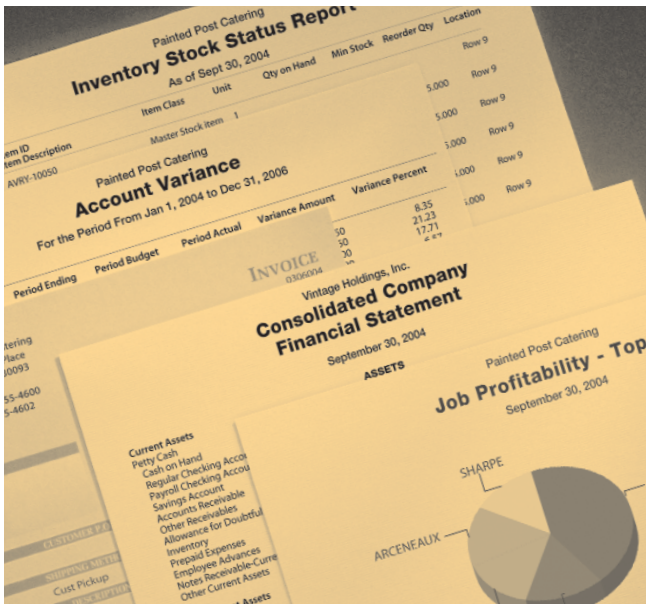# User's Guide

Peachtree® Accounting 2004

Peachtree Complete® Accounting 2004

Peachtree Premium™ Accounting 2004

Peachtree Premium™ Accounting 2004—Accountants' Edition

Peachtree®

best software

insights for the life of your business™

Peachtree®

User's Guide

Peachtree® Accounting 2004
Peachtree Complete® Accounting 2004
Peachtree Premium™ Accounting 2004

Registration and Customer Support Information

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Chapter 19   Using Peachtree with Microsoft Office

• Peachtree Documentation Conventions •

Overview

This chapter explains the conventions used in this guide, and shows new users how to get the most out of Peachtree documentation.

This chapter will teach you the various ways you can look up information in Peachtree. You will learn how to find the information you're looking for in the manuals and online Help. It describes how to find general overviews or specific step-by-step instructions.

We've designed several graphics and tables to indicate where you can find more information in Peachtree Help, or elsewhere in the manual. We'll show you examples of these indicators later in this chapter.

Peachtree Product Names

The term *Peachtree* by itself in printed manuals and Peachtree Help refers most of the time to Peachtree Accounting, Peachtree Complete Accounting, and Peachtree Premium Accounting. If a statement or feature is specific to one particular product, *Peachtree Accounting*, *Peachtree Complete,* and *Peachtree Premium* are noted accordingly.

Peachtree Manuals

Peachtree manuals contain introductory information that helps you get an overall picture of the topics. If you are learning about a new topic, you will probably want to start with the manual. The manuals are also available online.

Peachtree Help

For instant access to information about an area you are currently working with, or for a review of something you're familiar with, Peachtree Help can answer your question. Using Peachtree Help differs from using Peachtree manuals because online Help is context-sensitive and contains specific, step-by-step instructions.

To learn about	Go to
Peachtree Manuals	"Using Peachtree Manuals" on page xvii
Peachtree Help	"Using Peachtree Help" on page xxi

Using Peachtree Manuals

The following section describes the Peachtree manuals and the documentation conventions used within the manuals.

About Peachtree Manuals

The *Getting Started Guide* provides assistance on installing or upgrading Peachtree and converting old company data to the new Peachtree format.

The *User's Guide* provides instructions for getting started with Peachtree (including setting up your company, setting up your chart of accounts, and so on), entering and using data, and administering data.

View the Manuals Online in Portable Document Format (PDF)

➤ From the **Start** menu, select **Programs**, and then point to the **Peachtree Accounting** folder (or the name of the program folder you chose during setup). Select the **Peachtree Resources & Help** folder, and then select the manual you want to read.

- **Getting Started Guide:** the online version of the *Getting Started Guide* (PAWGS.PDF)

- **User's Guide:** the online version of the *User's Guide* (PAWUG.PDF)

You must have Adobe Acrobat Reader installed before viewing the online versions of the Peachtree Accounting manuals. This can be installed from your Peachtree compact disc. For complete information on using Adobe Acrobat Reader, refer to the Online Guides installed with the Acrobat Reader program.

Conventions

Throughout the manual we've implemented various graphics and tables to help signal where you can find additional information.

Graphics

There are some differences in program options and operation depending on whether you are working in *Peachtree Accounting*, *Peachtree Complete*, or *Peachtree Premium*. We'll note product differences throughout the chapter.

Notice the graphic and caption in the box to the left of this paragraph. These notifications will appear on the first page of any chapter with program-specific features. For example, some features are only available in *Peachtree Complete* and *Peachtree Premium*.

In addition to notifying you with this graphic at the beginning of the chapter, we'll also inform you of these differences in the text throughout the chapter. Sometimes this information will appear as a caption in the left margin. In addition to using captions, we occasionally indicate product differences by simply noting the differences in parentheses within the text, or by using a note, like the one shown below:

Note: This feature is available only in *Peachtree Premium*.

Reference Tables

Throughout each chapter, you'll notice a few tables that indicate where to go for more information. The table heading will say "To learn about/Go to." Each chapter contains one of these tables at the end of its overview section. An example of this type of table appears under "Peachtree Help" on page xvi. Notice the graphic of a book to the left of the table. When a table refers you to another place in the manual, you'll see the "User's Guide" book graphic.

A graphic of a user's guide will appear beside tables that refer you elsewhere in the manual.

User's Guide

When a table refers you to Peachtree Help, you'll see a graphic of a question mark to the left of the table. Here's an example:

	To learn about	Look up
	This is an example of a table that refers you to Peachtree Help. The topic will appear over here on the left side...	...and on the right side, you'll find instructions on how to look up the topic in Peachtree Help.
	Example: Searching for topics in the Help index	*Example*: "**help, Find Help Topics**" in the Peachtree Help index.

We also remind you from time to time that you can click the **Help** toolbar button in a window to learn more about that particular window. Here's an example of a reminder that would appear after a picture and/or description of the Vendor Defaults window:

 Want to learn more about the Vendor Defaults window? Click the **Help** toolbar button in the window.

Toolbar Button and Procedure Tables

The "What Do You Want to Do Next?" table briefly explains the toolbar buttons and procedures available in the window that is currently being described. The information in the table also tells you where you can find more information in the Peachtree Help. Here is an example of a toolbar button table:

What Do You Want to Do Next?

	Change this vendor ID Select the **Change ID** button if you want to change the ID for this vendor. For more information, look up **"vendor IDs"** in the Peachtree Help index.
	Create an event for this vendor Select the **Event** button to schedule an event with a vendor. You can also use it to log notes about telephone calls, meetings, letters, and other vendor-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
	See a log of up-to-date activity for this vendor You can see a window that lists all activities entered for this vendor to the present time. You can even check activities as completed, if desired. For more information, look up **"display, Display a Customer, Vendor, or Employee Event log"** in the Peachtree Help index.
	Want to learn more about the Maintain Vendors window? Click the **Help** toolbar button in the window.

Step-by-Step Instructions

Specific step-by-step instructions are available in the Peachtree Help. Throughout the manual, we've used several signals to direct you to the step-by-step instructions.

> For step-by-step instructions, look up **"beginning balances"** in the Peachtree Help index.

You'll find notices in the margin about what specifically to type in the Help index. Here's an example (in the box to the left of this paragraph).

When you see one of these notifications, go to the **Index** tab in Peachtree Help, and then type the words exactly as they appear in the box.

| Contents | Index | Search | Favorites |

Type in the keyword to find:

beginning balances
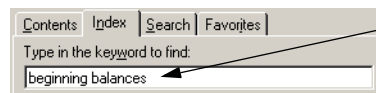
Type the topic you're looking for in the **Type in the keyword to find:** field of the **Index** tab in Peachtree Help.

In some cases you'll see a comma included in the keywords we instruct you to type. That means that there is a main keyword in the Help index that opens a list of related subtopics. When you double-click the keyword (or press Enter with the word selected), the Topics Found window opens, displaying a list of subtopics to choose from.

For example, if we instruct you to look up "**vendors, Set Up a Vendor**" in the Peachtree Help, type the word "vendors" in the Index tab. Double-click the word "vendors" from the list of keywords. When the Topics Found window appears, choose the "**Set Up a Vendor**" subtopic.

Topics Found

Click a topic, then click Display.

Title	Location
Review a Vendor's Status	Peachtree Help
Select Invoices to Pay	Peachtree Help
Select Vendors to Pay (Filter Selection)	Peachtree Help
Set Up a Vendor	Peachtree Help
Set Up and Use Custom Fields	Peachtree Help
Should I Enter Vendor Invoices?	Peachtree Help
Track Customer Drop Shipments from Ve...	Peachtree Help

Use the scroll bar to view all available subtopics.

Display   Cancel

For more information about how to use the various tabs in the Help Navigation pane, see .

Now that you're familiar with the documentation conventions used in the Peachtree *manuals*, you're ready to proceed to the next section about how to use Peachtree *Help*.

Using Peachtree Help

Help (sometimes referred to as *online Help*) is included in many computer applications to display advice or instructions for using the application's features. Help can be accessed from the **Help** menu, the **Help** button, or the F1 function key. You can access Help without interrupting work in progress.

Peachtree's Help system is easily accessible and contains an extensive amount of information. Use it to quickly search for topics you want to learn more about, get assistance in a window that you currently have open, or learn how to accomplish a particular task.

Learn How to Use Peachtree Help

➤ From Peachtree's **Help** menu, select **How to Use**.

A Help window opens that explains how to move around in Peachtree Help.

The HTML Help Viewer

Peachtree Help topics are displayed in the HTML (Hypertext Markup Language) Help Viewer. The viewer is a window with three panes:

- On the left side of the window is the Navigation pane. It contains four navigational tabs: **Contents**, **Index**, **Search**, and **Favorites**.

- On the right side of the window is the Topic pane. It displays the selected Help topic or the default Help topic.

- The third pane is the toolbar, located below the Help window title bar.

The **Toolbar** is similar to Microsoft's Internet Explorer toolbar.

Use the **Navigation** pane to browse or search for topics.

The **Topic** pane displays each Help topic or Web page selected in the Navigation pane.
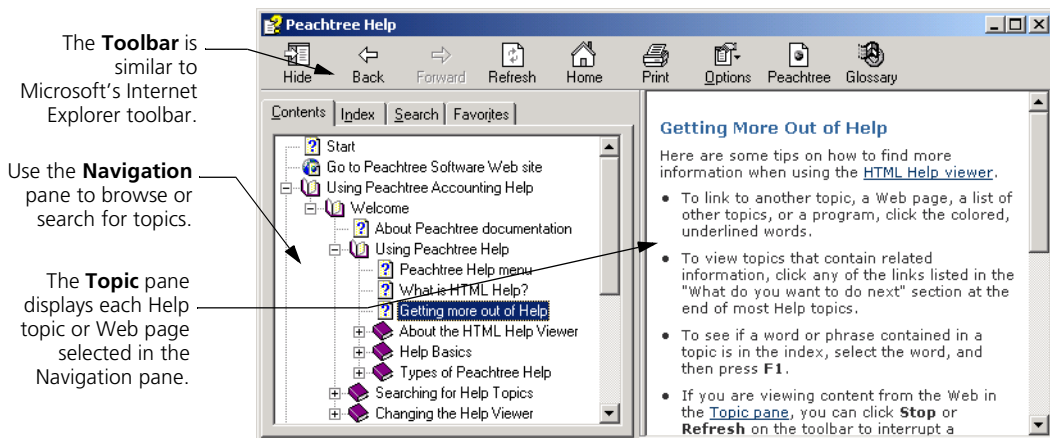
Find a Help Topic

In the Help Navigation pane (the left pane), click one of the following tabs:

- To browse for important topics, click the **Contents** tab. The table of contents is an expandable list of important topics.

- To see a list of index entries, click the **Index** tab, and then type a word or scroll through the list. Topics are often indexed under more than one keyword entry.

- To locate every occurrence of a word or phrase possibly contained in Peachtree Help, click the **Search** tab, and then type the word(s).

From most Peachtree windows you can also select "What's This" from the Help menu or press Shift + F1 . Your mouse pointer will change to a question mark symbol. Click the field or object you want information about and a pop-up definition will appear. You can also click your right mouse button on an area of the window, and then select "What's This?" from the list.

Right-click in an area of the window and select "What's This?" to view the pop-up definition.

Undo
Cut
Copy
Paste
Delete
Select All
What's This?

Your mouse pointer changes to a question mark symbol when you use "What's This" Help.
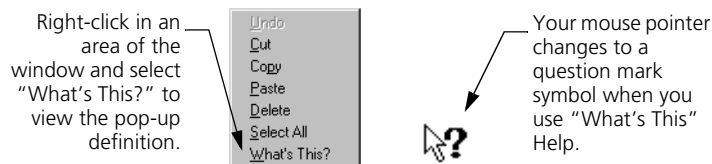
Peachtree Software Web Site

If you cannot find information in either the Peachtree Help or manuals, chances are that the subject might appear at Peachtree Software's Web site. Technical tips and frequently asked questions are posted daily in the Peachtree Customer Support knowledge base.

To learn about	Go to
Peachtree Products and Services	www.peachtree.com
Peachtree Customer Support Tips and Knowledge Base	www.peachtree.com/support

Creating a Company

1

Overview

New Company Setup

The Peachtree Setup Guide

Setting Up Global Options

What Next?

• **Creating a Company** •

Overview

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

You only need to enter a minimum amount of information to initially set up your company. This information includes the chart of accounts, your accounting method, your posting method, and your accounting periods. After you complete New Company Setup, Peachtree presents you with the setup checklist so that you can set up your default information, data records, and beginning balances for the following:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Payroll
- Inventory Items
- Jobs

Before you set up a company in Peachtree, you may want to make some initial decisions based on your preferences and the legal regulations that apply to you. To best use the flexible functionality of Peachtree, you should plan the way you want to set up your company before actually starting the New Company Setup process.

To learn about	Go to
Setup information	"What Information Gets Set Up?" on page 3
New Company Setup Wizard	"Using the New Company Setup Wizard" on page 3
Setup Checklist	"The Peachtree Setup Guide" on page 20
Global Options	"Set Up Global Options" on page 23
Setup for various functions of Peachtree	"What Next?" on page 24

User's Guide

What Information Gets Set Up?

You must complete all of the information presented to you in New Company Setup. However, depending on how you complete the information, some windows will not be displayed. New Company Setup includes the following:

Company Name	Chart of Accounts
Company Address, City, State, and Zip Code	Company Information to Copy
Country	Accounting Method (Cash or Accrual)
Telephone	Posting Method (Real Time or Batch)
Fax	Accounting Periods
Business Type	Fiscal Year Start
Federal Employer ID	First Period for Entering Data
State Employer ID	First Year for Entering Payroll
State Unemployment ID	Option to follow the Setup Checklist

Using the New Company Setup Wizard

Setting up your company is easy with the Peachtree New Company Setup wizard. This wizard walks you through creating a new company and prompts you for each piece of information you enter.

Start New Company Setup

For step-by-step instructions on starting the New Company Setup wizard, look up **"New Company Setup wizard"** in the Peachtree Help index.

You can run New Company Setup 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

There are also two procedures for starting New Company Setup:

- Starting from the startup window

- Starting from the menu

Starting from the Peachtree Startup Window

The Peachtree Startup window appears when you open Peachtree.

➤ From the Peachtree Startup window, select **Set up a new company**.

The system displays the New Company Setup - Introduction window.

Starting from the Peachtree Menu

You can use this procedure to start New Company Setup at any time in
Peachtree.

1   From the **File** menu, select **New Company**.

If you are in another company, a warning window alerts you that opening a
new company will close the current company.

2   Select **OK**.

The system displays the New Company Setup - Introduction window.

Move Around in New Company Setup

Navigating in New Company Setup is simple. The buttons at the bottom of each
setup window let you go back, move forward, or cancel the setup process. The
Help button offers immediate assistance for the current setup window.

Click here to
move back
one step.

Click here for
assistance.

< Back   Next >   Finish   Cancel   Help

Click here to
move forward
one step.

Click here to save your
company settings
when finished.

Click here to
stop the setup
process.

Set Up Your Company

As the wizard walks you through setting up the company, you need to carefully
read the instructions on the windows to set up your company correctly.

Note

The New Company Setup windows vary depending on which options you select
and whether you're using *Peachtree Accounting*, *Peachtree Complete*, or *Peachtree
Premium*. Follow the onscreen instructions, and refer to the manual for more
information about the windows that apply to your selections throughout the
setup process.

Introduction

This is the first window of the setup process. It lists the areas you will be setting up as you use the wizard.
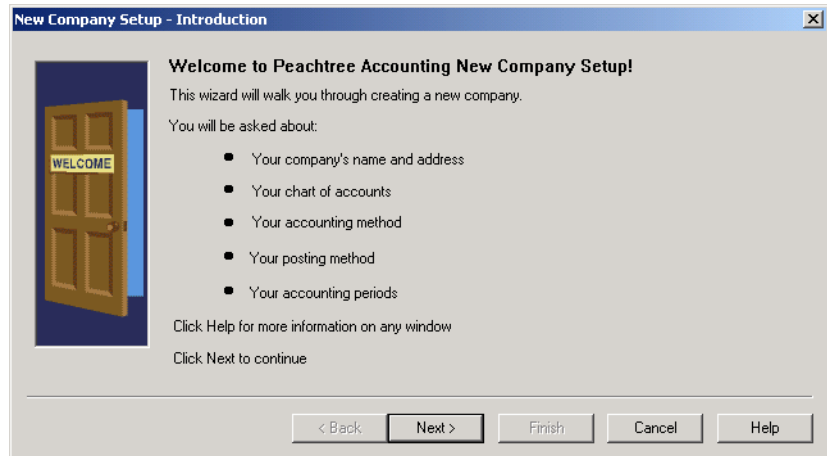
1   Read the introductory information.

2   Select **Next** to continue setting up your company.

Peachtree displays the New Company Setup - Company Information window.
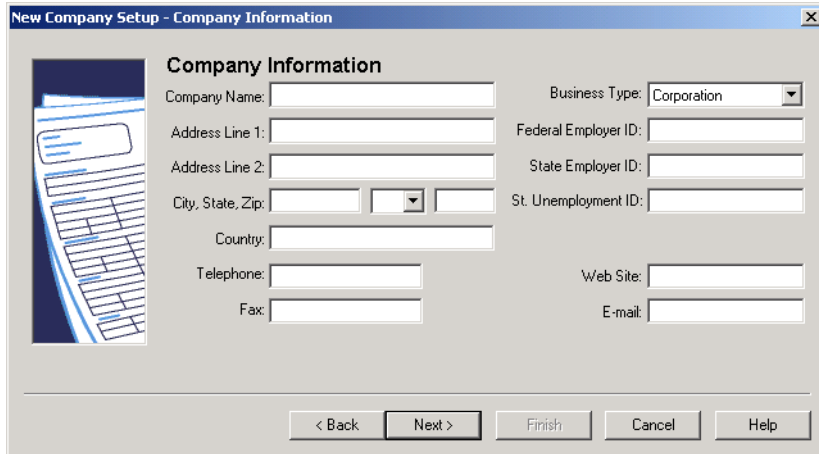
Company Information

Here, 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. Your selection here determines the makeup of the Equity section of your chart of accounts. You can change the business type at any time.

The business types are the following:

- **Corporation:** This is a business that is owned by a few persons or by thousands of persons and is incorporated under the laws of one of the 50 states. It is a body formed and authorized to act as a single entity and is legally endowed with various rights and duties including the capacity of succession.

- **S Corporation:** A type of corporation that, for federal tax purposes (in most states), may be taxed as a partnership provided certain requirements are met. There are certain limitations that restrict this election typically to small businesses. These are limits on the number of shareholders, the types of shareholders, the classes of stock issued, and on other things.

- **Partnership:** A business owned by two or more persons associated as partners. The partners have joint control over operations and the right to share in profits.

- **Sole Proprietorship:** A business owned by a single individual and often managed by that same individual. A person who does business for himself or herself is engaged in the operation of a sole proprietorship. Many small service businesses, such as doctors, lawyers, barbers, electricians, and small retail establishments are sole proprietorships. This is the simplest form of business. The owner *is* the business.

- **Limited Liability Company:** An unincorporated association of two or more persons (partners, corporations, or other business entities) whose members have limited personal liability for obligations or debts of the company. Similar to corporations, a limited liability company shields the assets of owners and investors from liability claims. This type of business is classified as a partnership for federal tax purposes. If the company has more corporate characteristics, it may be taxed as a corporation. State taxation varies from state to state.

Want to learn more about business types and which equity accounts get created? Look up "**business types, Business Types and Equity Accounts**" in the Peachtree Help index.

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

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

5 Select **Next** to continue setting up your company.

Peachtree displays the New Company Setup - Chart of Accounts window.

Chart of Accounts

The chart of accounts is nothing more than a list of categories into which your transactions are summarized. It contains a code, referred to as an account ID, a description for each account, and a type code.

Sample Charts Available

When you set up your company, Peachtree provides a chart of accounts that matches your business. Peachtree recommends that you use this chart of accounts because it contains both standard accounts and numbering that will help ensure efficient accounting practices for your business. Whichever type of sample company you choose, you can add or change accounts as necessary.

If you are 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.

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 over 75 standardized charts of accounts. These samples are either customized for a specific business type, such as a drug store, or are more broad for a general company type, such as a sales & service company.

Identifying Your Accounts

As you add accounts, Peachtree also recommends that 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##.

Chart of Accounts Windows

On the first Chart of Accounts window, you choose how you will be defining the chart of accounts for your company.

The **Consolidate existing Peachtree Accounting companies** option is available only in Peachtree Premium.
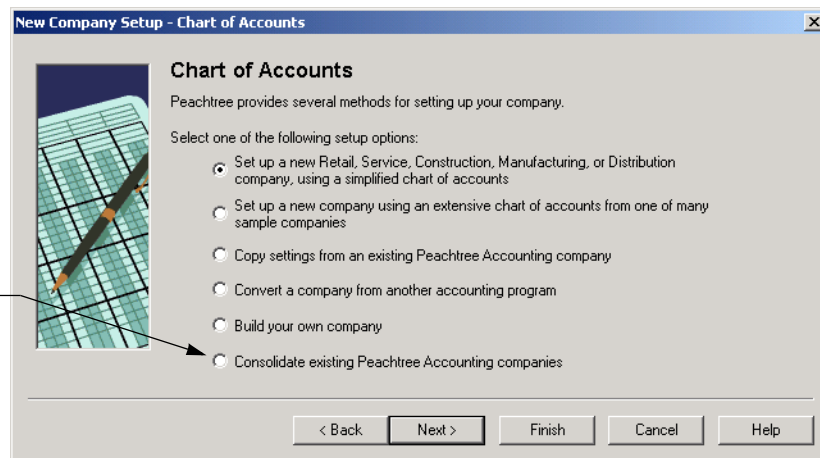
1   Select one of the setup options on the window.

2   Select **Next** to continue setting up your chart of accounts.

  • If you selected **Set up a new Retail, Service, Construction, Manufacturing, or Distribution company, using a simplified chart of accounts**, Peachtree displays the window below. These sample companies come with a simplified chart of accounts that you can use as a model for your chart of accounts. From this window you can view information about the industry you select, or view the simplified chart of accounts for the selected industry.
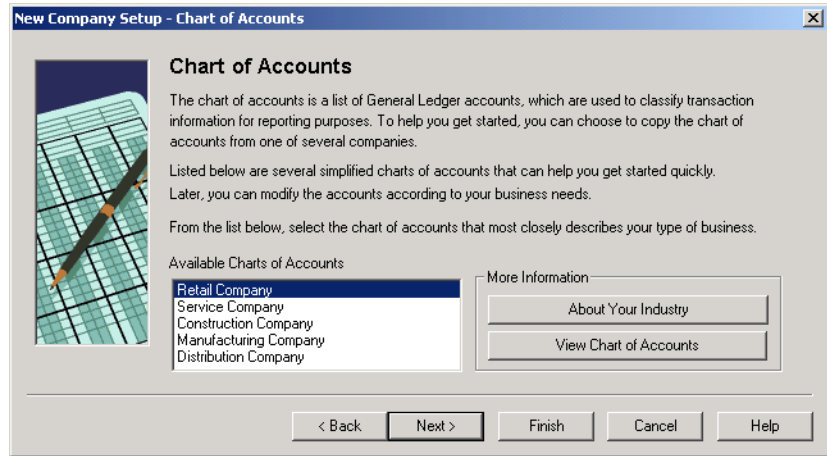
- • If you selected **Set up a new company using an extensive chart of accounts from one of many sample companies**, Peachtree displays the window below. Here, you can select the type of company you want to use as a model for your chart of accounts, view information about the selected industry, or view the chart of accounts for the selected industry.

- If you selected **Copy settings from an existing Peachtree company**, Peachtree displays the window below. Here, you select the existing company whose settings you want to copy to get you started with setting up your company. You can also view the chart of accounts for the selected company.

The names of the sample companies vary, depending upon which Peachtree product you are using-- Peachtree Accounting, Peachtree Complete, or Peachtree Premium.
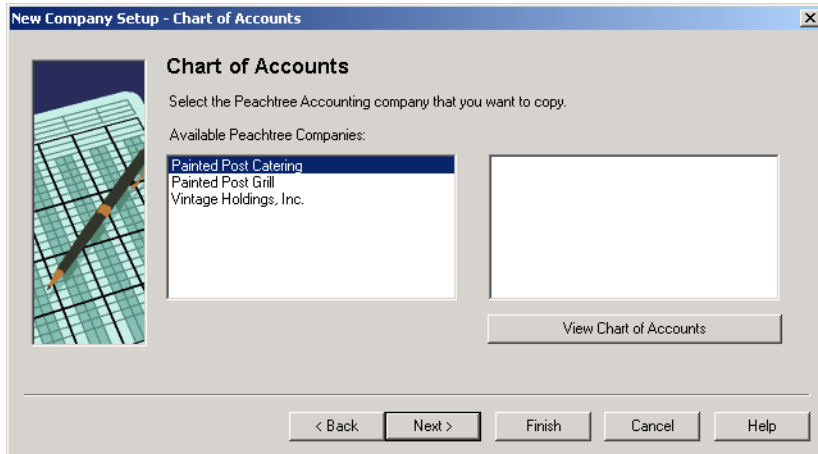
- After you select the company from which you want to copy settings, Peachtree displays the window below; it lets you select the settings you want to copy. Later, you can modify both the accounts and the other settings as necessary to meet your business requirements.
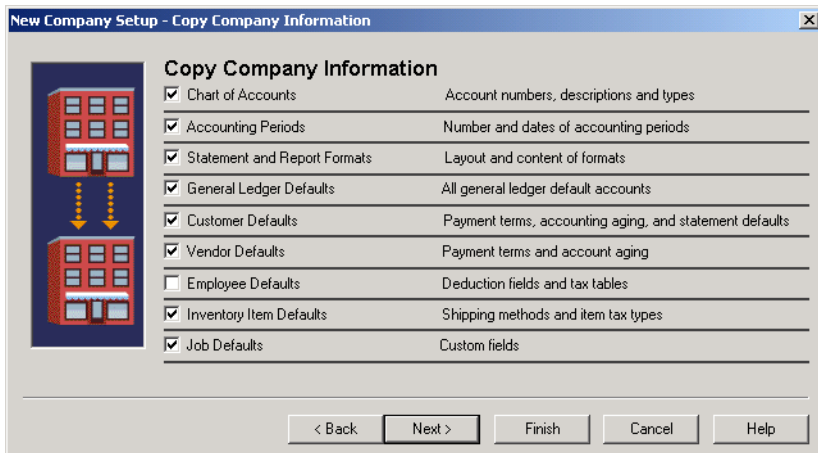
- If you selected **Convert a company from another accounting program** or **Build your own company**, Peachtree leaves the chart of accounts setup process.

- If you selected **Consolidate existing Peachtree Accounting** companies (Peachtree Premium Accounting only), Peachtree displays the window shown below. Here, you select the Peachtree companies that you want to include in your newly consolidated company. A consolidated company is one that combines the charts of accounts of a number of existing Peachtree companies to create a new consolidated chart of accounts. The new consolidated company created in this way will let you see consolidated financial statements for a number of subsidiary companies operating under an umbrella organization.

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

...and click **Add**...

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

New Company Setup - Subsidiary Companies

Subsidiary Companies

This screen will allow you to choose the subsidiary companies to be consolidated. You may select companies from outside your default Peachtree datapath by using the "Browse for More Companies" button.

Available Peachtree companies:
Fasswassen Motors
Vintage Holdings, Inc.

Selected subsidiary companies:
Painted Post Catering
Painted Post Grill

Add ->

<- Remove

Browse for More Companies...

< Back   Next >   Finish   Cancel   Help

- To add companies to the new consolidated company you're creating, select the desired company in the list box on the left, and click the **Add** button to make it available for consolidation. It will then appear in the box on the right.

    When you select the **Next** button, if any of the companies you are adding to the new consolidated company require user IDs and passwords for program access, you will see a second window that prompts you to enter all such IDs and passwords before you can continue with new company setup.

3 Select or enter the information on the displayed windows as appropriate.

4 Select **Next** to continue setting up your new company.

Peachtree displays the New Company Setup - Accounting Method window.

> **Note**
>
> You cannot add or modify accounts at this point. However, you can do so when you are using Peachtree by selecting the **Chart of Accounts** option from the **Maintain** menu.

Accounting Method

When you set up your company, you must indicate if you will use a cash or accrual accounting method. For tax purposes, you may want to postpone reporting sales revenue until you receive payment (cash method) rather than when you invoice the client (accrual method). Likewise, you can choose to record expenses when you disburse a check (cash method), not when you enter the vendor invoice (accrual method). The cash method records income when cash is received, expenses when cash is paid out. Accrual accounting records income and expenses at the time of the transaction regardless of when the cash is exchanged.

Check with your accountant to see which method you should use in your business. If you choose cash accounting, Peachtree updates your income or expense accounts only when you receive or disburse checks. However, the invoice is recorded in the vendor or customer ledger. That way, you still have aging information available.

Warning

The choice between cash and accrual accounting is final. You cannot change this decision after you finish New Company Setup. The only way to change accounting methods is by setting up a new company all over again.

You select the accounting method on the New Company Setup - Accounting Method window.
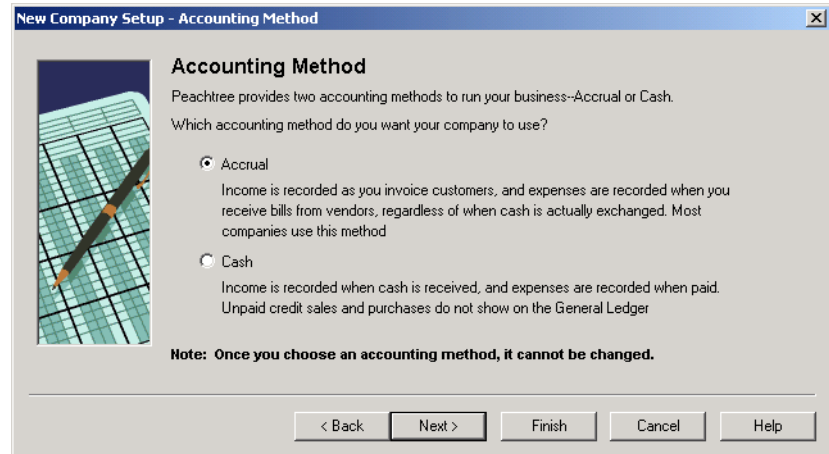
1   Select either the **Accrual** or **Cash** option.

2   Select **Next** to continue setting up your new company.

Peachtree displays the New Company Setup - Posting Method window.

Posting Method

You must choose whether you want Peachtree to post your transactions as they are entered (real time) or if you want to wait and post transactions in a group (batch posting). Remember that 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 posted as you save them.

You can edit your transactions in either of the methods, and you can change the method at any time.

You select the posting method on the New Company Setup - Posting Method window.
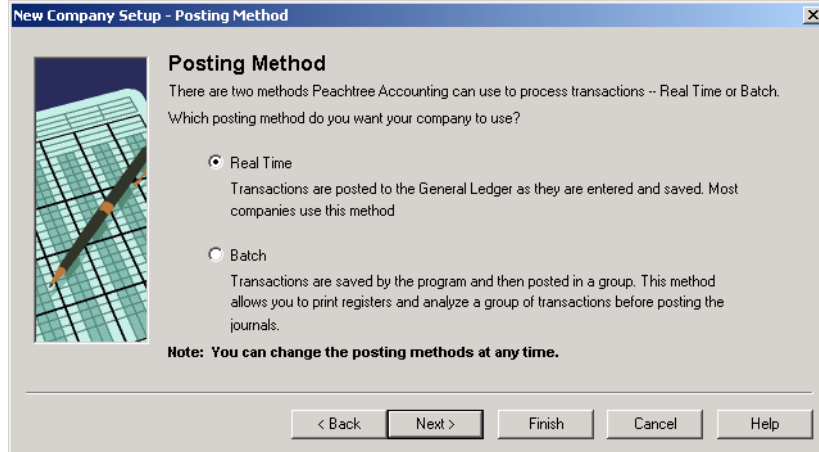
1   Select either the **Real Time** or **Batch** option.

2   Select **Next** to continue setting up your new company.

Peachtree displays the New Company Setup - Accounting Periods window.

Accounting Periods

Many companies set up their fiscal year, which is their defined yearly time period for doing business, so that it contains 12 accounting periods that correspond to the calendar months. It is not unusual, however, to start the fiscal year with some month other than January and to end it with some month other than December. Also, some companies set up fiscal years so that they contain more or fewer than 12 periods.

On the Accounting Periods windows, you set up the number (or type) of accounting periods, when you want your first fiscal year to start, when you will begin entering data, and when you will begin entering payroll. If you are not sure how you should set up your fiscal year, you should consult your accountant.

Starting Date

It is important to choose the right starting date. If you are transferring information from a paper system or from another program, you need a date and corresponding ending balances for everything when you transfer your balances to Peachtree. This means you need a balance for all your accounts, a total for customer balances, and a total for vendor balances.

One special feature of Peachtree is that you can have two years open at once (up to 26 periods). That means you can keep last year's records accessible. This feature also gives you a lot of flexibility as to when you convert. For example, you can set the first accounting period to the first period of your fiscal year.

Fiscal and Payroll Tax Years

You must establish both a fiscal and a payroll tax year. Peachtree uses the fiscal year to control the Accounts Payable, Accounts Receivable, and General Ledger systems. A payroll tax year is defined to control the Payroll system and for printing 1099s. The payroll tax year always starts on January 1.

Accounting Periods Windows

You select the type of accounting periods on the first New Company Setup - Accounting Periods window.
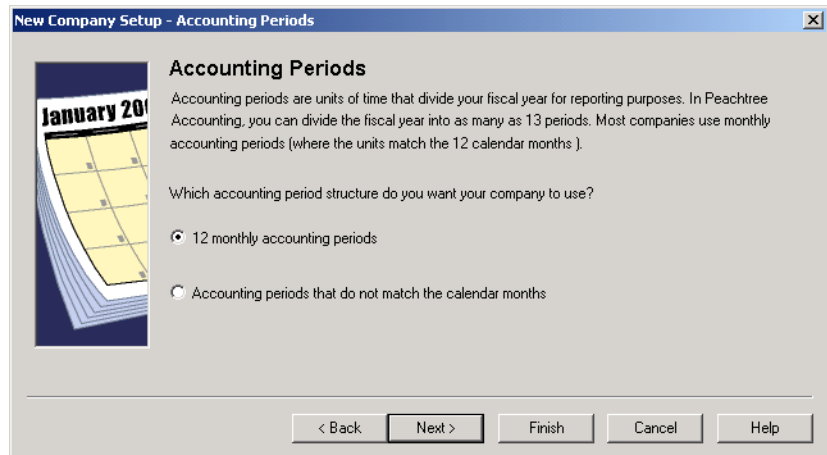
1   Select either the option button for **12 monthly accounting periods** or **Accounting Periods that do not match the calendar months**.

2   Select **Next** to continue setting up your accounting periods.

•   If you selected 12 monthly accounting periods, Peachtree displays the following window. Here, you specify information for your standard accounting periods.

This is the period
your system will
default to when your
company is set up.

Two fiscal years are created, 24 periods total. The fiscal years are based on the start date you specify, as well as the first month you specify for entering data. Both fiscal years are set up with 12 periods each. The month you enter as the month your first fiscal year starts will be the first period for your company in Peachtree. Each period after that increases by month and year.

- If you selected **Accounting periods that do not match the calendar months**, Peachtree displays this window. Here, you set up your custom accounting periods.

Two fiscal years are created. Each fiscal year contains the number of periods you specify. The fiscal years and the first period are based on the start date you specify. Each period after the first one increases by month and year. When you change a date, all dates in the year have to be accounted for, and start and end dates are adjusted automatically as needed.

3 Select the information on the displayed window as appropriate.

4 Select **Next** to continue setting up your new company.

If you chose to copy a sample company, Peachtree displays the New Company Setup - Defaults window. Otherwise, it displays the Finish window.

Once you finish New Company Setup, you cannot change your accounting periods. Make sure you have these set correctly before you select the **Finish** button.

Warning

Defaults

The information on this window shows you the defaults that were created for you automatically if you chose to set up a company based on a sample company. It will look similar to the following window:

1 Review the accuracy and appropriateness of the default information.

If it is not satisfactory, you can change it before you begin entering transactions. From the Peachtree menu, select **Maintain**, **Default Information**, and then select the appropriate type of default information.

2 Select **Next** to continue setting up your new company.

Finish

There are several versions of the Finish window. The one displayed depends on an earlier option you selected in New Company Setup.

Peachtree displays this window if you selected one of the following options on the New Company Setup - Chart of Accounts window:

- Set up a new Retail, Service, Construction, Manufacturing, or Distribution company, using a simplified chart of accounts
- Set up a new company using an extensive chart of accounts from one of many sample companies
- Copy settings from an existing Peachtree company
- Build your own company

➤ Select **Finish**.

Peachtree creates your new company and takes you to the Peachtree Today Welcome window. Here, you can select the **Setup Guide** option, which will walk you through the remaining tasks in the new company setup process. See <u>"The Peachtree Setup Guide" on page 20</u>.

- Peachtree displays this window if you selected **Convert a company from another accounting program** on the New Company Setup - Chart of Accounts window:
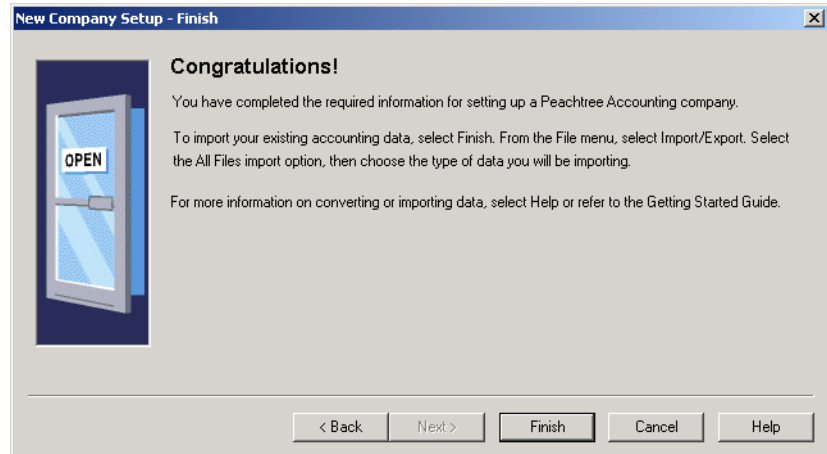
- Peachtree displays this window if you selected **Consolidate existing Peachtree Accounting companies** (*Peachtree Premium* only) on the New Company Setup - Chart of Accounts window:

➤ Select **Finish**.

Peachtree creates your new company.

> At any time before you select **Finish,** you can select the **Back** button to take you back to an earlier window and make a change.
>
> Note

The Peachtree Setup Guide

The Setup Guide, which is available from the Peachtree Today window, helps track your progress in completing the setup of your Peachtree company. While the New Company Setup wizard performs many initial setup tasks automatically, you still need to enter data manually before company setup is complete. This data includes default information that gives Peachtree guidelines for handling all customers, vendors, and employees of your company; record information (such as names and IDs) for your customers, vendors, and employees; and beginning balances. We recommend that you set up the chart of accounts and beginning balances for the general ledger accounts first, but after that the order is up to you.

Use the Setup Guide

To open the Setup Guide, do the following:

1 If Peachtree Today is not already open, open it in one of these ways:

- From the **Services** menu, select **Peachtree Today**.

- From the main application toolbar, select the **Peachtree Today** button.

2 Select the **Setup Guide** option at the center of the Welcome page.
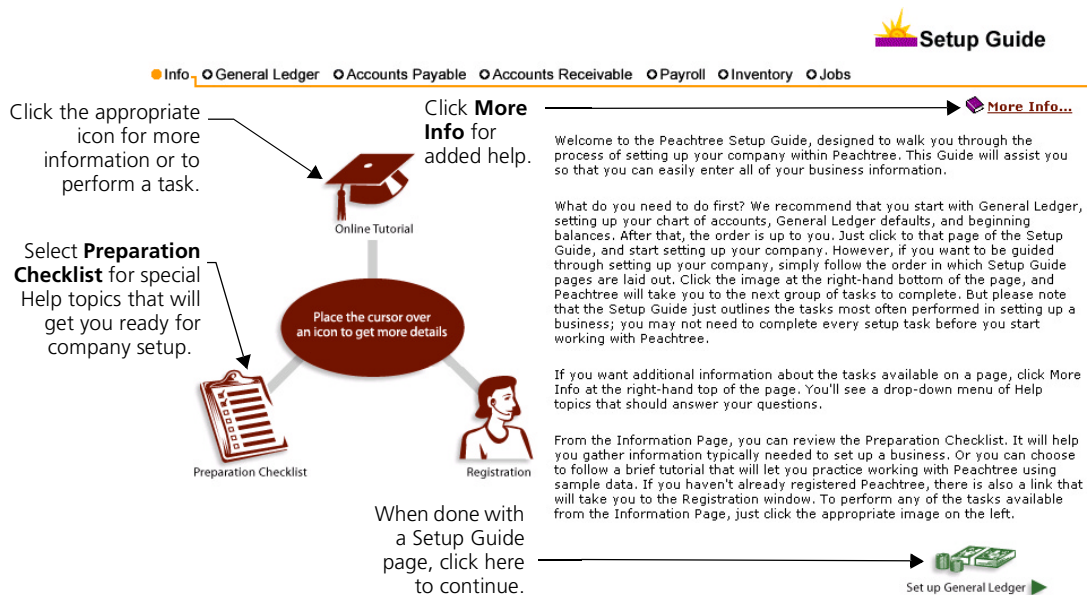
The previous illustration shows the Info page of the Setup Guide. It links to useful preliminary tasks and information, such as for registering Peachtree or working with the Peachtree online tutorial. The Info page also links to the *Preparation Checklist*, which provides a special group of online Help topics designed to get you ready for the company setup process.

Complete Setup Guide Tasks

When you complete a task on an individual Setup Guide page, such as General Ledger, Peachtree will ask if you want to mark that task as complete. If you say yes, Peachtree will then check the check box beneath the task icon. Seen below, for example, is the **Set Up Your Chart of Accounts** task link from the General Ledger page of the Setup Guide. Note that Peachtree has marked the task as completed; these check marks will help you keep track of the tasks you have finished working on. (However, you can always return to a task even if it has been marked completed.)

Navigate the Setup Guide

When you finish the tasks displayed on an individual page, or when you simply want to move on to the next page, click the icon (the one with the arrow) appearing at the bottom right side of the page. It will take you to the next page in the sequence.

You can also go to a new page by clicking the appropriate tab at the top of the current page.

 Want to learn more about any of the pages in the Setup Guide? Click the **More Info** button that appears at the top right side of the page; it will take you to appropriate Help topics about the setup tasks on the page.

Setup Guide Options—Where to Turn

The following table gives an idea of the type of information you set up for each area of the Peachtree Setup Guide and where to find information about it in the *User's Guide*.

User's Guide

Program Area	Type of Information	Where to Turn...
GENERAL LEDGER	**Chart of Accounts** (can be done in New Company Setup)	See "Enter or Modify Your Chart of Accounts" on page 67.
	General Ledger Defaults (can be done in New Company Setup)	See "Entering General Ledger Defaults" on page 72.
	Account Beginning Balances	See "Enter Chart of Accounts Beginning Balances or Prior Period Adjustments" on page 68.
ACCOUNTS PAYABLE	**Vendor Defaults** (can be done in New Company Setup)	See "Enter Vendor Defaults" on page 162.
	Vendor Records	See "Add a Vendor Record" on page 165.
	Vendor Beginning Balances	See "Add a Vendor Record" on page 165.
ACCOUNTS RECEIVABLE	**Customer Defaults** (can be done in New Company Setup)	See "Enter Customer Defaults" on page 92.
	Statement and Invoice Defaults (can be done in New Company Setup)	See "Enter Statement/Invoices Defaults" on page 95.
	Customer Records	See "Add a Customer or Prospect Record" on page 101.
	Customer Beginning Balances	See "Enter Customer Beginning Balances" on page 107.
PAYROLL	**Employee Defaults** (can be done in New Company Setup)	See "Set Up Employee Defaults" on page 224.
	Employee Records	See "Add an Employee or Sales Representative Record" on page 232.
	Employee Year-to-Date Earnings and Withholdings	See "Enter Employee Beginning Balances" on page 239.

Program Area	Type of Information	Where to Turn...
INVENTORY	**Inventory Defaults** (can be done in New Company Setup)	See "Enter Inventory Item Default Information" on page 282.
	Inventory Items and Assembly Records	See "Set Up and Maintain Inventory Items" on page 285 and "Build and Maintain Assembly Items" on page 293.
	Inventory Beginning Balances	See "Beginning Balances" on page 290.
JOBS	**Job Defaults** (can be done in New Company Setup)	See "Setting Up Jobs" on page 310.
	Job Records	See "Set Up and Maintain Jobs" on page 312.
	Job Beginning Balances	See "Enter Job Beginning Balances" on page 315.

Set Up Global Options

You can set certain options that are in effect for all of the companies you set up. You can access the **Global Options** window from the **Options** menu.

Remember, when you set global options for one company, you set them for all companies. Likewise, when you change Options for one company, you are changing them for all companies.

Global Options include the following:

- Whether to have the program automatically insert decimal points or to enter the decimal point for each number you type

- Whether to have Peachtree warn you if a record was changed but not saved when you exit a task window

- Whether to have Peachtree automatically recalculate your cash balance as you enter receipts and payments

- Whether to display one or two lines for line-item entry

- Whether to have the program automatically fill in text for stored IDs or records when you begin typing in a field

- Whether to have lists open automatically when you place your cursor in a field where a list is available

- Whether to have the program check spelling as you type, when you save or close records, or when you manually request a spell check

The specific steps involved to establish the options discussed in this chapter are explained in detail for each topic. The important thing now is that you realize all of the options you have and what results your choices will have.

What Next?

You might review the online tutorial before proceeding.

The following chart advises you where to look in this manual for information on setting up the various functions of Peachtree.

User's Guide

To learn about	Go to
Setting up your general ledger	the "General Ledger" chapter.
Setting up your receivables	the "Accounts Receivable" chapter.
Setting up your payables	the "Accounts Payable" chapter.
Setting up your payroll	the "Payroll" chapter.
Setting up your inventory items	the "Inventory" chapter.
Setting up your jobs	the "Job Costing" chapter.
Making a backup (a good idea)	the "Company Administration" chapter.

Basics

2

Starting Peachtree and Working with Companies

Moving Around in Peachtree

Parts of a Window

System-Wide Basics

• Basics •

There are differences in program options and operation depending on whether you are working in *Peachtree Accounting*, *Peachtree Complete*, or *Peachtree Premium*. We'll note product differences throughout the chapter.

Peachtree follows Microsoft Windows standards for moving around within the program. If you've used other Windows programs, you won't have any trouble opening menus and windows, entering and saving data, or selecting buttons and commands to perform various tasks.

Using the Mouse or Keyboard

In Windows it is up to you whether you want to use the mouse or the keyboard to select things. In this manual we simply say *select* and allow you to use either the mouse or the keyboard. Note, however, that in New Company Setup you must use a mouse.

Windows Help and the Windows tutorial can make you more comfortable with these conventions.

Here are a few guidelines for using the mouse:

- **To single-click,** position the mouse cursor over what you want to select, and click the left mouse button once.

- **To double-click,** position the mouse cursor over what you want to select, and quickly click the left mouse button twice.

- **To right-click,** position the mouse cursor over what you want to select, and click the right mouse button once.

Here are a few guidelines for using the keyboard:

- If there is an underlined letter in the menu or option you want to select, hold down the [Alt] key and press the underlined letter to select the item.

User's Guide

To learn about	Go to
Starting Peachtree	"Starting the Program" on page 27
Working with Peachtree companies	"Working with Companies" on page 28
Navigating Peachtree	"Moving Around in Peachtree" on page 31
Using options in Peachtree windows	"Parts of a Window" on page 35
Using basic Peachtree features	"System-Wide Basics" on page 40

Starting the Program

There are several ways to open Peachtree.

From the Taskbar

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

From My Computer

1 Locate and double-click the **My Computer** icon on the Windows desktop. The My Computer window appears. Then select the hard drive where you installed Peachtree. (Drive C is the default.)

2 By default, Peachtree is installed in C:\Program Files\Peachtree. Locate and double-click the **Peachtree** folder.

3 Next, locate and double-click the PEACHW.EXE file.

From the Desktop

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

Peachtree Registration

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 service information, technical support options, and a variety of other benefits.

For more information about Peachtree registration, refer to the "Introducing and Installing Peachtree" chapter of the *Getting Started Guide.*

Peachtree Help

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

Help topics display in a window known as the HTML (Hypertext Markup Language) Help Viewer. Peachtree Help uses an HTML Help viewer based on the Microsoft HTML Help standard. HTML Help is composed of Help topics that are created in the HTML environment and compiled (compressed) into a single file (for example, Peachw.chm). The HTML Help viewer is essentially a browser. Use it to navigate as you would in Microsoft Internet Explorer.

Learn How to Use Peachtree Help

➤ From the Peachtree **Help** menu, select **How to Use**.

A Help window opens that explains how to move around in Peachtree Accounting Help.

For more information about how to use Peachtree Help, see <u>"Using Peachtree Help" on page xxi</u>.

Working with Companies

In Peachtree, everything happens within a company. You can set up as many companies as you need. You can even delete a company.

The Startup Screen

When you first start Peachtree, there is a Startup screen to help you figure out where to go next.
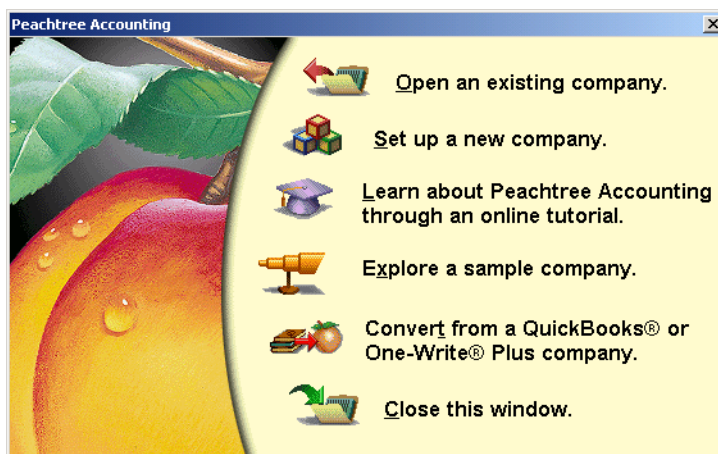
You have the following options:

- **Open an existing company:** Opens the files of an existing Peachtree company.
- **Set up a new company:** Walks you through the setup of a new company.
- **Learn about Peachtree through an online tutorial:** Introduces you to Peachtree through the online tutorial and returns you to these options.

- **Explore a sample company:** Allows you to use a sample company so you can experiment on your own or follow the online tutorial. If you are using Peachtree Complete, you will have a choice of *two* sample companies. If you are using Peachtree Premium, you will have a choice of *three* sample companies.

- **Convert from a QuickBooks or One-Write Plus company:** Allows you to convert your QuickBooks, QuickBooks Pro, or One-Write Plus company data to the Peachtree format.

The Startup Screen vs. the Menus

From the Startup screen, you can open a company, set up a new company, view the online tutorial, explore the sample company, or convert a company from Quickbooks or One-Write Plus to Peachtree.

From the **Options** menu, you can choose whether or not you want to view the Startup screen. If you choose not to display the Startup screen, Peachtree automatically opens the last company that you were working in.

Whether you select **Open Company** from the **File** menu or from the Startup screen, you see the same window. This window allows you to select a previously created company.

Open a Company

The "Open an existing company" command (or **Open Company** from the **File** menu) gives you access to previously created companies. (Use the "Set up a new company" command to create new companies.) When you want to open a company from the Startup screen, the following window appears:

You can see the folder where the company data resides, as well as the last time changes were made to a company.

Click and drag to widen the column if you need to see the entire path.
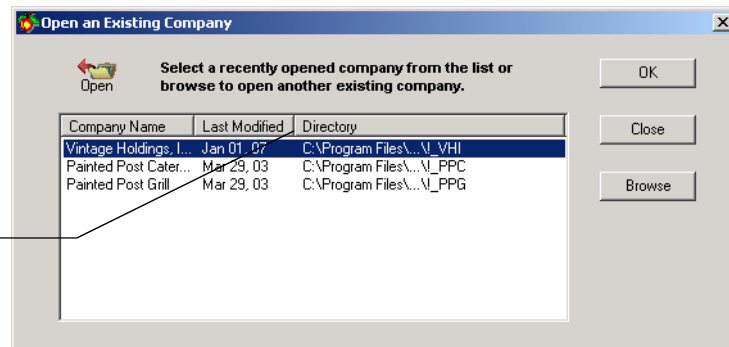
To open a company from the Startup Screen:

➤ Select **Open an existing company** (the first option). When the Open an Existing Company window appears, select the name of the desired company from the **Company Name** list box, and then select **OK**.

Note

If you already have a company open when you choose to open another company, a message alerts you that this will close the current company. Select **OK** to close the company.

To open a company from the File Menu:

➤ From the **File** menu, select **Open Company**. When the Open Company window appears, select the name of the company you want to open, and then select the **OK** button.

The menus now appear for the company chosen. Any accounting transactions you enter are logged into the books for the company you opened. Notice that **File** is still the first menu available.

Open a Previous Company

If you have multiple companies set up in Peachtree, you can quickly see a list of recently opened companies by selecting **Open Previous Company** from the **File** menu.
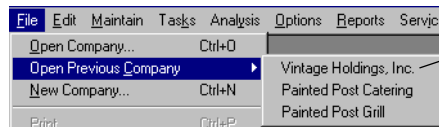
The most recently opened company is the first company in the list.

Delete a Company

For step-by-step instructions, look up **"company, Delete a Peachtree Company"** in the Peachtree Help index.

In some cases you may want to remove a company created in Peachtree, possibly to start over. In order to delete a company, you must exit Peachtree and delete the company data folder using Windows Explorer. *Important:* You should make a backup of the company's data (discussed below) if there is any possibility you may need the information later. It is also recommended that you back up data on your hard drive before beginning this procedure.

Back Up Your Company

For step-by-step instructions, look up **"back up, Back Up Company Data"** in the Peachtree Help index.

Backing up your company frequently is an important part of maintaining your Peachtree system. Peachtree provides a simple backup utility.

Backing up your company files can save you hours of time. Having frequent backups ensures you against the necessity of reentering your data. How often you back up and which method you choose depends on how you use Peachtree. Please see the "Company Administration" chapter for more details about backing up company data.

Moving Around in Peachtree

This part of the chapter discusses the standard procedures for moving around in Peachtree. There is usually more than one way to accomplish tasks. Some people like to use a mouse, and some prefer entering keyboard commands. Some people prefer the traditional menu with words, while some like to select from a *button*, a graphical representation of tasks. Peachtree lets you make the choice.

Throughout the manual, the instructions for performing tasks simply describe which options to select. It is up to you to decide whether to use your mouse or keyboard to select the options being described in the instructions.

The Peachtree Menu Options

Once you open Peachtree and a company, you have access to all the Peachtree menu options. (If you don't have a company open, you will have limited menu access.) The following menus are available in Peachtree:

File   Allows you to open an existing company, create a new company, print, print preview, set up the printed page, back up and restore company data, import or export files, edit payroll tax tables, and exit Peachtree.

Edit   Allows you to cut, copy, and paste objects from one place to another via the Windows Clipboard. You can check spelling, change record IDs, edit or delete records, select or save memorized transactions, and display Accounting Behind the Screens for a selected transaction. In addition, you can add or remove lines when you are working with transactions. The options on this menu vary, depending on which area of Peachtree you are using.

In addition, you can send e-mail to customers, prospects, and vendors as well as visit their Web sites by using the options on this menu. (You need an Internet connection to use e-mail and Web services.)

Maintain   Allows you to enter, view, or edit required information for your company's customers, vendors, employees, sales reps, chart of accounts, inventory items, item prices (if you are using Peachtree Complete or Peachtree Premium), and job cost items. You can also edit company information, set up memorized transactions, enter sales tax codes, users/passwords, and default parameters for how you want your accounting handled.

Tasks   Allows you to enter quotes, sales orders, sales invoices, receipts, purchase orders, purchase invoices, payments, write checks, time and expense tickets, payroll transactions, and General Journal entries. You can also calculate finance charges, select bills to pay, select employees to pay, make inventory adjustments, reconcile bank statements, void checks, enter action items, post and unpost information to the general ledger (balance forward), change the accounting period, close the fiscal and payroll years, and purge inactive items and old transactions.

Analysis   Allows you to view customized graphical overviews of the entire company to analyze cash flow, collections of amount due from customers, payments due to vendors, and financial status.

Options   Allows you to set global preferences for a company and to change the system date. You can turn on (or off) the status bar, Navigation Aid, and Startup Screen. You can also set up an Internet connection within Peachtree.

Reports   Allows you to queue a list of reports for printing or viewing. You can also create and edit the format for reports, forms, and financial statements.

Services   Allows you to access and synchronize with various Peachtree Web resources online and manage or process downloaded Web transactions. You can also view Peachtree Today, set up online credit card authorization, or check for Peachtree product updates.

Window   Lets you decide how you want your desktop to look.

Help   Allows you to open windows of context-sensitive Help, run a tutorial for Peachtree, display data file statistics for the currently open company, and see which version of Peachtree is currently installed. You can see information on ordering checks or invoice forms for printing. You can access and print a technical support request form for relaying any problems, questions, comments, or suggestions you may have concerning Peachtree, as well as access Peachtree information on the Web. Registration information is also accessed through the **Help** menu.

If an option on any of the menus is dimmed (disabled), it means that the option is not available based on your current situation or you do not have access to it currently.

For a complete listing of menu options, look up **"menus, Peachtree Menus"** in the Peachtree Help index.

Access a Menu Option Using the Keyboard

To access one of the Peachtree menu options, press [Alt] and the underlined character.

This is also how you choose options inside windows or move to a field. Once a menu is displayed, press the underlined character to select an option or use [↑] or [↓] to move up and down to select a menu option.

The Navigation Aids

Navigation aids provide an easy way for you to get around in Peachtree. You can use navigation aids to access certain windows. Navigation Aids appear in a bar along the bottom of the Peachtree window and can be turned on or off from the **Options** menu.

Navigation Aids provide a flexible alternative for moving around in Peachtree. This is how the Aids appear in *Peachtree Complete* and *Peachtree Premium*. If you are using *Peachtree Accounting*, your screen will look a bit different

Navigation Aids are available through a series of buttons in the *navigation aids bar*.
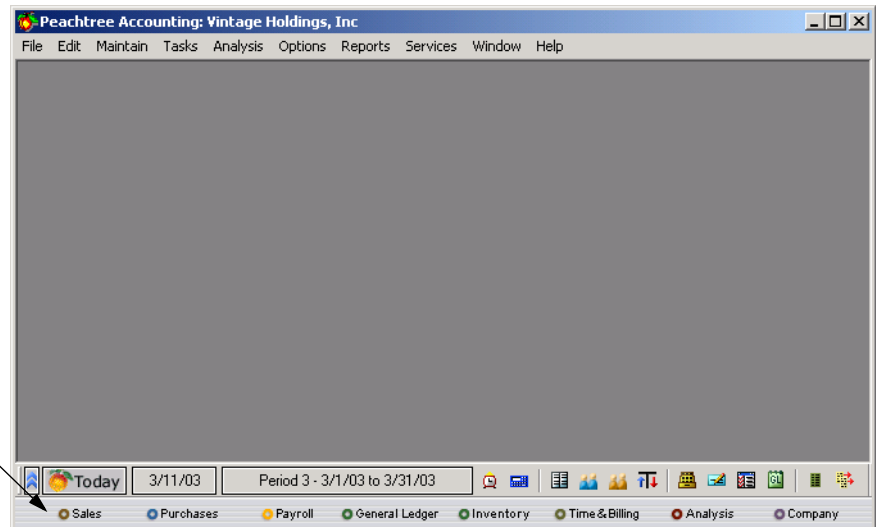
Time & Billing is a feature of *Peachtree Complete* and *Peachtree Premium* only.

There are eight navigation aids: Sales, Purchases, Payroll, General Ledger, Inventory, Time & Billing, Analysis, and Company. Each button in the navigation aids bar corresponds to a navigation aid for a specific accounting area.

➤   To open a navigation aid, click a folder. If you click the **Sales** button, the Sales
navigation aid appears.

Each navigation aid
contains pictures to
help you remember
activities that you
perform in
Peachtree. Click the
button to go to the
selected area.

Notice that the folder is divided into three sections. The section on the left
relates to **maintenance functions**; the column in the center relates to **tasks**; the
the column on the right relates to **reports**. These sections correspond to the
menu structure in Peachtree.

Maintenance functions apply to records or lists that you would keep on file. In
Sales, you would maintain your list of customers and sales reps.

Tasks apply to everyday activities that you perform. In the Sales navigation aid,
this would include the creation and printing of sales invoices.

Reports provide useful information about the selected accounting area.

➤   Click a button to go to a program area or to display a report.

Want to learn more about a Peachtree navigation aid? With the navigation
aid displayed onscreen, press [F1].

Parts of a Window

When you select a menu option, typically you will see a window that you can enter information into. Entering information in a window allows you to communicate with the program.

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

This is the toolbar.

These are the **Back** and **Next** buttons

This is a folder tab

This is a field with a drop-down list.

This is a field with a lookup box.
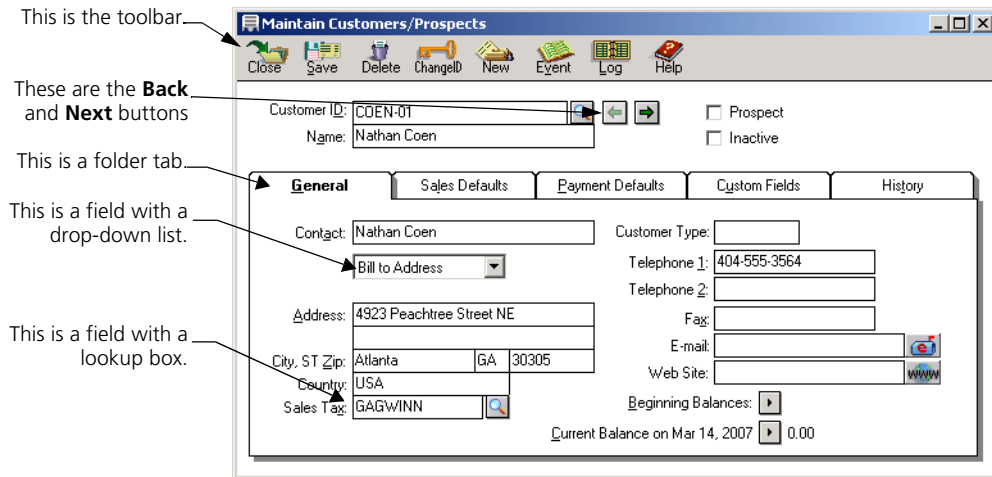
The Toolbar Buttons

The toolbar offers graphical representations of commands or additional windows that pertain to the window. Some are common to most windows, while some are quite specific. Here's a brief description of the buttons in the example window. For descriptions of all available buttons, look up **"toolbars, Peachtree Toolbar buttons"** in the Peachtree Help index.

Close

This closes the window without saving any work that has been entered since the last save.

Save

This saves record information such as addresses, telephone numbers, contacts for vendors, customers, employees, and so on.

Delete

If you select this while you're using a selection from the **Maintain** menu, the record (customer, vendor, etc.) you're working with will be deleted. If you select this while you're working with a selection from the **Tasks** menu, the transaction (invoice, receipt, etc.) you're working with will be deleted.

New

When you're working in the Maintain windows, this clears the current record and allows you to enter a new one.

Event

This allows you to schedule an event for a customer/prospect, vendor, or employee/sales representative. You can also use it to see detail on system-generated events.

Log

This displays events recorded for an individual company or record over a range of time you specify.

Help

This appears on most windows. Selecting this gives you information specific to the current window. The fields of this window are often listed at the bottom of the Help topic.

Toolbar Button Functionality in Task Windows

When you're working in a Peachtree window accessed from the **Tasks** menu—such as Sales or Payments—you'll notice that the toolbar buttons look and work differently than in other Peachtree windows. The following illustration shows the toolbar as it appears in the Sales\Invoicing window.

Note that the **Open**, **Save**, and **Print** buttons have beside them a separate down arrow button (with a line appearing above the arrow)...

...while the **Delete**, **Row**, **Template**, and **Help** buttons incorporate a down arrow in them.
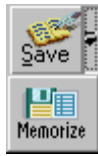
When a toolbar button has a separate down arrow button beside it, clicking the arrow reveals an additional option or options. For example, while clicking the **Save** button activates the button's normal function—saving a displayed invoice—clicking the down arrow button beside **Save** drops down an additional option, **Memorize**. It lets you create a new, memorized invoice from an invoice displayed on the screen.

However, when a toolbar button such as **Delete** incorporates a down arrow in it, the button itself works like a drop-down list arrow. Clicking the **Delete** button reveals two separate buttons, **Delete** and **Void**.

- Select the **Delete** button to delete a displayed invoice.

- Select the **Void** button to void a displayed invoice.

The Help Button

The **Help** button is a special case. It, too, incorporates a down arrow, which indicates that it works like a drop-down list. But when you click it, instead of buttons you see a list of Help options.

About this Window: Select this option to see information specific to the current window.

How Do I...: Select this option to see a list of Help topics specific to the current window. For example, in the Sales\Invoicing window, you would see a list of basic topics outlining how to work with customers, sales, and receipts.

What's This: Select this option to see context-sensitive Help for a specific field in the current window. Your cursor will turn into an arrow plus question mark. Move the cursor over any field in the window and left-click. You will see a pop-up Help topic explaining the use of the chosen field.

The Drop-Down List

Many windows have fields with lists of information from which you make a selection.When you select the arrow next to a field, a list similar to the following example appears. Press [Enter] to select the highlighted item, or click an item to select it.
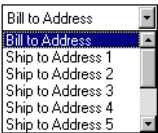
Text and Lookup Fields

The most common field in which you enter information is the text box. Sometimes, the program will advise you if you use an incorrect format when you type the information, but sometimes text boxes are *free-form*; you can enter anything you like in them. However, if you type an invalid entry, Peachtree will give you an error message and require you to select an existing (valid) choice.

Using Lookup Lists

Lookup lists are indicated by a button with a magnifying glass. When you're in a lookup field, the pointer also changes to an I-bar with a plus (**+**) and question mark (**?**) beside it.
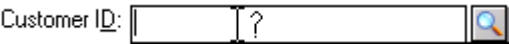
In a lookup field, you can either select from a list of records—such as vendors, customers, accounts, and so on—or you can enter a new record. You can select one of the methods depicted in this illustration to either display the list or enter a new record.

To display a list	To enter a new record
Select the Lookup button.	Type a +.
Type a ? when a field is selected	Double-click the text box, *or* highlight and select **OK**.
Click the right mouse button on a field.	Select the **New** button.

When you open a list with the lookup button, it typically looks like this one:

Switches the sort order of the list— either by ID or by name.

Lets you create a new record.

Lets you edit or review the highlighted record.
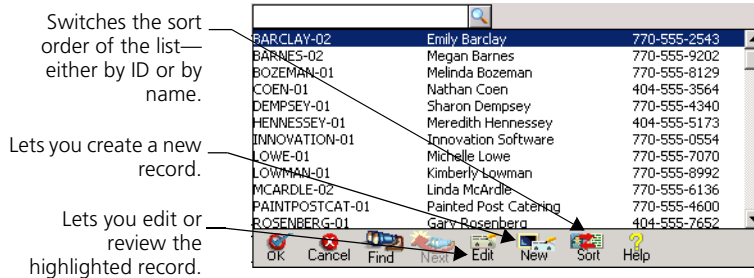
When you close the window—by selecting **OK** or **Cancel**, or by clicking the lookup button again—you return to the screen from which you first selected the arrow button.

Back and Next Buttons

Use these buttons to navigate through a list of existing records. On maintenance windows, the buttons are usually located to the right of the appropriate record field—for example, the **Customer ID** field in the Maintain Customers/ Prospects window.
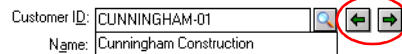
On task windows, such as Sales/Invoicing, buttons appear in the upper right corner, under the window toolbar.
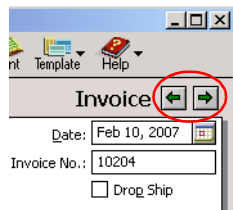
Select the **Back** (left arrow) button to see the previous record in the list; select the **Next** (right arrow) button to see the next record. When the first available record is displayed in the window, the **Back** button is disabled; when the last available record is displayed, **Next** is disabled.

In general, when you use the **Back** and **Next** buttons in Maintenance windows, records appear by ID in alphabetical order. In Task windows, however, records generally appear in date order. The order of records mostly follows that in the Select Transaction lookup list; see .

The **Edit** menu has options corresponding to the **Back** and **Next** buttons. When you are working in a maintenance window, the options are called **Previous Record** and **Next Record**; for task windows the options are called **Previous Transaction** and **Next Transaction**.

Enter or Tab—Your Choice

In most Windows programs, you use the Tab key to move from field to field. However, most people find the Enter key more natural. Once again, Peachtree gives you a choice; both Enter and Tab move the cursor to the next field.

As you press Enter or Tab to move through some task windows, small arrow buttons that appear next to some fields will become outlined. These arrow buttons open windows that allow you to enter or edit information. Pressing Spacebar opens the window. For example, the Sales/Invoicing window has a small arrow button next to the **Ship To** field that opens a window so you can edit the customer's shipping information.

System-Wide Basics

The Custom Toolbar (Main Application Toolbar)

For step-by-step instructions on customizing the toolbar, look up **"main application toolbar, Customize the Main Application Toolbar"** in the Peachtree Help index.

The main application toolbar or custom toolbar appears at the bottom of your screen when you're in Peachtree. In its default format (that is, as it appears when you first install Peachtree), it includes a number of basic components that will be useful to you in working with your company. These include sections that display the current date and current accounting period. There is also a quick link to open Peachtree Today. Besides these, there are links to record-entry windows and reports that you'll use regularly, such as Maintain Customers/Prospects, Maintain Vendors, General Journal Entry, and the General Ledger report.
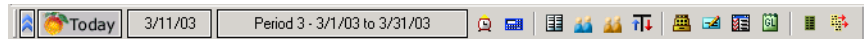
If you want to add more functionality to the toolbar, you can do so easily through the Toolbar Components window, which lets you add and edit new components to the bar.
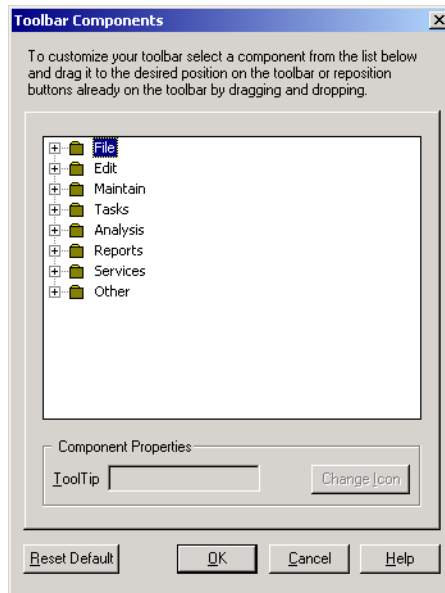
For more information on working in the Toolbar Components window, look up **"main application toolbar, Toolbar Components"** in the Peachtree Help index. For more information on the custom toolbar in its default state, look up **"main application toolbar, Default Toolbar Components."**

You can turn off the custom toolbar by deselecting it on the **Options** menu.

Spell Check

The Spell Check feature provides a way for you to check spelling in Peachtree. It can also check for incorrect capitalization, words that are typed together without a space between them, and repeated words.

The Spell Check feature is available in the following areas:

- Maintain Inventory Items (Description for Sales, Description for Purchases)

- Notes (Customer, Statement, Internal, and Vendor)

- Description fields in the following windows: Quotes, Sales Orders, Sales/Invoicing, Receipts, Credit Memos, Purchase Orders, Purchases/ Receive Inventory, Payments, Vendor Credit Memos, and General Journal Entries

- Time and Expense Tickets (Ticket Description for Invoicing, Internal Memo)

- Action Items (To Do Notes)

- Set Company Alerts (E-mail Note, Subject)

- Forms (Text Object Properties, Text)

Before using the Spell Check feature, you may want to review and/or change the default Spell Check options. Spell Check options are set up on the Spelling tab of the Maintain Global Options window. For more information on setting up the basic Spell Check options, see .

For step-by-step instructions, look up **"Spell Check, Check Spelling (Procedure)"** in the Peachtree Help index.

To check spelling, you can select the **Check Spelling** option from the Edit menu, or press F7 in fields where Spell Check is available. You can also set up the Spell Check options to check spelling as you type, or to check spelling when you save or close a record. Once Spell Check is activated, the Check Spelling window will appear if a misspelled word is detected.
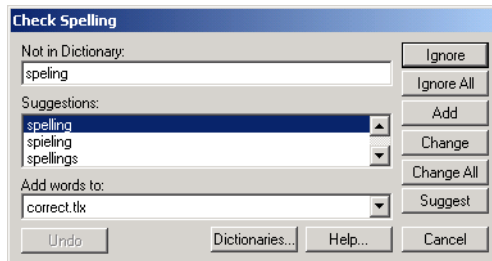
From the Check Spelling window, you can change the word to one of the suggested options, ignore the word, or add the word to your dictionary. When you add words to your dictionary, Spell Check skips over the specified words in the future. For example, if Spell Check treats your name as a misspelled word, you can add your name to the dictionary so that Spell Check will ignore it.

Note

The ability to check spelling by pressing F7 is not available in Set Company Alerts, Forms Designer Text Object Properties, and the various Notes windows. However, spelling will still be checked in these areas if your spell check options are set to check spelling as you type, or on save and close.

For more information about the options on the Check Spelling window, look up **"Spell Check, Check Spelling (Window)"** in the Peachtree Help index. To learn about customized dictionaries, look up **"dictionaries (Spell Check)"** in the Peachtree Help index.

Event Log

The **Event** button allows you to schedule an event. This keeps you abreast of customer contacts, appointments, and action items (items requiring you to do something, such as make a phone call).

For a complete discussion of the Event Log and Action Items, see "Use Action Items/Event Log Options" on page 351.

View and Edit Transactions

To open and edit previously entered transactions, select the **Open** button within any task window. When you select the **Open** button from a task window, a window similar to the following appears:

Use the **Find** button to search for a specific transaction.

Select Invoice

	Period/Date	Reference	Status	Amount	Customer Name
	03-03/03/03	10301	Paid In Full	190.69	Ertley Bulldog Sports
	03-03/03/03	10302	Unpaid	588.72	Freeman Enterprises
	03-03/03/03	10303	Paid In Full	99.56	Coleman Realty
	03-03/04/03	10304	Unpaid	168.96	Holt Properties, Inc.
	03-03/10/03	10305	Unpaid	679.16	Gariepy Furniture
	03-03/11/03	10306	Unpaid	184.29	Coleman Realty
	03-03/13/03	10307	Unpaid	180.18	Cunningham Construction
	03-03/15/03	10308	Paid In Full	317.96	Retail (Cash) Sales
	03-03/15/03	10309	Paid In Full	508.78	Retail (Cash) Sales
	03-03/15/03	10310	Unpaid	845.23	Hensley Park Apartments
	03-03/15/03	10311	Unpaid	2,005.86	Tidmore Real Estate
	03-03/15/03	13012	Unpaid	939.72	Williamson Industries

Sort by: Date   Show: Prd 3: 3/1/03 - 3/31/03

OK   Cancel   Find   Next   Help

To open and display a specific transaction in the displayed list, double-click it, or select it with your mouse pointer and click **OK**. Then you can view the transaction detail and edit it, if necessary.

If a transaction was entered in a different period, select the **Show** drop-down list to select which period to view. Then select the transaction as usual. If you use batch posting, you will have an additional drop-down list called the **Status**, which lets you view posted or unposted transactions.

Sort by: Date   Status: Unposted   Show: Prd 3: 3/1/07 - 3/31/07

Want to learn more about the "Select" window? Click the **Help** button in the toolbar at the left side of the window.

Smart Data Entry

Peachtree helps you enter data by filling in fields once you begin typing and opening lists automatically when you select a field where a list is available. This is known as *Smart Data Entry*. As you type, Smart Data Entry fills in remaining text as you enter information that is already stored. For example, as you begin entering a customer ID, Peachtree fills in the remainder.

You can choose whether you want Smart Data Entry to automatically fill in text for you. You can also choose whether you want lists (such as a customer ID list or item ID list) to open automatically. Smart Data Entry preferences are set in the Maintain Global Options window, available from the **Options** menu.

Fast Add or Set Up a New Record

Peachtree's *Fast Add* feature allows you to create a new customer or vendor record while you are entering a transaction in Peachtree. For example, when you enter an invoice, you can type in the name of a customer who is not in the customer database, and Peachtree will "Fast Add" that customer to the database.

Here's how it works: Say you are creating an invoice, and you enter the ID of a brand-new customer. The **Customer ID** field is highlighted and flashes to signal that this customer is not in the database. You continue entering invoice detail, including Bill To and, if different, Ship To address (which you enter by clicking the arrow buttons next to the address fields). Then you click the **Save** button to save the invoice. You'll see a message telling you that the ID you entered is invalid.

The message asks you to choose one of two options for creating a record:

- Click **Fast Add** to automatically create the record.
- Click **Set Up** to manually create the record.

...Once you finish entering transaction information and click the **Save** button, you'll see the "Invalid ID" message.
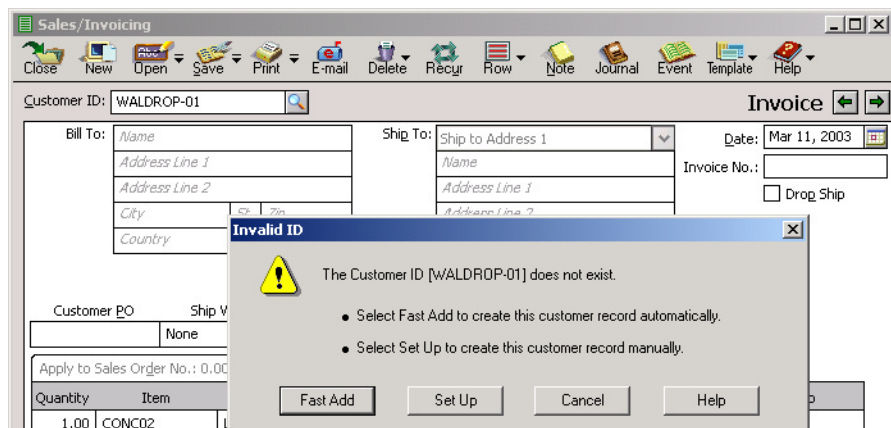
Which option you choose depends on whether you want to enter all information for the new customer immediately or later, after you finish invoicing.

- If you choose **Fast Add**, Peachtree creates the new customer record automatically, behind the scenes, and you can continue entering invoices. Later, you can go to the Maintain Customers/Prospects window, select the new customer record you "Fast Added," and then enter or edit customer information as needed.

- If you choose **Set Up**, the Maintain Customers/Prospects window will appear, and you can then manually enter and save information for the new customer.

Note that the same "Fast Add" capability is available for creating a new vendor record whenever you enter a purchase or purchase order or make a payment either through the Payments or Write Checks window.

Fast Add Versus Set Up

The Fast Add option is available wherever you can enter a *customer* or *vendor* ID. However, when you create a transaction and enter an *employee*, *general ledger account*, *job*, or *inventory item* ID that is not in the database, you will see a window similar to the following.
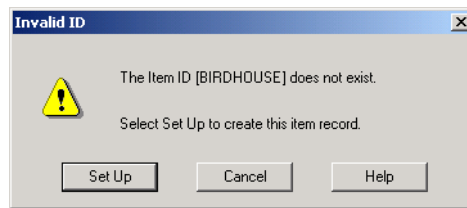
In this case, select the **Set Up** button to manually enter and save information for the new record you want to create. The appropriate "Maintain" window (for example, Maintain Inventory Items) will appear, letting you enter the information.

Want to learn more about the "Invalid ID" message window? Click the **Help** button in this window.

Pop-Up Calendar

The calendar button next to most date fields allows you to change the date for a particular task without changing your accounting system date.

➤ Select the calendar button next to any date field.

These arrows move forward or back one year.

These arrows move forward or back one month.

Select a date with your mouse. The calendar closes and the date changes automatically.

««	2003▼	»»
«	March ▼	»

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

You can also change the date using the keyboard.

Pressing Ctrl + Pg Up or Ctrl + Pg Dn moves backward or forward by year.

The Pg Up and Pg Dn keys move backward and forward by month.

Use the arrow keys to move the day forward or backward. This works without opening the calendar also.

Change the date Click with the mouse or use the keyboard. If you use the mouse, the calendar will close and the date will change automatically. If you use the keyboard, press Enter to close the calendar and change the date field.

You can select a date for a transaction in a future accounting period, but you cannot use a date prior to your current accounting period. For example, if you are in Period 3, (March 1st through 31st), you cannot enter a transaction with a date of February 20.

Change the Accounting System Date

You can also change your *accounting system date*. Changing your accounting system date does not affect your computer's system date. You will probably want your accounting system date to match today's date.

➤ From the **Options** menu, select **Change System Date**. Then use the pop-up calendar button to change the date, and then select **OK**.

Error Messages

If a message appears while you are using Peachtree, there is usually a **Help** button available. Select the **Help** button for more information on the message you have received. To open Peachtree Message Help manually, do the following:

1   Select **Start**, **Programs**, then **Windows Explorer**.

2   Open the folder where Peachtree is installed. (This should be C:\Program Files\Peachtree.)

3   Open the Help folder, and then double-click the file named **Msghelp.chm**.

4   In the table of contents select the message that you want to learn more about.

Recurring Transactions

For step-by-step instructions, look up **"recurring entries, Create a Recurring Entry"** in the Peachtree Help index.

One way to schedule transactions automatically in the future is to set up recurring transactions. You can set up recurring transactions for four transaction types: general journal entries, sales/invoicing, purchases, and payments.

➤   Enter the transaction, and select the **Recur** toolbar button.

Enter number of recurrences   Enter the number of times to create the entry. You can save the entry as both a current and future-period entry. You can enter only the number of periods currently set up (through the next fiscal year).

Enter the time frame   Select when you want the transaction to recur. You can select Weekly, Bi-Weekly, Monthly, Per Period, Quarterly, or Yearly. Then select **OK** to save your transaction.

Change or Delete a Recurring Entry

For step-by-step instructions, look up **"recurring entries"** in the Peachtree Help index, and then select the appropriate subtopic from the list.

➤   Open the window for the transaction (general journal, sales, purchases, or payments).

Edit the transaction   Select the **Open** button at the top of the window, and highlight the recurring entry you wish to edit or delete. Make any necessary changes; then select **Save**.

Choose which entries to change   If you want to change only this entry, select **This Entry only** from the dialog box. If you want to change all the entries, select **This Entry and all remaining**. Then select **OK**.

Memorized Transactions

You can enter and save common transactions for later use. For example, you may want to repeat a transaction previously used several times for a customer. Using memorized transactions can save time in repetitive data-entry tasks.

You can set up and use several types of memorized transactions: quotes, sales invoices, purchase orders, payments, and general journal entries.

Each memorized transaction contains two key components:

- **Transaction ID:** A code used to identify the memorized transaction for later use. Enter up to 20 alphanumeric characters for a new memorized transaction ID. You cannot use *****, **?**, or **+** in the code. The code is case sensitive, so that codes *A1* and *a1* are seen as two different transaction IDs. Numbers sort before letters, and capital letters sort before non-capital letters. It's important to use consistent and logical coding. You might want to code your most popular items so that they will appear first.

- **Description:** Text used to describe the transaction that appears in the Memorized Transaction lookup list. Enter up to 30 alphanumeric characters.

To enter a memorized transaction:

For step-by-step instructions, look up **"memorized transactions, Enter and Use Memorized Transactions"** in the Peachtree Help index.

1 From the **Maintain** menu, select **Memorized Transactions**; then select the type of transactions desired.

2 Enter a transaction ID and transaction information. This includes a brief description. When finished, select **Save**.

Now you will be able to use the memorized transaction in either of two ways:

- From the Memorized Transaction window, you can select the **Select** button to have the transaction appear in the appropriate Task window.

- From the Task window itself, select **Memorized Transaction** from the **Edit** menu.

Note

Not all transaction fields are maintained in memorized transactions. Once the memorized transaction is selected for use in the task window, you must enter unique fields such as the invoice number and date.

Task Window Templates

When you are working in accounts receivable or accounts payable, you can customize certain task windows by choosing to hide one or more data entry fields. By omitting fields you do not use, you can increase your data-entry speed.

You can do this by selecting the **Template** button, which is available on the following windows.

- Quotes

- Sales Orders

- Sales Invoicing

- Purchase Orders

- Purchases/Receive Inventory

When you select the **Template** button, a pull-down menu of available templates appears. There will be a check mark beside the template currently in use. You can use one of the predefined templates, or you can create your own by selecting the **Customize Templates** option. After you create and save a template, it will appear on the pull-down menu along with the predefined templates.

