open multiple companies simultaneously

1 Open the first company in the normal way.

2 From within the first company, select **File**, and then select **Open Company**, **Open Previous Company**, or **Open Company As**.

3 At the message below, select **Yes**. Peachtree will open the second company and activate it, while deactivating the first company.



4 Your Windows Taskbar will show you which company is active and which is not.

The company opened first, the primary company, is marked with an asterisk.

The inactive company will be grayed out.

Accessing a PDF Version of this Guide

This manual is also available in an online version. Accessing it requires Adobe® Reader® Software, which is available from www.adobe.com.

➥ The pdf version is normally installed on your hard drive, into the \Doc subfolder. The file name is **accounting.pdf**.

Custom Reports and Sample Companies

2

Overview 8

Crystal Reports 2008 8

Peachtree Sample Companies 8

Custom Reports 10

Copying Reports 10

Manufacturing, Distribution Reports 10

Production Schedule Report 10

Assembly Item UPC/SKU Label 12

Assembly Planning Report 13

Component Pick List 14

Deficient Components List 15

Item Sales by Customer and P.O. Number 16

Stock Status by Location 17

On Hand Detail 18

Nonprofits Report 19

Donor Grantor Summary Report 19

✪ Custom Reports and Sample Companies ✪

Overview

Peachtree - Accountants' Edition comes with all of the sample companies and custom reports that your clients can receive, for all Peachtree products. That way, you'll be able to see the same things your clients are seeing, and answer any questions they may have.

Crystal Reports 2008

You received the full version of Crystal Reports 2008. In addition, you receive 21 custom reports that Peachtree has created. (For most users, there are 12 custom reports included with Crystal Reports 2008.) These additional custom reports were created for the Peachtree vertical-industry products for manufacturing, distribution, and nonprofits; they may be useful for ideas, or as a starting point for your own custom reports.

This chapter lists all of these additional Peachtree custom reports your clients may receive. The twelve "core" custom reports, that all users of Crystal Reports 2008 will have, are explained in the Getting Started Guide for Crystal Reports. This chapter details the additional Peachtree-customized reports that your clients may have beyond the twelve core reports.

Note

With Release 2010, Peachtree accesses Crystal Reports 2008 using OLE DB rather than Btrieve. For information on how to use the new connection, see "database information, Crystal Reports" in the online Peachtree Help index.

Peachtree Sample Companies

With the Accountants' Edition, you receive all of the sample companies that Peachtree has created for all Peachtree products: Peachtree Premium Accounting, Peachtree Premium Accounting for Manufacturing, Distribution, Construction, or Nonprofits, Peachtree Complete Accounting, Peachtree Pro Accounting, and Peachtree First Accounting.

Sample Companies

Here is a table of all the Peachtree sample companies, and their primary purpose. You may need to copy custom reports from these company folders.

Company Folder Name	Sample Company and Description
BCS	**Bellwether Garden Supply:** Comes with Peachtree Premium Accounting for Manufacturing, Distribution, or Construction, Peachtree Premium Accounting, Peachtree Complete Accounting, Peachtree Pro Accounting, and Peachtree First Accounting. A retail and service company that illustrates Peachtree's inventory and job tracking capabilities. (Has a smaller data set for First Accounting, which does not have stock inventory items or job tracking.)
!_PDG	**Stone Arbor Landscaping:** Comes with Peachtree Premium Accounting, Peachtree Premium Accounting for Manufacturing or Distribution, and Peachtree Complete Accounting. A service company that illustrates Peachtree's Time and Billing features.
!_CON	**Stone Arbor Construction:** Comes with Peachtree Premium Accounting for Construction. Illustrates Peachtree's contracting and job costing features.
!_CRH	**Chase Ridge Holdings, Inc.:** Comes with Peachtree Premium Accounting. A parent company of a retail supply company and a services company. Illustrates the company-consolidation feature of Peachtree Premium Accounting.
!_SBD	**SBD Manufacturing & Distribution:** Comes with Peachtree Premium for Manufacturing or Distribution. Illustrates Peachtree's advanced inventory capabilities for those industries.

!_MOW	**Mowers and Growers Association:** Comes with Peachtree Premium for Nonprofits. Illustrates Peachtree's non-profit features.

Custom Reports

The custom reports for the vertical products are installed into the sample company folders. If you create a new company that is a Peachtree Premium for Manufacturing, Distribution, or Nonprofits company, these custom reports are automatically included. However, to use these reports in a different company, you would have to copy them from the sample company folder to the actual company folder.