Select a Predefined Template

Each task window has a default template. On the accounts payable task windows (Purchase Orders and Purchases/Receive Inventory), the default is the *Standard* template. The Standard template shows all purchase data-entry fields.

The Professional template is available only in Peachtree Complete and Peachtree Premium.

In the accounts receivable task windows, the *Product* template is the default. From the Quotes and Sales/Invoicing windows, you can select a Service or Professional template in addition to the Product template.

- **Product template:** All sales fields are shown on this template so you can enter invoices for products and/or services. This is the default template.

- **Service template:** If you are not tracking inventory items, you can use the Service template. This template does not include the fields that pertain to inventory.

- **Professional template:** Contains all sales fields except Unit Price.

The data-entry fields of the predefined templates (Product, Service, and Standard) cannot be edited or deleted. However, you can edit or delete the Professional template, as well as any templates you create.

Create a Customized Template

In addition to the predefined templates, you have the option of making a customized template. When you create a new template, you can select which fields you want to view.

➤ From the appropriate task window, click the **Template** button...
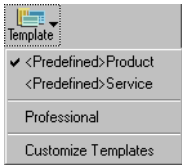
...Then from the pull-down menu, select the **Customize Templates** option.

Enter the template information Click the **New** button, and then enter a template ID and description for your new template. You can also choose to set this template as the default and select which form you want to use to print the invoice.

Select the fields you don't want to view Click them to change the status from **Show** to **Hide**. Fields marked as **Required** *cannot* be hidden. When finished, click the **Save** button.

Click the field to toggle the **Show/Hide** status

Required fields cannot be hidden.

Preview your new template   You can use the **Preview** button to see how your new template will look before saving it.

When you edit or create a template and save it as the default, the changes will go into effect when you close the Maintain Templates window and return to the task window. If you edit or create a template but do *not* save it as the default, the template that was in use before you entered the Maintain Templates window will remain onscreen.

Edit a Template

You can edit or delete your customized templates at any time.

For step-by-step instructions, look up **"task window templates, Edit a Task Window Template"** in the Peachtree Help index.

➤   Click the **Template** button; from the pull-down menu choose **Customize Templates**. Select the template you want to change from the lookup box, and make the desired changes.

You can select a predefined template from the lookup box to change its default status and printing format. However, you will not be able to change the **Show** or **Hide** status of fields on the predefined templates.

Set a New Default Template

Once you have decided which template works best for you, you can make that template your default.

1   From the task window, click the **Template** button; then from the pull-down menu, select **Customize Templates**.

2   From the lookup box (beside the **Template ID** field), choose the template you want to use as the default. Select the **Set template as default** check box. When finished, click **Save**.

When you click the **Template** button and select one of the templates directly from the pull-down menu (rather than choosing the **Customize Templates** option), you will immediately see the changes on your current task window.

Find Transactions

You can easily search for transactions in Peachtree based on criteria that you enter.

- Peachtree searches only those areas to which you have access (as defined in Maintain Users).

- The search is based on the criteria you enter.

- The search is not limited to transactions dated in the two open fiscal years. If the search results include transactions dated outside your open fiscal years, only those transactions that have not been purged will display. These transactions cannot be edited.

- Search results are listed by date.

- Search results can be sorted by any heading in the results list.

- Beginning balance transactions are not searched or displayed.

Time & Expense is a feature of Peachtree Complete and Peachtree Premium only.

- If account numbers are used as filter criteria, then assemblies, time tickets, and expense tickets will not appear in the results.

➤ **To find a transaction in Peachtree,** do any of the following to display the Find Transactions window:

- From the **Edit** menu, select **Find Transactions**

- Press F3

- Press Ctrl + F

As the Find Transactions window states, finding a transaction entails three steps:

1 Select a filter range.

2 Click the **Find** button to search for specific transactions. The search results will appear in the field at the bottom of the Find Transactions window.

3 If transactions are found, select and display a transaction from the search results:

- Select the transaction and click the **Detail** button on the toolbar.

—**OR**—

- Double-click the transaction.

Either option opens the transaction window.

The image depicts a "Find Transactions" window with annotations.

Start by selecting a filter range and criteria.

After your filter criteria are entered, click the **Find** button to start the search.

Your search results. Double-click a transaction to open.

The buttons on the Find Transactions window behave differently here than in other areas of Peachtree:

What Do You Want to Do Next?

Detail	**See an individual transaction** The **Detail** button displays a transaction you select from the search result list. If no specific transaction is selected, the first transaction in the results list displays. You can also display a transaction by double-clicking the transaction.
Refresh	**Return to default settings** The **Refresh** button resets all controls on the Find Transactions window to their default settings. *Note:* all filter criteria are also reset.
Find	**Search for a transaction** The **Find** button begins your search based on the filter criteria. When the search is complete, the results are displayed in the search results list.
Stop	**Stop the search** The **Stop** button is displayed only during the search process. It terminates the search.

Want to learn more about the Find Transactions window? Click the **Help** toolbar button in the window.

Select a Filter Range

The filter defaults to search all transactions in the current period. To change any of the parameters, select options in any or all of the filter categories. To reset the filter settings at any time, click the **Refresh** button.

Some of the options allow wildcards. There are two wildcards available: question marks (**???**) and asterisks (*******).

To find	Use this	Example
Any single character	?	s?t finds "sat" and "set"
Any string of characters	*	s*d finds "sad" and "started"

To search for a character that's defined as a wildcard, type a backslash (\) before the character. For example, to search for a question mark, type "\?".

You can search for the following types of transactions:

Transaction Types

Quote (QT)

Sales Order (SO)

Sales/Invoice (SJ)

Receipt (CRJ)

Purchase Order (PO)

Purchase (PJ)

Payment (CDJ)

Time Ticket (TT): This is a feature of Peachtree Complete and Peachtree Premium only.

Expense Ticket (ET): This is a feature of Peachtree Complete and Peachtree Premium only.

Payroll Entry (PRJ)

General Journal Entry (GENJ)

Inventory Adjustment (INAJ)

Build/Unbuild Assemblies (ASBY)

The Search Results List

The search results list displays all transactions Peachtree found based on your search criteria.

- If too many transactions are found (over 10,000), Peachtree will display a message suggesting that you narrow your search by adding criteria to the filter.

- If no transactions are found, you may need to widen your search by using fewer criteria in the filter, or the transactions may be in an area that you can't access based on your user profile.

Sort Transactions

➤ **Sort transactions** by clicking any column heading in the search results list. The headings sort in descending order.

➤ **To reverse** the sort order, click the heading again. The transactions sort in ascending order.

For example, to sort by dollar amount, click the amount heading. The transactions sort in descending order (from highest dollar amount to lowest dollar amount). To reverse the list (to display the smallest amount first), click the amount heading again.

You can sort by any of the column headings in the list.

| Date ... | Type | Reference | ID... | Name ... | Amount |

Heading Descriptions

Heading	Description
Date	The date of the transaction.
Type	Abbreviation of the transaction type.
Reference	Transaction reference number.
ID	Transaction ID.
Name	The name of the transaction.
Amount	The dollar amount of the transaction.

Resize Transaction Headings

1 To resize a transaction heading, place your mouse cursor on the line between the headings. The cursor changes to a bar with arrows.

| Date ... | Type | Reference | ↔ ?D... | Name ... | Amount |

2 Click and drag the bar until the heading is the size you want. Note that only the heading you resize changes; the others remain the same size.

| Date ... | Type | Reference | ↔ ?D... | Name ... | Amount |

Use $\boxed{\text{Ctrl}} + \boxed{+}$ (the plus sign on the number keypad, not the $\boxed{\text{Shift}} + \boxed{=}$ plus sign) to resize the columns to their program defaults.

Note

Viewing Transaction Detail

Some areas on invoices, purchases, receipts and payments are outlined in a box. You can select this area to open the task window where the record outlined in the box can be viewed or modified. This is referred to as the *drill-down* feature. When the cursor passes over this type of detail area, it changes into a magnifying glass.

The following is a detail area on a receipt.

Move your mouse pointer to the line you want more information on and click once. The red box appears.

When you pass the mouse pointer over a transaction line, the cursor changes to a magnifying glass.

Apply to Invoices: 947.75			Apply to Revenues: 0.00			☐ Prepayment
Invoice	Date Due	Amount Due	Description	Discount	Amount Paid	Pay
1676	Mar 10, 2007	947.75			947.75	☑
1681	Apr 5, 2007	ⓩ 1,075.00				☐

Double-click the detail area to drill down to the underlying transaction. You can also drill down by highlighting the detail area and clicking the **Detail** button.

- You can drill down to invoices, purchases, receipts, and payments.

- You cannot drill down on beginning balances or prepayments.

- If your company uses security, you must have the proper permissions (set up in Maintain Users) to view and edit the transactions.

Accounting Behind the Screens

When you enter transactions in Peachtree, journal entries are automatically created based on generally accepted accounting principles. Peachtree is a true accounting system that enforces the double-entry accounting standard. It creates both the debits and credits for you. Much of the accounting is behind the scenes, allowing you to concentrate on the transaction information rather than the accounting entries.

Journal entries that Peachtree creates are based on various defaults you have set up for your company. If you want to examine or even edit these journal entries, select the **Journal** button in various task windows. The **Journal** button displays the Accounting Behind the Screens window; it lists all the journal entry distributions that Peachtree will assign to the transaction, how the accounts are debited and credited, and the final journal entry that will be posted to the general ledger if the transaction is completed. You can even modify the G/L account assignments for certain distributions.

Accounting Behind the Screens is available in the following task areas:

- **Accounts Receivable:** Quotes, Sales Orders, Sales/Invoicing, and Receipts

- **Accounts Payable:** Purchase Orders, Purchases, and Payments

- **Payroll:** Payroll Entry

Depending on what type of task is open, the Accounting Behind the Screens window displays the journal tab(s) that correspond to the transaction. For example, if you are editing a payment, the Cash Disbursements Journal appears.

If you are editing a sales invoice that has a payment applied to it in the Sales/Invoicing window, both the Sales Journal and Cash Receipts Journal appear.

When you are selling inventory items in various A/R task windows, cost of sale entries are also included in the Sales Journal entry distributions. These items will display a "To be calculated" amount in the debit column. Peachtree calculates these amounts when the item is posted in Sales/Invoicing or when a cash sale is recorded in Receipts. The cost of sale amounts can be examined by displaying the Sales or Cash Receipts Journal on the screen.

Want to learn more about the Accounting Behind the Screens window?
Click the **Help** toolbar button in the window.

General Ledger

3

Setting Up

Tasks

General Ledger Reports

• General Ledger •

Overview

There are some differences in program options and operation depending on whether you are working in *Peachtree Accounting*, *Peachtree Complete*, or *Peachtree Premium*. We'll note product differences throughout the chapter.

The general ledger is the heart of any accounting system. All of the transactions you process in your business eventually get posted or stored in the set of accounts known as your general ledger. This set of accounts is called the chart of accounts.

You can think of these accounts as holding places for money—either money that you have in hand or money you can reasonably expect to receive or pay. Each time you post a transaction, Peachtree makes an entry to at least two accounts in your general ledger. One of these accounts is called a *credit* and one a *debit*. Once you've selected a chart of accounts and set up your company, most of this accounting stuff takes place behind the scenes. But the point is: as a true double-entry accounting system, we make sure the credits always equal the debits, so your books stay in balance. And whenever you or your accountant needs to see that accounting stuff, it's all there, stored in your general ledger.

Credits = Debits

Chart of Accounts

Payments

Receipts
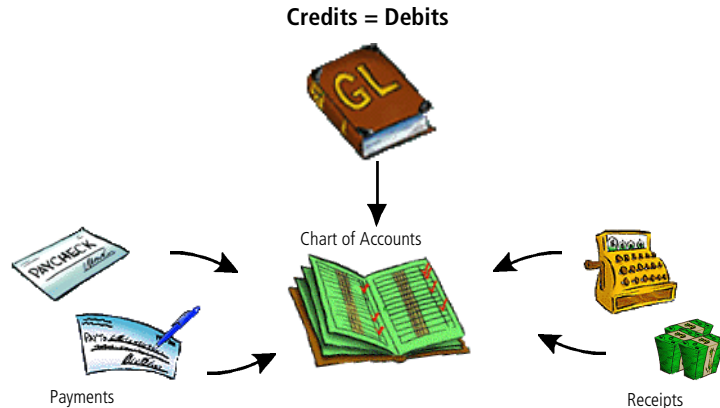
Peachtree provides full accounting functionality with innovative features. For example, you can:

- Create memorized transactions. With memorized transactions, you can enter and save common transactions for later use.

- Record recurring general journal entries. This saves you time, because you don't have to repeatedly enter similar transactions, such as depreciation.

- Reverse general journal entries. Use this feature, among other reasons, to show the expenses incurred by your company as reflected on a monthly financial statement. For example, you may want to include payroll tax liabilities in December, but enter the paycheck itself in January.

- Keep two years open at once because the program does not require you to rush into a year-end close at the end of the year. This provides you the option to continue working in another fiscal year, even though you have not cleared the previous year's data.

- Use the standard default financial statements, or customize them. You can generate customized reports that suit a variety of purposes and fulfill specific needs of your business.

This chapter covers setting up default information for the general ledger, maintaining the chart of accounts, and making entries to the general journal.

General Ledger Navigation Aid

In addition to the menu options, you can use the General Ledger navigation aid to complete these tasks.
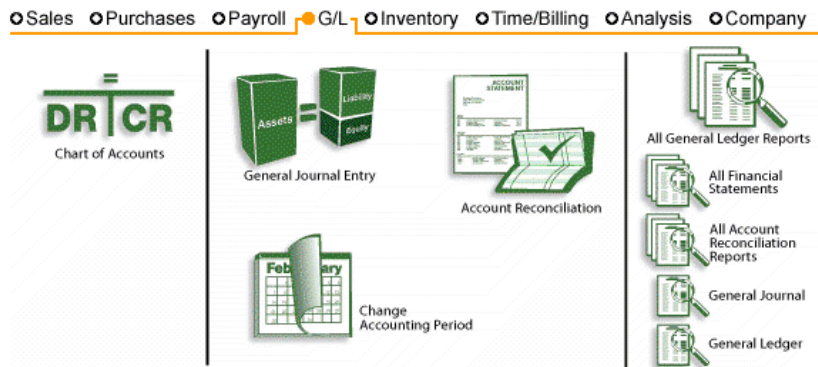
From the navigation aid, you can display a pictorial view of the system parts that represent the general ledger functionality in Peachtree. Not only do you see the flow of how the various parts work together, you can also access a specific window or report by selecting its graphical representation.

The General Ledger navigation aid is different if you are using the batch posting method.

To learn about	Go to
General Ledger Setup	
General Journal Entries	
Accounting Periods	
Account Reconciliation	
Reporting	

User's Guide

Setting Up General Ledger

Before you begin recording your company's activity, you must set up general ledger information, including your chart of accounts.

Account Types

You can choose from several different account types while setting up a new account in Peachtree. The account type you select determines where the account appears on financial statements and how its amounts are handled at fiscal year end. Account type codes also can be used as selection criteria for some reports.

Below are the Peachtree account types you can choose from:

Accounts Payable   Represents balances owed to vendors for goods, supplies, and services purchased on open account. Accounts payable are used in accrual-based accounting, are generally due in 30 or 60 days, and do not bear interest. Select this account type if you are setting up open vendor accounts or credit card (purchase) accounts.

Accounts Receivable   Represents amounts owed by customers for items or services sold to them when cash is not received at the time of sale. Typically, accounts receivable are recorded on sales invoices that include terms of payment. Accounts receivable are used in accrual-based accounting. Select this account type if you are setting up accrued income that customers owe.

Accumulated Depreciation   A contra asset account to depreciable (fixed) assets such as buildings, machinery, and equipment. The depreciable basis (expense) is the difference between an asset's cost and its estimated salvage value. Recording depreciation is a way to indicate that assets have declined in service potential. Accumulated depreciation represents total depreciation taken to date on the assets. Select this account type if you are setting up depreciation accounts for known fixed assets.

Cash Represents deposits in banks available for current operations, plus cash on hand consisting of currency, undeposited checks, drafts, and money orders. Select this account type if you are setting up bank checking accounts, petty cash accounts, money market accounts, and certificates of deposits (CDs).

Cost of Sales Represents the known cost to your business for items or services when sold to customers. Cost of sales (also known as cost of goods sold) for inventory items are computed based on the inventory costing method (FIFO, LIFO, or Average Cost). Select this account type if you are setting up cost-of-goods-sold accounts to be used when selling inventory items.

Equity - Doesn't Close Represents equity that is carried forward from year to year (like common stock). Equity is the owner's claim against the assets or the owner's interest in the entity. These types of accounts are typically found in corporation-type businesses. Select this account type if you are a corporation and want to record common stock or other equity intended as owner investment.

Equity - Gets Closed Represents equity that is zeroed out at the end of the fiscal year with the amounts moved to the retained earnings account. Equity, also known as capital or net worth, is owners' (partners' or stockholders') claims against assets they contributed to the business. Select this account type if your business is a proprietorship and you want to record dividends paid to partners or if you are a corporation and want to record dividends paid to stockholders.

Equity - Retained Earnings Represents the earned capital of the enterprise. Its balance is the cumulative, lifetime earnings of the company that have not been distributed to owners. You can have only one retained earnings account in Peachtree.

Expenses Represents the costs and liabilities incurred to produce revenues. The assets surrendered or consumed when serving customers measure expenses. If income exceeds expenses, *net income* results. If expenses exceed income, the business is said to be operating at a *net loss*. Select this account type if you are setting up accounts such as operation expense, supplies expense, salary and wage expense, travel expense, or charity expense.

Fixed Assets   Represents property, plant, or equipment assets that are acquired for use in a business rather than for resale. They are called *fixed* assets because they are to be used for long periods of time. Select this account type if you are setting up any of the following fixed assets:

- **Land:** Property, storage space, or parking lots.

- **Buildings:** Structures in which the business is carried out.

- **Machinery:** Heavy equipment used to carry out business operations. For example, you may want to set up any of the following: store equipment or fixtures, factory equipment or fixtures, office equipment or fixtures (including computers and furniture), and delivery equipment (including autos, trucks, and vans used primarily in making deliveries to customers).

Income   Income (also known as revenue) represents the inflow of assets resulting from the sale of products and services to customers. If income exceeds expenses, *net income* results. If expenses exceed income, the business is said to be operating at a *net loss*.

Select this account type if you are setting up sales revenue accounts. It is common practice to create different income accounts for each category of revenue that you want to track (for example, retail income, service income, interest income, and so on).

Inventory   Represents the quantity (value) of goods on hand and available for sale at any given time. Inventory is considered to be an asset that is purchased, manufactured (or assembled), and sold to customers for revenue.

Select this account type if you are setting up assets that are intended for resale. It is common practice to create different accounts for each category of inventory that you want to track (for example, retail inventory, raw materials inventory, work in progress inventory, finished goods inventory, and so on).

Long-Term Liabilities   Represents those debts that are not due for a relatively long period of time, usually more than one year. Portions of long-term loans due and notes payable with maturity dates at least one year or more beyond the current balance sheet date are considered to be long-term liabilities. Select this account type if you are setting up long-term liabilities (for example, long-term loans and noncurrent notes payable).

Other Assets   Represents those assets that are considered nonworking capital and that are not due for a relatively long period of time, usually more than one year. Notes receivable with maturity dates at least one year or more beyond the current balance sheet date are considered to be "noncurrent" assets. Select this account type if you are setting up assets such as deposits, organization costs, amortization expense, noncurrent notes receivable, and so on.

Other Current Assets   Represents those assets that are considered nonworking capital and are due within a short period of time, usually less than a year. Prepaid expenses, employee advances, and notes receivable with maturity dates of less than one year of the current balance sheet date are considered to be "current" assets. Select this account type if you are setting up assets such as prepaid expenses, employee advances, current notes receivable, and so on.

Other Current Liabilities   Represents those debts that are due within a short period of time, usually less than a year. The payment of these debts usually requires the use of current assets. Select this account type if you are setting up accrued expenses from a vendor, extended lines of credit, short-term loans, sales tax payables, payroll tax payables, client escrow accounts, suspense (clearing) accounts, and so on.

Selecting 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 You Should 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. For more information, refer to .

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

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 case sensitive (e.g., CASH and Cash would be different accounts).

There is no rigid scheme for departments and sub-accounts. You can create your own numbering scheme in which an account number can consist of a main number combined with department codes and/or sub-account codes. Most of the time account numbers containing these special codes will not require any special treatment. However, at report-printing time, you will need to be aware of how you can use your own numbering system to generate departmental reports. For more information, look up **"masks, Department Masking (Getting Started)"** in the Peachtree Help index.

Two other important points about coding your accounts:

- Account numbers are sorted alphabetically, in ASCII sort order. This means that numbers come before letters, and numbers are looked at in a binary fashion. For example, the following numbers are in ASCII sort order: 1, 100, 1000, 27. To reorder them in a decimal fashion would require a four-digit coding scheme: 0001, 0027, 0100, 1000.

- Only one account can use the Retained Earnings account type.

Enter or Modify Your Chart of Accounts
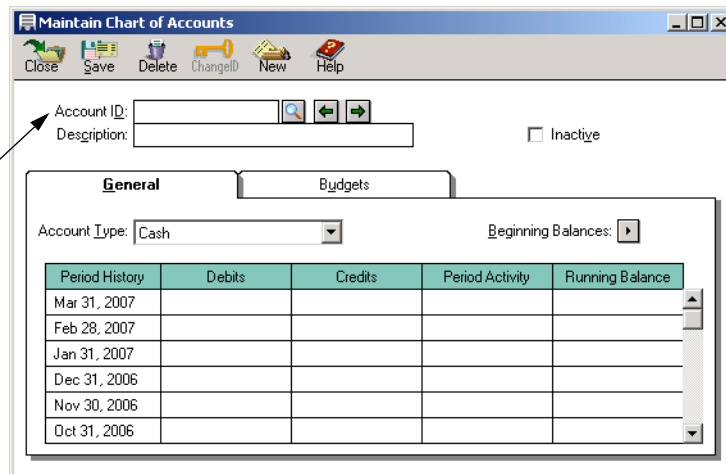
The Chart of Accounts window is used to add new accounts, to modify the description of an existing account, to delete an existing account, to make an account inactive, or to change the account type for an account.

You should consult with your accountant before setting up your chart of accounts.

For step-by-step instructions, look up **"chart of accounts, Set Up Your Chart of Accounts for the First Time"** in the Peachtree Help index.

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

You can select or add another account ID from either the General or Budget folder

The **Budgets** tab is a feature of *Peachtree Accounting* and *Peachtree Complete* only. In *Peachtree Premium*, budget information is entered in the Maintain Budgets window. For more information, see "Maintain Budgets (Peachtree Premium Accounting)" on page 71.

The information for your chart of accounts is divided into two tabs:

- General

- Budgets

When you first open the window, the information in the **General** tab appears. You can begin entering this information or select the Budget tab to display this year's and next year's budget information.

What Do You Want to Do Next?

Change this account ID   Select the **Change ID** button if you want to change the ID for this account. For more information, look up **"change"** in the Peachtree Help index, and then select the appropriate subtopic from the list that appears.

Want to learn more about the Maintain Chart of Accounts window? Click the **Help** toolbar button in the window.

Enter Chart of Accounts Beginning Balances or Prior Period Adjustments

For step-by-step instructions, look up **"General Ledger"** in the Peachtree Help index, and then select "**Enter General Ledger Account Beginning Balances**" or "**Enter Prior Period Adjustments**" from the subtopic list.

Peachtree also allows you to adjust account balances. If you are just starting out with your company and have not posted any transactions, Peachtree assumes that you are entering beginning balances for your accounts. If you have posted transactions, Peachtree assumes that you are entering adjustments to your accounts for a period in a prior year. When you save a prior-period entry, the system creates a journal entry in the General Ledger.

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 **Beginning Balance** 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.

The trial balance will be zero when you have entered all balances accurately.

	Chart of Accounts Prior Year Adjustments				✕
❌ Cancel	✅ OK	💳 New	🔍 Find	Next	❓ Help

Prior Year Adjustments as of February 28, 2002

Account ID	Account Description	Account Type	Assets, Expenses	Liabilities, Equity, Income	
10000	Petty Cash	Cash			▲
10100	Cash on Hand	Cash			
10200	Regular Checking Account	Cash			
10300	Payroll Checking Account	Cash			
10400	Savings Account	Cash			
11000	Accounts Receivable	Accounts Receivable			
11100	Contracts Receivable	Accounts Receivable			▼

The Trial Balance is made up of the balances of all accounts. In order for the Trial Balance to be in balance, the sum of Assets and Expenses should equal the sum of Liabilities, Equity, and Income.

Total:	0.00	0.00
Trial Balance:	0.00	
(Difference posts to Beg Bal Equity)		

Net Income is the difference of Income and Expense account values. The Income and Expense values making up Net Income are already included in the total.

Income - Expenses:	0.00	0.00
Net Income:	0.00	

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.

Peachtree Accounting	✕

⚠️ The Trial Balance must be zero (0.00) to save beginning balance transactions. If you press OK, Peachtree will adjust your Trial Balance by creating an account called Beginning Balance Equity with a balance of $179.00 (your current Trial Balance amount).

[OK] [Cancel]

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.

Want to learn more about the Chart of Accounts Prior Year Adjustments window? Click the **Help** toolbar button in the window.

Enter Budget Information

If you are using *Peachtree Premium*, please skip to "Maintain Budgets (Peachtree Premium Accounting)" on page 71.

From the Budgets tab you can assign budget dollar amounts for each account for each fiscal period. For example, let's say you have chosen account #1100 as the account number for Supplies Expenses.

You may decide that the budget for this expense *for the year* is $10,000. You could enter this amount in the Budgets distribution box, allocate the total to each accounting period, and track your success in holding to your budget.

➤ From the **Maintain Chart of Accounts** window, select the **Budgets** tab.

You can enter individual amounts for each period or allocate a total amount and have it distributed to all periods.

Budget This Year			Budget Next Year	
Period Ending	Amount		Period Ending	Amount
Jan 31, 2007			Jan 31, 2008	
Feb 28, 2007		Copy	Feb 29, 2008	
Mar 31, 2007			Mar 31, 2008	
Apr 30, 2007			Apr 30, 2008	
May 31, 2007			May 31, 2008	
Allocate	0.00		Allocate	0.00

Using this method, Peachtree will divide and distribute the total amount equally into all fiscal accounting periods for one year.

Note

When Peachtree allocates the accounting period amounts, it rounds to two decimal places. If necessary, any odd pennies will be adjusted into the last Period Ending box.

Maintain Budgets (Peachtree Premium Accounting)

Maintain Budgets is a feature of *Peachtree Premium Accounting* only.

The Maintain Budgets window lets you assign dollar amounts to each income and expense account for each fiscal period for the current year and the two fiscal years following. Also for each account, you can enter revised amounts to reflect the actual dollar amounts allocated to the account for each fiscal period of the current year. This will help you appraise your projections by seeing how closely budget dollars compare to actual dollars allocated.

If you plan on having different amounts for each period, you can enter each amount individually in the boxes next to the accounting periods. The box at the bottom shows the accumulation of the amounts you entered for the accounting periods.

You can enter different budgets for each accounting period in the year....

...or select the Adjust/ Copy button, which will let you allocate budget amounts equally to all periods in a year or copy budget figures from one year to another.

Or, you can select the **Adjust/Copy** button at the right side of the window. It lets you

- allocate the budget amount for a single period to all periods of the chosen year

- duplicate one year's budget figures to the next year.

Want to learn more about the Chart of Accounts Prior Year Adjustments window? Click the **Help** toolbar button in the window.

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

For step-by-step instructions, look up **"rounding account, General Ledger Defaults"** in the Peachtree Help index.

➤ 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.

Want to learn more about the General Ledger Defaults window? Click the **Help** button in the window.

Tasks

This section shows you how to perform the following tasks:

- Making entries to the General Journal

- Using the Account Register

- Posting and unposting transactions

- Changing the accounting period

- Reconciling your accounts

Making Entries to the General Journal

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 a transaction that doesn't fit into the other journals—for example, depreciation

- Reverse a transaction

- Enter an adjusting transaction

- Set up a recurring transaction

You can view the running total of your entries in your Out of Balance field. When the Out of Balance total is zero, the distribution is correct, and you can save and/or post this journal entry.

Debits = Credits

Remember, in the General Journal Entry window you are responsible for balancing this journal entry—making sure debits equal credits. You can check your progress in the Out of Balance field. It reads Ø when the transaction has been entered properly. (If you need help balancing journal entries, look up "**Accounting Primer**" in the Peachtree Help index.)

Enter a General Journal Transaction

For step-by-step instructions, look up **"General Journal entries, Record a General Journal Entry"** in the Peachtree Help index.

➤ From the **Tasks** menu, select **General Journal Entry**.

The Out of Balance amount is zero when you have correctly balanced all accounting distributions.

Select the **Reverse Transaction** checkbox to automatically reverse a transaction on the first day of the next accounting period. When a transaction is reversed, debits become credits and credits become debits.

The General Journal Entry window is essentially a table where you enter debit and credit distributions to specific accounts for the General Journal transaction. Before you save the transaction, the total debit amount must equal the total credit amount. If you are unsure about whether an account should be debited or credited, check with your accountant.

What Do You Want to Do Next?

Open	**Edit existing General Journal entries** Select the **Open** button to make changes to transactions entered previously in the General Journal Entry window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index.
Select	**Select memorized General Journal entries** To select a memorized general journal entry, click the drop-down arrow to the right of the **Open** button, and then choose **Select** from the drop-down button menu. For more information, look up **"memorized transactions, Maintain Memorized General Journal Entries"** in the Peachtree Help index.

What Do You Want to Do Next?

Save icon	**Save or post the entry** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the General Journal, and the general ledger is updated. If you use the Batch posting method, the transaction is recorded in the General Journal and must be posted later to update the general ledger. For more information, see "Post/Unpost (Batch Mode Only)" on page 79.
Memorize icon	**Memorize the general journal entry** To save a general journal entry as a memorized transaction, click the drop-down arrow to the right of the **Save** button, and then select the **Memorize** button from the drop-down button menu. For more information, look up "**memorized transactions, Maintain Memorized General Journal Entries**" in the Peachtree Help index.
Recur icon	**Schedule future transactions like this one** Select the **Recur** button to set up repeating journal entries for this transaction in future months or accounting periods. You can change or delete a recurring entry at any time. For more information, see "Recurring Transactions" on page 47.
Row / Add / Remove icons	**Add or remove a distribution line** Use the **Row** button menu to add an extra line item or remove the selected line item from the displayed transaction. • To insert a line in the grid, select the line *below which* you want the new line to appear; then from the **Row** button menu, click the **Add** button. • To remove a line in the grid, select the line you want to delete; then from the **Row** button menu, click the **Remove** button.
Help icon	**Want to learn more about the General Journal Entry window?** Click the **Help** toolbar button in the window.

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.

75

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.

For more information on working with memorized transactions, see .

Enter a New Memorized General Journal Entry

➤ From the **Maintain** Menu, select **Memorized Transactions**, then **General Journal Entries**.

The transaction ID is a code used to identify the memorized transactions for later use.

The description is text used to describe the transaction that appears in the Memorized Transaction lookup list.

Balance amounts are not required in memorized transactions. Also memorized transactions are not posted to journals or the General Ledger.

Not all General Journal entry fields are maintained in memorized transactions. Once the memorized transaction is selected for use in the General Journal Entry window, you must enter unique fields such as the date.

Want to learn more about the Maintain Memorized General Journal Entries window? Click the Help toolbar button in the window. For step-by-step instructions on entering memorized transactions, look up "**memorized transactions, Enter and Use Memorized Transactions**" in the Peachtree Help index.

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...

...or by date.
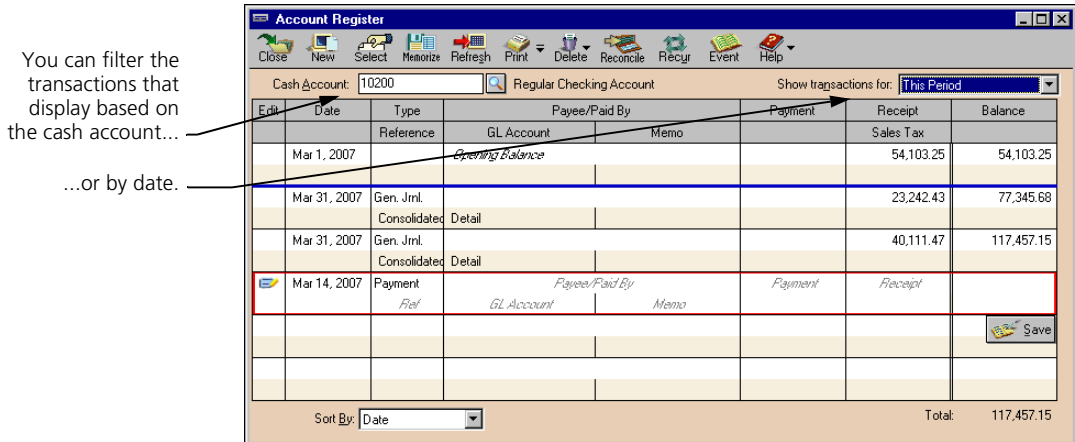
The transactions that display here depend upon the cash account you select and on the date range or period you select.

The register will use two lines for each entry or a single line depending on the option you choose in Global Options.

You can use shortcut keys to move around easily in the register. Look up "**shortcut keys**" in the Peachtree Help index for a list of shortcut keys.

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 drill down to most transactions on the register that originated from other Task windows. Some of the transactions you cannot drill down on are:

- the reverse portion of a general journal entry

- beginning balances

- opening balance lines

- applied prepayments for payments

- applied prepayments for receipts

Security for the Account Register

You need GL Reports-Transaction Lists access and at least Read access to Payments/Write Checks or Receipts in order to access the Account Register. Access is controlled under Maintain Users.

In addition, you cannot drill down on transactions from the register unless you have Read access to that area.

What Do You Want to Do Next?

Select	**Select memorized Account Register entries** To select a memorized entry, click the **Select** button and choose your entry from the list. For more information, look up **"memorized transactions"** in the Peachtree Help index.
Memorize	**Memorize the entry** To save a payment or receipt as a memorized transaction, click the drop-down arrow to the right of the **Save** button, and then select the **Memorize** button from the drop-down button menu. For more information, look up "**memorized transactions**" in the Peachtree Help index.
Refresh	**Refresh the window** Occasionally, in a network environment, you should press the **Refresh** button to update the Account Register with your changes, as well as changes by other users.
Reconcile	**Reconcile a cash account** Select the **Reconcile** button to reconcile the selected cash account against a bank statement. For more information, see "Account Reconciliation" on page 81.

What Do You Want to Do Next?

![Recur button]	**Schedule future transactions like this one** Select the **Recur** button to set up repeating receipts or payments for this transaction in future months or accounting periods. You can change or delete a recurring entry at any time. For more information, see <u>"Recurring Transactions" on page 47</u>.
![Help button]	**Want to learn more about the General Journal Entry window?** Click the **Help** toolbar button in the window.

Post/Unpost (Batch Mode Only)

Peachtree offers two choices for posting transactions—real-time posting and batch posting. In real-time posting, transactions are written to the general ledger as they are entered and saved. In batch posting, transactions are saved in a temporary holding area and then posted in a group when you select **Task**, **System**, **Post**. You can print journal reports and check the batch of transactions before you post.

If you want to edit posted entries, you do not need to unpost them first. You can simply select the **Open** button, choose to display only posted entries in the Select Transitions window, and select the entry you want to change. Then, you can enter your change. You can password-protect this feature.

In general terms, posting works a little like the **Save** function. Just as saving writes your entries to the computer's hard disk, posting distributes journal entries to your general ledger. However, in real time, posted transactions can also be edited and reposted.

Batch posting uses a two-step process to save transactions in a batch and later post them to the General Ledger.

Real-time posting performs both these steps at once.
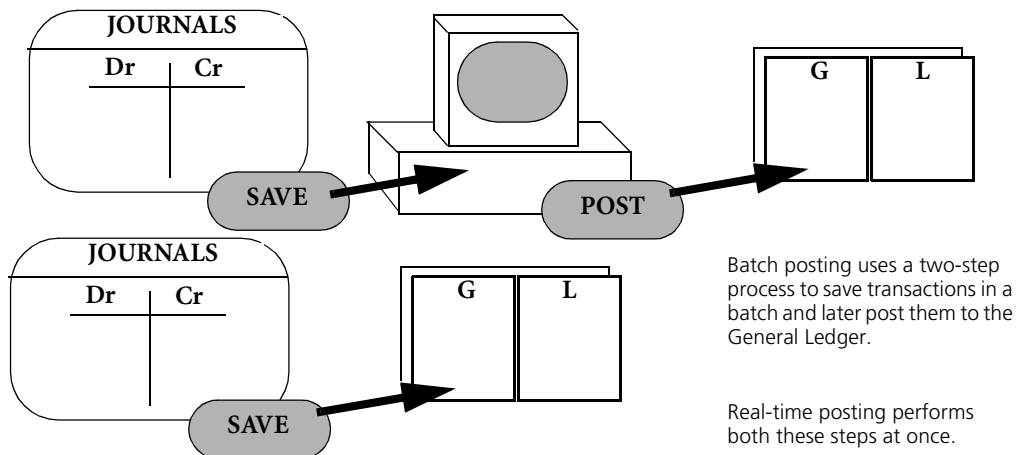
Changing Accounting Periods

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.

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.

Change the Current Period

If you have invoices or checks to print, print them before changing the current period.

➤ From the **Tasks** menu, select **System**, and then **Change Accounting Period** from the submenu.

You can change the accounting period at will, moving back and forth in the fiscal year; the General Ledger tracks balances as of the current period dates. Peachtree selects the period in which to post a transaction by the transaction date. You can enter a transaction in the future but not in a prior accounting period.

Want to learn more about the Change Accounting Period window? Click the **Help** toolbar button in the window.

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)

You can reconcile an account only once per accounting period. However, you can return to the Account Reconciliation window at any time during the accounting period to make adjustments. You must change accounting periods to the date reflected on the monthly statement to avoid past and future reconciliation errors.

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.

Reconcile Your Accounts

For step-by-step instructions, look up **"reconcile, Reconcile an Account"** in the Peachtree Help index.

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

A check mark here means that the transaction has been cleared.

The Statement Ending Balance is the ending balance amount included on the bank statement.

Enter the closing date from the bank or credit card statement as the Statement Date.

The statement date must be within the current accounting period.

Click this button to enter beginning transactions.

Note

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.

Want to learn more about the Account Reconciliation window? Click the **Help** toolbar button in the window.

Beginning Transactions or Additional Withdrawal/Deposit Adjustments

Beginning Transactions. These are transactions dated prior to starting Peachtree that were included in the general ledger account beginning balance and that are not included on the first bank statement to be reconciled. Beginning transactions do not appear in the general ledger; they are used only to account for outstanding items during the first reconciliation. Once these items clear the bank (usually on the second statement), there is no need to enter additional beginning transactions.

When to Enter Beginning Transactions

Beginning transactions should include all the following criteria:
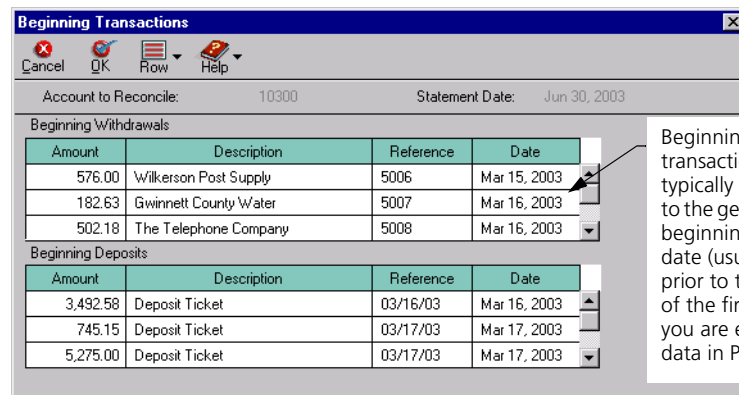
- The transaction amount was originally included as part of the general ledger account beginning balance.

- The transaction is dated prior to the general ledger beginning balance date. For example, if you started Peachtree on 1/1/00, you would typically enter G/L beginning balances as of 12/31/99. Beginning transactions would typically be dated in December 1999.

- The transaction has not cleared the bank as of this statement (the first statement you are attempting to reconcile in Peachtree).

Additional Deposit/Withdrawal Adjustments   These are transactions listed on the bank statement that have not been entered in Peachtree. These typically include monthly service charges and bank fees. Once an adjustment is entered, it is added to the general ledger and thus can be cleared in account reconciliation.

Enter Beginning Transactions

➤ Select the **Beginning Transactions** button at the bottom of the **Account Reconciliation** window.

For step-by-step instructions, look up **"beginning transactions, Enter Beginning Transactions in Account Reconciliation"** in the Peachtree Help index.

Beginning transactions are typically dated prior to the general ledger beginning balance date (usually just prior to the first day of the first period you are entering data in Peachtree).

Enter Additional Withdrawal or Deposit Adjustments During Account Reconciliation

During account reconciliation, you can make withdrawal or deposit adjustments to account for errors, service charges, check charges, unrecorded withdrawals or deposits, etc. that need to be done to keep your bank account balanced.

Select the **Adjust** button in the Account Reconciliation window to open the General Journal Entry window.

Select the account to apply the withdrawal or deposit to (for example, Bank Charge Expense). After entering the adjustment, select **Save**. You can then close the General Journal Entry window and return to Account Reconciliation.

Want to learn more about the General Journal Entry window? Click the **Help** toolbar button in the window.

FAS for Peachtree

FAS for Peachtree is only available for Peachtree Complete and Peachtree Premium Accounting.

Peachtree has partnered with Best Software to provide the perfect solution for first-time buyers of fixed asset management software. FAS for Peachtree organizes fixed asset data in an easy-to-view format, performs complex depreciation calculations quickly and easily, and offers a series of predefined reports for reliable financial and tax reporting of up to 200 assets. FAS for Peachtree can be installed right from the Peachtree installation CD.

Peachtree does not provide Fixed Assets regulatory updates unless you subscribe to the Peachtree Fixed Assets Tax Service.

FAS for Peachtree offers the following to help make setup and operation a breeze:

- Easy to use Graphical User Interface
- Built-in depreciation rules ensure you choose the correct depreciation method
- More than 20 predefined reports make reporting a snap
- Automatic links to your Peachtree Accounting general ledger enable accurate and on-time monthly depreciation entries
- Online help and electronic documentation allow you to get instant answers to your questions
- Data import wizards get FAS for Peachtree up and running in minutes
- A familiar spreadsheet look and feel makes it easy to use

FAS for Peachtree gives you the ability to manage up to 200 assets. As your company grows, FAS can grow with you. FAS FirstStep for Peachtree is designed for companies managing up to 1,000 assets.

To learn more about FAS FirstStep for Peachtree, visit the Best Software Web site at www.bestsoftware.com/ffpupgrade.

For regulatory compliance, you must subscribe to the Peachtree Fixed Assets Tax Service. This tax service is provided and supported by Peachtree Software.

To learn more about the Peachtree Fixed Assets tax service, call 1-800-336-1420.

Support Services

Peachtree Software provides support for FAS for Peachtree with a Peachtree Support plan. To enroll in a Peachtree Customer Support Plan, call 1-800-336-1420 Monday through Friday, 8:30 AM to 5:30 PM eastern time.

Peachtree Fixed Assets Conversion

If you are a previous user of Peachtree Complete Accounting and you used Peachtree Fixed Assets, the Peachtree installation CD contains a conversion utility that lets you convert Peachtree Fixed Assets data to FAS for Peachtree format. For more information, refer to the FAS for Peachtree documentation.

Completing Fiscal Year-End Procedures

Peachtree keeps two years of General Ledger transaction activity open at one time. Usually there is no need to close a fiscal year exactly at the end of the last accounting period. For example, if your fiscal year is based on 12 accounting periods, then period 13 is the "first" period of the second open fiscal year. Period 24 is the "last" period of the second fiscal year.

After you close a fiscal year, no transactions posted to the General Ledger in that year can be edited. However, ending balances and some limited historical information are available in reports, when requested.

Preliminary Procedures

For step-by-step instructions, look up **"close, Close Fiscal Year"** in the Peachtree Help index.

Before you close the first of two open fiscal years, you need to post and print all journals and the General Ledger report (discussed below). You should print all open invoices, vendor checks, and payroll checks. Then back up your data. The program will prompt you to perform these functions. If you are using batch mode, the program won't let you continue a fiscal year close until all transactions are posted.
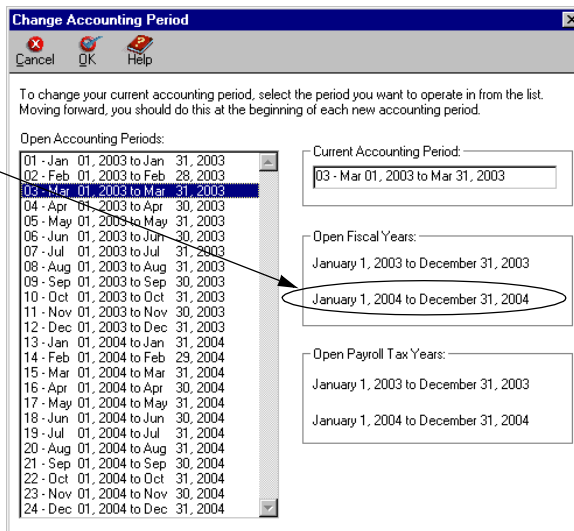
Note

You must enter and complete all transactions in the year you are about to close, including end-of-year adjustments. Open invoices will still be available to make or receive payments in the following fiscal year; however, you cannot edit these transactions.

As mentioned above, Peachtree allows you to have two fiscal years open at the same time. You can see what your current fiscal year is from the **Tasks>System** menu. Select the **Change Accounting Period** option.

Note the first of the two open fiscal years.

Once you have completed all preliminary procedures and know which is the first of your two open fiscal years, you can proceed to close the year using the Peachtree Year-End wizard. For more information, see the "Company Administration" chapter, .

Want to learn more about the Change Accounting Period window? Click the **Help** toolbar button in the window.

General Ledger Reports

A variety of general ledger reports, including account reconciliation reports, are available for your use. *Note:* for important information about how account balances appear in General Ledger reports, look up **"account balances, How Account Balances Appear in General Ledger and Job Costing Reports"** in the Peachtree Help index.

Cash Account Register   Lists all transactions in the selected account, along with a running balance.

Chart of Accounts. Lists each general ledger account number, account description, and account type.

General Journal   Lists transactions in journal format. You can use this listing to view entries made in the General Journal.

General Ledger   Lists all transactions in each account for the specified period. You can choose to see a detailed report, or you can filter the report so that you see only a summary of transactions limited by any of the following criteria: day, journal, period, or transaction.

For example, if you want to see only the total debits and credits *per day* for a given account and period, you can filter the report to provide just that information. To learn about report filters, see .

General Ledger Trial Balance   Lists the current balance for each general ledger account.

Working Trial Balance   Provides a worksheet that you can use to make adjustments to account balances.

Account Reconciliation   Shows the beginning balance, plus receipts, less disbursements, and the ending balance for the account. In other words, it lists the bank balance along with uncleared transactions.

Bank Deposit   Lists all bank deposits made within a period you specify. The deposits are grouped together by deposit ticket ID. The Bank Deposit report is available in both summary and detail format.

Deposits in Transit   Detailed listing of deposits that have not yet cleared your bank.

Outstanding Checks   Detailed listing of checks that have not yet cleared your bank.

Other Outstanding Items   Detailed listing of miscellaneous transactions that have not yet cleared your bank.

Accounts Receivable

4

Overview

Setting Up Accounts Receivable

Entering Quotes

Entering Sales Orders

Invoicing Your Customers

Collecting Receipts

Using Accounts Receivable Reports/Forms

• Accounts Receivable •

Overview

Throughout this chapter, we will alert you to Peachtree product differences that affect accounts receivable.

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). In accounts receivable, you can enter and save customer information, set payment terms, set finance charges, enter sales tax information, and determine your aging categories. Peachtree provides you with the ability to print customer quotes, sales orders, invoices, statements, credit memos, and collection letters. Using Peachtree, you can also produce a variety of accounts receivable reports.

Accounts receivable provides four different flexible tasks. All of the tasks work together. You can use the tasks that best suit your business. These tasks include:

- **Quotes:** Allows you to send a customer a quote that includes the price of items you sell, services you provide, freight charges, sales taxes, and so on. Once your customer accepts the quote, you can convert it to a sales order or sales invoice.

- **Sales Orders:** Allows you to track customer backorders for items you do not have in stock and invoice for items you do have in stock. You can invoice a customer multiple times from one sales order. You can view reports on items you have backordered for a customer.

- **Sales/Invoicing:** Allows you to enter and print invoices for your customers and ship and prepare invoices for items entered on sales orders. Even if you are a cash-basis company, you can use invoicing to track your sales and gain a better picture of your outstanding balances, although the amounts entered in this task do not affect your general ledger.

- **Receipts:** The central accounts receivable task, where you enter the money you receive from your customers. If you invoice customers, you can apply customer receipts directly to particular invoices. If you generally make cash sales, you can also enter these directly into the Receipts task.

Accounts Receivable Tasks

❶ You enter and print a new quote to send to your customer.

❷ Your customer orders the items. You convert the quote to a sales order, print a picking slip, and ship the goods.

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

❸ You create an invoice for items shipped to the customer and send them an invoice.
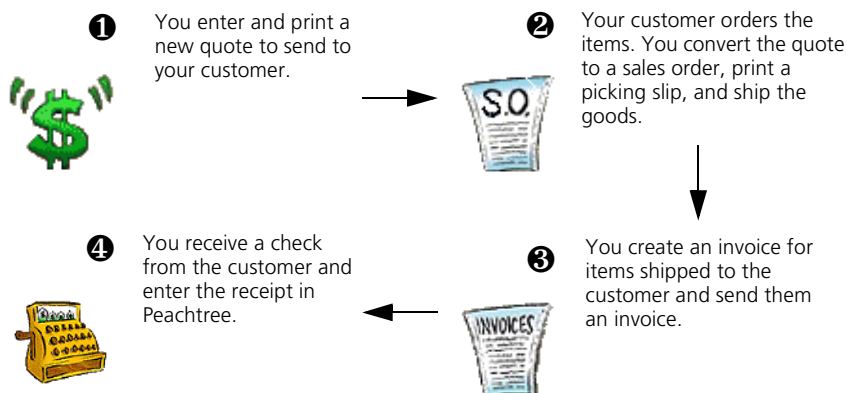
The example above shows a business using all four accounts receivable tasks: quotes, sales orders, sales/invoicing, and receipts. Your business may not need or want to use all of these options. For example, you may be a cash-oriented company and have no need for entering quotes, sales orders, or invoices. Another business may choose to enter invoices, then enter the receipts against those invoices. If your business needs to track backorders, then the sales order task helps you manage your shipments. You may also bid frequently on services and/or items you provide, and using quotes can help you manage these prospective sales. Choose tasks that help you most to manage and track your accounts receivable.

Sales Navigation Aid

In addition to the menu options, you can use the Sales navigation aid to complete these tasks.
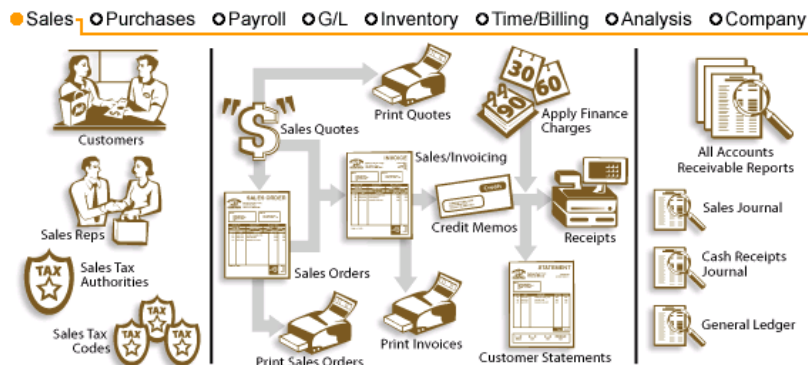
From the navigation aid, you can display a pictorial view of the system parts that represent the accounts receivable functionality in Peachtree. Not only do you see the flow of how the various parts work together, you can also access a specific window or report by selecting its graphical representation.

User's Guide

To learn about	Go to
Accounts Receivable Setup	"Setting Up Accounts Receivable" on page 92
Customers	"Add a Customer or Prospect Record" on page 101
Quotes	"Entering Quotes" on page 109
Sales Orders	"Entering Sales Orders" on page 114
Sales Invoices	"Invoicing Your Customers" on page 124
Receipts	"Collecting Receipts from Customers" on page 137
Reporting	"Using Accounts Receivable Reports and Forms" on page 155

Setting Up Accounts Receivable

Defaults are information you enter one time that will automatically appear in windows or is automatically used by the system. In the Customer Defaults window (discussed below), you define the default custom payment terms, account aging methods, and custom field names available when you add customer records using the Maintain Customers/Prospects window. (See "Add a Customer or Prospect Record" on page 101.) You also establish parameters that will be used when calculating and aging statements and computing finance charges. Setting up default information so it is accurate for the majority of your customers saves you time when you enter your records. You can edit (override) these defaults for each customer record or transaction, if needed.

If you completed New Company Setup, these defaults will be set up already. You can modify your selections here, or you can leave them the way they are.

Enter Customer Defaults

You can enter customer default information or copy it from an existing company when you set up a new company. Default information is automatically used for each new customer you enter. However, you can change these defaults for individual customer records.

➤ From the **Maintain** menu, select **Default Information**; then choose **Customers**.

Use the **Payment Terms** tab to enter payment terms and general ledger account defaults for all customer records.

Use the **Account Aging** tab to establish aging categories and indicate whether your receivables are aged by the invoice date or the due date.

Use the **Custom Fields** tab to customize customer information with five blank fields that you can optionally add to reports.

Customer Defaults

| Payment Terms | Account Aging | Custom Fields | Finance Charges | Pay Methods |

Standard Terms — Sets Default Terms for Sales, and sets Default for Credit Limit

- ○ C.O.D.
- ○ Prepaid
- ⦿ Due in number of days
- ○ Due on day of next month
- ○ Due at end of month

Net due in [30] days
Discount in [10] days
Discount % [2.00]
Credit Limit: [2,500.00]

GL Link Accounts — Sets Default Accounts for new Customer Records, the Sales Account can also be changed in each Customer Record

GL Sales Account [40000] 🔍 Sales
Discount GL Account [49000] 🔍 Sales Discounts

OK   Cancel   Help

Use the **Pay Methods** tab to define various ways your customers pay you and set up deposit ticket defaults.

Use the **Finance Charges** tab to set up customer finance charge calculations for unpaid invoices.

Customer defaults are separated by five tabs: **Payment Terms**, **Account Aging**, **Custom Fields**, **Finance Charges**, and **Pay Methods**.

Payment Terms   You can enter a set of standard terms to be used for all customers. You may change these terms for a specific customer record in the Maintain Customers/Prospects window. When you change the standard terms on this window, the terms for all customers who use standard terms change automatically. You should select a **Standard Terms** option that represents the majority of your customers. For example, if you give customers a set number of days from the invoice date until payment is due, select **Due in number of days**.

Based on the chosen standard terms, enter the due days, discount information, and credit limit. For example, if you have selected **Due in number of days**, you would enter the number of days (such as 30) in the **Net due** field. In the **Discount in** field, enter the number of days during which you can receive a discount for early payment. Then, in the **Discount %** field, enter the discount percent as a decimal (2% is entered as 2.00). When you enter a receipt for an invoice, Peachtree checks the customer's payment terms. If the invoice qualifies for a discount based on the number of days specified, then Peachtree computes the discount based on the percentage specified.

Also, choose the sales (income) account and discount general ledger accounts you want to use for sales from customers. These accounts will be the defaults, but you can change the sales account for each customer in Maintain Customers/Prospects.

Account Aging   You can establish whether your receivables are aged by the invoice date or the due date. *Note that to optimize cash flow, most businesses age accounts receivable by due date rather than invoice date*, but you can choose invoice date if that's how your company operates. You also set the ranges of days you want to use for aging your receivables. This information is reflected on the Aged Receivables report. The information also appears in the Collections Manager window.

Choose the number of days for each column on the report; this sets the limit for overdue invoices that appear in the column. Then choose the heading you would like to appear in each column of the report.

The **# of days** field sets the limit for overdue invoices to appear in that column on the report.

For each column, you can enter a heading that prints above it on the aging report.

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

For more information, look up "**account aging**" in the Peachtree Help index.

Custom Fields   You can customize your customer information with five blank fields, which can optionally appear on reports. Custom fields allow you to enter information about your customers you may want to remember, such as additional contacts, referral names, or even birthdays. Once you set up the custom field labels here, you can enter the field information in the individual customer record from the Maintain Customers/Prospects window.

Enter your own labels to keep track of specific information.

Field Labels — Enabled

	Field Labels	Enabled
1.	Second Contact	☑
2.	Lawn Care Srvc?	☑
3.	Monthly Service?	☑
4.	Qtrly Mailing?	☑
5.	Referral	☑

You can select these boxes to enable the custom fields by clicking with the mouse or using ⎡Tab⎤ to select the box and then the ⎡Spacebar⎤ to make the checkmark.

For step-by-step instructions, look up **"finance charges, Set Up Finance Charges"** in the Peachtree Help index.

Finance Charges   You can add finance charges to customer statements for unpaid invoices over a specified period of time. Defaults on this tab are used when calculating finance charges for your customers. If you do not want to calculate finance charges for an individual customer, you can change this when you set up payment terms as part of the customer's default information.

You can use two different interest rates, depending on your customer's balance. For example, you can establish a rate that applies to balances up to $1,500 and use a second rate for balances over that amount. You can also specify a minimum finance charge to be applied.

Finance charges are calculated by multiplying the invoice total by the daily finance charge rate (the appropriate annual rate divided by 365) and then multiplying that result by the number of days the invoice is past due.

Payment Methods   You can enter a list of the different types of payment methods you accept, such as cash, check, or credit cards. You can then select payment-method information in the Receipts window and from the Sales/ Invoicing window. Peachtree sets up a default list for you when you create your company, but you can customize this list to suit your needs. Payment methods are recorded on sales receipts for reporting purposes.

The payment methods you set up here will be the default methods used in the Receipts and Receive Payment windows. However, you can customize receipt settings for individual customers by changing their payment default settings in Maintain Customers. For more information, see "Payment Defaults" on page 104.

In addition to payment methods, you can establish how deposit ticket IDs are generated: from the Receipts window or from the Select for Deposit window.

Want to learn more about the Customer Defaults window? Click the **Help** button in the window.

Enter Statement/Invoices Defaults

These options let you customize your customer statements and invoices. The defaults you enter here are used throughout Peachtree. You cannot customize this information for an individual customer.

➤   From the **Maintain** menu, select **Default Information**; then choose **Statement/Invoices**.
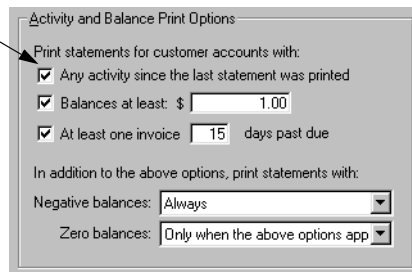
Each one of these is an independent option. The options do not work together to select statements to print.

The information for Statement/Invoice Defaults is divided into two tabs: **Statement Print Options** and **Dunning Messages**.

Statement Print Options Defines which customer accounts to print customer statements for, and whether to print your company's name and address on invoices and statements. Whenever you print statements, you can print a range of customers. However, you may not want to print statements for customers with zero balances, credit balances, balances under a certain amount, or invoices barely overdue.

The next series of options allows you to define which customer accounts you want to print statements for.

The default is to print statements with any activity since the last statement was printed.

Activity and Balance Print Options

Print statements for customer accounts with:
☑ Any activity since the last statement was printed
☑ Balances at least: $ 1.00
☑ At least one invoice   15   days past due

In addition to the above options, print statements with:

Negative balances: | Always ▼ |
Zero balances: | Only when the above options app ▼ |

Important:
If no print options are selected and **Never** is selected for **Negative** or **Zero balance** options, no customer statements will print in reports.

Select any of the activity and balance print options. Each one is independent of the others. For example, you can select **Balances at least** and enter an amount. But, if you also select **Any activity**, statements could print for customers with a zero balance if there was any activity in the account since the last statement was printed. The options do not affect each other.

Activity Print Options

- Select **Any activity since the last statement was printed** if you want to print statements for customers with any activity since the last statement was printed.

- Select **Balances at least...** and then enter the balance amount if you want any customer whose balance due is that amount or greater to receive a statement.

- Select **At least one invoice...days past due** and then enter a number of days past due (if you want any customer who has an unpaid invoice that is overdue by that number of days or more to receive a statement).

Balance Print Options

- **Negative balances.** Determines whether customer accounts that have a negative or credit balance will receive statements. Choose **Always**, **Only when the above options apply**, or **Never**.

- **Zero balances:** Determines whether customer accounts that have a zero balance will receive statements. Choose **Always**, **Only when the above options apply**, or **Never**.

To print your company information on all invoices and statements, select the **Print your company name, address, phone number, and fax number on invoices and statements** check box.

Note

If you use preprinted invoice and statement forms with your company's name and address already on them and you run out of forms, you can have Peachtree print this information on the plain-paper version of invoice and statement forms. When you receive a new supply of preprinted forms, you can change the option back.

Dunning Messages   Defines what dunning messages are printed on each customer statement. These statement notices indicate how far the current account balance is overdue and usually demand prompt payment. Dunning messages can vary in severity depending on the length of time that a customer's account is overdue. You can set up to four different dunning messages in Peachtree based on how long the customer account is overdue at the time statements are printed.

Tip

Dunning Messages don't have to be negative:
You can set the first message at 0 days and enter a "Thank you for your business" message, an advertising message, or a company announcement.

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 invoices. The fourth message will print on any invoices that are older than the number of days entered into the third message box. You can enter up to 40 characters for each message.

Want to learn more about the Statement/Invoices Defaults window? Click the **Help** toolbar button in the window.

Set Up Sales Taxes

For step-by-step instructions, look up **"sales taxes"** in the Peachtree Help index.

Sales taxes are set up in two areas:

- **Sales Tax Codes:** the overall rate applied to taxable items on customer invoices, which is composed of rates entered as sales tax authorities

- **Sales Tax Authorities:** the governments or other taxing agencies and their tax rates that are used to assemble the sales tax codes

You can enter a default sales tax code when you set up a customer record. The total rate for a sales tax code is used when entering a sale to a customer based on the ship-to address. When you enter an invoice to a customer, the sales tax code is used to calculate sales tax. Each sales tax code is composed of one or more sales tax authorities. To run the Sales Tax report, sales tax authority must be associated with a vendor.

You build sales tax codes using the rates you enter for the different sales tax authorities.

In this example, the county, city, and state taxes combine to create a 6.0% sales tax code.

```
              Sales Tax Code
                  6.0%

   County Tax      City Tax      State Tax
     .5%            1.5%          4.0%
```
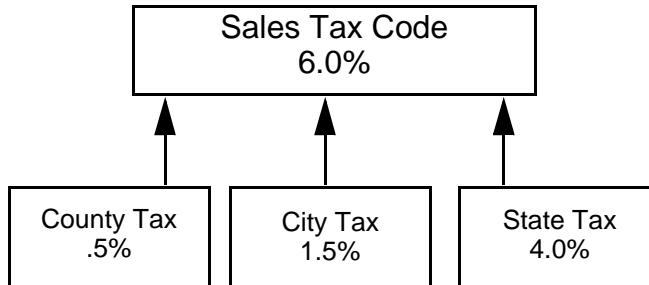
For example, if you live in a county where sales tax is composed of a 4% state sales tax, a 1.5% city tax, and a .5% county tax, you will set up sales tax authorities for each of these. Your sales tax code combines these three component rates, for a total of 6.0%.

Inventory-item tax types do not affect the sales tax rate; they affect it 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. When an inventory-item tax type is exempt, no sales tax is calculated for the item amount.

Your sales tax situation may be much simpler. You may only need a single sales tax authority, a single sales tax code, and one inventory-item tax type (taxable).

Enter Sales Tax Authorities

For step-by-step instructions, look up **"sales tax authorities, Set Up Sales Tax Authorities"** in the Peachtree Help index.

Sales tax authorities are components of sales tax codes, which calculate taxes on sales to customers. You must first enter a vendor (usually a government or government agency). Then you assign this vendor and a sales tax-payable general ledger account to the sales tax authority.

1 Add the agency to whom you pay taxes as a vendor. This is the agency where you send sales tax checks. For more information on setting up a vendor record, see "Add a Vendor Record" on page 165.

2 From the **Maintain** menu, select **Sales Taxes**; then select **Sales Tax Authorities**.

Fields in the Maintain Sales Tax Authorities window include:

- **ID and Description:** Identifies the sales tax authority record. (To edit an existing authority, select it from the lookup list.). For reference, you might also include information such as which column this tax occupies on the state or local tax form.

- **Tax Payable To:** Identifies the vendor who is the taxing authority governing this tax (for example, the state department of revenue). This is the vendor you selected in step 1.

- **Sales Tax Payable G/L Account:** Indicates which liability account to update when sales transactions are recorded. Typically this is a sales tax payable account.

- **Tax Calculation:** Identifies the sales tax as based either on a single tax rate or a formula. If your state charges at a single tax rate, select **Single Tax Rate**, and then enter the rate as a percentage. For example, to enter 1 percent, type **1.00**. If your state has a two-tier tax or imposes a dollar limit on taxed sales, select **Formula**, and then set up the appropriate tax calculation formula to meet your state's tax regulations.

Want to learn more about the Maintain Sales Tax Authorities window?
Click the **Help** toolbar button in the window.
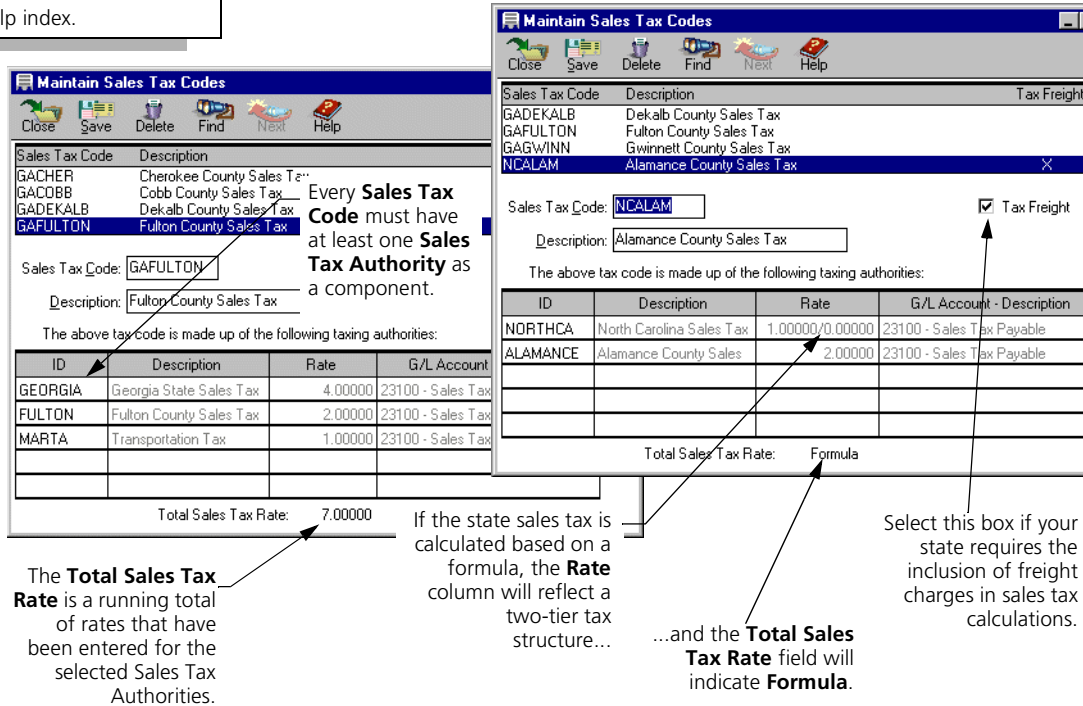
Enter Sales Tax Codes

Sales tax codes are made up of one or more sales tax authorities.

➤ From the **Maintain** menu, select **Sales Taxes**; then select **Sales Tax Codes**.

Every **Sales Tax Code** must have at least one **Sales Tax Authority** as a component.

If the state sales tax is calculated based on a formula, the **Rate** column will reflect a two-tier tax structure...

The **Total Sales Tax Rate** is a running total of rates that have been entered for the selected Sales Tax Authorities.

...and the **Total Sales Tax Rate** field will indicate **Formula**.

Select this box if your state requires the inclusion of freight charges in sales tax calculations.

Enter each sales tax authority that should be included when computing the rate for a sales tax code. For example, if you are entering the sales tax code for a county, you may need to enter the state authority, the county authority, and some local public transportation authority.

Fields in the Maintain Sales Tax Codes window include:

- **ID and Description:** Identifies the sales tax code that is listed in sales transaction windows such as Quotes and Sales/Invoicing. Descriptions could be a region where the sales tax combination applies.

- **Tax Freight:** Indicates whether or not freight charges included on sales invoices should be considered in sales tax calculations. This requirement varies from state to state. Check with your local sales tax authority or accountant to be sure.

Want to learn more about the Maintain Sales Tax Codes window? Click the **Help** toolbar button in the window.

Add a Customer or Prospect Record

For step-by-step instructions, look up **"set up, Set Up a Customer"** in the Peachtree Help index.

You can view or enter basic information about your business clients in the Maintain Customers/Prospects window. You can customize terms information, set up other invoice defaults, and enter billing and shipping information, contacts, and so forth.

To open the Maintain Customers/Prospects window, do the following:

➤ From the **Maintain** menu, select **Customers/Prospects**.

Use the **Header** fields above the tabs to set up customer ID, customer name, and determine whether the customer is a prospect or an actual customer with recorded sales.
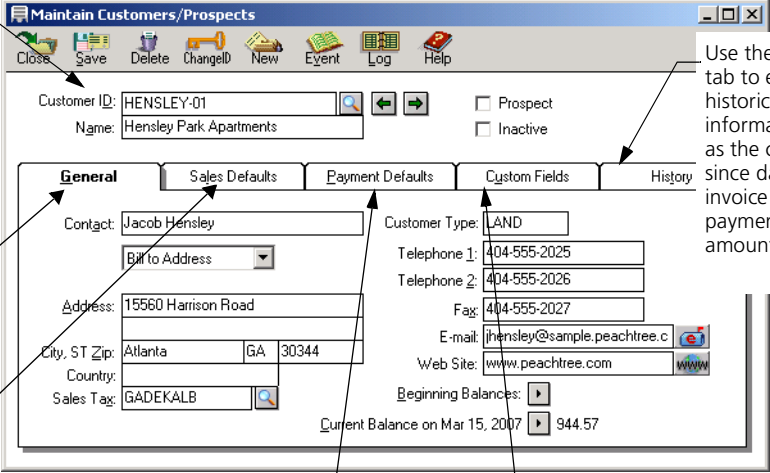
Use the **General** tab to enter general customer information, such as billing, shipping, and e-mail addresses.

Use the **Sales Defaults** tab to enter customer sales information, such as sales account number, sales rep, and terms.

Use the **History** tab to enter historical information, such as the customer-since date and invoice and payment dates and amounts.

Use the **Payment Defaults** tab to enter default credit card, payment type, and general ledger cash account information.

Use the **Custom Fields** tab to customize customer information with five fields, which you can add to customized reports.

From this window, you can add a new customer record, change existing customer information, or delete a customer record. The Maintain Customers/Prospects window is very similar to the Maintain Vendors window. In Peachtree, customer transactions are handled much like vendor transactions, only reversed.

Customer information is divided into six areas: Header fields, **General** tab, **Sales Defaults** tab, **Payment Defaults** tab, **Custom Fields** tab, and **History** tab.

Header Information Above the different tabs, the field information stays the same. This is called header information.

In the header fields, you can enter a new customer ID and name. You can also choose whether to make the customer record inactive or not.

- **Customer ID:** Enter a new ID of up to 20 alphanumeric characters, or select an existing customer ID from the list. This field is case sensitive. Peachtree sees AAA001 and aaa001 as different IDs. To view or modify a current customer record, you can use the Lookup button to select the customer from a list or type a question mark to view the list.

- **Name:** Enter the name you want to appear on all accounts receivable windows, forms, and reports for this customer. If you select an existing customer record, the name automatically fills in here.

- **Prospect:** Select if this record is a potential customer. Prospects do not appear on the Aged Receivables or Customer Ledger reports. You can also select just prospects when printing customer lists and mailing labels. A prospective customer becomes a regular customer when this check box is cleared or when an invoice or receipt is entered for the prospect.

- **Inactive:** Select this check box to mark the customer record as inactive and eligible for purging. If you try to enter a transaction with this customer, you will be warned of the inactive status.

General   Includes the customer's billing and shipping addresses, sales tax information, customer type, telephone and fax numbers, e-mail address, and Web site address.

- **Customer Type :** Lets you classify your customer records as best suits your business. This is useful because it is a filter option for many sales reports. When printing these reports, you can select a range of types, which is a way of limiting the customers included. For example, you might enter a city or county here. Then, when printing statements, enter the city or county as the type range. Only those customers with the specified customer type will be included in that batch of statements or labels. The Type field is case sensitive; that is, Atlanta and ATLANTA are treated as two different words.

- **Billing and Shipping Addresses:** Specifies various locations for your customer. You can enter a total of 10 addresses—one **billing address** and nine **shipping addresses**—for the customer. The billing name and address are used as the default when entering a sales transaction. They also print on the invoice and are used for customer mailing labels. All shipping addresses have a field for the **Ship Name** since it may be different. To enter different addresses, open the address drop-down list, and choose which address to enter.

When you enter an address, open this drop-down list to select whether it is the billing address or one of the nine shipping addresses.

- **Sales Tax:** Identifies the sales code default used for the selected billing or shipping address. You can select a different sales tax code for each of the 10 customer addresses. For more information, see "Set Up Sales Taxes" on page 97.

- **E-mail and Web Site:** Identifies the customer's primary e-mail address and Web site address. Click the buttons to the right of these fields to quickly create an e-mail message or open your Web browser and access their Web site. For more information, see "Create E-mail Messages" on page 396 and "Display Customer, Vendor, and Your Company Web Sites" on page 397.

Click either of these buttons to quickly create an e-mail message or visit a Web site based on the addresses entered.

Do not select the **Beginning Balances** button until you have entered the rest of the customer information and are ready to save the customer record. For more information on entering beginning balances, see "Enter Customer Beginning Balances" on page 107. *Note:* If you select an existing customer record in the **Customer ID** field, the **Current Balance** button will appear below the **Beginning Balances** button. Click the **Current Balance** button to see customer sales and receipts from the start of the current accounting period to the current (system) date.

Sales Defaults   Specifies the default sales (income) general ledger account to credit when a sale is recorded with this customer and the default sales representative associated with this customer. Sales reps are added in Maintain Employees/Sales Reps. For more information, see "Add an Employee or Sales Representative Record" on page 232. You can track sales to an individual sales representative by entering his or her sales rep ID on the invoice. Then you can print the Sales Rep report to see a breakdown of sales for each representative.

Resale #, Open PO #, and Ship Via: In addition, you can also enter the customer's reseller tax ID number, the customer's open purchase order (PO) number, and a preferred shipping method. If you would like to change the standard terms for this customer, select the **Terms** button to edit this customer's payment terms. A separate window appears, letting you override the default company-wide sales terms and credit limit for this customer.

Select the **Use Standard Terms** check box if you want to use the payment terms set up in Customer Defaults.

Customer Terms

☐ Use Standard Terms

☐ C.O.D.   ☐ Prepaid

⦿ Due on Day of Month
○ Due in # of Days
○ Due at end of month

Due on the ⬚0⬚ next month
Discount in ⬚0⬚ days
Discount % ⬚0.00⬚
Credit limit ⬚18,000.00⬚
☑ Charge Finance Charges

Ok
Cancel

Otherwise, clear the **Use Standard Terms** check box, and then enter the desired new terms.

To set up special terms for the vendor, clear the **Use Standard Terms** check box, and then enter the new terms. Otherwise, this vendor will use the same terms you set up on the **Payments Terms** tab of the Customer Defaults window. For more information on terms options, see .

Sales Rep and Form Delivery Options: On the **Sales Defaults** tab, you also set up a sales rep, an employee in your organization who will act as chief of sales for the chosen customer. Besides this, you set form-delivery options for the customer. These options let you choose either paper or e-mail as the *default* method of form delivery to the customer whenever you print a batch of forms.

┌─ Form Delivery Options ────────────────────┐
│ Delivery method: ⦿ Paper Form ○ E-mail │
│ ☐ CC Sales Rep when sending e-mail   │
└──┘

However, even if you choose e-mail as a customer's default delivery method, Peachtree still gives you the option of providing paper copies for the customer whenever you e-mail or print forms in batch. For more information on e-mailing a batch of forms, see .

Payment Defaults   Includes the customer's address, credit card number, expiration date, and Receipt window settings.

- **Cardholder's Name:** Choose the credit card you want to use as this customer's default, and enter the name as it appears on the credit card in the Cardholder's Name field.

- **Address:** Enter the customer's billing address. As the default, the address fields (address lines 1 and 2, city, state, ZIP Code, and country) will initially display the information you entered as the Bill to Address on the General tab.

- **Credit Card Number:** Allows you to enter a default credit card number to use for this customer. You can enter dashes, spaces, or slashes as separators.
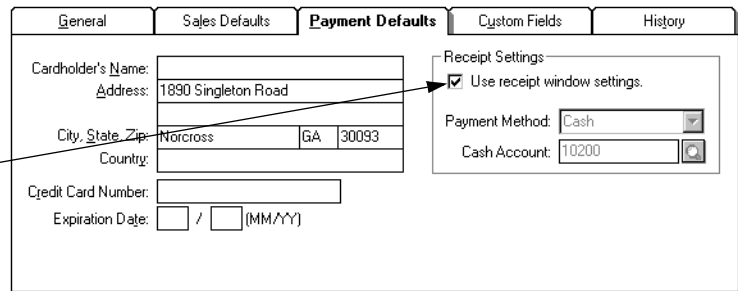
> The credit card number in the Payment Defaults tab will be displayed *unencrypted*. Therefore, you may want to control user access to the Payment Defaults tab. You can give users **No Access** or **Full** access to the Customer Payment Defaults program area. For more information about limiting access to certain areas of Peachtree, see "Set Up Access to Various Areas of Peachtree" on page 370.

- **Expiration Date:** Enter the expiration date listed on the front of the customer's credit card. Enter the expiration date using the month/year (MM/YY) format. Expiration years (YY) appear as two digits (for example, 03 represents 2003). If a card expiration date is 5/31/03, enter 05/03.

  Note: You can set up an alert to notify you when a customer's default credit card is about to expire. For more information on setting alerts, see "Set Company Alerts" on page 345.

- **Receipt Settings:** In the Receipt Settings area of the **Payment Defaults** tab, you can specify the default payment settings for the selected customer. By default, the *Payment Method* and *Cash Account* fields in the Receipts and Receive Payment windows will populate with the information used in the last saved receipt.

To use the settings of the last saved receipt, leave the *Use receipt window settings* check box selected.

To customize the receipt settings for the selected customer, uncheck the *Use Receipt window settings* check box and select your desired options from the Payment Method and Cash Account lists. The next time you create a receipt for this customer, or receive a payment through the Sales/Invoicing window, the customized receipt settings will appear.

Custom Fields   Allows you to customize customer information with five fields. You can add these fields to your customized reports. These fields are set up in the Customer Defaults window. For example, if you have set up a **Second Contact** field in Customer Defaults, here on the **Custom Fields** tab you would enter the actual name of the additional contact for the customer. For general information on setting up customer custom field labels in Peachtree, see "Custom Fields" on page 94.

The text in these field labels is entered in the Customer Defaults window.

1. Second Contact
2. Reference
3. Monthly Service?
4. Qtrly Mailing?
5. Referral

History   Shows information about the selected customer record, including the customer-since date and invoice and payment dates and amounts. When entering a new customer record, you may edit the information on this tab. Once you save the customer record, however, you can no longer edit the history data.

What Do You Want to Do Next?

Change this customer ID   Select the **Change ID** button if you want to change the ID for this customer record. For more information, look up **"customer IDs"** in the Peachtree Help index.

Create an event for this customer   Select the **Event** button to schedule an event with a customer. You can also use it to log notes about telephone calls, meetings, letters, and other vendor-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.

See a log of up-to-date activity for this customer   You can see a window that lists all activities entered for this customer to the present time. You can even check activities as completed, if desired. For more information, look up **"display, Display a Customer, Vendor, or Employee Event Log"** in the Peachtree Help index.

Want to learn more about the Maintain Customers/Prospects window?   Click the **Help** toolbar button in the window.

Enter Customer Beginning Balances

For step-by-step instructions, look up **"customers, Enter Customer Beginning Balances"** in the Peachtree Help index.

Customer beginning balances are essentially unpaid sales invoices you have issued to customers prior to the first transaction date in Peachtree. 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 are not posted to the general ledger. It is assumed that all unpaid sales invoices prior to starting Peachtree are entered as a single beginning balance amount for your accounts receivable account in Maintain Chart of Accounts. For more information, see "Enter Chart of Accounts Beginning Balances or Prior Period Adjustments" on page 68.

To enter beginning balance invoices for customers, do the following:

Beginning Balances: ▸

➤ From the **Maintain** menu, select **Customers/Prospects**. In the **Maintain Customers/Prospects** window, enter or select the customer ID that you want to enter a beginning balance, then click the **Beginning Balances** button on the **General** tab.

The **Current Accounts Receivable Balance** displayed here is the total of all unpaid customer invoices entered in your company. This total should match the accounts receivable beginning balance entry in your chart of accounts.

Click the **Customer Balances** tab to display and select beginning balances for other customers.

There are two tabs in the Customer Beginning Balances window: **Invoices for** and **Customer Balances**.

Invoices for   Lists each outstanding customer invoice dated prior to when you started using Peachtree. You can adjust these transactions until you apply a receipt to them. When a receipt is applied to a beginning balance invoice, the invoice line appears on a gray background. To modify a paid invoice, you must delete the receipt (in Peachtree's Receipts window).

If you have set up your company on an accrual basis, you must enter an accounts receivable (A/R) general ledger account. If your company is set up on a cash basis, the words <**Cash Basis**> appear in the **A/R Account** field, and the field is not available.

The beginning balance amount should *not* include any transactions that you have already entered in task windows, such as the Sales/Invoicing window. 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.

Customer Balances   Lists outstanding balances for existing customers. Select and double-click a customer name in the list. The **Invoices for** tab appears listing all beginning balance sales invoices for the customer.

What Do You Want to Do Next?

Find / Next	**Find a customer** On the **Customer Balances** tab, select the **Find** button to locate a listed customer. The Find window appears. Enter a key word or phrase related to the customer record you are looking for, and then click **OK**. Once you have used the **Find** button, select the **Next** button to locate the next instance of the key word or phrase you used to find the first customer record.
Add / Remove	**Add or remove an invoice line** On the **Invoices for** tab, use the **Add** button to add an extra sales invoice line for the displayed customer record. Select the line *below which* you want the new line to appear; then select the **Add** button. To remove an invoice, select the line you want to delete; then select the **Remove** button.
Help	**Want to learn more about the Customer Beginning Balances window?** Click the **Help** toolbar button in the window.

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. When your customer agrees to the sale, quotes can easily be converted to sales orders or sales invoices.

Enter a Sales Quote

For step-by-step instructions, look up **"quotes, Enter a Product [or Service] Sales Quote"** in the Peachtree Help index.

To enter a sales quote for a customer or prospect, do the following:

➤ From the **Tasks** menu, select **Quotes/Sales Orders**; then select **Quotes**.

Leave the **Quote #** blank if you intend to print the quote. Peachtree will automatically assign a quote number during the printing process.

The **Good thru** date allows you to specify when the quote expires. The default period is 30 days.

The **Customer ID** field is a lookup field. Press ? in the text box, and select the customer from a list. Or, press +, and enter a new customer record.

If needed, click the **Ship To** button to change the shipping address.

Displayed Terms automatically fills with the customer's default terms. If you want to show special terms for this customer on the quote, enter new terms here.

The **Sales Rep ID** specified in the customer record is automatically added, if one is set up. To change the sales rep ID click the lookup button.

As you enter line items, you can assign each to a **Job** (and in Peachtree Complete and Peachtree Premium, to a phase and/or cost code ID), if desired.

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In the Quotes window, you can choose to hide certain data-entry fields that you do not want to view. This will increase your data-entry speed. For more information, see <u>"Task Window Templates" on page 49</u>.

As you enter a quote, use the following fields to customize the sales estimate to meet specific needs:

Enter the quote number   Enter this in the **Quote #** field, unless you want Peachtree to assign quote numbers automatically. If you intend to print the quote, leave the quote number blank. Peachtree will automatically assign a quote number during the printing process.

Enter the Ship To address   Note that the **Ship To** field fills in automatically with default information, but you can change this if needed to handle drop shipments. For more information, see <u>"Track Customer Drop Shipments In Vendor Purchases" on page 182</u>.

Enter the discount amount and terms   Change the discount amount, if needed, and the displayed terms, if you are using accrual accounting. The **Displayed Terms** field fills automatically with default terms, but you can change them if you use special terms with this customer.

Enter a unit price or amount   Enter a unit price or just an amount, and Peachtree will automatically calculate a unit price. The default is the last posted price for the item.

Enter a job, phase, and/or cost code ID   You can assign a job code ID (and in Peachtree Complete and Peachtree Premium, a phase and/or cost code ID) for each line item if you are tracking job costs. The sales information will not be applied to the job until you ship the items on a sales invoice. This allows you to track and bill reimbursable job expenses to your customers. For information on using this field to maximum effect, look up **"Job Field lookup list"** in the Peachtree Help index.

> **Tip**
>
> **Assigning Quote Numbers:** Peachtree sorts 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**

What Do You Want to Do Next?

Open	**Edit existing quotes** Select the **Open** button to make changes to transactions entered previously in the Quotes window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index. *Note:* Once a quote is converted to a sales order or sales invoice, you will not be able to open or edit the quote. These transactions have moved to either the Sales Orders or Sales/Invoicing transaction lists.
Save	**Save or post the quote** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Quotes Journal. Quotes do not impact the general ledger. If you use the Batch posting method, the transaction is recorded in the Quotes Journal and must be posted later. For more information, see <u>"Post/Unpost (Batch Mode Only)" on page 79</u>.

What Do You Want to Do Next?

Print	**Print the quote selected** If you plan to print this quote, leave the **Quote #** field blank, and click the **Print** button. Make sure you insert a quote form in your printer before doing this. If you are not ready to print quotes, click the **Save** button to record the quote transaction. You can print non-referenced quotes from the Select a Report window. For more information on printing, see "Printing, E-Mailing, and Previewing Forms" on page 478. *Note:* Printing quotes that already have quote numbers assigned will contain the word "DUPLICATE" on the printed form.
Preview	**See how the quote will look before you print it** You can preview forms before actually printing them from most task windows. Click the **Preview** button. When finished, return to the Quotes window.
Convert	**Convert the selected quote to a sales order or invoice** When your customer agrees to the sale, you can convert already entered data to an actual transaction. For more information, see "Convert a Quote" on page 112.
Row / **Add** / **Remove**	**Add or remove an invoice line** Use the **Row** button menu to add an extra line item or remove the selected line item from the displayed transaction. • To insert a line in the grid, select the line *below which* you want the new line to appear; then from the **Row** button menu, click the **Add** button. • To remove a line in the grid, select the line you want to delete; then from the **Row** button menu, click the **Remove** button.
Note	**Add a note** Select the **Note** button to enter or display a comment about this customer or sales quote. You can enter note text that prints on the quote; or, you can enter an internal note viewed only by your employees. Besides this, you can also enter a statement note that will print on the customer statement *once the quote is converted to an invoice*.
Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the Quotes Journal tab, which shows entries that will get posted to the general ledger after you have shipped items on the sales invoice. For more information, see the Basics chapter, "Accounting Behind the Screens" on page 57.
Event	**Create an event for this customer** Select the **Event** button to schedule an event with a customer. You can also use it to log notes about telephone calls, meetings, letters, and other customer-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.

What Do You Want to Do Next?

Template	**Select or create a new template for this window** From a drop-down list, select a product or service predefined template, select an existing customized template, or create one of your own design. For more information, look up **"templates, Select a Task Window Template"** in the Peachtree Help index.
Help	**Want to learn more about the Quotes window?** Click the **Help** toolbar button in the window.

Memorize a Quote Transaction

For step-by-step instructions, look up **"memorized transactions, Enter and Use Memorized Transactions"** in the Peachtree Help index.

You can enter and save common transactions such as sales quotes for later use. For example, you may want to repeat a transaction previously used for a customer several times. Using memorized transactions can save time in repetitive data-entry tasks. Memorized transactions *are not posted* to journals or the general ledger. For more information on working with memorized transactions, see "Memorized Transactions" on page 48.

Note

Not all quote fields are maintained in memorized transactions. Once the memorized quote is selected for use in the Quotes window, you must enter unique fields such as the quote number and date.

Convert a Quote

For step-by-step instructions, look up **"convert, Convert a Quote to an Invoice or Sales Order"** in the Peachtree Help index.

Once your customer accepts a quote, you can convert it to either a sales order or a sales invoice. Once you convert a quote, you can no longer edit the quote in the Quotes window. You must open the Sales/Invoicing or Sales Orders window, depending on which option you selected when you converted the quote.

To convert a quote, do the following:

Convert

➤ From the **Tasks** menu, select **Quotes/Sales Orders**; then select **Quotes**. Open the sales quote that you want to convert, and then click the **Convert** button.

You can only convert quotes dated in the current accounting period.
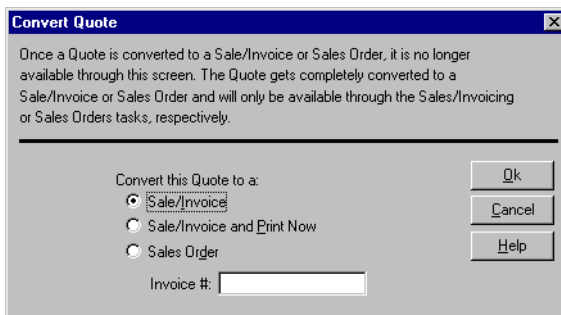
Below are options for converting quotes:

- **Sale/Invoice:** Converts the quote to an invoice available for editing on the Sales/Invoicing window. If you already have an invoice number for this quote and will not print the invoice, enter the number in the **Invoice #** field. You can also leave the **Invoice #** field blank to assign the invoice number when you print later.

- **Sale/Invoice and Print Now:** Allows you to convert the quote to an invoice and immediately print the invoice. Peachtree opens the standard dialog boxes to select the invoice form you want to use and provides you with the next available invoice number.

- **Sales Order:** This option lets you convert the quote to a sales order so you can invoice the customer for a partial shipment of items—for example, if some of the items are not in stock. Peachtree will display the next available sales order number when you convert the quote.

When you convert a quote, the quote number is retained for reference. You cannot edit the quote in the Quotes window, but the quote number will appear in the Sales Orders or Sales/Invoicing task window.

Want to learn more about the Convert Quote window? Click the **Help** button in the window.

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. When you post a sales order, none of the accounting information is updated, since you have not actually shipped the items on the sales order.

Once you have entered the sales order, you can print a picking slip for the warehouse to mark up and ship along with the products. After you receive a marked-up copy of the sales order from the warehouse, invoice the customer for the order, based on the items shipped. If not all items are available, invoice items as they become available (partial shipments). This allows you to track backorders. You can view reports that show the items backordered for your customers to help you plan future purchases.

Peachtree closes sales orders automatically when all items have been shipped, or you can close a sales order before all items are shipped.

Enter a Sales Order

Peachtree's Sales Order window is where you enter a sales request for items from a customer. No accounting information is updated when you post the order. Instead, accounting information is updated only when you ship the items on the sales order and enter them on the Sales/Invoicing window, or if you're using cash accounting, when you receive payment from the customer.

To enter a sales order for a customer, do the following:

➤ From the **Tasks** menu, select **Quotes/Sales Orders**; then select **Sales Orders**.

The **Customer ID** field is a lookup field. Press ⟨?⟩ in the text box, and select the customer from a list. Or, press ⟨+⟩, and enter a new customer record.

If needed, click the **Ship To** button to change the shipping address.

Enter or select a **Ship By** date. This will help you manage the order and the inventory items needed to fill it.

Displayed Terms automatically fills with the customer's default terms. If you want to show special terms for this customer on the order, enter new terms here.

The **Sales Rep ID** specified in the customer record is automatically added, if one is set up. To change the sales rep ID, click the lookup button.

As you enter line items, you can assign each to a **Job** (and in Peachtree Complete and Peachtree Premium, to a phase and/or cost code ID), if desired.

Note

In the Sales Orders window, you can choose to hide certain data-entry fields that you do not want to view. This will increase your data-entry speed. For more information, see "Task Window Templates" on page 49.

As you enter a sales order, do the following to customize the order to meet specific needs:

Enter or note the sales order number   If you have not yet entered a sales order, the **SO #** field is blank. Once you enter a sales order number for the first time, Peachtree increases this number for the next sales order. For example, if you first enter a sales order number 1000, Peachtree assigns the next sales order the number 1001. This is a required field, and duplicate sales order numbers are not allowed.

Enter or select a ship-by date   This is the date by which the order must be shipped. Entering a ship-by date will help you keep track of the order better, as well as better manage the necessary inventory. The ship-by date shows up in a number of sales order reports, such as the Sales Order report, Picklist report, Sales Backorder report, and Sales Order Register; see "Using Accounts Receivable Reports and Forms" on page 155. In addition, you can create a "Sales Order to Ship" event that will give you even more control over the order.

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Enter the ship-to address   Note that the **Ship To** field fills in automatically with default information, but you can change this if needed to handle drop shipments. For more information, see <u>"Track Customer Drop Shipments from Your Vendors" on page 130</u>.

Enter the discount amount and terms   Change the discount amount, if needed, and the displayed terms, if you are using accrual accounting. The **Displayed Terms** field fills automatically with default terms, but you can change them if you use special terms with this vendor.

Enter a unit price or amount   Enter a unit price or just an amount, and Peachtree will automatically calculate a unit price. The default is the last posted price for the item.

Enter a job, phase, and/or cost code ID   You can assign a job code ID (and in Peachtree Complete and Peachtree Premium, a phase and/or cost code ID) for each line item if you are tracking job costs. The sales information will not be applied to the job until you ship the items on a sales invoice. This allows you to track and bill reimbursable job expenses to your customers. For information on using this field to maximum effect, look up **"Job Field lookup list"** in the Peachtree Help index.

What Do You Want to Do Next?

Open	**Edit existing sales orders** Select the **Open** button to make changes to transactions entered previously in the Sales Orders window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index.
Save	**Save or post the sales order** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Sales Order Journal. Sales orders do not impact the general ledger until items are invoiced (shipped). If you use the Batch posting method, the transaction is recorded in the Sales Order Journal and must be posted later. For more information, see <u>"Post/Unpost (Batch Mode Only)" on page 79</u>.

What Do You Want to Do Next?

Print	**Print the sales order selected** Click the **Print** button. Make sure you insert a sales order form in your printer before doing this. If you are not ready to print sales orders, click the **Save** button to record the sales order transaction. For more information on printing, see <u>"Printing, E-Mailing, and Previewing Forms" on page 478</u>. Printing a sales order gives you the ability to confirm or acknowledge customer orders and fill customer orders more efficiently. You can use the printed sales order as a picking slip for warehouse personnel to mark up. A copy of the marked-up picking slip can be shipped with ordered items as a packing slip, and another copy can be sent to the accounting department for invoicing. For more information, see <u>"How Do I Use the Printed Sales Order?" on page 118</u>.
Preview	**See how the sales order will look before you print it** You can preview forms before actually printing them from most task windows. Click the **Preview** button. When finished, return to the Sales Orders window.
Row Add Remove	**Add or remove an invoice line** Use the **Row** button menu to add an extra line item or remove the selected line item from the displayed transaction. • To insert a line in the grid, select the line *below which* you want the new line to appear; then from the **Row** button menu, click the **Add** button. • To remove a line in the grid, select the line you want to delete; then from the **Row** button menu, click the **Remove** button.
Note	**Add a note** Select the **Note** button to enter or display a comment about this customer or sales order. You can enter note text that prints on the order; or, you can enter an internal note viewed only by your employees. Besides this, you can also enter a statement note that will print on the customer statement *once the sales order is converted to an invoice*.
Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the Sales Order Journal tab, which shows entries that will get posted to the general ledger after you have ship items on the sales invoice. For more information, see the Basics chapter, <u>"Accounting Behind the Screens" on page 57</u>.
Event	**Create an event for this customer** Select the **Event** button to schedule an event with a customer. You can also use it to log notes about telephone calls, meetings, letters, and other customer-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.

What Do You Want to Do Next?

Template	**Select or create a new template for this window** From a drop-down list, select a product (predefined) template or customized template, or create one of your own design. For more information, look up **"templates, Select a Task Window Template"** in the Peachtree Help index.
Help	**Want to learn more about the Sales Orders window?** Click the **Help** toolbar button in the window.

How Do I Use the Printed Sales Order?

Sales Order Picking/
Packing List

You send a copy of the Picking/Packing List to the warehouse.

WAREHOUSE

Warehouse personnel mark up the list and prepare items for shipping.

Sales Order Picking/
Packing List

A copy of the sales order is shipped with merchandise as a packing slip.

A copy of the sales order is sent to the accounting department for invoicing. The accounting department then opens the sales order in Peachtree and creates the invoice.

Memorize a Sales Order Transaction

You can enter and save common transactions such as sales orders for later use. For example, you may want to repeat a transaction previously used for a customer several times. Using memorized transactions can save time in repetitive data-entry tasks. Memorized transactions *are not posted* to journals or the general ledger. For more information on working with memorized transactions, see "Memorized Transactions" on page 48.

Ship Items from a Sales Order

For step-by-step instructions, look up **"ship"** in the Peachtree Help index.

After you have entered a sales order for your customer, the next step is to collect the items that you need to ship to the customer. If you do not have items in stock, you can purchase them. For more information, see "Enter a Purchase Invoice" on page 179. As purchased items are received or items are collected in your warehouse, you ship the items and invoice your customers. Once you enter the quantity of items you are shipping, you can print the invoice and have Peachtree assign an invoice number, or you can enter the invoice number if the invoice was prepared manually and you will not print it from Peachtree.

Shipping items on the sales order creates an open sales invoice in Peachtree, updating your inventory and accounts receivable information. You can have multiple invoices based on the same sales order; however, you cannot ship items from more than one sales order on the same invoice.

To ship items to a customer from a sales order, do the following:

➤ From the **Tasks** menu, select **Sales/Invoicing**.

Leave the **Invoice #** blank if you intend to print the invoice. Peachtree will automatically assign an invoice number during the printing process.

Enter or select the **Customer ID** associated with the sales order from which you want to ship items.

If needed, click the **Ship To** button to change the shipping address.

Use the **Apply to Sales Order#** drop-down list to select the sales order number from which you want to ship items.

The item entry lines on the tab fill in with the items on the sales order.

If your customer has paid for the invoice in full at the time of sale, enter the amount paid here.

Next, follow these two basic steps:

1   Enter or select the customer ID associated with the sales order. If this customer has open sales orders, the **Apply to Sales Order** tab appears in front. You then simply select the sales order.

Apply to Sales Order No.:	05091998 ▾		Apply to Sales: 0.00			
Item	Remaining	Shippe	\<No SO Selected\>	ption	Unit Price	Tax	Amount	Job
600-SETTIN	1.00	1	05091997 / 05091998	ssware	375.00	1	375.00	

2   From the **Apply to Sales Order #** drop-down list, select the sales order number from which you want to ship items.

The item entry lines on the tab fill in with the items on the sales order. The item ID, if there is one, appears in a gray field, since you cannot edit the item ID in this window. The **Remaining** column shows you how many of the item you are still waiting to ship. For example, if you order 6 of an item, and have previously shipped 3, the **Remaining** column shows 3.

Enter the invoice number   Enter this in the **Invoice #** field, unless you want Peachtree to assign invoice numbers *automatically*. If you intend to print the invoice, leave the invoice number blank. Peachtree will automatically assign an invoice number during the printing process.

Enter the ship-to address   Note that the **Ship To** field fills in automatically with default information, but you can change this if needed to handle drop shipments. For more information, see "Track Customer Drop Shipments from Your Vendors" on page 130.

Enter sales tax information   In the line-item grid, the **Tax** column specifies the inventory item sales tax type. Sales tax types determine whether the item is taxable or not. If you entered an item ID on the line, the tax type is the default set up for this item in the Maintain Inventory Items window. Sales tax types are set up in Inventory Defaults. To see a list of different tax types, type ? or click the lookup button.

In the lower-left area of the Sales/Invoicing window is the **Sales Tax Code** field. This identifies which sales tax code should be used to calculate sales tax for taxable items on this invoice. The default sales tax code set up in the customer record is selected initially, but you can change the code if necessary. For more information, see "Set Up Sales Taxes" on page 97.

Enter the freight charge   Enter the shipping charges for this transaction in the Freight Amount field. If you are applying a sales order to this invoice and had freight on the sales order, select the **All** button to transfer the total freight amount to the invoice.

Enter the amount paid at sale   If your customer paid for the invoice in full *at the time of sale*, click the arrow button and enter the amount paid here. For more information, see "Receive a Time-of-Sale Invoice Payment" on page 138.

Assigning Invoice Numbers:
Tip   Peachtree sorts invoice 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

How Do I Print Sales Order Items Without Quantity or Amount on an Invoice?

If you have description-only items on a sales order or other line items entered without a quantity or amount, Peachtree cannot mark a quantity or amount to be shipped and does not print this line item. For example, if you are selling equipment and including a warranty registration card (a description-only item), the equipment will print, but not the warranty card. There is a way to have description items print on the invoice as well.

➤ On the **Apply to Sales Order** tab, double-click the **Item** field of the item you want to print. (There does not need to be an item in this field.)

An asterisk (*) appears on the far right of the second line of the item. This indicates that the item will print when on the invoice.

What Do You Want to Do Next?

	Edit existing sales invoices Select the **Open** button to make changes to transactions entered previously in the Sales/Invoicing window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index. *Note:* You cannot edit certain parts of a sales invoice once a receipt is applied to it.
	Save or post the sales invoice Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Sales Journal (and others) and the general ledger is updated. If you use the Batch posting method, the transaction is recorded in the Sales Journal (and others) and must be posted later to update the General Ledger. For more information, see "Post/Unpost (Batch Mode Only)" on page 79.
	Print the sales invoice selected If you plan to print this invoice, leave the **Invoice #** field blank, and click the **Print** button. Make sure you insert an invoice form in your printer before doing this. If you are not ready to print invoices, click the **Save** button to record the invoice transaction. You can print non-referenced invoices from the Select a Report window. For more information on printing, see "Printing, E-Mailing, and Previewing Forms" on page 478. *Note:* Printing invoices that already have invoice numbers assigned will contain the phrase "DUPLICATE" on the printed form.
	See how the invoice will look before you print it You can preview forms before actually printing them from most task windows. Click the **Preview** button. When finished, return to the Sales/Invoicing window.

What Do You Want to Do Next?

	Ship all remaining on a sales order To quickly select all items listed on the sales order, click the **Ship** button. From the drop-down button menu, select **All**. All remaining items not previously shipped to the customer are selected and added to the invoice. Conversely, if you want to clear all items selected for shipment, click **None**. *Note:* This button is only present if a sales order is selected in the Sales/ Invoicing window.
	Schedule future transactions like this one Select the **Recur** button to set up repeating journal entries for this transaction in future months or accounting periods. You can change or delete a recurring entry at any time. For more information, see "Recurring Transactions" on page 47.
	Add a note Select the **Note** button to enter or display a comment about this customer or sales invoice. You can enter note text that prints on the invoice; or, you can enter an internal note viewed only by your employees.
	Display Accounting Behind the Screens Select the **Journal** button to see the following:
	• **Sales Journal** tab, which shows a list of each item you invoiced to your customer and the accounts that get debited or credited for each sale.
	• **Cash Receipts Journal** tab, which shows a list of receipt entries that you recorded from your customer and the corresponding general ledger account information. This tab appears only if you received and entered a payment for the invoice at the time of the sale. For more information, see "Receive a Time-of-Sale Invoice Payment" on page 138.
	For more information on the **Journal** button, see the Basics chapter, "Accounting Behind the Screens" on page 57.
	Create an event for this customer Select the **Event** button to schedule an event with a customer. You can also use it to log notes about telephone calls, meetings, letters, and other customer-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
	Select or create a new template for this window From a drop-down list, select a product or service predefined template, select an existing customized template, or create one of your own design. For more information, look up **"templates, Select a Task Window Template"** in the Peachtree Help index.
	Want to learn more about the Sales/Invoicing window? Click the **Help** toolbar button in the window.

For step-by-step instructions, look up **"packing slips, Print Packing Slips"** in the Peachtree Help index.

Print Packing Slips

Peachtree includes packing slip forms so you can print and include a list of shipped items to include in your customer orders. Packing slips are specialized versions of the invoice. Note that *you must print the invoices first*, then print the packing slips for the range of invoices you just printed.

First, enter your customer invoices in the Sales/Invoicing window. Once you have entered all your invoices, print your batch of invoices from the Select a Report window, using your usual invoice form. Once the invoices have printed, note the range of invoice numbers.

Select your packing list form in the Select a Report window, and choose the **Printed Invoices** option. Enter the range of invoice numbers you printed; then select OK. The packing slips for those invoices print.

You should always print the invoices first, or the packing slips will assign invoice numbers. If the packing slips assign the invoice numbers, then the invoices will print "Duplicate" on the forms.

Is My Sales Order Open or Closed?

The **Close Sales Order** check box in the Sales Orders window indicates if the sales order is open or closed. When a check appears in the box, the sales order is closed. A sales order closes in one of two ways:

- Peachtree automatically closes the sales order once you ship all of the items on the Sales/Invoicing window.

- You can close a sales order before all the items are shipped (invoiced) by selecting the **Close Sales Order** check box in the Sales Orders window.

When Peachtree closes a sales order, you can also clear the **Close Sales Order** check box to have the sales order remain open, which allows you to continue to receive items against it or add new items to it. *Note:* When you reopen a sales order that Peachtree automatically closed, it will not be automatically closed by the system.

Invoicing Your Customers

Sales invoices are documents that lists goods and services that your customers receive from your business. Customer invoices are entered or maintained in the Sales/Invoicing window. The Sales/Invoicing window has two tabs, allowing you to ship items on a previously entered sales order or add new items you sold to a customer not included on a quote or sales order.

- **Apply to Sales Order**: When you select a customer who has open sales orders, the **Apply to Sales Order** tab appears, allowing you to select which sales order to ship (invoice) items from.

- **Apply to Sales**: If you select a customer with no open sales orders, this tab appears by default, so you can record a customer invoice. In addition, when you ship items from a sales order (on the **Apply to Sales Order** tab), you can also select this tab to enter additional items that are not on the sales order but which are in the same shipment.

When you invoice your customers, entries are made to the Sales Journal. Likewise, when you receive payment from your customers, entries are made to the Cash Receipts Journal. Unlike quotes and sales orders, sales invoice transactions are posted to the general ledger. You can track unpaid invoices in the Aged Receivables report.

There are several methods by which to build sales invoices. You can build an invoice from scratch or use other information that is already entered. The following table lists different invoicing methods you can use, depending on the way your business operates.

User's Guide

To learn how to	Go to
Create a sales invoice from scratch	"Enter a Sales Invoice" on page 125
Convert a sales quote to an invoice	"Convert a Quote" on page 112
Ship sales order items and track backordered items	"Ship Items from a Sales Order" on page 119
Bill customers for job reimbursable expenses	"Add Job Reimbursable Expenses to Sales Invoices" on page 324
Bill customers for time and expense (possible only in *Peachtree Complete* and *Peachtree Premium*)	"Apply Time and Expense Tickets to Sales Invoices" on page 337

Enter a Sales Invoice

For step-by-step instructions, look up **"sales invoices, Enter a Product (Standard) Sales Invoice"** in the Peachtree Help index.

Use the Sales/Invoicing window to enter or modify sales invoices for customers. All transactions made here are posted to the general ledger, customer records, and possibly inventory and job records.

To enter a sales invoice for a customer, do the following:

➤ From the **Tasks** menu, select **Sales/Invoicing**.

Once an invoice is saved, its payment status appears here (**Unpaid**, **Partially Paid**, or **Paid in Full**).

Leave the **Invoice #** blank if you intend to print the invoice. Peachtree will automatically assign an invoice number during the printing process.

The **Customer ID** field is a lookup field. Press [?] in the text box, and select the customer from a list. Or, press [+], and enter a new customer record.

If needed, click the **Ship To** button to change the shipping address.

Displayed Terms automatically fills with the customer's default terms. If you want to show special terms for this customer, enter new terms here.

The **Sales Rep ID** specified in the customer record is automatically added, if one is set up. To change the sales rep ID click the lookup button.

If your customer has paid for the invoice in full at the time of sale, click this button and enter the amount paid here.

As you enter line items, you can assign each to a **Job** (and in Peachtree Complete and Peachtree Premium, to a phase and/or cost code ID), if desired.

Product and Service Invoice Templates

Peachtree includes two predefined invoice templates in the Quotes and Sales/Invoicing windows: **Product** and **Service**. The Product template (shown above) is Peachtree's default invoice format. It includes shipping information, quantity, item ID, and per-unit price. The Service template (shown below) is a simplified form of the Product invoice. It is more appropriate for billing for services since it doesn't have quantity, item, or a per-unit price.

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Apply to Sales Order: 0.00	Apply to Sales: 800.00			
Description		Tax	Amount	Job
Dining Room Rental - Mar. 13		1	800.00	

To determine which type of invoice you're using, click the **Template** button on the toolbar and examine the pull-down menu. There will be a check mark beside the template currently in use. You can also use the **Template** button to design your own invoice template. For more information about creating your own template, look up "**templates, Design a Task Window Template**" in the Peachtree Help index.

Enter the invoice number   Enter this in the **Invoice #** field, unless you want Peachtree to assign invoice numbers automatically. If you intend to print the invoice, leave the invoice number blank. Peachtree will automatically assign an invoice number during the printing process.

Enter the ship-to address   Note that the **Ship To** field fills in automatically with default information, but you can change this if needed to handle drop shipments. For more information, see "Track Customer Drop Shipments from Your Vendors" on page 130.

Change the invoice payment terms   Peachtree uses the default payment terms you have set up in the customer record. To change the payment terms, click the arrow button next to the **Terms** field.

Enter item information   For each invoice line, enter the quantity sold of an item. In the **Item** column, enter or select the inventory item ID for the item sold, if applicable. If you haven't created a record for the item, you can add it first. (To quickly add an item from this window, press + or double-click the **Item ID** field.) If you prefer, skip the **Item** column, and enter a description of the item sold (for example, a one-time service item).

If you enter an inventory item, then the **Account** column in the line item defaults from the sales account specified when you set up the item in Maintain Inventory Items. You can edit the account, if necessary. When you enter and post inventory stock items for sales, two things happen:

- The amount or stock level of the item is updated.

- An additional accounting entry is made. The Cost of Goods Sold account is debited and the Inventory account credited if you are an accrual-based company.

Enter the price information   If you entered a quantity and item ID, the **Unit Price** and **Amount** fields are completed for you, which you can change if necessary. If the item is not entered in inventory, you must enter price information manually.

Enter a job, phase, and/or cost code ID   You can assign a job code ID (and in Peachtree Complete and Peachtree Premium, a phase and/or cost code ID) for each line item if you are tracking job costs. The sales information will not be applied to the job until you ship the items on a sales invoice. This allows you to track and bill reimbursable job expenses to your customers. For information on using this field to maximum effect, look up **"Job Field lookup list"** in the Peachtree Help index.

Enter the sales tax information   In the line-item grid, the **Tax** column specifies the inventory item sales tax type. Sales tax types determine whether the item is taxable or not. If you entered an item ID on the line, the tax type is the default set up for this item in the Maintain Inventory Items window. Sales tax types are set up in Inventory Defaults. To see a list of different tax types, type ⦰ or click the lookup button.

In the lower-left area of the Sales/Invoicing window is the **Sales Tax Code** field. This identifies which sales tax code should be used to calculate sales tax for taxable items on this invoice. The default sales tax code set up in the customer record is selected initially, but you can change the code if necessary. For more information, see <u>"Set Up Sales Taxes" on page 97</u>.

Time and expense tickets are available only in Peachtree Complete and Peachtree Premium.

Add reimbursable expenses to the invoice   If you record time and expense or track job costs, you can quickly add these items to the invoice. Click the **Apply Tickets/Reimbursable Expense** button below the invoice grid. If you have entered tickets or jobs for the customer selected in the Sales/Invoicing window, the Apply Tickets/Reimbursable Expenses window appears. Here you can select recorded expenses and even mark up or down these expense amounts. For more information, see <u>"Add Job Reimbursable Expenses to Sales Invoices" on page 324</u> and <u>"Apply Time and Expense Tickets to Sales Invoices" on page 337</u>.

Enter the freight charge   Enter the shipping charges for this transaction in the **Freight Amount** field. This field is not available on the Service invoice template. If you are applying a sales order to this invoice and had freight on the sales order, select the **All** button to transfer the total freight amount to the invoice.

Enter the amount paid at sale   If your customer paid for the invoice in full *at the time of sale*, click the arrow button and enter the amount paid here. Do not enter this payment if you already entered it in the Receipts window as a prepayment. For more information, see <u>"Receive a Time-of-Sale Invoice Payment" on page 138</u>.

What Do You Want to Do Next?

Open	**Edit existing sales invoices** Select the **Open** button to make changes to transactions entered previously in the Sales/Invoicing window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index. *Note:* You cannot edit certain parts of a sales invoice once a receipt is applied to it.
Save	**Save or post the sales invoice** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Sales Journal (and possibly others) and the general ledger is updated. If you use the Batch posting method, the transaction is recorded in the Sales Journal (and possibly others) and must be posted later to update the General Ledger. For more information, see <u>"Post/Unpost (Batch Mode Only)" on page 79</u>.
Print	**Print the sales invoice selected** If you plan to print this invoice, leave the **Invoice #** field blank, and click the **Print** button. Make sure you insert an invoice form in your printer before doing this. If you are not ready to print invoices, click the **Save** button to record the invoice transaction. You can print non-referenced invoices from the Select a Report window. For more information on printing, see <u>"Printing, E-Mailing, and Previewing Forms" on page 478</u>. *Note:* Printing invoices that already have invoice numbers assigned will contain the phrase "DUPLICATE" on the printed form.
Preview	**See how the invoice will look before you print it** You can preview forms before actually printing them from most task windows. Click the **Preview** button. When finished, return to the Sales/Invoicing window.
Row / **Add** / **Remove**	**Add or remove an invoice line** Use the **Row** button menu to add an extra line item or remove the selected line item from the displayed transaction. • To insert a line in the grid, select the line *below which* you want the new line to appear; then from the **Row** button menu, click the **Add** button. • To remove a line in the grid, select the line you want to delete; then from the **Row** button menu, click the **Remove** button.
Recur	**Schedule future transactions like this one** Select the **Recur** button to set up repeating journal entries for this transaction in future months or accounting periods. You can change or delete a recurring entry at any time. For more information, see <u>"Recurring Transactions" on page 47</u>.
Note	**Add a note** Select the **Note** button to enter or display a comment about this customer or sales invoice. You can enter note text that prints on the order; or, you can enter an internal note viewed only by your employees. Besides this, you can also enter a statement note that will print on the customer statement.

What Do You Want to Do Next?

Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the following: • **Sales Journal** tab, which shows a list of each item you invoiced to your customer and the accounts that get debited or credited for each sale. • **Cash Receipts Journal** tab, which shows a list of receipt entries that you recorded from your customer and the corresponding general ledger account information. This tab only appears if you received and entered a payment for the invoice at the time of the sale. For more information, see <u>"Receive a Time-of-Sale Invoice Payment" on page 138</u>. For more information on the **Journal** button, see the Basics chapter, <u>"Accounting Behind the Screens" on page 57</u>.
Event	**Create an event for this customer** Select the **Event** button to schedule an event with a customer. You can also use it to log notes about telephone calls, meetings, letters, and other customer-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
Template	**Select or create a new template for this window** From a drop-down list, select a product or service predefined template, select an existing customized template, or create one of your own design. For more information, look up **"templates, Select a Task Window Template"** in the Peachtree Help index.
Help	**Want to learn more about the Sales/Invoicing window?** Click the **Help** toolbar button in the window.

Memorize a Sales Invoice Transaction

> For step-by-step instructions, look up **"memorized transactions, Enter and Use Memorized Transactions"** in the Peachtree Help index.

You can enter and save common transactions such as sales invoices for later use. For example, you may want to repeat a transaction previously used for a customer several times. Using memorized transactions can save time in repetitive data-entry tasks. Memorized transactions *are not posted* to journals or the general ledger. For more information on working with memorized transactions, see <u>"Memorized Transactions" on page 48</u>.

Not all sales invoice fields are maintained in memorized transactions. Once the memorized invoice is selected for use in the Sales/Invoicing window, you must enter unique fields such as the invoice number and date.

Track Customer Drop Shipments from Your Vendors

For step-by-step instructions, look up **"drop shipments"** in the Peachtree Help index.

In a *drop shipment*, your vendor ships the item ordered directly to your customer. You do not receive the item in your business at all. Your vendor will, however, invoice you for the item, and you in turn invoice your customer. When you invoice your customer, you indicate in the Sales/Invoicing window that this invoice is a drop shipment by selecting the Drop Ship check box. You must also enter a purchase with your vendor, indicating that this was a drop shipment by checking the Drop Ship check box on the Purchases/Receive Inventory window. For more information, see "Track Customer Drop Shipments In Vendor Purchases" on page 182 in the "Accounts Payable" chapter.

☑ Drop Ship

If you are using inventory items, you can track this process most effectively using purchase orders and sales orders. You can show the open order from your customer on a sales order and the open purchase order to your vendor that requested a drop shipment. Once your vendor has actually shipped the item and invoiced you, you then "receive" the item. Peachtree adds the item to your inventory. Now, you invoice your customer by "shipping" the item from the sales order and sending the invoice.

The Drop-Ship Process

Your customer calls to order a custom widget. It is drop-shipped directly from the manufacturer (your vendor).

Sales Order	Purchase Order
1 Widget	1 Widget

You enter a sales order for the customer, marking it as a drop ship. Next, you enter a purchase order for the manufacturer (vendor), marking it as a drop ship as well, selecting the customer's shipping address.

Widget Source

Shipped Widget

You receive a statement from the vendor that the custom widget was shipped to your customer.

Purchase Invoice	Sales Invoice
1 Widget	1 Widget

In Purchases/Receive Inventory you "receive" the custom widget, entering the invoice from your vendor. In the Sales/Invoicing task, you "ship" the custom widget to your customer, invoicing him or her for the custom widget.

Enter Credit Memos (Customer Refunds)

Credit memos, or credit invoices, are entered in the Credit Memos window. To enter a customer credit memo, do the following:

For step-by-step instructions, look up **"credit memos, Enter a Customer Credit Memo"** in the Peachtree Help index.

➤ From the **Tasks** menu, select **Credit Memos**.

Once an memo is saved, its status appears here (**Unapplied**, **Partially Applied**, or **Applied**).

Leave the **Credit #** blank if you intend to print the memo. Peachtree will automatically assign a credit memo number during the printing process.

The **Customer ID** field is a lookup field. Press ? in the text box, and select the customer from a list. Or, press +, and enter a new customer record.

Displayed Terms automatically fills with the customer's default terms. If you want to show special terms for this customer, enter new terms here.

If the credit memo applies to an existing unpaid invoice, select the **Apply to Invoice** tab, and then use the drop-down list to select the appropriate invoice number.

The **Sales Rep ID** specified in the customer record is automatically added, if one is set up. To change the sales rep ID click the lookup button.

If desired, enter an optional **Return Authorization** code for the customer return.

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

Enter the credit memo number   Enter this in the **Credit #** field, unless you want Peachtree to assign credit memo numbers automatically. If you intend to print the memo, leave the credit number blank. Peachtree will automatically assign a credit memo number during the printing process.

Change the payment terms   Peachtree uses the default payment terms you have set up in the customer record. To change the payment terms, click the arrow button next to the **Terms** field.

Credit Memos for Sales without Invoices

To enter a credit memo for a direct sale made without an invoice, you enter item information on the **Apply to Sales** tab.

Enter item information Enter information for each item sold, starting with quantity. In the **Item** column, enter or select the inventory item ID for the item sold, if applicable. If the item is not in your inventory, you can add it first. (To quickly add an item from this window, press ⊞ or double-click the **Item ID** field.) If you prefer, skip the **Item** column, and enter a description of the item sold (for example, a one-time service item).

Enter the price information If you entered a quantity and item ID, the **Unit Price** fields is completed for you, which you can change if necessary. If you don't already have a record for the item, you must enter price information manually.

Enter a job, phase, and/or cost code ID You can assign a job code ID (and in Peachtree Complete and Peachtree Premium, a phase and/or cost code ID) for each line item if you are tracking job costs.

Enter the sales tax information In the line-item grid, the **Tax** column specifies the inventory item sales tax type. Sales tax types determine whether the item is taxable or not. If you entered an item ID on the line, the tax type is the default set up for this item in the Maintain Inventory Items window. Sales tax types are set up in Inventory Defaults. To see a list of different tax types, type ⁇ or click the lookup button.

In the lower-left area of the Credit Memos window is the **Sales Tax Code** field. This identifies which sales tax code should be used to calculate sales tax for taxable items on this invoice. The default sales tax code set up in the customer record is selected initially, but you can change the code if necessary. For more information, see .

Enter the freight charge Enter the shipping charges for this transaction in the **Freight Amount** field. This field is not available on the Service invoice template. If you are applying a sales order to this invoice and had freight on the sales order, select the **All** button to transfer the total freight amount to the invoice.

Credit Memos for Sales with Invoices

To enter a credit memo for an invoiced sale to a customer, you enter item information on the **Apply to Invoice** tab.

Select invoice. Use the drop-down list at the top of the tab to select the invoice you want to apply the credit to. The tab will fill in with item information from the existing invoice. Except for item and quantity information, you can change any of the other information, such as description and unit price, as needed.

Enter returned quantity In the Returned field opposite any of the items you want to credit, enter the quantity of the item to be returned. Note that the **Credit Total** and **Credit Applied to Invoice** fields will automatically fill in with amounts as you add returned quantities in the line-item grid.

What Do You Want to Do Next?

Open	**Edit existing sales credit memos** Select the **Open** button to make changes to transactions entered previously in the Credit Memos window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index.
Save	**Save or post the credit memo** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Sales Journal (and possibly others) and the General Ledger is updated. If you use the Batch posting method, the transaction is recorded in the Sales Journal (and possibly others) and must be posted later to update the General Ledger. For more information, see "Post/ Unpost (Batch Mode Only)" on page 79.
Print	**Print the credit memo selected** If you plan to print this memo, leave the **Credit #** field blank, and click the **Print** button. Make sure you insert a credit memo form in your printer before doing this. If you are not ready to print memos, click the **Save** button to record the transaction. You can print non-referenced credit memos from the Select a Report window. For more information on printing, see "Printing, E-Mailing, and Previewing Forms" on page 478. *Note:* Printing memos that already have credit memo numbers assigned will contain the phrase "DUPLICATE" on the printed form.
Preview	**See how the memo will look before you print it** You can preview forms before actually printing them from most task windows. Click the **Preview** button. When finished, return to the Credit Memos window.

What Do You Want to Do Next?

Row / **Add** / **Remove**	**Add or remove a credit memo line** While working on the **Apply to Sales** tab, use the **Row** button menu to add an extra line item or remove the selected line item from the displayed transaction. • To insert a line in the grid, select the line *below which* you want the new line to appear; then from the **Row** button menu, click the **Add** button. • To remove a line in the grid, select the line you want to delete; then from the **Row** button menu, click the **Remove** button.
Return / **All** / **None**	**Return all or none of the displayed line items** If you are working on the **Apply to Invoice** tab, the **Row** button menu will be replaced by the Return menu. • To return all of the line items listed on the credit memo, on **Return** button menu click the **All** button. • To return none of the line items listed on the memo, on the **Return** button menu click the **None** button.
Note	**Add a note** Select the **Note** button to enter or display a comment about this customer or credit memo. You can enter note text that prints on the memo, or you can enter an internal note viewed only by your employees. Besides this, you can also enter a statement note that will print on the customer statement.
Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the following: • **Sales Journal** tab, which shows a list of each item you invoiced to your customer and the accounts that get debited or credited for each sale. • **Cash Receipts Journal** tab, which shows a list of receipt entries that you recorded from your customer and the corresponding general ledger account information. This tab only appears if you received and entered a payment for the invoice at the time of the sale. For more information, see "Receive a Time-of-Sale Invoice Payment" on page 138. For more information on the **Journal** button, see the Basics chapter, "Accounting Behind the Screens" on page 57.

What Do You Want to Do Next?

	Create an event for this customer Select the **Event** button to schedule an event with a customer. You can also use it to log notes about telephone calls, meetings, letters, and other customer-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
	Want to learn more about the Credit Memos window? Click the **Help** toolbar button in the window.

Write Checks to Customers

If you need to write a check to a customer, such as a refund check, you must first enter a credit memo for the customer on the **Apply to Sales** tab of the Credit Memos window. Next, in the Payments window, select the customer ID, and enter a check to the customer. Finally, you must apply the refund check to the credit memo (invoice) in the Receipts window. This last step is important because it will zero the customer's statement balance.

Void a Sales Invoice

For step-by-step instructions, look up **"void, Void an Existing Invoice"** in the Peachtree Help index.

If you have entered an invoice in error or if a customer has cancelled an order, you can easily void the invoice. Behind the scenes, Peachtree will automatically perform the following tasks needed to reverse the transaction:

- Create a new voided invoice based on the original entry, as well as a reversing entry to your general ledger, thus cancelling the original invoice (debiting sales and crediting accounts receivable).

- Create a zero-dollar receipt to pay off both the original and the voided invoice so that neither shows up as an aged receivable.

This will provide a sound audit trail and help streamline your bookkeeping.

➤   To void a customer invoice, open the original transaction in the **Sales/ Invoicing** window, click the **Delete** toolbar button, and choose the **Void** button from the drop-down menu.

A voided invoice will have the same invoice number as the original, but the number will be followed by a "V." Also, the word "Void" will appear in big red letters on the screen.

If the original invoice covered a product sale, negative values will appear for the quantities sold.

All totals and subtotals for the voided invoice will appear as negative values. In addition, negative values will appear for quantities of items either shipped or sold:

- If the original invoice covers an existing sales order, negative values will appear for the quantities shipped. For more information on fulfilling sales orders, see "Ship Items from a Sales Order" on page 119.

- If the original invoice did not originate with a sales order, negative values will appear for the quantities sold. For more information on invoicing products sold, see "Enter a Sales Invoice" on page 125.

When Peachtree voids an invoice, it automatically issues the appropriate zero-dollar receipt to pay both the original and voided entries. The reference number of the receipt is the same as the original invoice number.

Collecting Receipts from Customers

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 permits you to receive multiple methods of payment such as cash, check, and credit card. After recording receipts, you can combine them into one or more daily deposits, which are posted to your business bank accounts. Combined deposits are easily reconciled with your bank statements in Peachtree's Account Reconciliation window.

When you enter a receipt in Peachtree, the transaction is posted to the Cash Receipts Journal, and the general ledger is updated. If you are applying a receipt to a sales invoice, the invoice payment status is also updated accordingly.

Unpaid invoices are tracked in the Aged Receivable report and Collection Manager. If customers have not paid sales invoices in a timely manner, you can apply finance charges to their open accounts. You can even print collection letters in Peachtree. Unpaid invoice amounts, receipts, finance charges, and credit memos appear in customer statements that you print each accounting period.

User's Guide

To learn how to	Go to
Enter a receipt the same day the customer is invoiced	"Receive a Time-of-Sale Invoice Payment" on page 138
Enter an invoice receipt	"Enter Customer Payments in the Receipts Window" on page 140
Enter a cash sale	"Record a Cash Sale" on page 144
Enter a customer prepayment	"Enter Customer Prepayments" on page 146
Enter and print bank deposits for collected receipts	"Enter Bank Deposits and Print Deposit Slips" on page 147
Apply finance charges for unpaid customer balances	"Apply Finance Charges" on page 152
Print and mail monthly customer statements	"Print Customer Statements" on page 152
Print collection letters	"Prepare and Print Collection Letters" on page 153
Write off unpaid customer balances	"Write Off Customer Bad Debt" on page 154

Receive a Time-of-Sale Invoice Payment

For step-by-step instructions, look up **"receipts, Enter a Customer Payment at Time of Sale"** in the Peachtree Help index.

If your customer pays for an invoice the same date you enter the invoice (for example paid mail orders or paid point-of-sale invoices), you can quickly enter the customer's receipt in the Sales/Invoicing window. *Note:* If your customer pays one or more days after the invoice date, if your customer partially pays for the invoice, or if you want to apply a customer prepayment to the invoice, use the Receipts window to record these transactions. For more information, see "Enter Customer Payments in the Receipts Window" on page 140.

If you receive payment the same day that the sales invoice is entered, do the following:

➤ With the customer invoice displayed, click the **Amount Paid at Sale** arrow button at the bottom of the **Sales/Invoicing** window.

If your customer has paid for the invoice the same day they are invoiced, click the **Amount Paid at Sale** button.

Enter the customer's payment information here. When you click **OK**, the customer payment amount is reflected on the invoice window.

In the Receive Payment window, enter the customer receipt information related to the invoice. Information entered here posts to the Cash Receipts Journal and updates the general ledger.

Note

If you need to print a customer receipt, you cannot use the Receive Payment window. You must enter the customer payment in the Receipts window, which provides a method to print customer receipts. For more information, see "Enter Customer Payments in the Receipts Window" on page 140.

Below are important fields to consider in the Receive Payment window when entering a time-of-sale invoice receipt.

- **Deposit Ticket ID:** Identifies the deposit ticket that this receipt will be grouped with. If you make a daily deposit, you can also use the default ticket ID numbering scheme, which is set up in Customer Defaults.

- **Reference:** Identifies the customer's check number or some other reference information such as a credit card authorization number.

- **Date:** Specifies the date of the receipt. This date matches the invoice date. If your customer is making a payment on an alternate date, use the Receipts window to enter the transaction. For more information, see "Collecting Receipts from Customers" on page 137.

- **Payment Method and Cash Account:** Specifies how the customer paid the receipt (cash, check, credit card, and so on) and the general ledger cash account the receipt amount should post to (usually your business checking account). Payment methods are set up in Customer Defaults. For more information, see "Payment Methods" on page 95. You can also customize these settings for individual customers in the Maintain Customers/Prospects window. For more information, see "Payment Defaults" on page 104.

Enter a credit card payment   If your customer is paying by credit card, click the **Process Credit Card** button, where you can enter and process the credit card information. For more information, see "Accept Credit Card Payments from Customers" on page 149.

When you are finished, the receipt amount you entered will appear at the bottom of the Sales/Invoicing window along with the total of other applied receipts, the invoice total, and the new net amount due.

Other Applied Credits	0.00	0.00	Invoice Total
▶ Amount Paid at Sale	0.00	0.00	Net Due

- **Other Applied Receipts:** The sum of all payments entered in the Receipts window that were applied to this invoice. This does not include payments entered in the **Amount Paid at Sale** field.

- **Invoice Total:** The sum of amounts for each line item entered on the invoice, plus sales tax and freight (if entered). You cannot change it.

- **Amount Paid at Sale:** The amount entered at the time the sales invoice was posted. You can only enter one payment for the invoice using this method. All other payments must be entered and applied using the Receipts window.

- **Net Amount Due:** The current balance due from your customer at the sale. Net amount due is calculated as the invoice total less any applied receipts. You cannot edit this field.

Enter Customer Payments in the Receipts Window

There are three basic methods of entering customer payments in the Receipts window:

- Apply a receipt to one or more sales invoices. See "Apply a Customer Receipt to a Sales Invoice" on page 140.

- Enter a cash sale for which you do not enter a sales invoice. See "Record a Cash Sale" on page 144.

- Receive payment for a future sale. See "Enter Customer Prepayments" on page 146.

Note

Generally, you will use the Receipts window whenever a customer makes payments on specific invoices, pays cash for a non-invoiced sale (also known as a cash sale) or makes prepayments before an invoice is entered. If a customer pays for a sales invoice the same day you enter it in Peachtree (referred to as a time-of-sale receipt), you can also use the Sales/Invoicing window to enter the receipt. For more information, see "Receive a Time-of-Sale Invoice Payment" on page 138.

Apply a Customer Receipt to a Sales Invoice

For step-by-step instructions, look up **"receipts, Apply a Customer Payment to an Invoice"** in the Peachtree Help index.

In the Receipts window, you can apply customer payments to existing sales invoices. When you enter or select a customer ID, any open sales invoices previously entered for that customer appear on the **Apply to Invoices** tab.

➤ From the **Tasks** menu, select **Receipts**. Then enter or select the customer ID associated with the receipt.

The **Deposit Ticket ID** field identifies the bank deposit with which this receipt is bundled. Deposit slips are created and printed in the **Select for Deposit** window.

Enter the customer's check number or credit card approval code in the **Reference** field.

If you want Peachtree to print the receipt, leave the **Receipt Number** field blank. Peachtree will assign a number during the print process.

When you enter or select a customer record with outstanding invoices, the **Apply to Invoices** tab appears by default, listing any open invoices.

If your customer is not paying a specific invoice (this is a cash sale) click the **Apply to Revenue** tab.

Click this button to recalculate (update) your cash balance.

In the Receipts window, a stub appears to the right of the check where you select the cash account you want to use for the receipt you are collecting. This stub also displays the balance in the account, and updates the amount as you enter receipts. If you have the **Recalculate cash balance automatically in Receipts and Payments** option turned off (in Global Options), the balance displays the word "Uncalculated." Select the **Recalculate ($)** button to display the balance and update the balance as you enter payments. This balance is accurate as of the date shown on the window if you are using real time posting. If you are using batch posting, this balance may include unposted transactions.

The Receipts window provides a check form at the top, where you enter customer information, the check number, and date. The bottom half of the window is divided into two tabs, **Apply to Invoices** and **Apply to Revenue**.

Receipts can work hand in hand with customer invoices. Once you have entered an invoice in the Sales/Invoicing window and posted the invoice, you can select the invoice from the customer's transaction list in the Receipts window and post or print the receipt.

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Peachtree then:

- credits accounts receivable for the total amount (if you are on accrual method)

- debits the cash account for the net receipt amount

- debits the Discounts Taken account (if applicable)

These general ledger link accounts and discount terms are set up in either Maintain Customers/Prospects or in Customer Defaults, both accessed through the **Maintain** menu.

Where possible, you should take advantage of the Sales/Invoicing and Receipts tasks. Using these tasks not only makes your job easier by collecting invoiced receipt amounts and tracking discount eligibility automatically, it also provides a more detailed and complete transaction history and picture of your financial position.

Enter or select the customer ID   This is the ID of the customer record to which you want to apply the invoice payment. The **Apply to Invoices** tab appears by default, listing outstanding invoices for the customer.

Enter the receipt reference   If your customer is paying by check, enter the check number here. (Check numbers are helpful when printing deposit slips.) If your customer is paying by credit card, enter the payment approval code here. If this is a receipt from an online transaction, enter the transaction reference number here.

Enter the receipt number   If you are entering a handwritten receipt, enter the number in the **Receipt Number** field. If you want Peachtree to print the receipt, leave this field blank. Peachtree will automatically assign the next available receipt number in the sequence. If the **Receipt Number** field has a value, Peachtree assumes this is a manual receipt or some other after-the-fact collection, and Peachtree will *print the word "Duplicate" on your receipt* if printed from this window.

Choose the cash account   Enter or select the general ledger account ID to which you want to post the receipt amount. This would generally be a cash account. If you have the **Hide General Ledger Accounts** global option activated, the **Cash Account** lookup list only displays names of cash accounts currently set up in the chart of accounts.

Enter a credit card payment   If your customer is paying by credit card, click the **Process Credit Card** button, where you can enter and process the transaction. For more information, see .

If this is a cash sale (there is no invoice):

Enter the receipt on the Apply to Revenue tab   See <u>"Record a Cash Sale"</u> <u>on page 144</u>.

If your customer is making a payment on a specific invoice(s):

Pay the invoice or apply an amount against it   Select the invoice(s) in the list, and either select the **Pay** check box or enter the amount to apply against the invoice(s) in the **Amount Paid** column.

On the **Apply to Invoices** tab, select previously entered sales invoices for this customer and pay them by selecting the **Pay** check box.

Apply to Invoices: 750.00			Apply to Revenues: 0.00			☐ Prepayment	
Invoice	Date Due	Amount Due	Description	Discount	Amount Paid	Pay	
10101	Jan 1, 2003	0.00			750.00	☑	
10209	Jan 26, 2007	57.20		1.14		☐	
10201	Mar 5, 2007	-494.87		9.90		☐	
10325	Mar 18, 2007	59.98		2.40		☐	

Change the discount amount   If you want to change the displayed discount amount, do so *after* you select the **Pay** check box.

Enter a description   To have a description appear on the printed receipt, enter one in the **Description** field.

What Do You Want to Do Next?

Open	**Edit existing receipts** Select the **Open** button to make changes to transactions entered previously in the Receipts window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index. *Note:* You cannot edit receipts entered in the Sales/Invoicing window using this method.
Save	**Save or post the receipt** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Cash Receipts Journal (and possibly others) and the general ledger is updated. If you use the Batch posting method, the transaction is recorded in the Cash Receipts Journal (and possibly others) and must be posted later to update the General Ledger. For more information, see <u>"Post/Unpost (Batch Mode Only)" on page 79</u>.
Print	**Print the receipt selected** If you plan to print this receipt, leave the **Receipt Number** field blank, and click the **Print** button. Make sure you insert a receipt form in your printer before doing this. If you are not ready to print receipts, click the **Save** button to record the receipt transaction. Unlike invoices and checks, you cannot print receipts from the Select a Report window. For more information on printing, see <u>"Printing, E-Mailing, and Previewing Forms" on page 478</u>. *Note:* When you print receipts that already have receipt numbers assigned, you will see the phrase "DUPLICATE" on the printed form.

What Do You Want to Do Next?

Preview	**See how the receipt will look before you print it** You can preview forms before actually printing them from most task windows. Click the **Preview** button. When finished, return to the Receipts window.
Row / **Add** / **Remove**	**Add or remove a line** When the **Apply to Revenue** tab is selected, use the **Row** button menu to add an extra item or remove the selected line item from the displayed transaction. • To insert a line in the grid, select the line *below which* you want the new line to appear; then from the **Row** button menu, click the **Add** button. • To remove a line in the grid, select the line you want to delete; then from the **Row** button menu, click the **Remove** button.
Detail	**Examine invoice detail** Select an invoice line listed on the **Apply to Invoices** tab and double-click it or click the **Detail** toolbar button to display the corresponding invoice transaction in the Sales/Invoicing window.
Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the **Cash Receipts Journal** tab, which shows the accounts to which payments are disbursed. For more information, see the Basics chapter, "Accounting Behind the Screens" on page 57.
Event	**Create an event for this customer** Select the **Event** button to schedule an event with a customer. You can also use it to log notes about telephone calls, meetings, letters, and other customer-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
Help	**Want to learn more about the Receipts window?** Click the **Help** toolbar button in the window.

Record a Cash Sale

> For step-by-step instructions, look up **"cash sales"** and **"receipts, Print a Receipt"** in the Peachtree Help index.

In Peachtree, cash sales are receipts that don't require entry of a customer invoice. There are two basic types of cash sales, which you can enter in the Receipts window:

• You can enter a payment from a customer not stored in Peachtree by leaving the **Customer ID** field blank.

• You can enter a cash sale from an existing customer by selecting the **Apply to Revenue** tab.

If you select the **Apply to Revenue** tab, the columns have different headings, similar to the grid in the Sales/Invoicing window. You can use these fields to enter a cash sale, one where you do not have a sales invoice.

On the **Apply to Revenue** tab, you enter the quantity, item, description, price and the expense account to debit for this *cash* purchase.

Apply to Invoices: 0.00		**Apply to Revenues: 117.63**				□ Prepayment
Quantity	Item	Description	Unit Price	Tax	Amount	Job
2.00	AVRY-10200-2ft-G	Birdbath - Plastic - 2ft - Green	39.99	1	79.98	
1.00	BOOK-11020	Bell-Gro Series: Landscaping Techniques	29.95	1	29.95	

Enter or select the customer ID   If this is a cash sale from a customer currently on file, enter or select the ID of the customer record to which you want to apply the receipt. If this is a cash sale from a customer not on file (no customer ID exists), you can either enter a new customer ID (press ⊞ in the **Customer ID** field) or enter the one-time customer information in the appropriate fields.

Enter the receipt reference   If your customer is paying by check, enter the check number here. (Check numbers are helpful when printing deposit slips.) If your customer is paying by credit card, enter the payment approval code here. If this is a receipt from an online transaction, enter the transaction reference number here.

Enter the receipt number   If you are entering a handwritten receipt, enter the number in the **Receipt Number** field. If you want Peachtree to print the receipt, leave this field blank. Peachtree will automatically assign the next available receipt number in the sequence. If the **Receipt Number** field has a value, Peachtree assumes this is a manual receipt or some other after-the-fact collection, and Peachtree will *print the word "Duplicate" on your receipt* if printed from this window.

Enter item information   For each invoice line, enter the quantity sold of an item. In the **Item** column, enter or select the inventory ID for the item sold, if applicable. If the item is not in your inventory records, you can add it first. (To quickly add an item from this window, press ⊞ or double-click the **Item ID** field.) If you prefer, skip the **Item** column, and enter a description of the item sold (for example, a one-time service item).

If you enter an inventory item, then the **Account** column in the line item defaults from the sales account specified when you set up the item in Maintain Inventory Items. You can edit the account, if necessary. When you enter and post inventory stock items for sales, two things happen:

- The amount or stock level of the item is updated.

- An additional accounting entry is made. The Cost of Goods Sold account is debited and the Inventory account credited if you are an accrual-based company.

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Enter the price information   If you entered a quantity and item ID, the **Unit Price** and **Amount** fields are completed for you, which you can change if necessary. If the item is not entered in your inventory records, you must enter price information manually.

Enter a job, phase, and/or cost code ID   You can assign a job code ID (and in Peachtree Complete and Peachtree Premium, a phase and/or cost code ID) for each line item if you are tracking job costs. The sales information will not be applied to the job until you ship the items on a sales invoice. This allows you to track and bill reimbursable job expenses to your customers. For information on using this field to maximum effect, look up **"Job Field lookup list"** in the Peachtree Help index.

Enter the sales tax information   In the line-item grid, the **Tax** column specifies the inventory item sales tax type. Sales tax types determine whether the item is taxable or not. If you entered an item ID on the line, the tax type is the default set up for this item in the Maintain Inventory Items window. Sales tax types are set up in Inventory Defaults. To see a list of different tax types, type ⍰ or click the lookup button.

The **Sales Tax Code** field identifies which sales tax code should be used to calculate sales tax for taxable items on this invoice. The default sales tax code set up in the customer record is selected initially, but you can change the code if necessary. For more information, see <u>"Set Up Sales Taxes" on page 97</u>.

Enter a credit card payment   If your customer is paying by credit card, click the **Process Credit Card** button, where you can enter and process the transaction. For more information, see <u>"Accept Credit Card Payments from Customers" on page 149</u>.

Enter Customer Prepayments

For step-by-step instructions, look up **"prepayments, Enter a Customer Deposit or Prepayment"** in the Peachtree Help index.

The **Apply to Revenues** tab has a **Prepayment** check box. Prepayments in Peachtree are any receipts for which you don't yet have a sales invoice. They could be for a down payment, or just to allocate funds for a pending sale. When you designate a receipt as a prepayment, you can print the receipt and post it as you normally would. Note, however, that if you select the **Prepayments** check box, you can only enter one line on the **Apply to Revenue** tab. You cannot select a customer invoice and pay it at the same time you enter a prepayment. You can later apply the prepayment to a sales invoice.

After you post the prepayment and enter the customer ID in the Receipts window, the prepayment appears as a credit transaction (a negative amount) on the **Apply to Invoices** tab.

Enter Bank Deposits and Print Deposit Slips

The **Select for Deposits** option on the **Tasks** menu allows you to combine multiple customer receipts into one or more bank deposits. In Peachtree you can also print deposit tickets to submit to your business's bank along with cash and bundled checks. Combined deposits streamline the bank statement reconciliation process in Peachtree's Account Reconciliation window.

➤ From the **Tasks** menu, choose **Select for Deposit**.

Click the **All (Select)** button to select all displayed receipts for deposit.

Click the **All (None)** button to clear the check boxes for all displayed receipts.

Date	Received From	Payment Method	Check/Ref No.	Amount	Deposit
Mar 15, 2007	Cunningham Construction	Cash	CASH-31503	423.89	☑
Mar 16, 2007	Chapman-Murphy Law Offices	Mastercard	CC0001	40.25	☑
Mar 17, 2007	Common Heathcare Center	VISA	CC0002	6.35	☑
Mar 17, 2007	Trenta Bank and Trust	Discover	CC0004	199.99	☑
Mar 17, 2007	Kent Publishing	Check	CH31703	160.50	☑
Mar 17, 2007	Holt Properties, Inc.	Check	CH5000	26.50	☑
Mar 18, 2007	Ertley Bulldog Sports	AMEX	CC0003	99.98	☑
Mar 18, 2007	DP Inc.	VISA	CC0005	17,999.99	☑
Mar 18, 2007	Sechler Securities	Mastercard	CC0006	99.98	☑

Account ID: 10200 — Regular Checking Account — Deposit Ticket Date: Mar 15, 2007 — Deposit Ticket ID: 1

Total Cash	Total Checks	Total Other	Total Deposit
423.89 +	187.00 +	18,446.54 =	19,057.43

The **Deposit** check boxes will show the status of all receipts. Here, for example, all displayed receipts have been selected for deposit.

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.

Also, if this is the first time the window has been used, the default account that appears here is your company's default cash account. Subsequently, the account that appears is the last account selected in the window.

Accept or change the deposit ticket date   The current system date appears in the **Deposit Ticket** field; this is the date that will print on the deposit ticket. You can change the date if desired.

Accept or change the deposit ticket ID   In the **Deposit Ticket ID** field, Peachtree may suggest a deposit ticket number (depending on your settings in Customer Defaults). The first time you select receipts for deposit for a given account, Peachtree may suggest **1** as the ticket ID. You can change this to any alphanumeric number; if the ticket ID you choose has a numeric component, each time you print a new deposit ticket, Peachtree increases this number by one.

Select the receipts you want to deposit   By default, none of the receipts is chosen for deposit. For each receipt you want to deposit, select the **Deposit** check box.

- To deposit all displayed receipts, select the **All (Select)** toolbar button. Peachtree will select the **Deposit** check boxes for all receipts.

- To deposit none of the displayed receipts, select the **All (None)** toolbar button. Peachtree will clear the **Deposit** check boxes for all receipts.

What Do You Want to Do Next?

	Edit existing deposits Select the **Open** button to make changes to deposits entered previously in the Select for Deposits window or receipts entered with the same deposit ticket ID in the Receipts window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index.
	Save the deposit Click the **Save** button to record the currently displayed deposit. *Note:* Deposits are not posted to the general ledger. However, deposit ticket ID information is updated for each receipt transaction associated with the deposit.
	Print the deposit selected If you plan to print this deposit, click the **Print** button. Make sure you insert a deposit slip form in your printer before doing this. If you are not ready to print deposit slips, click the **Save** button to record the deposit transaction. Unlike invoices and checks, you cannot print deposits from the Select a Report window. For more information on printing, see "Printing, E-Mailing, and Previewing Forms" on page 478.
	See how the deposit slip will look before you print it From most task windows, you can preview forms before actually printing them. Click the **Preview** button. When finished, return to the Select for Deposit window.
	Want to learn more about the Select for Deposits window? Click the **Help** toolbar button in the window.

Accept Credit Card Payments from Customers

If your business accepts credit card payments from customers, you can enter and track these transactions easily in Peachtree. If you want to accept, authorize, and process credit card payments instantly in Peachtree, apply for an online merchant account associated with the *Peachtree Credit Card Service*. This service transmits credit card information entered in Peachtree to your online merchant account provider securely over the Internet. It instantly returns an authorization code without the use of credit card swipe terminals. More information about the Peachtree Credit Card Service is available in Peachtree Help and at Peachtree Software's Web site at www.peachtree.com.

Note

If your business already has a traditional merchant account established (one that requires a credit card swipe terminal) or an Internet-based merchant account not associated with the Peachtree Credit Card Service, there is no additional merchant account setup. When you enter credit card information in Peachtree, you must enter manually the provided authorization code for your business records.

Peachtree Help includes detailed information about setting up credit card acceptance in Peachtree. For detailed information, look up "**credit cards**" in the Peachtree Help index, and then select the topics of interest from the list of subtopics.

Enter and Process Customer Credit Card Payments

For step-by-step instructions, look up **"credit cards, Enter and Process Customer Credit Card Payments"** in the Peachtree Help index.

Customer credit card payments are entered in the Receipts window (recommended for most transactions) or the Sales/Invoicing window (only if receiving full payment at the time of sale). Once the customer information is entered or selected and the receipt information is tabulated, click the **Process Credit Card** button, which opens Peachtree's Credit Card information window. Here you can enter card information and payment authorization information.

To record a customer credit card payment, 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.) Then click the **Process Credit Card** button.

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. Then click the **Process Credit Card** 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.

The Credit Card Information window is where you enter your customer's credit card payment information and authorize the credit card transaction. The receipt date and amount that appears comes from the previous window (either the Receipts or Receive Payment windows). You cannot change these values in the Credit Card Information window.

Enter the cardholder name and billing address   Enter the cardholder's name exactly as it appears on the credit card. Typically, this is an individual's name rather than a business name. Enter the billing address associated with the cardholder's credit card account. *Note:* If you attempt 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. The gateway provider requires that you enter the cardholder name as follows:

<FirstName><Space><LastName>

The **Cardholder Name** field must contain at least one space. That single space cannot be at the beginning or end of the cardholder's complete name. The gateway provider will accept only the first 32 characters of the cardholder's name. (Peachtree allows you to enter more than 32 characters.)

Enter the Credit Card Number   This identifies the credit card account number to authorize and charge for the amount of the Peachtree transaction. You can enter dashes (-), spaces, or slashes (/) as separators, if you would like. To quickly remove an entered credit card number, click the **Clear** button. After you select **OK** in the Credit Card Information window, this number will be encrypted with X's except for the last four digits (for example, XXXX-XXXX-XXXX-9876).

Enter the credit card expiration date   This identifies when the cardholder's credit card will expire. Enter or select the expiration date using the month/year (MM/YY) format. Expiration years (YY) appear as two digits (for example, 03 represents 2003). If a card expiration date is 5/31/03, enter 05/03. *Important:* The expiration date must be entered exactly as it appears on the credit card. The Peachtree Credit Card Service uses this information to authorize the transaction.

Enter the credit card verification number   The credit card verification number is located on the back of the card at the end of the sixteen-digit credit card number. This is a protection feature that is beginning to be included on some credit cards in order to help identify fraudulent cards or usage. The verification number is not stored in a database once the transaction is approved. It is transmitted with the approval request to the credit card company. The credit card company then returns the approval number for the credit card, along with a separate approval or decline code for the verification number.

Select the E-Commerce status   Check the E-Commerce Sale check box if this transaction involved selling goods or services through the use of the Internet.

Enter the authorization code   If you have signed up for the Peachtree Credit Card Service, click the **Authorize** button. This service sends your customer's credit card information and payment data to your online merchant account provider using a secure Internet connection and a gateway provider. The Peachtree Credit Card Service does not require the installation or use of a card swipe terminal. If your online merchant account provider accepts the transaction, the Peachtree Credit Card Service will enter the authorization code directly into Peachtree. Depending on your Internet connection, the authorization process could take up to 20 seconds. More information about the Peachtree Credit Card Service is available in Peachtree Help and at Peachtree Software's Web site at www.peachtree.com.

If you do not use the Peachtree Credit Card Service, you must enter the payment authorization code manually (typically retrieved from a credit card swipe terminal).

Want to learn more about the Credit Card Information window? Click the **Help** button in the window.

Handle a Customer's Returned Check

For step-by-step instructions, look up **"NSF, Account for Bad Checks from Customers"** in the Peachtree Help index.

If a customer writes you a check that is returned by the bank for insufficient funds, you need to rectify the situation. There are several methods you can use to account for the customer error. One method is to create a new sales invoice that reflects the amount of the Non-Sufficient Funds (NSF) charge. Next, reestablish the customer's balance because he or she still owes you money for the original invoice. This keeps an accurate record of the activity on the customer ledger, and account reconciliation will be easier to manage because you will have lines for each day. If you delete or change the original receipt, it is more difficult to track the process day by day. For a detailed example of this process, look up "**NSF, Account for Bad Checks from Customers**" in the Peachtree Help index.

Apply Finance Charges

For step-by-step instructions, look up **"finance charges, Apply Finance Charges"** in the Peachtree Help index.

Peachtree can calculate and apply finance charges for customers and/or print a report listing all finance charges before they are applied. Before you choose to apply finance charges, you must set up your finance charge defaults in the Customer Defaults window. See "Enter Customer Defaults" on page 92 for more information on setting up finance charges.

Since finance charges print on customer statements, apply finance charges *before* you print customer statements.

To apply finance charges to unpaid customer balances, do the following:

➤ From the **Tasks** menu, select **Finance Charges**.

Warning

Finance charge journal entries are distinguished by a reference number with a prefix of FC (for Finance Charge). Finance charges are tracked daily but only computed when you print the Finance Charges report. Therefore, *never enter a customer invoice with a reference number that begins with FC*, or Peachtree will use this transaction when recalculating finance charges.

Print Customer Statements

The information that prints on customer statements is defined in **Statement/Invoices Defaults**. You can set up dunning messages and select from these print options:

- whether to print your company name, address, phone, and fax on the statement
- whether to print zero and credit balance statements
- minimum balance necessary to print a statement
- whether to print statements for accounts with no activity

When you print statements, you can choose from two different types: *Balance Forward* and *Open Item*. Balance Forward statements consolidate a customer's unpaid balance from month to month. The total balance from the previous statement is shown as a Balance Forward amount at the top of the statement, and any new invoices or receipts appear beneath it. Open Item statements do not consolidate open invoices on the next statement. An Open Item statement will print only outstanding invoices.

For additional information about customer statements and how to set them up for printing, look up **"customer statements, Customer Statements (Forms)"** in the Peachtree Help index.

You can print statements from the **Reports** menu by selecting **Accounts Receivable** and then opening the **Customer Statements** folder. Select the predefined statement form that meets your needs. You can also design your own statement. When the statements stop printing, a message box appears, asking if the statements printed okay and if it's okay to update the customer file.

Look carefully at your statements before you answer Yes to this question. When you answer yes, Peachtree records the statement date in the customer record (you can see this date on the **History** folder tab in Maintain Customers), to be used as the balance-forward date the next time you print statements (if you use Balance Forward statements). This way, the ending balance on one statement is the same as the beginning balance on the next statement. To keep Balance Forward amounts correct from month to month, enter, print, and post all invoices and receipts prior to printing statements.

Prepare and Print Collection Letters

For additional information about preparing collections and step-by-step instructions on printing collection letters, look up **"collection letters"** in the Peachtree Help index.

Collection letters play an important part in generating revenue from slow-paying customers. Sometimes all it takes is a friendly reminder that an account is past due to get a customer to pay. Since most people will pay if reminded, collection letters can be an effective way to get people to pay you what they owe. Past-due amounts can be quite a burden on a company's cash flow, so it is worthwhile to send a letter designed to get results.

Collection letters can vary in tone and urgency depending on how late the payment is. For example, you might send a friendly reminder to someone who is less than 30 days past due, but you would not send the same letter to someone who is more than 90 days past due. It is important to remember that while you want to collect, you probably still want to keep the customer. Because of this, you want to be careful in wording the letter; you don't want to unconsciously or unnecessarily offend the customer.

You can print collection letters from three places:

- the *Collection Manager* (from the **Analysis** menu) when you select the **Bracket** button to see particular customers

- the *Cash Manager* (from the **Analysis** menu) when you drill down to the Source level to see the invoice detail

- the *Select a Report* window when you select **Accounts Receivable**, then open the **Collection Letters** form folder

Write Off Customer Bad Debt

> **?** For step-by-step instructions, look up **"write off"** in the Peachtree Help index.

In some cases customers will not pay money owed, and the accounts receivable must be written off to bad debt expense.

There are two methods to write off bad debts.

Direct Method   Each invoice that is a bad debt is posted to Bad Debt Expense (an expense account) as the bad debt is recognized.

Allowance Method   A percentage of your accounts receivables is written off periodically or at the end of each fiscal year. The amount that is written off depends on the percentage of bad debt you believe your company incurs throughout the year. Normally you would make a General Journal entry affecting an accounts receivable (used as a contra-asset) account titled "Allowance for Doubtful Accounts" and another account titled "Bad Debt Expense" (an expense account). Then each invoice is written off to Allowance for Doubtful Accounts as the bad debt is recognized.

Using Accounts Receivable Reports and Forms

The Accounts Receivable reports detail transactions and other information for all of your sales—both those invoiced and cash sales. All Accounts Receivable reports have windows that help you select and sort the information displayed on the report.

Accounts Receivable Reports

Aged Receivables   Shows outstanding receivables aged by invoice date or due date, depending on what you selected in Customer Defaults.

Cash Receipts Journal   Lists the cash receipts in journal format, showing the debit and credit accounts in full detail or in summary by transaction or account. You can sort by check date, GL account, or reference number for each customer you specify. You can use this report to reconcile cash received and verify general ledger posting accounts.

Customer Ledgers   Shows each customer with a balance, displaying the balance forward and debit and credit transactions for the selected period. You can sort the report by ID code or customer name and limit the range of customers displayed.

Customer List   Shows all customers' names, addresses, contacts, telephone numbers, and tax resale numbers. You can also include prospective customers in this report.

Customer Master File List   Shows all of the pertinent information you need to interact with customers efficiently. The information in the list can include customer name, ID, phone numbers, addresses, contacts, and other information about accounts, taxes, purchases, and so on.

Customer Sales History   Shows total sales by customer, including both credit and cash sales. The report includes transactions entered on the Sales/Invoicing window, as well as direct sales that are not associated with an invoice (entered on the Receipts window).

Invoice Register   Lists all invoices that have been printed by the system or were entered with an invoice number. You can specify a range of invoice numbers, a range of customer IDs, a range or match for customer type, or unprinted invoices. You can also limit the report to current-period invoices.

Items Sold to Customers   Lists quantity, amount, and profit of items sold to customers.

Picklist Report   Lists items on open sales orders. This report prints in worksheet format to assist you in pulling items needed to fulfill sales orders. You can display this report in order of sales order number, customer ID, item ID, or location and show ranges of customers. You can also choose to view drop shipments. To help you keep abreast of an order, if you entered a Ship By date when you created the sales order, the Picklist report will display this date to let you know when the order should ship.

Prospect List   Shows all customers' names, addresses, contacts, telephone numbers, and tax resale numbers. You can also include customers in this report.

Quote Register   Lists for review all quotes that have been entered in the Quotes task. You can view by Quote number, customer ID, Type, or Printed/Unprinted.

Sales Journal   Useful for reconciling sales and verifying general ledger posting. It lists each receipt in full detail, in transaction summary, or in accounts summary, in order by Invoice Date, GL Account, or Invoice number.

Sales Order Register   Lists all sales orders and their status, open or closed. You can view by sales order number, customer ID, type, or sales order state, open or closed. To help you keep abreast of an order, if you entered a Ship By date when you created the sales order, the Sales Order Register will display this date to let you know when the order should ship.

Sales Order Report   Shows the sales orders and status, listing what items are on the sales order, how many were ordered, how many were shipped, and how many remain. To help you keep abreast of an order, if you entered a Ship By date when you created the sales order, the Sales Order report will display this date to let you know when the order should ship.

Sales Backorder Report   Allows you to plan your ordering to make sure you have enough of your inventory on hand to fulfill your orders. It shows you the quantity of each item on each sales order, then the total items on order. It also displays the total number of the items you have in stock as of the date of the report and the quantity you have entered on purchase orders. To help you keep abreast of an order, if you entered a Ship By date when you created the sales order, the Sales Backorder report will display this date to let you know when the order should ship.

Sales Rep Report   Shows commissioned sales, noncommissioned sales, and total sales for all sales reps for the time period you specify. The report also includes a **% of Total** column. This column, based on the sales rep's total sales, shows you the percentage of the company's total sales this rep earned.

Sales Tax Codes   Lists all sales tax codes for reference and maintenance. It shows the component tax authorities and each authority's tax rate, general ledger account, and vendor.

Taxable/Exempt Sales   Lists each tax authority's taxable, exempt, and total sales in detail or summary view with other report options. This report is a worksheet for preparing sales tax reports as required by the government.

Accounts Receivable Forms

All forms can be printed from the Select a Reports window. In the Select a Reports window, forms are included in folders. Double-click the form folder to display a list of related forms. Some forms (specifically quotes, sales orders, sales invoices, and receipts) can be printed from their respective task windows. You can also design your own form. Refer to the "Preparing Forms" chapter for more information on printing and designing forms.

Collection Letters   Forms that can be sent to customers as a reminder that an account is past due. Peachtree provides several predefined collection letter formats depending on the age of unpaid customer balances. For more information, see <u>"Prepare and Print Collection Letters" on page 153</u>.

Customer Labels   Prints mailing labels for all the customer records you've entered in Peachtree. You can choose to print by ID, Type, Status, ZIP Code, or date in the custom fields. In addition, you can adjust the form design for labels to match the labels you print on. See the "Preparing Forms" chapter for more information on Forms Design tools.

Customer Quotes   Prints the quotes you've entered for customers. You can print for customers or prospects or both.

Customer Statements   Prints monthly customer activity. The way statements print is largely defined in Statement/Invoices Defaults. For more information, see <u>"Print Customer Statements" on page 152</u>.

Invoices/Credit Memos/Packing Slips   Includes forms that allow you to print sales invoices that have not been printed yet, or all invoices with blank invoice numbers. It also allows you to print credit memos and packing slips. The default options that determine how invoices/credit memos/packing slips are printed are located in Statement/Invoices Defaults.

Sales Orders   Gives you the ability to confirm or acknowledge customer orders and fill orders more efficiently. You can use the printed sales order as a picking slip for warehouse personnel to mark up. One copy of the marked-up picking slip can be shipped with ordered items as a packing slip and another copy can be sent to the accounting department for invoicing. For more information about printing sales orders, look up "**sales orders**" in the Peachtree Help index.

Accounts Payable

5

Overview

Setting Up Accounts Payable

Entering Purchase Orders

Entering Purchases

Paying Vendors

Using Accounts Payable Reports/Forms

• Accounts Payable •

Overview

Peachtree organizes and monitors accounts payable, the money you pay to suppliers or vendors. You can set up vendors, payment terms, aging guidelines, and more. Creating a list of these items makes entering purchases and payments simple and fast. The main tasks in accounts payable are:

- **Purchase Orders:** When you need to make a purchase, you can create a purchase order. Once you enter the vendor's ID, Peachtree automatically fills in the vendor name and address, your standard payment terms, and even the usual general ledger purchase account. You can edit this information, but in most cases you won't need to.

- **Purchases/Receive Inventory:** Once the items you have ordered arrive, you receive the items on the purchase order. Peachtree allows you to receive partial amounts of an item, or amounts greater than what you originally ordered. You can also enter new items that may not have been on the original purchase order. If you are not using purchase orders, you can enter a traditional purchase invoice.

- **Payments:** Paying for purchases is easy. When you select the vendor ID in the Payments window, a list of open invoices for that vendor appears. Select the **Pay** box next to the invoices you want to pay. You can print a check then, or print a batch of checks when it's more convenient. Also, you can pay a group of vendors at once, using the Select for Payment task.

Accounts Payable Tasks

The graphic below shows a complete cycle of Peachtree Accounting's accounts payable tasks. Each task is denoted by a sequential number.

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

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

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

You receive the items on your purchase order.
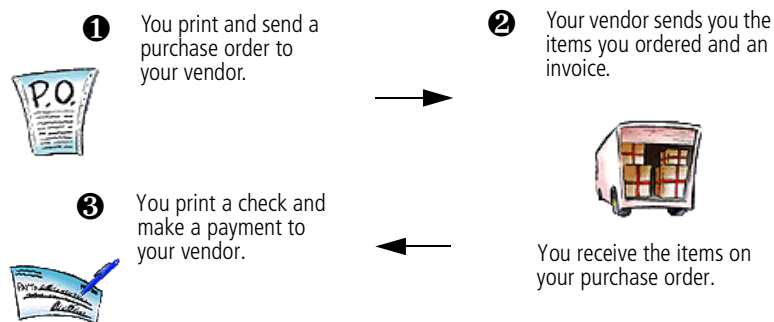
This particular example shows a business using all three accounts payable tasks: purchase orders, purchase invoices (where you receive inventory from purchase orders), and payments. Your business may not need or want to use all of these options. For example, you may be a cash-sales-oriented company and have no need for entering purchase orders or invoices. Another business may choose to enter invoices, then enter the payments against those invoices. Select tasks that help you most in managing and tracking your accounts payable.

Purchases Navigation Aid

In addition to the menu options, you can use the Purchases navigation aid to complete these tasks.
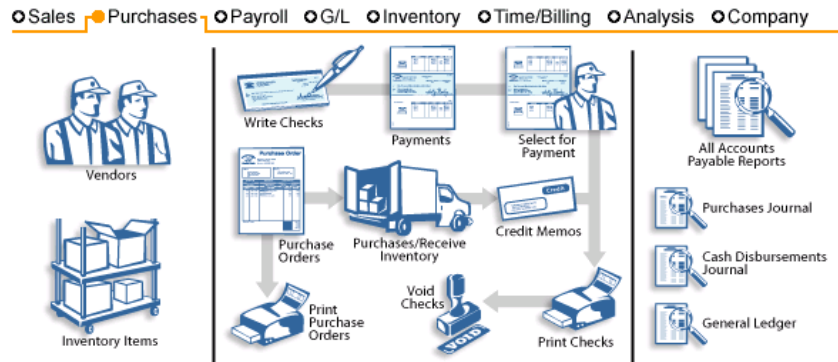
From the navigation aid, you can display a pictorial view of the system parts that represent the accounts payable functionality in Peachtree. Not only do you see the flow of how the various parts work together, you can also access a specific window or report by selecting its graphical representation.

User's Guide

To learn about	Go to
Accounts Payable Setup	"Setting Up Accounts Payable" on page 162
Vendors	"Add a Vendor Record" on page 165
Purchase Orders	"Enter a Purchase Order" on page 171
Purchases/Receive Inventory	"Entering Purchases" on page 178
Payments	"Paying Vendors" on page 187
Reporting	"Using Accounts Payable Reports and Forms" on page 208

Setting Up Accounts Payable

Defaults are information you enter one time that will automatically appear in windows or is automatically used by the system. In the Vendor Defaults window (discussed below), you define the default vendor payment terms, account aging, and custom fields available when you add vendors using the Maintain Vendors window. (See <u>"Add a Vendor Record" on page 165</u>.) Setting up the default information so it is accurate for the majority of your vendors saves you time when you enter your vendors. You may edit these defaults for each vendor.

If you completed New Company Setup, these defaults will be set up already. You can modify your selections here, or you can leave them the way they are.

Enter Vendor Defaults

The information in the Vendor Defaults window is displayed as four tabbed folders with a label on each tab. Select a tab to view the information on that tab. The setup steps in this section are divided by tabs.

To open the Vendor Defaults window, do the following:

➤ From the **Maintain** menu, select **Default Information**. Then choose **Vendors**.

Use the **Payment Terms** tab to enter payment terms for all vendors.

Use the **Account Aging** tab to establish whether your payables are aged by the invoice date or the due date.

Use the **Custom Fields** tab to customize vendor information with five blank fields that you can optionally add to reports.

Use the **1099 Settings** tab to make 1099 assignments for each of the General Ledger accounts in your chart of accounts.

There are four areas you can define default information for:

Payment terms   You can enter a set of standard terms to be used for all vendors. You may change these terms for a vendor in the Maintain Vendors window. When you change the standard terms on this window, the terms for all vendors who use standard terms change automatically. You should select a Standard Terms option that represents the majority of your vendors. For example, if your vendors give you a set number of days from the invoice date until payment is due, select **Due in number of days**.

Based on the chosen standard terms, enter the due days, discount information, and credit limit. For example, if you have selected **Due in number of days**, you would enter the number of days (such as 30) in the **Net due** field. In the **Discount in** field, enter the number of days you can receive a discount for early payment. Then, in the **Discount %** field, enter the discount percent as a decimal (2% is entered as 2.00).

Also, choose the purchase account and discount G/L accounts you want to use for purchases from vendors. These accounts will be the defaults, but you can change the purchase account for each vendor in Maintain Vendors.

Account Aging   You can establish whether your payables are aged by the invoice date or the due date. *Note that to optimize cash flow, most businesses age accounts payable by due date rather than invoice date*, but you can choose invoice date if that's how your company operates. You also set the ranges of days you want to use for aging your payables. This information is reflected on the Aged Payables report and in the Payments Manager window.

Choose the number of days for each column on the report; this sets the limit for overdue invoices that appear in the column. Then choose the heading you would like to appear in each column of the report.

The **# of days** field sets the limit for overdue invoices to appear in that column on the report.

For each column, you can enter a heading that prints above it on the aging report.

For more information, look up **"account aging"** in the Peachtree Help index.

Custom Fields   You customize your vendor information with five blank fields, which can optionally appear on reports. Once you set up the fields here, you can enter information into the field in the Maintain Vendors window.

Enter your own labels to keep track of specific information. For example, you could enter "Office Manager" as a field label and keep the office manager's name at your fingertips.

You can select these boxes to enable the custom fields by clicking with the mouse or using [Tab] to select the box and then the [Spacebar] to make the checkmark.

1099 Settings   You can establish how 1099 calculations will be made for each of the General Ledger accounts in your chart of accounts. Choose from the following settings:

- **Box 1 or Box 7:** This is the default setting for all General Ledger accounts. It allows the calculation of contractor payments to be based on the 1099 type you have set up for each contractor in Maintain Vendors (either Independent Contractor or Interest). For more information about 1099-type settings, see <u>"Add a Vendor Record" on page 165</u>.

- **1099-MISC, Box 7 Only:** Select this to report miscellaneous income for each contractor you pay more than $600 annually. Peachtree will then make miscellaneous income calculations for all contractor payments credited to the chosen General Ledger account.

- **1099-INT, Box 1 Only:** Select this to report interest income for each contractor you have paid at least $10 in interest as a loan. Peachtree will then make interest income calculations for all contractor payments credited to the chosen General Ledger account.

- **None:** Select this if you don't want either miscellaneous income or interest income calculations to be made for the chosen General Ledger account.

To choose a setting, use the drop-down list in the **1099 Settings** column opposite the appropriate General Ledger account. If you have changed a number of settings and now want to return the accounts to the default setting (**Box 1 or Box 7**), just select the **Reset Default** button.

To return all G/L accounts to the default 1099 setting (**Box 1 or Box 7**), select the **Reset Default** button.

11000	Accounts Receivable	Box 1 or Box 7
11100	Contracts Receivable	Box 1 or Box 7
11400	Other Receivables	Box 1 or Box 7
11500	Allowance for Doubtful Account	Box 1 or Box 7
		1099-MISC, Box7
		1099-INT, Box 1
		None

Reset Default

To change a 1099 setting for a G/L account, select the appropriate account ID and description, and then select the desired setting from the drop-down list.

Want to learn more about the Vendor Defaults window? Click the **Help** toolbar button in the window.

Add a Vendor Record

For step-by-step instructions, look up **"vendors, Set Up a Vendor"** in the Peachtree Help index.

The Maintain Vendors window stores information about the companies and people from whom you purchase goods and services. It is also where you set up government agencies to whom you pay taxes, or bank institutions if you pay your taxes to banks using federal coupons. This information is displayed as four tabbed folders with a label on each tab. The fields on only one tab are visible at a time, but you can view the fields on another tab by clicking the tab label.

To open the Maintain Vendors window, do the following:

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

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

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

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

Use the **History** tab to enter historical information, such as the vendor-since date and invoice and payment dates and amounts.