Copying Reports

1 Open the sample company that contains the custom report you want to copy. (For example, you could use the sample company, SBD Manufacturing & Distribution.)

2 From the **Reports** menu, select **Crystal Reports**.

3 Highlight the report name, and click the **Design** button.

4 Crystal opens, with a message that the report cannot be opened for writing. Click **OK**.

5 From the **File** menu in Crystal, select **Save As**. Save the report in the company folder where you want to use it.

Manufacturing, Distribution Reports

These reports are installed under the manufacturing and distribution sample company, which is called SBD Manufacturing and Distribution. It's installed with the other sample companies in folder **!_SBD**.

Production Schedule Report

The Production Schedule report displays the assembly items on open sales orders, and is sorted by the Ship By Date. This report is designed to help you meet shipping deadlines by showing which assembly items need to be manufactured, and the order in which they need to be shipped.

When you refresh the report data and enter new parameter values, Crystal prompts you for the Report Date Range and the Item ID Range.

The Production Schedule report displays the following fields:

- ❖ **Ship By Date:** date by which the sales order must be shipped, as entered in the **Ship By** field on the sales order.
- ❖ **Sales Order No:** sales order number as it appears in the **SO #** field on the sales order.
- ❖ **Customer ID:** customer ID as entered in the **Customer ID** field on the sales order.
- ❖ **Customer Name:** customer name associated with the customer ID that was entered on the sales order.
- ❖ **Item ID:** item ID as selected or entered in the **Item** field. Item IDs are originally entered on the General tab of the Maintain Inventory Items window.
- ❖ **Description:** item description associated with the Item ID that was entered on the sales order.
- ❖ **Qty Ordered:** quantity of each assembly item ordered, as listed on the sales order.

Bellwether Garden Supply
Production Schedule
Jan 01, 2003 to Apr 30, 2003
0 to zzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzz...

Sales Order No	Customer ID	Customer Name	Item ID	Description	Qty Ordered
Ship By: 3/15/2003					
10340	ALIGOOD-01	Aligood Chiropractic	AVRY-10100	Bird House Kit	1.00
				AVRY-10100	**1.00**
10341	ARCENEAUX-01	Arceneaux Software	TOOL-35600	Garden Hoe Kit	1.00
				TOOL-35600	**1.00**
Ship By: 3/18/2003					
10343	ARMSTRONG-01	Armstrong Consulting	AVRY-10100	Bird House Kit	1.00
				AVRY-10100	**1.00**
Ship By: 4/15/2003					
10344	COMMON-01	Common Heathcare Center	TOOL-35600	Garden Hoe Kit	5.00
				TOOL-35600	**5.00**
10344	COMMON-01	Common Heathcare Center	TOOL-35610	Garden Hand Tool Kit	2.00
				TOOL-35610	**2.00**

Assembly Item UPC_SKU Label

Using UPC/SKU (Universal Price Code/Stock Keeping Unit) labels can help you keep track of your inventory more accurately. The individual components you purchase from vendors may already contain their own UPC/SKU labels. However, you can use the Assembly Item UPC_SKU Label report to create labels for the finished products once the items are fully assembled.

The UPC/SKU labels display the assembly item's location so that items can be stocked in the proper location in the warehouse or storage facility.

When you refresh the report data and enter new parameter values, Crystal prompts you for an Item ID Range.

The Assembly Item UPC_SKU labels include the following information:

- ❖ **Item ID:** item ID as entered on the **General** tab of the Maintain Inventory Items window.
- ❖ **Item Description:** item description as entered on the **General** tab of the Maintain Inventory Items window.
- ❖ **UPC/SKU Number:** the UPC/SKU number (Universal Price Code/Stock Keeping Unit), as entered in the **UPC/SKU** field on the **General** tab of the Maintain Inventory Items window.
- ❖ **Location:** the location of the item, as entered in the **Location** field on the Maintain Inventory Items window.

AVRY-10100
Bird House Kit
1234
AISLE 1

TOOL-35600
Garden Hoe Kit
4567
AISLE 5

TOOL-35610
Garden Hand Tool Kit
6789
AISLE 5

Assembly Planning Report

The Assembly Planning report displays details for a specified assembly, including the number of components needed, available, and on hand for the assembly. This report is helpful if printed before beginning the production of an assembly because it provides the status of the necessary components.