Use the **Custom Fields** tab to customize vendor information with five fields, which you can add to customized reports.

From this window you can add a new vendor record, change existing vendor information, or delete a vendor record. The Maintain Vendors window is very similar to the Maintain Customers/Prospects window. In Peachtree, vendor transactions are handled much like customer transactions, only reversed. Here, you are the customer.

Vendor information is broken up into five areas: **Header** fields, **General** tab, **Purchase Defaults** tab, **Custom Fields** tab, and **History** tab.

Header Information   On the different tabs, the top portion of the information stays the same. This is called header information.

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In the header fields, you can enter a new vendor ID and name. You can also choose whether to make the vendor inactive or not.

- • **Vendor ID:** Enter a new ID of up to 20 alphanumeric characters, or select an existing vendor ID from the list. This field is case sensitive. Peachtree sees AAA001 and aaa001 as different IDs.

- • **Name:** Enter a vendor name of up to 39 alphanumeric characters. If you select an existing vendor, the name automatically fills in here.

- • **Inactive:** Select this check box to mark the vendor as inactive and eligible for purging. If you try to enter a transaction with this vendor, you will be warned of the inactive status.

General   Information on the **General** tab includes a contact name and vendor address information. You may also specify a custom vendor type, 1099 information, telephone and fax numbers, e-mail address, and Web site address.

- • The **Vendor Type** field lets you classify your vendors as best suits your business. For example, you may 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.

- • The **1099 Type** field lets you select whether the vendor type is **Interest** (you pay at least $10 in interest to the vendor), **Independent Contractor (**you pay more than $600 to the vendor in a single year), or **None** (the vendor fits neither of these categories).

- • **E-mail and Web Site:** Identifies the vendor's primary e-mail address and Web site address. Click the buttons to the right of these fields to quickly create an e-mail message or open your Web browser and access their Web site. For more information, see "Create E-mail Messages" on page 396 and "Display Customer, Vendor, and Your Company Web Sites" on page 397.

Click either of these buttons to quickly create an e-mail message or visit a Web site based on the addresses entered.

Do not select the **Beginning Balances** button until you have entered the rest of the vendor information and are ready to save the vendor record. For more information on entering beginning balances, see "Enter Vendor Beginning Balances" on page 169.

Note: If you select an existing vendor in the **Vendor ID** field, the **Current Balance** button will appear below the **Beginning Balances** button. Click the **Current Balance** button to see vendor purchases and payments from the start of the current accounting period to the current (system) date.

Purchase Defaults You must enter a default purchase account number on this tab. In addition, you may also 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. If you would like to change the standard terms for this vendor, select the **Terms** button to edit this vendor's terms. A separate window appears, letting you override the default company-wide purchase terms and credit limit for this vendor.
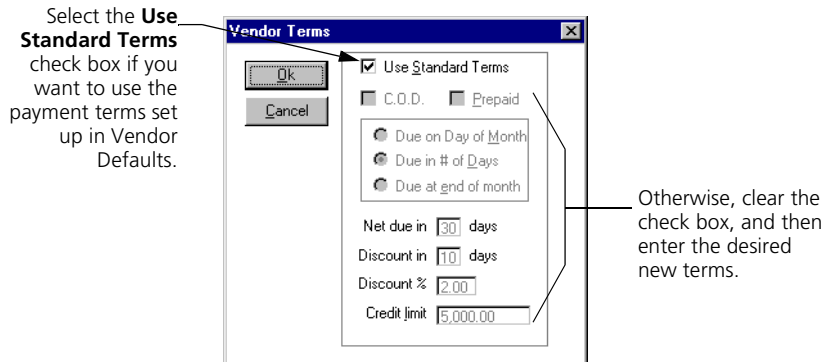
Select the **Use Standard Terms** check box if you want to use the payment terms set up in Vendor Defaults.

Otherwise, clear the check box, and then enter the desired new terms.

To set up special terms for the vendor, clear the **Use Standard Terms** check box, and then enter the new terms. Otherwise, this vendor will use the same terms you set up on the **Payments Terms** tab of the Vendor Defaults window. For more information on terms options, see <u>"Payment terms" on page 162</u>.

Purchase Rep and Form Delivery Options: On the **Purchase Defaults** tab, you also set up a purchase rep, an employee in your organization who will act as chief buyer for the chosen vendor. Besides this, 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 gives you the option of providing paper copies for the vendor whenever you e-mail or print forms in batch. For more information on e-mailing a batch of forms, see <u>"Print and/or E-Mail Forms from the Select a Report Window" on page 482</u>.

Custom Fields   Peachtree allows you to customize vendor information with five fields; you can add these fields to your customized reports. These fields are set up in the Vendor Defaults window. For example, if you have set up an **Account Rep** field in Vendor Defaults, here on the **Custom Fields** tab you would enter the actual name of the account representative.

1. Office Manager	Tom Anderson
2. Account Rep	Doug Jackson
3. Special Note	Closed Mondays
4. COD only	
5. Offers Delivery	Yes

The text in these field labels is entered in the Vendor Defaults window.

History   The **History** tab in the Maintain Vendors window shows information about the selected vendor, including the vendor-since date and invoice and payment dates and amounts. When entering a new vendor record, you may edit the information on this tab. Once you save the vendor record, however, you may no longer edit the data.

What Do You Want to Do Next?

Change this vendor ID   Select the **Change ID** button if you want to change the ID for this vendor. For more information, look up **"change, Change a Vendor ID"** in the Peachtree Help index.

Create an event for this vendor   Select the **Event** button to schedule an event with a vendor. You can also use it to log notes about telephone calls, meetings, letters, and other vendor-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.

See a log of up-to-date activity for this vendor   You can see a window that lists all activities entered for this vendor to the present time. You can even check activities as completed, if desired. For more information, look up **"display, Display a Customer, Vendor, or Employee Event Log"** in the Peachtree Help index.

Want to learn more about the Maintain Vendors window?   Click the **Help** toolbar button in the window.

Enter 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 are not posted to the general ledger. It is assumed that all unpaid purchases prior to starting Peachtree are entered as a single beginning balance amount for your accounts payable account in Maintain Chart of Accounts. For more information, see "Enter Chart of Accounts Beginning Balances or Prior Period Adjustments" on page 68.

> [!sidebar] For step-by-step instructions, look up **"vendors, Enter Vendor Beginning Balances"** in the Peachtree Help index.

To enter beginning balance invoices for vendors, do the following:

Beginning Balances: ▶

➤ From the **Maintain** menu, select **Vendors**. In the **Maintain Vendors** window, enter or select the vendor ID that you want to enter a beginning balance for, then click the **Beginning Balances** button on the **General** tab.

Click the **Vendor Balances** tab to display and select beginning balances for other vendors.

The **Current Accounts Payable Balance** displayed here is the total of all vendor beginning balance invoices entered in your company. This total should match the accounts payable beginning balance entry in your chart of accounts

There are two tabs in the Vendor Beginning Balances window: **Purchases from** and **Vendor Balances**.

Purchases from   Here, enter amounts for each outstanding vendor invoice dated prior to when you started using Peachtree. You can adjust these transactions until you apply a payment to them. If a payment has been made on an invoice, it will appear on a gray background. To modify this paid transaction, you need to delete the payment made against it (in Peachtree's Payments window).

If you have set up your company on an accrual basis, you must enter an accounts payable (A/P) general ledger account. If your company is set up on a cash basis, the words <**Cash Basis**> will appear in the **A/P Account** field, and the field will not be available.

The beginning balance amount should *not* include any transactions that you have already entered in task windows, such as the Purchases window. 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 A/P account(s). This insures that your Aged Payables report will balance with your general ledger.

Vendor Balances   This tab lets you check on balances for existing vendors. Select and double-click a vendor in the list. The **Purchases from** tab appears listing all beginning balance purchases from the vendor.

What Do You Want to Do Next?

Find a vendor   On the **Vendor Balances** tab, select the **Find** button to locate a listed vendor. The Find window appears. Enter a key word or phrase related to the vendor record you are looking for, and then click **OK**.

Once you have used the **Find** button, select the **Next** button to locate the next instance of the key word or phrase you used to find the first vendor record.

Add or remove a purchase line   On the **Purchases from** tab, use the **Add** button to add an extra purchase line for the displayed vendor. Select the line *below which* you want the new line to appear; then select the **Add** button.

To remove a purchase, select the line you want to delete; then select the **Remove** button.

Want to learn more about the Vendor Beginning Balances window?   Click the **Help** toolbar button in the window.

Entering Purchase Orders

A purchase order is a document containing a list of items or services you want to buy from a vendor. You might think of it as representing an intent to purchase. When you post a purchase order, none of the accounting information is updated, since you have not actually received the items on the purchase order.

Once items begin arriving, you use the Purchases/Receive Inventory task to receive items on the purchase order. You can receive partial shipments on a purchase order, and you can over-receive items on a purchase order as well. This allows you to update your inventory and accounts payable information as the shipments actually arrive. Peachtree closes purchase orders automatically when all items have been received, or you can close a purchase order before all items are received. You can also keep a purchase order open when all items have been received.

Enter a Purchase Order

For step-by-step instructions, look up **"purchase orders, Enter a Purchase Order"** in the Peachtree Help index.

The Purchase Orders window is where you enter a purchase request for items from a vendor. No accounting information is updated when you post the order. Instead, accounting information is updated only when you receive the items on the purchase order and enter them on the Purchases/Receive Inventory window, or if you're using cash accounting, when you pay the vendor.

➤ From the **Tasks** menu, select **Purchase Orders**.

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.

The **Ship To** address defaults to your company's primary address. You can make changes here that will only affect this purchase.

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.

As you enter non-stock line items, you can assign each to a **Job** (and in Peachtree Complete and Peachtree Premium, to a phase and/or cost code ID), if desired.

In the Purchase Orders window, you can choose to hide certain data-entry fields that you do not want to view. This will increase your data-entry speed. For more information, see <u>"Task Window Templates" on page 49</u>.

As you enter a purchase order, do the following to customize the order to meet specific needs:

Enter the purchase order number. Enter this in the **PO #** field, unless you want Peachtree to assign PO numbers automatically to the order.

Enter the ship-to address. Note that the **Ship To** field fills in automatically with default information, but you can change this if needed to handle drop shipments. For more information, see <u>"Track Customer Drop Shipments In Vendor Purchases" on page 182</u>.

Enter the discount amount and terms   Change the discount amount, if needed, and the displayed terms, if you are using accrual accounting. The **Displayed Terms** field fills automatically with default terms, but you can change them if you use special terms with this vendor.

Enter a unit price or amount   Enter a unit price or just an amount, and Peachtree will automatically calculate a unit price. The default is the last posted price for the item.

Enter a job, phase, and/or cost code ID   You can assign a job code ID (and in Peachtree Complete and Peachtree Premium, a phase and/or cost code ID) for each non-stock line item if you are tracking job costs. The purchase information will not be applied to the job until you receive the items on a vendor invoice. Once you receive the items, no accounting transactions will result from applying a purchase to a job; internally, the job, phase, or cost code is tagged to the expense. This allows you to order reports about job-related transactions, costs, and profitability, and bill reimbursable job expenses to your customers. For information on using this field to maximum effect, look up **"Job Field lookup list"** in the Peachtree Help index.

> **Assigning PO Numbers:** Peachtree sorts numbers *one digit at a time*. It is thus a good idea to assign numerals with the same number of digits. For example, Peachtree sorts the following numerals in this order:
>
> **1, 104, 12, 2, 23**
>
> **Tip**

You cannot assign a job, phase, or cost code to a stock or assembly item on a purchase order. You *can* apply stock or assembly items to a job at the time of the sale, but not at the time of purchase.

Note

What Do You Want to Do Next?

Open	**Edit existing purchase orders** Select the **Open** button to make changes to transactions entered previously in the Purchase Orders window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index.
Select	**Select memorized purchase orders** To select a memorized purchase order, click the drop-down arrow to the right of the **Open** button, and then choose **Select** from the drop-down button menu. For more information, look up **"memorized transactions, Enter and Use Memorized Transactions"** in the Peachtree Help index.
Save	**Save or post the purchase order** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Purchase Order Journal. Purchase orders do not impact the general ledger until items are invoiced (received). If you use the Batch posting method, the transaction is recorded in the Purchase Order Journal and must be posted later. For more information, see <u>"Post/Unpost (Batch Mode Only)" on page 79</u>.
Memorize	**Memorize the purchase order** To save a purchase order as a memorized transaction, click the drop-down arrow to the right of the **Save** button, and then select the **Memorize** button from the drop-down button menu. For more information, look up "**memorized transactions, Maintain Memorized Purchase Orders**" in the Peachtree Help index.
Print	**Print the purchase order selected** Click the **Print** button. Make sure you insert a purchase order form in your printer before doing this. If you are not ready to print purchase orders, click the **Save** button to record the purchase order transaction. For more information on printing, see <u>"Printing, E-Mailing, and Previewing Forms" on page 478</u>.
Preview	**See how the purchase order will look before you print it** You can preview forms before actually printing them from most task windows. Click the drop-down arrow to the right of the **Print** button, and then select the **Preview** button from the drop-down button menu. When finished, return to the Purchase Orders window.
Row / **Add** / **Remove**	**Add or remove an invoice line** Use the **Row** button menu to add an extra line item or remove the selected line item from the displayed transaction. • To insert a line in the grid, select the line *below which* you want the new line to appear; then from the **Row** button menu, click the **Add** button. • To remove a line in the grid, select the line you want to delete; then from the **Row** button menu, click the **Remove** button.

Note	**Add a note** Select the **Note** button to enter or display a comment about this vendor or purchase order. You can enter note text that prints on the order, or you can enter an internal note viewed only by your employees.
Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the Purchase Order Journal tab, which shows entries that will get posted to the General Ledger after you have received items on the purchase order. For more information, see the Basics chapter, "Accounting Behind the Screens" on page 57.
Event	**Create an event for this vendor** Select the **Event** button to schedule an event with a vendor. You can also use it to log notes about telephone calls, meetings, letters, and other vendor-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
Template	**Select or create a new template for this window** From a drop-down list, select a standard (predefined) template or customized template, or create one of your own design. For more information, look up **"templates, Select a Task Window Template"** in the Peachtree Help index.
Help	**Want to learn more about the Purchase Orders window?** Click the **Help** toolbar button in the window.

Memorize a Purchase Order Transaction

You can enter and save common transactions such as purchase orders for later use. For example, you may want to repeat a transaction previously used for a vendor several times. Using memorized transactions can save time in repetitive data-entry tasks. Memorized purchase orders *are not posted* to journals or the general ledger. For more information on working with memorized transactions, see "Memorized Transactions" on page 48.

Receive Inventory from a Purchase Order

For step-by-step instructions, look up **"purchase orders, Receive Inventory on a Purchase Order"** in the Peachtree Help index.
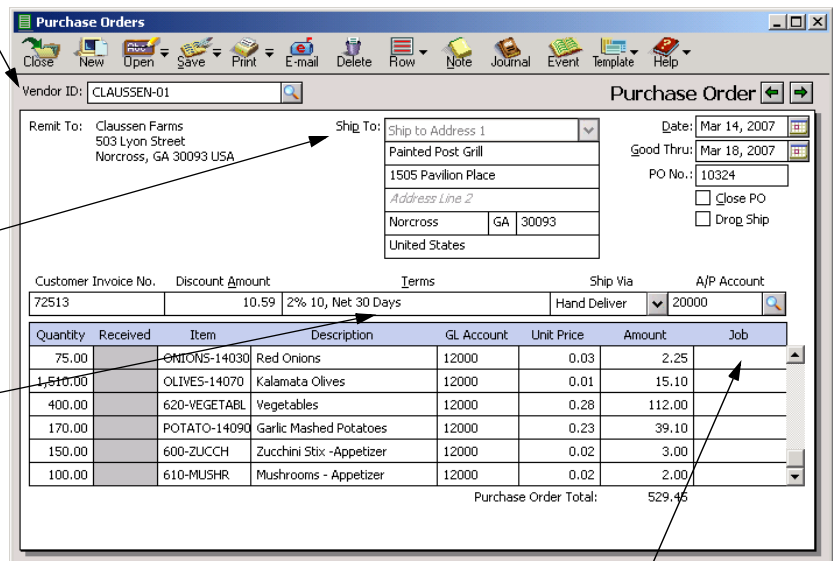
After you have entered a purchase order for your vendor, the next step is to receive the inventory for that purchase order as it arrives. Peachtree allows you to receive a different quantity for an item than you originally ordered; that is, you can receive less or more than the originally ordered quantity. You can also receive items into your inventory, even if you have not yet received the invoice from your vendor.

Receiving items on the purchase order creates an open vendor invoice in the system, updating your inventory and accounts payable information. You can have multiple invoices based on the same purchase order; however, you cannot receive items from more than one purchase order on the same invoice.

➤ From the **Tasks** menu, select **Purchases/Receive Inventory**.

Enter vendor **Invoice #**, a required field.

If you have not yet received the vendor invoice for the shipment, select **Waiting on Bill**. You can then post this invoice but not pay it.

Use the **Apply to Purchase Order#** drop-down list to select the purchase order number you want to receive inventory against...

Item	Remaining	Received	Description	GL Account	Unit Price	Amount	Job
ONIONS-140	75.00	75.00	Red Onions	12000	0.03	2.25	
OLIVES-1401	1,525.00	1,525.00	Kalamata Olives	12000	0.01	15.25	
620-VEGETA	550.00	550.00	Vegetables	12000	0.28	154.00	

...the item entry lines on the tab fill in with the items on the purchase order.

If you paid for the invoice in full at the time of purchase, enter the amount paid here.

Note

In the Purchases/Receive Inventory window, you can choose to hide certain data-entry fields that you do not want to view. This will increase your data-entry speed. For more information, see .

To receive inventory from a purchase order, follow these two basic steps:

1 Either type the vendor ID, or open the lookup list and select the vendor from the list. If this vendor has open purchase orders, the **Apply to Purchase Order** tab appears in front. You then simply select the purchase order.

2 From the **Apply to Purchase Order #** drop-down list, select the purchase order number you want to receive inventory against.

The item entry lines on the tab fill in with the items on the purchase order. The item ID, if there is one, appears in a gray field, since you cannot edit the item ID in this window. The **Remaining** column shows you how many of the item you are still waiting to receive. For example, if you order 10 of an item, and have previously received 10, the **Remaining** column shows 0.

Enter the ship-to address   Note that the **Ship To** field fills in automatically with default information, but you can change this if needed to handle drop shipments. For more information, see "Track Customer Drop Shipments In Vendor Purchases" on page 182.

Enter the amount paid at purchase   If you paid for the invoice in full at the time of purchase, enter the amount paid here. Do not enter this payment if you already entered it in Payments as a prepayment. For more information, see "Pay a Vendor Invoice" on page 193.

Enter the invoice number   This is a required field; fill it with the number that appears on the invoice from the vendor. If you haven't received an invoice, use the **Waiting on Bill from Vendor** check box.

Tell Peachtree if the invoice has not yet arrived   If you have not yet received the vendor invoice for this shipment, select the **Waiting on Bill from Vendor** check box. It allows you to save or post this purchase and update your inventory but marks this invoice as waiting. You will not be able to select this bill for payment until you have received the invoice from your vendor. Once your vendor has sent you the invoice, edit this invoice, clear the **Waiting on Bill from Vendor** check box, and enter the invoice number. Then, when you post the invoice with the invoice number, you will be able to select the invoice for payment.

Note

If you have saved or posted a vendor invoice with the **Waiting on Bill from Vendor** option selected, the next time you select that vendor in the Purchases/Receive Inventory window you will receive a message about the invoice waiting on the bill from the vendor. Once you receive the bill, be sure to edit the previously entered invoice; do not enter the invoice again, as this duplicates the transaction in your general ledger and increases your inventory with items you do not have.

What Do You Want to Do Next?

Open	**Edit existing purchase invoices** Select the **Open** button to make changes to transactions entered previously in the Sales/Invoicing window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index. *Note:* You cannot edit certain parts of a purchase invoice once a payment is applied to it.
Save	**Save or post the purchase invoice** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Purchase Journal (and others) and the general ledger is updated. If you use the Batch posting method, the transaction is recorded in the Purchase Journal (and others) and must be posted later to update the general ledger. For more information, see "Post/Unpost (Batch Mode Only)" on page 79.

What Do You Want to Do Next?

	Receive all remaining on a purchase order To quickly select all items listed on the purchase order, click the **Ship** button. From the drop-down button menu, select **All**. All remaining items not previously received from the vendor are selected and added to the invoice. Conversely, if you want to clear all items selected for shipment, click **None**. *Note:* This button is only present if a purchase order is selected in the Purchases/Receive Inventory window.
	Add a note Select the **Note** button to enter or display a comment about this vendor or purchase. You can enter note text that prints on the invoice; or, you can enter an internal note viewed only by your employees.
	Display Accounting Behind the Screens Select the **Journal** button to see the following: • **Purchases Journal** tab, which shows a list of each item you purchased from your vendor and the accounts that get debited or credited for each purchase. • **Cash Disbursements Journal** tab, which shows a list of payments that you made to your vendor and the corresponding general ledger account information. For more information, see the Basics chapter, [“Accounting Behind the Screens” on page 57](#).
	Create an event for this vendor Select the **Event** button to schedule an event with a vendor. You can also use it to log notes about telephone calls, meetings, letters, and other vendor-related activities. For more information, look up **“events, Create an Event”** in the Peachtree Help index.
	Select or create a new template for this window From a drop-down list, select a standard (predefined) template or customized template, or create one of your own design. For more information, look up **“templates, Select a Task Window Template”** in the Peachtree Help index.
	Want to learn more about the Purchases/Receive Inventory window? Click the **Help** toolbar button in the window.

Is My Purchase Order Open or Closed?

The **Close Purchase Order** check box in the Purchase Orders window marks if the purchase order is open or closed. When a check appears in the box, the purchase order is closed. A purchase order closes in one of two ways:

- Peachtree automatically closes the purchase order once you receive all of the items on the Purchases/Receive Inventory window.

- You can close a purchase order before all the items are received by selecting the **Close Purchase Order** check box in the Purchase Orders window.

When Peachtree closes a purchase order, you can also clear the **Close Purchase Order** check box to have the purchase order remain open, which allows you to continue to receive items against it or add new items to it. *Note:* When you reopen a purchase order that Peachtree automatically closed, it will not be automatically closed by the system.

Entering Purchases

The Purchases/Receive Inventory window has two tabs, allowing you to receive items on a previously entered purchase order or to enter invoiced items you purchased from a vendor but did not enter on a purchase order.

- **Apply to Purchase Order:** When you select a vendor who has open purchase orders, the Apply to Purchase Order tab appears, allowing you to select which purchase order to receive items against.

- **Apply to Purchases:** If you select a vendor with no open purchase orders, this tab appears by default, so you can record a vendor invoice. In addition, when you receive items on a purchase order (on the **Apply to Purchase Order** tab), you can also select this tab to enter additional items that are not on the purchase order but which are in the same shipment.

When using the Purchase Order or Purchases/Receive Inventory tasks, you can select a vendor from the drop-down list in the Vendor ID field. This list includes vendors you set up previously in the Maintain Vendors window. You can also create a new vendor from the Purchase Orders or Purchases/Receive Inventory window by selecting the ⊞ key or double-clicking the **Vendor ID** field. If you want to enter a one-time purchase from a vendor you don't wish to keep on record, leave the **Vendor ID** field blank.

Enter a Purchase Invoice

The Purchases/Receive Inventory window lets you enter purchase invoices without using purchase orders.

➤ From the **Tasks** menu, choose **Purchases/Receive Inventory**.

To start, enter or select the ID of the desired vendor.

Enter the quantity being purchased and item ID, if applicable. If the item is not in your inventory, you must add it first. You can add an item from this window by pressing the ⊞ key or double-clicking the **Item ID** field.

If you paid for the invoice in full at the time of purchase, enter the amount paid here.

When you enter the vendor ID, the **Apply to Purchase Order** tab appears in front if this vendor has open purchase orders in the system. Items that were not entered on a purchase order need to be entered on the **Apply to Purchases** tab, not this tab. So to enter your purchase information, select the **Apply to Purchases** tab if it is not already in front.

In the Purchases window, you can choose to hide certain data-entry fields that you do not want to view. This will increase your data-entry speed. For more information, see "Task Window Templates" on page 49.

Enter the ship-to address　Note that the **Ship To** field fills in automatically with default information, but you can change this if needed to handle drop shipments. For more information, see "Track Customer Drop Shipments In Vendor Purchases" on page 182.

Enter the item quantity and inventory ID　Enter the quantity being purchased, and then in the **Item** column, enter or select the inventory ID for the item being purchased, if applicable. If the item is not in your inventory records you must add it first. You can add an item from this window by pressing the ⊞ key or double-clicking the **Item ID** field.

Enter the unit price   Enter the unit price the vendor is giving you on this order, or enter an amount in the **Amount** field, and the unit price will be calculated from the quantity. If you have previously purchased this item, the **Unit Price** field shows the last unit price you paid.

Enter the amount paid at time of purchase   If you paid for the purchase the same day you were invoiced, enter the amount paid here. For example, you may pay a vendor bill in person for items purchased. Do not enter this amount if you already entered it in the Payments window as a prepayment amount. For more information, see <u>"Pay a Vendor Invoice" on page 193</u>.

Enter the invoice number   This is a required field; fill it with the number that appears on the invoice from the vendor. If you haven't received an invoice, use the **Waiting on Bill from Vendor** check box.

Tell Peachtree if the invoice has not yet arrived   If you don't have an invoice for the shipment, select the **Waiting on Bill from Vendor** check box. It allows you to save or post this purchase and update your inventory records but marks this invoice as waiting. You will not be able to select this bill for payment until you have received the invoice from your vendor. Once your vendor has sent you the invoice, edit this invoice, clear the **Waiting on Bill from Vendor** check box, and enter the invoice number. Then, when you post the invoice with the invoice number, you will be able to select the invoice for payment.

Note   If you have saved or posted a vendor invoice with the **Waiting on Bill from Vendor** option selected, the next time you select that vendor in the Purchases/Receive Inventory window you will receive a message about the invoice waiting on the bill. Once you receive the bill, be sure to edit the previously entered invoice; do not enter the invoice again, as this duplicates the transaction in your general ledger and increases your inventory with items you do not have.

Enter a Credit Card Purchase

This is the same as a normal purchase except that in the **Amount Paid** field on the Purchases window, you enter the amount of the charge. Then enter whatever you like in the **Reference** field to let you know that the purchase was paid with a credit card. Be sure to select the appropriate general ledger liability account for the credit card in the **A/P Account** field if you are using accrual accounting.

What Do You Want to Do Next?

Open	**Edit existing purchase invoices** Select the **Open** button to make changes to transactions entered previously in the Purchases window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index. *Note:* You cannot edit certain parts of a purchase invoice once a payment is applied to it.
Save	**Save or post the purchase invoice** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Purchase Journal (and others) and the general ledger is updated. If you use the Batch posting method, the transaction is recorded in the Purchase Journal (and others) and must be posted later to update the general ledger. For more information, see "Post/ Unpost (Batch Mode Only)" on page 79.
Recur	**Schedule future transactions like this one** Select the **Recur** button to set up repeating journal entries for this transaction in future months or accounting periods. You can change or delete a recurring entry at any time. For more information, see "Recurring Transactions" on page 47.
Row / **Add** / **Remove**	**Add or remove an invoice line** Use the **Row** button menu to add an extra line item or remove the selected line item from the displayed transaction. • To insert a line in the grid, select the line *below which* you want the new line to appear; then from the **Row** button menu, click the **Add** button. • To remove a line in the grid, select the line you want to delete; then from the **Row** button menu, click the **Remove** button.
Note	**Add a note** Select the **Note** button to enter or display a comment about this vendor or purchase. You can enter note text that prints on the invoice; or, you can enter an internal note viewed only by your employees.
Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the following: • **Purchases Journal** tab, which shows a list of each item you purchased from your vendor and the accounts that get debited or credited for each purchase. • **Cash Disbursements Journal** tab, which shows a list of payments that you made to your vendor and the corresponding general ledger account information. For more information, see the Basics chapter, "Accounting Behind the Screens" on page 57.

What Do You Want to Do Next?

Event	**Create an event for this vendor** Select the **Event** button to schedule an event with a vendor. You can also use it to log notes about telephone calls, meetings, letters, and other vendor-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
Template	**Select or create a new template for this window** From a drop-down list, select a standard (predefined) template or customized template, or create one of your own design. For more information, look up **"templates, Select a Task Window Template"** in the Peachtree Help index.
Help	**Want to learn more about the Purchases/Receive Inventory window?** Click the **Help** toolbar button in the window.

Track Customer Drop Shipments In Vendor Purchases

Peachtree allows you to track *drop shipments*, orders you place with your vendor that are shipped directly to your customers. You enter the drop shipment's purchase order or invoice as directed in the previous sections, selecting the Drop Ship box to indicate a drop shipment. For more information about tracking drop shipments in sales invoices, see <u>"Track Customer Drop Shipments from Your Vendors" on page 130</u>.

☐ Drop Ship   ➤   Select the **Drop Ship** check box on either the Purchase Orders or Purchases/Receive Inventory window.

When you select the Drop Ship check box, a Customer ID lookup list appears. Once you enter the appropriate Customer ID, the customer's default information appears in the Ship To fields.

Change the Terms for a Purchase
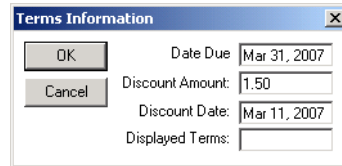
The **Terms** button in the Purchases/Receive Inventory window lets you change the terms and discount information this vendor offers. Terms and discount information can be entered in each Maintain Vendor record, although standard terms are set in the Vendor Defaults window.

Note   You should always set the discount information in the Maintain Vendor record so the program will track and calculate the discount for you. Only use this button on the Purchases/Receive Inventory window for special, one-time circumstances.

➤ Select the arrow button next to the **Terms** field.

Then change the terms as desired. Any other discounts that appear on the invoice should be entered as a credit in the line items on this window. Remember, any changes you make now to the line items will override the changes just made to the Discount section.

> **Note**
>
> The discount amount is recalculated every time the invoice total changes, which is every time the line items change. Therefore, if you want to enter a discount amount, you must do so after you have finished entering the entire purchase. Otherwise, it will be recalculated from the vendor's record and overwritten with the vendor's standard terms.

Purchase Inventory Items

When you enter an inventory item in either the Purchase Order or Purchases/Receive Inventory window, the **G/L Account** field for that line item displays the G/L inventory account specified in the Maintain Inventory Items window. You can change the account, if necessary.

When you enter and post purchases of inventory items, two things happen:

- The amount or stock level of the item is updated (stock items and assemblies).

- For stock items, the inventory account is debited, to offset the automatic credit to the accounts payable G/L account. For non-stock items, the expense account is debited, instead of inventory.

Each time you sell an inventory item, Peachtree creates a *cost of goods sold* entry in the general ledger, based on the inventory costing method you chose for the item.

Apply Purchases to Jobs

You can assign a job ID to purchases of non-stock items. And in Peachtree Complete and Peachtree Premium, you can assign phase and/or cost code IDs to a job as well. However, you cannot apply purchases of stock or assembly items to jobs at the time of the purchase. You cannot apply a job ID to stock items in purchases. Only when you sell stock or assembly items from inventory can you assign a job ID.

No accounting transactions result from applying a purchase to a job; internally, the job ID is tagged to the expense. You can view reports about job transactions, costs, and profitability, and apply job related reimbursable expenses to customer invoices. For more information, see .

Enter Vendor Credit Memos
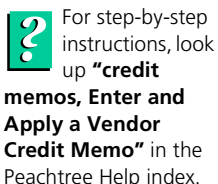
For step-by-step instructions, look up **"credit memos, Enter and Apply a Vendor Credit Memo"** in the Peachtree Help index.

Use the Vendor Credit Memo window to enter credit memos for returns to and credits from a vendor. You can apply credit memos either to an existing vendor invoice or to a direct sale without an invoice.

➤ From the **Tasks** menu, select **Vendor Credit Memos**.

Once an memo is saved, its status appears here (**Unapplied**, **Partially Applied**, or **Applied**).

Leave the **Credit #** blank if you intend to print the memo. Peachtree will automatically assign a credit memo number during the printing process.

The **Vendor ID** field is a lookup field. Press ? in the text box, and select the customer from a list. Or, press +, and enter a new customer record.

The **AP Account** field displays the Accounts Payable account that will be debited to cover the return.

If desired, enter an optional **Return Authorization** code associated with the return.

If the credit memo applies to an existing unpaid invoice, select the **Apply to Invoice** tab and use the drop-down list to select the appropriate invoice number.

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

Enter credit memo number and Change the payment terms   Enter the memo number in the **Credit #** field. For payment terms, Peachtree uses the default payment terms you have set up in the vendor record. To change the terms, click the arrow button next to the **Terms** field.

Credit Memos for Purchases without Invoices

To enter a credit memo for a direct purchase made without an vendor invoice, you enter item information on the **Apply to Purchases** tab.

Enter item information   Enter information for each item purchased, starting with quantity. In the **Item** column, enter or select the inventory ID for the item sold, if applicable. If the item is not entered in your inventory records, you can add it first. (To quickly add an item from this window, press ⊞ or double-click the **Item ID** field.) If you prefer, skip the **Item** column, and enter a description of the item sold (for example, a one-time service item).

Note

If the vendor terms include a discount, change it to zero after you have entered the line items.

Enter price information   If you entered a quantity and item ID, the **GL Account**, **Unit Price**, and **Amount** fields are completed for you; the **GL Account** field displays the default GL purchase account for the vendor or the inventory item, if you entered an item ID. You can change any of these fields if necessary. If the item is not already entered in your inventory records, you must enter price information manually.

Enter a job, phase, and/or cost code ID   You can assign a job code ID (and in Peachtree Complete and Peachtree Premium, a phase and/or cost code ID) for each line item if you are tracking job costs.

Credit Memos for Purchases with Invoices

To enter a credit memo for an invoiced purchase from a vendor, you enter item information on the **Apply to Invoice** tab.

Select invoice   Use the drop-down list at the top of the tab to select the invoice you want to apply the credit to. The tab will fill in with item information from the existing invoice. Except for item and quantity information, you can change any of the other information, such as description and unit price, as needed.

Enter returned quantity   In the Returned field opposite any of the items you want to credit, enter the quantity of the item to be returned. Note that the **Credit Total** and **Credit Applied to Invoice** fields will automatically fill in with amounts as you add returned quantities in the line-item grid.

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What Do You Want to Do Next?

Open	**Edit existing purchase credit memos** Select the **Open** button to make changes to transactions entered previously in the Vendor Credit Memos window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index.
Save	**Save or post the credit memo** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Sales Journal (and possibly others) and the General Ledger is updated. If you use the Batch posting method, the transaction is recorded in the Sales Journal (and possibly others) and must be posted later to update the General Ledger. For more information, see "Post/ Unpost (Batch Mode Only)" on page 79.
Row **Add** **Remove**	**Add or remove a credit memo line** While working on the **Apply to Purchases** tab, use the **Row** button menu to add an extra line item or remove the selected line item from the displayed transaction. • To insert a line in the grid, select the line *below which* you want the new line to appear; then from the **Row** button menu, click the **Add** button. • To remove a line in the grid, select the line you want to delete; then from the **Row** button menu, click the **Remove** button.
Return **All** **None**	**Return all or none of the displayed line items** If you are working on the **Apply to Invoice** tab, the **Row** button menu will be replaced by the Return menu. • To return all of the line items listed on the credit memo, on **Return** button menu click the **All** button. • To return none of the line items listed on the memo, on the **Return** button menu click the **None** button.
Note	**Add a note** Select the **Note** button to enter or display a comment about this vendor or credit memo. You can enter note text that prints on the memo, or you can enter an internal note viewed only by your employees.
Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the following: • **Purchases Journal** tab, which shows a list of each item purchased from your customer and the accounts that get debited or credited for each purchase. For more information on the **Journal** button, see the Basics chapter, "Accounting Behind the Screens" on page 57.

What Do You Want to Do Next?

Event	**Create an event for this vendor** Select the **Event** button to schedule an event with a vendor. You can also use it to log notes about telephone calls, meetings, letters, and other vendor-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
Help	**Want to learn more about the Credit Memos window?** Click the **Help** toolbar button in the window.

Enter Other Types of Purchases

Certain vendor purchases represent special cases and are entered differently from standard purchases. In Peachtree Help, you will find step-by-step instructions for working with these special cases. The following table lists where to find these procedures in Help:

To learn about	**Look up**
Tracking cash purchases when you don't have invoices	"**cash purchases**" in the Peachtree Help index.
Receiving payments from vendors	"**vendors, Enter a Payment at Time of Purchase from Vendor**" in the Peachtree Help index.

Paying Vendors

Once you have purchased goods or services from a vendor, you then need to pay the vendor invoice. In Peachtree, a vendor is any company or person from which you purchase goods or services, including government agencies to whom you pay sales taxes, or other institutions, such as banks. You can enter vendor payments in three different ways in Peachtree.

- 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.

- 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.

- 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.

Write Expense Checks

In Peachtree, Write Checks is the most streamlined payment option. It provides no allowances for paying an invoice or making a prepayment. Instead, you will use Write Checks whenever you need to pay an uncomplicated expense for which there is no invoice and no need to track inventory items. In addition, Write Checks lets you distribute the entire payment to a single expense account, though you can also make multiple individual line-item distributions if needed. For information on making multiple distributions, see "Split Transaction" on page 191.
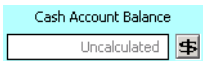
A stub appears to the right of the check where you select the cash account you want to use for the payment you are making. This stub also displays the balance in the account, and updates the amount as you write checks. If you have the **Recalculate cash balance automatically in Receipts and Payments** option turned off (in Global Options), the balance displays the word "Uncalculated." Select the **Recalculate ($)** button to display the balance and update the balance as you write checks. This balance is accurate as of the date shown on the window if you are using real-time posting. If you are using batch posting, this balance may include unposted transactions.

Cash Account Balance

Uncalculated **$**

Click this button to recalculate (update) your cash balance.

The Write Checks window provides a check form at the top, where you enter the vendor information, check number, and date. At the bottom of the window, you enter the expense account and any job that you want to charge the payment to.

Note

All checks written in either the Payments or the Write Checks window are listed in the Cash Disbursements Journal. For brief information about this report, see "Cash Disbursements Journal" on page 208.

➤ From the **Tasks** menu, select **Write Checks**.

If you are entering a handwritten check, enter the check number in the **Check Number** field. If you want Peachtree to print the check, leave this field blank.

If this payment requires multiple line-item distributions, select the **Split** button.

When you enter or select the vendor the check is going to, Peachtree automatically fills in the address and memo from default information, but you can change these.

Enter the check number   If you are entering a handwritten check, enter the check number in the **Check Number** field. If you want Peachtree to print the check and assign a check number automatically, leave this field blank.

Enter a memo   By default, the vendor account number you entered in the Maintain Vendors window appears in the **Memo** field. You can change this to any maximum 30-character message.

Choose the cash account   Enter or select the General Ledger account ID you want to use when making the payment. This would generally be a cash account. If you have the **Hide General Ledger Accounts** global option activated, the **Cash Account** lookup list only displays names of cash accounts currently set up in the chart of accounts.

Select the cash account name to apply to this deposit. *Note:* If you want to apply an alternate general ledger account (an account that uses an account type other than Cash) for this transaction, you must select the **Journal** button.

Choose the expense account   Peachtree offers a default account and description (which you can change):

- If the vendor you have entered is an existing one, the default will be the expense account you entered in the Maintain Vendors window.

- If the vendor is a new one, the default will be the purchase account set up in Vendor Defaults. For more information, see .

What Do You Want to Do Next?

Open	**Edit existing expense checks** Select the **Open** button to make changes to transactions entered previously in the Write Checks window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index. *Note:* You can edit transactions created in Write Checks either through the Write Checks window or through the Payments window, using the Open button there. However, once you edit the check in the Payments window, *it will no longer be treated as a payment coming from Write Checks.* Instead, Peachtree will treat the check as a regular payment, and you can then work with it in the Payments window, applying it either to expenses or invoices just like any other regular payment. For information on working in the Payments window, see <u>"Enter Disbursements in the Payments Window" on page 192</u>.
Save	**Save or post the expense check** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Cash Disbursements Journal and the general ledger is updated. If you use the Batch posting method, the transaction is recorded in the Cash Disbursements Journal and must be posted later to update the general ledger. For more information, see <u>"Post/Unpost (Batch Mode Only)" on page 79</u>.
Print	**Print the expense check selected** If you plan 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 invoices, click the **Save** button to record the payment transaction. You can print non-referenced checks from the Select a Report window. For more information on printing, see <u>"Printing, E-Mailing, and Previewing Forms" on page 478</u>. *Note:* Printing checks that already have check numbers assigned will contain the phrase "DUPLICATE" on the printed form.
Preview	**See how the check will look before you print it** You can preview forms before actually printing them from most task windows. Click the drop-down arrow to the right of the **Print** button, and then select the **Preview** button from the drop-down button menu. When finished, return to the Write Checks window.
Recur	**Schedule future transactions like this one** Select the **Recur** button to set up repeating journal entries for this transaction in future months or accounting periods. You can change or delete a recurring entry at any time. For more information, see <u>"Recurring Transactions" on page 47</u>.
Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the Cash Disbursements Journal tab, which shows the accounts to which payments are disbursed. For more information, see the Basics chapter, <u>"Accounting Behind the Screens" on page 57</u>.

What Do You Want to Do Next?

Event	**Create an event for this vendor** Select the **Event** button to schedule an event with a vendor. You can also use it to log notes about telephone calls, meetings, letters, and other vendor-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
VOID **Void**	**Void an existing vendor payment** Use the **Open** button to select an existing payment, then select the **Void** button to cancel it. To use the **Void** button, click the **Delete** button first, and then select **Void** from the drop-down button menu. For more information, look up **"void, Void Existing Checks"** in the Peachtree Help index.
Help	**Want to learn more about the Write Checks window?** Click the **Help** toolbar button in the window.

Split Transaction

> For step-by-step instructions, look up **"split transaction"** in the Peachtree Help index.

If the check you want to create in Write Checks requires multiple line-item distributions, use the Split Transaction window to enter these distributions:

➤   In the Write Checks window, select the **Split** button.

Just enter as many line items as make up the transaction; Peachtree will keep a running balance at the bottom of the window. When finished, click **OK** to return to the Write Checks window.

Want to learn more about the Split Transaction window? Click the **Help** toolbar button in the window.

Enter Disbursements in the Payments Window

There are three basic methods of entering disbursements in the Payments window:

- Apply to vendor invoices, previously entered as purchases. See <u>"Pay a Vendor Invoice" on page 193</u>.

- Enter a cash purchase for which you do not receive a vendor invoice. See <u>"Record a Cash Purchase" on page 197</u>.

- Write a check as prepayment of a future purchase. See <u>"Enter Vendor Prepayments" on page 198</u>.

Note

Generally, you will use the Payments window whenever you want to pay specific invoices or make prepayments. To pay expenses for which there are no invoices and no need to track inventory items, we recommend the Write Checks feature, which provides a more streamlined payment approach. For information, see <u>"Write Expense Checks" on page 188</u>. The Payments window provides a check form at the top, where you enter vendor information, the check number, and date. The bottom half of the window is divided into two tabs, **Apply to Invoices** and **Apply to Expenses**.

Payments can work hand in hand with vendor invoices. Once you have entered the vendor invoice in the Purchases window and posted the invoice, you can select the invoice from the Vendor's transaction list in the Payments window and post or print the check. Peachtree then:

- debits accounts payable for the total amount (if you are on accrual method)
- credits the cash account for the net check amount
- credits the Discounts Taken account (if applicable)

These G/L link accounts and discount terms are set up in either Maintain Vendors or in Vendor Defaults, both accessed through the Maintain menu.

Where possible, you should take advantage of the Purchases and Payments tasks. Using these tasks not only makes your job easier by disbursing amounts and tracking discount eligibility automatically, it also provides a more detailed and complete transaction history and picture of your financial position.

Warning

Peachtree prints checks from the information you enter in the Payments window. To print a check for any disbursement, leave the **Check Number** field blank. A check number is assigned when the check is printed. If you fill in the **Check Number** field, the program assumes this is a manual check, a cash payment, or some other after-the-fact disbursement, and will print the word "Duplicate" on your check if printed from this window.

Pay a Vendor Invoice

In the Payments window, you can pay existing vendor invoices. When you enter or select a vendor ID, any open purchase invoices previously entered for that vendor appear on the **Apply to Invoices** tab.

➤ From the **Tasks** menu, select **Payments**.

If you are entering a handwritten check, enter the check number in the **Check Number** field. If you want Peachtree Accounting to print the check, leave this field blank.

When you enter or select a vendor with outstanding invoices, the **Apply to Invoices** tab appears by default, listing any open invoices. If you are not paying a specific invoice (this is a cash purchase) choose the **Apply to Expenses** tab.

Enter or select the vendor ID This is the ID of the vendor whose invoices you want to pay. The Apply to Invoices tab appears by default, listing outstanding invoices for the vendor.

Enter the check number If you are entering a handwritten check, enter the number in the **Check Number** box. If you want Peachtree to print the check and assign a check number automatically, leave this field blank.

Choose the cash account Enter or select the general ledger account ID you want to use when making the payment. This would generally be a cash account. If you have the **Hide General Ledger Accounts** global option activated, the **Cash Account** lookup list only displays names of cash accounts currently set up in the chart of accounts.

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Cash Account Balance
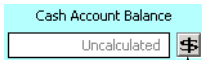
Uncalculated $

Click this button to recalculate (update) your cash balance.

In the Payments window, a stub appears to the right of the check where you select the cash account you want to use for the payments you are making. This stub also displays the balance in the account, and updates the amount as you write checks. If you have the **Recalculate cash balance automatically in Receipts and Payments** option turned off (in Global Options), the balance displays the word "Uncalculated." Select the **Recalculate ($)** button to display the balance and update the balance as you enter payments. This balance is accurate as of the date shown on the window if you are using real-time posting. If you are using batch posting, this balance may include unposted transactions.

If this is a cash purchase (there is no invoice):

Enter the payment on the Apply to Expenses tab See <u>"Record a Cash Purchase" on page 197</u>.

If you are paying a specific invoice(s):

Pay the invoice or apply an amount against it Select the invoice(s) in the list, and either select the **Pay** check box or enter the amount to apply against the invoice(s) in the **Amount Paid** column. If this 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.

Change the discount amount If you want to change the displayed discount amount, do so *after* you select the **Pay** check box.

Enter a description To have a description appear on the printed check, enter one in the **Description** field.

On the **Apply to Invoices** tab, you select previously entered purchases (vendor invoices) and pay them by checking the **Pay** check box.

Apply to Invoices: 49.88			Apply to Expenses: 0.00				☐ Prepayment
Invoice	Date Due	Amount Due	Description		Discount	Amount Paid	Pay
11657	Apr 13, 2007	50.90			1.02	49.88	☑
11658	Apr 13, 2007	239.85			4.80		☐

Note

You can pay multiple invoices to a single vendor with one check. Just continue selecting invoices from the list and selecting the **Pay** check box. Peachtree will automatically update the amount to be paid on the check as you select each invoice to pay.

What Do You Want to Do Next?

Open	**Edit existing disbursement checks** Select the **Open** button to make changes to transactions entered previously in the Payments window. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index. *Note:* You can edit transactions created in the Write Checks window either through the Write Checks window or the Payments window, using the **Open** button here. However, once you edit the check in the Payments window, *it will no longer be treated as a payment coming from Write Checks*. For information on working in the Write Checks window, see <u>"Write Expense Checks" on page 188</u>.
Select	**Select memorized payments** To select a memorized payment, click the drop-down arrow to the right of the **Open** button, and then choose **Select** from the drop-down button menu. For more information, look up **"memorized transactions, Maintain Memorized Payments"** in the Peachtree Help index.
Save	**Save or post the disbursement check** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to the Cash Disbursements Journal and the general ledger is updated. If you use the Batch posting method, the transaction is recorded in the Cash Disbursements Journal and must be posted later to update the general ledger. For more information, see <u>"Post/ Unpost (Batch Mode Only)" on page 79</u>.
Memorize	**Memorize the payment** To save a payment as a memorized transaction, click the drop-down arrow to the right of the **Save** button, and then select the **Memorize** button from the drop-down button menu. For more information, see "**memorized transactions, Maintain Memorized Payments**" in the Peachtree Help index.
Print	**Print the disbursement check selected** If you plan 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 invoices, click the **Save** button to record the payment transaction. You can print non-referenced checks from the Select a Report window. For more information on printing, see <u>"Printing, E-Mailing, and Previewing Forms" on page 478</u>. *Note:* Printing checks that already have check numbers assigned will contain the phrase "DUPLICATE" on the printed form.
Preview	**See how the check will look before you print it** You can preview forms before actually printing them from most task windows. Click the drop-down arrow to the right of the **Print** button, and then select the **Preview** button from the drop-down button menu. When finished, return to the Write Checks window.

What Do You Want to Do Next?

Recur	**Schedule future transactions like this one** Select the **Recur** button to set up repeating journal entries for this transaction in future months or accounting periods. You can change or delete a recurring entry at any time. For more information, see "Recurring Transactions" on page 47.
Row / **Add** / **Remove**	**Add or remove a line item** When the **Apply to Expenses** tab is selected, use the **Row** button menu to add an extra line item or remove the selected line item from the displayed transaction. • To insert a line in the grid, select the line *below which* you want the new line to appear; then from the **Row** button menu, click the **Add** button. • To remove a line in the grid, select the line you want to delete; then from the **Row** button menu, click the **Remove** button.
Detail	**Examine invoice detail** Select an invoice line listed on the **Apply to Invoices** tab and double-click it or click the **Detail** toolbar button to display the corresponding invoice transaction in the Purchases window.
Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the Cash Disbursements Journal tab, which shows the accounts to which payments are disbursed. For more information, see the Basics chapter, "Accounting Behind the Screens" on page 57.
Event	**Create an event for this vendor** Select the **Event** button to schedule an event with a vendor. You can also use it to log notes about telephone calls, meetings, letters, and other vendor-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
Void	**Void an existing vendor payment** Use the **Open** button to select an existing payment, then select the **Void** button to cancel it. To use the **Void** button, click the **Delete** button first, and then select **Void** from the drop-down button menu. For more information, look up **"void, Void Existing checks"** in the Peachtree Help index.
Help	**Want to learn more about the Payments window?** Click the **Help** toolbar button in the window.

For step-by-step instructions, look up **"cash purchases"** in the Peachtree Help index.

Record a Cash Purchase

In Peachtree, cash purchases are disbursements that don't require entry of a vendor invoice as a purchase. There are two basic types of cash purchases, which you can enter in the Payments window:

- You can enter a payment to a vendor not stored in Peachtree, by leaving the **Vendor ID** field blank.

- You can enter a cash purchase from an existing vendor by selecting the **Apply to Expenses** tab.

If you select the **Apply to Expenses** tab, the columns have different headings, similar to the Purchases window. You can use these fields to enter a cash purchase, one where you do not have a vendor invoice.

On the **Apply to Expenses** tab, you enter the quantity, item, description, price and the expense account to debit for this *cash* purchase.

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	

Enter the check number   If you have already written the check, be sure to enter the check number in the **Check Number** field. If you do not enter the number, Peachtree will print the check in your next run. 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.*

Enter unit price   Enter the unit price for this item if you like, or you can have it calculated if you enter an amount and the quantity. If you have previously purchased this item, the last unit cost you paid will display.

Enter a job ID   Enter a job ID if you would like to apply this line item to a specific job.

Note

You cannot apply stock or assembly inventory items to jobs at the time of purchase. Only non-stock items can be applied to job expenses when purchased. You can only apply stock and assembly items to jobs at the time of sale.

Enter Vendor Prepayments

In the Payments window, the **Apply to Expenses** tab has a **Prepayment** check box. Prepayments in Peachtree are any disbursements for which you don't yet have a vendor invoice. They could be for a down payment, or just to allocate funds for a pending bill. When you designate a disbursement as a prepayment, you can print the check and post it as you normally would. Note, however, that if you select the **Prepayments** check box, you can only enter one line on the **Apply to Expenses** tab. You cannot select a vendor invoice and pay it at the same time you enter a prepayment. You can later apply the prepayment to an invoice.

After you post the prepayment and enter the vendor ID in the Payments window, the prepayment appears as a credit transaction (a negative amount) on the **Apply to Invoices** tab.

Memorize a Payment Transaction

For step-by-step instructions, look up **"memorized transactions, Enter and Use Memorized Transactions"** in the Peachtree Help index.

You can enter and save common transactions such as vendor payments for later use. For example, you may want to repeat a transaction previously used for a vendor several times. Using memorized transactions can save time in repetitive data entry tasks. For more information on working with memorized transactions, see "Memorized Transactions" on page 48.

Note: Memorized transactions *are not posted* to journals or the general ledger. Also, not all payment fields are maintained in memorized transactions. Once the memorized payment is selected for use in the Payments window, you must enter unique fields such as the check number and date.

Enter Special Types of Payments

Some payment options are handled differently from standard payments discussed previously. In Peachtree Help, you will find step-by-step instructions for working with these special cases. The following table lists where to find these procedures in Help:

To learn about	Look up
Manual checks	"**checks, Enter a Manual Check**" in the Peachtree Help index.
Deposits and prepayments	Look up "**prepayments, Enter a Vendor Deposit or Prepayment**" in the Peachtree Help index.
Taxes	Look up "**taxes, Pay Taxes**" in the Peachtree Help index.

Pay Multiple Vendors at One Time

The **Select for Payment** option on the **Tasks** menu allows you to select several vendors to pay at once. This is a two-step process:

- **Select which vendors you want to pay.** If you do not want to select a particular type of vendor, or you only want to view the invoices from a range of vendors, you can choose to limit which vendor's invoices appear in the Select for Payment window.

- **Select which invoices to pay.** You can pay all the open invoices for the displayed vendors, or you can pay only certain invoices.

Choosing **Select for Payment** is an efficient way to select a number of invoices to pay at once, printing a large run of checks at a single time. Note, however, that credit memos, refund payments to customers, and prepayments should not be handled in Select for Payment. Use the Payments task to apply credit memos and prepayments and enter customer payments.
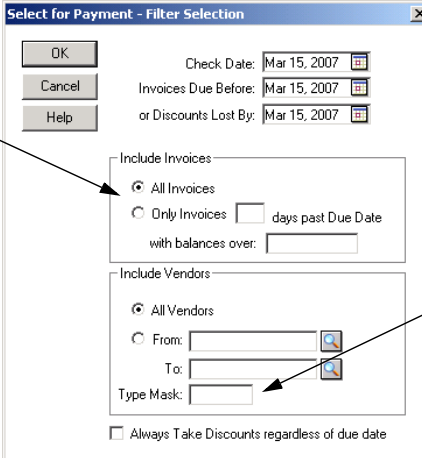
Select Vendors to Pay (Filter Selection)

For step-by-step instructions, look up **"vendors, Pay Vendors"** in the Peachtree Help index.

By default, Peachtree looks for open invoices from all of your vendors. If you want to view only certain vendors, filter the list of vendors so only those you select appear in the list.

➤ From the **Tasks** menu, choose **Select for Payment**.

You can choose to include all invoices or specific ones based on the number of days overdue and the balance amount. For example, you may want to view invoices 15 days past the due date that have balances over $25.

You can enter a vendor type in the Maintain Vendors window. If you enter that code as the **Type Mask**, only vendors of that type will appear in the batch of checks to print.

A number of the selections in the window let you filter invoices. For example, you can filter the displayed invoices based on due date, number of days overdue, or type of vendor.

Enter or select the check date This is the date that will be printed on the check.

Enter or select due date or discounts lost by date You can filter invoices by these dates. 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. If you want to see invoices whose discounts will be lost by March 30, enter March 30 in the **Discounts Lost By** field.

Select the invoices you want to include. You can include all or selected invoices. For example, you may want to view invoices 15 days past the due date that have balances over $25.

Select the vendors you want to include Select all vendors, enter a range, or enter the starting vendor if you want to print a check for a single vendor.

Enter a vendor type The **Type Mask** field lets you limit vendors to a single type. (Type is entered in Maintain Vendors.) For example, if your vendor types are SUPPLY and SERVICE, entering SERVICE would display all vendors whose Type code is SERVICE.

Select Invoices to Pay

After you select **OK** on the filter window, the Select For Payment window automatically appears. (You can change the filter selection from this window by clicking the **Select** button.)

The selection criteria you chose in the filtering step appears here.

The columns that are gray mean that you cannot edit the fields from here.

If Automatic Recalculation is *not* turned on, select the **Recalculate ($)** button to update the totals based on all invoices selected for payment.

This window lists all outstanding invoices, credit memos, and prepayments. By checking the **Pay** check boxes on the far right, you tell Peachtree which invoices you want to pay. When you enter the Select for Payment window, by default Peachtree selects all invoices 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 have multiple invoices from a single vendor selected, then only one check will be created for the total amount of these invoices.

If an invoice is waiting on a bill from a vendor, you will not be able to select that invoice to pay. Only after you receive the invoice and enter the invoice number on the Purchases/Receive Inventory window will you be able to select the invoice for payment.

Select sort options   Use the drop-down list in the **Sort By** field to sort the displayed invoices by invoice date, due date, or vendor.

Pay only the invoices you want to   Uncheck the **Pay** box for items you do not want to pay at this time. Peachtree assumes you want to pay all of the invoices displayed in the window, and selects all the **Pay** boxes by default.

Recalculate the totals at the bottom of the window   The **Total Checks** field is updated each time an invoice is marked or unmarked for payment. If Automatic Recalculation is turned on in Global Options, the account balance and the **Balance After Checks** fields update as you check and uncheck invoices. If Automatic Recalculation is *not* turned on, just select the **Recalculate ($)** button to update these fields. They show you the account balance, how much you are paying, and what your balance will be after payment. For more information, see the Company Administration chapter, .

What Do You Want to Do Next?

	Print the checks After selecting the invoices you want to pay, select the **Print** button to start check printing. For more information on printing forms, see the "Preparing Forms" chapter.
	Preview the check form on your computer screen To see what the check will look like before you print it, select the drop-down arrow to the right of the **Print** button, and then choose the **Preview** button from the drop-down button menu. When you are finished, you return to the Select for Payment window.
	See line-item details of an invoice Click the invoice for which you want to see details, and then select the **Detail** button. A second window will appear listing all line items making up the invoice.

What Do You Want to Do Next?

Report	**Print the Payment Preview report** To print a "pre-check" register report for the Select for Payment window, click the drop-down arrow to the right of the **Print** button, and then choose the **Report** button from the drop-down button menu. The report is a list of vendor payments that will be made (vendor checks that will be printed). To be displayed on the report, the check must be selected for payment (that is, the **Pay** box must be checked) on the Select for Payment window. You can use this report to select and approve vendor checks to be printed. As a rule, the report prints items in the same order as they appear on the Select for Payment window, except that it groups the checks together by vendor ID. This way, you can see all the invoices being paid by the check.
Help	**Want to learn more about the Select for Payment window?** Click the **Help** toolbar button in the window.

Record Credit Card Purchases

Occasionally your company may want to pay for vendor purchases using credit cards. If set up properly, Peachtree can track company credit card purchases. In doing so, you can easily reconcile credit card statements before paying monthly balances. However, before you can enter credit card purchases in Peachtree, you need to do the following:

- set up a credit card general ledger account
- set up a credit card vendor for purchases

The following table lists where to find these procedures in Peachtree Help:

To learn about	Look up
Credit card G/L account	"**credit cards/set up G/L purchase account**" in the Peachtree Help index.
Credit card vendor for purchases	"**credit cards, Set Up Credit Card Vendor for Purchases**" in the Peachtree Help index.

Enter Credit Card Purchases

For step-by-step instructions, look up **"credit card purchases"** in the Peachtree Help index.

When recording credit card purchases, always use **Payments** from the **Tasks** menu. You can apply the credit card payment to open invoices or to expenses. You cannot manage credit card payments effectively when using the **Amount Paid** field in the Purchases window. You also will not be able to edit the invoice, if needed, later.

To record credit card purchases, you need to "pay" the vendor using the credit card liability account rather than a cash account. Later, you will pay the credit card vendor using the cash account.

➤ From the **Tasks** menu, select **Payments**.

Enter or select a vendor ID you want to pay using a company credit card. This will generally be the credit card vendor you set up for purchases.

Enter a check number that identifies the purchase. Since credit card payments are not really checks, enter a reference number that will identify the transaction as a credit payment. Using a date followed by a sequential number will make account reconciliation easier to manage later.

Enter or select the credit card liability account from the **Cash Account** list.

Enter credit card reference number   Instead of entering a check number to identify this credit card purchase, enter a reference number that will identify the transaction as a credit payment. We suggest using a date followed by a sequential number (for example, enter **031503-1** to represent the first credit card payment on March 15, 2003). This will make account reconciliation easier to manage.

Enter or select the purchase date   This is the date you paid by credit card.

Enter or select the credit card liability account   Use the **Cash Account** drop-down list.

Note: There are several methods to entering vendor payments. The key point here is to change the cash account ID to the credit card account ID. If the Hide General Ledger Accounts global option is activated, you must change the cash account ID using Accounting Behind the Screens.

Reconcile Credit Card Statements

If needed, you can easily reconcile credit card statements with your records before making monthly payments. You can also make adjustments, such as adding finance charges and other purchases not previously recorded in Peachtree's General Ledger.

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

For step-by-step instructions, look up **"reconcile, Reconcile Credit Card Statements"** in the Peachtree Help index.

Enter or select the credit card liability account in the **Account to Reconcile** field.

You enter or select the credit card liability account as the account to reconcile. All credit card purchases that have not been previously cleared appear. This is why using a good (dummy) check number system and proper descriptions when entering credit card purchases is important.

Want to learn more about the Account Reconciliation window? Click the **Help** toolbar button in the window.

Pay the Credit Card Vendor with a Direct Payment

There are several methods you can use in Peachtree to pay a credit card vendor. When you receive your credit statement, you may elect to not pay the bill right away. You can enter a purchase that includes a line description where the G/L account ID is the credit card liability account. This will debit the credit card liability account and credit your accounts payable account. Later, you can pay the amount owed to the credit card company using an appropriate cash account. (See "Enter Credit Card Purchases" on page 203.)

A second method is to enter a direct payment to the credit card vendor. This method is described below.

➤ From the **Tasks** menu, select **Payments**.

Enter or select a vendor ID you want to pay using a company credit card. This will generally be the credit card vendor you set up for purchases.

Enter or select the cash account you intend to use to make the payment (for example, Regular Checking).

Enter a check number if this is a manual (handwritten or previously entered) check. If you will be printing the check, leave the check number blank.

.Enter or select the credit card liability account here.

Unlike the first method, where you pay the vendor using the credit card liability account, in this second method you use a regular cash account, such as Regular Checking, to pay off the purchase.

Void a Check

You can void checks entered in Peachtree. When you do, Peachtree generates a general ledger entry that reverses the payment. During account reconciliation, both the original payment transaction and the voided payment transaction appear automatically cleared. The voided payment appears in the Deposits and Debits section.
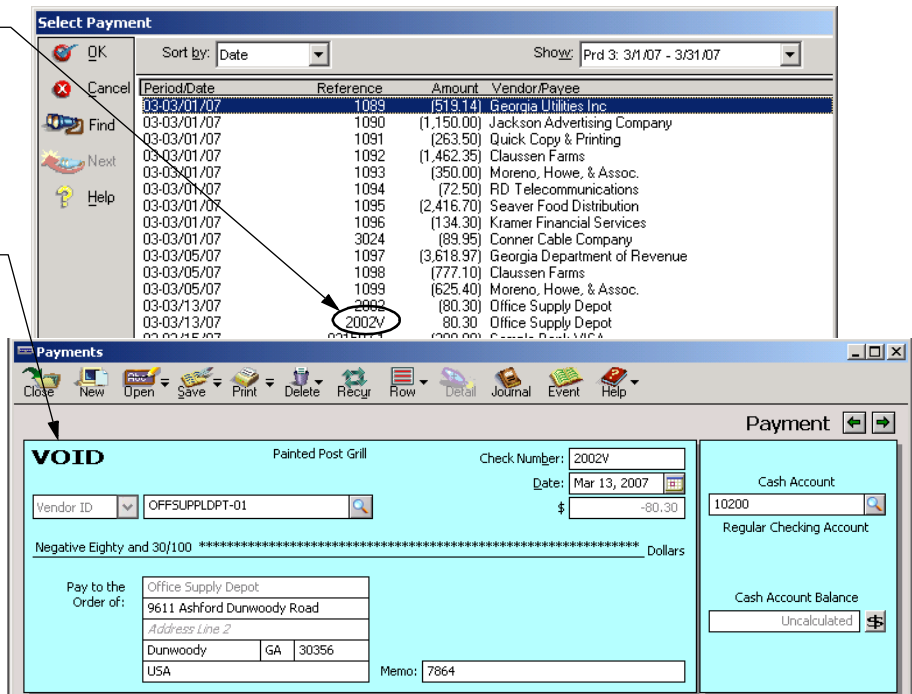
For step-by-step instructions, look up **"void, Void Existing Checks"** in the Peachtree Help index.

Note that you can only void existing checks that have a check number (the check has either been printed or written manually and entered into Peachtree *with a check number*). This is because Peachtree must have a way to reference the check when making the reversing transaction.

Whenever you void a check, Peachtree creates a void transaction with the same reference number as the original payment but followed by a V. For example, if you void payment 10201, the void transaction will have a reference number of 10201V. In addition, when you display either the original payment or the void transaction in the Payments window, the word "Void" will appear in large letters.

When you void a payment, Peachtree creates a void transaction that has the same reference number followed by a **V**.

The Payments window will tell you when a displayed payment has been voided.

Note

When you void a check associated with a *purchase invoice*, that invoice remains associated with the check. If you want to edit or delete the invoice, you must either delete the payment or remove the invoice from the payment by deselecting the **Pay** box in the Payments window. For more information on paying invoices, see .

Void Checks from the Tasks Menu

➤ From the **Tasks** menu, select **Void Checks**.

Select the G/L cash account and set 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
10201	3/12/07	AP	124.68	Clowney Chemical Supply
10202	3/12/07	AP	360.00	Gunter, Wilson, Jones, & Smith
10203	3/12/07	AP	550.00	Miller Leasing Corp.
10204	3/12/07	AP	335.50	Duffey Lawn Pro, Inc.
10205	3/14/07	AP	147.00	Gwinnett County License Board
10206	3/14/07	AP	274.56	Jones Memorabilia
10207	3/14/07	AP	550.00	Miller Leasing Corp.
10208	3/14/07	AP	250.54	Southern Garden Wholesale
10209	3/14/07	AP	500.00	Jackson Advertising Company
10210	3/15/07	AP	530.64	Safe State Insurance Company
10211	3/16/07	AP	450.00	Parr Brothers Tree Surgeons

Void   Close   Help

Enter or select the void date   Peachtree requests that you enter or select the void date if different from the system date. The void date is the date when the voiding entry appears in the general ledger. It also is the date that appears in the Account Reconciliation window. For example, if the date entered on the original check is March 28 and you void the check on April 3, the general ledger will show a payment on March 28 and a reverse payment on April 3. When you reconcile your cash account for March, only the March 28 payment will appear. You will see the April 3 reverse payment in April's account reconciliation.

Want to learn more about the Void Existing Checks window? Click the **Help** toolbar button in the window.

Void a Check from the Payments or Write Checks Window

Void

To void a check, do one of the following:

➤ If the original check was created in the Payments window, from the **Tasks** menu select **Payments**. Open the transaction, click the **Delete** toolbar button, and choose the **Void** button from the drop-down menu.

For information about working in the Payments window, see .

➤ If the original check was created in the Write Checks window, from the **Tasks** menu select **Write Checks**. Open the transaction, click the **Delete** toolbar button, and choose the **Void** button from the drop-down menu.

For information about working in the Write Checks window, see .

Reinstate a Voided Check

If you void a check by mistake, you can easily "unvoid" it.

➤ From the **Tasks** menu, select **Payments** or **Write Checks**. Click the **Open** button to select the desired void transaction, and then delete it.

For more information on editing transactions, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index.

When you use this procedure, just be sure you don't delete the *original check* before you delete the void transaction. When you void a check, Peachtree marks the initial check transaction as a cleared transaction in Account Reconciliation. So after you've "unvoided" a check, you may want to open Account Reconciliation and remove the check mark next to the original check to be sure all reports or other tasks you perform are accurate.

Using Accounts Payable Reports and Forms

The accounts payable reports described below detail transactions and other information for the purchases you make. All accounts payable reports have additional filters that help you select and sort the information in the report.

Accounts Payable Reports

Aged Payables Allows you to analyze vendor account balances in four aging brackets, computed by invoice date or due date (you select which in Vendor Defaults).

Cash Disbursements Journal Lists all payments (checks) made in either the Payments or the Write Checks window. The report lists each payment in full detail, and each transaction summary or account summary in date or payment order.

Cash Requirements Shows, by vendor, how much you owe for a given check run date. You can sort this report by vendor ID, vendor name, or invoice due date.

Check Register Lists all checks. If you accept the default printing, then you will get all the checks (both those that have been printed and not printed) for the current accounting period. For each check, the register shows the check number, date, payee, cash account, and the amount of the check. You can limit the checks on the report by number, accounts payable or payroll, current period only, and printed or unprinted.

Items Purchased from Vendors   Lists all purchases by vendor. These include transactions entered in the Purchases/Receive Inventory window and in the Payments window, on the Apply to Expenses tab for purchases with no associated invoice. Use the report to help reconcile vendor statements.

Purchase Journal   Lists each invoice in journal-entry format by invoice number, date, or account ID.

Purchase Order Journal   Shows, in journal format, purchase orders in the range of dates you specify. You can order the report by purchase order number, date, or account ID.

Purchase Order Register   Lists purchase orders for review. The report shows the purchase order number, date, good through date, vendor ID, and amount.

Purchase Order Report   Detailed view of the current status of purchase orders and the quantity of items ordered, received, and remaining. You can sort this report by purchase order number, vendor ID, or item ID. You can view information on purchase orders created in a certain time frame, such as a range of dates, the current period, quarter, or year, or the week, month, period, quarter, or year to date.

Vendor Ledgers   Allows you to review vendor account activity listing the vendor's name, address, contact, telephone number, credit terms, credit limit, and all vendor activity for the selected date range.

Vendor List   Allows you to display on the screen or print a list of vendors including the vendor's name, address, contact, telephone number, credit terms, and other information.

Vendor Master File List   Shows all of the pertinent information about your vendors. The information in the list can include vendor name, ID, phone number, address, contacts, and other information about accounts, taxes, etc.

Accounts Payable Forms

All forms can be printed from the Select a Reports window. In the Select a Reports window, forms are included in folders. Click the form folder to display a list of related forms. Some forms (specifically purchase orders and checks) can be printed from their respective task windows. You can also design your own form. Refer to the "Preparing Forms" chapter for more information on printing and designing forms.

Disbursement Checks   Allows you to print those checks that have not been printed yet—checks to Vendors (or customers) that were entered into the Payments window and posted or saved with the Check Number field left blank. Checks can only be printed from this option; they cannot be displayed on the screen. You enter the last check date or the last transaction date to print checks for. At the end of this process, a message box appears, asking if the checks printed OK and if the journal can be updated.

When Peachtree asks you if the checks are OK, look carefully at the checks before answering this question. If you answer **Yes**, Peachtree records the check numbers in the Cash Disbursement Journal. Filling in the check number marks the journal entry as printed so the check will not be printed again. If you answer **No**, the check numbers are left blank, and the checks will be printed again during the next check run.

Federal Form 1099-INT   The Federal Form 1099-INT prints a 1099 for each Vendor whom you identified as "Interest" in the **Maintain Vendors 1099 Type** field. The total cash paid to this vendor for the entire calendar year is the amount printed on the 1099 form.

If you do not subscribe to the Peachtree Payroll Tax Service, you may need to update your 1099 forms using the Forms Designer.

Purchase Orders   Prints purchase orders you have entered without a number.

Federal Forms 1099-Miscellaneous   Prints a 1099 for each Vendor you identified as "Independent" in the Maintain Vendors window, 1099 Type field. The total cash paid to this vendor for the entire calendar year is totalled in the Non-Employee Compensation box on the 1099 form.

Vendor Mailing Labels   Allows you to print mailing labels for all the vendors you've entered in Peachtree. You can choose to print by ID, Type, Status, ZIP Code, or date in the custom fields. In addition, you can adjust the form design for labels to match the labels you print on. See the "Preparing Forms" chapter for more information on Forms Design tools.

Payroll

6

• Payroll •

Overview

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

This chapter discusses the payroll process, which has four distinct levels in Peachtree:

- **Employee Defaults:** the area where you set up company defaults for all your employees including general ledger accounts, pay levels, custom fields, and payroll fields. To initially set up employee default information, you will use the Payroll Setup wizard. Then you can modify business-specific aspects of your setup.

- **Employee Information:** the area where you set up employee information such as name, address, social security number, tax filing status, and pay levels; you can also indicate if the employee is using company defaults for payroll fields.

- **Payroll Journal Entries:** the area where you actually process payroll checks (known in Peachtree as Payroll Entry).

- **Payroll Reports:** the area that analyzes the data you enter; these reports include Period and Quarterly Earnings, 941 forms, and W-2 forms.

Warning

Peachtree gives you a great deal of flexibility in setting up your payroll system. Of course, it is up to you to ensure that your system complies with federal, state, and local regulations in your area. This is why it is extremely important that you establish payroll tax tables prior to payroll entry. You can do this manually using data entry windows within the system, or you can subscribe to the Payroll Tax Update Service. Regulatory forms, such as W-2s, are supplied "as is". Changes to these forms may require you to customize the layout using the Peachtree forms designer, or to purchase a Payroll Tax Update Service subscription. For information on subscription rates and offerings, please call 1-800-336-1420, or visit Peachtree Software's Web site at www.peachtree.com. Tax tables change annually and sometimes during the year. To find out how to install or update your tax tables, see "Install/Update Payroll Tax Updates" on page 243.

To set up tables manually, please refer to "Create or Edit User-Maintained Payroll Tax Tables" on page 244.

Payroll Navigation Aid

In addition to Peachtree menu options, you can use the Payroll navigation aid to complete these tasks.
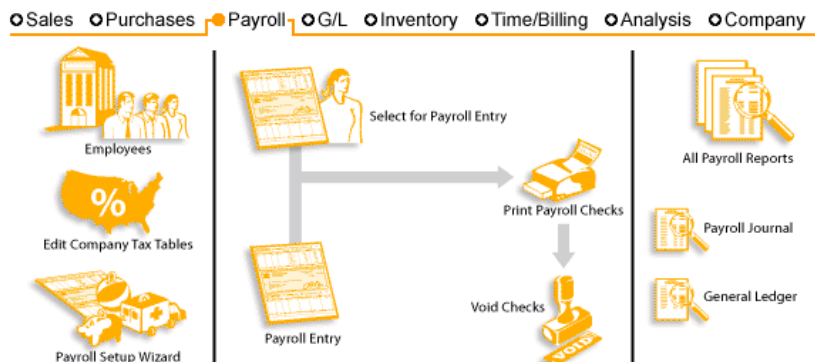
From the navigation aid, you can display a pictorial view of the system parts that represent the payroll functions in Peachtree. Not only do you see the flow of how the various parts work together, you can also access a specific window or report by selecting its graphic representation.

User's Guide

To learn about	Go to
Payroll and Employee Setup	"Setting Up Payroll" on page 214
Employees and Sales Representatives	"Add an Employee or Sales Representative Record" on page 232
Payroll Tax Tables and Formulas	"Using Payroll Tax Tables" on page 242
Paychecks	"Paying Employees" on page 255
Reporting	"Using Payroll Reports and Forms" on page 268
Year-End Procedures	"Close the Payroll Tax Year" on page 272

Setting Up Payroll

Below are the basic steps to set up payroll in Peachtree:

Step 1: Set Up Common Payroll Fields   Peachtree initiates the Payroll Setup wizard that asks a few basic questions and walks you through the process of setting up employee defaults. It automatically creates standard federal, state, and local payroll fields for you and associates them with the applicable payroll tax tables. (You will need to supply the tax table data, either by entering it manually, or by subscribing to Peachtree's Tax Service. For more information, see <u>"Subscribe to the Payroll Tax Update Service" on page 243</u>.) Peachtree's Payroll Setup wizard also establishes fields to help you track 401(k) contributions, vacation time, and sick time. For more information, see <u>"Set Up Common Payroll Fields" on page 215</u>.

Step 2: Enter Employee Default Information   Once Peachtree creates the initial payroll fields, you can modify the defaults to suit your company needs. For example, you may want certain payroll fields to distribute to individual general ledger accounts. You are also given the opportunity to enter default pay levels for hourly and salaried employees as well as custom field labels. For more information, see <u>"Set Up Employee Defaults" on page 224</u>.

Step 3: Enter Employee Information   After defaults are completed, you need to enter the individual employee record information such as name, address, social security number, filing status, and pay information. You can use company default accounts or non-standard accounts for each employee. (If you use departments, you might change the non-standard accounts.) For more information, see <u>"Add an Employee or Sales Representative Record" on page 232</u>.

Set Up Common Payroll Fields

For step-by-step instructions, look up **"Payroll Setup Wizard"** in the Peachtree Help index.

Most employee defaults and standard payroll fields can be set up using the Payroll Setup wizard.

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

As you answer the prompts in the Payroll Setup wizard, Peachtree will create most of the common payroll fields used in calculating deductions and taxes. The Payroll Setup wizard sets up the following:

- •   State and locality defaults

- •   State unemployment percentage and limit

- •   Common federal and state payroll fields for employee- and company-paid taxes

- •   General ledger account defaults for payroll fields

- •   Optional payroll fields for employee tips and meals

- •   Optional payroll fields for employee and employer 401(k) contributions

- •   Optional payroll fields for employee vacation and sick time

- •   Salary and hourly pay level defaults

When you first set up a company, however, you may not have all the information available to set up payroll. If you are not prepared to enter employee default information or are not sure of certain payroll setup options, you can always return to the Payroll Setup wizard to update your default setup at a later time.

You will need to supply the tax table data, either by entering it manually or by subscribing to Peachtree's Tax Service. For more information, see "Subscribe to the Payroll Tax Update Service" on page 243.

If employee defaults have already been established or you copied employee defaults from an existing company during New Company Setup, then Peachtree skips the initial steps and displays the Payroll Setup Wizard - Payroll Tax Table Information window. For more information, see "Tax Table Information" on page 217.

Want to learn more about the Payroll Setup wizard? Click the **Help** button in any window of the wizard.

What Are Payroll Fields?

Payroll fields are to your employee records (ledgers) what accounts are to your general ledger. All the various payroll taxes that your company or your employees pay must be defined as payroll fields. Payroll deductions, allowances, and additions (for adjusted gross amounts) are defined in Employee Defaults. Peachtree uses these fields for various purposes:

- To compute all the deductions and allowances that, together with gross pay rate information stored in the employee record, make up net pay.

- 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.
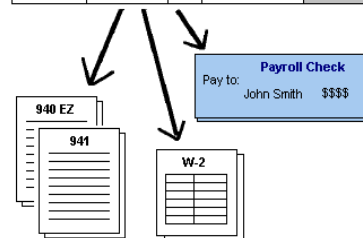
- To act as a holding place for any amount you want to track, dollars or otherwise, that should be updated by payroll processing. (For example, you can set up a payroll field to track advances and repayments for employees.)

Tax Table Information

You can enter tax tables manually, or you can subscribe to the Payroll Tax Update Service to receive annual tax table updates. Best Software keeps track of all the latest changes and can save you time by providing this information for you.

The current version of the tax tables installed on your system appears here. The first four digits should match the current payroll tax year you are setting up. If not, you must enter the updated tables manually, or install the latest tax service update.

Payroll Setup Wizard

Payroll Setup

Tax Table Version

Initial Payroll Setup

Payroll G/L Accounts

401(k) Setup

Vacation Tracking

Sick Time Tracking

Payroll Setup Complete

Payroll Tax Table Information

Peachtree has detected that the currently installed version of the Peachtree-Maintained Tax Table is:

February 2003 (20030201)

To learn more about the benefits of the Peachtree Tax Service or to verify that this Peachtree-Maintained Tax Table is the most current version, visit our Tax Table information page at:

http://www.peachtree.com/taxtable

Users wishing to create and maintain their own tax tables can do so using the User-Maintained Tax Tables window. For more information regarding the setup and maintenance of User-Maintained Tax Tables, click Help below.

Help   Cancel   << Back   Next >>   Finish

Tax Table Version   If you have a payroll tax update installed, the first four digits of the tax table version represent the current payroll tax year. For example, 20030101 indicates 2003 as the current payroll tax year. The numbers that follow the year indicate which version of the 2003 payroll tax tables are installed.

The easiest way to establish tax calculations and stay current with regulatory changes is to subscribe to the Payroll Tax Update Service and install the latest update. Otherwise, you must manually set up your tax formulas. If you subscribe, your payroll taxes will be calculated accurately based on your area, employee setup (filing status), and current tax laws. For more information, see <u>"Subscribe to the Payroll Tax Update Service" on page 243</u>. To set up tax tables manually, please refer to <u>"Create or Edit User-Maintained Payroll Tax Tables" on page 244</u>.

For more information on installing the a payroll tax update, see <u>"Install/Update Payroll Tax Updates" on page 243</u>.

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Initial Payroll Setup

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

If employee defaults have already been established or you copied employee defaults from an existing company during New Company Setup, then the Initial Payroll Setup process is skipped and Peachtree displays the Payroll Setup Wizard - Payroll Tax Table Information window. For more information, see .

State Enter or select from the drop-down list a state abbreviation for the state in which the majority of your employees work. Though you can have employees living in nearby states, this field should be the primary state for your employees. You will have the opportunity to enter additional states later during employee setup.

Locality and Locality Tax Rate Enter or select a locality and locality tax rate if the fields are available and applicable. The locality usually is the city or county name associated with the local withholding tax. If your state requires local tax in certain areas, this field is accessible. Though you can have more than one locality in a state, this field should be the primary locality for your employees. You will have the opportunity to enter additional localities later during employee setup. Be sure to make a note of what you enter here. If there are no locality tax tables for the state you selected, then the Locality fields are disabled (not accessible).

Unemployment Percent Enter the unemployment percentage the state government requires your company to pay (for example, 2.7—not 0.027—for 2.7% unemployment). This is used to create the calculation for SUI (State Unemployment Insurance) employer taxes. If you are unsure about this percentage, check with your accountant or state government agency.

Employee Meals and Tips   Select **Yes** or **No** to create payroll fields for employee tips and meals. By default, the Tips and Meals fields are memo fields. Their amounts are logged for reporting and tax calculations, but no entry is posted to the general ledger.

Default Payroll General Ledger Accounts

Payroll default general ledger accounts need to be established and associated with standard payroll fields. Later you can establish accounts for specific pay rates and payroll fields, if you want.

Gross Pay Account   Enter or select the default general ledger expense account to use for the **Gross Pay** field. Typically, this is the Salaries Expense or Wages Expense account. You must enter an account here. Consult your accountant about which account to use if you're not sure. Later you can set up individual expense accounts for each pay level or salary type, if you want.

Tax Liability Account   Enter or select the default general ledger liability account to use for most employer and employee payroll taxes withheld. Typically, this is the Payroll Tax Payable or Federal Payroll Taxes Payable account. You must enter an account here. Consult your accountant about which account to use if you're not sure.

Tax Expense Account   Enter or select the default general ledger expense account to use for most employer taxes. Typically, this is the Payroll Tax Expense account. You must enter an account here. Consult your accountant about which account to use if you're not sure. Later you can set up individual tax liability and expense accounts for each type of payroll tax, if you want.

Set Up a Company 401(k) Plan

For step-by-step instructions, look up **"401(k) plan, Set Up a Company 401(k) Plan and Track Contributions"** the Peachtree Help index.

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.

➤ Start the Payroll Setup wizard and select the **Next** button until Peachtree displays the Payroll Setup Wizard - 401(k) Setup Information window. Then choose the option that corresponds to your company's 401(k) plan offering.

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

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

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

If you are unsure which 401(k) option to select, you can always set up this option at a later time.

If you selected to not offer a 401(k) plan or you selected the **Employee contribution only** 401(k) plan option, Peachtree displays the Payroll Setup Wizard – Tracking Vacation Time window. For more information, see "Track Employee Vacation and Sick Time" on page 221.

If you selected the **Employer Matching** 401(k) plan option select the **Next** button to continue 401(k) setup. Peachtree displays the second Payroll Setup Wizard – 401(k) Setup Information window. Enter the percentage amounts that your company will match for each level of employee contribution to the 401(k) plan. Enter each percentage as a positive number. (Enter 4.0—not 0.04—for 4%.)

In the example below, 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%.

The employer will contribute [100.0] % of the employee contribution up to [4.00] % of the employee's gross wages.

The employer will then contribute [50.00] % of the employee contributions which exceed 4.0% of the employee's gross wages.

The maximum employer match is [6.00] % of the employee's gross wages.

Track Employee Vacation and Sick Time

For step-by-step instructions, look up **"employees, Tracking Employee Vacation or Sick Time"** in the Peachtree Help index.

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.

➤ Start the Payroll Setup wizard and select the **Next** button until Peachtree displays the Payroll Setup Wizard - Tracking Vacation Time window. Complete the vacation time setup, and click **Next** to complete sick time setup.

How is vacation time tracked?
○ Vacation time not tracked
○ Vacation time issued in lump sum
◉ Vacation time accrues each payroll period

Number of hours to be accrued each year: [80.00]

☐ Balance of vacation hours carries forward to the new year.

Select the standard vacation-time (or sick-time) option that your company plans to offer. If you are unsure, you can always return to the Payroll Setup wizard to set up this option at a later time.

Vacation/Sick time not tracked   Select this option if you do not offer vacation (or sick) time to your employees.

Vacation/Sick time issued in a lump sum   Select this option if your employees earn all their vacation (or sick) time at once (for example, at the beginning of each payroll year). Later, you can assign earned vacation (or sick) time (for example, 2 weeks or 80 hours per year) as a beginning balance in each employee's record. For more information, see "Vacation and Sick Time" on page 249.

Vacation/Sick time accrues each payroll period   Select this option if your employees earn vacation (or sick time) throughout the payroll year. This sets up a standard number of hours each employee will earn and accrue each payroll period. However, you may want to customize each employee setup. For example, you may offer some employees more earned vacation hours than other employees. For more information, see "Vacation and Sick Time" on page 249.

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

What Specific Payroll Fields Are Set Up Initially?

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

Employee Payroll Fields

Payroll Field Description	Default Payroll Field Name
Gross pay	Gross
Federal withholding	Fed_Income
Social Security employee tax	Soc_Sec
Medicare employee tax	Medicare
State withholding	State[†]
Local withholding	Local[†]
401 (k) employee contribution	K401
Employee Tips	Tips
Employee Meals	Meals
Vacation time	Vacation[††]
Sick time	Sick[††]

Employee Payroll Fields

Payroll Field Description	Default Payroll Field Name
Employee paid state disability insurance (if required)	SDI[‡]
Employee-paid state unemployment insurance (if required)	SUI EE[‡]
Employee-paid state employee training (if required)	SETT[‡]

**SIT
**LIT
**SUI
**SDI

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

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

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

Employer (Company) Payroll Fields

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

FUTA ER
**SUI ER

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

Set 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 considered during payroll entry. You can also modify individual employee records for unique setup, if necessary.

To examine or modify employee defaults, do the following:

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

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

Use the **Pay Levels** tab to set up hourly and salary payroll field names.

Use the **EmployEE** tab to set default employee payroll fields (deductions and additions).

Use the **EmployER** tab to set up default employer payroll fields (employer-paid taxes such as state unemployment).

In the Employee Defaults window, you enter or maintain constant information that serves as the basis for payroll processing. Employee defaults are separated by four tabs: **General**, **Pay Levels**, **EmployEE Fields**, and **EmployER Fields**.

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

For the default state, enter the appropriate two-character state abbreviation. Enter your locality code if necessary.

For more information about local taxes, look up **"local payroll taxes"** in the Peachtree Help index.

If you completed the Payroll Setup wizard, these values are displayed for you.

You 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.

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

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

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

This information is also used for amounts on other forms, so fill it out even if you do not plan to print W-2s.

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

Regulatory forms, such as W-2s, are provided "as is." Changes to these forms may require you to modify forms using the forms designer, or subscribe to the Payroll Tax Update Service.

Want to learn more about the W-2 fields? Click the **Help** button in the Assign Payroll Fields for W-2 window, or right-click each field label, and select **What's This?** from the pop-up menu.

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

The Payroll Setup wizard automatically sets these up if they apply to your state.

Assign Payroll Fields for Employee Paid Taxes

Employee Paid State Taxes

Disability: None
Unemployment: None
Training Tax: None

Ok
Cancel
Help

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

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

The Payroll Setup wizard automatically sets these up if they apply to your state.

Assign Payroll Fields for Employer Paid Taxes

Employer Paid Taxes

Federal Unemployment (FUTA): FUTA_ER
State Unemployment (SUTA): SUI_ER
State Disability (SDI): None
State Training Tax: None
State Special A: None
State Special B: None

Ok
Cancel
Help

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

If your state requires companies to pay additional taxes, then these fields may apply. Depending on what you entered in the Payroll Setup wizard or the employee defaults you copied in New Company Setup, these may be already completed.

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

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

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

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

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

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

EmployEE payroll fields serve three basic functions:

- Payroll deductions and allowances that combine with the gross to compute net pay

- Memo amounts, such as Vacation and Sick hours, Tips, and Meals that are tracked for reporting and tax calculations but not posted to the general ledger

- Tax amounts, tracked for computing the employee's W-2 amounts (basically, the first two combined)

However, you can use these fields to hold any amount, dollar or otherwise, that should be accumulated and updated when you post payroll disbursements (for example, vacation hours). You can change a payroll field at the employee level, if necessary. For example, you might set up a state income tax that works for most of your employees. But you might have to change the state used in the **Tax Name** field at the employee level, to allow for out-of-state employees.

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

- **Field Name:** Identifies the payroll field that appears on employee paychecks and reports. Besides the Gross payroll field, you can set up a maximum of 29 other payroll fields. You can enter an new name on any blank line that describes the employee 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.

- **G/L Account:** Identifies the general ledger account (normally a taxes withheld liability account) to which the amounts entered in the payroll field should be posted.

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

- **Memo:** Indicates that the field amount is for record purposes; the amount will not post to the general ledger. For example, restaurant tips that your employees receive from customers do not normally affect your books, but they do affect the taxes that you and your employees must pay. Therefore, 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).

- **Run:** Indicates that the field amount should accrue continuously each payroll year. Peachtree will keep a running total of this field and 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.

- **Adjust:** Identifies how the payroll field should be calculated in relation to adjusted gross. When you select the **Adjust** button, Peachtree displays the Calculated Adjusted Gross window. For more information, see "Calculate Adjusted Gross" on page 230.

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

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

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

Field Name	Liability	Expense	Calc	Tax Name	Adjust
Soc_Sec_ER	23400	72000	☑	FICA ER	▶
Medicare_ER	23400	72000	☑	MEDICARE	▶
FUTA_ER	23500	72000	☑	FUTA ER	▶
SUI_ER	23700	72000	☑	**SUI ER	▶
K401_ER	23300	72000	☐		▶
			☐		▶
			☐		▶
			☐		▶
			☐		▶
			☐		▶

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

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

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

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

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

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

- **Adjust:** Identifies how the payroll field should be calculated in relation to adjusted gross. When you select the select the **Adjust** button, Peachtree displays the Calculated Adjusted Gross window. For more information, see "Calculate Adjusted Gross" on page 230.

Want to learn more about the Employee Defaults window? Click the **Help** button in the window.

Calculate Adjusted Gross

For step-by-step instructions, look up **"adjusted gross, Calculate Adjusted Gross"** in the Peachtree Help index.

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

To adjust the gross amount used for either an employee or employer payroll field calculation, do the following:

➤ On the **EmployEE** or **EmployER** tab of either the Employee Defaults or Maintain Employees/Sales Reps window, select the **Adjust** button next to the payroll field that is to be calculated. The **Adjust** button is only accessible if you selected the Calculate (**Calc**) check box for a payroll field listed and chose a tax name.

If you want to adjust gross pay for a specific employee, clear the Standard (Std) check box on the **EmployEE** or **EmployER** tabs of the Maintain Employees/ Sales Reps window. The Adjust button mentioned above will become available.

To determine adjusted gross for the **Fed_Income** payroll field, click the **Adjust** button here.

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.

Want to learn more about the Calculated Adjusted Gross window? Click the **Help** button in the window.

Add an Employee or Sales Representative Record

For step-by-step instructions, look up **"set up, Set Up an Employee"** in the Peachtree Help index.

The Maintain Employees/Sales Reps window stores information about your company employees and sales representatives (reps). You can add a new employee record, modify an existing employee record, or delete an employee record.
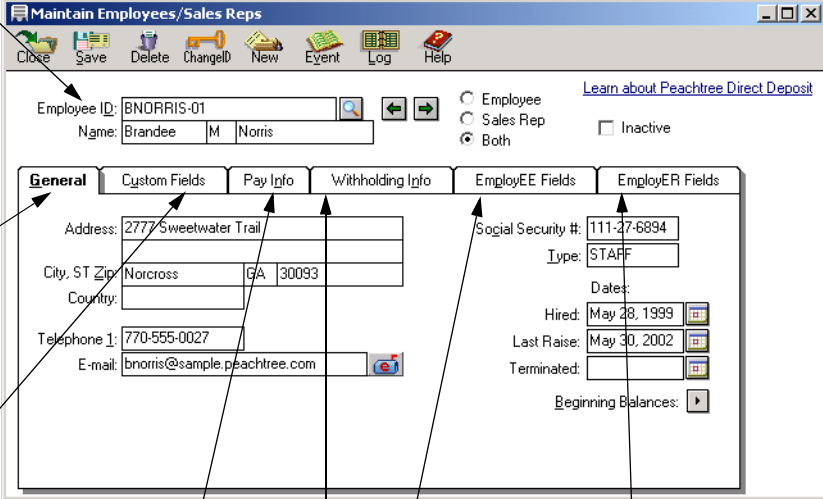
To open the Maintain Employees/Sales Rep window, do the following:

➤ From the **Maintain** menu, select **Employees/Sales Reps**.

Use the **Header** fields above the tabs to set up employee ID, employee name, and whether the individual is a paid employee, a sales representative, or both.

Use the **General** tab to set up an employee home address, employee type, date of hire, and beginning balances.

Use the **Custom Fields** tab to enter customized data in custom fields you set up in the Employee Defaults window.

Use the **Pay Info** tab to set up the employee's pay rates, frequency of pay, and whether the employee is hourly or salaried.

Use the **Withholding Info** tab to enter the employee's federal and state filing statuses.

Use the **EmployEE Fields** tab to modify the employee payroll fields, if different from the payroll defaults.

Use the **EmployER Fields** tab to modify the employer payroll fields for this employee, if different from the payroll defaults.

Employee information is broken up into several areas: **Header** fields, **General** tab, **Custom Fields** tab, **Pay Info** tab, **Withholding Info** tab, **EmployEE Fields** tab, and the **EmployER Fields** tab.

Header Information   On different tabs, the top portion of the information stays the same. This is called header information.

You can enter a new employee ID and employee name. To display or modify an existing employee record, enter or select the employee ID from the lookup list.

Starting in Release 2003, Peachtree changed the employee name field from a single Name field to three fields for last name, middle initial, and first name. This was done largely to support changes to the federal W-2 form. If you used the product prior to Release 2003, your employee names were converted from one field to three. You should check your employee names to make sure the conversion made the correct assumptions about dividing the names.

Peachtree can set up three types of employee records. Information that appears in the employe record depends on the type of employee you have set up.

- **Employee:** Turns on all employee-specific fields and enables payroll entry.

- **Sales Rep:** Includes the employee's information in all sales representative reports. This turns off tax filing, pay rate, and deduction information. Sales representatives will not be available for payroll entry.

- **Both:** Makes the individual both an employee and a sales representative. Information will be included in sales representative reports and payroll entry.

To make the employee record inactive, select the **Inactive** check box. The employee can later be deleted at year-end processing. If you try to enter a transaction for this employee, you will be warned of the inactive status.

General Identifies basic information about the employee such as address, employee type, and hire dates. If you are setting up all 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.

The **Last Raise** field only appears if you are using *Peachtree Accounting* or *Peachtree Complete*. In *Peachtree Premium*, this information is recorded in the Raise History window.

The **Country** field is optional. You only need to enter a country if you do business outside the United States. Use the **Type** field to group similar employees (for example, departments or positions) in reports. The Type field is case sensitive (FULL, Full, and full are all different codes).

Enter appropriate hire date and other applicable dates. Enter or select a date for each field as needed. The hired, last raise, and terminated dates are for record purposes only and not used by any other area of Peachtree. *Note*: The Last Raise field only appears if you are using *Peachtree Accounting* and *Peachtree Complete*. In *Peachtree Premium*, this information is recorded in the Raise History window.

Do not select the **Beginning Balances** button until you have entered the rest of the employee information and are ready to save the record. For more information, see .

Custom Fields   Allows you to 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.

Custom field labels are set up in the Employee Defaults window.

1. Position	Office Administration
2. Birthday	July 30
3. Spouse	
4. Emerg. Contact	Rick Christy
5. Review Date	June 1, 2003

If you do not have access to a particular custom field (the field label appears gray), you can enable it in the Employee Defaults window.

For step-by-step instructions on setting up custom fields, look up **"custom fields, Set Up and Use Custom Fields"** in the Peachtree Help index.

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

The Raise History button appears only in *Peachtree Premium*.

General	Custom Fields	**Pay Info**	Withholding Info	EmployEE Fields	EmployER Fields

Pay Method: Hourly - Hours per Pay Period   Frequency: Bi-weekly

Hourly Billing Rate: 0.00   Hours per Pay Period: 80.00

Field Name	Std	G/L Account	Hourly Rate
Regular	☑	77500	6.00
Overtime	☑	77500	9.00
Special	☑	77500	
Rate	☑		
Rate	☑		

Raise History: ▶

Choose one of the following options from the **Pay Method** drop-down list to determine how you want to pay the employee during payroll entry.

- **Salary.** Used for salaried employees, those who are paid a set amount of gross pay per payroll period. When this method is selected, enter the salary to be recorded *each* pay period for all pay levels.

- **Hourly-Hours Per Pay Period.** Used for hourly employees who normally work a set number of 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:** Used for hourly employees who base their hours worked on time tickets recorded during the payroll period. When this method is selected, you are given the option to set up an hourly billing rate that is used in Time & Billing. (*Note:* The Time-Ticket Hours pay method and Billing Rate option are only available in *Peachtree Complete* and *Peachtree Premium*.)

You must also select the frequency of pay for this employee. You can choose weekly, biweekly (every two weeks), monthly, semimonthly (twice a month), or annually for the frequency of your payroll.

To use a different general ledger account for a pay level other than the default, clear the Standard (**Std**) check box.

Raise History: ▶

If you're using *Peachtree Premium*, a **Raise History** button appears at the bottom of the **Pay Info** tab. Selecting this button opens the Raise History window, where you can keep a compensation history for each employee record. For more information, see "Enter Employee Raise History Information (Peachtree Premium)" on page 240.

Withholding Info When you select the **Employee** or **Both** option in the header information, the **Withholding Information** tab is available. If you select the **Sales Rep** option, this tab will not be available.

You can only enter or
select a filing status
available for your state
or local area. Check the
Peachtree-maintained
tax tables for legal filing
statuses in your area.

Payroll Field Names	Filing Status	Allow	Additional Withholding	State / Locality
Federal	Married	3	0.00	
State	Head/Household	3	0.00	GA
Local	Single	0	0.00	
401k %			0.00	
Special 1		0	0.00	
Special 2		0	0.00	

Withholding Information: ☑ Retirement Plan ☐ Statutory Employee

Tabs: General | Custom Fields | Pay Info | **Withholding Info** | EmployEE Fields | EmployER Fields

If the employee participates in
your company's 401(k) plan,
enter the contribution
percentage here.

The fields in the State/Locality
column tell Peachtree which
state or local tax table to use.

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

- **Filing Status:** Identifies the filing status specified for the Federal, State, and Local payroll fields. For the federal filing status, select either Single or Married. For state and local filing statuses, choose only from those permitted in the employee's state and locality.

- **Allow:** Indicates the number of allowances that the employee is claiming. This information (typically 0, 1, 2, or 3) is provided on the employee's completed W-4 and state payroll identification forms. Enter **99** if the employee is exempt from withholding.

- **Additional Withholding:** Indicates an amount in addition to the calculated withholding that the employee has requested. Again, this information is provided on the employee's completed W-4 and state payroll identification forms. If an employee wants to claim additional state withholdings, further setup is required. For more information, see "Additional State Withholdings" on page 251.

> • **State/Locality:** Identifies the state and local region where the employee resides; these values determine which tax table is used during payroll entry. The State/Locality values will print on W-2 forms. For the State payroll field, enter or select a two-character state code. If you have a Local payroll field, enter an applicable local code (up to eight characters).

If the employee participates in your company's 401(k) plan, enter the percentage of pay the employee wants to contribute each pay period in the Additional Withholding column of the 401K% payroll field. For more information, see "Set Up a Company 401(k) Plan" on page 220.

EmployEE Fields   Identifies employee 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 Standard (**Std**) check box, and select the alternate G/L account, tax calculation name, or payroll field amount.

Field Name	Std	G/L Account	Calc	Tax Name	Amount	Memo	Run	Adjust
Gross	☑		☐			☐	☐	▸
Tips	☑		☐			☑	☐	▸
Meals	☑		☐			☑	☐	▸
Fed_Income	☑	23400	☑	FIT		☐	☐	▸
Soc_Sec	☑	23400	☑	FICA EE		☐	☐	▸
Medicare	☑	23400	☑	MEDICARE		☐	☐	▸
State	☑	23400	☑	**SIT		☐	☐	▸
K401	☐	23300	☑	401K EE		☐	☐	▸

When computing payroll deductions and allowances, or updating any payroll field amounts, Peachtree looks here, at the employee level. The employee fields information you set up in Employee Defaults will automatically appear in the employee record. But, you can change the fields that make up the employee's deductions by selecting the employee and changing the information here. Do this by clearing the check box in the Standard (**Std**) column so you can enter new information.

EmployER Fields   Identifies employer 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 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 **EmployER 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 Standard (**Std**) check box, and select the alternate G/L account or tax calculation name.

What Do You Want to Do Next?

Change this employee ID   Select the **Change ID** button if you want to change the ID for this employee. For more information, look up **"Change ID button"** in the Peachtree Help index.

Create an event for this employee   Select the **Event** button to schedule an event with an employee. You can also use it to log notes about telephone calls, meetings, letters, and other employee-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.

See a log of up-to-date activity for this employee   You can see a window that lists all activities entered for this employee to the present time. You can even check activities as completed, if desired. For more information, look up **"display, Display a Customer, Vendor, or Employee Event Log"** in the Peachtree Help index.

Want to learn more about the Maintain Employees/Sales Rep window?   Click the **Help** toolbar button in the window.
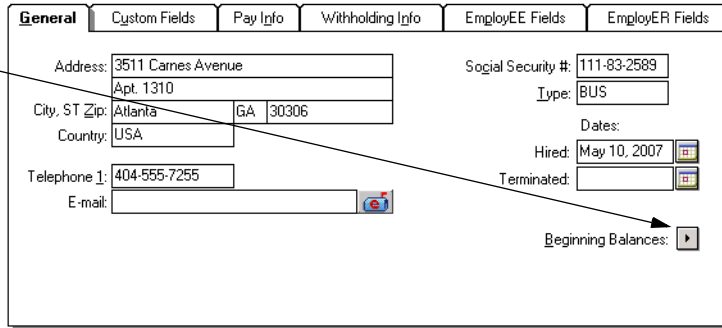
Enter Employee Beginning Balances

For step-by-step instructions, look up **"employees, Enter Employee Beginning Balances"** in the Peachtree Help index.

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 **Beginning Balances** button on the **General** tab. Then enter or select the employee ID that you want to modify.

Click the **Beginning Balances** button here to display the Employee Beginning Balances window.
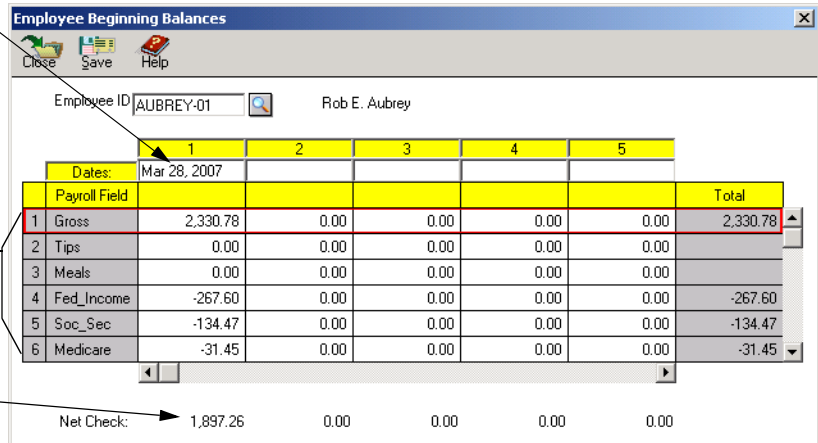
Define the **payroll period dates** here. You may only need to enter quarterly balances, in which case you would set up four columns.

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.

Once gross pay, deductions and additions are entered, **net pay** should appear here (the amount of the employees's paycheck).

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.

Want to learn more about the Employee Beginning Balances window?
Click the **Help** toolbar button in the window.

Enter Employee Raise History Information (Peachtree Premium)

The Raise History window is a feature of *Peachtree Premium* only.

In *Peachtree Premium* 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.

Click the **Raise History** button here to display the Raise History window.

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.

For step-by-step instructions, look up **"payroll, Enter Employee Raise History Information"** in the Peachtree Help index.

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 the **New Amount** field.

Note

The Raise History window is for informational purposes only. To make the pay rate effective on actual payroll calculations, rate changes must be entered on the Pay Info tab.

Want to learn more about the Raise History window? Click the **Help** toolbar button in the window.

Using Payroll Tax Tables

What are payroll
tables?

Peachtree uses *tax tables* to calculate payroll field amounts including taxes, deductions, additions, and other numeric amounts, which are recorded on each employee paycheck. Tax tables, also called *payroll calculations*, can be associated with both employee or employer payroll fields. Some payroll calculations require various conditions or levels to determine the outcome amount; these conditions are organized into a *table*. (For example, some people have different deduction amounts based on their income bracket.). Tax tables are used in conjunction with employee and employer payroll field definitions, as the *Tax Name*.

What else can tax
tables be used for?

Beyond tax calculations, payroll tax tables can be used for other purposes. Because payroll fields can be used to accumulate any amount, you could create "tax tables" for vacation hours, special deductions, or anything else you need to track for employees. You can also set up tax tables to calculate employer-related amounts. For example, if you match 401(k) contributions, you can set up a tax table to calculate your matching amount.

What do tax tables
depend on?

Many of the processes that Peachtree goes through to calculate payroll taxes depend not only on what is entered in the tax tables, but also on what is entered in the Employee Defaults window. Many pieces of information needed to calculate payroll taxes come from the individual employee records, so be sure to review the section on Maintain Employees earlier in this chapter.

Where are tax tables
maintained?

Peachtree uses two types of payroll tax tables: *Peachtree-Maintained* and *User-Maintained*.

Peachtree-Maintained Tax Tables   Used for federal, state, and local taxes, these are maintained by the Payroll Tax Update Service. If you subscribe to the tax service, Peachtree-maintained tables are available for all of your companies. Subscribers receive an update of tax tables at least once a year. For more information, see [“Subscribe to the Payroll Tax Update Service” on page 243](#). If you choose not to subscribe to the tax service, you must manually set up your user-maintained tax tables; you do not have access to Peachtree-maintained tables. For information on setting up the tax tables manually, see [“Create or Edit User-Maintained Payroll Tax Tables” on page 244](#).

User-Maintained Tax Tables   This is where you set up federal, state, and local tax tables if you do not subscribe to the Payroll Tax Update Service. Company tables can also be used for unique local taxes or business-specific calculations. User-maintained tax tables are specific to company data; they are not available for other companies to use. They are grouped separately to allow you to update Peachtree-maintained tax tables without the possibility of overwriting the user-maintained tax tables you have created.

In some cases, you may have different Peachtree-maintained and user-maintained tax tables with the same name. In this case, Peachtree will use the *user-maintained* tax table.

Subscribe to the Payroll Tax Update Service

Changes in federal, state, and local tax regulations can and will occur. These changes affect the manner in which you calculate and report tax information.

The Payroll Tax Update Service can keep your business up to date by providing periodic tax bulletins containing any payroll tax changes that are legislated during the subscription period. When you subscribe to the Payroll Tax Update Service, you will have the peace of mind that comes from knowing your business is protected against the risks and penalties of non-compliance with payroll tax laws. For information on Payroll Tax Update Service subscription rates and offerings, please call 1-800-336-1420, or visit Peachtree's Web site at www.peachtree.com.

Install/Update Payroll Tax Updates

For step-by-step instructions, look up **"payroll tax updates"** in the Peachtree Help index.

Peachtree-maintained tax tables can be updated using the Payroll Tax Update Service.

➤ **To determine which version of the Peachtree-maintained tax tables you have currently installed,** select **About Peachtree Accounting** from the **Help** menu. The first four digits represent the tax year associated with your tax tables.

If you have a tax update installed, the first four digits of the tax table version represent the current payroll tax year. For example, 20030101 indicates 2003 as the current payroll tax year. The numbers that follow the year indicate which version (build) of the 2003 payroll tax tables are installed.

If you subscribe to the Payroll Tax Update Service and install the latest update, then your tax tables and formulas are up to date. Otherwise, you must manually set up your tax formulas. To manually set up your tables, refer to the section below, "Create or Edit User-Maintained Payroll Tax Tables". If you subscribe to the Payroll Tax Update Service, your payroll taxes will be calculated accurately based on your area, employee setup (filing status), and current tax laws.

If you subscribe to the Payroll Tax Update Service and have recently received an update, follow the instructions included with the Tax Service CD(s) or downloaded update. The update includes a setup program that will automatically install the new Peachtree-maintained tax tables and payroll forms. Also included on the update diskette is a BULLETIN.HLP file that describes recent tax changes in detail.

Create or Edit User-Maintained Payroll Tax Tables

Peachtree-maintained tax tables are maintained by the Payroll Tax Update Service and are accessible by subscribers. Editing the tables supplied by the Payroll Tax Update Service should be done only in extreme cases since future updates from Peachtree will overwrite your changes.

Warning

Be careful to create new tax tables only in the **User-Maintained Payroll Tax Tables** window. Company-specific tax tables, those that relate to your particular business, are contained here. This is also where you manually set up your federal, state, and local taxes if you choose not to subscribe to the Payroll Tax Update Service.

➤ From the **File** menu, select **Payroll Tax Tables**, and choose **User-Maintained**.

The Peachtree-Maintained Payroll Tax Tables and User-Maintained Payroll Tax Tables windows are virtually identical. Because you should create or modify tax tables only through the **User-Maintained** menu option, this chapter only explains how to access and use the User-Maintained Payroll Tax Tables window. If you must change Peachtree-maintained tax table information, the field descriptions are the same.

If the table you wish to modify is a tax table that already exists, scroll through the list at the top of the window. You can also click the **Find** button and type text to search for a tax table in the list.

To enter a new tax table, enter a tax ID *that does not already exist* and press Enter. Then enter a tax name. The easiest way to create a tax table is to select an existing one, change the ID, and save it.

How Do You Determine the Tax Name?

The name of the payroll tax table is very important, because it is how the computer identifies which tax table to use for a particular payroll field. It must be entered according to strict rules. The name consists of two parts, separated by a single space. The first part is the *Tax Name* that is entered on the **EmployEE Fields** tab in the Employee Defaults window. The second part of the name is the *Payroll Tax Year*, which is the last two digits of the calendar year to which this tax table applies. During Payroll Entry (or any other time the program must calculate payroll taxes), Peachtree looks for the name associated with a payroll field, adds a space and the last two digits of the current calendar year to it, and then searches for that combined name in the payroll tax tables.

For example, suppose it is the calendar year 2003. There is a payroll field (created during Payroll Setup) called Soc_Sec. On the same line as the Soc_Sec field, "FICA EE" was entered in the column labeled "Tax Name." Any time the program needs to calculate the FICA payroll field, it will combine the name and the year to form "FICA EE 03" and search for that name in the payroll tax tables. If it finds it, it will then calculate the value using the rules outlined below. If it does not find it, an error will result.

For employer-related tax tables, enter the suffix ER after the ID and before the date. For example, for the employer portion of the New Jersey state unemployment, year 2003, enter **NJSUI ER 03**.

Other important ares of this window include:

Filing Status   This is used to select which filing status this calculation refers to. If this calculation is to be used for all employees, regardless of filing status, select All Statuses from the drop-down list.

If a filing status other than **All Statuses** is chosen, there is one more step to determining which payroll tax table is used during calculations. During the search for a tax table, not only must the name match as outlined above, but the filing status must also match the appropriate filing status of the current employee whose check is being entered. Each employee has three filing statuses, corresponding to the three government authorities outlined above. If this tax table was marked for the state government, then the employee's state filing status will be used to match the appropriate tax table. Therefore, you could have multiple tax tables with the same name, one for each possible filing status.

Appears on Payroll Tax Report Menus   Indicates that you want this tax name or the payroll field that uses this tax name to appear in tax report filters. If this check is selected, the TAXABLE_GROSS variable must appear in the tax table formula on the left side of an equal sign (=) in at least one equation. The Payroll Tax report and the Exception report include a filter which lists only tax names that have this check box selected.

Government   Identifies which government authority is collecting this tax. It also determines which filing status will be looked at. If you select a state or local government authority, you must specify for which state or locality the tax applies. For a state, enter the two-character standard postal abbreviation for the state. For a locality, you can type the name of the locality (and the state). If this tax applies to more than one state or locality, leave these fields blank.

Note: The state or locality specified here must be entered in the **State/Locality** column in the Withholding Information table on the **Withholding Info** tab of the Maintain Employees/Sales Reps window. In some cases it is also entered as an employee payroll field definition (**EmployEE Fields** tab of the Maintain, Employees/Sales Reps window).

Type   Specifies how to calculate the tax table. Select **Deduction**, **Addition**, or **Exception** as the type to tell Peachtree if it should add this amount to the paycheck, deduct it, or if it is an exception (for example, vacation/sick time). If an amount is set as a deduction and returns a positive number, then its value is set to zero. If an amount is set as an addition and returns a negative number, then its amount is set to zero. If you want, however, to use positive and negative numbers in the payroll calculation, then select **Exception**. This should only be used for vacation/sick time or other items where it makes sense to have either a negative or positive number as the result of the calculation.

Formula   Contains the equations used to calculate taxes. If you subscribe to the Payroll Tax Service, Peachtree supplies the equations for most types of taxes in the Peachtree-maintained tables. If you do not subscribe, you have to set up the formulas here, in user-maintained tax tables. To learn more about tax table formulas and how to create them, look up "**tax table formulas**" in the Peachtree Help index.

Table   If your tax formula uses the TABLE function, then click the **Table** button to set up the withholding tax percentage table used for that function.

If your formula does not use the TABLE function, then you can still set up the table by activating this button, but it will not affect tax calculations. For more information, look up "**TABLE function**" in the Peachtree Help index.

Want to learn more about the User-Maintained Payroll Tax Tables window? Click the **Help** toolbar button in the window.

Set Up Federal, State, and Local Tax Deductions

For step-by-step instructions, look up **"payroll fields, Payroll Setup Wizard"** in the Peachtree Help index.

The Payroll Setup wizard will create federal, state, and local payroll fields for you and apply the correct tax tables to each field. For more information, see "Set Up Common Payroll Fields" on page 215. In order to calculate these tax amounts, we recommend that you subscribe to the Payroll Tax Update Service and install the latest update. Otherwise, you can manually set up your tax formulas in User-Maintained Payroll Tax Tables. Before setting up these tables in Peachtree you must learn which taxes and deductions are required for your business. Information on federal taxes can be found in various IRS publications, such as Circular E. You may need to contact your state department of labor or your accountant for information on state and local requirements. For more information on subscribing to the Payroll Tax Update Service, see "Subscribe to the Payroll Tax Update Service" on page 243. For more information on setting up user-maintained tax tables, see the previous section.

Set Up Company-Specific Payroll Fields

In addition to setting up your federal, state, and local taxes manually here, you can also set up payroll formulas that are unique to your business. These are typically payroll deductions unique to your company payroll. Unique payroll deductions might include:

- 401(k) plan and employee contributions
- employee tip income
- vacation and sick hours
- group health deduction
- commission or bonus for hourly employees
- employee loan or advance

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- multiple state withholdings

- additional state withholdings

- local withholding tax

- labor tax or union dues

- garnishment

- federal earned income credit

401(k) Plan and Employee Contributions

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. Both the contributions and the savings plan proceeds are tax deferred by the US government. In addition to the employee 401(k) contributions, employers may also match the amount.

Setting up 401(k) contributions involves the following steps:

1 Use the Payroll Setup wizard to set up a 401(k) plan.

2 Enter employee 401(k) contribution rates.

Employee Tip Income

As with 401(k) deductions, there are different situations in different businesses for handling customer tips. In this example, tips are not paid directly to the employee in the paycheck.

Setting up tips involves the following steps:

1 Set up the tips employee payroll field.

2 Include the tips field on W-2s.

3 Enter tips during payroll entry.

Some employers may handle charge tips differently from cash tips. Employers must distribute employee tips paid by customer charge cards. You may want charge tips earned to be reported separately from cash tips to account for income the employer distributes to the employee.

If this is the case, you will have to modify the tip reporting procedure. You should create two employee payroll fields: **Tips** (a memo field) and **CCTips** (a non-memo field). Tips, along with CCTips must be included in the calculation for adjusted gross. If using both charge tips and cash tips, you must set up a third employee payroll field called **W2Tips**. This field will add the Tips and CCTips payroll fields together for W-2 purposes. Finally, you will associate box 7 on the W-2 form with the new **W2Tips** payroll field.

Warning

If you are going to separate the cash and charge tip payroll fields, Peachtree recommends that you enter this information *at the beginning of the payroll tax year*. This way, the employee's W-2 form will accurately reflect the annual total of tip income (charge and cash). It is not recommended that you change tip reporting procedures in the middle of the payroll year. This is because the W-2 reporting will change (use a new field in box 7) and not reflect an accurate annual tip total.

Entering charge tips vs. cash tips involves the following steps:

1 Set up the cash tips and credit card tips employee payroll fields.

2 Set up a tax table that adds cash and charge tips together.

3 Set up a combined tips employee payroll field applying the total tips to it.

4 Include the total tips payroll field on W-2 forms.

5 Record cash and charge tip income during payroll entry.

Vacation and Sick Time

For step-by-step instructions, look up **"vacation, Track Employee Vacation or Sick Time"** in the Peachtree Help index.

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).

- Each payroll period, employees earn a specified number of hours that accrue throughout the year.

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

Tracking vacation and sick time involves the following steps:

1 Use the Payroll Setup wizard to set up vacation and sick time.

2 Enter beginning balances for vacation and sick time.

3 Set up employees with different accrued vacation or sick time.

4 Record when employees use vacation or sick time.

Group Health Deductions

Some employers participate in a group health plan. These plans commonly include such deductions as medical insurance, dental insurance, life insurance, long-term disability, and many others. If the deduction is tax exempt (adjusted before calculating taxes), it is commonly called a cafeteria plan. These deductions can be set up using either of the following scenarios:

- **Standard Health Insurance Benefit:** Variable or flat rate deducted after taxes

- **Cafeteria Style Group Health Plan:** Variable or flat rate deducted before taxes

Commission or Bonus for Hourly Employees

Some companies offer a bonus or commission amount on employee paychecks. These are examples of lump-sum earnings. Other examples of lump-sum earnings include retroactive pay, jury duty, maternity leave, and so on.

Salaried employees will simply use a pay level titled Bonus (or some other lump-sum-earning pay level). In this case, just enter the appropriate dollar amount in these pay levels during payroll entry.

However, hourly employee pay levels are based on time (hours), not a fixed amount. Since you cannot have both an hourly and salary pay level on the same paycheck, this must be set up in another way.

There are two methods by which to accomplish this:

- Creating an hourly pay level with a rate of $1.00 per hour

- Setting up a lump-sum-earnings payroll field for hourly employees

Note You could use this example to create other lump-sum payroll fields such as commission, jury duty, maternity leave, and so on. (Keep in mind that lump-sum earnings may be taxed differently depending on your area. Therefore, you need to monitor adjusted gross accordingly.)

Employee Loan or Advance

Typically, when employers issue an employee advance, they deduct payments from their paychecks (possibly in installments). This can be accomplished easily with Peachtree.

There are two methods for setting up an employee loan or advance:

- Employee loan paid back in automatic installments

- Employee advance paid back in manual installments

Note

Whichever method you choose, you should consider setting a loan repayment policy that sets an automatic minimum repayment level for loans over a certain amount. (For example, for all loans over $200.00, $50.00 is automatically deducted from the employee's subsequent paychecks until the loan is repaid.) That way, you are certain to be repaid in a timely manner.

Multiple State Withholdings

For step-by-step instructions, look up **"multiple state withholdings"** in the Peachtree Help index.

Many companies have employees who live outside the state in which they work. To take advantage of the possibilities of multi-state companies, Peachtree uses the **State/Locality** field in the Withholding Information table on the **Withholding Info** tab of the Maintain Employees/Sales Reps window. A company typically is required to pay only the state unemployment tax (SUI) in the state in which it actually resides. Therefore, we must adapt the state SUI ER tax table calculation to look at the codes for all the states and not just the one the company resides in.

Setting up multiple state withholdings involves the following steps:

1   Modify the SUI tax table to accept all states.

2   Modify the SUI employer payroll field to accept all states.

3   Verify each employee's individual state withholding amounts.

Additional State Withholdings

For step-by-step instructions, look up **"additional withholding, Additional State Withholdings"** in the Peachtree Help index.

Peachtree supports state additional withholdings. In the Maintain Employees/ Sales Reps window, enter the additional amount in the **Additional Withholding** field of the Withholding Information table, on the **Withholding Info** tab. During payroll entry, Peachtree adds this amount to the calculated state withholding tax.

If you have employees in Arizona, California, Georgia, Indiana, Louisiana, Mississippi, or Puerto Rico, additional setup may be required for state additional withholding. For detailed instructions on your state, select **File, Payroll Tax Tables, User-Maintained**. Select the appropriate tax formula (for example, XXSIT 02 where XX is your 2 character state code). Read the instructions in the Formula box at the bottom of the screen.

Local Income Tax

Many areas have a local income tax in addition to state or federal withholdings. If you let Peachtree set up your payroll and you did not copy payroll information from another company, you have the opportunity to set this up in the Payroll Setup wizard. You are asked to name the default locality, if there is one for your area, and the known percentage taxed. When you leave this window, Peachtree creates a Local employee payroll field. It also creates a XXLIT tax table in User-Maintained Payroll Tax Tables (where XX is your postal two-letter state abbreviation).

If you skipped this step in the Payroll Setup wizard or copied payroll setup from another company, you may have to create the EmployEE payroll field, create the tax table, or both on your own. If you have more than one locality, you will have to create a tax table for each area.

Note

If your company is located in the states of Alabama, Indiana, Kentucky, Michigan, Ohio, or Pennsylvania and your locality's income tax has exemptions or a maximum tax, and if you subscribed to Peachtree's Tax Service, the local tax table Peachtree created for you may be incomplete.

An example in Peachtree Help illustrates how to create a local tax table and apply it to the Local employee payroll field. This example uses the local 1.2% tax for Akron, Ohio. It duplicates the generic tax table Peachtree normally creates during Initial Payroll Field Setup. For more information, look up "**local payroll taxes**" in the Peachtree Help index.

Setting up a local withholding tax involves the following steps:

1   Set up the local employee payroll field.

2   Set up the local tax table.

3   Enter the employee locality and apply the local tax table.

Labor Tax or Union Dues

In some cases you may have to set up an employee deduction that calculates the total hours worked and multiplies it by a specified dollar rate or percentage. Common occurrences of this are labor and industry taxes, workers compensation taxes, and union dues. Typically, employees are required to pay an amount equal to their hours worked multiplied by a designated rate. The Washington Industrial Insurance Tax is a good example of this type of payroll deduction.

The Washington Industrial Insurance Act provides for three funds to be maintained for the benefit of employees working in the state of Washington. The three funds are the Accident Fund, the Medical Aid Fund, and the Supplemental Pension Fund. The Department of Labor and Industries periodically sends each employer a rate notice that specifies the employer and employee contribution rates for these funds.

Note The Labor Tax example in Peachtree Help demonstrates one method for using the Special 1 or Special 2 payroll fields within the Withholding Information table of the Maintain Employees/Sales Reps window. For more information, look up "**labor tax or union dues**" in the Peachtree Help index.

Setting up labor tax or union dues involves the following steps:

1   Set up the labor payroll tax tables.

2   Set up the employee labor payroll field.

3   Apply the tax table to the individual employee field.

Employee Garnishment

For step-by-step instructions, look up "**garnishment**" in the Peachtree Help index.

An employee garnishment can be set up a number of different ways, depending on your state requirements. Some garnishments are simply a percentage of the adjusted gross. Others can be set up as a percentage of the remaining net of the paycheck after taxes. Check with your accountant for the proper method of calculating a garnishment in your area.

Setting up an employee garnishment involves the following steps:

1   Set up the garnishment tax table.

2   Set up the garnishment employee payroll field.

3   Apply the garnishment tax table to the garnishment employee payroll field.

Federal Earned Income Credit

If you have an employee who qualifies for the Federal Earned Income Credit (FEIC), you can set up Peachtree to make these types of payments during payroll entry.

FEIC is a government program that allows eligible low-income individuals or families to receive a refund of a portion of their federal income tax liability on each paycheck. To qualify for the credit on each paycheck, the employee must have a qualifying child and fill out the federal form W-5. Married couples with a qualifying child are entitled to submit a federal form W-5 for each spouse (if both are employed). If only one of the married persons is employed, that employee may file a single W-5 form for the family.

Federal Earned Income Credit

If you subscribe to the Payroll Tax Update Service, Peachtree supplies multiple FEIC calculations based on marital status, working status of each spouse, and who files the W-5 form. Read the instructions in the Formula box of the tax table to make sure you select the correct calculation for each employee's situation.

If you do not subscribe to the Payroll Tax Update Service, you must set up separate tax tables (in User-Maintained Payroll Tax Tables) for each different employee situation based on marital status, working status of each spouse, and who files the W-5 form. For limits and withholding amounts to put in the table, search for earned income credit at www.irs.gov. The Peachtree formula will be similar to this: ANSWER = PRORATE (TABLE (ANNUAL (ADJUSTED_GROSS))). Because it's a credit, make sure you set this up as an Addition.

Setting up the Federal Earned Income Credit involves the following steps:

1   Set up the FEIC employee payroll field.

2   Set up the FEIC tax table(s) in User-Maintained Payroll Tax Tables (only if you don't subscribe to the Payroll Tax Update Service).

3   Apply the FEIC Peachtree-maintained tax table to the FEIC employee payroll field.

Fringe Benefits

Many companies provide employment benefits to their employees. These benefits, known as *fringe benefits*, are a form of payment made to employees for services provided. Examples of fringe benefits include the following:

- car allowances

- use of a car

- free airplane flights

- discounts on property or services

- country club memberships

- sporting event tickets

Usually, the value of fringe benefits is included in an employee's gross income. You can easily tailor Peachtree's payroll setup to handle your employee fringe benefit needs.

For example, the value of an employee's use of a car provided by an employer must be included in the employee's gross income. The value of the personal use of the car is subject to federal and other taxes.

Before you close your payroll year, you must set up the personal use of the car as a fringe benefit in Peachtree, and enter the value of the use of the car as income so that your W-2s and other year-end reports are correct.

Setting up fringe benefits involves the following steps:

1 Establish the fringe benefit in default information.

2 Include the fringe benefit amount in the adjusted gross for tax calculations.

3 Assign the fringe benefit field for W-2s and other forms.

4 Include the fringe benefit amount in payroll entry.

Paying Employees

This following section explains two common payroll tasks:

- **Payroll Entry:** Enter and print one paycheck at a time.

- **Select for Payroll Entry:** Pay a group of employees in one batch.

Once payroll is properly set up, you have very little work to do. You simply do the following:

- Enter or select the employee ID.

- Specify the pay period (the period-ending date).

- Enter any non-calculated amounts, such as reported tips.

- Verify the information that appears (amount of hours or salary, deductions and allowances, calculated amounts).

- Save and print the paycheck.

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.

Enter and Print One Paycheck at a Time

For step-by-step instructions, look up **"Pay employees"** in the Peachtree Help index.

Use the *Payroll Entry* method to enter individual paychecks or to modify existing paychecks. If you just set up payroll and want to familiarize yourself with Peachtree's payroll process (and validate your payroll setup), this method is recommended initially.

➤ From the **Tasks** Menu, choose **Payroll Entry**. Then, enter or select the employee ID you want to pay.

Enter or select the **Employee ID** you want to pay. The paycheck will calculate automatically based on the employee's setup.

For hourly employees, enter the **Hours** worked this pay period, if it is different than the default amount.

The **Check Amount** (net pay) is calculated based on gross pay less payroll field deductions, plus payroll field additions.

Leave the **Check Number** blank if you intend to print the paycheck. Peachtree will automatically assign a check number during the printing process.

Once a valid employee ID has been entered, the rest of the information is filled in automatically. If the information is correct, you save the paycheck and proceed to the next employee.

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Adjust the paycheck   You can adjust hours worked or adjust salary amounts for this payroll period easily. 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 handwrite payroll checks (also called manual paychecks), enter the check number, and click the **Save** button.

Troubleshoot payroll entry calculation errors   Peachtree checks both the Payroll tax tables and the employee setup information when calculating paychecks during Payroll Entry. In some cases incorrect amounts might be calculated or error messages might appear after selecting an employee ID in the Payroll Entry window. For tips on how to correct most of these type of problems, Look up "**troubleshooting**" in the Peachtree Help index and select the appropriate subtopic from the list.

What Do You Want to Do Next?

Open	**Edit existing paychecks** Select the **Open** button to review or make changes to previously entered payroll transaction. For more information, look up **"edit, Edit a Record or Transaction"** in the Peachtree Help index. *Note:* If you have already printed and issued a paycheck to an employee, you should not edit the check amount. In cases such as these, you should make an adjusting payroll entry. For more information, see "Adjust Paychecks and Payroll Taxes" on page 264.
Save	**Save or post the paycheck** Click the **Save** button to post or record the currently displayed transaction. If you use the Real-Time posting method, the saved transaction is posted to employee's earnings file and the Payroll Journal. The general ledger is also updated. If you use the Batch posting method, the transaction is recorded in the Payroll Journal and must be posted later to update the general ledger. For more information, see "Post/ Unpost (Batch Mode Only)" on page 79.
Print	**Print or process paycheck selected** If you plan to print this paycheck, leave the **Check Number** field blank, and click the **Print** button. Make sure you insert a payroll check form in your printer before doing this. If you are not ready to print checks, click the **Save** button to record the payroll transaction. You can print non-referenced paychecks from the Select a Report window. For more information on printing, see "Printing, E-Mailing, and Previewing Forms" on page 478. *Note:* Printing checks that already have check numbers assigned will contain the phrase "DUPLICATE" on the printed form.

What Do You Want to Do Next?

Preview	**See how the paycheck will look before you print it** You can preview forms before actually printing them from most task windows. Click the drop-down arrow to the right of the **Print** button, and then select **Preview** from the drop-down button menu. When finished, return to the Payroll Entry window.
Jobs	**Apply employee labor to Jobs** If you use job costing and want to apply the employee's labor cost to particular jobs, click the Jobs button. For more information, see <u>"Apply Payroll Expenses to Jobs" on page 322</u>.
Journal	**Display Accounting Behind the Screens** Select the **Journal** button to see the Payroll Journal tab, which shows entries that will get posted to the general ledger. You can edit G/L account IDs for certain task-related journal entries in this area. *Note:* If the Hide General Ledger Accounts global option is activated, you must use Accounting Behind the Screens to change G/L accounts for an individual transaction. For more information, see the Basics chapter, <u>"Accounting Behind the Screens" on page 57</u>.
Event	**Create an event for this employee** Select the **Event** button to schedule an event with a employee. You can also use it to log notes about telephone calls, meetings, letters, and other employee-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
Help	**Want to learn more about the Payroll Entry window?** Click the **Help** toolbar button in the window.

The Hours Worked or Salary Amounts Distribution List

Depending on how the employee's pay is set up, you will see either an Hours Worked distribution list or a Salary Amount distribution list at the bottom left of the Payroll Entry window.

Hours Worked		Salary Amounts	
Hourly Fields	Hours	Salary Fields	Salary
Regular	80.00	Salary	1,810.00
Overtime	0.00		

The boxed lists display the pay levels available to the employee and their amounts for this pay period. If the employee is set up to be paid weekly, the hours will default to 40.
Biweekly defaults to 80, and semimonthly defaults to 88.

If the employee is paid hourly and you see only one pay level, you probably did not enter a rate for the other available hourly pay levels in the employee setup. In Maintain Employees/Sales Reps, select the **Pay Info** tab, and enter the rates for all applicable fields. When you return to the Payroll Entry window, you will see the rest of your hourly pay levels.

If the employee is on salary, you see the amount entered when the employee was set up. These pay levels were either copied during New Company Setup or created through Employee Defaults. They can be customized for employees through the Maintain Employees/Sales Reps window. For example, you could clear the Standard (**Std**) check box and change to a different general ledger account.

The Payroll Field Distribution List

At the bottom right of the Payroll Entry window, there is a **Taxes-Benefits-Liabilities** box showing the fields, their corresponding general ledger accounts, and their amounts for this pay period. These fields were either copied during New Company Setup or created through Employee Defaults. They can be customized for employees through the Maintain Employees/Sales Reps window.

Taxes - Benefits - Liabilities		
Name	Amount	Memo
Tips	0.00	☑
Meals	0.00	☑
Fed_Income	-68.71	☐
Soc_Sec	-34.72	☐
Medicare	-8.12	☐
State	-20.98	☐

Deductions appear as negative numbers; additions are positive. The Employer taxes also appear as positive numbers and do not affect the net of the paycheck.

If your payroll tax amounts calculate incorrectly or calculate as zero, you must establish tax calculations for this company. There are two principle ways to establish tax calculations: 1) subscribe to the Peachtree Payroll Tax Service, or 2) manually set up tax calculations in User-Maintained Tax Tables. Peachtree Software does not provide tax tables with each version of the product that it ships. For more information on the Payroll Tax Update Service, please refer to the online Help or see <u>"Subscribe to the Payroll Tax Update Service" on page 243</u>. For more information on manually setting up user-maintained tax tables, refer to <u>"Create or Edit User-Maintained Payroll Tax Tables" on page 244</u>.

Note that these fields show both employee and employer payroll fields. In the distribution list, you will see any amounts, dollars or otherwise, that should be updated by payroll processing and that you can edit.

You cannot change the payroll field name here. You can only change the account number and the amount.

The gross pay amount cannot be changed here. However, whenever the contents change after you have changed any of the hourly fields or salary fields, the employee/employer fields and the check amount are automatically recalculated and updated. Therefore, you should make all necessary changes to the hourly or salary fields before changing anything in the distribution list.

In Employee Defaults, you tell Peachtree what fields to calculate for you and which tax table to use in the calculation. When you change a field that the program *does not* calculate, the other fields are recalculated, in case your change affects the original calculation. Therefore, you should make changes to fields Peachtree *does not* calculate first, then make changes to the fields the program *does* calculate. If you change a calculated field, Peachtree will not recalculate the other calculated fields.

For example, if you need to enter tips, you need to do this first. Then if you need to change the number of hours the employee works, this should be done next. This way the adjusted gross will accurately include the tip amounts and force a recalculation. Now, if you need to change a calculated field, you can without making Peachtree recalculate.

If you entered a check number, the program assumes this is an after-the-fact check and, after the initial calculation, will not calculate it again as you make your changes.

Pay a Group of Employees in One Batch

For step-by-step instructions, look up **"Pay employees"** in the Peachtree Help index.

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 and 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 your 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.

Select Employees to Pay

Close   Select   Print   All   All   Detail   Jobs   Help

Check Date: Mar 15, 2007   Pay End Date: Mar 15, 2007   Cash Acct: 10300

These Employees have: 1) Pay Frequencies of Weekly, Bi-Weekly, Semi-Monthly, Monthly, and Annually 2) Pay Types of Hourly or Salaried.

Employee ID	Employee Name	Check Amount	Field Names	Hours	Salary	#Weeks	Pay
ARMENTA-01	Sonia Armenta	1,303.01	Salary		2,000.00	2	☑
ARONSON-01	Jack T. Aronson	167.80	Regular	80.00		2	☑
			Overtime				☐
AUBREY-01	Rob E. Aubrey	370.39	Regular	80.00		2	☑
			Overtime				☐
CROWELL-01	Rebecca T. Crowell	370.39	Regular	80.00		2	☑
			Overtime				☐
DELGADO-01	Sonya . Delgado	427.47	Regular	80.00		2	☑
			Overtime				☐

Payroll Checking Account Balance: Uncalculated
Total Checks: 8,972.79
Balance After Checks: Uncalculated

The **Check Amount** (net pay) is calculated based on gross pay less payroll field deductions and plus payroll field additions.

Select the **Pay** check box if you intend to process the employee's paycheck.

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 he 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. Once you are satisfied, select the **Pay** check box to include the paycheck in the print batch. *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.)
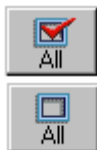
• To select *all* **Pay** check boxes, click the **All (Select)** button in the toolbar.

• To clear *all* **Pay** check boxes, click the **All** (**None**) button in the toolbar.

Adjust a paycheck listed   You can adjust hours worked or adjust salary amounts for this payroll period easily. 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 debited from this account.

Troubleshoot payroll entry calculation errors   Peachtree checks both the Payroll Tax Tables and the employee setup information when calculating paychecks during Payroll Entry. In some cases incorrect amounts might be calculated or error messages might appear after selecting an employee ID in the Payroll Entry window. For tips on how to correct most of these types of problems, Look up "**troubleshooting**" in the Peachtree Help index and select the appropriate subtopic from the list.

What Do You Want to Do Next?

Select	**Change the employees listed** If one or more employees do not appear in the list, click the **Select** button. You can change your filter selection and create a new list of employees to pay.
Print	**Print or process paychecks selected** Click the **Print** button. Make sure you insert payroll check forms in your printer before doing this. Once the paychecks are printed, Peachtree will save or post the transactions to the Payroll Journal and update the general ledger.
Preview	**See how the paychecks will look before you print them** You can preview forms before actually printing them from most task windows. Select the drop-down arrow to the right of the **Print** button, and then choose **Preview** from the drop-down button menu. When finished, return to the Select for Payroll Entry window.
Report	**Examine all the paychecks you have selected to print** To print a pre-check register report for all employees selected to pay in the window, click the drop-down arrow to the right of the **Print** button, and then select **Report** from the drop-down button menu. You can use this Select for Payroll Preview report to audit and approve payroll checks before they are processed or printed.
Detail	**Examine payroll field amounts** To display specific payroll field information about a particular paycheck, select the employee listed, and click the **Detail** button.

What Do You Want to Do Next?

	Apply employee labor to job If you use job costing and want to apply the employee's labor cost to particular jobs, first select the employee listed, and then click the **Jobs** button. For more information, see <u>"Apply Payroll Expenses to Jobs" on page 322</u>.
	Want to learn more about the Payroll Entry window? Click the **Help** toolbar button in the window.

Print 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. For more information, see <u>"Enter and Print One Paycheck at a Time" on page 256</u>.

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. See <u>"Pay a Group of Employees in One Batch" on page 260</u>.

Payroll Reports   By selecting the **Payroll Checks** folder in the Select a Report window and choosing a disbursement form in which to print, you can print a batch of checks entered in the Payroll Entry window that have not yet been printed (assigned check numbers). For more information, see below.

Print Paychecks from Reports

The process of printing checks is fully explained in the "Preparing Reports" chapter, since checks are printed in batch from the **Reports** menu. Only entries saved without a check number will print from here.

Basically, the steps for printing a batch of checks are:

1   From the **Reports** menu, select **Payroll**.

2   In the Select a Report window, scroll down the list, and click the **Payroll Checks** folder.

3   From the list, select the **Payroll Check** form, and then select the **Print** button.

You will filter which employees' paychecks you want to print and enter the latest date of the checks you want to print. Peachtree will print all outstanding payroll checks that do not have reference numbers (check numbers) as of the latest check date.

Adjust Paychecks and Payroll Taxes

You can modify or view any transaction listed in the Payroll Journal. This includes previous paychecks entered and even printed. Normally, editing is done prior to printing the checks in a batch. If you enter a check in the Payroll Entry window and select **Save** without printing it or manually assigning a check number, you may want to edit the check because of an error or oversight. (For example, you saved a batch of payroll entries without printing them and printed a Payroll Register to examine your entries.)

You should avoid changing payroll transactions after issuing paychecks to employees. Year-end forms and bank account reconciliation may not synchronize with payroll. If the paycheck has not been deposited, void the transaction and enter a new one.

Change Payroll Checks Prior to Printing

➤ From the **Tasks** menu, select **Payroll Entry**, then the **Edit** button. Select the payroll transaction. Make your changes if necessary, then click **Save**.

Or

➤ From the Select a Report window, display the Payroll Journal or Payroll Register on the screen. Then double-click the transaction you want to edit.

For more information on displaying reports or drilling down on transactions from reports, refer to the "Preparing Reports" chapter.

If you need to adjust a paycheck after it has been printed, you should be careful not to alter the net amount of the check or change distributions that would not reflect the check originally issued to the employee. If you need to make an adjustment to a distribution, you could use the Exception report. For more information, see "Close the Payroll Tax Year" on page 272. If you have printed the check and not issued it yet, you should void the check and enter a second one with the corrections. For more information, see the next section, "Voiding Paychecks."

Void Paychecks

> For step-by-step instructions, look up **"void, Void Paychecks"** in the Peachtree Help index.

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: from the **Tasks** menu or from the **Payroll Entry** window itself.
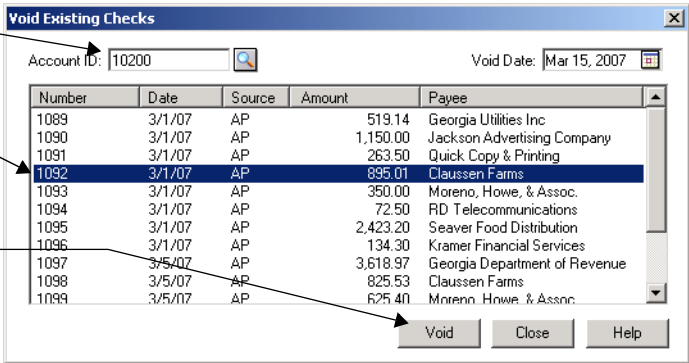
Void Paychecks from the Void Existing Checks Window

➤ From the **Tasks** menu, select **Void Checks**. In the Void Existing Checks window, choose the check you want to void, the date on which you want the void recorded, and click **Void**.

Select the G/L cash account, and then select the void date...

...select the check you want to void...

...then select the **Void** button.

Peachtree will ask you to confirm that you want to void the transaction. To void, select Yes.

> **Want to learn more about the Void Existing Checks window?** Click the **Help** toolbar button in the Maintain Employees/Sales Reps window.

Void Paychecks from the Payroll Entry Window

➤ From the **Tasks** menu, select **Payroll Entry**. Open the transaction, click the **Delete** toolbar button, and choose the **Void** button from the drop-down menu.

Display the payroll transaction you want to void in the Payroll Entry window....   ...then select the **Void** button.

Identify Voided Transactions   The reverse (void) transaction includes the same reference number as the original paycheck but followed by a V. For example, if you void check 3113, the void transaction will have a reference number of 3113V. In addition, when you display either the original paycheck or the void transaction in the Payroll Entry window, the word "Void" will appear in large red letters.

Peachtree will tell you when a displayed paycheck has been voided.

Reconcile Voided Transactions   During account reconciliation, both the original paycheck transaction and the voided paycheck transaction appear automatically cleared. The voided transaction (V) appears in the **Deposits and Debits** section.

Void Non-Printed Paychecks   You can only void existing paychecks that have a check number (payment has been either printed or check number manually entered). This is because a payment must have a way to be referenced when making the reversing transaction.

When do you void a transaction?   The void date is the date the voiding entry appears in the general ledger. It also is the date that appears in the Account Reconciliation window. For example, say the date you enter the original check is March 28. You void the payment on April 3. The general ledger will show a payment on March 28 and a reverse payment on April 3. When you reconcile your cash account for March, only the March 28 payment will appear. You will see the April 3 reverse payment in April's account reconciliation.

Want to learn more about the Payroll Entry window? Click the **Help** toolbar button in the window.

Adjust Payroll Taxes Using the Exception Report

For step-by-step instructions, look up **"Exception report"** in the Peachtree Help index.

You can elect to have Peachtree make correcting entries for you. Peachtree provides the Payroll Exception report for these purposes. We recommend you not make corrections first, but simply display the report to examine the differences.

➤   From the **Reports** menu, select **Payroll**. In the Select a Report window, double-click the Exception Report.

The following shows the filter for the Exception Report:

Select the calculated payroll field you intend to check here.

Report Order: Employee ID

Tax to check: Soc_Sec   Tax to adjust to: Medicare

☑ Prepare correcting entries

Quarter to Print: Current Quarter

If you are prepared to make correcting entries, select this check box.

If you chose to create correcting entries, then you can select a payroll field to adjust to.

Audit taxes before you adjust them   Before you make adjusting entries, select a payroll field from the **Tax to check** drop-down list first and display the report on the screen. Only payroll fields in which the **Appears in Payroll Tax Report Menu** check box is selected in payroll tax tables will appear in this list.

Make adjustment to an alternate payroll tax?   Once you are comfortable with the differences, select the Prepare correcting entries check box in the Exception report filter window. In the **Tax to adjust** field, select the payroll field from the drop-down that you want to adjust the difference to. This lists all EmployEE payroll fields available (even if they do not use a calculation). Notice that you cannot adjust to an EmployER payroll field.

Examine payroll adjustment entries The report will look just as it did without selecting **Prepare correcting entries**. However, Peachtree made general ledger entries in the background, adjusting the taxes you selected. You can examine these entries by selecting **Payroll Entry** from the **Tasks** menu and by selecting the **Edit** button. You should see an entry for the employee that is being adjusted. The Reference Number will be something like "ExceptAdj."

Delete payroll adjustments If there is an error, you can simply delete the payroll entry transactions created by the Exception report.

Want to learn more about the Payroll Exception report? Click the **Help** toolbar button in the Exception Report filter window.

Using Payroll Reports and Forms

Peachtree provides you with a variety of reports for organizing and monitoring the Payroll process. The Payroll reports list your employees and detail their earnings. In addition, federal tax forms are printed from this submenu.

Most Payroll reports have additional windows that help you select and sort the information that appears in the report. For general information on printing and filtering reports, see the "Preparing Reports" chapter.

Payroll Reports

Employee List Lists employee information such as name, address, and social security number. This report is useful if you want to verify your employees' names and addresses before printing W-2s but do not want to print their salary and wage information.

Check Register Lists all paychecks made, whether they have been printed or not. If you accept the default printing, then you will get all payroll payments for the current accounting period. The Payroll Check Register is similar to the Accounts Payable Check Register report.

Payroll Journal Allows you to reconcile paychecks and verify general ledger posting accounts. You can edit a listed payroll transaction by double-clicking it. You can choose to print the report in detail or summary. You can also choose to display all G/L Cash accounts or select a specific cash account. This report can be sorted by check date, check number, or G/L cash account number.

Payroll Tax Report Shows each employee's gross pay, taxable (adjusted) gross, and the amount of tax for a specified type of payroll deduction— FICA, FUTA, Medicare, and so forth. This report is mainly used for employer payroll taxes— for example, state unemployment. Using the information printed on this form, you should be able to prepare most (or all) state payroll tax returns.

Tax Liability Report   Helps you assess your payroll tax liabilities so that you can properly fill out employment tax forms and make needed federal tax deposits. The report lists the taxable amount of each employee's salary for all types of payroll taxes you pay— FICA, FUTA, Medicare, and so forth.

For the range of dates covered by this report, you *must* choose dates that fall within the two open *payroll tax years*. If the date range falls beyond these two years, Peachtree will display an error message.

Exception Report   Helps you identify and correct employee records with incorrect withholdings. Incorrect withholdings are often the result of manually calculated payroll checks that were figured incorrectly. Also, Peachtree may make a rounding error in some cases (usually by a penny). This report shows the *actual* amount withheld (as entered in Peachtree) as opposed to the *calculated* amount withheld.

This report filters differently from other reports. First, you need to select the Tax to Check from the drop-down list on the Filter tab. This lists all EmployEE and EmployER payroll fields that require a calculation that uses taxable (adjusted) gross. Additional filters you can select are Employee ID, Employee Type, and Active or Inactive employee status.

Payroll Register   Lists all paychecks made whether they have been printed or not for a specific time frame. If you accept the default printing, you will get all payroll payments for the current accounting period. This Payroll Register report is similar to the Account Payable Check Register except that it also includes payroll field information. This report is a good way to check your manually entered and printed paychecks before you distribute them.

Current Earnings, Quarterly Earnings, and Yearly Earnings Reports   Lists payroll transactions and summarizes payroll field totals and net pay for the current accounting period (normally the current month), for the current or selected quarter, or for the current or selected year.

Payroll Forms

In the Select a Reports window, forms are included in folders. Click the form folder to display a list of related forms. You can also design your own form. Refer to the "Preparing Forms" chapter for more information on printing and designing forms.

Changes to payroll forms are included in tax updates for subscribers to Peachtree's Tax Service. If you do not subscribe to this service, you may have to change your form template using the Forms Designer.

Payroll Checks   Peachtree prints all of the paychecks that have not been printed yet—or all checks entered in the Payroll Journal with blank check numbers. The program assigns check numbers, but you can set the first number if necessary. Select **Print Practice** if you want to align your printer. (No data prints on practice checks, only sample data.)

Warning

When checks finish printing, you will be asked if the checks printed properly and if the journal can be updated. *Look at the checks carefully before answering this question.* If you answer **Yes**, the computer records the check numbers in the Payroll Journal. Filling in the check number marks the journal entry as printed; that check will not be printed in subsequent check runs. If you answer **No**, the check numbers are left blank, and the checks will be printed again during the next check run.

Note

Payroll checks can be printed from either the Select Employees to Pay or the Payroll Entry window. For step-by-step instructions on printing forms from transaction windows, look up "**print, Print a Form from a Task Window**" in the Peachtree Help index.

Federal Form W-2   You can print federal form W-2 for employees; however, you cannot display these forms. These reports print the W-2 forms for each employee for the current calendar year. Peachtree guides you through the process of loading forms, aligning them in the printer, and printing practice forms if necessary. You must set up W-2 fields in the Employee Defaults. Peachtree does not actually draw the W-2 form. You must use the preprinted federal form and insert it into your printer. You should print a practice form first to ensure proper allignment.

Federal Form W-3   This form (located in the 940 form folder) is printed once for each company at the time you print and send your W-2s. The W-3 form is a summary of your W-2 information.

Federal Form 941   Prints the 941 form you specify. You must set up fields 9 and 11 on the W-2 form, and you must set up payroll fields for FICA and Medicare; this is done through Default Information. You can print the federal 941 form, but you cannot display it. You must enter your total deposits for the quarter prior to printing the form. Peachtree does not actually draw the 941 form. You must use the preprinted federal form and insert it into your printer. You should print a practice form first to ensure proper alignment.

Federal Form 940   The 940 EZ Worksheet prints information for the Employer's Annual Federal Unemployment Tax Return for the current payroll tax year. The report prints a portion of the information required for this form. You will have to enter the remaining information manually in order to complete the form before submitting to the IRS. The system will lead you through the process of entering the total FUTA and SUTA taxes deposited for the current year. The 940 EZ report is designed to print on the actual preprinted federal 940 EZ form. You should print practice reports to be sure you have the proper alignment before printing out the actual form. This report cannot be displayed on the screen before printing.

State Quarterly Payroll   Used for reporting employee income to the state. There are a few examples of state forms available for you to print. You select the state form you want to print from the list of forms in the State Quarterly Payroll folder. In the Forms Design window, you can create the forms necessary for your state.

> **Note**   All regulatory forms are provided "as is". Changes to these forms may require you to customize forms using the forms designer, or purchase the Payroll Tax Update Service.

Peachtree does not provide state quarterly payroll forms for all states. However, the examples provided give you an indication of what can be designed. Simply open the sample form in the Forms Design window, and modify it to print as your state form requires; then save the form to a new name. For more information, refer to the "Preparing Forms" chapter. Also note that Peachtree doesn't supply the latest versions of W-2, 1099, 941, and 940EZ forms with Peachtree Accounting, but you can update the forms manually in the Forms Design window. You can also use this to create a report that you can then use to prepare your state form by hand.

Employee Mailing Labels   Prints mailing labels for employees entered in your database. You can choose to print by ID, Type, Status, ZIP Code, or date in the custom fields. In addition, you can adjust the form design for labels to match the labels you print on. See the "Preparing Forms" chapter for more information on Forms Design tools.

Completing Payroll Year-End Procedures

> For step-by-step instructions, look up **"year-end procedures, Payroll Year-End Procedures"** in the Peachtree Help index.

Peachtree keeps two years of payroll activity open at the same time. We highly recommend that you wait to close the first payroll year until all payroll reports, W-2 data, and 1099 data are finalized, following the first quarter of the second open payroll year. If there are mistakes in employee earnings or W-2 data, you have an opportunity to correct them. Closing the payroll year not only closes the payroll information, it also closes vendor 1099 information. Note that Peachtree doesn't supply the latest versions of W-2, 1099, 941, or 940EZ forms with Peachtree Accounting, but you can update the forms manually in the Forms Design window. For more information, refer to the "Preparing Forms" chapter.

> **Note**   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. For more information, see .

Before closing the payroll year you must print quarterly payroll reports and forms, annual payroll reports and forms (discussed below), and the General Ledger (discussed on page).

Prepare Quarterly Payroll Reports and Forms

For step-by-step instructions, look up **"Quarterly Payroll Procedures"** in the Peachtree Help index.

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 941B, if applicable)   Before printing this report, find out the total deposits that your company actually made for the quarter. Print the 941 (or 941B), 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.

Prepare Annual Payroll Reports and Forms

For step-by-step instructions, look up **"annual payroll reports"** in the Peachtree Help index.

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.

940EZ form   Before printing this report, find out the total deposits that your company actually made for the quarter. Print the 941 (or 941B), and when prompted, enter the total amount of all unemployment deposits made during the year.

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. (W-3 forms are located in the 940 payroll form folder in Select a Report window.

Close the Payroll Tax Year

For step-by-step instructions, look up **"close, Close Payroll Tax Year"** in the Peachtree Help index.

In Peachtree, the payroll tax year is used by the Payroll module; the other modules use the fiscal year. (The lone exception is Accounts Payable, which uses the payroll tax year when printing 1099s). The payroll tax year must be operated on a calendar basis for tax purposes. Thus, all payroll reports and vendor 1099s should be printed before you close the payroll tax year.

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**.

Note the first of the two open payroll tax years.
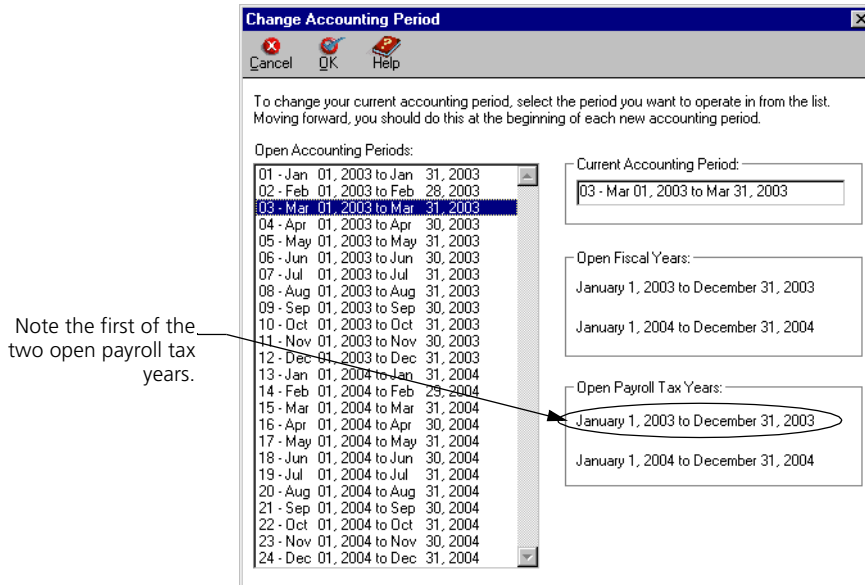
In the above example, the first open payroll tax year is 2003. You could continue to enter payroll transactions until December of 2004, the end of the second open payroll tax year. At that point you will have to close payroll tax year 2003 to get to 2005. Select **Cancel** to leave this window.

Want to learn more about the Change Accounting Period window? Click the **Help** toolbar button in the window.

Closing the Payroll Tax Year

For step-by-step instructions, look up **"close, Close Payroll Tax Year"** in the Peachtree Help index.

Once you have determined the first open payroll tax year, you can proceed to close it using the Peachtree Year-End wizard.

➤ From the **Tasks** menu, select **System**, and then **Change Accounting Period**.

For more information, see the "Company Administration" chapter,

Inventory

7

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Overview

You can select activity and charge item classes only if you are working with *Peachtree Complete* or *Peachtree Premium*. We'll note product differences throughout the chapter.

Peachtree tracks the inventory items you buy and sell, and automatically updates the quantities after each posted transaction. It also allows you to store items you do not stock, but that you enter on invoices. This makes entering invoices faster for you.

Tracking inventory in Peachtree is basically a three-step process:

- Enter the item information, including sales, inventory, and cost of sales accounts.

- Use item codes when entering purchases and sales. Peachtree computes and tracks costs and quantities on a daily basis, based on transaction date.

- Enter inventory adjustments if necessary.

Peachtree does the rest, adjusting inventory levels each time you post a purchase or a sale of an inventory item. In addition, Peachtree can track the cost of each item on a daily basis, based on the transaction date.

Inventory Navigation Aid

In addition to the menu options, you can use the Inventory navigation aid to complete these tasks.
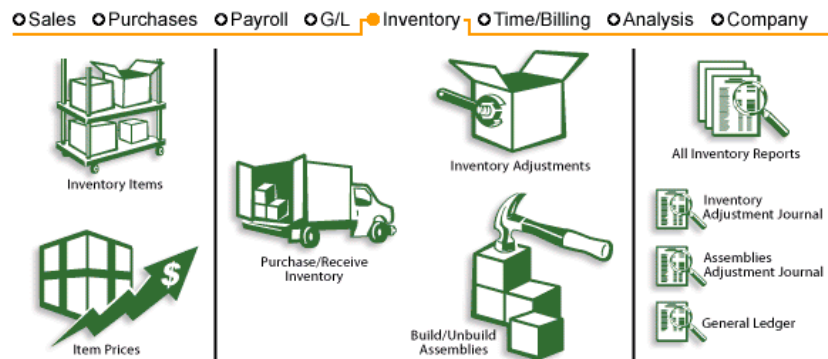
From the navigation aid, you can display a pictorial view of the system parts that represent the inventory functionality in Peachtree. Not only can you see the flow of how the various parts work together, you can also access a specific window or report by selecting its graphical representation.

Advantages of Using Inventory

Should I use inventory if I don't need to track costs or I only sell services?

In addition to tracking costs and quantities, using inventory items makes entering transactions easier. Through Maintain Inventory Items, you set up the goods and/or services you sell. You can set a unit price and the account to be adjusted by the sale of this commodity. Then, when you enter the sale, you need only select an inventory item, enter a quantity ordered, and Peachtree computes the total. The inventory item description and any detailed description print on the invoice.

Cost Methods

Peachtree has three different types of cost methods for inventory:

- Average Cost
- LIFO (last in, first out)
- FIFO (first in, first out)

Once you select a costing type for an item and select **Save**, you cannot change it. Therefore, if you want to change the cost method for an item with posted transactions, you must enter the item again in Maintain Inventory Items and select the new costing type. Generally, your inventory should all use the same costing method. *Check with your accountant about the implications of selecting an inventory costing method.*

Average Cost

The average cost method keeps track of the cost for each stock-type item (see box below). Each time you make a purchase, the average cost for that item is recalculated.

Whenever you *sell* an inventory item that has an average cost type, Peachtree uses the average cost it has been tracking to compute the cost of goods sold. The cost of goods sold is the average cost times the quantity of the item sold. On a daily basis, an entry is made to the cost of goods sold account, encompassing all sales for the day.

> **Average Cost X Quantity Sold = Cost of Goods Sold**

Example—Average Cost

You buy three widgets for $2.00 each and three for $1.00 each. Add together the amount you paid for each item and divide by the total number of items to get the average cost. The average cost would be $1.50 ($9.00 / 6 Widgets = $1.50).

Now, three widgets are stolen from your warehouse. You would have to make an inventory adjustment, through the **Tasks** menu. The average cost is still $1.50 because the average cost doesn't change when your inventory items adjust down.

You manage to sell your three remaining widgets for $6 each. The Cost of Goods Sold would be $4.50, or Average Cost ($1.50) times Quantity (3).

LIFO (Last In, First Out)

The LIFO (Last In, First Out) method keeps track of the price you paid for each group of units you receive at the same time at the same unit cost. LIFO costs your sales and values your inventory as if the items you sell are the ones you have received most recently (and remain unsold).

Select LIFO when you charge the most recent inventory costs against revenue. (LIFO yields the lowest possible amount of net income in periods of constantly rising costs because the cost of the most recently acquired item more closely approximates the replacement cost of the item. In periods of declining costs, the effect is reversed.)

You received three different shipments for WIDGET01. The cost is as follows:

Item #	Order #	Cost	Quantity
WIDGET01	10001	$10.00	10
WIDGET01	10008	$12.00	10
WIDGET01	10012	$13.00	10

You sold 15 units:

10 units costed at $13.00 each	= $130.00
5 units costed at $12.00 each	= $60.00
Total Cost	= $190.00

FIFO (First In First Out)

The FIFO (First In First Out) costing method is similar to LIFO and keeps track of the price you paid for each group of units you receive at the same time at the same unit cost. However, FIFO costs your sales and values your inventory as if the items you sell are the ones that you have had in stock for the longest time.

Select FIFO when you charge costs against revenue in the order in which costs occur. (FIFO generally yields the highest possible amount of net income during periods of constantly rising costs because costs increase regardless of the fact you may receive merchandise prior to the cost increase. In periods of declining cost, the effect is reversed.)

Example—FIFO   You received three different shipments for WIDGET01. The cost is as follows:

Item #	Order #	Cost	Quantity
WIDGET01	10001	$10.00	10
WIDGET01	10008	$12.00	10
WIDGET01	10012	$13.00	10

You sold 15 units:

10 units costed at $10.00 each	= $100.00
5 units costed at $12.00 each	= $60.00
Total Cost	= $160.00

How LIFO and FIFO Work

If you use either LIFO costing or FIFO costing, Peachtree makes certain assumptions.

- Whenever you enter a shipment of the item, Peachtree records
  - the quantity you received
  - the date you received it
  - the unit cost
- Inventory records this information separately for each different shipment.
- Whenever you sell an item, Peachtree uses the cost information that was recorded.
  - If you select LIFO as the item's costing method, Peachtree uses the cost information from the most recent shipment first. It uses cost information from your oldest stock item last.
  - If you select FIFO as the item's costing method, Peachtree uses the cost information from the oldest shipment—items received first that are still in stock. It uses cost information from your most recent stock receipt last.

Inventory and Cash-Basis Companies

In a true cash-basis company, you cannot purchase and sell traditional (Stock-type) inventory items. This is prohibited by the IRS, as well as by Generally Accepted Accounting Principles (GAAP). If you buy and sell inventory, we strongly recommend that you use accrual accounting.

However, Peachtree does allow the tracking of cost for cash-basis companies by implementing a modified cash-basis approach. The cost of goods sold is computed for sales invoices, but not applied to the general ledger until cash actually changes hands (in a receipt). Similarly, for purchases, inventory is debited with a memo entry, which is not posted to the general ledger until the payment is disbursed.

Thus, in cash-basis companies, the sales journal will differ from the general ledger for inventory sales. The sales journal will display the cost of goods sold amount which gets calculated at the time of the sale. The general ledger will not show this amount until the receipt is posted. In this way, Peachtree can accurately track inventory cost, while still allowing the aging of receivables for cash-basis companies.

Selling Out-of-Stock Inventory

The Action Items window allows you to set an alert if you try to sell or decrease an inventory item that is out-of-stock. Peachtree calculates quantities-on-hand on a daily basis, based on the transaction date. Many companies regularly sell inventory that is currently out-of-stock. However, if yours is a company that would rarely sell inventory that you don't currently have, you might wish to set an alert. It doesn't prevent you from selling out-of-stock inventory; it just alerts you to the situation.

Peachtree estimates the cost of sales for out-of-stock quantities based on the most recent cost. When you purchase the out-of-stock item, a system cost adjustment is made on the date of purchase to adjust for any discrepancy between the estimated cost at time of sale and the actual cost. These adjustments appear on the Inventory Adjustment Journal, Item Costing report, and the General Ledger report.

Costing for Partial Quantities

For certain types of inventory items (fabric, for example), you may enter and track partial quantities (.5 yards of cloth). Peachtree always rounds costs to two decimal places. This can lead to some discrepancies in costing for partial quantities.

For example, you enter a purchase for 5.33333 yards of fabric at $.38 a yard. The actual amount is $2.0266654, but this amount gets rounded and stored as $2.03. When you sell the fabric, the cost of sales is based upon this rounded amount.

For example, you sell 10 yards of the fabric. The actual cost of sales should be $3.80 (10 times $.38). However, Peachtree computes the cost this way:

$$\$2.03 \div 5.33333 * 10 = \$3.81$$

using the rounded purchase amount. In most cases, as in this example, the discrepancy (if any) is small.

User's Guide

To learn about	Go to
Inventory Setup	"Setting Up Inventory" on page 282
Inventory Items	"Set Up and Maintain Inventory Items" on page 285
Price Levels	"Set Up and Maintain Price Levels" on page 291
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Build or Unbuild an Assembly	"Building or Unbuilding an Inventory Assembly" on page 295
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Reporting	"Inventory Reports" on page 297

Setting Up Inventory

Default information is information that automatically appears in windows, or is automatically used by the system. In the Inventory Item Defaults window, you establish the defaults for custom field titles, taxes, general ledger link accounts, cost methods, and shipping methods.

Enter Inventory Item Default Information

➤ From the **Maintain** menu, select **Default Information**. Then, select **Inventory Items**.

Settings made on the **General tab** determine how Peachtree handles general issues such as whether or not to warn you of an out-of-stock condition.

On the **GL Accts/Costing** tab, you set up accounts that automatically appear for inventory items in different types of transactions; these can be changed by customer or on specific transactions, if necessary.

On the **Taxes/Shipping** tab, you set up default exempt or regular tax categories for items and a default list of preferred shipping methods.

On the **Custom Fields** tab, you can define five custom fields that you will be able to track on inventory reports.

On the **Price Levels** tab, you set up names and calculations for different sales price levels you can offer to different customers.

When you set up a new company, some of the information in Inventory Item Defaults is entered. You can change these defaults if you like.

There are several areas where you define default information:

General. This lets you set a number of options that determine how Peachtree handles general inventory situations, including

- whether to allow inventory items to share UPC/SKU (Universal Product Code/Stock Keeping Unit) values

- whether to include units of an item appearing on purchase orders when calculating quantity available (see note below)

- whether to warn you, when entering invoices/receipts or sales orders, that an item is out of stock based on figures either for quantity on hand or quantity available

The quantity available of an item equals the number of units of the item on hand minus quantities committed on sales orders, plus quantities appearing on purchase orders. Quantities appearing on purchase orders will be factored into this calculation only if you have checked the **Quantity Available** check box.

General Ledger Accounts and Costing Methods   Here, you set the most common general ledger accounts for different item types, the most common costing method, and the default freight account. The information you enter here automatically appears when setting up inventory items, thereby speeding up the process.

- **Sales accounts** are typically income-type accounts for all item classes.

- **Inventory accounts** are for stock and assembly items.

- The other item classes use a **Salary** or **Wages Expense** type account.

- **Cost of Goods** are Cost of Goods Sold type accounts.

Fields that are gray are inaccessible. You cannot enter general ledger accounts for Description Only items, because no accounts are entered or tracked for this item class. You can only enter costing methods for Stock and Assembly items, since we only track costing for those item classes. **You should use the same costing method for all items**.

You need to enter the general ledger default account for **Freight** charges on Quotes, Sales Orders, and Sales Invoices. This account will be used every time you enter the Freight field on Sales Orders and Invoices. Usually the account selected should be an expense or cost of sales account depending on how you handle freight (for example, Freight Expense or Shipping Charges Cost of Sales). The account will be credited (decreased) when the sales transaction is recorded. If you are recording freight for purchases, then you need to set up a separate inventory item for this (usually a Non-stock Item). See "Enter Freight Charges" on page 297.

Item Tax Type and Ship Methods You can enter up to 25 different tax types, and up to 10 shipping methods. Some states require that you indicate why something is tax exempt, and this is where you would enter those different tax exempt reasons. For example, in California milk is tax exempt, so a Milk tax type must be set up, and the Tax box *not* checked. Then, when you sell milk, select the correct item tax type. A Labor or Service item may also be exempt. Typically, you will only set up Regular and Exempt, and check the **Tax** box for the Regular item tax type.

The shipping methods you enter appear in the **Ship Via** list, which displays on appropriate transaction windows. You can also select from these default shipping methods when setting up your customers and vendors.

Custom Fields Peachtree allows you to customize item information with five blank fields. You can customize some reports to use these fields.

Here, you are entering the label or name of the field. The field will appear in Maintain Inventory Items, where you will enter the actual data stored by the field.

Enter your own labels to keep track of specific information. For example, you could enter "Weight" as a field label and note the shipping weight of an item for freight charges.

	Field Labels	Enabled
1.	Alternate Vendor	☑
2.	Substitution	☑
3.	Weight	☑
4.	Special Note	☑
5.	Special Order	☑

Select these boxes to enable the custom fields by clicking with the mouse or using [Tab] to select the box and then the [Spacebar] to make the check mark.

Price Levels Price levels offer you a way to charge different prices to different customers. For example, a regular customer who buys large quantities of an item may get a better price than the occasional customer who only buys one of that same item.

The **Level Names** you set up can be selected for customers and on transactions. For example, you might name price level one "Retail 1." The **Default Calculations** you set up act as templates or models and should contain commonly used pricing values. Creating default price level calculations saves you time and effort. Later, when you select a pricing level for inventory items, you can simply select the appropriate pricing level, and you're done.

Want to learn more about the Inventory Item Defaults window? Click the **Help** toolbar button in the window.

Set Up and Maintain Inventory Items

For step-by-step instructions, look up **"items"** in the Peachtree Help index.

You set up your inventory items through the **Maintain** menu. You can establish general ledger accounts, usual vendors, tax types (exempt reasons), sales price levels, and reorder quantities.

To open the Maintain Inventory Items window, do the following:

➤ From the **Maintain** menu, select **Inventory Items**.

This is where you enter lookup information about the item such as item ID, name, short description for lists, item class (type of inventory item), and item status.
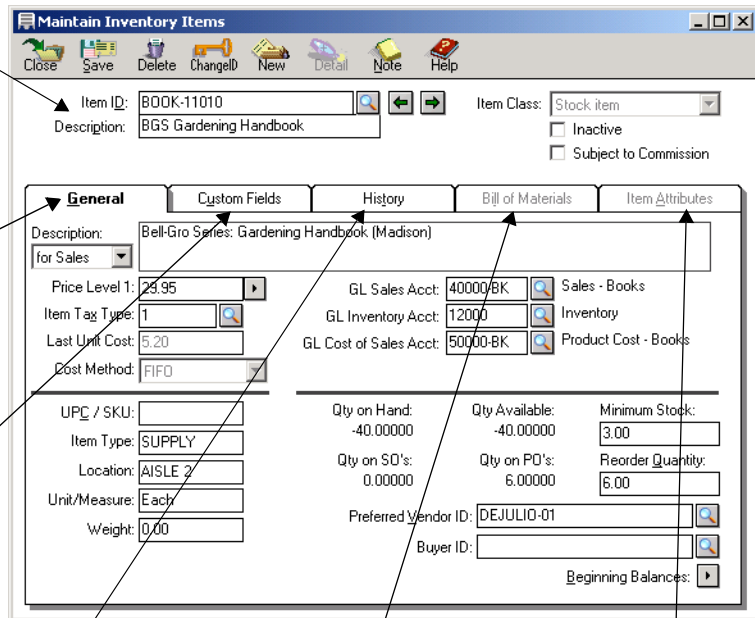
Use the **General** tab to enter general information about the item, including a description, a default price level, and default general ledger accounts to use for transactions.