When you refresh the data for the Assembly Planning report and enter new parameter values, you will be prompted to enter the number of units you want to assemble and an Assembly ID.

After entering the Assembly ID and the number of units you want to assemble, the Assembly Planning report is generated. The report includes the following fields:

- ❖ **Item ID:** item IDs of the selected assembly item's components (as entered on the **Bill of Materials** tab of the Maintain Inventory Items window).
- ❖ **Description:** item description associated with the component item ID. (Item descriptions are originally entered on the **General** tab of the Maintain Inventory Items window.)
- ❖ **Quantity Needed:** the number of components needed to create the number of assemblies specified for this assembly item.

- **Quantity on Hand:** the number of components you currently have in stock for this assembly item.
- **Quantity Available:** the number of components on hand (in stock) minus the number of components that are committed on sales orders, plus the number of components appearing on purchase orders

Bellwether Garden Supply
Assembly Planning
For Assembly - AVRY-10100

Item ID	Description	Quantity Needed	Quantity On Hand	Quantity Available
AVRY-10110	Bird House-Pole 14 Ft.	10.00	18.00	18.00
AVRY-10120	Bird House-Red 12-Room Unit	10.00	30.00	30.00

Component Pick List

The Component Pick List displays an itemized list of the locations and quantities of all components required for the specified assembly item. It is helpful to run this report right before you are about to assemble an item.

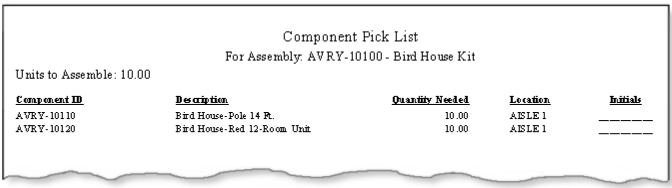
This report is similar to the Deficient Components List. However, the Deficient Components List should be used to see which components you are missing, so that you can order them. The Component Pick List, on the other hand, is designed to be used when you have the components on hand and are ready to begin assembling an item.

A copy of the Component Pick List can be given to the warehouse employee responsible for gathering the components. There is a designated space on the report for the employee to initial after each component is picked.

When you refresh the report data and enter new parameter values for the Component Pick List, you will be prompted to enter the Assembly ID and the number of units you want to assemble.

After entering the Assembly ID and the number of units you want to assemble, the Component Pick List report is generated. The report includes the following fields:

- **Component ID:** item IDs of the selected assembly item's components (as entered on the **Bill of Materials** tab of the Maintain Inventory Items window).
- **Description:** item description associated with the component item ID. (Item descriptions are originally entered on the **General** tab of the Maintain Inventory Items window.)
- **Quantity Needed:** the number of components needed to create the number of assemblies specified for this assembly item.
- **Location:** the location of the item, as entered in the **Location** field on the Maintain Inventory Items window.
- **Initials:** a blank line provided for each component so that the warehouse personnel can initial each line after the items have been picked.



Component Pick List

For Assembly: AVRY-10100 - Bird House Kit

Units to Assemble: 10.00

Component ID	Description	Quantity Needed	Location	Initials
AVRY-10110	Bird House-Pole 14 Ft.	10.00	AISLE 1	______
AVRY-10120	Bird House-Red 12-Room Unit	10.00	AISLE 1	______

Deficient Components List

The Deficient Components List report is useful for viewing which bill of material components of an assembly are in shortage. By seeing which components you're missing, you'll know which components you need to order before you can create the assembly.

This report is similar to the Component Pick List. However, the Component Pick List is designed for use in the warehouse, when you're ready to create the assembly.

When you refresh the data and enter new parameter values for the Deficient Components List, you will be prompted for an Assembly ID and the number of Units to Assemble.

After you enter the Assembly ID and the number of units to assemble, the report is generated. The Deficient Components List shows the following fields:

- **Component ID:** item IDs of the selected assembly item's components (as entered on the **Bill of Materials** tab of the Maintain Inventory Items window).
- **Description:** item description associated with the component item ID. (Item descriptions are originally entered on the **General** tab of the Maintain Inventory Items window.)
- **Quantity Needed:** the number of components needed to create the number of assemblies specified for this assembly item.
- **Quantity on Hand:** the number of components you currently have in stock for this assembly item.
- **Quantity Available:** the number of components on hand (in stock), minus the number of components that are committed on sales orders, plus the number of components appearing on purchase orders.