Use the **Custom Fields** tab to track customized information about the item.

Use the **History** tab to display the period history of stock and assembly inventory items.

Use the **Bill of Materials** tab to list the components of assembly items.

Use the **Item Attributes** tab to enter and list attributes, such as size and color, of master stock and substock items.

Inventory item information is divided into several areas: Header fields, **General** tab, **Custom Fields** tab, **History** tab, **Bill of Materials** tab (for assemblies only), and **Item Attributes** tab (for master stock and substock items).

Header Information

The Maintain Inventory Items window lets you set up blanket information called *header information*.
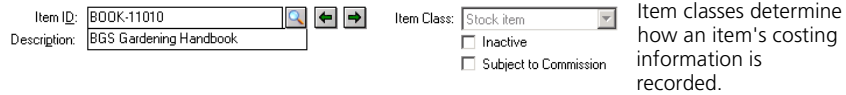
Item ID: BOOK-11010 Item Class: Stock item

Description: BGS Gardening Handbook

☐ Inactive
☐ Subject to Commission

Item classes determine how an item's costing information is recorded.

Header information you enter for each item includes:

- **Item ID:** You can select an existing item ID from the list or enter a code up to 20 characters long.

- **Description:** This can be up to 30 characters long.

- **Item Classes:** There are a number of item classes to choose from. This field determines what gets tracked for the item. For example, cost and quantities are tracked for stock (including substock items; see "Item Attributes" on page 288) and assembly items. Only cost is tracked for non-stock, service, and labor items. Look up "**item classes**" in the Peachtree Help index for more information.

- **Inactive:** Inactive items are eligible for deletion when you purge inventory items at year-end. If you try to enter a transaction using this item, Peachtree will warn you.

- **Subject to Commission:** Allows you to indicate if this item is subject to commission. If it is, and is sold through Sales/Invoicing, the item is included in the Accounts Receivable Sales Rep report.

The areas of information included in Maintain Inventory Items are:

General Information on the **General** tab includes a separate description to be used for purchases or sales, different sales price levels, the location of the item in your warehouse, and the IDs of the preferred vendor and buyer for the item. You can also specify general ledger accounts to update when the item is bought or sold.

- You can set up to ten different **Price Levels** in Peachtree Complete and Peachtree Premium, and up to five in Peachtree Accounting. You can specify a pricing level for a customer on the Maintain Customer window, and change the level on the transaction. *Note:* These are called Billing Rates when entering activity items (*Peachtree Complete* and *Peachtree Premium* only).

- The **Item Tax Type** determines whether the item is taxable or exempt. Regulations regarding taxable or exempt status vary from area to area.

- For new inventory items, enter a temporary beginning **Last Unit Cost**. For Stock items, this **Last Unit Cost** field will be used only if there is no previous payment, no purchase, nor any positive adjustment (adjustment up) to base the cost on. In other words, this field is only available for negative adjustments (adjustments down) and sales. For Non-stock, Service, and Labor Items, a System Cost Adjustment is made on the day that a purchase, payment, or adjustment is made for that item. The adjustment corrects any difference between the amount in this **Last Unit Cost** field and the actual purchase cost.

- The **Cost Methods** available are Average Cost, LIFO, and FIFO. You should select the *same method* for each item in your inventory. Check with your accountant about the implications of changing this method. Costing Methods once selected cannot be changed.

- Use the **UPC /SKU** field to enter the item's Universal Product Code/ Stock Keeping Unit number, which is encoded in an item's bar code.

- Use the **Item Type** field to group similar items. You can then use this code as a filter on inventory reports. For example, you could set up a type called CHEMICAL, enter that type as a type mask when ordering a report, and have your report show only those items typed as chemicals.

- The **Location** field identifies where in your facility the item is stocked.

- Use the **Unit Measure** field to define one unit of the item, for example *each*, *units*, *case*, *barrel*, and so on. The unit of measure you choose must be consistent for *all* items entered into Peachtree in order for weight totals to be consistent on inventory reports and forms.

- The **Weight** field identifies the weight of the item in a *constant* unit of measure (grams, ounces, pounds, and so forth).

- **Preferred Vendor ID** and **Buyer ID**: These identify the vendor from whom you usually buy the item and your company employee who is the designated buyer for the item.

For more information, look up **"items"** in the Peachtree Help index.

Custom Fields   Peachtree allows you to customize inventory item information with five fields that you create. You can add these five fields to reports.

The text in these field labels is entered through Inventory Item Defaults.

1. Alternate Vendor	Duffey Lawn Pro, Inc.
2. Substitution	Yes
3. Weight	Less than 2 lbs.
4. Special Note	Hardcover only
5. Special Order	Discounts for 12 or more

History   You can view information about the history of the selected item. This information is read-only and cannot be changed here.

Period History	# Units Sold	Sales ($)	# Units Rec'd	Costs ($)
Mar 31, 2003	3.00	89.85		
Feb 28, 2003	40.00	1,198.00	35.00	182.00
Jan 31, 2003	1.00	29.95		
Dec 31, 2002				
Nov 30, 2002				
Oct 31, 2002				
Sep 30, 2002				
Aug 31, 2002				
Jul 31, 2002				

Bill of Materials   You can specify items as assembly items, and create a unit made up of component items. These component items have to be created first before you can create the assembly. The bill of materials tells Peachtree what components make up the assembly, and how many of them are needed for one assembly unit.

Note   Once an assembly has been built, then used in a transaction, you cannot add or remove component items from the assembly item. You can rename the assembly as a new item, effectively copying the bill of materials. Then, you can modify the components, since no transaction references this new item. See "Adjusting the Bill of Materials for an Assembly" on page 296.

Item Attributes   You can set up master stock items, which in turn govern the creation of substock items. *Substock items* share the attributes of the master stock item that creates them. First you add a master stock item as you would an inventory item, entering its ID and description. Then you add both primary and secondary attributes for the item. Item attributes could include size, length, color, price range, and so forth.

Once the master stock item is saved, it automatically generates a series of substock items that share combinations of the master's primary and secondary attributes. For example, if your primary attribute set includes colors (white, green, red, black) and your secondary attribute set includes sizes (small, medium, large), the master stock item would create a series of substock items that share these attributes in all possible combinations.

The **Created Substock Items** table at the bottom of the tab lists by item ID all substock items generated from the master. It displays the primary and secondary attributes on which each item is based and the quantity on hand of the item. To make a substock item inactive, you can select the **Inactive** check box for that item.

Created Substock Items:

Item ID	Height	Color	Qty on Hand	Inactive
AVRY-10200-2ft-GRN	2 feet high	Green		☐
AVRY-10200-2ft-RD	2 feet high	Red		☐
AVRY-10200-2ft-WHTE	2 feet high	White		☐
AVRY-10200-4ft-GRN	4 feet high	Green		☐
AVRY-10200-4ft-RD	4 feet high	Red		☑

To make a substock item inactive, select the **Inactive** check box.

For more information, look up **"master stock items, Set Up Master Stock and Substock Items"** in the Peachtree Help index.

What Do You Want to Do Next?

ChangeID	**Change this item ID** Select the **ChangeID** button if you want to change the ID for this inventory item. You might want to change an ID if you are changing the way you identify item records. For example, you might change from a scheme that uses the item name to one that uses sequential numbering. When you change an item ID, all records and transactions associated with this item will change to reflect the new ID. This includes past and current transactions. For more information, look up **"item IDs"** in Peachtree Help index.
Note	**Enter a note for this item** Select the **Note** button to attach a note to this inventory item. You can enter up to 250 characters. For more information, look up **"notes"** in the Peachtree Help index.
Help	**Want to learn more about the Maintain Inventory Items window?** Click the **Help** toolbar button in the window.

Beginning Balances

For step-by-step instructions, look up **"beginning balances"** in the Peachtree Help index.

You can enter a single quantity and unit cost for each inventory item, provided you have a password that allows you to enter beginning balances (if one is required). Do not use the beginning balances window to make adjustments to inventory for spoilage or theft; use the **Inventory Adjustments** option from the **Tasks** menu. (See <u>"Adjust Inventory" on page 294</u>.)

You can modify the beginning balance whenever you like, *until you close the fiscal year.* Once you close the fiscal year, you can no longer change beginning balances for any item that was used in any transaction in the closed year. You could, however, do an inventory adjustment on the first day of period one.

The total amount of your inventory beginning balances entered here should be the same amount you entered in your Chart of Accounts beginning balance for Inventory. If you don't do this, your general ledger and financial reports will not match your inventory reports.

Purging   Inventory beginning balance transactions *do not* get purged for FIFO/LIFO items unless the quantity on-hand as of the purge date is zero and there are no non-purged transactions using that item. Average-cost beginning balances get purged and a new beginning balance created, as of the purge date.

Set Up and Maintain Price Levels

For step-by-step instructions, look up **"item prices, Change Item Sales Prices"** in the Peachtree Help index.

You can change individual item prices on the Maintain Inventory Items window. (Only *Peachtree Complete* and *Peachtree Premium* offer the capability of changing multiple prices.) You can enter multiple sales prices per item.

In *Peachtree Complete* and *Peachtree Premium*, you can change item prices for multiple items using one window—the Maintain Item Prices window. 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 (See "Change Prices for Multiple Items" on page 292.)

Change Prices for Individual Items

Peachtree allows you to customize item price information with five (*Peachtree Accounting*) or ten (*Peachtree Complete* and *Peachtree Premium*) different price levels per item.

Note

If you are using activity items (*Peachtree Complete* and *Peachtree Premium* only), the pricing levels change to billing rates.

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.

Setting up different price levels lets you charge different prices for the same item depending on a sale or customer. This amount will display on invoices and other sales tasks when the item code is selected. You can have one customer use sales price level 1 and another level 2.

Change Prices for Multiple Items

This feature is only
available in
Peachtree Complete,
and *Peachtree*
Premium.

You can also use the Maintain Item Prices window to change multiple item prices. This method is more convenient if you are changing prices on a range of inventory items, or all inventory items. For example, you could mark up all of your inventory items 10%.

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

Warning

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

Want to learn more about the Maintain Item Prices window? Click the Help toolbar button in the window.

Build and Maintain Assembly Items

For step-by-step instructions, look up **"assemblies, Build/Unbuild Assemblies"** in the Peachtree Help index.

You can specify items as assembly items, and create a unit made up of component items. Once an assembly has been built, then used in a transaction, you cannot add or remove component items from the assembly item. You can rename the assembly as a new item, effectively copying the bill of materials. Then, you can modify the components, since no transaction references this new item. See "Adjusting the Bill of Materials for an Assembly" on page 296.

Entering an Assembly Item and Bill of Materials

An assembly item is a single unit made up of component items. These component items must be created first before you can create the assembly. Once the items are created and saved, you can enter an item using the Assembly item class. For each assembly you enter, you must create the bill of materials. The bill of materials tells Peachtree what components make up the assembly, and how many of them are needed for one assembly unit.

Once you have used this assembly item in a transaction, you can no longer edit the bill of materials. See "Adjusting the Bill of Materials for an Assembly" on page 296.

The **Bill of Materials** is a list of all the components which make up one assembly unit.

Once you sell or purchase the assembly for the first time, the **Bill of Materials** cannot be modified.

Want to learn more about the Maintain Inventory Items window? Click the Help toolbar button in the window.

Copying an Assembly

To copy the Bill of Materials of a current assembly to a new assembly, follow these three basic steps:

1   From the Maintain Inventory Items window, enter or select the ID of the assembly item you want to copy.

2   In the **Item ID** field, type over the name of the old assembly with the name of the new one.

3   Press **Enter** to close the list and finish entering the information for the new assembly.

Once you post a transaction that uses this new assembly, you cannot make changes to the components of this new assembly.

The final step is to build a quantity of this assembly. See "Building or Unbuilding an Inventory Assembly" on page 295.

Inventory Tasks

Once you set up your inventory, there are various tasks you can perform to adjust or affect inventory item levels or prices.

User's Guide

To learn about	Go to
Adjusting inventory	"Adjust Inventory" on page 294
Building and unbuilding assembly items	"Building or Unbuilding an Inventory Assembly" on page 295
Entering freight charges	"Enter Freight Charges" on page 297
Entering purchase returns	"Enter Purchase Returns" on page 297

Adjust Inventory
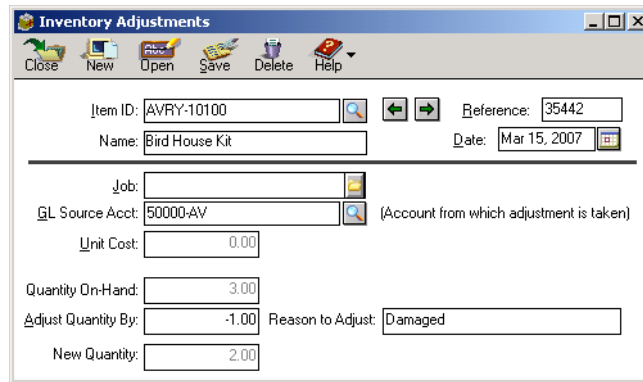
For step-by-step instructions, look up **"adjust"** in the Peachtree Help index.

Occasionally, you may need to record adjustments to on-hand quantities of inventory items. The Inventory Adjustment task makes it easy to make these adjustments, and to track them.

There are two types of inventory adjustments: increases in quantity and decreases in quantity. For an adjustment up, enter a positive quantity; you can also enter a unit cost. This will increase your quantity on hand and total inventory value much as a purchase would. You might use an adjustment up if you previously miscounted your inventory and now have more units on hand than you thought you had.

For an adjustment down, enter a negative quantity; you can't enter a unit cost. Peachtree will figure out the cost value that these units are being removed at, much like a sale. An inventory adjustment down will decrease the quantity on hand as well as the total value. You might use an adjustment down if something was stolen, for breakage, or if inventory was previously miscounted.

When you make an adjustment, the cost of goods sold, inventory total value, and inventory general ledger accounts are all updated.

This can only be an item classified as a stock item or assembly item. The Name field is automatically filled in with the name that was entered for the selected item in the Maintain Inventory Items window.

Want to learn more about the Inventory Adjustments window? Click the Help toolbar button in the window.

Building or Unbuilding an Inventory Assembly

For step-by-step instructions, look up **"assemblies, Build/Unbuild Assemblies"** in the Help index.

Here, you take existing stock or assembly inventory items and convert them to assemblies. You can also break an assembly into its component items by unbuilding it, or entering a negative number in the **Quantity to Build** field.

If you are unbuilding an assembly, enter a negative number (preceded by a minus sign). You cannot build more assembly items than you have components for, nor can you unbuild more than the assembly's quantity on-hand.

Enter a negative
quantity to unbuild,
a positive quantity to
build.

When you unbuild (disassemble) an assembly, Peachtree creates a new entry for
that unbuilt assembly instead of looking for a previous build entry and deleting
that entry. At the time that you unbuild an assembly, Peachtree will decrease the
quantity and value of the assembly item and increase the quantities and values
of the components. Components will be put back at their most recent cost value
and any value difference between the per unit value of the assembly item and the
composite value of the components will be adjusted to the Cost of Goods Sold
account.

The New Quantity is
calculated by
Peachtree
Accounting.

Want to learn more about the Build/Unbuild Assemblies window? Click the
Help toolbar button in the window.

Adjusting the Bill of Materials for an Assembly

If no transactions use an assembly, then you can adjust the bill of materials.
However, if any transaction references an assembly item in any previous year or
in the current year, you cannot modify the bill of materials.

To get around this, you can save the assembly item with a new ID. This
effectively copies the bill of materials. Then, you can change the components as
necessary on the Bill of Materials tab, because no transaction references this new
assembly item.

You would probably want to mark the original (old) item as Inactive after this
process.

Enter Freight Charges

For step-by-step instructions, look up **"freight charges, Set Up and Enter Freight Charges"** in the Help index.

If you add freight charges to a sales invoice or sales order, you can enter the charges in the corresponding **Freight** field. The G/L account setup in the Inventory Item Defaults window (from the **Maintain** menu, select **Default Information**, then **Inventory Items**) will be credited for the income.

If you need to record freight charges separately for purchases, you can set up the freight as a non-stock item in inventory. You must have a cost of goods sold type account to apply the freight to. When you purchase freight charges, the cost is debited to your cost of goods sold account. You could feasibly use this later as a reimbursable expense for jobs.

Enter Purchase Returns

If an item is returned at a cost that is different from the current cost of the item, then Peachtree will create a purchase return adjustment for it.

For example:

- The average cost of widgets is $1.50.

- A widget is returned for $1.25.

- Peachtree makes an adjustment for the difference of $0.25 between the average cost and the return cost.

Inventory Reports

Peachtree includes a variety of reports for organizing and monitoring the inventory process. These reports list inventory items, cost, quantity on hand, assembly components, adjustments, and general ledger activity.

Peachtree Accounting uses the weighted-average method of average costing. This is relevant on the Profitability reports, the Inventory Valuation report, and the Cost of Goods Sold Journal.

The inventory reports can be displayed, printed, or customized in the same manner as other Peachtree reports. Most inventory reports have additional windows that help you select and sort information that appears in the report. For general information on filtering and printing reports, see the "Preparing Reports" chapter.

The inventory reports are:

Assembly List. Provides a listing of all inventory items using the Assembly Item Class. The report lists each assembly, showing its components and the quantities required.

Assemblies Adjustment Journal   Shows you the build and unbuild transactions for adjusting assemblies and the quantities involved. This report is used to verify the general ledger posting accounts used during assembly adjustments. If you accept the default printing, you will get all assembly adjustments entered for the current accounting period.

Cost of Goods Sold Journal   Allows you to reconcile the cost of inventory items and verify general ledger posting accounts. The report lists each adjustment in full detail, transaction summary, or account summary.

Besides the cost of goods sold, this also includes the cost of goods used in assemblies.

Inventory Adjustment Journal   Allows you to reconcile inventory adjustments and verify general ledger posting accounts. The report lists each adjustment in full detail, transaction summary, or account summary.

Item List   Provides a list of inventory items and assemblies. The report includes the item ID, description, type, quantity on hand, and so on.

Item Master List   Shows all the data you have entered concerning the inventory items in the Maintain Inventory Item window. This report should be printed in landscape orientation.

Physical Inventory List   Serves as a worksheet for counting inventory items. The report lists the item ID, description, unit of measure, and space to fill in the item count.

Item Price List   Serves as a company price sheet for inventory items. The report includes item ID, description, unit of measure, sales price, etc. The defaulted report displays all five sales price levels as well as current quantity on hand.

Inventory Profitability Report   Identifies gross profit margins for inventory items sold and percentages of profit based on the current accounting period.

Inventory Stock Status Report   Serves as a reorder report to identify inventory items on hand for the current period and points out balances that are below the minimum stocking level. Only stock and assembly items are listed in this report.

Inventory Reorder Worksheet   Serves as a guide to determining the number of items to reorder based on current quantities and backorders and the established minimum stock level. This report can be printed on a daily basis. Only stock and assembly items are listed in this report. This report should be printed in landscape orientation.

Inventory Unit Activity Report   Analyzes unit purchases, sales, adjustments, and assembly quantity for a specified period of time. The report shows the beginning quantity, purchases, sales, and other information for each item. The defaulted report is based on the current accounting period and refers only to quantity amounts and not item cost. Only stock and assembly items are listed in this report.

Inventory Valuation Report   Helps you determine the quantity on hand of inventory items and item value of what is in stock. Only stock and assembly items are listed in this report.

Item Costing Report   Shows the cost and quantity information for inventory items. It includes all sales, purchases, inventory adjustments, assembly builds/unbuilds, automatic cost adjustments made by Peachtree, purchase return adjustments, and assembly unbuild adjustments for a particular inventory item. It displays the remaining quantity and value after every transaction. Only stock and assembly items are listed in this report.

What makes this report unique is that is can be filtered by a specific date range rather than a period like other inventory reports. This makes the report very useful for investigating a discrepancy about a particular item's quantity on hand or value. The report should be printed in landscape orientation.

Job Costing

8

Overview

Setting Up Jobs

Completing Job Costing Tasks

Using Job Costing Reports

• Job Costing •

Overview

You will be able to use job phases, cost types, and cost codes only if you are working with *Peachtree Complete* or *Peachtree Premium,* not *Peachtree Accounting.* We'll note product differences throughout the chapter.

Job costs are any costs associated with the completion of a project. These may include costs associated with purchasing materials, or paying for labor, equipment or subcontractors. Keeping track of such costs can help you track how much money you are making on each job because you can compare the expenses incurred with the revenues you receive for a job. Peachtree helps you track job costing with easy options that can be used at a simple or detailed level.

Before you can start tracking job costs, you should decide how you want to use your job costing process. The following section can help you determine what level of detail is right for you.

How Can You Use Job Costing?

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 detailed information about the job.

To learn about	Go to
Job costing setup	"Setting Up Jobs" on page 310
Specific job costing tasks	"Completing Job Costing Tasks" on page 319
Reporting	"Using Job Costing Reports" on page 327

If you are using Peachtree Accounting, you can skip to .

If you are using Peachtree Complete or Peachtree Premium, note that you have the ability to maintain a different level of detail for different jobs, depending on your requirement for a specific job. Tracking different levels of detail is achieved by using *phases*, *cost types*, and *cost codes*, discussed below. For smaller jobs, you may not want to maintain a high level of detail, while for long-term or complicated jobs, you may benefit from using detailed costing information. The following describes some strategies for tracking different levels of job detail.

Selecting detail for a job depends on the following factors:

➤ Will you benefit from dividing a job into stages, or phases?

This can be true if your job can be distinctly divided into more than one step, or if the job is going to be completed by more than one person such as you and/or a subcontractor.

➤ Will it help you to track cost of materials, labor, equipment, etc.?

Tracking these costs can help you manage your finances better and also help you assess what constitutes the largest expense in the job. This can directly affect your profit.

➤ Will it help you group certain costs together?

You may be getting paid in installments, in which case all costs incurred in one phase of the project will be paid for in one transaction. Or, certain costs may be so well integrated that they would always be incurred in conjunction, such as rental equipment, regardless of which item is rented. In such cases, specific costs do not need to be tracked, only a combination of expenses for a certain part of the job.

Once you have determined these basic requirements, you can set up your jobs accordingly. The following table shows you how:

If...	Then...
You want to see only gross expenses and revenue for a job.	Use job ID only
You want to divide the job into stages and you want to group costs collectively under types, but want more than one category.	Use phases with cost types in your Job
You want to assess the cost of each item, its type/group, its time of usage in each stage of your project.	Use phases, cost types and cost codes

As the table suggests, there are four elements in job costing: your job (job ID), phases, cost codes and cost types. These elements are described in detail in the following section. You can read about the element you want to use and then skip to the section which provides instructions on how to set up that particular element. For example, see "Set Up Phases" on page 317, "Set Up Cost Codes" on page 318, and so on.

Remember that you have the option to set up any job with or without phases and codes/types. The program treats every job differently, so you can select a different combination of job costing elements for each job.

The Elements of Job Costing

This section provides descriptive information on the elements of job costing. For instructions on entering this information, read the "Setting Up Jobs" on page 310. For detailed examples on how to use the elements of job costing, see the examples, following this section.

Job ID   The only required element in job costing. A job ID is a unique identification code for each particular job or project that your company is undertaking. For information on setting up a new job ID, see "Set Up and Maintain Jobs" on page 312. You can also create additional job IDs later by copying an existing job ID. For instructions, see "Copy Job Information" on page 318.

For example, if you are a construction company involved in residential and commercial construction projects, you can create job IDs as follows:

Job/Project	Job ID
Office Building	COM001
Apartment Home	RES001

Remember that when you set up a job ID, you can also use the Job Costing features to track costs by job, phase, cost code, and cost type. The figures that follow illustrate how you can set up different jobs.

This is a job with no phases or cost codes associated with it. For example, cutting shrubs, or parcel delivery. Setting up jobs like this just tracks expenses and revenues by G/L accounts.

Job ID 001

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

This is a job with two phases but no cost codes associated with it. For example, site preparation and sodding. By dividing a job in this manner, you can focus on total costs related to a phase as opposed to individual costs within phases.

Job ID 002

Phase ID: P1

Phase ID: P2

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. For instructions on entering information on phases, see .

You can use just phases, or you can use phases and cost codes. The level of detail is up to you. If your phases have associated costs that you want to track separately, you should use cost codes in those phases.

Cost Codes   Identifies a specific category/task within a phase, providing a greater level of detail. You should create cost codes that can apply to different phases and multiple jobs that you undertake. If you can create cost codes integral to the different jobs that you do, you can easily track your job cost and in turn arrive at more realistic quotes for another job that involves the same elements.

This is a job with more than one phase, of which one has two associated cost codes. These cost codes are a way of tracking the income and expense solely related to this phase. For example, C01 may be the price of rocks, and C02 may be the subcontractor's pay.
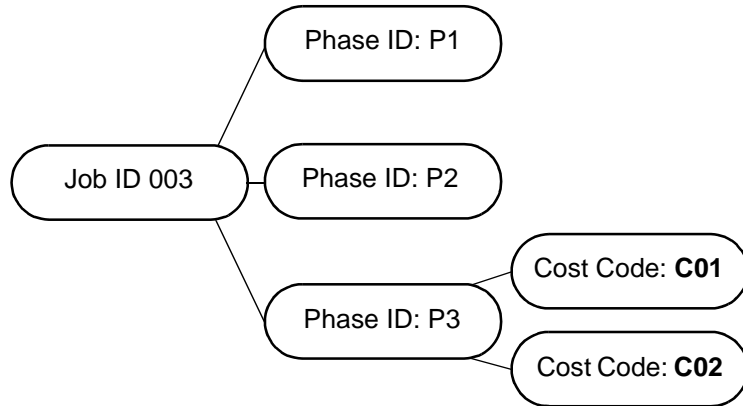
Remember that you may not need to track specific costs for every phase of a job. If you do not need detail as to how much each resource or item cost you in a job, you may not want to use cost codes. You can create new phases and cost codes at any time.

The best way to identify which cost codes to set up would be to consider all such resources whose cost affects your budget and that you use for completing a job. For example, as a landscaping company, you can set up your cost codes for materials or tasks such as Equipment Rental, Rock, Shrubbery, Mowing, Raking, Seeding and so on. Equipment Rental can be 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.

For a detailed example of using cost codes, see <u>"Using Job Costing: Some Examples" on page 308</u>.

Note   You must be careful not to specify too many cost codes because then you may end up having too much detail that can be confusing, or you may end up with cost codes that are too specific and unusable. A better way would be to have a few generic cost codes to begin with and add some later, if needed.

Cost Types   If categories of cost matter more to you than specific tasks in a phase, you should use cost types with your phases instead of cost codes. You can, however, use both cost codes and cost types by dividing cost types into cost codes.

Cost types are five categories in which you can classify most of your expenses and revenues related to a job. You must apply a cost type to each cost code you define and to any phase that does not have a cost code. Peachtree provides you five options in the **Cost Types** drop-down list box:

- Labor (for work performed by your employees, temporary help, and so forth)

- Materials (for materials used in any phase of the job)

- Equipment (for private or rental equipment used to perform the job)

- Subcontractors (for work performed by sub-contract labor)

- Other (for miscellaneous expenses such as permits, training costs, transportation, overheads, and so on)

On some jobs reports, you can include the cost type information you entered for each cost code used, or cost information for any phase without a cost code. This can help determine where and when your money was used while completing a certain job. Note that you *must* select a cost type for all phases that do not use cost codes for the purposes of job costing.

If you have a reason for using two cost types (for example, if you paid a subcontractor for bringing materials), you should use the predominant cost type for any job transaction you enter.

Thus, the points 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

Note

Job costing helps analyze the accuracy of an estimate by comparing the actuals during and after a job is complete. The value of job costing for estimating purposes is very helpful for improved estimates/quotes in the future.

Using Job Costing: Some Examples

The following examples illustrate how you can use various combinations of the elements of job costing.

Example 1 (Using Job ID only)

If you are a painter who paints murals, you might use the job costing feature to track your revenue and expenses at a G/L account level. The nature of your projects may not require maintaining a high level of detail about labor, subcontractor or equipment so you can simply use a job ID. You do not need to divide the job into phases because you will get paid for the entire job at once, and the job itself may not have distinct or sequential stages.

Example 2 (Using Job ID, Phases, and Cost Codes)

If you are a graphics design company, you can divide a project into specific phases to track the revenues and expenses. You could set up phases for

- Design
- Typesetting
- Copywriting
- Photography
- Printing
- Graphics

Then, you could set up cost codes so that they could be applied to one or more phases you have already set up. The easiest way is to set up a cost code that is generic. You can name the cost code for the cost type it represents and make it widely applicable. For example, you could set up cost codes for

- Labor
- Materials
- Equipment
- SubContractor
- Other

Although these cost codes appear to be similar to cost types, they are easier to use than cost codes that apply to specific items. For example, if you had set up a cost type as Labor and were to divide it into cost codes such as Artist, Sketcher, Photographer and so on, you will end up with all of these specific cost codes in each phase. This means that these cost codes will appear in phases, including those phases where they are not used. So, you would have a Photographer cost code available for the typesetting phase and the copywriting phase. Instead, you can define labor as a generic cost code and fulfill the need without any cumbersome detail.

Remember to set up cost codes so that they can be applied in more than one phase and across similar jobs. The suggestions for cost codes above meet this criterion and limit you from overwhelming detail that might be confusing in Job Costing reports.

The reason that you set up cost codes in the same generic manner as cost types is because you can only use one cost type with any one phase. If you want to track information for more than one cost in a phase, you will need cost codes. For example, if you associate labor as the cost type for the printing phase and do not define cost codes, you cannot track the cost of material used in this phase.

Example 3 (Using Job, Phases, Cost Codes, Cost Types)

If you are a construction company, you can divide a project into distinct stages and track each specific cost within each phase to maintain complete control over the net amount spent and net revenues received. In a project where costs of materials and labor can add up significantly, a greater control is desirable.

The following table shows how you can divide your jobs:

Job ID	Phases	Cost Codes	Cost Types
			(associated with the cost code)
P1000 (MJ Kinney new pool)	03-Site Work	070-Surfaces	Material
		080-Surfaces	Labor

As you can see, the cost code 'Surfaces" is required for Labor costs and Material costs in the Site Work phase. That is the kind of detail you can achieve using a combination of cost type with cost code. For more information on and additional examples of these elements, use the sample company (Bellwether Garden Supply) in Peachtree, which already has a list of job IDs, phases, cost codes, and cost types set up.

Setting Up Jobs

You should define a job ID for any project that you complete for a customer in a specific period of time. You should set up a different job ID for each project. Once you set up the first job, you can easily copy the information to create a new job ID for subsequent jobs. When you use job costing, you need to assign purchases, payments, receipts, inventory adjustments, sales, employee hours or salary, and general journal transactions to specific jobs to track expenses and revenues.

Tracking job phases and cost codes is available only in Peachtree Complete and Peachtree Premium.

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. This includes optionally entering the default fields for jobs windows using the **Default Information**, **Jobs** option, on the **Maintain** menu. However, you are required to enter the setup information for phases and cost codes, if you wish to use them. The following sections explain each of these procedures.

Optional Default Information for Job Windows

You can customize your job windows by adding custom fields to store additional information about your jobs, such as location, contact names, and so on. These custom fields display on the **Custom Fields** tab of the Maintain Jobs window and will be available for all the jobs in the system. If you do not want to set up any additional custom fields, you can skip to "Set Up and Maintain Jobs" on page 312.

Define Custom Job Field Labels

For step-by-step instructions, look up **"custom fields, Set Up and Use Custom Fields"** in the Peachtree Help index.

Peachtree lets you add additional information in up to five blank fields. You can customize some reports to include these fields.

➤ From the **Maintain** menu, select **Default Information**, and choose **Jobs**. Then select the **Custom Fields** tab of the Job Defaults window.

The labels you enter display as the names of fields on the **Custom Fields** tab of the Maintain Jobs window. Enter your own labels to track detailed information. For example, you could enter "Site Address" as a field label to indicate where the job is located.

Job Defaults

Custom Fields

	Field Labels	Enabled
1.	Second Contact	☑
2.	Special Instruct	☑
3.	Site Phone #	☑
4.	Site Address	☑
5.	Work Phone #	☑

Custom fields can be used to enter extra information about Jobs. Use the fields above to label them on all your Job screens. The enabled box must be checked for text to be entered.

Ok
Cancel
Help

Select the **Enabled** check boxes to show the custom fields on the Maintain Jobs window. If you clear an **Enabled** check box, the field represented by that box will be inaccessible from the Maintain Jobs window.

Enable the field and enter the label   Select the **Enabled** check box for each field you want to use, then enter the field labels for them. For more information on setting up custom field labels, look up **"custom fields, Set Up and Use Custom Fields"** in the Peachtree Help index.

Before Setting Up Phases

Tracking job phases is available only in *Peachtree Complete* and *Peachtree Premium*.

Before you set up job IDs, it is advisable to decide whether you are going to be using phases and cost codes for the job. In case you plan to use them, you should set up your phases and cost codes first so that you can enter job costing information, when you define the job ID. Since phases and cost codes are applicable to more than one job, thinking about them and defining them first helps logically organize the job costing process. For instructions on how to enter a new job, or setting up a new job ID, see .

Remember that once you enter a transaction using a phase, or cost code, you cannot delete the code. Also, you will not be able to modify the job ID after you enter it.

Warning
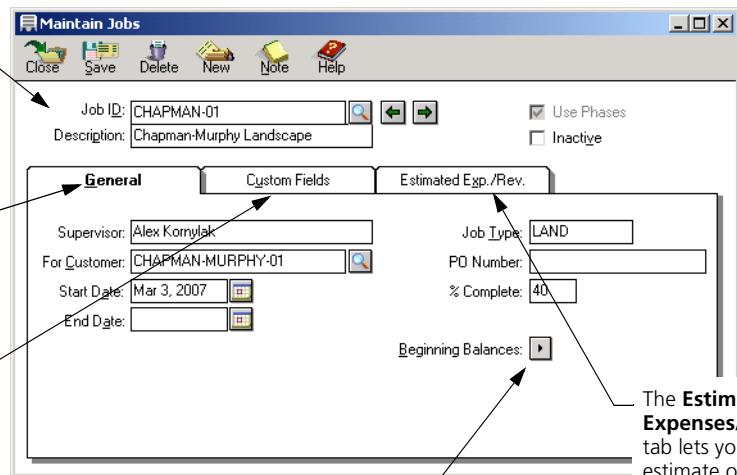
Want to learn more about the Job Defaults window? Click the **Help** toolbar button in the window.

Set Up and Maintain Jobs

For step-by-step instructions, look up **"jobs, Set Up a Job"** in the Peachtree Help index.

You can set up a job by choosing the **Jobs** option from the **Maintain** menu or by clicking the **Jobs** icon from the **Company** Navigation Aid. First you enter a job ID and then general information about the job. Peachtree also lets you use custom fields to enter special information you want to track.

➤ If you are working in *Peachtree Complete* or *Peachtree Premium*, from the **Maintain** menu, select **Job Costs**. Then from the **Job Costs** submenu, select **Jobs**.

➤ If you are working in *Peachtree Accounting*, from the **Maintain** menu, select **Jobs**.

Header information for a job includes the job ID and description.

The **General** tab includes customer name, start and end dates, and job type.

The **Custom Fields** tab lets you define five custom fields that you will be able to track on job reports.

The Beginning Balances arrow button lets you enter any balances, such as customer or vendor balances, that exist as you begin the job.

The **Estimated Expenses/Revenues** tab lets you create an estimate of what your expenses and revenues will be for the job.

From this window, you can add a new job record, change existing job information, or delete a job record (if allowed). Job information is divided into four areas: Header information, **General** tab, **Custom Fields** tab, and **Estimated Expenses/Revenues** tab.

Header Information   Above the different tabs, the field information stays the same. This is called *header information*.

The **Use Phases** option is available only in *Peachtree Complete* and *Peachtree Premium*.

Header information you enter for each job includes:

- **Job ID:** You can select an existing job ID from the list or enter a code up to 20 characters long, without a comma in this field because a comma is used in Task windows to separate the job ID, phase ID and cost code IDs.

- **Description:** This can be up to 30 characters long.

- **Use Phases:** Select this check box to use phases. If a phase has an associated cost code, the cost code field will become active when you enter the phase ID at the time you enter an estimate or beginning balances for the job. *Note:* If you are changing the **Use Phases** option for a job that did not have phases before, you must note down the existing figures for expenses and revenues, first. This information will be removed and replaced by a table containing phases, cost codes, and other columns, so you can enter more detail.

- **Inactive:** Select this check box to mark the job as inactive and make it eligible for purging at year-end processing. If you try to enter a transaction using this job, Peachtree will warn you. Use this option to indicate that a job is complete and to filter out completed jobs from some reports. For example, you can use the **Inactive** box when you are printing reports to include only those jobs that are completed.

General Includes the customer name associated the job, the job supervisor's name, the start and end dates for the job (useful only on reports), PO number, and percentage complete (optional).

- **Customer name:** This is required if you use the **Reimbursable Expense** feature in Sales/Invoicing. For more information, see .

- **Job type:** This is useful because some reports can be filtered by job type. You can enter up to eight alphanumeric characters for filtering job types on reports. This field is case sensitive.

Do not select the **Beginning Balances** button until you have entered the rest of the job information and are ready to save the job record. For more information on entering beginning balances, see .

Custom Fields   Allows you to customize job information with five fields. You can add these fields to your customized reports. These fields are set up in the Job Defaults window. For example, if you've set up a custom field called "Site Phone #," here you would enter the number of the phone on the job site. For general information on setting up job custom field labels in Peachtree, see "Define Custom Job Field Labels" on page 310.

The text in these field labels is entered in the Job Defaults window.

You can enter the information about the specific job here.

1. Second Contact	Larry Murphy
2. Spec Instruction	
3. Site Phone #	770-555-8858
4. Site Address	12554 Lawrenceville Hwy
5. Work Phone #	770-555-8859

Estimated Expenses/Revenues   Creates an estimate of what your actual expenses and revenues for a job will be. As you enter transactions and assign them to jobs, you will be able to generate reports that compare the two to determine how accurate your original estimate was. This will provide useful information to create future estimates.

This is how the window looks in *Peachtree Complete* and *Peachtree Premium*. If you are using *Peachtree Accounting*, you will be able to enter only job expenses and revenues.

Tracking job phases and cost codes is available only in *Peachtree Complete* and *Peachtree Premium*.

You can create detailed estimates only for jobs that use phases or phases and cost codes. For information about the Job Estimates report, which reflects these estimates, see "Using Job Costing Reports" on page 327.

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.

Want to learn more about the Maintain Jobs window? Click the **Help** toolbar button in the window.

Enter Job Beginning Balances

For step-by-step instructions, look up **"beginning balances, Beginning Balances for Jobs"** in the Peachtree Help index.

If you have entered transactions that should be applied to a job using another Beginning Balances window, such as customer beginning balances or vendor beginning balances, you will need to enter them again in Job Beginning Balances. If you have used transaction windows to record your invoices and payments and applied them to the associated job, you should not enter the same beginning balances for that job again.

Peachtree applies any transactions that you assign to a job and uses them for job reports. For example, if you enter transactions in the accounts payable, accounts receivable, payroll, general ledger, or inventory adjustments task areas and assign them to a job, these transactions will be included in job costing reports.

If you did not assign expense or income entries to jobs and you want to enter job beginning balances, you can use your existing entries in other windows as a reference. For example you can note down your entries from purchases, payments, and inventory adjustments to arrive at a figure for **Expenses** in the Job Beginning Balances window. Similarly, you can get **Revenue** figures for Job Beginning Balances by referencing your entries in Sales/Invoicing, Receipts, and General Journal Entry windows.

Tracking job phases and cost codes is available only in *Peachtree Complete* and *Peachtree Premium*.

All expenses and revenues can be broken down by job; by job and phase; or by job, phase, and cost code, depending on how you set up a job. You can enter beginning balances information for job phases and cost codes from the **Jobs** option on the **Maintain** menu. You can break entries by each cost code related to a phase, or simply enter expense and revenue figures for the job's beginning balance. The entries you make will depend on how you set up the job.

As explained earlier, if you have beginning balances for any job, you have two options to enter them:

- You can enter them using the **Beginning Balances** button on the Maintain Jobs window in which case you will need to make entries only once.

- You can enter them using the Customer or Vendor Beginning Balances window and then enter them in the Job Beginning Balances window.

➤ Select the **Beginning Balances** button on the **General** tab of the Maintain Jobs window.

Job Type: LAND
PO Number:
% Complete: 40

Beginning Balances: ▶

The **Phase ID** and
Cost Code ID
columns will be
available only if you
are using *Peachtree*
Complete or
Peachtree Premium.

Job Beginning Balances

Close	Save	Find	Next	Add	Remove	Help

Job Entries for: CHAPMAN-01 - Chapman-Murphy Landscape   Job Balances

Phase ID	Cost Code ID	Date	Expenses	Revenues
01-Design		Feb 28, 2003	175.50	
04-Ground Prep	010-Labor	Mar 1, 2003	150.00	
04-Ground Prep	020-Material	Mar 1, 2003	345.00	
		Total:	670.50	0.00
		Number of Entries:	3	0

The **Job Entries** tab includes detail entries for a specific job. If the job does not use phase or cost codes, you will skip over those columns. If a phase uses cost codes, the cost code field will become enabled, and you will be required to assign a cost code. If a phase does not use cost codes, the cost codes field will be grey and disabled.

Other details you enter for the job are the job date and an amount for either expenses or revenues.

The **Job Balances** tab lets you see the balance amounts for all jobs.

Job Beginning Balances

Close	Save	Find	Next	Add	Remove	Help

Job Entries for: CHAPMAN-01 - Chapman-Murphy Landscape   **Job Balances**

Job ID	Description	Beginning Balance
BEAUMONT-01	Beaumont Bldg Lawn Maintenance	75.00
CHAPMAN-01	Chapman-Murphy Landscape	670.50
HENSLEY-01	Hensley Park Landscape	0.00
MASON-01	Mason Rose Garden	0.00
MORTON-01	Morton Rock Garden	0.00
SHARP-01	Sharp Property Landscape	0.00
SPENCER-01	Spencer Lawn & Garden	0.00
	Total Job Balances:	745.50

Want to learn more about the Job Beginning Balances window? Click the **Help** toolbar button in the window.

Set Up Phases

For step-by-step instructions, look up **"phases"** in the Peachtree Help index.

You can use phase codes to allocate expenses and revenues to all those jobs which have the **Use Phases** checkbox selected. Once you set up phases you can apply them to any job by checking the **Use Phases** box for that job ID. *Note:* Tracking job phases is a feature of *Peachtree Complete* and *Peachtree Premium* only.

➤ From the **Maintain** menu, select **Job Costs**, and choose **Phases**.

Enter the phase code This can be up to 20 characters, but you cannot use commas. This field is case sensitive.

Choose whether to use cost codes If you want to use cost codes with this phase, check the **Use Cost Codes** box. The cost codes field will now be a required entry field for this phase in the Job Beginning Balances window and on **Estimated Exp./Rev.** tab of the Maintain Jobs window for beginning balances and estimates.

If you uncheck the **Use Cost Codes** check box, the **Cost Type** field becomes active. Click the drop-down list, and select a cost type to use with this phase. Cost types are standard categories used to classify expenses or revenue during a phase. For example, cost type **Labor** can be used for expenses relating to your own staff or self. You can specify cost types only for those phases that don't use cost codes.

Note that you *must* specify a cost type if you do not use a cost code with the phase. If you select the **Use Cost Codes** check box, the cost type selected for the cost code will be used for reporting when you enter transactions. If you are unsure of cost type, select **Other**.
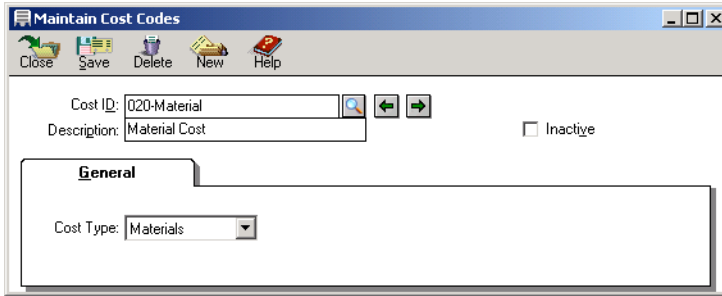
Want to learn more about the Maintain Phases window? Click the **Help** toolbar button in the window.

Set Up Cost Codes

For step-by-step instructions, look up **"cost codes, Set Up Job Cost Codes"** in the Peachtree Help index.

You can set up cost codes using the **Job Costs** option on the **Maintain** menu. Once you set up cost codes, they can be associated with any phase which uses cost codes, not just a specific one. *Note:* Tracking job codes is a feature of *Peachtree Complete* and *Peachtree Premium* only.

➤ From the **Maintain** menu, select **Job Costs**, and choose **Cost Codes**.

Enter the cost ID and select a cost type   The ID can be up to 20 characters, but use no commas. The field is case sensitive. To select a cost type, use the drop-down list.

Make the job inactive, if desired   Selecting the **Inactive** box on the Maintain Costs or Maintain Phases windows indicates that the phase or cost code is no longer used. Inactive codes become eligible for purging in a closed fiscal year.

Want to learn more about the Maintain Cost Codes window? Click the **Help** toolbar button in the window.

Copy Job Information

For step-by-step instructions, look up **"copy, Copy Job Information to a New Job"** in the Peachtree Help index.

You can create similar job records from one Job ID that you have already set up.

➤ From the Maintain Jobs window, select the job you want to use as source. Then, change the job ID to the new identification code you want to set up as a new job.

Peachtree will save the new job ID and copy a duplicate record from the source job for the new job. You can then change any information to differentiate between the two jobs. All information including the estimate but excluding the original job's beginning balances is copied.

Tracking job phases and cost codes is available only in *Peachtree Complete* and *Peachtree Premium*.

Copy phase codes and cost codes   If you have phases that are very similar, you can set up the information for one ID and copy that information into other IDs in the same manner as is described above for job IDs.

Completing Job Costing Tasks

Peachtree provides five tasks, available from the **Tasks** menu, to help you apply various transactions to a specific job so you can track expenses and revenue for that job. Use just the tasks that best suit your business.

To learn about	Go to
Purchasing inventory for jobs	"Purchase Inventory For Jobs" on page 319
Inventory adjustments	"Adjust Inventory for Jobs" on page 321
Payroll expenses with jobs	"Apply Payroll Expenses to Jobs" on page 322
Invoicing jobs	"Enter Invoices For Jobs" on page 323
Reimbursable expenses	"Add Job Reimbursable Expenses to Sales Invoices" on page 324

User's Guide

Purchase Inventory For Jobs

Peachtree treats stock items differently from other types of items. When you purchase a non-stock, service, or labor type of item, you can enter its record using the Payments window and directly assign the expense for the item to a job. If you purchase a stock item, however, you should first enter it into inventory so that it can be accurately costed using the FIFO or LIFO method and then applied to a job. You can use Peachtree's inventory costing to ensure an accurate costing for all stock or assembly items.

To assign the expense for a stock item to a job, first make sure you have set up a stock item record on the Maintain Inventory Items window. (For more information, see "Set Up and Maintain Inventory Items" on page 285.)

Once you receive the items you purchased, you enter them into inventory. This procedure is discussed next in "Enter Items in Inventory" on page 320.

After the stock items are recorded into inventory, you'll have two options to post the cost of goods for the item to the job. The first option for assigning stock items to a job is to invoice the customer for the item, directly. The second option, if you do not plan to bill the customer separately for that item, is to remove the item and apply its cost to the job via Inventory Adjustments. We'll review this procedure in "Adjust Inventory for Jobs" on page 321.

The following graphic illustrates the process of buying a stock item, entering its receipt in inventory, and the two options for posting the cost of goods for the item to the job.

Buy a stock item.

Apply the item to an invoice for a customer. This removes the item from inventory and posts the cost of the item to the specified job.

Purchase Orders window

Sales/Invoicing window

OR

Purchases window

Enter the receipt of the stock item.

Inventory Adjustments window

Remove the item from inventory and apply its cost to a job.
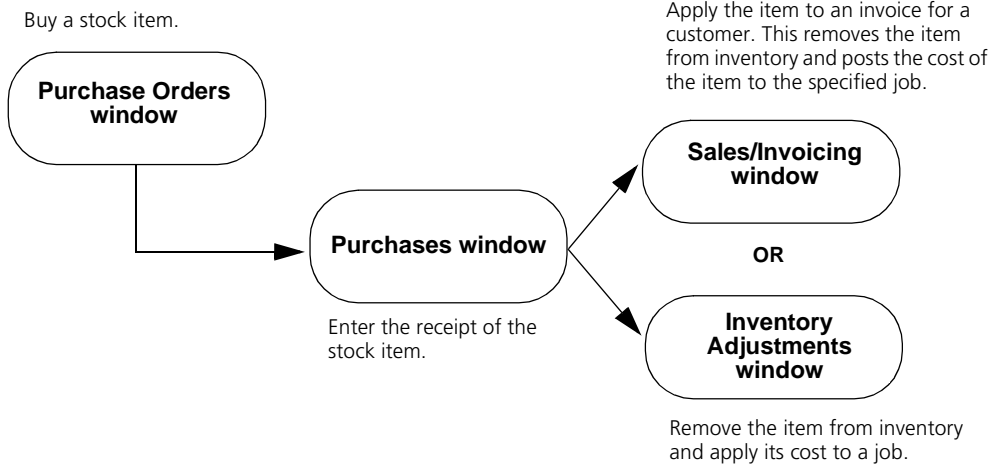
Enter Items in Inventory

If you are receiving stock items that you purchased for use in a job, you will first enter the items into inventory using the Purchases/Receive Inventory window. Later, when you are ready to use the items, you will remove them from inventory using the Inventory Adjustments window.

If your job is using items that already exist in inventory, you can directly access the Inventory Adjustment window. Skip ahead to "Adjust Inventory for Jobs" on page 321.

Note

You cannot buy a stock item for a job and apply it directly to the job in which you will be using it because you cannot use an item that the system has not accounted for in inventory. You should first enter purchase information for each item because you should cost each inventory item.

1 From the **Tasks** menu, choose **Purchases/Receive Inventory**.

2 Select vendor ID, enter invoice number, and enter purchasing information in the applicable fields

Want to learn more about the Purchases window? See "Enter a Purchase Invoice" on page 181. Or, click the Help toolbar in the window.

Adjust Inventory for Jobs

There are two methods of removing stock items from inventory and applying their cost to a specific job. The first is to directly apply the item to a sales invoice for the customer. If you apply the stock item to the customer's invoice, the cost of sales entry will be posted at the time of the sale. If you do not directly invoice the customer for this stock item, you will have to make an inventory adjustment. The next section explains how to remove an item from inventory and post the cost of sales to a job.

The cost applied to the job is determined by Peachtree based on the costing method for the item.

➤ From the **Tasks** menu, select **Inventory Adjustments**.

This is how the window looks in *Peachtree Complete* and *Peachtree Premium*. If you are using *Peachtree Accounting*, the **Job** field will not have a look up for selecting phases and cost codes.

Selecting phases and cost codes is available only in *Peachtree Complete* and *Peachtree Premium*.

Select the item ID and job for which you need the item   Use the lookup buttons on the Item ID field. If you are using a job with phases and cost codes, the job and phases will appear as folders containing document buttons that comprise your cost codes.

Enter number of units   In the **Adjust Quantity by** field, enter the number of units you are applying to the job as a negative number.

Enter a reference number and reason to adjust   This is for reporting purposes.

Want to learn more about the Inventory Adjustments window? Click the **Help** toolbar button in the window.

Apply Payroll Expenses to Jobs

For step-by-step instructions, look up **"apply, Apply Payroll Expenses to a Job"** in the Peachtree Help index.

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. For more information on entering payroll, refer to the "Payroll" chapter. *Note:* Selecting phases and cost codes is available only in *Peachtree Complete* and *Peachtree Premium*.

Apply Payroll Expenses to Jobs

➤ 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 **Open** button to modify an existing payroll transaction. Next, select the **Jobs** button.

To create a new distribution line to apply to a job, phase, or cost code, select the **Add** button from the **Row** drop-down button menu.

This table will appear differently for hourly and salaried employes.

If an hourly employee is selected, enter the hour amounts to apply to each job. The amounts are calculated for you based on the pay rates.

If a salaried employee is selected, simply enter the salary amount to charge again each job.

Create a new distribution line and enter the job ID To insert a new line, click the **Row** button and select **Add** from the drop-down button menu; then select the **Job** field to the left of the type of hours the employee worked on this particular job (for example, Regular, Overtime, or Special). A new line appears in the Labor Distribution table for you to enter the job and its labor expenses for this employee. Enter the job ID to which you want to apply the cost. Use the lookup button to view a list of existing jobs, phases, and cost codes.

Enter the hours worked against or salary amount to apply to each job in the list Don't forget to use a decimal. The **Amount** field displays a running subtotal charged to this job.

Want to learn more about the Labor Distribution to Jobs window? Click the **Help** toolbar button in the window.

Enter Invoices For Jobs

For step-by-step instructions, look up **"invoice for jobs"** in the Peachtree Help index.

Entries that you make in either the Sales/Invoicing window or the Receipts window can be automatically applied to jobs. When you invoice a customer for a job, or part of a job, you may apply each line item on the transaction to the specific job. If you only enter a receipt for a job and do not enter an invoice, you should specify a job, and applicable phase or cost code to the receipt. *Note:* selecting phases and cost codes is available only in *Peachtree Complete* and *Peachtree Premium*.

➤ From the **Tasks** menu, select **Sales/Invoicing**.

Time and expense tickets are features of *Peachtree Complete* and *Peachtree Premium* only.

Enter customer ID and invoice number Select ID of the customer you want to invoice; use the lookup button. Enter an invoice number unless you plan to print this invoice.

Enter number of units In the **Quantity** field, enter the number of units you want to be paid for, or use this field to enter the number of hours you want to record as billable. You can select an inventory item or just enter a description. You should use the **Item** and/or **Description** fields for specifying the job details. You can also use the **Quantity** field for recording number of items or hours.

Select the job Use the lookup button in the **Job** field. Select the job and phase/cost code ID, if applicable, for each line item on the invoice.

Apply reimbursable expenses Click the button at the bottom left of the window. For more information, see the following section.

Add Job Reimbursable Expenses to Sales Invoices

When you invoice your customers, Peachtree lets you apply additional expenses to purchases and payroll transactions assigned to jobs, known as reimbursable expenses. If you want to enter expenses you would later like to get reimbursed for, you should enter them in the Purchases window. When you are ready to invoice the customer, you can apply the reimbursable expenses to quickly build the invoice.

When you incur an expense for a job, enter a purchase and assign the job, phase, or cost code to each line item. Later, you can mark up and consolidate all your expenses on various jobs for a customer on a sales invoice. For example, you can enter all your expenses for all the jobs in progress for a customer and then invoice the customer at once for the net amount spent. *Note:* Selecting phases and cost codes is available only in *Peachtree Complete* and *Peachtree Premium*.

➤ From the Sales/Invoicing window (with the appropriate customer displayed), select the **Apply Tickets/Reimbursable Expenses** button. Then select the **Reimbursable Expenses** tab (if it is not already displayed).

Time and expense tickets are a feature of *Peachtree Complete* and *Peachtree Premium* only. So, if you are using *Peachtree Accounting*, the window will be called simply "Reimbursable Expenses," and you will not see the **Time Tickets** and **Expense Tickets** tabs.

Peachtree keeps running totals of all currently selected and marked-up transactions.

A list appears, showing all expense items which were assigned to a job associated with the selected customer. This information has been entered previously as expenses attributed to the job on non-stock purchases, payments, payroll distributions, or general journal entries in Peachtree. You assign the customer to the job when you set up the job.

Choose whether to bill an item   To bill for an item on this invoice, check the **Use** column. If you don't choose an item, it won't be billed for, but it will still be available the next time you invoice this customer. If you don't *ever* want to bill this item, you should check the **No Bill** column. The original transaction will still be available for viewing, but its status is changed to Non-billable, so it won't show up for future invoices. (You can change the status back to Billable later, if necessary.)

Peachtree provides the following tools to make selecting or clearing a group of reimbursable expenses fast and easy.

What Do you Want to Do Next?

	Define a range of expenses to use Select **All** to bill all transactions displayed, specify a job, or specify either an inventory item or date range to quickly mark a group of tickets. You can continue to use this button; the ranges you define build up. For example, you can select all expenses for a job, then select all expenses for an inventory item. This is helpful when you have a lot of reimbursable expenses available.
	Define a range of non-billable expenses Click this button to define a range of nonbillable expenses based on a job, item, or range of dates. The original transaction still exists, but it won't show up in the Apply Reimbursables window anymore.
	Clear all expenses selected for use Click this button to deselect all expenses you previously selected to use. Do this if you want to start all over again.
	Clear all nonbillable expenses selected for use Click this button to deselect all expenses you previously selected as nonbillable. Do this if you want to start all over again.
	Identify an individual reimbursable expense Click the transaction for which you want to see details, and then select the **Detail** button. A second window will appear showing the transaction number and a detailed description of the transaction.
	Want to learn more about the Apply Reimbursable Expenses window? Click the **Help** toolbar button in the window.

Increase the cost of the items, if desired   After deciding which items to bill for, select the **WriteUp** button to increase the cost of the items, thus adding a surcharge for your expense. Then choose the amount or percent by which you want to increase or decrease reimbursable expenses.

You can write up all items or just write up a specific job, inventory item, or date range. You can also write up all items by a flat amount or by a percentage. Enter a minus sign first to mark items down (example -**5**).

This is how the window looks in *Peachtree Complete* and *Peachtree Premium*. If you are using *Peachtree Accounting*, the **Job** field will not have a lookup button for selecting phases and cost codes.

All transactions that match the selection criteria are marked up, whether they are currently used or not. Each time you access this window for the same invoice, you are redefining the writeup amount. In other words, the writeup amounts don't accrue but start over from the original cost of the item(s).

When finished selecting markup criteria, click **OK** to return to the Apply Reimbursable Expenses window. Note that at the bottom of this window, Peachtree keeps a running total of all currently selected and marked-up transactions.

Choose how to sort or consolidate   You can use the **Sort List By** option to choose whether you want the reimbursable expenses to appear by date or by job. Use the **Consolidate By** option to group expenses together to appear as single line items on the invoice.

If you want, you can consolidate reimbursable expenses by job; by job and phase; or by job, phase, and cost code. That means there will be a single, summed line item on the invoice for each entity you choose to consolidate by. You can also leave the entries unconsolidated, which provides a line item for each reimbursable expense. Or, consolidate all to have a single line item encompassing every reimbursable.

Apply reimbursable expenses to the invoice   Select **OK** to close this window and apply reimbursable expenses to the invoice. The items you selected to use are entered in the Sales/Invoicing window. When finished with the invoice, select **Save**. Select **Print** to print the invoice now. When you save or post, the originating reimbursable expense transactions are marked as having been used in Sales/Invoicing; they will no longer be available for future invoices.

Using Job Costing Reports

Selecting phases and cost codes is available only in Peachtree Complete and Peachtree Premium.

You can print a variety of reports on job costing during the progress of a project or after its completion. The amount of data that appears on this report will vary with how much detail you have maintained on the job. So, for example, if you did not use phases for a job and you print the Job Estimate report, it will not display any phases. In addition, you can filter most reports so that they present only the information you want to see. For general information on filtering and printing reports, see the "Preparing Reports" chapter.

Note: for important information about how account balances appear in job coasting reports, look up **"account balances, How Account Balances Appear in General Ledger and Job Costing Reports"** in the Peachtree Help index.

Peachtree comes with the following standard job costing reports:

Job Estimates   Lets you review job estimates that you created using the Maintain Jobs window. You can run this report prior to creating quotes for your customers. If you are reviewing only current job estimates, you may want to filter out inactive (completed) jobs.

Estimated Job Expenses   Provides detailed information for reviewing your job estimates for expenses. You can run this report during the progress of a job to compare your estimates with actual costs and expenses. The report displays your estimates (expenses and units) and actuals (expenses and units) and shows you the difference. If you want to compare estimates with actuals at the end of a job, you can filter out active jobs. The report will then include only the completed jobs.

Estimated Job Revenue   Provides detailed information on how your revenue estimates compare to the actual revenues entered. You can run this report anytime during a job, to display your estimated versus actual revenue and the difference. If your data on active jobs does not reflect all of your revenues yet, you can filter out active jobs and run this report on only the completed jobs.

Job List   Provides a one-line view of each job. It includes basic information about a job. You can choose to include or exclude factors such as inactive jobs, a certain range of jobs, and jobs for particular customers.

Job Master File List   Detailed version of the Job List report. This report displays multiple lines of information about each job. You should run this report when you need additional information that did not appear in the Job List report.

Job Ledger   Shows all transactions that have been assigned to a specified job and includes information about actual transactions associated with the job. You can summarize transactions by job or G/L account. *Also, if you are using Peachtree Complete or Peachtree Premium*, you can summarize transactions by job and phase or by job, phase, and cost code.

Job Profitability Displays actual expenses versus revenue for a given job(s). The profit are displayed in actual dollar amounts and percentages. The formula for the percent of profitability is total revenue minus total expenses divided by total revenue multiplied times 100. You can summarize transactions by job or G/L account. *Also, if you are using Peachtree Complete or Peachtree Premium,* you can summarize transactions by job and phase or by job, phase, and cost code. If you choose to exclude *active* jobs, you can see how profitable your completed jobs have been in the past.

Job Register Simpler version of the Job Ledger and includes only the amount of the transactions listed.

Unbilled Job Expense If you have entered any expenses for a job for a specific customer, you can print this to display your costs for that customer's project. All transactions associated with that job will appear in this report except for those you have applied to Sales/Invoices using reimbursable expenses. This happens because once you apply transactions to reimbursable expenses, you have billed the customer for those expenses. The remaining transactions are those for which you have not yet billed the customer.

Time & Billing

9

Overview

Setting Up Time & Billing

Entering Time and Expense Tickets

Billing Your Customers for Time and Expense

Using Time & Billing Reports

• Time & Billing •

Overview

Time & Billing is a feature of *Peachtree Complete* and *Peachtree Premium* only. If you are using *Peachtree Accounting*, this chapter does not apply.

Time & Billing gives you a way to track expenses and time not easily accounted for when invoicing your customers. The daily services you provide for your customers—making copies, designing a proposal, out-of-pocket expenses—are difficult to document on an invoice unless you track them in some detail on a timely basis. That's the purpose of Peachtree's Time & Billing—to give you the tools to record customer- and employee-related work or expenses.

The benefit of recording time and expense information is more accurate, detailed invoicing, which ensures good rapport with your customers and timely, complete payments. You can also use recorded time information to pay hourly employees.

To track time and expenses, we use two forms or tickets—the *time ticket* and the *expense ticket*. Each ticket type can be specific to a customer, job, or miscellaneous (non-billable) administrative task. Each ticket has its own special type of inventory item: the activity item for time tickets and the charge item for expense tickets.

Time Tickets

Time tickets are used to record time-based activities like research or consultations. They record activities of either an employee or a vendor. There are two methods of entering time-ticket information.

- **Daily:** Entering daily tickets takes a bit more time but offers additional detail. You can enter a detailed memo or description (up to 2000 characters). You have more options on recording time also. You can employ a timer to record hours and minutes spent on a task, you can enter the duration of the activity directly, or you can enter a start and end time and let Peachtree calculate the duration.

- **Weekly:** Lets you record hours worked by an employee or vendor for a selected week. You can attach those hours to a specific customer or job. A special kind of inventory item—the activity item—stores a description and up to ten billing rates for the kinds of activities your business performs.

The billing rate used for a recorded activity can be based on the employee who records the ticket or one of ten billing rates assigned to the activity item. Or, you can override the customary rate or enter a flat fee. The activity item offers ten classes of billing rates, so there is quite a bit of flexibility in invoicing customers.

Expense Tickets

Expense tickets are used to track and aid in the recovery of customer-related expenses. These expenses are not based on time. Expenses can be various charges related to the service being offered to your customer. For example, if you were a lawyer, you might charge your client for miscellaneous court fees. Court fees could be recorded on an expense ticket. Some examples of charges recorded on an expense ticket include:

- making copies
- sending faxes
- paying for meals (luncheons, dinners)

Both time and expense tickets can be used in Sales/Invoicing to bill your customers. The rate for expense tickets is determined by the unit price of the charge item multiplied by a quantity.

Time & Billing Navigation Aid

In addition to the menu options, you can use the Time & Billing navigation aid to complete these tasks.
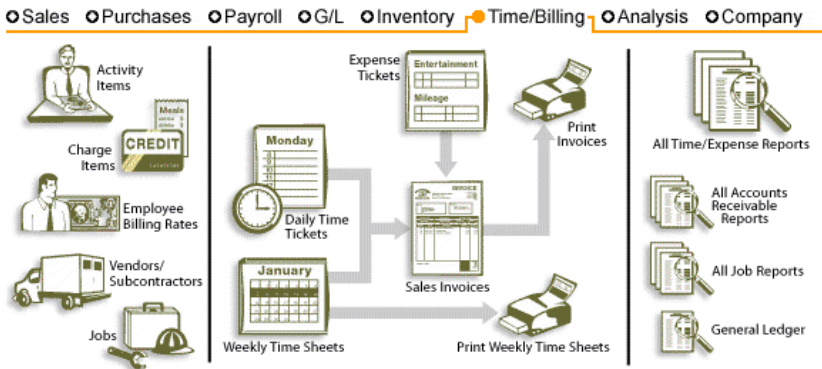
From the navigation aid, you can display a pictorial view of the system parts that represent the time and billing functionality in Peachtree. Not only do you see the flow of how the various parts work together, you can also access a specific window or report by selecting its graphical representation.

Setting Up Time & Billing

For Invoicing

Before you begin entering time and expense data, you must set up inventory items for Time & Billing. There are two special inventory item classes for Time & Billing: *activity items* and *charge items*. Activity items are used on time tickets. Charge items are used on expense tickets. These inventory items must be set up prior to entering a time or expense ticket.

Want to learn how to set up activity or charge items? Look up "**activity items, Set Up Activity or Charge Items for Time & Billing**" in the Peachtree Help index.

For Payroll

If you want to pay employees based on hours recorded in time tickets, you can change their pay method. On the Maintain Employees/Sales Reps window, select the *Hourly-Time Ticket Hours* pay method. This allows you to create their paychecks from time tickets.

Want to learn how to set up employees this way? Look up "**set up, Set Up an Employee to be Paid Based on Time-Ticket Hours**" in the Peachtree Help index.

Note

If your company uses passwords, make sure that you have rights to Time/ Expense in passwords. See "Set Up Company Users and Passwords" on page 367.

Entering Time and Expense Tickets

Time tickets record any time-based activities you perform for your customers— phone consultations, research, report writing, etc. There are two methods or forms for tracking billable time.

- Daily time tickets: Allows you to define more detail about the task including invoice and internal memos, enter start and ending times for a task, or actually clock the activity time from start to finish.

- Weekly time sheets: Allows you to enter or maintain timed tasks on a weekly basis and provides weekly sums of activities performed.

Whether you use daily time tickets or the weekly time sheet is up to you. The topics that follow outline some of the basic differences between daily time tickets and weekly time sheets.

Record Daily Time Tickets

For step-by-step instructions, look up **"record, Record Daily Time Tickets"** in the Peachtree Help index.

Time tickets are used in Time & Billing to record time spent performing activities by either an employee or vendor. Using this method, you can record individual time tickets, manually enter timed durations, or start a timer while performing the activity. There is no limit to the number of daily time tickets you can record for an employee or vendor.

➤ From the **Tasks** menu, select **Time/Expense**, then **Time Tickets**. Select the **Daily** tab.

Who

Activity items are set up in Maintain Inventory Items. To set one up from this window, type a plus (+) in the field or double-click.

Did What

For Whom

The **Duration** field shows seconds when the timer is running, but these are rounded off to the nearest minute when you stop the timer. You cannot enter seconds when you're directly entering a duration.

Whether you use the daily time ticket or the weekly time sheet, you must answer these basic questions—**Who... Did What... For Whom?**

Who? the person who did the work; either employee or vendor.

Did What? the task that was completed; remember, an activity item is the only inventory type available.

For Whom? the person for whom (or reason) you completed the task; for a customer, a job, or administrative purposes.

Want to learn more about the Time Tickets window? Click the **Help** toolbar button in the window.

Update Weekly Time Sheets

On the weekly time sheet, you maintain all employee and vendor activities for a selected week. You can directly enter hours worked per day, or you can edit the hours calculated from a daily ticket.

When you change a calculated hourly amount on the weekly time sheet, the underlying daily time ticket is automatically changed to a timed duration status, and the changed hourly amount is stored in the Duration field. This happens even if the daily ticket was previously a Manual Time Entry ticket. The start time and end time hours are lost.

➤ From the **Tasks** menu, select **Time/Expense**, then **Time Tickets**. Select the **Weekly** tab.

Select either **Employee** or **Vendor** from the list. Then, select the ID for the employee or vendor who performed the service.

Billable hours for a customer or job are compiled from the daily tickets entered or directly entered on this window.

Select a **Week Including** date and Peachtree will display the corresponding weekly timesheet.

After you have selected the appropriate employee or vendor ID for the person who performed the service and the correct date, there are several tasks that you can complete on the weekly time sheet. These tasks are described in detail in Peachtree Help. *Note:* An accurate date is important because it will be used in creating paychecks for hourly employees who are paid using time tickets.

To learn about	Look up
Entering New Time Ticket Hours	"**record, Record Time Tickets Using a Weekly Time Sheet**" or "**record, Record Daily Time Tickets**" in the Peachtree Help index.
Editing Previously-Calculated Hours	"**weekly time sheets, Edit Previously Calculated Time Ticket Hours (Weekly Timesheet)**" in the Peachtree Help index.
Printing Weekly Timesheets	"**weekly time sheets, Print Weekly Time Sheet for an Employee or Vendor**" in the Peachtree Help index.

Want to learn more about the Time Tickets window? Click the **Help** toolbar button in the window.

Record Expense Tickets

An expense ticket is a Time & Billing tool used to document the internal use of company resources, such as copies, faxes, mileage, and long-distance charges on behalf of customers. Typically, these are resources that are used, but are not tracked as a part of your accounting detail. These expenses are primarily associated with a customer or job. Sometimes, these expenses are just the miscellaneous administrative costs of your company. You can optionally bill your customers or jobs for charge items included on billable expense tickets.

➤ From the **Tasks** menu, select **Time/Expense**, then select **Expense Tickets**.

Who

Did What

For Whom

This flag displays once the ticket has been used on an invoice. Deleting the invoice removes this flag.

The billing information here can be used in Sales/ Invoicing.

Peachtree enters all expense ticket numbers for you. Your expense ticket numbers may not appear sequentially because both expense and time tickets use the same numbering sequence.

The Memo field is used for internal purposes only. This information cannot be added to customer invoices; however, it can be displayed in reports.

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The Expense Tickets window is designed to allow entry of the most important information first. You answer the questions: **Who... Did What... For Whom?**

Who?   the person who did the work; either employee or vendor.

Did What?   the task that was completed; remember, a charge item is the only inventory type available for expense tickets.

For Whom?   the person for whom (or reason) you completed the task; for a customer, a job, or administrative purposes.

Want to learn more about the Expense Tickets window? Click the **Help** toolbar button in the window.

Expense Tickets Versus Reimbursable Expenses

Both expense tickets and reimbursable expenses track expenses that might be charged back to your customer. Both can be applied to invoices. So when would you use one over the other?

Entering reimbursable expenses is faster and simpler because you can create the reimbursable expense at the same time that you're recording the purchase. You simply have to designate a job ID on the line item of the purchase. However, reimbursable expenses don't offer full reporting capabilities and there is no link between the invoice and the original purchases once the expense has been applied. Consequently, you can't be certain that an expense was properly reimbursed.

On the other hand, entering expense tickets would require filling out an additional form. However, expense tickets provide tracking, reporting, and the ability to quickly handle customer inquiries regarding a specific charge.

So if you need full reporting, use expense tickets. If you make infrequent purchases that are completely job-specific, use reimbursable expenses.

Billing Customers for Time and Expense

Peachtree lets you build an invoice using time and expense tickets, marking up the items either by a percentage or flat amount. You can consolidate groups of tickets as a single line item on the invoice or list each ticket item.
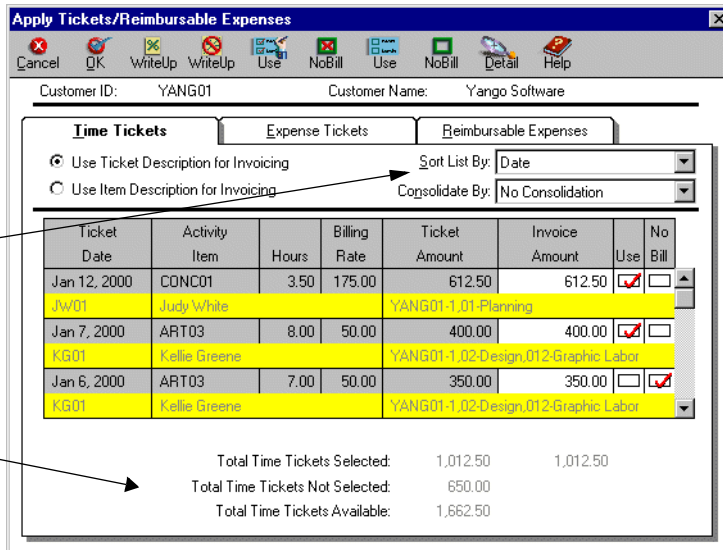
Apply Time and Expense Tickets to Sales Invoices

For step-by-step instructions, look up **"time tickets, Apply Time Tickets to Sales Invoices"** and **"expense tickets, Apply Expense Tickets to Sales Invoices"** in the Peachtree Help index.

➤ From the Sales/Invoicing window (with the appropriate customer displayed), select the **Apply Tickets/Reimbursable Expenses** arrow button. Then choose the appropriate tab, either **Time Tickets** or **Expense Tickets**.

Use the **Sort List By** and **Consolidate By** options to tell Peachtree how you want tickets to appear on the printed invoice.

Peachtree keeps running totals of all currently selected and marked-up items.

Choose whether to bill an item   Click the **Use** check box beside those ticket items you want to bill for on this invoice. If you never plan to bill a ticket item, check the **No Bill** box. If you don't choose an item, it won't be billed for, but it will still be available the next time you invoice this customer.If you don't ever want to bill this item, you should check the **No Bill** column. The original ticket will still be available for viewing, but its status is changed to Non-billable, so it won't show up for future invoices. (You can change the status back to Billable later, if necessary.)

Peachtree provides the following tools to make selecting or clearing a group of reimbursable expenses fast and easy.

What Do you Want to Do Next?

Use	**Define a range of expenses to use** Select **All** to bill all transactions displayed, specify a job, or specify either an inventory item or date range to quickly mark a group of tickets. You can continue to use this button; the ranges you define build up. For example, you can select all expenses for a job, then select all expenses for an inventory item. This is helpful when you have a lot of reimbursable expenses available.
No Bill	**Define a range of non-billable expenses** Click this button to define a range of nonbillable expenses based on a job, item, or range of dates. The original transaction still exists, but it won't show up in the Apply Reimbursables window anymore.
Use	**Clear all expenses selected for use** Click this button to deselect all expenses you previously selected to use. Do this if you want to start all over again.
No Bill	**Clear all nonbillable expenses selected for use** Click this button to deselect all expenses you previously selected as nonbillable. Do this if you want to start all over again.
Detail	**Identify an individual reimbursable expense** Click the transaction for which you want to see details, and then select the **Detail** button. A second window will appear showing the transaction number and a detailed description of the transaction.
Help	**Want to learn more about the Apply Reimbursable Expenses window?** Click the **Help** toolbar button in the window.

Increase the cost of the items, if desired   Once you have decided which items you want to bill for, select the **WriteUp** button to increase the current price of the highlighted item, thus adding a surcharge for your time or expense.

You can mark up all items or just mark up a specific job, inventory item, or date range.

You can mark all selected items up by a flat amount or by a percent. Enter a minus sign first to mark items down (example -**5**).

In the Select Tickets to Write Up/Down, choose the amount or percent by which you want to increase or decrease tickets completed for the customer; when finished, select **OK** to return to the Apply Tickets/Reimbursable Expenses window.

All tickets that match the selection criteria are marked up, whether they are currently selected to use or not. Each time you access this screen for the same invoice, you are redefining the writeup amount. In other words, the writeup amounts don't accrue, but start over from the original cost of the item(s).

Choose how to sort or consolidate   You can use the **Sort List By** option to choose whether you want the tickets to appear by date or by job. Use the **Consolidate By** option to group tickets together to appear as single line items on the invoice.

If desired, consolidate the entries by activity item, employee/vendor ID, job, job and phase, or by job, phase, and cost code. That means there will be a single, summed line item on the invoice for each entity you choose to consolidate by. You can also leave the entries unconsolidated, which provides a line item for each ticket. Or, consolidate all to have a single line item on the invoice, encompassing every ticket.

Choose item descriptions to appear on the invoice If you have chosen **No Consolidation**, select one of the following option buttons:

- **Use Ticket Description for Invoicing** to insert each ticket description as the line-item description on the invoice.

- **Use Item Description for Invoicing** to insert the associated ticket's charge (or activity) item description as the line-item description on the invoice.

Apply tickets to the invoice When finished, select **OK** to close this window and apply ticket items to the invoice. The items you selected to use are entered on the **Apply to Sales** tab. Once you have built the invoice, select **Save**, or select **Print** to print the invoice now. When you save the invoice, the originating tickets are marked as having been used in Sales/Invoicing. They will no longer be available for future invoices.

What if I Delete a Line Item on an Invoice?

For step-by-step instructions, look up **"restore, Restore Time/Expense Ticket Line Items to an Invoice"** in the Peachtree Help index.

If you're editing an invoice and you delete a line item that was created from a time or expense ticket, the originating ticket will still show the flag "Ticket has been used in Sales/Invoicing." (That's because there is no link maintained between a specific line item and the originating ticket.) This could cause your reports to be inaccurate and a ticket that should have been billed to be overlooked.

To prevent this, delete the invoice entirely rather than delete or remove just a line item. (This applies only for line items that originated from time or expense tickets.) Erasing the entire invoice unmarks applied tickets so they can be applied again to invoices. Then reenter the invoice, leaving off the ticket you no longer wish to bill for.

Using Time/Expense Reports

Time/Expense reports give you a chance to look at how the pieces of Peachtree's Time & Billing system relate or compare to one another. There may be an instance when you need to see all the time tickets for a certain employee. You may even want to know which activity or charge items are used the most. In either case and many others, these reports consolidate time and expense data into usable information.

Time Ticket Register   Lists each recorded time ticket. It includes the ticket number, ticket date, who recorded the ticket, for whom the ticket was completed, billing status, and billing amount.

Expense Ticket Register   Lists each recorded expense ticket. The report includes the ticket number, ticket date, who recorded the ticket, for whom the ticket was completed, billing status, and billing amount.

Employee Reimbursable Expense   Lists expense tickets selected as reimbursable to employees. It includes item IDs, customer information, and billing amounts. Employees can run this report periodically to assist in completing company-mandated expense reports. These could conceivably be used in lieu of a company expense report. The employee could print this report and attach receipts.

Ticket Listing By Customer   Lists work performed and billing amount by customer. The report can be summarized by billing status to see the total number of tickets that are billable, non-billable, no charge, and still on hold. You can filter the report by item ID to see how much of each activity and charge item you've completed for a customer. You can also include the Used in Sales/ Invoicing field to see which tickets have or have not been billed.

Tickets Recorded By   Shows tickets recorded by each employee and vendor, including ticket number and date, type of ticket, item ID, and billing amount. This report is useful when reviewing what the employee or vendor has recorded. This report also has a filter where you can choose to display only customer, job, or administrative tickets. For example, you could filter the report to display all of an employee's administrative time tickets or administrative expense tickets.

Employee Time   Shows time tickets recorded by employees by billing status. This report gives you a list of work completed by an employee. You can summarize this report by customer, to see what the employee completed for each customer; by item, to see what the employee completed for each job; by billing status, to compare billable and non-billable time spent (useful at evaluation time); and by job/phase, to evaluate against estimated hours for the job and/or phase.

Payroll Time Sheet   Lists time tickets recorded by employees for a specified pay period. This report is useful if you are paying employees based on time tickets, and you want to see what your payroll hours will be like before payroll entry. This report only displays hours recorded; it does not display payroll field information (tax deductions, and so on).

Tickets By Item ID   Shows how much each activity or charge item is being used. It lets you see how your business is doing based on each item. For example, you can use this report to determine whether you need to charge more for an activity or charge item based on its use. (If you need to charge more for those copies, this report can help you decide.)

Tickets Used in Invoicing   Lists tickets that have been billed to your customers (applied to a sales invoice). The report is most useful when a customer calls with a question about a bill. You can enter the customer ID and invoice number on the filter screen to display all tickets applied to the invoice that fall within a specific date range.

Aged Tickets   Displays the aging status of time and expense tickets that have not been applied in Sales/Invoicing. The report is sorted by customer ID. It lists aged tickets based on the accounts receivable aging brackets you set up in Default Information for Customers. This report gives you an idea of the age of tickets. You can summarize the report by billing status, item, or job/phase to display how the unused billable tickets are aged in each of those categories.

Peachtree Action Items

10

Using the Action Items Window

Using the Action Items Window

The Action Items window in Peachtree shows action items that affect the whole realm of your business. Actions items include events such as contacts with business associates or transactions you have scheduled, activities that you have scheduled "to do," and company conditions that you want to be alerted of.

➤ From the **Tasks** menu, select **Action Items**.
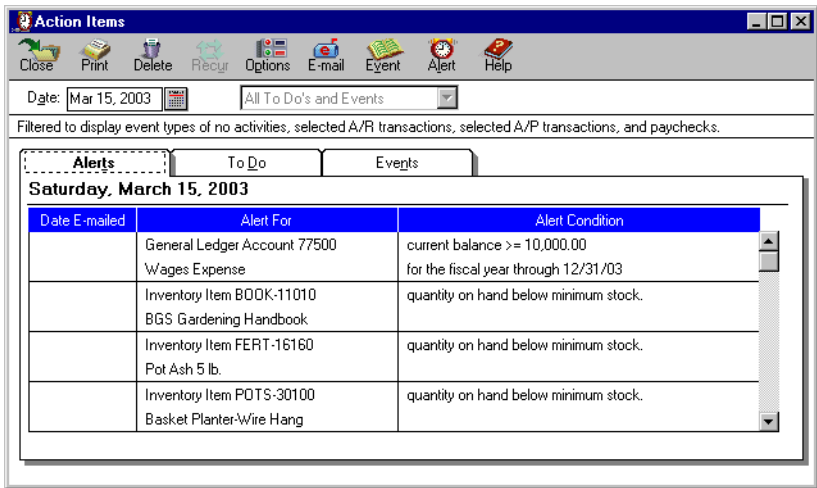
The Action Items window information is divided into these folders:

- Alerts
- To Do
- Events

Select the tab to view the associated information. The following sections discuss working with each tab.

View Alerts

The **Alerts** folder lists the matches that Peachtree has found for the company alerts that you have set up. You can view company alerts from the Action Items window. You can access this window either from the **Tasks** menu or by selecting the **Alert** button on the status bar.

➤ From the **Action Items** window, select the **Alerts** folder. Then, select the date for which you want to see areas that produce a preset company alert.

Date E-mailed	Alert For	Alert Condition
	General Ledger Account 77500	current balance >= 10,000.00
	Wages Expense	for the fiscal year through 12/31/03
	Inventory Item BOOK-11010	quantity on hand below minimum stock.
	BGS Gardening Handbook	
	Inventory Item FERT-16160	quantity on hand below minimum stock.
	Pot Ash 5 lb.	
	Inventory Item POTS-30100	quantity on hand below minimum stock.
	Basket Planter-Wire Hang	

Peachtree displays each entity that meets the alert condition separately, along with the condition that is being monitored, and the date that Peachtree generated e-mail messages for this alert, if applicable.

Set Company Alerts

For step-by-step instructions, look up **"alerts, Set Up Company Alerts"** in the Peachtree Help index.

Alerts are conditions in your company that you want to be aware of as they happen in order for you to take some further action. You can set alerts for employees, vendors, customers, inventory items, and general ledger accounts that meet criteria of your own choosing. In addition to notifying you of alert conditions, Peachtree generates alert e-mail messages. These e-mail messages can be sent to customers, employees, vendors, or anyone who needs to be notified when the alert condition is met. Alert e-mail messages can contain transaction specific information and/or customized notes.

➤ Select the **Alert** button from the toolbar of the **Action Items** window.

Select the **E-mail** check box to have Peachtree generate e-mail messages for an alert condition. Then, complete the **E-mail information** at the bottom of the window.

Select the **Standard Message** and/or the **E-mail Note** check box to include the corresponding text in your e-mail messages.

Click the arrow next to the **To**, **Cc**, and **Bcc** fields to open the **Peachtree Address Book**.

Set Company Alerts

Cancel OK Row Help

Alert Conditions:

E-mail	Apply To	From	To	Type	Condition	Amount
☑	G/L Account	60000	89000	Balance--Year to Date	>=	10,000.00
☑	Inventory Item	AVRY-10100	TOPI-40100	Quantity on Hand below Minimum		
☐	Employee	ACHRISTY-0	TMASZK-01	Total Hours--Per Paycheck	>=	80.01
☐	Vendor	ARBOR-01	ARBOR-01	Purchase Volume--Current Period	>=	3,000.00
☑	Customer	CHAPMAN-M	WILLIAMSON	Customer's default credit card	has expired	

Alert Description: Alert me for customers from: CHAPMAN-MURPHY-01 to: WILLIAMSON-01 when default credit car

Email Information:

To: <Customer E-mail>   Subject: Customer credit card warning

Cc:

Bcc:

☑ Standard Message: This message is to notify you of the following: The default credit card for <Customer Name>, customer ID <Customer ID>, is expired.

☑ E-mail Note: According to our records, the default credit card we have on file for you has expired. Please check the expiration date and notify us of any changes. Thank you for your business!

When you set up Alert conditions to include e-mail messages, you must complete the **E-mail information** at the bottom of the **Set Company Alerts** window. To learn more about Peachtree-generated e-mail messages, see the table below.

To learn about	Go to
Setting Up Peachtree to Generate E-mail Messages	Look up "**alerts, Set Up Peachtree to Generate E-mail Messages When Alert Conditions Occur**" in the Peachtree Help index.
Using the Peachtree Address Book	Look up "**address book**" in the Peachtree Help index.
Generating E-mail Messages	Look up "**alerts, Generate E-mail Messages When Alert Conditions Occur**" in the Peachtree Help index.
Sending Alert E-mail messages	Look up "**send**" in the Peachtree Help index.

Want to learn more about the Set Company Alert window? Click the **Help** toolbar button in the window.

Use the To Do Folder

The **To Do** tab lets you enter activities or reminders that you need to track.

➤ From the **Action Items** window, select the **To Do** tab.

Peachtree uses the current system date when it first displays the information. You can change this date.

| Alerts | To Do | Events |

Wednesday, March 14, 2007

Done	Date	Completed	Notes
☐	Mar 31, 2007		1st quarter Federal Form 941 due
☐	Mar 31, 2007		Sales tax must be filed and paid for this month.

Enter a date, or check the *Complete* check box   To enter a To Do item, enter a date and a note of your choice that describes the item that needs to be done. For existing To Do items, you can select whether an item is complete. When you indicate that a To Do item is complete, Peachtree supplies the current date as the completed date.

Use the Event Log

The Event Log shows business events that you have elected to see for the date you select.

➤ From the Action Items window, select the **Events** tab.

Saturday, March 15, 2003

	Date	ID	Company Name	Type	Notes
▼	3 Customer Invoices Due		$1,166.30		
☐	3/12/03	TORRANC	Torrance Country Club	Customer Inv	#10204 sent 2/10/03 $614.77
☐	3/12/03	GARIEPY-	Gariepy Furniture	Customer Inv	#10203 sent 2/10/03 $169.97
☐	3/15/03	FREEMAN	Freeman Enterprises	Customer Inv	#10206 sent 2/13/03 $381.56
▶	2 P.O. Expiring		$668.88		
▼	4 Vendor Invoices Due		$3,902.75		
☑	12/31/02	ARBOR-01	Arbor Wholesale Suppli	Vendor Invoi	#93238-01 date: 12/1/02 $1,412.
☐	1/8/03	JONES-01	Jones Auto Repair	Vendor Invoi	#AB-12985 date: 12/9/02 $690.2!

Double-click the total line for the event type to view or hide specific events.

A check mark here indicates that the event is complete.

Events in the Event Log are displayed in this order: activities, quotes, sales orders, invoices, collection letters, customer receipts, purchase orders, vendor invoices, checks written, and paychecks. If there are no events for an event type or you elect not to display an event type, you won't see the total line for that event type.

Create An Event

For step-by-step instructions, look up **"events, Create an Event"** in the Peachtree Help index.

You can create an event from any window where you see the **Event** button. You can create events for the contacts you may have with your customers, employees, and vendors such as calls, letters, and meetings. Follow these steps to create this type of event.

➤ Select the **Event** button.

Select contact type and date of event Select the type of contact—customer, employee, or vendor—you are creating the event for. Then select the specific ID. The IDs in the list change according to the contact type you select. So, if you select **Vendor** as the type of contact, you can choose a specific vendor from a list of vendor IDs. Once you select an ID, the contact name and telephone number are displayed also.

Next, enter the date you want the event to be created if it is other than the current Peachtree date.

Select type   Select the type of event you are creating. You can create any type of event except System. Peachtree creates System events when you enter an associated transaction.

Choose to display event, and select a completion date   If you want the event to appear in the Action Items window, select the check box; then enter the number of days before or after the event date you want the event to display. Then select the **Completed on** check box, and enter the date when you expect the event to be completed.

Since Peachtree has no way of knowing when the events you create are completed, it may be best not to check this box until the event is complete.

Save the event   To save the event, select **Save** when finished.

View Events from the Event Log

There are two types of events you can view in the Event Log—those you create and those Peachtree creates for you. You can access both types of events from the Event Log, provided you have elected to have them displayed there. Events you create will be displayed in the Activities section of the log. Events that Peachtree creates are displayed according to type after activities.

➤   To view an existing event, double-click the event in the Event Log.

Double-click on the event to view the Create Event window.

▼	3 Customer Invoices Due		$1,166.30		
☐	3/12/03	TORRANC	Torrance Country Club	Customer Inv	#10204 sent 2/10/03 $614.77
☐	3/12/03	GARIEPY-	Gariepy Furniture	Customer Inv	#10203 sent 2/10/03 $169.97
☐	3/15/03	FREEMAN	Freeman Enterprises	Customer Inv	#10206 sent 2/13/03 $381.56
▼	⁀ P.O. Expiring		$668.88		
☐	3/3/03	SOGARDE	Southern Garden Whol	P.O. Expiring	#10201 sent 2/1/03 $363.48
☐	3/12/03	ARBOR-01	Arbor Wholesale Suppli	P.O. Expiring	#10202 sent 2/10/03 $305.40

If you are viewing an event that Peachtree created, the Create Event window looks slightly different. You can view the information but cannot change it.

This is an example of an event that Peachtree created.

Access the underlying transaction, and then close If this is an event that Peachtree created, you can access the originating transaction for the event from the Create Event window. Select the **Detail** button to access the underlying transaction for the event that Peachtree has created. You can change information on the transaction, and the event will be updated also.

Now, select **Close** until you return to the Event Log. If you have made changes, remember to select **Save** first.

Want to learn more about the Create Event window? Click the **Help** toolbar button in the window.

View Events for a Specific Customer, Employee, or Vendor

For step-by-step instructions, look up **"display, Display a Customer, Vendor, or Employee Event Log"** in the Peachtree Help Index.

Peachtree allows you to view the events for a specific customer, employee, or vendor from the appropriate maintenance window. This information is maintained in the customer, vendor, or employee's respective Event Logs. The customer or vendor log is a handy tool to display and monitor contact and transaction history over a period of time.

Use Action Items/Event Log Options

For step-by-step instructions, look up **"action items, Set Up Action Item and Event Log Options"** in the Peachtree Help index.

The Action Items/Event Log Options determine which types of events will appear in the Event Log and when the Action Items window will appear for all companies. Events can be types of activities you have with business contacts or types of transactions you make as part of your business operations. Contact events will show in the Event Log as soon as you create an event for them. Peachtree creates an event in the Event Log for business transactions when you create a transaction for one of these types of events.

Set Up the Action Items/Event Log Options

➤ With the Action Items window displayed, select the **Options** toolbar button.

The information is divided into these folders:

- Activities
- Transactions
- Start Up

When you first open the window, the information in the **Activities** folder displays. You can begin entering this information or select another heading to display the associated information.

Select Activities

In the **Activities** folder, select the types of contact events that you want to display in the Action Items window such as

- calls you make or receive

- letters you send or receive

- meetings

Contact events don't have associated transactions, so Peachtree doesn't create an event for you. However, you can create an event for them yourself. You can also select if and when to have the events displayed in the Action Items window.

➤ From the Action Items/Event Log Options window, select the **Activities** folder.

It is up to you to create these types of events.

Click on the Event Types that you would like to be displayed in the Action Items.

Event Type	Display in Action Items	# of Days	
Call From	☑	1	before the event date ▼
Call To	☐	0	before the event date
Meeting	☐	0	after the event date / before the event date
Letter From	☐	0	before the event date
Letter To	☐	0	before the event date
Comment	☐	0	before the event date
Other	☐	0	before the event date

Select event types and number of days   Select the **Display in Action Items** box next to each event type you want to have appear in the Action Items window. For each event type that you select, enter the number of days before or after the event is scheduled to occur that you want to have it appear.

Select before or after, and then select OK   In the last column, select from the drop-down list whether the numbers of days entered is before or after the event date. Select **OK** to save your choices.

Select Transactions

In the **Transactions** folder, select the types of business transactions that you want Peachtree to create events for, including

- quotes sent and expiring

- customer invoices sent and expiring

- collection letters

- customer receipts

- purchase orders sent and expiring

- vendor invoices due and checks due to vendors

- paychecks

Peachtree creates an event when you enter a transaction for the types of events you select here. The event is created in the appropriate customer, vendor, or employee event log. You can also select if and when to have the events that Peachtree creates appear in the Action Items window.

➤ From the Action Items/Event Options window, select the **Transactions** folder.

If you select to create an event, the event will be updated whenever the transaction is changed.

Event Type	Create Event	Display in Action Items	# of Days	
Quotes Sent	☑	☐	0	before the event date
Quotes Expiring	☑	☑	0	before the event date
Sales Orders to Ship	☑	☑	0	before the event date
Invoices Sent	☑	☐	0	before the event date
Customer Invoices Due	☑	☑	0	before the event date
Customer Credit Memos	☑	☑	0	before the event date

Select transactions and whether or not to display them   Select the **Create Event** box next to each type of transaction that you want an event created for. Then select the **Display in Action Items** box next to each type of transaction if you want to have the events for that type of transaction appear in the Action Items window.

Note that Peachtree creates events only while the **Create Event** box is selected. When you turn the option on, Peachtree doesn't create events for transactions that were already there. It also doesn't remove events that have already been created if you turn the option off.

Enter number of days, and then select OK   For each type of transaction that you select to appear in the Action Items window, enter the number of days before or after the event is scheduled to occur that you want it to displayed. Select **OK** to save your choices.

Select Start Up Options

In the **Start Up** folder, select when you want the Action Items window to appear automatically and how you want the information to appear initially.

➤ From the Action Items/Event Options window, select the **Start Up** folder.

Action Items Start Up Options:

☐ Display Action Items each time a new company is opened

Then select whether you want the Action Items window to appear each time a new company is opened. Select **OK** to save your choice.

Company Administration

11

Setting Up

Tasks

• Company Administration •

Setting Up

Before you begin recording company activity, you will want to set up the information that affects either your entire company or all your companies, if you have more than one.

- Global options
- Users and passwords

Global Options

For step-by-step instructions, look up **"global options, Set Up Global Options for Peachtree"** in the Peachtree Help index.

Global options set defaults that are in effect for all Peachtree companies your computer accesses. Global options allow each user to specify preferences on how Peachtree opens and displays companies. If you are on a network, each workstation can have its own set of Global options. You can change any of these options at any time, but keep in mind that you're affecting all companies.

1 From the **Options** menu, select **Global**.

2 Select your preference options from the **Accounting**, **General**, **Peachtree Partners** and **Spelling** tabs.

3 When you are finished, select **OK** to save your changes. Or, to discard your changes and return to the original options, select **Cancel**.

Most of the options are preferences on how Peachtree should respond to certain data-entry activities. For example, you may want one-line entry to fit more invoice line items in the window. If you prefer entering decimals manually, you may not want automatic decimal entry.

Options selected here will be maintained for all companies opened by this computer.

Accounting Tab Options

Decimal Entry

You can set your preference for how you enter and display numbers in Peachtree.

➤ If you want to type the decimal point each time rather than have Peachtree automatically insert one, select **Manual** for **Decimal Entry**.

The initial setting for **Decimal Entry** is **Automatic**. So if you enter **1024**, Peachtree puts the decimal point in the proper place so it becomes 10.24. Likewise, if you enter **12**, Peachtree inputs 0.12.

If you selected **Automatic** for decimal point entry, select how many decimal places you want entered automatically. You can choose from 0 to 5.

Peachtree initially sets this option to two decimal places. Thus, everywhere you enter or view a figure, it will limit the display to two decimal points. For example, if you enter **12.3456**, Peachtree will round the number and display 12.35. (The rounded number is also used in computations.)

If you require price levels or sales tax codes to use more than two decimals, you should change the number of decimals appropriately. For example, you may have an inventory item that needs to have a price of 2.0123 cents. Peachtree will display up to five decimal places and use the number in computations accordingly. However, amount totals as in invoices or payroll will be rounded to the nearest penny.

Note

Peachtree uses the U.S. currency format of two decimal places. If you use other International/Regional Settings in the Windows Control Panel, Peachtree will display incorrectly and possibly generate errors. This includes comma separators.

Hide General Ledger Accounts

The **Hide General Ledger Accounts** option allows you to choose whether or not to display general ledger account numbers on certain task windows. By using the G/L account numbers defined through Default Information, you save data entry time. You can hide general ledger accounts in the following areas: Accounts Receivable, Accounts Payable and Payroll Entry.

Hide General Ledger Accounts

☑ Accounts Receivable (Quotes, Sales Orders, Invoicing, Credit Memos, Receipts)
☐ Accounts Payable (Purchase Orders, Purchases, Credit Memos, Payments)
☑ Payroll Entry

If you choose to hide general ledger accounts, you can use the **Journal** button to view general ledger account information and change account numbers, if necessary.

Warning Messages

You can choose to have Peachtree display warning messages when certain situations occur.

➤ Select the check box shown below to have a warning message appear when a record has been changed but not saved.

☑ Warn if a record was changed but not saved

If this check box is selected, when you change a record and then try to exit the record without saving, a message box appears, warning you that you have not saved the modified record. You have the opportunity to save the record then before moving on.

If the check box is not selected, 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, and the new window or record is displayed.

Hide Inactive Records

➤   Select this check box if you do not want Peachtree to display inactive records (for example, jobs, inventory items, customers, vendors, employees, and so on) in lookup lists.

☑ H̲ide inactive records

Recalculate Cash Balance Automatically

When writing checks from Payments, Select for Payment, Payroll Entry, Select for Payroll Entry or when entering receipts, you have the option of displaying the cash balance. This feature allows you to monitor your cash accounts as you are entering data.

➤   Select the check box shown below if you want Peachtree to automatically recalculate your cash balance as you enter receipts and payments.

☑ Recalculate cash b̲alance automatically in Receipts, Payments, and Payroll Entry

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 to update your balance whenever you like. Peachtree will run faster if you leave this option unchecked and use the **Recalculate** button.

The balance displayed in the Payments, Receipts, and Payroll Entry windows is the cash balance as of the date of the transaction, *not* the current system date the computer uses.

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.

General Tab Options

The **General** tab of the Maintain Global Options window will look similar to the one pictured below:

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 do not want to display the quantity on hand on the inventory items lookup list, select the corresponding check box. (This can be especially helpful if you have a large number of inventory items.)

> Depending on your computer, hardware, and network configurations, you may or may not see a noticeable improvement when selecting these performance options.

Line Item Entry Display

➤ Select either one (1) line or two (2) line for the line item entry display.

Line Item Entry Display

○ 1 Line   ⦿ 2 Line

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 will see an abbreviated line with no detail. Also, you will have the opportunity to see more lines in the window at one time.

Smart Data Entry

You can elect to have Peachtree display and, in some cases, enter data for you automatically.

➤ Select one or both of the **Smart Data Entry** options.

These options can help you enter data faster.

Smart Data Entry

☑ Automatic field completion
☑ Drop-down list displays automatically

Select *Automatic field completion* if you want Peachtree to fill in the remaining text for you as you are 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. You don't have to remember how you entered it; Peachtree remembers it for you. This can save you typing time and also ensure that information is entered consistently.

Note

All Peachtree ID fields are case sensitive. 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 in or press the spacebar in a field that has an associated list, the list will appear.

Color Schemes

You can choose one of five color schemes that change the appearance of windows and dialog boxes in Peachtree. Each scheme uses a different combination of colors. When you select a color scheme preference, it affects all companies in the Peachtree data path that are accessed by this computer. 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.

Peachtree color schemes only apply to the Peachtree program, not other Windows applications or the Windows desktop.

Choose from one of the following color schemes:

- **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.*

- **Vibrant:** Bright and bold colors.

➤ **To change the appearance of your Peachtree windows,** select one of the color schemes. Select **OK** and restart Peachtree for the color changes to take effect.

> **Note** When you install Peachtree for the first time, the **Sand** color scheme is set up for you. If you upgraded from a previous version of Peachtree, the color scheme previously used is maintained.

Peachtree Partners Tab

On the Peachtree Partners tab, you can choose a security level that determines how Peachtree Partner applications interface with your Peachtree data.

Peachtree Partners Security Level

➤ Select the level of security for Peachtree Partner applications.

You can set the level of security on Low, Medium, or High.

- The **Low** setting allows all Peachtree Partner applications to run automatically. Peachtree Partner programs will be able to exchange data with your Peachtree database without prompting you.

- With **Medium** security, when you start a Peachtree Partner application you will 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.

  Note: Select the *Remember this setting* checkbox if you would like Peachtree to remember the choice you make at this prompt. The next time you start this program, Peachtree will remember your selection and start the Peachtree Partner application without prompting you. Peachtree will remember the setting for this particular program only. You will still receive this message each time you start a different Peachtree Partner application.

  If you tell Peachtree to remember your setting, but decide later that you'd like to change your selection, you will need to reset the message. To do this, select the **Reset** button on the **General** tab of the Maintain Global Options window. All one-time messages in Peachtree will be reactivated.

- If you choose the **High** level of security, Peachtree Partner applications will not run.

Note

If you change the security level while you already have a Peachtree Partner application running, the new setting will not affect the Peachtree Partner application until it is restarted.

Warning

If you use company passwords and limit access to certain areas of Peachtree, make sure the access level is set to Full for the COM & DDE Data Access area. This security area is on the **System** tab of the **Maintain Users** window, under the Tasks Program Area.

If you have the COM & DDE Data Access area set to No Access, **you will not be able to run Peachtree Partner applications**, regardless of which security level you selected in Global Options.

Spelling Tab

The **Spelling** tab of the Maintain Global Options window will look similar to the one pictured below:
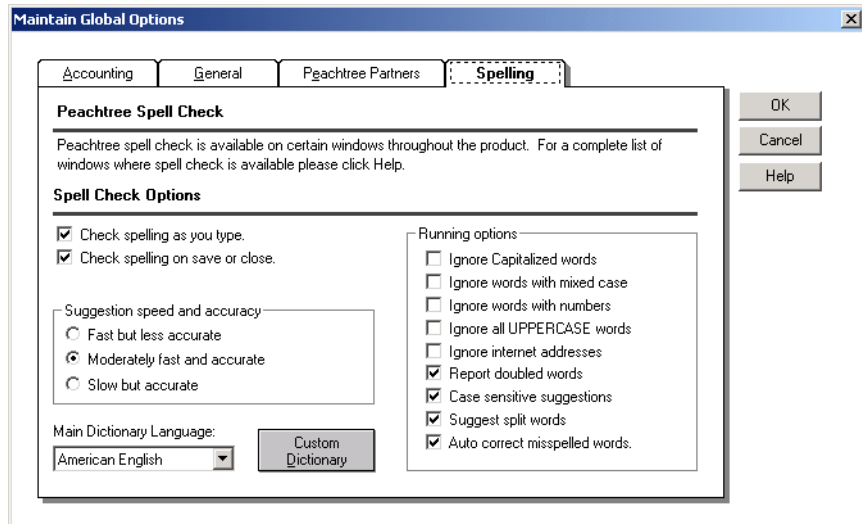
From the Spelling tab, you specify options that will affect the way that Spell Check operates. For example, you can choose whether or not you'd like Spell Check to ignore capitalized words, doubled words, and so forth.

Spell Check Options

You can elect to have Peachtree check spelling as you type, or when you save or close records.

➤   Select the desired Spell Check options. You can select one option, both options, or neither option.

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.

If you decide not to use either of these options, you can still manually activate Spell Check. For more information about checking spelling, see <u>"Spell Check"</u> <u>on page 41</u>.

➤ Select the desired suggestion speed.

The option you select for **Suggestion speed and accuracy** 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.

➤ Select the language you want to use from the Main Dictionary Language drop-down list.

This drop-down list allows you 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.

The **Custom Dictionary** button opens the Custom Dictionaries window. From the Custom Dictionaries window you can open and close custom dictionaries, and edit the contents of an open custom dictionary.

➤ Select the desired running options.

The running options 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.

To read an overview of the Spell Check feature, look up "**Spell Check, Peachtree Spell Check (Maintain Global Options)**" in the Peachtree Help index.

Peachtree Security

Peachtree provides several options that can maintain data security and deter users from possible fraudulent activities. These include:

- Company Users and Passwords

- Controlled User Access Levels

Audit Trail is available only in Peachtree Complete and Peachtree Premium.

- Audit Trail

- Account Reconciliation

- Backup and Restore

Company Users and Passwords

Peachtree can allow custom access for different individuals. You can set up user profiles (records) for each person who will be using Peachtree. Each user record is set up with a user ID and password that will be required before opening and working with company data. Setting up users also enhances security and personal accountability when the **use Audit Trail** option is activated. For more information, see <u>"Set Up Company Users and Passwords" on page 367</u>.

Controlled User Access Levels

You can set up user rights (control levels) to various program areas of Peachtree. You can choose to allow users access to a complete program module (for example, all **System** areas) or limit access to a specific system function (for example, Reports). In *Peachtree Complete* and *Peachtree Premium*, you can limit access to a specific window (for example, Sales/Invoicing). For more information, see <u>"Set Up Access to Various Areas of Peachtree" on page 370</u>.

Audit Trail

Audit Trail is available only in Peachtree Complete and Peachtree Premium.

Peachtree has several methods to track information. For example, the General Ledger, journals, reports, and financial statements can be used to trace transactions and balances for audit purposes. However, if you want to track when an action is performed in your company data, you can activate Peachtree's audit trail. This is a security option that logs when a person enters data, maintains (edits) existing data, and removes data. Audit trail provides accountability of users, deters users from fraudulent activity or mistakes, and tracks transaction history. The Audit Trail report can trace fraudulent activity and other accounting adjustments you may not know were completed. For more information, see <u>"Use Audit Trail" on page 373</u>.

If you intend to have Peachtree maintain an audit trail log, it is strongly recommended that you set up users in your company. When the **Use Audit Trail** option is activated and user records are set up and implemented, data security will be increased substantially. The Audit Trail report can associate user IDs with each data and system activity performed as it occur, establishing personal accountability.

Account Reconciliation

You can reconcile any general ledger account in Peachtree. Typically, you would reconcile balance sheet accounts. For example, you can reconcile a cash account against your monthly bank statement. You can also reconcile an accounts receivable account against the Aged Receivables report or an inventory account against the Inventory Costing report. You should systematically reconcile accounts each period so that you can quickly signal bank errors, match real-world data with Peachtree data, and detect possible fraudulent activity. For more information, see "Account Reconciliation" on page 81.

Back Up and Restore

It is important that you back up your company data on a regular basis and store these backups in a separate, secure location. Backing up data allows you to record a snapshot of the current state of your company. If you suspect fraudulent activity or your data becomes corrupt, you can restore a recent backup. Backups are also useful for auditing purposes. For example, you can restore a backup that was made prior to closing a fiscal year to examine detailed transaction history. For more information, see "Back Up and Restore Your Company Data" on page 378.

Set Up Company Users and Passwords

For step-by-step instructions, look up **"users, Set Up Company Users and Passwords"** in the Peachtree Help index.

Peachtree can allow custom access for different individuals. You can set up user profiles (records) for each person who will be using Peachtree. Each user record is set up with a user ID and password that will be required before opening and working with company data. You can set up user rights (control levels) to various program areas of Peachtree.

When user IDs and passwords are set up, Peachtree prompts you for a user ID and password when you open a company. If you know the password, you can access the areas of the program to which you have rights.

➤ From the **Maintain** menu, select **Users**.

The first time you access the Maintain Users window, a Peachtree Security message appears introducing you to users and passwords. Select **OK** to display the Maintain Users window.

This is how the window looks in *Peachtree Complete* and *Peachtree Premium*. If you are using *Peachtree Accounting*, you won't see the **Sales**, **Purchases**, **General Ledger**, **Payroll**, or **Inventory** tabs.

Maintain Users

Close   Save   Delete   New   Help

User ID: [   ] 🔍   ☑ Access to Maintain Users
Password: [   ]   ☐ Inactive
                              ☐ Limit data access from Crystal Reports to this user only

Summary	System	Sales	Purchases	General Ledger	Payroll	Inventory

Program Area	Control	Description
System	Full	Read + Add + Edit + Erase
Sales	Full	Read + Add + Edit + Erase
Purchases	Full	Read + Add + Edit + Erase
General Ledger	Full	Read + Add + Edit + Erase
Payroll	Full	Read + Add + Edit + Erase
Inventory	Full	Read + Add + Edit + Erase

Note

If you do not have access to the **Users** option in the **Maintain** menu, then your user profile does not have privileges to set up or maintain users/passwords in this company. Check with your system administrator or open the company using a user ID and password that have this privilege.

Set Up the First User (System Administrator)

You must have at least one user with the **Access to Maintain Users** option selected. Typically, your first user should be an administrative user with full rights to each area of Peachtree and the ability to set up and maintain users and passwords.

➤ Enter a user ID (for example, **Admin**) and its corresponding password.

User ID: [admin] 🔍   ☑ Access to Maintain Users
Password: [peach]   ☐ Inactive
                       ☐ Limit data access from Crystal Reports to this user only

- **User ID:** Enter up to 16 characters that will be used to identify the person attempting to open this company and maintain its data. You may want to use descriptive IDs such as a person's name. Or, you can set up user IDs depending on the user's intended access rights (for example, *Administrator*). User IDs are case sensitive.

- **Password:** Enter the user's password. You can enter up to 16 alphanumeric characters. Avoid passwords that are obvious, such as birthdays or names of relatives. Passwords are case sensitive and must be unique. Two or more users cannot have the same password.

Peachtree requires the first user set up in the system to have access to the Maintain Users window. Therefore, the **Access to Maintain Users** check box is initially disabled. *Peachtree strongly recommends that you have only one (administrative) user with access to the Maintain Users window.* This will prevent multiple users from accessing other user passwords, changing user records, or inadvertently erasing users.

Set control level, and then select *Save*   Select the control level for each program area for this user. To quickly establish an administrative user, select the **Full** access control level for each program area listed in the **Summary** tab. When finished, select **Save**.

Double-click the triangle to expand the **Program Area** list.

Select the control level for each program area here.

Program Area	Control	Description
► Analysis	Full	Read + Add + Edit + Erase
► File	Full	Read + Add + Edit + Erase
▼ Maintain	Full	Read + Add + Edit + Erase
Company Information	Full	Read + Add + Edit + Erase
Jobs	Full	Read + Add + Edit + Erase
► Options	Full	Read + Add + Edit + Erase
► Tasks	Full	Read + Add + Edit + Erase

Tabs: Summary | **System** | Sales | Purchases | General Ledger | Payroll | Inventory

Enter Additional Users

➤   Select the **New** button. Then enter a user ID and its corresponding password.

Make user inactive, if desired   Select the **Inactive** check box if you do not want this user to gain access to company data at this time. When a user ID is made inactive, the user cannot open this Peachtree company. When inactive users try to log on, the system will display a message telling them to contact the system administrator. Only the system administrator can make the user record active or change the modules the user is allowed to access. For example, you may elect to make a user inactive if the individual has temporarily left the company or is on a leave of absence.

Limit access to Crystal Reports, if desired   If you want to limit *data* access to Crystal Reports for Peachtree to the current user only, select the **Limit data access from Crystal Reports to this user only** check box. All users of Peachtree will still be able to preview or print a Crystal report.

Set control level   Select the control level for each program area for this user. *Note:* To quickly establish a single control level for a primary program area, select a control level in the **Summary** tab. For example, to assign rights to all accounts receivable areas of Peachtree, select the **Summary** tab and then select **Full** access control level in the Sales program area.

Select Save and then Close   Select **Save** to establish the user record. When finished setting up company users, select **Close**. Any changes you make, including changes to your user personal record, will take effect the next time you open the company.

If you forget your user ID or password, you will not be able to access the company data. It is your responsibility to maintain user IDs and passwords. It is critical that you write down your user ID and password and file it away in a secure place. In the unfortunate event that you lose your user ID or password and no one else can open the Peachtree company, contact Peachtree Technical Support.

Case Sensitivity

User IDs and passwords are case sensitive. Therefore, make sure that you type the user ID and password exactly as they are set up in the user record when opening your Peachtree company. For example, *Password*, *PASSWORD*, and *password* are all different. If you're sure you have the right user ID and password but Peachtree isn't accepting them, check to see if your caps lock key is on.

Set Up Access to Various Areas of Peachtree

You can set up user rights (control levels) to various program areas of Peachtree. You can choose to allow users access to a complete program module (for example, all System areas) or limit access to a particular function.

➤   If you are using *Peachtree Complete* or *Peachtree Premium*, select one of the primary program area tabs, and then choose a control level for each program area listed.

Program Areas

This can be a module of Peachtree (for example, System) or system function (for example, Change System Date). If you are using *Peachtree Complete* or *Peachtree Premium*, a program area can also be a specific window (for example, Maintain Customers). To expand the list of program areas in the grid, select the triangle to the left of the program area.

For a detailed description of the program area, access areas, and available control levels for the following tabs, refer to the Peachtree Help. Look up "**users, User Rights and Limited Access**" in the Peachtree Help index.

Control Levels

The control level defines the rights the user will have to the selected program area. You can establish the following control levels in Peachtree:

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

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

- **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.

- **Full:** The user can display the program area or specified Peachtree window, add new records or transactions, maintain (edit) existing data, and delete data. Full access also allows the ability to perform specified system functions.

- **Detailed Selection:** If you select to change a specific (secondary) program area control level, the primary program area is automatically assigned "Detailed Selection." This means that there are different control levels for each segment of the program area selected. If you change the control level for a primary program area, all the secondary program areas associated will also be assigned that control level.

Note

To quickly establish a single control level for a primary program area, select a control level in the Summary tab. For example, to assign rights to all accounts receivable areas of Peachtree, select the **Summary** tab, then select **Full** access control level in the Sales program area.

Access Tabs

Summary: Allows you to set the same limited access and control levels for all major program areas of Peachtree including System, Sales, Purchases, General Ledger, Payroll, and Inventory.

System: Allows you to set up access and control levels for miscellaneous areas of Peachtree.

Sales: Allows you to set up access and control levels for all accounts receivable areas of Peachtree including Customers, Sales/Invoicing, Receipts, Quotes, Sales Orders, or Accounts Receivable reports.

Purchases: Allows you to set up access and control levels for all accounts payable areas of Peachtree including Vendors, Purchases, Payments, Purchase Orders, Select for Payment, or Accounts Payable reports.

General Ledger: Allows you to set up access and control levels for all General Ledger areas of Peachtree including Chart of Accounts, General Journal Entry, Account Reconciliation, General Ledger reports, and Financial Statements.

Payroll: Allows you to set up access and control levels for all payroll areas of Peachtree including Employees, Payroll Tax Tables, Payroll Entry, Select for Payroll Entry and Payroll reports.

Inventory: Allows you to set up access and control levels for all inventory areas of Peachtree including Inventory Items, Inventory Adjustments, Build/Unbuild Assemblies, or Inventory reports.

Copy User Information to a New User

You can easily create users with similar program-area control levels from a user ID that you have already set up. For step-by-step instructions, look up **"copy, Copy User Information to a New User"** in the Peachtree Help index.

Log on to a Peachtree Company

If you have company users and passwords set up, you will be required to enter security check information (a user ID and password) prior to opening your Peachtree company.

➤ Open the Peachtree company from either the Startup screen or the Open Company window. If company users have been set up, the Security Check window appears.

Enter user ID and password, and then select *OK* When you enter the ID, the last user ID used appears for you. Now enter the user's password. For security reasons, the password will only appear as asterisks (*****) when you enter it. Remember that user IDs and passwords are case sensitive. Select **OK**.

Menus now appear for the company chosen. You can access the areas of the program to which you have rights.

Remove User and Password Security

If you delete all company user records, Peachtree will no longer display the
Security Check (log in) window where you must enter a user ID and password
when you open the company. It will also remove user accountability if the Use
Audit Trail option is selected in Maintain Company Information.

Note

Before removing user and password security, you should log in to the Peachtree
company as an administrative user (meaning you must have access to the
Maintain Users window).

➤ From the **Maintain** menu, select **Users**. The Maintain Users window appears.

Delete users Select each user from the lookup list and select the **Delete**
button. It is important that you first delete all non-administrative users (those
who do not have access to the Maintain Users window) first. Then, delete
administrative users.

If multiple users still exist and you attempt to delete the only administrative user
with access to Maintain Users, Peachtree will prompt you with an error message.
You cannot delete the single administrative user until all other users are
removed.

Once you delete the last user record, you will not be prompted for a user ID and
password when opening your Peachtree company. Also, if you have the Use
Audit Trail option activated, no activity will be associated to any user ID.

Want to learn more about the Maintain Users window? Click the **Help** toolbar
button in the window.

Use Audit Trail

Peachtree has several methods to track information. For example, a
combination of the General Ledger, journals, reports, and financial statements
can be used to trace transactions and balances for audit purposes. However, if
you want to track when an action is performed in your company data, you can
activate Peachtree's audit trail. This is a security option that logs when a person
enters data, maintains (edits) existing data, and removes data.

Audit trail provides accountability of users, deters users from fraudulent activity
or mistakes, and tracks transaction history. The Audit Trail report can trace
fraudulent activity as well as accounting adjustments you may not know were
completed.

Before Peachtree can log data activity, you must select the **Use Audit Trail** option in the Maintain Company Information window. Once selected, Peachtree will begin logging data activity for the current company.

If you intend to activate Peachtree's Audit Trail log, it is highly recommended that you set up user records in the Maintain Users window. Peachtree can associate the user currently logged into the Peachtree company with the data that is being entered or maintained, thus providing a more complete audit trail. For example, USER1 adds a customer record. USER2 then logs on and modifies the record. The Audit Trail report will show that USER2 was the last person to maintain the customer record, and it will display what was changed. This establishes user accountability.

Note

If you have activated audit trail and implemented password security, you should limit access to the Maintain Company Information window to one or two users. This can prevent other users from removing audit trail functionality to enter or maintain data in a fraudulent manner.

What Audit Trail Tracks

When the **Use Audit Trail** option is activated, the following items are recorded (when applicable) with each activity performed while operating in the Peachtree company:

Date: System (computer) date of action

Time: System (computer) time of action

User ID: User ID (if available); otherwise, *Not Available* appears

Action: Add, Change, or Delete

Window Name (or System Function): Name of window where action occurred (for example, Sales Orders); Name of system function implemented (for example, *Unpost*)

Transaction ID: For maintenance records, the ID associated with the record; for tasks, the ID associated with the transaction after change

Transaction Reference: Reference number associated with the transaction after change

Amount: Amount of transaction after change

Each of the above items are recorded in the Audit Trail report. Below is a summarized list of actions Peachtree's audit trail tracks.

Records and Transactions

Records include customers, vendors, employees, inventory items, and so on. Transactions include quotes, sales orders, invoices, payments, general journal entries, inventory adjustments, and so on.

- adding records or transactions (when **Save** is selected)

- editing records or transactions (when **Save** or is selected)

- deleting records or transactions (when **Delete** is selected)

- entering or maintaining record beginning balances (when **OK** or **Save** is selected)

- voiding checks and paychecks

- making payments in Cash Manager and Payment Manager

Miscellaneous Actions

- reconciling accounts

- maintaining company information and options

- maintaining and loading company and global payroll tax tables

- importing data into the company

- poking transactions using Dynamic Data Exchange (DDE)

System Functions

- posting and unposting journals (Batch mode only)

- closing the fiscal year

- closing the payroll tax year

- backing up company data (using the **Backup** option from the **File** menu)

Activate Peachtree's Audit Trail

Peachtree includes audit trail security features that can log when a person enters new data, edits existing data, and removes data. Audit trail provides accountability of users, deters users from fraudulent activity or mistakes, and tracks transaction history.

From the **Maintain** menu, select **Company Information**. Then select the **Use Audit Trail** check box and select **OK**.

To activate Peachtree's Audit Trail log, select the **Use Audit Trail** company option check box.

If you have not set up users with password protection, a message will appear suggesting that you do so to personalize audit trail activity. For more information, see .

Print the Audit Trail Report

The Audit Trail report can list important information about each activity performed while operating in the Peachtree company. Note that the **Use Audit Trail** option must be activated in the Maintain Company Information window in order for information to appear in the Audit Trail report.

To personalize audit trail information, it is highly recommended that you set up users in the Maintain Users window. Peachtree can associate the user currently logged into the Peachtree company with the data that is being entered or maintained.

➤ From the **Reports** menu, select **Company**. The Select a Report window appears.

Select and filter the report Select the Audit Trail report, then select the **Preview** button (if you want to display the report), or select the **Print** button (to print the report). In the Filter window select a date range; then select **OK**. The Audit Trail report either appears onscreen or prints. **Note:** To display or print the Audit Trail report by User ID, select **User ID** as the Report Order option in the **Filter** tab.

Tasks

This section describes how to perform the following tasks in Peachtree:.

User's Guide

To learn about	Go to
Changing company information	[“Change Company Information” on page 378](#)
Using the Company Navigation Aid	[“Company Navigation Aid” on page 377](#)
Changing company information	[“Change Company Information” on page 378](#)
Closing the fiscal and payroll tax years	[“Year-End Procedures” on page 382](#)
Purging data	[“Using the Purge Wizard” on page 385](#)

Company Navigation Aid

In addition to the menu options, you can use the Company navigation aid to complete these tasks.
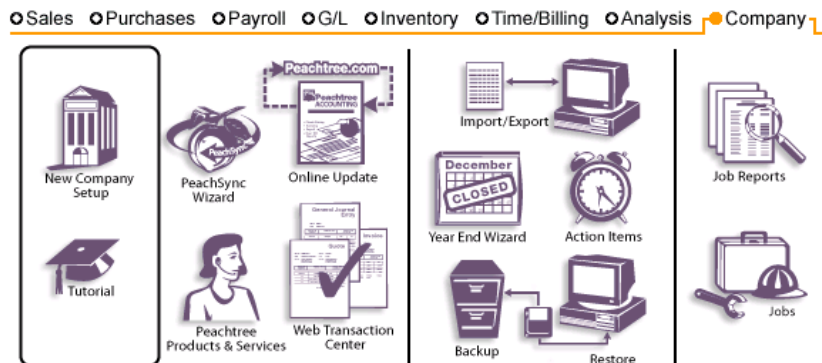
From the navigation aid, you can display a pictorial view of the system parts that represent the company administration functionality in Peachtree. Not only do you see the flow of how the various parts work together, you can also access a specific window or report by selecting its graphical representation.

Change Company Information

You set up information about your company when the company is created; see the "Creating a Company" chapter. Afterward, you can change all information for that company *except* the accounting method used.

➤ Select the **Maintain** menu, and then select **Company Information**.

Back Up and Restore Your Company Data

<table>
<tr><td>For step-by-step instructions, look up **back up, Back Up Company Data"** in the Peachtree Help index.</td></tr>
</table>

You should establish a regular procedure for backing up 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 data is up to you and depends on how you use Peachtree. If you enter transactions every two weeks, you can get by with backing up every two weeks. If you enter transactions daily, you may need to establish a daily backup routine.

The following chart shows an example of a backup strategy; weigh this example against the needs of your business, and decide on a backup strategy of your own.

Weekly Backup Schedule Example

WEEK 1	BACKUP SET #1		MONTH 1	BACKUP SET #1
WEEK 2	BACKUP SET #2		MONTH 2	BACKUP SET #2
WEEK 3	BACKUP SET #3		MONTH 3	BACKUP SET #3
WEEK 4	BACKUP SET #4		MONTH 4	BACKUP SET #1
WEEK 5	BACKUP SET #1		MONTH 5	BACKUP SET #2
WEEK 6	BACKUP SET #2		MONTH 6	BACKUP SET #3

In this example, the business uses seven sets of backup diskettes—four sets for weekly backups and three for monthly—which they rotate for maximum security. In the event of a computer virus or some other corruption of data files, this business has up to three months of security.

In the event of a hard disk crash, the business would only lose, at the worst, a week's worth of work.

If you don't want to risk a week's worth of work, implement a daily backup strategy. The cost of diskettes is relatively low when compared to the cost of time. You'll keep one set of diskettes for Monday's data, one for Tuesday's, and so forth. At the end of the month, use Monday's diskettes for the monthly backup and use a brand new set of disks to back up Monday's data. The following month, use Tuesday's diskettes for the monthly backup and a new set of disks to back up Tuesday's data. Continue in this manner until you cycle through the entire week's worth of data.

The reason for replacing diskettes is that if just one track on a disk gets damaged, you won't be able to restore the data on it. So alternating and replacing diskettes is the best way to protect data backed up on a daily basis.

Daily Backup Schedule Example

MONDAY BACKUP	becomes...	MONTH 1 BACKUP
TUESDAY BACKUP	becomes...	MONTH 2 BACKUP
WEDNESDAY BACKUP	becomes...	MONTH 3 BACKUP
THURSDAY BACKUP	becomes...	MONTH 4 BACKUP
FRIDAY BACKUP	becomes...	MONTH 5 BACKUP

Backup Methods

There are several methods you can use to back up your company data. You can back up data within Peachtree or use an alternate utility (for example, a tape backup program). If you choose to back up company data within Peachtree, your company data files and customized forms will be backed up using the Peachtree format. You can save your Peachtree backup to your hard disk, a diskette, or other data storage device (for example, a ZIP drive). Consider, however, that hard drives aren't foolproof. If you back up your data to hard drive and the drive gets damaged, you won't be able to restore your backed-up data. So we recommend you choose a variety of good alternate storage devices for backups.

Following are some important ideas to keep in mind if you are using a backup utility outside of Peachtree:

- If you choose to back up your company data to a tape device, you must exit Peachtree and use *the tape backup program to copy (and restore) company files*. Also, if you are working in a network environment, all Peachtree users *must* exit the company whose data you want to backup. If they do not, some company files will remain open and *will not be backed up*. Finally, when backing up to tape, *do not* use incremental backups. You will be able to restore your Peachtree data *only* if you do a full backup.

- Be sure that you include *all* your Peachtree data files in the backup. The way to do this is to back up the entire contents of the Peachtree folder (C:\Program Files\Peachtree), including all subfolders. Remember also, if you are working in a network environment, Peachtree data files are stored on the *network* itself, not on your local hard drive, which stores only the executable files that make Peachtree work.

- At year's end, you may want to back up your company files for archival purposes. Say that when you close out 2000 you back up your company files to an archive folder called MYBOOKS00. Now, when you start the new year, you want to save your company files in a new folder called MYBOOKS01. If you change the name of the folders where your company data is stored, be sure you have set your backup utility to back up data files to the new folder, *otherwise you will be overwriting your archive files*.

  Always make *two* copies of year-end data on either diskette or tape, *not* your hard drive. That way, if one copy is defective, you will always have another copy to fall back on. For security, put your backed-up data in your company safe.

If you *do* choose an alternate method of backup, be sure that you always *append* your backed up company data to the backup file; *don't* overwrite the file. This will mean that you are constantly saving a backup of the most current data. Then if any of the data you have backed up is corrupt, you will always have another recent backup that you can use to restore your data.

Restore Company Data

For step-by-step instructions, look up **restore, Restore Company Data Files"** in the Peachtree Help index.

In order to restore company data, you will replace all the current data files with those that were previously backed up. *You cannot restore individual files since the files are interrelated*.

The Restore Wizard walks you through the process of restoring. Among the options you have when restoring are:

- you can restore to an existing company already set up on your computer, or create a new company to restore to

- you can choose to restore all backed-up data files for the company, as well as Web transactions and customized forms

If you backed up company data using an alternate utility (for example, a tape program), you must use that program to restore your company data.

When you restore company data, all data entered after the company was last backed up will be lost.

Year-End Procedures

Peachtree records company data using two types of accounting years:

Payroll Tax: contains the year-to-date earnings information for all employees and vendor 1099 information.

Fiscal: contains all journal transactions and account information posted to the general ledger.

The payroll tax year may use the same time frame as the fiscal year. Peachtree allows you to keep two years of both fiscal and payroll activity open. You enter transactions anytime during these two years. As soon as you close one year, the next (future) year is opened automatically for you.

Note

If you close the fiscal or payroll tax year, you can retrieve important data such as reports and open checks and invoices *only* by restoring company data from a backup copy. That is why backing up on a periodic basis is such an important procedure. For more information, see <u>"Back Up and Restore Your Company Data" on page 378</u>

You don't have to close the year right away.

It is not necessary to close the previous fiscal year during the first month of the new fiscal year (if you have used Peachtree for only one year). In many cases, you may not have all the information available to close the year. These include closing adjustments and depreciation transactions. It's a good idea to wait at least a month before closing either the payroll or fiscal years.

Because Peachtree allows you to keep two years of fiscal and payroll activity open at one time, you can leave the previous year open for editing or adjusting. For example, if the current year is 2003, it can act as year 2 while 2002 is open as year 1. At the end of year 2, you will have to close year 1 (2002) to begin entering transactions in 2004.

Which do you close first—payroll tax or fiscal year?

If you are operating the fiscal year on a calendar basis (same as payroll tax year), Peachtree recommends you close the payroll tax year first. When you close the payroll tax year all employee W-2 information is zeroed and moved forward. However, the payroll transactions posted to the general ledger still exist. When you close the fiscal year, these and other transactions will be moved to a historical area, and your general ledger will move forward.

If you are operating on a fiscal year different from the payroll tax year, it doesn't make any difference which one is closed first. However, it is still a good idea, if possible, to close the payroll tax year first.

Before you close the
payroll tax or fiscal
year...

Whether you close the fiscal year or payroll tax years, you need to perform some preliminary procedures before you close. For information on preparing to close the payroll tax year, see the "Payroll" chapter, "Close the Payroll Tax Year" on page 272. For information on preparing to close the fiscal year, see the "General Ledger" chapter, "Completing Fiscal Year-End Procedures" on page 85.

The Peachtree Year-End Wizard

For step-by-step instructions, look up **"Year-End wizard"** in the Peachtree Help index.

Because year-end procedures involve a number of separate actions that could be complicated and time-consuming if performed separately, Peachtree has developed a special aid called the Year-End wizard. The Year-End wizard walks you through the process of closing out your first open fiscal year, payroll tax year, or both. At every point in the process, the wizard makes your options clear and tells you the consequences of every action you might take.

Before Using the Wizard

Before you launch the wizard, there are some tasks you should perform. These include printing out any unprinted items such as invoices and payroll checks, as well as clearing the **Waiting on Bill from Vendor** check box in the Purchases/ Receive Inventory window for any outstanding vendor purchases. If you start the wizard before performing this task, the wizard will not be able to proceed. You will have to exit the wizard and clear the check box before you can complete year-end close.

Note

Since the close process may take quite a while to complete, we recommend that you start the process at the end of your business day, making sure you leave the computer running. Also, you should make sure that all other applications are closed before you begin.

The Wizard Windows

Through a series of windows, the Year-End wizard provides instructions and options. The first window, Welcome to the Peachtree Year-End wizard, tells you the date range of your two open fiscal and payroll tax years. Read the text in the window, and then click the **Next** button to go to the next window in the series. The windows that make up the wizard are:

- **Close Options**: Lets you choose whether to close the first open fiscal year, the first open payroll tax year, or both.

- **Print Fiscal Year-End Reports:** Displays a list of the year-end reports that you should print before completing the year-end process. For each listed report there is a check box; each check box is preselected. You can click in the check box of any reports you don't want to print. *Note:* You will see this window only if you are closing a fiscal year or years.

- **Back Up Company Data:** It's very important that before you close the year, you make a backup of company data and customized forms; otherwise, this information will be lost. The Back Up Company Data window creates a backup for you.

- **New Open Fiscal Years:** Since Peachtree automatically adjusts the start and end dates of fiscal year accounting periods, it is usually not necessary for you to do this for your next open fiscal year. However, if you do want to change accounting period dates for any reason, the New Open Fiscal Years window gives you the opportunity. *Note:* You will see this window only if you are closing a fiscal year or years.

- **Confirm Close:** Tells you the starting and ending dates of the open fiscal and payroll tax years you are about to close. It also tells you what will be your two open fiscal and payroll tax years after closing. Confirm that the information is right; then click the **Next** button to proceed.

- **Begin Close-Year Process:** At this point, you are ready to begin the close process. To do so, click the **Begin Close** button.

- **Congratulations!** The open fiscal and payroll tax years you selected have been successfully closed.

Launch the Year-End Wizard

1 From the **Tasks** menu, select **System** and then **Year-End Wizard**.
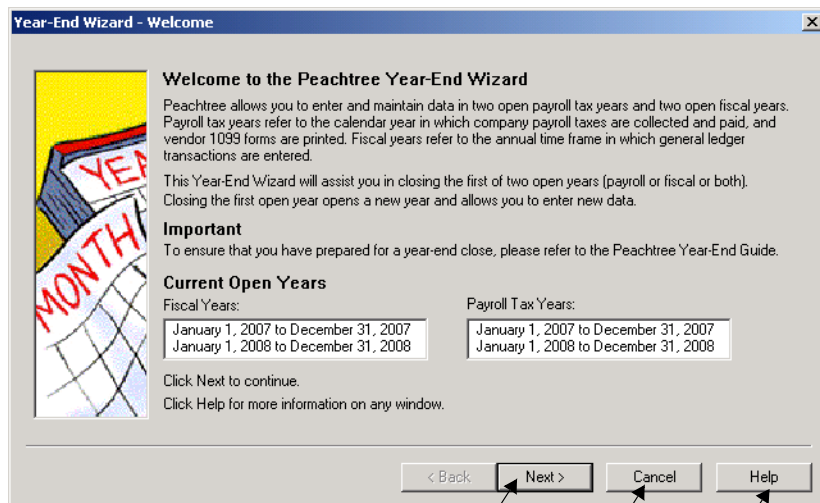
Select **Next** to move to the next window in the wizard. Select **Back** to move to the previous window.

Select **Cancel** to stop the close process. Select **Help** in any window to see step-by-step instructions on working in that window.

2   Read the introductory information, noting your company's two open fiscal and payroll tax years.

3   To proceed with year-end close process, select the **Next** button, and Peachtree displays the Year-End Wizard - Close Options window.

After Completing Year-End Close

Sometime after you have closed your fiscal year and before the end of the calendar year, you should make sure that you purge any old transactions that you don't need anymore, as well as any records that are now inactive. For more information, see <u>"Using the Purge Wizard" on page 385</u>.

Using the Purge Wizard

For step-by-step instructions, look up **"Purge wizard, Purge Wizard - Introduction"** in the Peachtree Help index.

Occasionally, you need to purge old data that you no longer require, usually to free space on your hard drive. It is a good idea to purge data after you have closed a fiscal year.

Because purging involves making a number of decisions about what should be purged and under what conditions, Peachtree uses a wizard, called the Purge wizard, which greatly streamlines the decision-making process and automates the purge process itself.

The wizard lets you purge the two broad categories of data that are eligible for purging:

Transactions: quotes, invoices, sales orders, receipts, purchases, purchase orders, payments, paychecks, time tickets, expense tickets, and general journal entries from previous years that are no longer needed.

Inactives: customers, vendors, employees, inventory items, jobs, phases, code codes, and general ledger accounts that have been marked as Inactive on the Maintain screens.

Note: Time tickets, expense tickets, and phases and cost codes are available only *Peachtree Complete* and *Peachtree Premium*.

If you plan to purge inactives, you should also purge transactions. This is true because inactives don't get purged if any transactions apply to them. The wizard will ask which transactions and inactives you want to purge.

Since the purge process may take quite a while to complete, we recommend that you start the process at the end of your business day, making sure you leave the computer running. Also, make sure that all other applications are closed before you begin.

The Purge Wizard Windows

Through a series of windows, the Purge wizard provides instructions and options. The first window, Welcome to the Peachtree Purge Wizard, tells you the end dates of the last closed fiscal and payroll tax years. This is important because you can only purge old transactions in closed fiscal years and only purge payroll and 1099 transactions in closed payroll tax years. Read the text in the window, and then click the **Next** button to go to the next window in the series. The windows that make up the wizard are:

- **Back Up Company Data:** It's very important that before you purge data, you make a backup of company data and customized forms; otherwise, this information will be lost. The Back Up Company Data window creates a backup for you.

- **Old Transactions:** Lets you choose a date on or before which old, unneeded transactions can be purged. Remember, the date should fall within closed years only. Then the wizard asks you to select the types of transactions you'd like to purge.

- **Account Reconciliation:** Asks whether or not you use Account Reconciliation and need to have certain accounts reconciled before purging. If so, you can choose the accounts that need reconciling, as well as a date on or before which unreconciled transactions can be purged.

- **Inactive Maintenance Records:** Lets you choose the types of inactive records you want to purge. Inactive maintenance records can be purged as long as they are not used by a transaction and have zero remaining balances.

- **Summary of Options:** This window provides a summary of all purge options you have chosen in previous windows. You can either proceed with the purge or use the **Back** button to return to the earlier windows and make any needed adjustments.

- **In Progress:** Two progress meters tell you how much of the purge process has been completed; if needed, you can cancel at any time. The wizard will notify you when purge is complete. The In Progress window also lets you print a log that details the purge process. See .

Launch the Purge Wizard

1 From the **Tasks** menu, select **System** and then **Purge Wizard**. Or, from the Company Administration Navigation Aid (see "Company Navigation Aid" on page 377), select the **Purge Wizard** option.
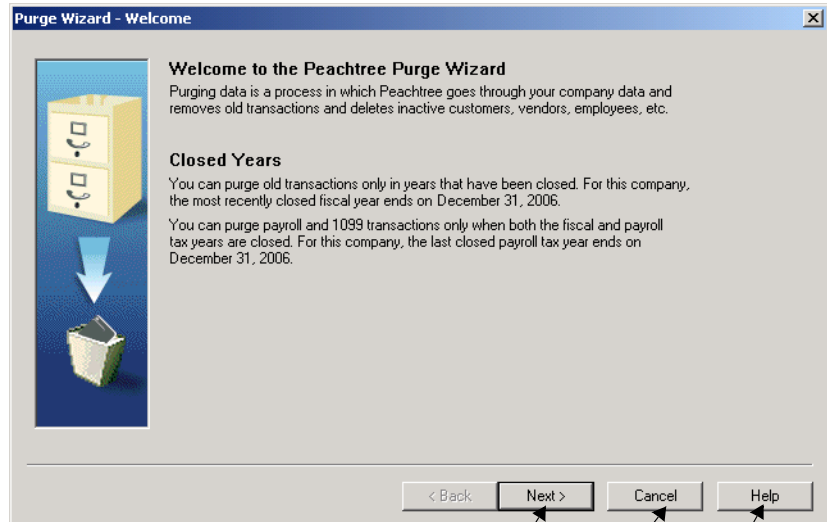
Select **Next** to move to the next window in the wizard. Select **Back** to move to the previous window.

Select **Cancel** to stop the close process. Select **Help** in any window to see step-by-step instructions on working in that window.

2 Read the introductory information, noting your company's last closed fiscal and payroll tax years.

3 To proceed with purge, select the **Next** button, and Peachtree displays the Back Up Company Data window.

Purge Criteria

The following sections provide a very brief outline of the criteria the Purge wizard uses to determine which transactions and records get purged. For a detailed discussion of these criteria, look up **"purge criteria"** in the Peachtree Help index.

Old Transactions

The wizard uses a number of criteria to determine whether or not old transactions falling before the purge date (entered in the Old Transactions window) can be purged. Basic criteria are as follows:

Job phases and cost codes are available only in Peachtree Complete and Peachtree Premium.
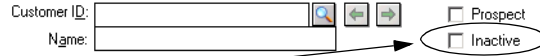
- In the case of purchase orders and sales orders, you can only purge entries marked *Closed*. Open purchase and sales orders will not be purged.

- If a transaction prior to the date refers to a currently active job ID, phase ID, or cost code, the transaction will not be purged.

- If a transaction prior to the date refers to a payroll entry or vendor payment and the entry or payment is in an open payroll year.

- If a transaction prior to the date refers to a currently unpaid sales or purchase invoice, the transaction will not be purged.

- If a transaction prior to the date refers to a payment to customer or receipt to vendor and has not been fully used, the transaction will not be purged.

- If the transaction prior to the date refers to a prepayment which has not been fully applied, the transaction will not be purged.

- If the transaction prior to the date refers to a general journal entry which is reversing and the date of the reversed entry is after the date, then the transaction will not be purged.

- **Reconciliation:** Transactions entered in Peachtree are automatically flagged as unreconciled, to make them eligible for later reconciliation. A transaction marked as unreconciled cannot be purged. Therefore, these transactions must first be marked as "reconciled."

  The wizard will ask whether or not you use Account Reconciliation. If you answer **No**, then all transactions within the date range are eligible for purging. (They get marked as reconciled.) If you answer **Yes,** you are asked which accounts you reconcile (usually cash accounts). Then, any transactions that use those accounts do not get purged.

Inactive Maintenance Records

Once again, inactives are customers, vendors, employees, inventory items, jobs, phases and cost codes (in *Peachtree Complete* and *Peachtree Premium*), and general ledger accounts that you have marked as inactive. On the Maintain windows for each of these records, there is a check box.

Most maintenance items will have an inactive check box to make them eligible for purging.

Customer ID:

Name:

☐ Prospect

☐ Inactive

The purge process removes all records that have this box checked, and

- that are not named or used by any transaction

- that have no balance remaining

The Purge Log

Once the purge process is complete, the wizard gives you the opportunity to view a purge log file (PURGE.TXT). This log provides details of the process and lists transactions that were not purged and why. It is a useful document for troubleshooting the purge process, especially if some of the records you expect to be removed have not been. For further information about the log, look up **"purge log"** in the Peachtree Help index.

Peachtree Today and Web Services

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Overview

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Overview

With the advent of the Internet, online communication has become extremely popular and useful for businesses as they grow. Some services require an online connection, while others do not. It depends on your computer and Internet setup. You can set up an Internet connection preference within Peachtree using dial-up or direct connection types.

Peachtree provides several mechanisms to "go online" or "connect" to the Internet within its application. Within Peachtree, you can do the following:

- Create e-mail messages for customers, vendors, and employees.

- Visit customer, vendor, and your own company Web sites instantly.

- Browse Peachtree Software's Web site for updated product and service information.

- Search the Peachtree Customer Support knowledge base for technical tips.

- Use Peachtree Today as a customized information center for your company's data. Peachtree Today also provides helpful information about using Peachtree more efficiently.

- Display an online, personalized My Resources page that includes up-to-date small business news and resource links to other business-related areas of the Internet.

- Access a variety of Web services including Peachtree WebsiteCreator Pro, Peachtree WebsiteTrader, Peachtree Web Accounting, Peachtree Web Billing, Peachtree Credit Card Service, Peachtree Internet Postage Service, and many others.

- Check for product updates. You can even download and install the updates instantly.

Setting Up Internet Connectivity

To display certain areas (locally) within Peachtree, you must install Microsoft Internet Explorer on your computer, if it is not already installed. To access various online services within Peachtree, you must define how Peachtree should connect to the Internet.

Install Microsoft Explorer

Peachtree requires that Microsoft Internet Explorer 5.x or 6.0 be installed on your computer. Before you can start Peachtree, you *must install Microsoft Internet Explorer*. Peachtree uses components of the Microsoft Internet Explorer Web browser in its application (for example, Peachtree Today). Peachtree's HTML Help Viewer also uses Microsoft Internet Explorer components.

Peachtree does not require that Microsoft Internet Explorer be your default Web browser. Peachtree does require that it be installed on your computer. Also, an Internet connection is *not required* to run Peachtree. However, an Internet connection is recommended to take advantage of Peachtree online and Internet-related features.

The latest version of Microsoft Internet Explorer (at the time the software was released) is included on the Peachtree compact disc.

To install Microsoft Internet Explorer, do one of the following:

➤   **Reinstall Peachtree.** This will automatically install Microsoft Internet Explorer (if it is not already installed). Refer to the first chapter of the *Getting Started Guide* for detailed instructions.

➤   **To install Microsoft Internet Explorer separately,** point to the **IE55** folder on the Peachtree compact disc, and double-click the **IE5Setup.exe** file.

➤   **To download the latest version of Microsoft Internet Explorer,** go to Microsoft's Web site at www.microsoft.com.

If you are having problems setting up Internet access or an e-mail account, please contact your Internet service provider or system administrator.

Set Up An Internet Connection within Peachtree

For more information and step-by-step instructions, look up **"Internet connection"** in the Peachtree Help index.

Some areas of Peachtree require Internet access to display additional, updated information or to function properly. When you open these areas or select certain items in various windows, you are prompted to connect to the Internet before continuing. An Internet connection is used to access various areas of Peachtree Software's Web site, small business accounting news and tips, and common business resource links to other areas of the Web. Internet connections are also used to check for program updates that you can download and install.

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To tell Peachtree how you want to connect to the Internet from within the application, do the following:

➤ From the **Options** menu, select **Define Internet Connection**.

If needed, click the Add New button to set up a new Windows dial-up connection.

Check with your Internet service provider or system administrator to determine if a proxy server is used and what setting to enter in Peachtree.
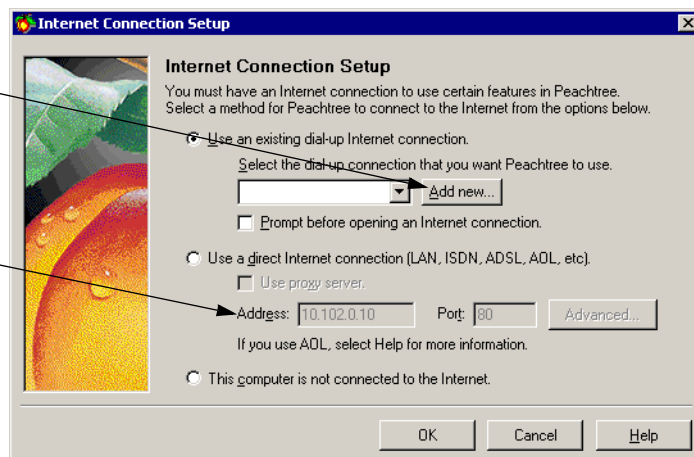
The Internet Connection Setup window defines the type of connection Peachtree should use each time it attempts to access the Internet. It also appears when you attempt to access the Internet within Peachtree the first time.

Use an existing dial-up Internet connection   If you are using a telephone modem, select this option. Most home computers and some small businesses use this method. Choose an existing dial-up (modem) connection from the drop-down list. If you already have an active account with an Internet Service Provider (ISP), this will already be set up for you.

For step-by-step instructions, look up **"dial-up, Add a New Windows Dial-Up Connection"** in the Peachtree Help index.

If needed, select the **Add New** button to set up a new dial-up connection. This opens the Microsoft Internet Connection Wizard. Refer to Peachtree Help for basic instructions on adding a new dial-up connection. For more accurate information on setting up dial-up connections, contact your Internet service provider; examine your modem documentation; or look up for "Dial-Up Networking" in the Microsoft Windows Help index.

If you want to choose a specific connection type each time Peachtree attempts to access the Internet, select the **Prompt before opening an Internet connection** option. If you use only one dial-up method for all your Internet connections, do not select this option.

Use a direct Internet connection (LAN, ISDN, ADSL, AOL, etc.) If you have a connection to the Internet through a local area network (LAN), T1 or T3 corporate Intranet, high-speed cable (ADSL) modem, or a third-party connection service (such as America Online, CompuServe, or Prodigy), select this option. This is different from a telephone modem, which uses a *dial-up connection*. Many businesses with networked computers will have a similar setup using this method. Check with your system administrator for assistance setting up these types of connections.

If you use a third-party connection service (such as America Online, CompuServe, or Prodigy), select the **Direction** connection option. Do not select the **User Proxy Server** check box. For more information on using AOL with Peachtree, see "Using Third-Party Online Services with Peachtree" on page 395.

If applicable, enter your ADSL or cable service (IP) Address and Port information. If your Web browser already has this information set up, Windows will typically display the same information here. Often, providers of ADSL and cable modem access require you to enter proxy settings and authentication information such as a user ID and password. However, if your provider did not provide this information, leave these settings blank. If you experience problems connecting to the Internet within Peachtree using the direct connection type, verify with your provider whether or not your system requires proxy settings, authentication information, or both.

This computer is not connected to the Internet   If your computer does not have access to the Internet at this time or if you want to temporarily disable Internet-linked features within Peachtree, select this option. When you do sign up with an Internet Service Provider, you can return to this window and select your new Peachtree Internet connection type.

Want to learn more about the Internet Connection Setup window? Click the **Help** toolbar button in the window.

Using ADSL or a Cable Modem with Peachtree

After setting up your direct connection type in Peachtree (see above), you must remember to **start your ADSL or cable modem software first** before opening Peachtree and accessing any Internet-related features.

Using Third-Party Online Services with Peachtree

If you use third-party Internet connection services (such as America Online (AOL), CompuServe, or Prodigy), consider the following tips when connecting to the Internet within Peachtree.

Before you begin the steps listed below, make sure that the third-party software (for example, AOL 5) is installed, that your online account is set up and established, and that you can log on to their network successfully. *Note*: Peachtree does not support 3.0 or 16-bit versions of AOL. To check your AOL version number, open AOL, and select **About America Online** from AOL's **Help** menu. To upgrade AOL, click **Go/Keywords**, and type **UPGRADE**.

Troubleshooting Peachtree's Internet Connection

For more detail and step-by-step instructions, look up **"troubleshooting, Troubleshooting Peachtree's Internet Connection"** in the Peachtree Help index.

If you are having trouble connecting to the Internet within Peachtree Today, Peachtree Help, or other Peachtree areas, try the following tasks:

- Verify that you can connect to the Internet outside of the Peachtree application.

- Verify that your Peachtree Internet connection is set up properly.

- Test your Peachtree Internet connection setup in Peachtree Today.

- Verify that you can check online for program updates.

Using E-mail and Web Site Addresses

You can enter e-mail and Web site addresses for your customers, vendors, and employees in Peachtree. Using the buttons beside the e-mail and Web site address fields, you can also create e-mail messages and access Web sites instantly. You can also visit Peachtree Software's Web site from several areas within the Peachtree application and Help system.

Create E-mail Messages

For more information and step-by-step instructions, look up **"e-mail"** in the Peachtree Help index.

You can enter e-mail addresses on the **General** tab of the following windows:

- Maintain Customers/Prospects

- Maintain Vendors

- Maintain Employees/Sales Reps

- Maintain Company Information

➤ **To send an e-mail message to the customer, vendor, or employee,** click the **E-mail** button to the right of the **E-mail** field (or choose **Send E-mail** from the **Edit** menu).

Your default e-mail program will start with this address applied in a new message. You must have an e-mail program installed in Windows (for example Microsoft Outlook or Eudora) and an account set up with a Internet Service provider for this to work properly. Peachtree does not send the message itself.

Display Customer, Vendor, and Your Company Web Sites

For more information and step-by-step instructions, look up **"Web sites"** in the Peachtree Help index.

You can enter Web site addresses in the following windows:

- Maintain Customers/Prospects (General tab)
- Maintain Vendors (General tab)
- Maintain Employees/Sales Reps (General tab)
- Maintain Company Information

➤ **To display the Web site,** click the **Internet** button to the right of the **Web Address** field in any of the aforementioned windows (or choose **View Web Site** from the **Edit** menu). This launches your default Internet browser and locates the address.

You must have a Web browser installed (for example Microsoft Internet Explorer) and an account set up with a Internet service provider for this to work properly. Typically, your Web browser will request that you log on through your service provider before displaying the Web page.

Access Peachtree Software's Web Site

Throughout the Peachtree application are Web site links to specific areas of Peachtree Software's Web site. "Active" links are blue and underlined (for example, www.peachtree.com). Just click the link to open your default Web browser and to display the Web page. Active links are also present in various Peachtree windows, error messages, and Peachtree Help topics.

To visit Peachtree Web site instantly, do the following:

➤ From the Peachtree **Help** menu, select **Peachtree on the Web**; and then choose the area you want to visit. This opens your default Web browser and displays the respective Web page.

You must have an Internet browser installed in Windows (for example, Microsoft Internet Explorer or Netscape) and an account set up with a Internet Service provider for active links in Peachtree to work properly. Typically your Web browser will request that you log on through your Internet service provider before displaying the Web page.

Using Peachtree Today

For more information and step-by-step instructions, look up **"Peachtree Today"** in the Peachtree Help index.

Peachtree Today is the information center for your company's data. It can do the following:

- Display information that can help you run and monitor your business.
- Provide helpful information about using Peachtree more efficiently.
- Act as a gateway to the Internet and various Peachtree Web resources and online services.

Open Peachtree Today

Tip

To have Peachtree Today appear whenever you open your company, choose this option in Peachtree Today Preferences. See ["General Preferences" on page 403](navigation).

Do one the following.

➤ From the **Services** menu, select **Peachtree Today**

➤ Click the **Today** button in the Peachtree custom toolbar.

| Today | 3/15/07 | Period 2 - 2/1/07 to 2/28/07 |

By default, the first time Peachtree Today opens, the Welcome page appears.

Use the **Set Default Page** option to choose the page you want to see first when Peachtree Today opens.

Sidebar menu

Click one of the five links, either in the center of the page or in the *sidebar menu*, to open the respective area of Peachtree Today. If you want another page to appear first when you open Peachtree Today, select the **Set Default Page** option. For information on changing the default page, see <u>"General Preferences" on page 403</u>.

Navigate in Peachtree Today's Browser

Peachtree Today is essentially a browser within Peachtree. You can browse areas of Peachtree Today or connect to the Internet and browse Web pages. Use the toolbar buttons at the top of the window to navigate just as you would in Microsoft Internet Explorer.
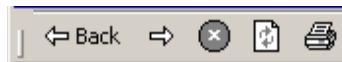
The illustration below shows the toolbar along with other significant features of the Peachtree Today window.

To view a different area of Peachtree Today, click the appropriate link in the sidebar menu.

To see company data for a different date, select the **Date** field to change dates.

To see different sections of the displayed page, select the appropriate tab.

For information about the ticker tape announcement, just click it.

To open this area of Peachtree, click the shortcut link.

To display detail information about a listed record or transaction, click the item link.

To display a list of common tasks related to the section, click **How Do I...**

Below the toolbar is the current Peachtree system date. To see company data for another date, click the **Date** field, and then select the desired date.

To the right is a "ticker tape" field, which displays important product and service announcements. For example, the Peachtree Today ticker tape might announce the availability of a new tax update. For information about the announcement, just click the ticker tape.

Note

When you click any Peachtree Today ticker tape item, Peachtree will attempt to connect to the Internet to display more information about the announcement. Therefore, an Internet connection must be set up. For more information, see <u>"Set Up An Internet Connection within Peachtree" on page 393</u>.

In addition to the Welcome page discussed above, Peachtree Today is divided into four major areas: **My Business**, **Daily Register**, **My Resources**, and **Navigation Aids**. Besides these, a **Preferences** area allows you to customize Peachtree Today. For more information, see <u>"Set Up Peachtree Today Preferences" on page 402</u>.

My Business   Click the **My Business** option in the sidebar to display information about how your business is currently operating. The My Business page can list key account balances and past-due invoices; it can also display aging and revenue charts.

To choose which components you want on your My Business page and how you want them to appear, click the **Preferences** option in the sidebar, and select **My Business** from the tabs displayed at the top of the page. To learn how to customize Peachtree Today, see <u>"My Business Preferences" on page 403</u>.

Want to learn more about the Peachtree Today My Business page and step-by-step procedures? Click the **Help** links throughout the page, press **F1** when the page is displayed, or look up "**Peachtree Today, My Business**" in the Peachtree Help index.

Daily Register   The Peachtree Today Daily Register page features a report of all transactions posted on the current day for the company. It appears in the form of a table and reports the totals for each type of transaction displayed, such as quotes, invoices, and credits. You can drill down on the amounts of any transactions listed in the Register. That is, you can click one of the amounts to see transaction details from the appropriate Peachtree report. For example, if you click in the **Amount** column for invoices and credits, the Invoice Register report appears, showing the transactions that add up to the displayed total amount.

Want to learn more about the Peachtree Today Daily Register page and step-by-step procedures? Click the **How Do I...** link at the upper right side of the page, press **F1** when the page is displayed, or look up "**Peachtree Today, Daily Register**" in the Peachtree Help index.

My Resources   Click the **My Resources** option in the sidebar to display information about various Peachtree Software products and services, provides small business accounting news, and links you to common business areas of the Internet.

Based on the connection type and options set up in Peachtree's Internet Connection Setup window, Peachtree might attempt to connect to the Internet (if a connection is not currently active) when the My Resources page is selected. Once a connection is established, Peachtree displays the online version of your My Resources page. Otherwise, Peachtree displays the offline version.

Want to learn more about the Peachtree Today My Resources page and step-by-step procedures? Press **F1** when the page is displayed, or look up "**Peachtree Today, My Resources**" in the Peachtree Help index.

Navigation Aids   Click the **Navigation Aids** option in the sidebar to display Peachtree Today navigation aids, which can be used as an alternate method to open windows, maintain records, initiate tasks, and run reports. Each major program area of Peachtree has a navigation aid. Most navigation aids display maintenance information, task workflow (by means of arrows), and reports specific to the area selected. There are navigation aids corresponding to each of the major area of Peachtree, such as Sales and Purchases.

In addition, the Navigation Aids page includes the following sections:

- **Product Tips,** providing useful tidbits of information to help you work more efficiently in Peachtree, as well as an introduction to new and improved features.

- **Help Where You Need It,** displaying a list of common "How Do I" procedures for each of the major areas of Peachtree. These topics describes how to accomplish common tasks within that area.

Want to learn more about the Peachtree Today Navigation Aids page and step-by-step procedures? Press **F1** when the page is displayed, or look up "**Peachtree Today, Navigation Aids**" in the Peachtree Help index.

Navigation aids are also available through the *Navigation Aid Bar* that runs along the bottom of the Peachtree window, just below the custom toolbar (if you have turned on the **View Custom Toolbar** option). To view an individual navigation aid such as Purchases, click its name in the Navigation Aid Bar.

| ● Sales | ◉ Purchases | ● Payroll | ● General Ledger | ● Inventory | ● Time & Billing | ● Analysis | ● Company |

Setup Guide   If you have just set up a new Peachtree company using the New Company Setup wizard, the Peachtree Today **Setup Guides** option is the first you should choose. In fact, once you finish with the wizard, Peachtree automatically opens Peachtree Today so that you can continue setting up your company using the Setup Guide.

While the wizard sets up many company defaults for you, the Setup Guide walks you through the process of completing default setup, as well as establishing your company data records and entering beginning balances. The Setup Guide has a total of six task pages plus an Intro page. The task pages correspond to individual areas of the Peachtree program, such as accounts receivable and General Ledger. Each page provides links to the tasks needed to complete setup for the chosen area.

Want to learn more about the Peachtree Today Setup Guide page and step-by-step procedures? Press **F1** when the page is displayed, or look up "**Peachtree Today, Setup Guide**" in the Peachtree Help index.

Set Up Peachtree Today Preferences

For step-by-step instructions, look up **"Peachtree Today, Peachtree Today Preferences"** in the Peachtree Help index.

You can customize how Peachtree Today operates and appears in Peachtree. For example, you can choose whether Peachtree Today appears automatically each time you open a company, which data objects appear on the My Business page, and which page appears first when Peachtree Today opens.

➤ **To customize Peachtree Today,** open the Peachtree Today, and select the **Preferences** options in the sidebar menu.

Select either **General** or **My Business**...

...and then set the displayed preferences as desired.

To display various preference options, click either the **General** or **My Business** tab at the top of the page. A series of preferences will appear down the center of the page. Set the displayed preferences as desired.
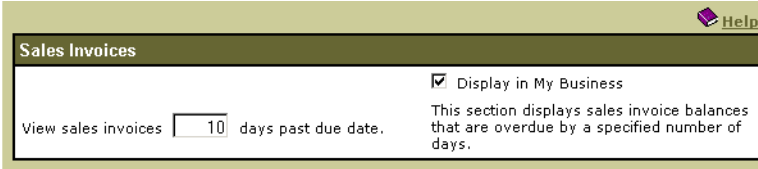
Peachtree provides two types of preferences: General and My Business.

General Preferences. These options define basic properties about the Peachtree Today window.

- **Default Page.** This identifies which page should appear when Peachtree Today first opens. You can choose either the Welcome or Daily Register page OR one of the sections of the My Business, My Resources, or Navigation Aids pages.

- **Internet Connection:** If you want Peachtree to automatically connect to the Internet each time you click a Peachtree Today ticker tape announcement or Internet link, select this option. If the option is not selected, you will be prompted to connect to the Internet each time you click a Peachtree ticker tape announcement or Internet link.

- **Setup Guide:** If you want to hide the Setup Guide when you open a company so it is not available from the Peachtree Today Welcome page or sidebar, select this option.

- **Start Up:** If you want Peachtree Today to appear each time you open a company, select this option.

My Business Preferences   These options define which sections should appear on the My Business page in the Peachtree Today window.

Below is an example of one of the My Business Preference options:

To include a section on your My Business page, select the check box under the section heading. Once you choose to display a section, you may be required to set up additional options.

Want to learn more about the Peachtree Today Preferences page? Click the **Help** link in the upper-right corner of the window or press **F1** when the page is displayed.

Updating Peachtree

Peachtree Software provides periodic updates to its applications and add-on products. Updates can include program maintenance releases, new Peachtree Today files, or documentation changes. These updates are accessed easily within Peachtree using an Internet connection.

During the online update process, Peachtree will start the connection type that is defined in the Internet Connection Setup window. Once a connection is established, you will be notified of available product updates and provided an opportunity to choose which updates you want to download and install.

Check for Peachtree Product Updates

For step-by-step instructions, look up **"updates, Check for Peachtree Updates"** in the Peachtree Help index.

Use this procedure to connect to the Internet and check for periodic updates to Peachtree applications and add-on products. To ensure that you have the latest version of a Peachtree Accounting product, we recommend that you check for product updates often—at least once every 60 days.

➤ From the **Services** menu, select **Check for Updates**. Follow the online instructions to select, download, and install available product updates.

Note: Before you can check for program updates, you must define an Internet connection type in Peachtree. For more information, see <u>"Set Up An Internet Connection within Peachtree" on page 393</u>.

Need to resolve problems with Peachtree Online Update? Look up, "**troubleshooting, Troubleshooting Peachtree Online Update**" in the Peachtree Help index.

Peachtree Web Services

For detailed information about each Peachtree Web service including step-by-step instructions, look up **"Peachtree Web services"** in the Peachtree Help index or point your Web browser to www.peachtree.com.

Peachtree Software offers a number of Web services that can enhance the functionality of your Peachtree desktop applications.

- Peachtree Web Accounting
- Peachtree Credit Card Service
- Peachtree WebsiteCreator Pro Service
- Peachtree WebsiteTrader Service
- Peachtree Online Backup Service
- Peachtree Third-Party Online Services

For more information about data and security measures Peachtree provides with each of its online services, look up "**security, Peachtree Web Services Data and User Security**" in the Peachtree Help index.

Peachtree Web Accounting

With Peachtree Web Accounting, you can remotely view key accounting data, print reports, and even enter transactions where and when you choose. All you need is Peachtree on your office computer and Internet access. This Peachtree add-on subscription service allows you to upload a copy of your key Peachtree company data from your office computer to a secure Web site, where you, your mobile employees, and your accountant can access the data via the Web.

Benefits of Peachtree Web Accounting Remote Access

With Peachtree Web Accounting, you can do the following:

- View desktop accounting data from home or while traveling

- View the "My Business" page information from Peachtree Accounting

- Provide mobile employees with access to the data they need most

- Allow free remote access to your outside accountant

- Access your general ledger, customer, job, and inventory information

- Perform daily tasks such as entering sales invoices and quotes

- Enter general journal entries

- Download transactions such as invoices, quotes, or journal entries

- View and print financial reports

- Specify security for remote users by module

New transactions entered in Peachtree Web Accounting can be downloaded to your business computer and processed instantly into your Peachtree Accounting company data. To learn how remote data access works, look up "**remote access**" in the Peachtree Help index.

Synchronizing Web Data with Your Business Computer

This unique Web service uses PeachSync™ technology to synchronize your company data on your business computer with the data present at the Peachtree Web Accounting Web site. With the PeachSync wizard, you can upload Peachtree company data from your desktop computer to Peachtree Web Accounting, download new data from Peachtree Web Accounting, and process (add) new Web transactions into the Peachtree Accounting company data on your desktop computer. All new Web Transactions are listed and maintained in the Peachtree Web Transaction Center, where you can preview and manage Web transactions after data synchronization processes.

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➤ To learn more about Peachtree Web Accounting or to sign up for this online service, point your Web browser to www.peachtree.com/PeachtreeWebAccounting.

➤ To access your Peachtree Web Accounting data, point your Web browser to www.peachtreewebaccounting.com.

If you have access to the Internet, visit our Web site at www.peachtree.com to display updated information about this and other Peachtree Software services. For detailed information and step-by-step instructions, look up "**Peachtree Web Accounting**" in the Peachtree Help index.

Peachtree Credit Card Service

The Peachtree Credit Card Service allows you to accept, authorize, and process customer credit card transactions securely over the Internet directly within Peachtree Accounting. The Peachtree Credit Card Service uses a gateway provider to communicate with your online merchant account provider, to request payment approval, and to process your customer's credit card payments so that collected funds can be deposited into your business' bank account.

Best Software SB, Inc. has developed a relationship with Chase Merchant Services, L.L.C., to provide you the ability to quickly and easily apply for an online merchant account.

Authorizing Credit Card Transactions in Peachtree

Before you can authorize credit card transactions within Peachtree, you need to apply for an online merchant account with Chase Merchant Services, L.L.C. Once your merchant account is established, Chase Merchant Services will automatically set you up on the gateway provider processing network.

➤ **To apply for a Chase Merchant Service account with the Peachtree Credit Card Service,** select **Credit Card Authorization** from Peachtree's Services menu. Peachtree displays the Credit Card Center page. Follow the onscreen instructions to apply and set up your online merchant account.

After you enter customer payment information in Peachtree's Credit Card Information window, click the **Authorize** button. The Peachtree Credit Card Service transmits your customer's credit card payment data securely to the gateway provider on the Internet, which immediately communicates with your online merchant account provider, Chase Merchant Services. If the transaction receives authorization from Chase, the gateway provider will process the payment for you. The Peachtree Credit Card Service will insert the provided authorization code instantly into Peachtree Accounting.

After a credit card payment is approved (authorized), the transaction amount will be processed (settled) by the gateway provider in daily batches.

If you have access to the Internet, visit our Web site at www.peachtree.com to display updated information about this and other Peachtree Software services. For detailed information and step-by-step instructions, look up "**Peachtree Credit Card Service**" in the Peachtree Help index.

Peachtree WebsiteCreator Pro and WebsiteTrader Services

Put Your Business on the Web!

What if you could showcase your business's products and services on the Internet at your own Web site without spending hours of your time on setup? Now you can with Peachtree WebsiteCreator Pro and Peachtree WebsiteTrader!

With Peachtree WebsiteCreator Pro, you can build a professional-quality Web site, with up to 30 pages, quickly and easily. Plus, you can display your products and services by uploading them from your Peachtree inventory list right into your Web site. All you need is Internet access and an e-mail address.

➤ **To examine a sample Web site created with Peachtree WebsiteCreator Pro,** point your Web browser to www.bellwether.peachhost.com.

Features of Peachtree WebsiteCreator Pro

- Fast, simple setup, with an easy-to-use Basic Setup page
- Choose from a wide variety of different styles and colors
- Customize with your company graphics and logos
- Take advantage of secure professional hosting from peachhost.com
- Enjoy up to a 2000-item brochure/catalog that can be uploaded easily from Peachtree Accounting
- Use your own custom Web address (registered domain name)
- Collect valuable feedback and customer information from custom forms
- Set up downloadable files, including PDF, RTF, and XLS formats
- Automatically register your Web site with various search engines
- Analyze your site's effective with site reporting and statistical information
- Add a Web store to take customer orders on your site via Peachtree WebsiteTrader

Benefits of Peachtree WebsiteCreator Pro

- Makes your business information available online
- Opens up new markets and sales avenues
- Presents an easy-to-manage Web presence
- Improves your business's customer service
- Drives down costs
- Ensures safe and secure control of your Web content
- Lets you search for product or category, while automatic paging of item lists provides easier navigation
- Provides e-mail forwarding to second-level domains
- Provides a newsletter tool that lets you manage subscribers and create HTML newsletters via e-mail
- **For advanced users:** Lets you create a custom-style template using HTML. You can work with HTML pages created with any other Web design tool. Also, the built-in HTML editor gives you added control and the ability to publish to an independent Web space.

Setting Up Your Site

Setting up your site is easy. You'll choose a professionally developed layout for your site, choose the colors, and add the content for your site quickly and easily. Then you will select the name for your site, which will be hosted for you at peachhost.com.

Setting Up Your Web Site

Once you have signed up for Peachtree WebsiteCreator Pro, an online setup wizard walks you through the process step by step. You'll choose a professionally developed layout for your site, choose the colors, and add the content for your site quickly and easily. The last step will be to select the name for your site, which will be hosted for you at peachhost.com. Or you can purchase your own domain name (www.yourcompany.com).

➤ **To learn more about the Peachtree WebsiteCreator Pro and Peachtree WebsiteTrader service,** point your Web browser to www.peachtree.com/websitetools.

➤ **To sign up for the Peachtree WebsiteCreator Pro and Peachtree WebsiteTrader service,** point your Web browser to www.peachtree.com/websitecentersignup.

➤ **To log in and set up your Web site with the Peachtree WebsiteCreator Pro service,** point your Web browser to www.peachtree.com/websitecenterlogin.

Adding E-Commerce to Your Web Site with Peachtree WebsiteTrader

You can upgrade your Peachtree WebsiteCreator Pro subscription with a variety of services including Peachtree WebsiteTrader. This extension service allows you upload up to 1000 Peachtree inventory items, add an integrated storefront to your Web site that includes "Buy Now" buttons, and process online customer sales orders, which can be transferred easily to Peachtree company data on your desktop.

Features of Peachtree WebsiteTrader

- Include e-commerce functionality on your Web site
- Create an interactive storefront where your customers can place orders online
- Provide online-shopping-cart capabilities
- Create "Buy Now" buttons automatically for displayed items
- Enjoy up to a 1000-item catalog that can be uploaded easily from Peachtree Accounting
- Capture customer credit card information
- Handle customizable sales tax and shipping methods that you specify
- Send customizable order confirmation e-mail messages to customers
- Receive order notifications instantly
- View and print online orders on the Web
- View order statistics by week
- Transfer customer sales orders easily from the Web to your Peachtree company database
- Add new customer records retrieved from online orders to Peachtree company customer list

Benefits of Peachtree WebsiteTrader

- Increases exposure to your customers
- Provides additional avenue to sell products and services
- Takes orders online 24 hours a day, 7 days a week
- Presents an easy-to-manage Web presence and simplified one-stop solution
- Becomes cost-effective way to manage your business
- Ensures safe and secure control of your Web content

➤ **To learn more about Peachtree WebsiteTrader,** point your Web browser to www.peachtree.com/websitecenter.