Deficient Components List
For Assembly: AVRY-10100 - Bird House Kit
Units to Assemble: 30.00

Component ID	Description	Quantity Needed	Quantity On Hand	Quantity Available
AVRY-10110	Bird House-Pole 14 Ft.	30.00	18.00	18.00

Item Sales by Customer and Purchase Order Number

The Item Sales by Customer and Purchase Order Number report displays item sales, sorted by customer purchase order number. This report was designed to provide an alternate method for looking up sales orders and invoices— sorted by the customer, then the customer purchase order number, and then by the sales order or invoice number.

When you refresh the report data and enter new parameter values, Crystal prompts you for a Report Date Range and a Customer ID Range.

Bellwether Garden Supply
Item Sales by Customer and Purchase Order Number
Mar 01, 2003 to Mar 31, 2003
0 to zzzzzzzzzzzzzzzzzzzzzz

Customer ID	P.O. Number	Item ID	Reference	Date	Description	Item Quantity Item Subtotals
CHAPMAN-MURPHY-01						
	56123					
		LAND-17300				
			10313	3/18/2003	Landscaping Service - Maint.	4.00
						4.00

Stock Status by Location Report

The Stock Status by Location report is similar to Peachtree's Inventory Stock Status report, but includes the current quantities on sales orders and purchase orders in addition to the current quantity on hand. It also shows the history of the item (the quantity sold, received, and adjusted in the specified date range).

When you refresh the report data and enter new parameter values, Crystal prompts you to enter a Report Date Range.


Note

The *current* quantity fields (Current Qty on PO, Current Qty on SO, and Current Qty On Hand) are for all inventory transactions—not just the ones within the selected report date range.

Bellwether Garden Supply
Stock Status by Location
Mar 01, 2003 to Mar 31, 2003

Item ID	Qty Received	Qty Sold	Qty Adjusted	Current Qty On PO	Current Qty On SO	Current Qty On Hand
For Location: AISLE 1						
AVRY-10100	0.00	3.00	6.00	0.00	0.00	3.00
AVRY-10110	0.00	0.00	-6.00	0.00	0.00	18.00
AVRY-10120	0.00	0.00	-6.00	0.00	0.00	30.00
AVRY-10130	0.00	0.00	0.00	0.00	0.00	12.00
AVRY-10140	250.00	157.00	0.00	0.00	1.00	101.00
For Location: AISLE 2						
BOOK-11000	-2.00	0.00	0.00	0.00	0.00	4.00
BOOK-11010	0.00	5.00	0.00	6.00	0.00	0.00
BOOK-11020	-3.00	0.00	1.00	0.00	1.00	4.00
BOOK-11030	14.00	0.00	0.00	6.00	1.00	17.00

On Hand Detail Report

The On Hand Detail report displays detailed purchase information for inventory items that have a LIFO or FIFO costing method. The information in this report can be used to show how inventory has been valued.

When you refresh the report data and enter new parameters, you will be prompted to enter the beginning and ending date of the fiscal year for which you want to retrieve the data. After you enter the date ranges and click OK, Crystal generates the report.

Bellwether Garden Supply
On Hand Detail Report
For the 2003 Fiscal Year

Item ID	Item Description Receipt Description	Reference	Receipt Date	Quantity	Unit Cost	Amount
AVRY-10110	**Bird House-Pole 14 Ft.**					
	Catalog #B 11225: Bird House-Pole 14 Ft.	653653	4/16/2003	3.00	19.95	59.85
				3.00		59.85
AVRY-10130	**Bird Feeder-Plastic Hanging**					
	Catalog #B 11230: Bird Feeder-Plastic Hanging	B1015	3/9/2003	2.00	7.95	15.90
	Catalog #B 11230: Bird Feeder-Plastic Hanging	VCM30001	3/12/2003	-2.00	7.95	-15.90
	Catalog #B 11230: Bird Feeder-Plastic Hanging	2551	3/15/2003	4.00	7.95	31.80
				4.00		31.80
AVRY-10140	**Thistle Bird Seed Mix-6 lb.**					
	Catalog #B 11255: Thistle Bird Seed Mix - 6lb.	AR1303	3/13/2003	150.00	7.95	1,192.50
	Catalog #B 11255: Thistle Bird Seed Mix - 6lb.	HU1025	3/14/2003	100.00	7.50	750.00
	Catalog #B 11255: Thistle Bird Seed Mix - 6lb.	B1016	3/14/2003	3.00	7.50	22.50
	Catalog #B 11255: Thistle Bird Seed Mix - 6lb.	VCM30002	3/17/2003	-3.00	7.50	-22.50
				250.00		1,942.50

Nonprofits Report

This report is installed under the nonprofits sample company, which is called Mowers and Growers Association. It's installed with the other sample company data under folder **!_MOW**.

Donor Grantor Summary Report

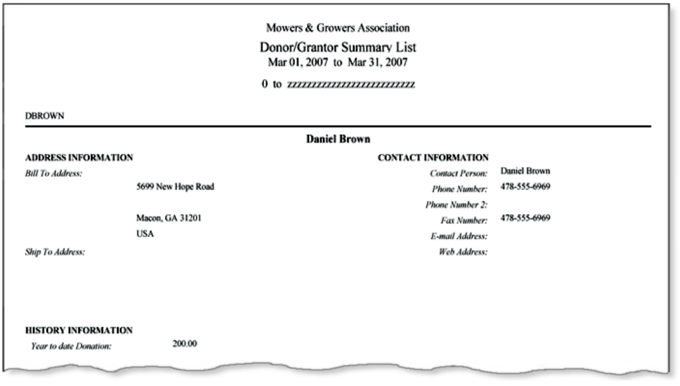
The Donor Grantor Summary Report lists summary information for each donor as entered on the Maintain Customers/Prospects window, including payment information.

When you refresh the report data and enter new parameter values, Crystal prompts you for the Report Date Range and the Customer ID Range.

The Donor Grantor Summary report displays the following fields:

- **Date Range:** the selected date range for the report.
- **Customer Range:** the selected range of customers.
- **Customer ID:** the ID of each customer followed by information for that customer.
- **Address Fields:** the bill-to and ship-to addresses for the customer.
- **Contact Information:** the name of the contact person.
- **Phone Numbers:** the phones numbers and fax number for the customer.

- **E-Mail Address:** the e-mail address for the customer.
- **Web Address:** the URL for the web page of the customer.
- **Year-to-date Donation:** the customer's year-to-date donation amount.



Mowers & Growers Association
Donor/Grantor Summary List
Mar 01, 2007 to Mar 31, 2007
0 to zzzzzzzzzzzzzzzzzzzzzzzzzzzz

DBROWN

Daniel Brown

ADDRESS INFORMATION

Bill To Address: 5699 New Hope Road
Macon, GA 31201
USA

Ship To Address:

CONTACT INFORMATION

Contact Person: Daniel Brown
Phone Number: 478-555-6969
Phone Number 2:
Fax Number: 478-555-6969
E-mail Address:
Web Address:

HISTORY INFORMATION

Year to date Donation: 200.00

✪ Index ✪

A

Assembly Item UPC/SKU Label 12
Assembly Planning report 13

C

company
    convert to different version 3
    list of sample 9
    new 4
    opening as different product 2
    restoring 5
company folder
    list of 9
Component Pick List 14
convert
    company to different product 2
    to different version 3
copying
    reports 10
copying reports 10
Crystal Reports 2008
    overview 8
custom reports 10
    manufacturing 10
    overview 8

D

Deficient Components List 15
distribution electronic manual 6
Donor Grantor Summary report 19

I

Item Sales by Customer and Purchase Order Number report 16

M

manuals, online 6
manufacturing electronic manual 6
manufacturing reports 10

N

new company 4

O

On Hand Detail report 18
online manuals 6
open company with
    different product 2

P

pdf versions of manuals 6
product
    converting 2
    create new company with 4
    defined 2
Production Schedule report 10, 19

R

reports
- Assembly Item UPC/SKU Label 12
- Assembly Planning 13
- Component Pick List 14
- copying 10
- custom 10
- Deficient Components List 15
- Donor Grantor Summary 19
- Item Sales by Customer and Purchase Order Number 16
- manufacturing 10
- On Hand Detail 18
- Production Schedule 10, 19
- Stock Status by Location 17

restore
- into new company 5

S

sample companies
- table of 9

Stock 17

Stock Status by Location report 17

T

terminology 2

U

update company to
- different version 3

V

version
- defined 2
- upgrade 3

vertical kit
- manuals 6

vertical products
- online guides 6