If you have access to the Internet, visit our Web site at www.peachtree.com to display updated information about this and other Peachtree Software services. For detailed information and step-by-step instructions, look up "**Peachtree WebsiteCreator Pro Service**" or "**Peachtree WebsiteTrader Service**" in the Peachtree Help index.

Peachtree Online Backup Service

Peachtree's Online Backup Service allows you to protect your company data by storing a backup of your data offsite on a remote server. This gives you the added peace of mind that your data is protected. Peachtree has partnered with Connected to offer this subscription service. Once you sign up for the service and install the software, you can start backing up company information from within Peachtree.

➤ **To learn more about the Peachtree Online Backup Service**, point your Web browser to www.peachtree.com/onlinebackup.

➤ **To download the Peachtree Online Backup Service**, point your Web browser to www.peachtree.com/onlinebackupdownload.

Once you sign up for and install the Online Backup Service, you can access the service in Peachtree by selecting File, then Online Backup.
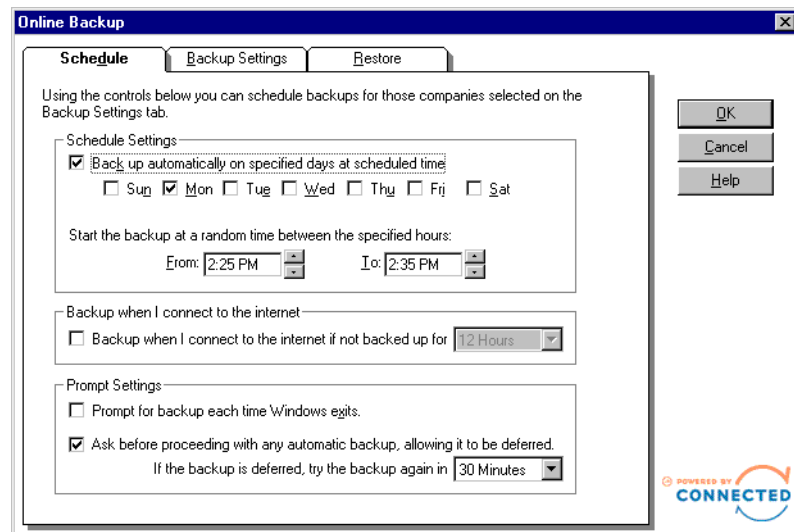
Want to learn more about the Online Backup window? Click the **Help** button button in the window.

Peachtree Internet Postage Service

The Peachtree Internet Postage Service allows you to take control of your mailing and shipping needs. With just a computer, printer, and Internet connection, you'll be printing your own postage in no time-24 hours a day, without ever going to the post office again. Peachtree has partnered with stamps.com to offer this powerful, yet simple service. Once you sign up for the service, you can handle all of your shipping and mailing right from your office. Even better, you can print postage for your customer and vendor checks directly from within Peachtree.

What Stamps.com Service Does for You

- Allows you to print United States Postal Service (USPS)-approved postage directly on envelopes and labels.

- Send Priority Mail®, Express Mail®, First Class letters and packages from your home or office

- Access automatic postage calculation, address verification, and address correction instantly

To learn more, look up "**stamps**" in your Peachtree Help index.

Preparing Reports 13

• **Preparing Reports** •

Overview

Peachtree provides you with a versatile reporting program. Each report has its own selection criteria to help give you the information you need. You can

- customize information and the appearance of that information on reports

- create and change custom report styles, which you can apply to any report for quick, across-the-board format changes

- apply standard and custom report styles to Peachtree report areas, such as Accounts Payable or Accounts Receivable, so all reports created in that area will have a common style

- display transactions on a report by double-clicking the information (also referred to as *drill-down*), so you can view or even edit the information

- preview reports on the screen and print them on paper

- group several reports for printing in the way that best suits your needs

User's Guide

To learn about	Go to
Selecting reports to work with	"Selecting, Copying, and Grouping Reports" on page 415
Viewing selected reports	"Viewing and Navigating Reports Onscreen" on page 421
Printing selected reports	"Setting Up and Printing Displayed Reports" on page 428
Using report styles	"Setting Up Report Styles" on page 433
Creating custom reports	"Customizing Your Reports" on page 436

Selecting, Copying, and Grouping Reports

The following sections discuss report basics: how to find and retrieve a report you want to work with, how to copy a report from one company to another, and how to group reports together for faster and easier printing.

Select a Report

➤ Select the type of report or report area you want from the **Reports** menu.

Each report area has a button beside it. You can click the report area or button or use your arrow keys to move up and down.

Once you select a report in the **Report List**...

...you can click the *right* mouse button to see a menu with many of the same options available in the toolbar.
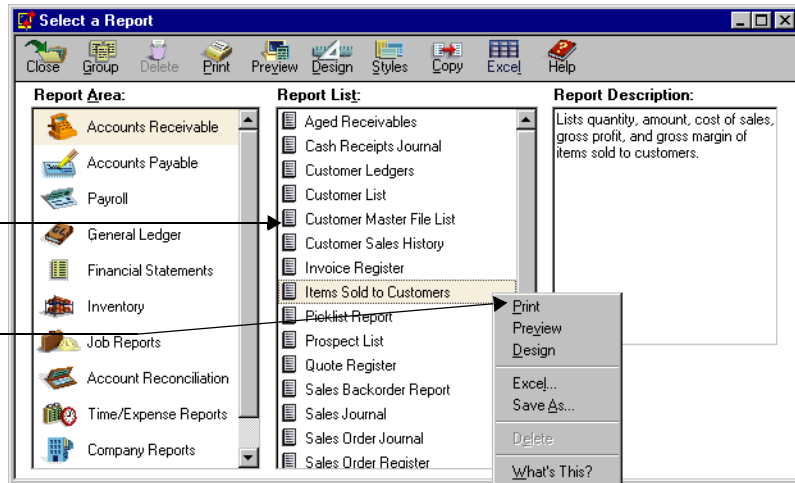
To move to the next selection area in the window, use ⎯Tab⎯. To move to the previous selection area in the window, use ⎯Shift⎯+⎯Tab⎯. To close the Select a Report window, select the Close button at any time.

Select the Report Area you want Select the area of Peachtree you want to report on. When you select an area (for example, Accounts Payable), the group name and button are highlighted. To move around in the **Report Area**, use the up and down arrow keys.

Select the report you want The **Report List** displays all the existing reports in the chosen report area. As soon as a new selection is made in the report area, the change will be reflected automatically in this list. To move around in the report list, use the arrow buttons and the scroll bar (if available).

Once you select a report, a description of the report, if there is one, will appear in the **Report Description** box to the right of the report list. If a group from Report Groups is selected instead of a specific report, then the description of that group, if there is one, will appear.

Note

When you select a report in the report list, you can click the *right* mouse button to see a pop-up menu featuring some of the same options available in the toolbar at the top of the window. These options include **Print**, **Preview**, **Design**, **Excel**, **Save As**, **Delete**, and **What's This?**, which displays What's This? Help for the report list.

If you select the **Delete** menu option (or **Delete** button in the toolbar) after you select a *custom* report group, form, report, or financial statement, then your selection will be deleted permanently. The **Delete** option *is not* available for *standard* report groups, forms, reports, or statements.

Report Buttons

Each report name in the report list has a button beside it describing the kind of report it is.

This is a report. You cannot make permanent changes to the standard reports. However, you can display one of these reports, customize the information, and save the information to a new file.

This is a customized report or financial statement. You can customize the information on reports to suit your specific needs.

This is a customized form. You can customize forms to meet your specific needs.

This is a closed folder containing either multiple forms or a report group. A report group is a group of multiple reports. You can set up groups of reports that you want to print at the same time so it won't take as long to print them.

To open the folder and display the contents, just click the folder with the *left* mouse button.

This is an open folder.

- If the folder contains forms, the forms will be displayed below the folder.

- If the folder contains a report group, the individual reports making up the group will be displayed below the folder.

This is a standard form. You may edit the fonts used in the form and save it as a custom form, but you cannot change the standard form.

Want to learn more about the Select a Report window? Click the **Help** button in the window.

Copy a Report from One Company to Another

For step-by-step instructions, look up **"copy, Copy a Financial Statement Format from One Company to Another"** in the Peachtree Help index.

Peachtree allows you to design your own reports from the predefined reports that are included in the program. You can also copy reports and financial statements from another company and use them as your template.

Review the report before you choose to copy from it. To do this, select a report area from the Reports menu, choose the report you want to copy, and print it or preview it on the screen.

If you are copying a report from one company to another, open the company you are copying *to*.

➤ From the **Reports** menu, select any Peachtree report area (such as Accounts Receivable); when the Select a Report window appears, click the **Copy** button.

Click the **Copy** button to copy the report to your open company.

Use the **Browse** button to search for a company to copy from.

Select the report to copy here.

Enter the new name of the copied report here.
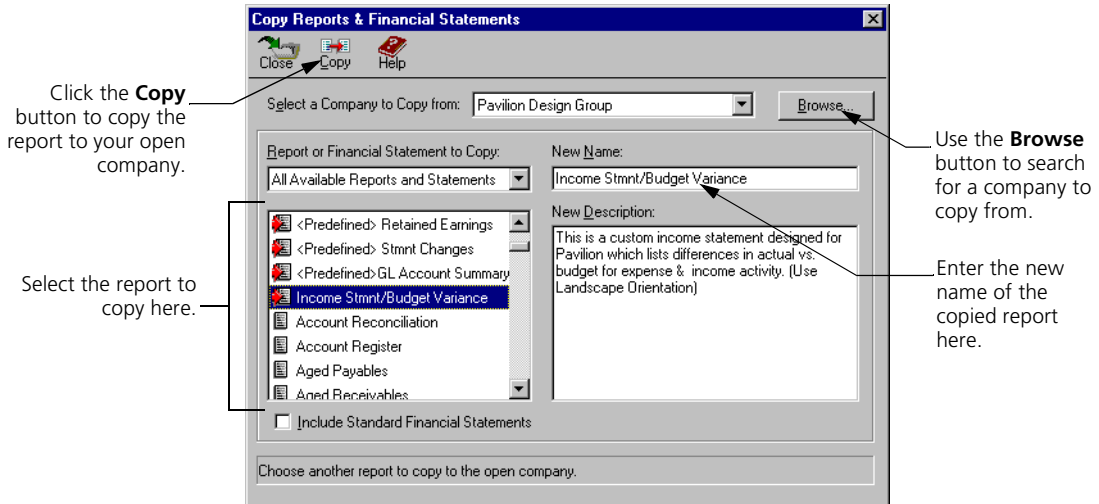
Select the name of the company you are copying from If you are copying a standard report, select the sample company, Bellwether Garden Supply.

Select a report area from the drop-down list The list shows only custom reports for the chosen company. To include standard financial statements in the list, select the **Include Standard Financial Statements** check box.

Copy the report Enter a new name and description for the report, and then select the **Copy** button. Peachtree will display the new report in the list of choices.

Want to learn more about the Copy Reports & Financial Statements window? Click the **Help** button in the window.

When you copy a report, you also copy that report's *style* (see page 433). If that style has the same name as a style already available in your company, an error message will appear. Choose **Yes** to overwrite the existing style with the new style. Choose **No** to keep the existing style; the format of the report is copied and appears as a Custom report in the report list.

Group Reports

For step-by-step instructions on working with report groups, look up **"report groups"** in the Peachtree Help index.

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.

Add a Report Group

➤ From the **Reports** menu, select any report area (such as Accounts Receivable); when the Select a Report window appears, click the **Group** button.

This shows the name of the report area, such as Accounts Receivable.

This lists the names of all the reports in the displayed report area.

This gives a description of the selected report.

If you are modifying an existing report group, this shows the name of the group being modified.

This shows all reports in the report group.

This gives a description of the current group, if there is one.

Select the report from the Report Index, and add it to the group   The Report Index is a drop-down list of all the report areas and is useful if you know the name of a report but not the area under which it is found. If "Index to All Reports" appears in the **Report Index** field, then every available report will appear in the list of reports you see below the **Report Index** field.

Use the arrow keys or the scroll bar to move around in all report lists. Once you select the report you want to add to the group, click the **Add** button. Do this for as many reports as you want to add to the group.

Save the new report group   When you're finished adding reports to the group, select the **Save** button. The Save As window appears.

Save As ✕

Name: Customer Reports   Description:

Customer Reports   The reports that should be run weekly to
                                          monitor current A/R status regarding
                                          customers.

          Save   Cancel   Help
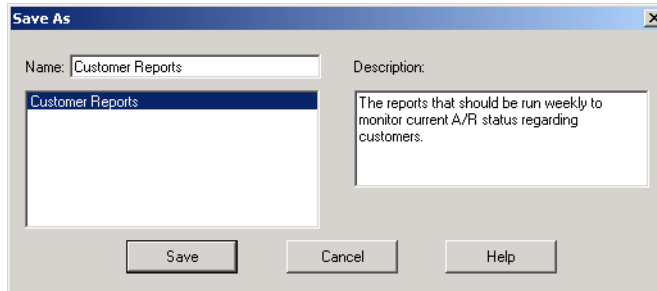
Name the new group   In the **Name** box, enter the name of the report group. Then in the **Description** box, enter a description of the report group. When finished, select the **Save** button. Peachtree will save the group and return you to the Report Group window, shown on page 419.

Remove unwanted reports from a report group   If you want to remove any of the reports you've added to your report group, select the group from the report group list, and then select the **Remove** button. Now, to save the edited report group, select the **Save** button.

When the Save As window appears, rename the group and modify the group description, if necessary; then select the **Save** button. If Peachtree asks whether you want to overwrite the existing report group, select **Yes**.

Want to learn more about the Report Groups or Save As window? Click the **Help** button in the window.

Use Report Groups with Passwords

If your company uses passwords to restrict access to certain areas of Peachtree, the reports listed in areas to which you do not have access will not print. So when you print a report group, only reports for areas you have access to will print. For example, if you do not have access to payroll and your report group contains the Cash Disbursements Journal and the Payroll Journal, only the Cash Disbursements Journal will print.

For information on password access areas, see "Set Up Access to Various Areas of Peachtree" on page 370.

Viewing and Navigating Reports Onscreen

Once you've selected a report in the Select a Report window (page), clicking the **Preview** button sends the report to the computer screen so you can view report information prior to printing. You can view reports more than 80 characters wide. You can scroll through a report page by page, look at the previous page, copy a report to the Windows Clipboard, print the displayed version, or move from the beginning to the end of a report. This enables you to identify errors before you print and saves you paper and printing time.

Another handy feature is that you can have a report displayed in a window and make changes that affect the information in the report. Double-clicking an entry in the report opens the corresponding task window, where you can change the information and save the record. The changes are reflected in the displayed report before you print.

If you use batch posting and you haven't posted everything needed for a report, Peachtree will give you an opportunity to post before displaying the report.

Filter a Report

Before the report appears onscreen, Peachtree lets you choose filter options that determine the information appearing in the report. However, if you don't want to filter the report before viewing, don't click the **Preview** button. Instead, double-click the report name with the *left* mouse button. The report will immediately appear onscreen. This is true of most reports, with the exception of some of the Payroll reports.

Preview

➤ In the Select a Report window, select the desired report, and then click the **Preview** button.

The header information might contain a number of fields or only one field. The information in the header is different for most reports.

These columns may be drop-down lists of options. The From and To columns might also be text that you can edit. Your selection options in the latter two columns depend on your selection for Type.

Vendor List

| Filter | Fields | Fonts |

Report Order: Vendor ID

Filter Range:

Filter	Type	From	To
Vendor ID	All		
Vendor Type	All		
Active/Inactive	Equal to	All	

OK
Cancel
Apply
Help

Note that the **Apply** button is unavailable when you access the Report Options window from the Select a Report window. The button is available, however, when you view a report in display or design mode. See "Apply Changes Made in the Report Options Window" on page 442.

For a detailed description of every field in the Report Options window, click **Help**.

You can either accept what appears in each field as the default or make changes to the information in these fields as follows:

Choose Filter Range options   In the **Filter Range** area, you specify what information will appear on the report. The **Filter** column shows the different information topics by which you can organize or filter the information.

The **Type**, **From**, and **To** columns are interconnected. If you make a change in one of these columns, it may affect the other two columns. You can make changes to the information in the three columns, accept the defaults in the columns by skipping them, or modify the defaults by pressing [Enter] at each **Type** column and entering any additional information needed.

For some records you can choose to display all records or a range of records. If in the **Type** column you choose the Range option, the From and To boxes become available; in these boxes you can either enter the desired range or use the Lookup buttons to select the range. For example, in the illustration below (from the Options window for the Sales Journal report), a range of invoice numbers has been entered in the To and From boxes, and the Lookup button in the From box is about to be used to select the beginning record in the range of customer IDs.

The Range option has been chosen, so the From and To boxes are active and ready to receive a range of customer IDs.
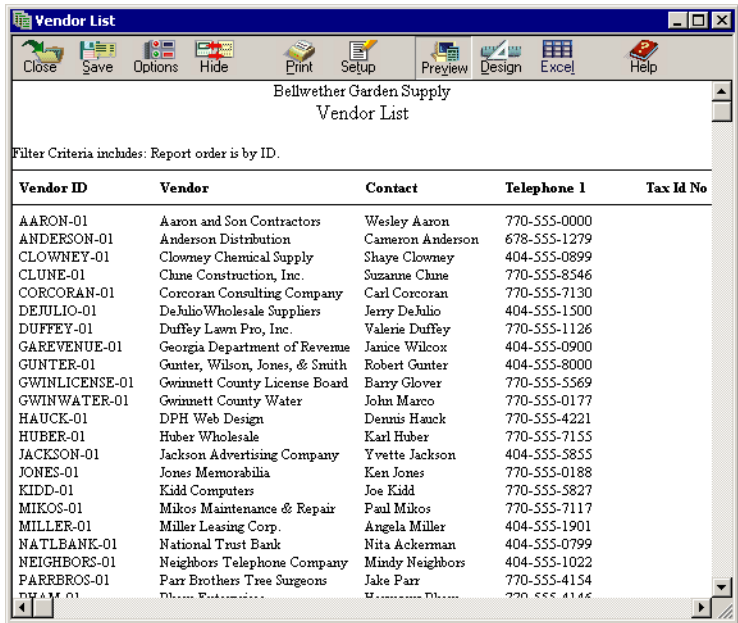
*For some records, you can also choose the Equal To option in the **Type** column; this lets you select* multiple *contiguous or noncontiguous data records to appear on the report.* For more information on selecting multiple data records, look up **"reports, Select Data Records to Filter a Report"** in the Peachtree Help index.

Select OK to see the report   When you have finished making changes to the **Filter** tab, select **OK**. A report similar to the following appears.

Reports appear on the screen in the same font and point size as they will display when printed on paper.

What Do You Want to Do Next?

	Save changes to the report When you make changes to a report, you can save those changes a custom report. Select the **Save** button. For more information see <u>"Save the Customized Report" on page 443</u>.
	Return to Report Options Select the **Options** button to return to the Report Options window and reset the filter selections for the report.
 	Hide the report header This lets you see more of the report on the screen at one time. When you select the **Hide** button, the report moves up the screen until the header is no longer visible. Also, the **Hide** button becomes the **Show** button. This button toggles between **Hide** and **Show**, depending on whether titles are currently visible or not. To see the header again, select the **Show** button.

What Do You Want to Do Next?

Setup	**Set up the report for printing and print the report** Select the **Setup** button to prepare the report for printing on your printer. For more information, see "Set Up a Report for Printing (Page Setup)" on page 429.
Print	Select the **Print** button to send the report directly to the printer. For more information, see "Print the Report on Paper" on page 430.
Design	**Customize the report** Select the **Design** button to create a customized version of an existing report. For more information, see "Customizing Your Reports" on page 436.
Excel	**Copy the report to an Excel spreadsheet** Select the **Excel** button to copy a report into Microsoft Excel and create an Excel spreadsheet. For more information, see "Copy a Peachtree Report to a Microsoft Excel Spreadsheet" on page 427.
Help	**Want to learn more about the Report Preview window?** Click the **Help** toolbar button in the window.

View Report Detail

For step-by-step instructions, look up **"drill down, Drill Down on Transactions in Displayed Reports"** in the Peachtree Help index.

Some areas on reports are outlined in a box. You can select such an area to take you to the task window where the record of the information outlined in the box can be viewed or modified. This is referred to as the *drill-down* feature. When the cursor passes over a detail area, it changes into a magnifying glass.

The following is a detail area on a report.

CLOWNEY-01	116655	297.60	ⓩ	297.60
Clowney Chemical Supply	B1021	23.85		23.85
Shaye Clowney				
404-555-0899				

A rectangle surrounds a detail area on the Aged Payables Report.

When you pass the mouse pointer over a transaction line, the cursor changes to a magnifying glass.

To use the drill-down feature, move your mouse pointer over a transaction line outlined by a blue box. The cursor changes to magnifying glass. Double-click the detail area you want to view or modify, or move the cursor to the detail area and press Enter. The task window where you originally entered the transaction will appear, showing the transaction detail. For example, if the original transaction was a vendor payment, the Payments window would appear.

You can then edit the transaction as desired and save it. When you close the transaction window, the changes you have made to the original transaction will appear in the displayed report.

Navigate a Displayed Report

Once any report is displayed on the screen, the screen controls work the same way for all the reports:

- Press ⌷Esc⌷ to close the report window.

- Press ⌷Pg Dn⌷ to go to the next page. If the data on the report is not grouped in categories (for example, the Chart of Accounts), then a page is the amount of information that fits on one screen, not counting page headers.

  However, if the data on the report is grouped (for example, the General Ledger, grouped by Account, and the A/R Aging, grouped by Customer), then a page is one group. If you press ⌷Pg Dn⌷ to go to the next page on the Chart of Accounts, then the next few lines of the Chart of Accounts will appear on the screen. If you press ⌷Pg Dn⌷ to go to the next page on the General Ledger, then the next account within the General Ledger will appear at the top of the screen.

- Press ⌷Pg Up⌷ to move back one page. See the definition of page in the paragraphs above.

- Press ⌷Home⌷ to jump to the first page in the report.

- Press ⌷End⌷ to jump to the last group in the report if data is grouped, or to the last line in the report if data is not grouped.

Note On long reports, Peachtree sometimes displays the first screen while the remainder of the report data is being read and assembled. In this case, pressing ⌷Pg Dn⌋ may result in a blank screen. Wait a moment, and then try scrolling down again.

Copying Displayed Reports

While the report is displayed onscreen, you can copy it to Microsoft Excel or to the Windows Clipboard. If you want to copy an existing report into your company, see .

Copy a Peachtree Report to a Microsoft Excel Spreadsheet

If you have Microsoft Excel 97, 2000, or 2002 installed on your computer, you can copy a Peachtree report or financial statement to a Microsoft Excel spreadsheet.

➤ With a report selected and previewed on the computer screen, click the **Excel** button on the toolbar.

Tell Peachtree how you want to copy the report   You'll see a message asking how you want the report to be copied to Microsoft Excel:

- **Create a new Microsoft Excel workbook:** Select this to create a new file.

- **Add a new worksheet to an existing Microsoft workbook:** Select this to append the report to an existing file. Click the **Browse** button to choose from the available Microsoft Excel files.

Peachtree will start Microsoft Excel and copy the report into a blank worksheet. The worksheet name will be the same as the Peachtree report name.

Peachtree will copy most of the report's original format to Microsoft Excel. Only cell values are copied. Formulas (for example, subtotals) are not applied to the spreadsheet format. The Peachtree header (for example, company name and report title) and footer text are applied to the workbook's page setup; you will not see this information in the spreadsheet window.

Copy a Report to the Windows Clipboard

You can copy any displayed report or financial statement to the Windows Clipboard. Then, you can paste the data from the report into another application, such as a word processing program. This feature is useful if you need to refer to Peachtree report data in a spreadsheet or other document.

➤ Select a report and preview it onscreen; then, from the **Edit** menu, select **Copy**. Now, open a second application such as Microsoft Word or Microsoft Excel, and select **Paste** from the application's corresponding **Edit** menu.

The data in the report is copied as ASCII text, so most of the formatting (the columns and alignment) is lost. In word processing programs, simply change the font of the transferred text to a fixed pitch font (Courier New, for example), and the alignment will be correct.

Setting Up and Printing Displayed Reports

While a selected report is displayed onscreen, you can set it up so that it will print properly on your chosen printer and paper, then print the report. Printing reports lets you keep a hard (paper) copy of the information stored in Peachtree and easily give copies of necessary information to customers. For information on how to print forms or financial statements, see <u>"Printing, E-Mailing, and Previewing Forms" on page 478</u> or <u>"Printing and Viewing Financial Statements" on page 449</u>.

Set Up a Report for Printing (Page Setup)

Before you print a displayed report, you can set it up so that it will print properly on your chosen printer and paper.

➤   Select the (Page) **Setup** button.
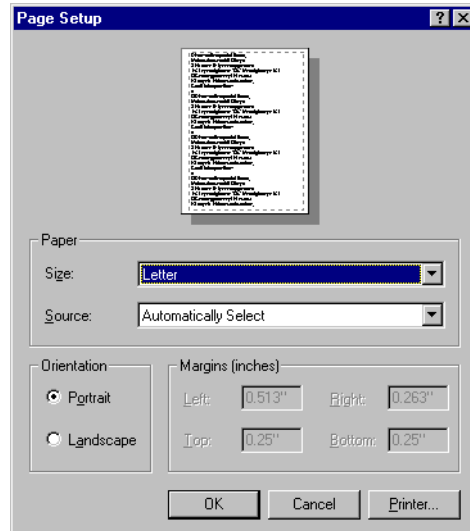
Peachtree prints using the current default printer, which you choose through the **Settings** options available from the Windows **Start** menu. This is true unless the report is a *customized* report set up to use a specific printer. For more information on choosing default printer settings for customized reports, see ["Try These Report Design Tips" on page 444](#).

Choose the printer you want to use   If you need to use an alternate printer, select the **Printer** button. A second Page Setup window will appear.
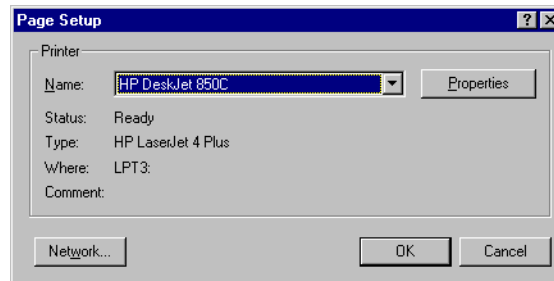
In this window, select the desired printer from the **Name** drop-down list. The printers you see listed have also been set up through the Windows **Settings** options.

- **If you are working on a network** and need to find a printer there, select the **Network** button. The Connect to Network window will appear, letting you find and select the printer you want.

- **If you need to set special print properties**, such as printing on two sides of the paper, select the **Properties** button. Then make your selections in the Document Properties window.

Once you have chosen the printer and any needed document properties, select **OK** to return to the first Page Setup window.

Select paper, source, and orientation options   Use the **Size** drop-down list to select the size of the paper the report will print on—for example, letter, or legal, or A4.

Use the **Source** field drop-down list to select the place in your printer where the paper is located—for example, upper paper tray, lower tray, manual form feed.

Finally, select the appropriate option button: **Portrait** if the top of the report should be printed along the short edge of the paper, **Landscape** if the top should be printed along the long edge of the paper. If the report contains a number of columns, you may want to print it in landscape to fit on one page.

Print the Report on Paper

Once your printer is properly set up, you are ready to print a displayed report. Note, however, that if you use batch posting and you haven't posted everything needed for a report, the program will give you an opportunity to post before printing the report. If you choose not to post, the unposted transactions may not be included in the report you run (depending on your filter options).

➤ With the desired report selected and previewed onscreen, click the **Print** button. The standard Windows Print dialog appears.
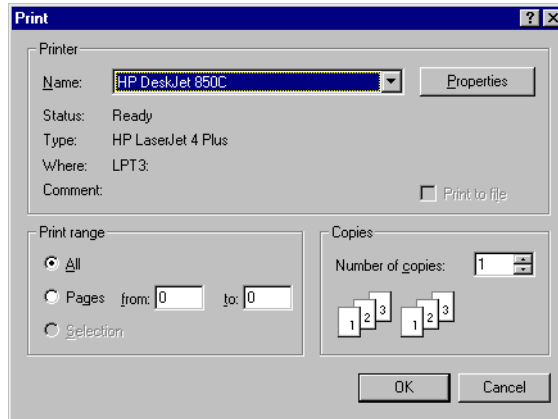
Select the printer you want to use Unless your report is a customized report set up to use a specific printer, Peachtree prints using the current default printer. This is chosen through the **Settings** options available from the Windows Start menu. If you need to print to an alternate printer, use the drop-down list in the **Name** field to select the printer.

For more information on choosing default printer settings for customized reports, see .

Select range and copies Select the number of copies you would like to print and a page range, if needed.

Select any special properties If you need to change page or choose special document properties such as printing on two sides of the paper, select **Properties**. For example, if this report contains a number of columns, you may want to print it in landscape rather than portrait orientation to fit on one page.

The Document Properties window appears. When finished working in this window, click **OK** to return to the Print window. Then select **OK** again to print the report.

Note that *depending on computer memory,* for long reports you may only be able to print the first portion of the report.

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Print the Report to a File

If you have the proper printer driver set up for your system, you can print a report or a group of reports to a file, which you can then import into another program. Once the report is printed to file, you can open the report using any word processor. Formatting may have to be reapplied, however.

Set up the Generic/Text-Only Printer Driver

For step-by-step instructions, look up **"printers, Set Up Generic/Text-Only Driver"** in the Peachtree Help index.

Before you can print a report to a file, you must first set up the appropriate generic/text-only printer driver. This depends on whether you are working in Windows 98 or Windows 2000/NT. The installation instructions in Peachtree Help address these differences.

Print to File

Once you have set up the proper printer driver for you system, you are ready to print a report to a file.

➤ With the desired report selected and previewed onscreen, click the **Print** button. The standard Windows Print dialog appears. Make sure the generic/text-only printer is selected, and then click **OK**.

Print to File

Output File Name:

OK Cancel

Choose the output file name The Print To File window lets you select a file name.

By default, Peachtree will store the file in your company data directory. In the **Output File Name** box, enter a file name you want to use to store the report, and then select **OK**.

Setting Up Report Styles

Peachtree comes with four standard report styles that you can apply to any of your reports: Classic, Contemporary, Professional, and Elegant. The Report Styles window lets you create your own custom styles and make changes to those styles when needed.

Styles

➤ To go to the Report Styles window, select the **Styles** button in the Select a Report window. Or, you can select **Report Styles** from the Reports menu.

To create a new style, enter the name in the text box. Or select the **New** button, and then enter the name. To select an existing style, use the drop-down list.

Click the **Show** check boxes to select the report sections you want to show/ not show on the report.

Report Styles

Close   Save   Delete   New   Help

General | Style Defaults

Maintain your report styles

Style: | <Standard> Classic

Show	Section	Font Detail	
☐	Report Print Date	Times New Roman, 8pt, Black, Western	A
☑	Company Name	Times New Roman, 10pt, Black, Western	A
☑	Title 1	Times New Roman, 12pt, Black, Western	A
☑	Title 2	Times New Roman, 10pt, Black, Western	A
☑	Filter Settings	Times New Roman, 8pt, Black, Western	A
☑	Field Titles	**Times New Roman, 8pt, Bold, Black, Western**	A
☑	Report Data	Times New Roman, 8pt, Black, Western	A
☑	Report Totals	Times New Roman, 8pt, Black, Western	A

Click the **Font** button to change report fonts by section.

Create and Change Style

The **General** tab lets you create new report styles, change existing styles, and delete unwanted styles. You do so by first selecting an existing report name or by entering an entirely new name. Then you choose the report sections or elements you want to appear on the report. You can also choose the font you want each section to appear in when the report is printed or previewed. Note that you can only change or delete custom styles, *not* the four standard report styles.

For step-by-step instructions, look up **"report styles, Set Up Report Styles"** in the Peachtree Help index.

Create a New Report Style

➤ If an existing style name appears in the **Style** field, select the **New** toolbar button to clear the field. Then enter a maximum 40-character name for the style you want to create.

Tell Peachtree which sections you want on the report   Select the **Show** check box for each section that you want to appear in the report. For example, if you want your company name to appear on the report, select the **Show** check box opposite **Company Name**. The report sections you can choose to either show or not are Company Name, Title 1, Title 2, and Filter Settings.

Select font attributes for each section   In the **Font Detail** field opposite each section that you want to include in the report, select the **Font** button.
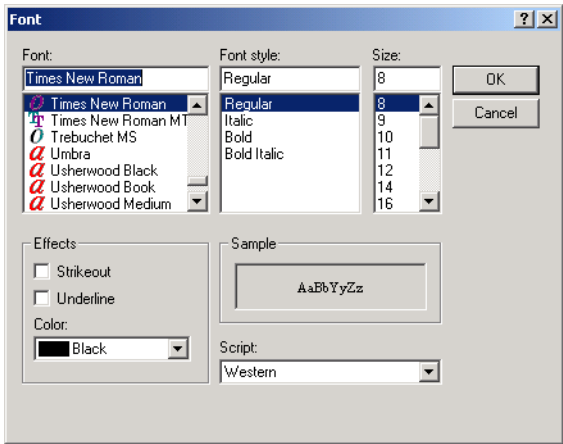
In the Font window, select the standard font attributes, such as style, size, and color.

Save the style   When finished, click **OK** to return to the Report Styles window. Then click **Save** to save your new report style.

Change an Existing Report Style

You can change any custom style that you have created. You *will not* be able to change any of the four standard report styles.

➤   In the **Style** field, use the drop-down list to select the style you want to change.

Tell Peachtree which sections you want on the report. Select the **Show** check box for each section that you want to appear in the report.

Select font attributes for each section   In the **Font Detail** field opposite each section that you want to include in the report, select the **Font** button. In the Font window, select the standard font attributes, such as style, size, and color.

Save the style   When finished, click **OK** to return to the Report Styles window. Then click **Save** to save your new report style.

Select Style Defaults

The **Style Defaults** tab lets you choose the default report style to use for each Peachtree report area, such as Accounts Receivable or General Ledger. For instance, if want to use the Standard Contemporary style for inventory reports, you can tell Peachtree to use that style as default when printing all *standard* inventory reports such as the Item List or the Assembly List. Note that Peachtree applies style defaults only to standard reports. Custom reports retain the styles you choose for them during setup.

➤ Find the report area whose style you want to select or change; then in the **Default Style** field, use the drop-down list to select the desired report style; repeat for each report area whose default style you want to select or change.

Choose a report area, such as Payroll or Account Reconciliation...

...then use the drop-down list in the **Default Style** column opposite to change the default style used for reports in that area.

Save the style default   When finished, click **Save**. Now Peachtree will use the report style you have chosen when printing reports in a given area of the program.

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Customizing Your Reports

The Report Design window lets you customize reports to fit your specific needs. With the Report Design window you can

- adjust the size of each column of information
- determine what type of information appears on the report
- choose which fields and headers appear on the report and where
- select the font and size of print for everything that appears on the report
- save customized reports as new reports

Access the Report Design Window

➤ Preview the report you want to customize, or double click the report on the Select a Report window to open it; then select the **Design** button from the toolbar.

Use the **Filter**, Fields, and Fonts buttons in the sidebar to access the appropriate tab in the Report Options window.

The header of each column of the report has a blue vertical line with a double-headed arrow next to it.

This dotted line is a page break. All data on the right of the page break will appear on the next printed page.

Filter the Information on the Report

The Report Options enable you to determine what type of information appears on the report.

➤ After you have displayed the report in design mode, select the **Filter** button in the sidebar.

You can also select the **Options** button in the toolbar or the **Filter** option from the **Edit** menu. Or, you can click the right mouse button anywhere on the displayed report and then select **Filter** from the menu that appears.

> Filter...
> Field...
> Fonts...   ▶
> ✔ Show Report Header
> ✔ Show Column Title
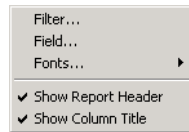
Choose filter options   The **Filter** tab of the Report Options window appears with the cursor in the first field of the tab's header information. You can either accept what appears in each field as the default or make changes to the information in these fields; the report will appear with the changes you have made. For more information on filtering, see <u>"Filter a Report" on page 421</u>.

Format the Report

To suit your special needs, Peachtree gives you the flexibility to reformat fields and fonts that appear on reports.

Format Report Fields

➤ Display the report in design mode; then select the **Fields** button in the sidebar. Alternatively, you can click the right mouse button anywhere on the displayed report and then select **Fields** from the menu that appears.

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All the shown fields are listed in the order in which they appear on the report.

Make settings to a field   Select the row of the field whose settings you want to change on the report.

Select the field you want to modify.

A rectangle appears around the row of the field you selected. In the **Field Settings** box, there are several check marks. If there is a check mark in the:

- **Show** column, then the field is currently shown on the report.

- **Title** column, then the name of the field currently appears as the title in the report header. For example, if you choose to make the Vendor ID field a title, the words *Vendor ID* will appear as title over the column where IDs are listed on the report.

- **Column Break** column, then Peachtree places a column break after this column and does not combine it with the following column. Clearing the check mark tells Peachtree to combine the column with the next one.

Select the check box of the setting you want to change. Note that if a cell in a row is gray, even if there is a check box in it, it can't be selected. If you remove the check mark from the **Show** cell in an available row, then the other cells of that row will become unavailable (gray).
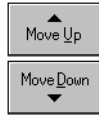
Change the order in which fields appear (if needed)   Select a field that you want to move within the report. Then select the **Move Up** button to move the field up one position in the list of fields, or select the **Move Down** button to move the field down one position in the list. The field moves to the position you selected, and the displaced field and all those below it move down in the list.

Group Multiple Fields Together to Act as One Column

You can put more than one field in a column to conserve space on the report and to show the maximum amount of information possible on a report. It is best to group similar fields together in a column, such as name and ID, or address, contact information, and telephone number.

Arrange fields as you want them   Put the fields in the order in which you want them to appear with the fields to be grouped together beside each other. Then, remove the check mark from the **Column Break** box for all fields that you want grouped in a particular column, except for the field that you want to be the last field in the column. Remember, you can change only those check boxes that appear in white cells; check boxes in gray cells are disabled.

The following example is from the Cash Requirements report. If you remove the Column Break check marks from the **Invoice/CM#** and **Invoice Date** fields...

Show	Title	Field	Column Break	Col #
☑	☑	Vendor ID	☐	1
☑	☑	Vendor Name	☑	1
☑	☑	Invoice/CM #	☐	2
☑	☑	Invoice Date	☐	2
☐	☑	Date Due	☑	
☑	☑	Amount Due	☑	2

...the fields will group as follows in the printed report:

Vendor ID	Invoice/CM #
Vendor	Date
	Amount Due
AARON-01	B1000
Aaron and Son Contracto	3/1/07
	75.00
AARON-01	
Aaron and Son Contract	
	75.00

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Select Report Fonts (the Fonts Tab)

The **Fonts** tab on the Report Options window lets you

- choose which report sections (for example, your company name or the two report titles) you want to appear on the report

- choose the fonts in which different sections of the report are printed

- insert special codes, such as print date or as-of date, into report titles

➤ Display the report in design mode, and then select the **Fonts** button in the sidebar.

Alternatively, you can click the right mouse button anywhere on the displayed report and then select **Fonts** from the menu that appears. You can also select **Fonts** from the **Reports** menu. Or, you can select the **Options** button in the toolbar, and then select the **Fonts** tab in the Report Options window.

Change a style Use the drop-down list in the **Style** field to select the desired style. Then select the gray shaded area of the report section whose settings you want to format on the report.

A rectangle appears around the row you selected. Note that there are check marks in the **Show** column indicating the sections that currently show on the report. Select the **Show** check box of the section you want to change. Remember, if a column is gray, even if there is a check box in it, you cannot change the setting. You can only change sections that have white **Show** cells.

Change the font   Select the button on the right side of an entry in the **Font** column to change the point size or font of the text in that section. The Font window appears, letting you make changes to font, font style, point size, any combination of these fields, or just one field.

You can also access the Font window from a report displayed in design mode by clicking the right mouse button on the section of the displayed report you want to change. From the menu that appears, select **Fonts**, then **Edit Section**.
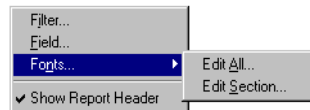
Add titles to the report.   The **Title 1** and **Title 2 Report Label** fields at the bottom of the window let you enter the text that will appear as two report titles. You can enter text or use special codes included in Peachtree that display information, such as the current period or the current date and time, in the title.
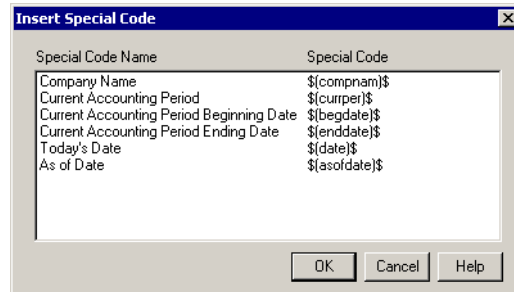
If you enter the special code into the **Title 1** or **Title 2** field instead of selecting it from the **Special Code Name** box and you do not enter the code exactly as it appears in the box, then the text you entered will print on the report instead of the information represented by the code.

Want to learn more about the Insert Special Code window? Click the **Help** button in the window.

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Apply Changes Made in the Report Options Window

When you are working with a report in design mode, the Apply button at the right of the Report Options window is active. Select this button to apply any of the changes you have made to the report you're designing. Peachtree will then display the changes in the Report Design window.

Adjust Column Sizes

You must use a mouse to adjust column sizes. This is done by selecting the report in design mode.

➤ From the Select a Report window or with the report displayed onscreen, select the **Design** button.

Move the columns   Notice the vertical lines with double-sided blue arrows surrounding each header. Move the mouse pointer to the vertical line to the right of the header you want to adjust. Then hold down the left mouse button, and drag the vertical line in the direction you want to adjust the column. Move left to make the column smaller or to hide the contents of the column. Move right to make the column bigger.
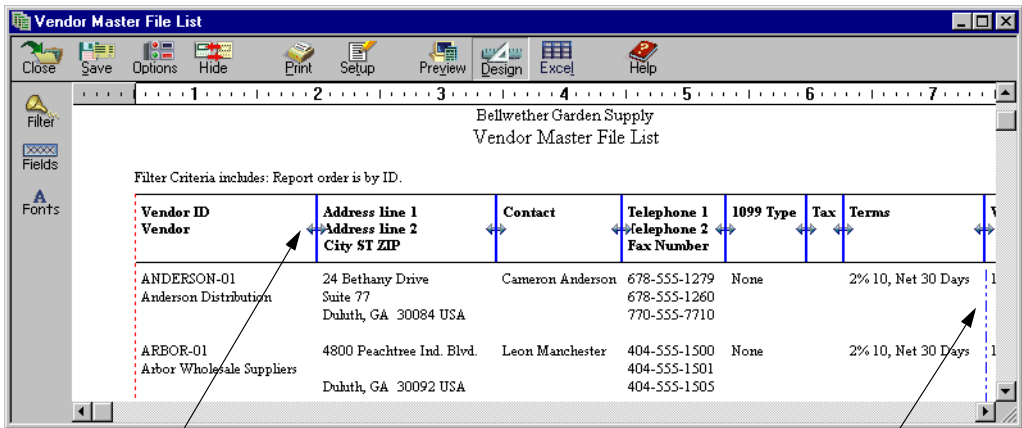
The header of each column of the report has a vertical line with a double-headed arrow beside it.

This dotted line is a page break. All data on the right of the page break will appear on the next printed page.

Release the mouse button when the column is the desired width. The other columns of the report will adjust accordingly.

Compare the size of these columns with the columns on the report before this one. Note the difference in the widths of the columns. More columns of information are displayed on this report than on the previous one.

Save the Customized Report

You can save customized reports so you won't have to recreate them.

➤ With the report in design mode, select the **Save** button.

Enter a new name for the report.

Enter a description of the report that will display on the Select a Report window.

Enter a name and description for the report In the **Name** field, enter the new name of the report. In the **Description** field, enter a brief description.

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Try These Report Design Tips

The following is a list of helpful tips for tailoring your custom reports to specific needs.

Set a New Default Printer for a Customized Report

Standard reports will always go to the default printer you have chosen through the Windows Settings options. If you want to change to an alternate printer, you will have to do so each time you print the report. However, *for customized reports*, you can choose a default printer that is different from the Windows default, and you can have the report go to that alternate printer every time you print.

➤ Select the desired report, and click the **Design** button. Then, with the report in design mode, select **(Page) Setup**.

Change the default printer and other needed print parameters Follow the directions under . Once you have changed the default printer, Peachtree will use the chosen printer every time you print this customized report.

Always Print a Customized Report in Landscape Orientation

When selecting a report to print, you have to change the paper orientation each time you print it. However, for a customized report, you can save time by having that report always print in landscape orientation. This will work *only for customized reports*; standard reports will always return to the default printer settings you have chosen through the Windows Settings options.

➤ Select the desired report, and click the **Design** button. Then, with the report in design mode, select **(Page) Setup**.

Select landscape orientation   In the first Page Setup window, select the **Landscape** option button. Now, every time you print this customized report, it will automatically print in landscape orientation.

This graphic gives you a rough idea of how the report will appear on the paper.

Select Landscape orientation.
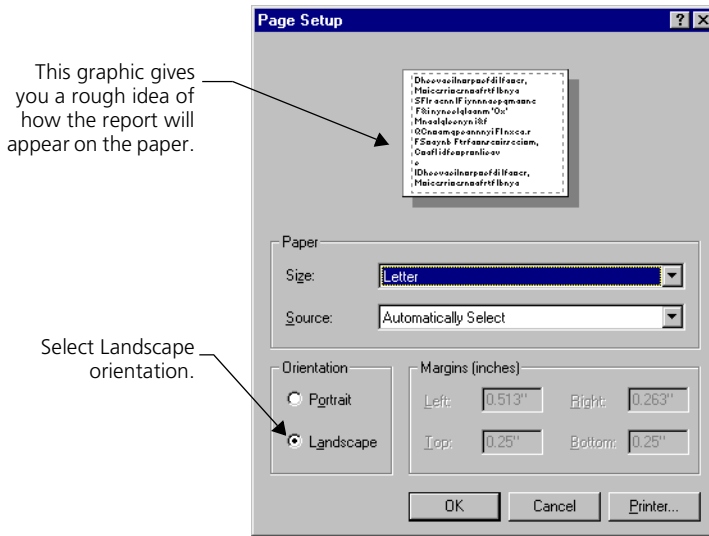
If you need to change other print parameters, such as the printer to use, follow the directions under .

Avoid Reports Spanning Two Pages

If you add several columns (on the **Fields** tab), the report may print two pages wide (for example, page 1a and page 1b). To correct this:

- **Try printing the report in landscape orientation.** If this corrects the problem, you could create a customized report (for instance, Vendor Master List Wide) and then set up the report to always print in Landscape Orientation. See .

- **Try adjusting the column widths.** When the report is displayed onscreen in design mode, you can move the column markers to adjust widths. For more information, see .

- **Try grouping fields into single columns.** This involves changing the column breaks on the **Fields** tab. For more information, see .

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When Report Contains No Data...

Occasionally you may select filter options and display a report. However, the report displayed contains a message **"This report contains no data."** More than likely, you selected a filter option that is beyond the scope of the data available to display. To correct this, return to the **Filter** tab and make needed corrections. Consider the following:

- **If the report contains transactions,** examine the date range. You may have transaction records available to display, but not in the current or selected accounting period or date range entered.

- **If the report is filtered by Type or Name,** make sure the **From** and **To** fields contain information that is spelled correctly, is complete, and is accurate. Remember that all fields are case sensitive.

Preparing Financial Statements

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• Preparing Financial Statements •

Overview

Peachtree comes with the following standard financial statements that provide financial information on your company:

- • Balance Sheet
- • Income Statement
- • Statement of Income and Retained Earnings
- • Statement of Retained Earnings
- • Cash Flow Report
- • Statement Changes Report
- • Income for 2 Years Report
- • Income/Budget Report
- • G/L Account Summary

You can print these financial statements or view them on your screen. If necessary, you can also use these financial statements as templates for designing your own financial statements. You can design statements manually or use the Financial Statement wizard, which provides an automated approach to statement design. This chapter describes how to accomplish each of these tasks.

<table>
<tr><td>**User's Guide**</td><td>**To learn about**</td><td>**Go to**</td></tr>
<tr><td></td><td>Printing and viewing financial statements</td><td>"Printing and Viewing Financial Statements" on page 449</td></tr>
<tr><td></td><td>Designing your own financial statements</td><td>"Designing Financial Statements" on page 453</td></tr>
<tr><td></td><td>Types of financial statements available in Peachtree</td><td>"Standard Financial Statements" on page 475</td></tr>
</table>

Printing and Viewing Financial Statements

Printing financial statements enables you to keep a hard (paper) copy of information stored in Peachtree and to easily give copies to your accountant. The following instructions explain how to print or view financial statements, the standard ones that come with Peachtree or your own. Viewing a financial statement before printing lets you make sure that the information is correct first, so you don't waste time and paper.

Print a Financial Statement

Note

If you use batch posting and you haven't posted all transactions needed for a financial statement, Peachtree will give you an opportunity to post before printing the financial statement.

➤ From the **Reports** menu, select **Financial Statements**.

This is how the window appears if you are using *Peachtree Complete* or *Peachtree Premium*. *Peachtree Accounting* does not offer Time/ Expense Reports.
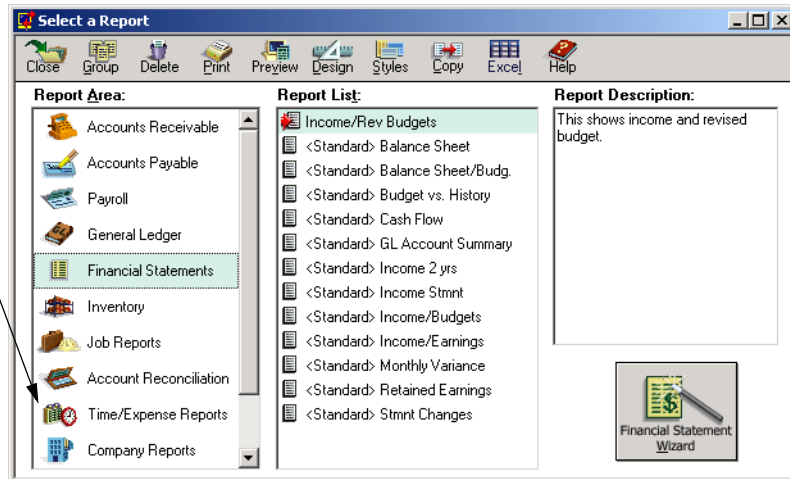
Print

Select the financial statement you want Select the statement from the report list, and then click the **Print** button.
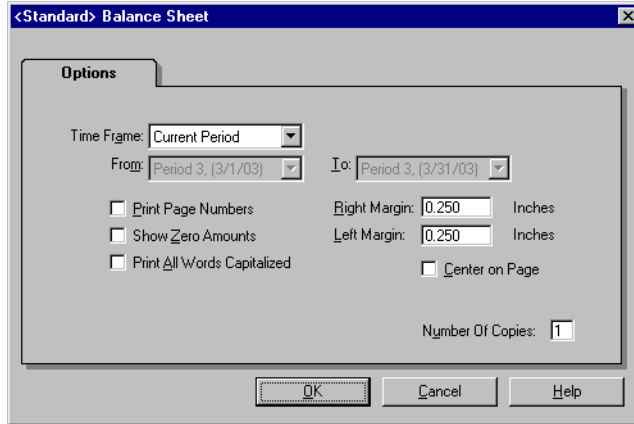
Select a time frame This determines what information will print on the statement. You can select the current period, the current three periods, or a range. Typically, selecting the current period gives you the results you need.

To select a range, you must also select the beginning and ending date for the range in **From** and **To**.

Select the options you want Place a check in the box to choose **Print Page Numbers**, **Show Zero Amounts**, and/or **Print All Words Capitalized**. Also, select **Center on Page** if you want to center the document.

Adjust margins if necessary, and choose number of copies Just remember that your printer has predefined margins (for example, 1/4 inch or 1/8 inch). These margins are in addition to the printer margins.

When finished, select **OK** to send the statement to your printer.

View a Financial Statement
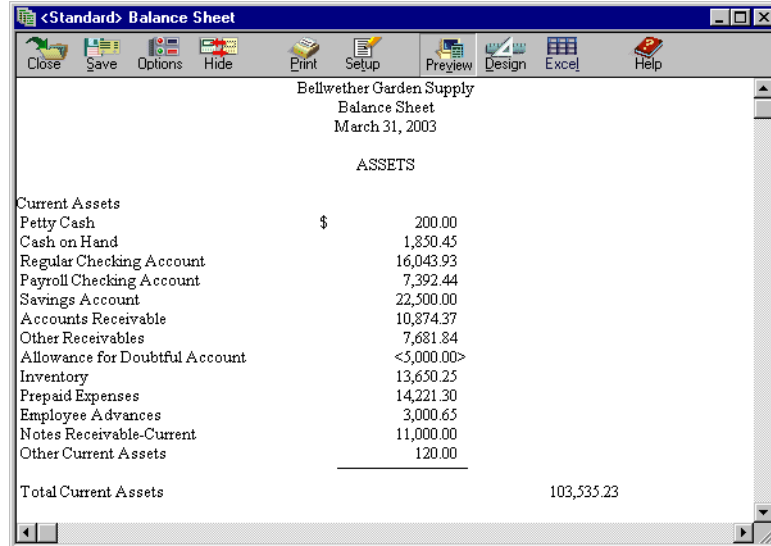
Instead of printing the financial statement, you can choose to preview it on the screen. This allows you to identify errors before you print and can save you printing time.

➤ Select the financial statement, and then click the **Preview** button.

Set the options on the Options tab as desired Follow the directions under ; then select **OK**.

Reports appear onscreen in the same font and point size as when printed on paper.

Navigate the Financial Statement   You can view financial statements wider than the screen. Once a financial statement is displayed on the screen, use these keys to move around:

- Press [Esc] to close the financial statement window.

- Press [Home] to jump to the first line in the financial statement.

- Press [End] to jump to the last line in the financial statement.

- Press [Pg Up] to move back one screen at a time.

- Press [Pg Dn] to move forward one screen at a time.

Hide the Report Titles   Select the **Hide** button to hide the title of the financial statement. The financial statement moves up the screen until the header is no longer visible. Select the **Show** button to return the screen to normal. This affects only the screen view (the preview) of the financial statement, not the printed financial statement.

View Financial Statement Detail

When you pass the mouse cursor over certain dollar amounts on financial
statements, the cursor turns into a magnifying glass with a "Z" in the center. You
can double-click such an area to take you to the General Ledger report, where
you will be able to see the transaction totals that add up to the amount on the
statement. This is referred to as the *drill-down* feature. *Note:* Whenever you view
a financial statement onscreen, the first statement amount that you can drill
down on always appears with a colored box around it.

The following shows an amount that can be drilled down on.

A rectangle surrounds a sales amount on the Standard Income
Statement. When you pass the mouse pointer over a transaction line,
the cursor changes to a magnifying glass with a "Z" in the middle.

To use the drill-down feature, move your mouse pointer over a statement
amount until you see the cursor change into a magnifying glass. If you click the
amount, a colored box will appear around it. Double-click the amount, or press
Enter. The General Ledger report will appear, showing the transactions whose
totals add up to the amount on the statement. In turn, you can select one of
these transactions to go to the task window where you created the transaction.
Here, you can view or modify the original transaction. For information about
drilling down on transactions in displayed reports, see <u>"View Report Detail" on
page 425</u>.

Once you drill down on a transaction, you can edit it as desired and save it.
When you close the transaction window, the changes you have made to the
transaction will appear in the displayed General Ledger report. Now, to return
to the financial statement window from which you originally drilled down,
simply close the General Ledger Report window.

There are some amounts you will not be able to drill down from:

- amounts when you have selected options (see "Print a Financial Statement" on page 449) so that the financial statement includes only summary and roll-up information

- amounts when you have selected options so that the financial statement includes only debit or credit information

- budget amounts

- amounts from transactions that fall in closed financial years

Designing Financial Statements

While the standard financial statements that come with Peachtree will be useful in many applications, you may want to create your own statements to meet special needs. When you do, you have two options: 1) The Financial Statements Design window, which lets you manually define the four main areas of the financial statement, and 2) the Financial Statement wizard, which substantially streamlines this process.

User's Guide

To learn about	Go to
Quickly setting up a company financial statement	"Use the Financial Statement Wizard" on page 453
Modifying an existing financial statement or using more advanced design features	"Use the Financial Statements Design Window" on page 456

Use the Financial Statement Wizard

For step-by-step instructions, look up **"Financial Statement wizard"** in the Peachtree Help index.

A "wizard" automates a process that might prove complicated and time-consuming if done manually. The Peachtree Financial Statement wizard walks you through the fairly complex procedure of designing financial statements. At every point in the process, your design choices are clear; you know exactly what effect each choice will have on the finished product. When you begin designing your own financial statements, it's probably a good idea to start with the Financial Statement wizard. That way, you'll have a better grasp of the basic elements of a statement and how to put them together effectively when you work in the Financial Statements Design window. See "Use the Financial Statements Design Window" on page 456.

With the Financial Statement wizard, you design a new custom financial statement by choosing an existing statement to use as template, then making changes to that template to suit your present needs.

Financial Statement Wizard

➤ From the **Reports** menu, select **Financial Statements**; then, in the Select a Report window, click the **Financial Statement wizard** button.
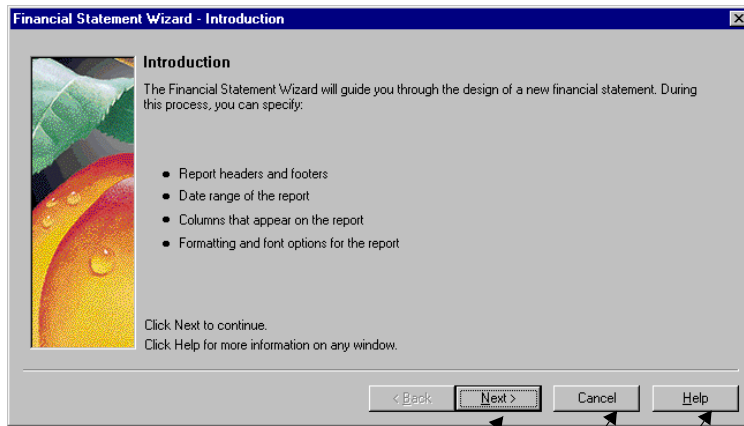
Financial Statement Wizard - Introduction

Introduction

The Financial Statement Wizard will guide you through the design of a new financial statement. During this process, you can specify:

- Report headers and footers
- Date range of the report
- Columns that appear on the report
- Formatting and font options for the report

Click Next to continue.
Click Help for more information on any window.

< Back   Next >   Cancel   Help

Select **Next** to move to the next window in the wizard. Select **Back** to move to the previous window.

Select **Cancel** to stop the design process. Select **Help** in any window to see step-by-step instructions on working in that window.

Read the introductory information; then click Next   Peachtree displays the Financial Statement Wizard - Financial Statement Name window, and you're ready to start designing.

The Wizard Windows

While working in the wizard, you'll see the following windows:

- **Financial Statement Name:** Choose the existing financial statement that will serve as a template for the new statement you're designing; then give that new statement a brand-new name.

- **Headers and Footers:** Headers and footers are text that repeats on each page of the displayed or printed statement. *Headers* appear at the top of the statement and can include your company name, the name of the report, and the report date, among other information. *Footers* appear at the bottom of the statement and can contain special notices to readers of the statement, such as "For management purposes only."

  Tell the wizard how many headers and footers you want to appear and the text that will appear in each. You can define as many as four headers and two footers.

- **Date Range and Account Masking:** Tell the wizard the range of dates you want your new financial statement to cover. You can also set up the statement to take advantage of a special Peachtree feature, account masking. For information about this feature and how it works, look up **"masks"** in the Peachtree Help index.

- **Column Properties:** Tell the wizard how many data columns (up to 30) you want to appear on the statement, the sequence of the columns, and the sort of data that should appear in them.

- **Column Options:** Tell the wizard how you want to format the data columns you've set up.

- **Font:** Choose the fonts in which headers, footers, column titles, column data, and totals appear in the new financial statement.

- **Formatting and Default Printer:** Choose layout options that define how your new financial statement will display or print. Choose as well the default printer that Peachtree will use to print the statement.

- **Finish:** When you see this window, your new financial statement design is complete.

Want to learn more about the Financial Statement wizard windows? Click the **Help** button in the individual window.

Finish the Financial Statement Design Process

➤ Select one of the four option buttons, and then click **Finish**.

- **Display your new financial statement:** When you select Finish, Peachtree will immediately display your new statement design on the screen.

- **Open the Financial Statement Design window:** When you select Finish, Peachtree will immediately go to the Design window, where you can change or create financial statement designs.

- **Create another new financial statement using the wizard:** When you select Finish, Peachtree will return to the Introduction window of the wizard, and you can design an entirely new financial statement.

- **Create a new financial statement with the same settings as this report using this wizard:** When you select Finish, Peachtree will return to the Introduction window, and all settings you've chosen for the current financial statement will become the defaults for the new statement you want to create. You can then modify any of the settings as needed by working your way through the wizard. For example, if you originally created a statement for Department A, you could now make a new statement with just a few needed changes for Department B.

Use the Financial Statements Design Window

> For step-by-step instructions, look up **"financial statements, Design a Financial Statement"** in the Peachtree Help index.

You can use the standard Peachtree financial statements as they are, or you can use them as templates to *manually* design your own financial statement reports; the Financial Statements Design window gives you this capability. The Design window offers many formatting options such as user-selectable fonts, customized headers and footers, and the positioning of text within columns. Note that financial statement design is one of the more advanced features in Peachtree. Before using it, you will want to acquaint yourself with the features of the standard financial statements that come with Peachtree.

In the Design window, you build your financial statements using four basic *objects*, or tools, with which you define different areas of the report.

Example

In the Balance Sheet, current assets are defined first by entering a section heading, using a body text **Text** object. The **Column Description** object establishes that account descriptions appear in the left or first column, and balances in the right. Then, the range of accounts is determined, using the **Line Description** object. And finally, a **Total** object instructs the program to total all current assets.

Copy a Financial Statement

Peachtree lets you design your own financial statements from the standard statements that are included in the program. You can also copy financial statements from another company and use them as your templates.

Review the financial statement before you choose to copy from it. To do this, select **Financial Statements** from the **Reports** menu, choose the statement you want to copy, and print it or view it on the screen.

If you are copying a financial statement from one company to another, first open the company you are *copying to*.

➤ From the **Reports** menu, select any Peachtree report area (such as Accounts Receivable); when the Select a Report window appears, click the **Copy** button.

Click the **Copy** button to copy the statement to your open company.

Select the statement to copy here.

Use the **Browse** button to search for a company to copy from.

Enter the new name of the copied statement here.

Copy Reports & Financial Statements

Close   Copy   Help

Select a Company to Copy from: Pavilion Design Group   Browse

Report or Financial Statement to Copy:
All Available Reports and Statements

New Name:
Income Stmnt/Budget Variance

New Description:

Income Stmnt/Budget Variance
Account Reconciliation
Account Register
Aged Payables
Aged Receivables
Aged Tickets
Assemblies Adjustment Journal
Assembly List

This is a custom income statement designed for Pavilion which lists differences in actual vs. budget for expense & income activity. (Use Landscape Orientation)

☐ Include Standard Financial Statements

Select a report to copy to the current open company.

Select the name of the company you are copying from   If you are copying a standard report, select the sample company.

Select a financial statement from the drop-down list   The list shows only custom financial statements for the company. To display custom and standard financial statements in the list, check the **"Include Standard Financial Statements"** box.

Copy the statement   Enter a new name and description for the statement, and then select the **Copy** button. Peachtree will display the new statement in the list of choices.

Want to learn more about the Copy Reports & Financial Statements window? Click the **Help** toolbar button in the window.

Note

When you copy a financial statement, you also copy that statement's *style*. See "Create and Change Style" on page 433. If that style has the same name as a style already available in your company, an error message will appear. Choose **Yes** to overwrite the existing style with the new style. Choose **No** to keep the existing style; the new statement's format is copied and appears as a custom style in the financial statements list.

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Open the Financial Statements Design Window

➤ In the Select a Report window, select a financial statement, and then click the **Design** button.

This sample Balance Sheet appears to have three columns of data, including what appears to be two columns of total amounts. Actually, there are only two columns in all. The right column of totals is a *tiered column*, which is a type of column that has a left and right side.

In Peachtree, you can change many of the basic elements of a financial statement. You can also cut and paste and move those elements around so that your financial statement looks exactly the way you want it to.

Types of Rows

Each row on the report that is defined has a button to the left of it that describes how it is defined by the title it is given.

This is the row definition button for the **Current Assets** text row.

A row can be defined as:

• Text-body	• Column Description
• Text-footer	• Line Description
• Column Title	• Total-Level n

Types of Design Buttons

To the left of the **Row Definition** buttons, there's a sidebar containing the buttons you will use to design your financial statements. These are fully described in Peachtree Help. For more information, look up **"financial statements, Financial Statement Design Window"** in Peachtree Help index.

The following sections briefly discuss how to work with the rows of information that appear in a financial report.

Add a Row

➤ Select the row above which you want the new row to be added; then select the object button that corresponds to the type of row you are adding. The window associated with the object button you have selected appears.

Enter the pertinent information into the window. For example, if you are adding a text row, the Text window would appear. (See "Add or Edit Body Text, Headers, and Footers" on page 462.) Refer to the specific sections in this chapter for descriptions of how to enter the information.

Edit a Row

➤ Select the **Row Definition** button for the row you want to edit. Then do one of the following:

- Double click the row definition button.

- Select the **Property** button.

- Click the right mouse button to see a pop-up menu of choices including font, properties, delete, cut, copy, and paste. Then select **Properties** with the left mouse button.

Select Multiple Rows

The design options discussed below—**Copy**, **Paste**, **Cut**, and **Delete**—can be performed on multiple rows.

➤ Press Ctrl and select the desired rows. With the cursor, select all desired rows. You can now apply a design option to the selected rows.

Copy Rows

1 Select the row you want to copy. You can select multiple rows by holding down the [Ctrl] or [Shift] key and selecting the rows you want to edit. The rows must be sequential.

2 Click the right mouse button to see a pop-up menu of choices including font, properties, delete, cut, copy, and paste. Or you can select the **Copy** button on the **Design** toolbar. The row is copied to the Windows clipboard.

3 Select the **Row** button above which you want to insert the copied rows. Then from the pop-up menu, select **Paste** using the right mouse button. You can also use the **Paste** button on the **Design** toolbar. Peachtree inserts the row above the selected row.

Move Rows

1 Select the row you want to move.

2 Click the right mouse button to see a pop-up menu of choices including font, properties, delete, cut, copy, and paste. Select **Cut**. You can also select the **Cut** button on the **Design** toolbar. The row is moved to the clipboard.

3 Select the **Row** button above which you want to insert the copied rows. Then from the pop-up menu, select **Paste** using the right mouse button. You can also use the **Paste** button on the **Design** toolbar. Peachtree inserts the row above the selected row.
Or
Use the **Up** and **Down** buttons. Just select the **Row Definition** button for the row you want to move; then select the **Up** button to move the row up one position, or select the **Down** button to move the row down one position.

Delete a Row

1 Select the row you want to remove.

2 Select the **Row Definition** button for the row, and then click the right mouse button to see a pop-up menu of choices including font, properties, delete, cut, copy, and paste. Select **Delete** or **Cut**. The row is deleted.

Undo a Deletion

If you delete a row in error, you can always correct the mistake.

➤ From the **File** menu, select **Undo**. Or, press Ctrl+Z. Peachtree restores the deleted row.

Note

You can undo only one deletion at a time. So do not delete several rows at a time if you are not sure you want to remove them all.

Text Objects

The following sections discuss text objects and how to edit or add them to a statement. There are three types of text objects:

- **Body text:** Lines of text are printed in the order encountered. Unlike headers and footers, lines of text are printed only once regardless of the number of pages in the report. They are used for intermediate headings such as "Current Assets."

- **Headers:** Header lines print at the top of each page of the report and are printed in the order encountered, from the beginning of the list to the end. You will obtain the best results if the header lines are defined in a group at (or near) the beginning of the list of format lines.

- **Footers:** Footers are lines of text printed at the bottom of each page of the report. The last footer in the list is printed at the bottom of the page, while the next to the last footer in the list is printed on the next to the last line on the page, and so on. The system looks for a footer before it starts reading instructions for the body of the text.

A Text

➤ To work with text objects, select the text row you want to edit; then select the **Text** button. Or, if you want to add a text object, select the row above which to place the object, and then select the **Text** button.

Add or Edit Body Text, Headers, and Footers

➤ To add text, select the **Text** button, and then select the appropriate type of text. Or, to edit existing text, select the row and double-click it.
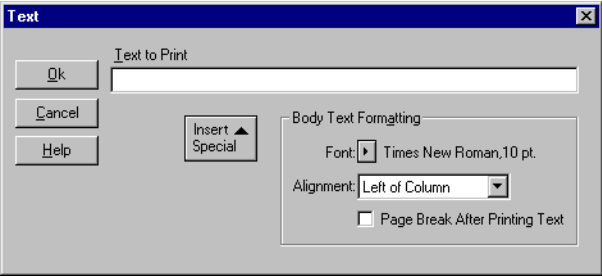
Enter the text In the **Text to Print** field, enter or edit the text. You can select the **Insert Special** button to enter a special code that stands for actual values. For example, you can select a special code that inserts your company name in the report header.
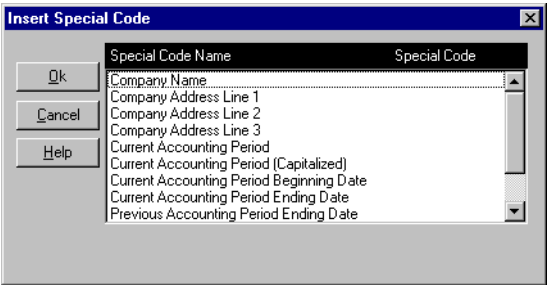
Select the text format Select the font to use, including the size and style, and how you want the text aligned on the report. If you want the report to begin on a new page after the body text is printed, select the **Page Break After Printing Text** check box.

Want to learn more about the Text and Insert Special Code windows? Click the **Help** toolbar button in the window.

Add or Edit Column Titles

➤ To add a column title, select the **Text** button, and then select **Column Title**. Or, to edit an existing title, select the row and double-click it.

Col	Contents	Title	Alignment
1	Description		Left of Column
2	Activity	Actual	Left of Column
3	Activity	Budget	Left of Column
4	Year to Date	Actual	Left of Column
5	Year to Date	Budget	Left of Column

Column Title Font: Times New Roman, 10 pt.

Insert Special

Enter or edit title   Enter or change the text of the title. You can select the **Insert Special** button to enter a special code that stands for actual values. For example, you can select a special code that inserts the current accounting period in the column title.

Select alignment   Choose the alignment the title will have on the paper.

Columns

The following sections discuss adding or editing columns of information to a statement. When setting up columns, you establish where information appears on the report. Information within columns can be any of the following: account IDs, balances, activity, account descriptions, a percentage, a ratio, text, year-to-date activity, or a calculation using other columns.

Want to learn more about the Column Title window? Click the **Help** button in the window.

Add or Edit Column Descriptions

In the Column Description window, you tell Peachtree the number and width of the columns you want and what you want in each column. You can have any number of column definitions in a particular report. You can define up to 30 columns. When you print the statement, the system recognizes all columns, starting with column 1. If desired, you can have related headings print above each column. For more details, see .

➤ To add a column description, select the **Column** button. Or, to edit an existing description, select the row and double-click it.

Tell Peachtree whether to print the description   Select the **Print** check box to tell the system you want to actually print this column, or only to calculate the amount for use by another column.

Define the column   Use the **Contents** drop-down list to select the contents of the column. The following table describes the possible sources of content:

Account ID	Prints an account number when the system prints information from an account.
Balance	See "Set Up a Balance, Activity, Year to Date Column" on page 466.
Activity	See "Set Up a Balance, Activity, Year to Date Column" on page 466.
Year to Date	See "Set Up a Balance, Activity, Year to Date Column" on page 466.
Description	Prints an account description on lines with accounts.
Percentage	See "Set Up a Column as a Percentage of Two Other Columns" on page 467.
Ratio	See "Set Up a Column as a Ratio to Another Column" on page 467.
Text	See "Set Up a Text Column" on page 468.
Formula	See "Set Up a Column as the Product of a Formula" on page 468.
\<Not Used\>	If you don't want the column to appear on the statement at all

When you set up a statement either in the Financial Statement Design window or in the Financial Statement wizard, you *must* define at least one of the columns as something other than **<Not Used>**. In other words, make sure that *at least one* of the thirty possible columns in the statement is defined as Description, Text, Account ID, or one of the various formula types.

Enter or edit the column heading   In the **Title** column, enter or change the text of the heading. You can select the **Insert Special** button to enter a special code that stands for actual values. For example, you can select a special code that inserts today's date in the column heading.

Enter the column width   Enter the width in characters that the column will occupy, noting the following:

   •   Amounts can take as many as 16 characters, although the program tries to narrow fields by deleting commas.

   •   Text fields will be truncated to fit within your width, so make sure the column is wide enough for the text you enter.

   •   Amounts too large to fit within the width will appear as a series of question marks: ?????.

   •   Tiered columns should usually be 33 or more characters wide.

Tell Peachtree whether to include dollar signs   If this column contains amounts, check the **Format/$** check box to prints dollar signs at the top and bottom of the column.

Tell Peachtree how to align the column title   To align the column title, use the **Align Title** drop-down list to select whether to align the column title with the center of the column or to the right or left of the column.

Select a department mask   The department mask works with your general ledger to let you choose totals from selected departments, divisions, or locations. You must have set up your general ledger accounts with masking in mind to take advantage of this feature. See the department income statements included in Bellwether Garden Supply for ways to use department masking. For more information, look up "**department masking**" in the Peachtree Help index.

Want to learn more about the Column Description window? Click the **Help** button in the window.

Set Up a Balance, Activity, Year to Date Column

You may want to print the amount of the balance, the current month's activity, or the year-to-date activity in an account. For income statement accounts only, the balance in an account is the same as the year-to-date activity.

➤ Select **Balance**, **Activity**, or **Year to Date** as the content of the column. This area appears at the lower right of the Column Description window:

Select a Qualifier   Select one of the following:

- **Net** to display net amounts (credits minus debits) for the account or accounts specified in all lines that define the column.

- **Balance** to display the amount budgeted in Maintain Chart of Accounts for the account or accounts specified in all lines that define the column. The amount displayed is based on the time frame you've established for budget amounts in Maintain Chart of Accounts: the current or next fiscal year, or both.

- **Only Debits** to display only debit amounts for the account or accounts specified in all lines that define the column.

- **Only Credits** to display only credit amounts for the account or accounts specified in all lines that define the column.

Select the Time Frame you want information to be included from.   You can choose the current period or any period in the current year, the previous year, or two years ago. Or choose totals from the current year, previous year, or two years ago.

Select how or if amounts are to be rounded off   They can be rounded to whole dollars or to thousands of dollars. Any rounding errors are dumped into the account you specify for rounding errors in General Ledger Defaults.

Select whether you want the total and detail lines aligned or tiered   A tiered column is one wide column with a left and a right side—a column within a column. For example, the balance sheet provided in the sample company appears to show three columns. However, the second column is actually one tiered column. In this balance sheet, the left side of the tiered column contains details and the right side of the tiered column contains totals.

Set Up a Column as a Percentage of Two Other Columns

➤ Select **Percentage** as the content for this column. This area appears at the lower right of the Column Description window:

The column you select here is the numerator.

This column is the denominator.

Select the columns to use as the numerator and denominator of the percent calculation For example, if you select "current activity" in the first **Use Column** box and "year-to-date" activity in the second **Use Column** box, you would see the percentage of year-to-date activity represented by current period activity.

Set Up a Column as a Ratio to Another Column

➤ Select **Ratio** as the content for this column. This area appears at the lower right of the Column Description window:

The column you select here is the numerator of the ratio.

The total of the account range is the denominator.

Define the ratio Select the column that will define the ratio. All parameters specified for the selected column apply to the ratio.

Select the account range to report a ratio for For example, suppose you select column 2 in the **Use Column** box and column 2 is current month activity. Then you select **Income** account types in the **Account Range** field. The program will first total all income accounts, then divide the current activity for each selected account by this total. What you would see on the report is the percentage of current activity represented by each income account.

Set Up a Text Column

Sometimes you may want the same text to appear in one column for all rows. More commonly, you would use a text column for formatting purposes, entering dashes, asterisks, or spaces to separate other columns.

➤ Select **Text** as the content for this column. Peachtree will ask you for the text to print. Enter the text exactly as you want it to appear in the column.

Set Up a Column as the Product of a Formula

In certain cases, the information that you want to print may be a function of columns that have been printed previously (or only calculated). One example would be where column 2 is budget, column 3 is actual, and you want column 4 to be the difference (variance). In this case, you would set up column 4 as the product of the following formula:

value of column 2 – value of column 3

Besides using the values of two columns, you can also base the formula on the value of one column and a constant value. Suppose that column 2 is a budget column and that you want to see what the totals for this column would be if actual totals were projected to be 1/3 of budget. In this case, the formula would be the value in column 2 multiplied by a constant value of .33.

➤ Select **Formula** as the content for this column. This area appears at the lower right of the Column Description window:

Either select the number of the column you want to use as the second element in the formula...

...or choose **Constant**, and then enter a constant value to use as the second element in the formula.
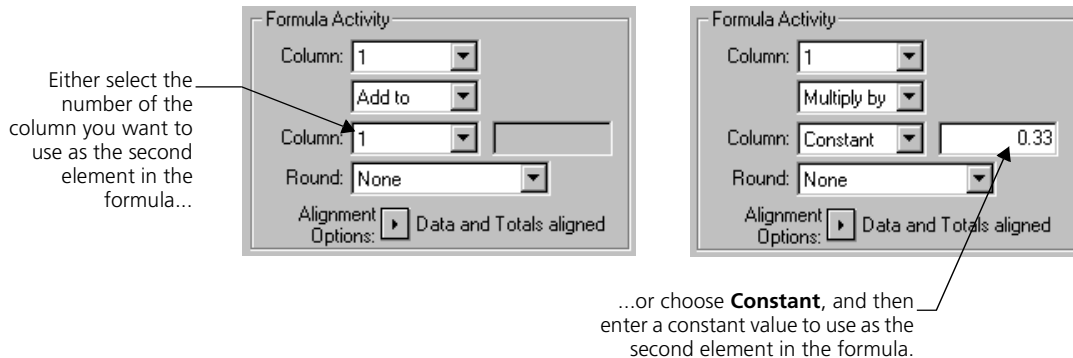
Select the first element of the formula and operator Select the column you want to use as the first element in the formula. Then select the operator. Your choices are **Add**, **Subtract**, **Multiply**, and **Divide**.

Select the second element of the formula   From the second **Column** drop-down list, do one of the following:

- Select the column you want to use as the second element in the formula. In the above example of the actual in comparison with the budget figure, you would choose to subtract column 3 from column 2 to produce your difference amount, the amount you want to appear in column 4.

- Select **Constant**; then enter the constant value in the text box to the right of the **Column** field. In the above example of the budget figure multiplied by a constant value to arrive at the actual figure, you would enter **.33**.

Select how or if amounts are to be rounded off   They can be rounded to whole dollars or to thousands of dollars.

Select whether you want the total and detail lines aligned or tiered   A tiered column is one wide column with a left and a right side—a column within a column. For example, the balance sheet provided in the sample company appears to show three columns. However, the second column is actually one tiered column. In the Standard Balance Sheet, the left side of the tiered column contains details and the right side of the tiered column contains totals.

Move a Column

Once you've defined columns, you can easily change the order of them.

➤   Select a column whose order of appearance in the statement you want to change. Just be careful not to click in the **Print** check box when you do so; otherwise, the print status of the column will change too.
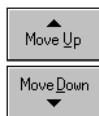
Select a Move button   To move the column up one position in the list of columns, select the **Move Up** button. To move the column down one position in the list, select the **Move Down** button. Peachtree moves the column to the position you selected, and the displaced column and all those below it move down in the list.

Add or Edit Line Descriptions

Once the columns are defined, you must define what information to put in each row of the column. This involves choosing a range of accounts and account types for which you want to print information. In addition, you choose how the information should be formatted when printed.

Line

➤ To add a line description, select the **Line** button. Or, to edit an existing description, select the row and double-click.

Enter a range of account numbers   To include all accounts that match the Account Type(s) you want, enter **From: Ø To: zzzzzzzzzz**. If you prefer to specify by account type, leave both these boxes blank.

Select the types of accounts to include on the report   An account type is selected when it has a check mark next to it. Peachtree will look for these account types within the account range you have specified. Be careful to include all account types that you want to see on the statement. If you do not, the statement will not accurately reflect the data you want to see.

Select font and alignment   Use the **Font** arrow button to select the font to use when printing this line description. Use the **Alignment** drop-down list to select whether to align the description to the right or left of the column.

Select how you want the information to print   From the **Print** drop-down list, select from the following:

• Select **Detail** to have every account within the range specified printed. Peachtree inserts the account description (from the chart of accounts) into any column with a description source, and inserts the appropriate amount into any columns which are defined to take amounts. If no accounts are found within the range, then nothing is printed.

• Select **Summary** to have amounts determined by the most recent column definition, but only the sum of all amounts is printed.

- Select **Rollup**, and then enter a rollup mask that summarizes a group of accounts into a single subtotal. This subtotal appears in any column defined to take amounts. The account number and description that print are the number/description for the first account in the range specified by the mask. (These only print if you have specified columns for description and account ID.)

For more information, look up **"masks, Rollup Mask vs. Department Mask"** in the Peachtree Help index.

- If you select **No**, the accounts are summed, but not printed. You can use this to sum up specific accounts and then print a total of them.

Enter header text   If you select **Summary** as the print option, enter a header text to label the summary information.

Choose whether to print amounts with reverse sign   If you want all numbers to print with the non-standard sign, select the **Reverse Sign (Debit as Credit)** check box. This changes only the way numbers are printed, not the way they are calculated.

Want to learn more about the Line Description window? Click the **Help** button in the window.

Define Totals

The **Total** design option lets you tell Peachtree how to calculate totals and subtotals. You can define

- up to nine levels of totals/subtotals

- whether the total prints, or is used in a later calculation

- a description for the total

- underlines or overlines, to display with your totals

- which signs display with the total, using the **Reverse Sign (Debit as Credit)** option

To illustrate, let's look at how the Income Statement is set up. The first total, for Sales, is a Level 3 total. The second total, Cost of Sales, is also assigned Level 3, because these accounts should be subtotaled separately. Gross Profit is assigned a level 6; therefore, all subordinate or lesser total numbers are summed (sales plus cost of sales). Finally, Expenses are given a Level 3, although this could be any Total Level from 1 to 8. That's because the next calculation is Net Profit, which is a Level 9. Level 9 totals sum all lesser Total Numbers which have not been summed previously.

Note

For ease in identifying total levels that sum earlier levels in the calculation, the text on the total level row definition buttons change color to blue when you select a total level that includes a lower level in the calculation. In the example given above, if you select the Gross Profit Level 6 row definition button, the buttons for the Sales and Cost of Sales Level 3 totals will change to blue. If you select the Net Profit Level 9 (Grand Total) row definition button, the text on all lower level buttons will turn to blue. In addition, if you select *any* total level row definition button, the color of the text will change to blue on the row definition button of the *line description* that identifies the level.
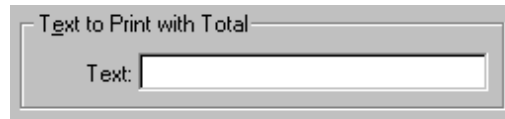
➤ To add a total to the statement, select the **Total** button. Or, to edit an existing total, select the row and double-click.

Select the total level   Use the Total Level drop-down list. Whenever you print a total level, you automatically zero out that level, along with all lower levels. Remember that 1 is the lowest level, and that 9 is the grand total level. You can think of this as similar to your adding machine with a subtotal and a grand total. This program has 8 levels of subtotals, as well as a grand total.
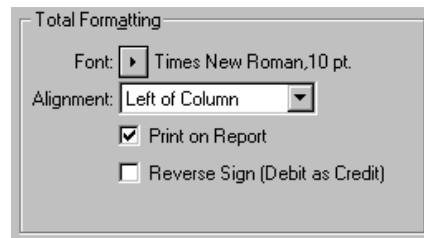
Enter text   This will appear along with the total.

Select font and alignment   Use the **Font** arrow button to select the font to use when printing this total. Use the **Alignment** drop-down list to select whether to align the total to the right or left of the column. If you are using tiered columns, totals are printed on the right hand side of the tiered column, by default.
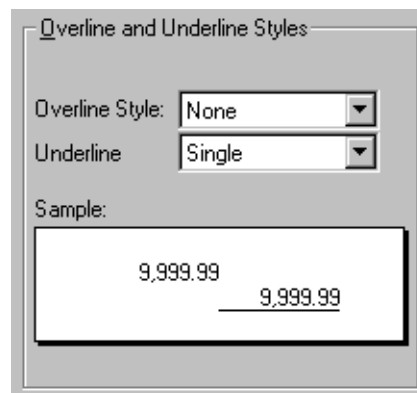
Choose whether zero balances should print   If you want the total to print even if it shows a zero balance, check the **Print on Report** check box.

Choose whether to print amounts with reverse sign   If you want all numbers to print with the non-standard sign, select the **Reverse Sign (Debit as Credit)** check box.

Select overline and underline styles   The sample box shows how your choice will look on printed statements.

Want to learn more about the Total window? Click the **Help** button in the window.

Set Financial Statement Options

Prior to printing, you may want to change the settings available in the Options window, such as **Print Page Numbers**.

➤ In the Financial Statements Design window, select the **Options** button. Make any needed changes following the directions under <u>"Print a Financial Statement" on page 449</u>.
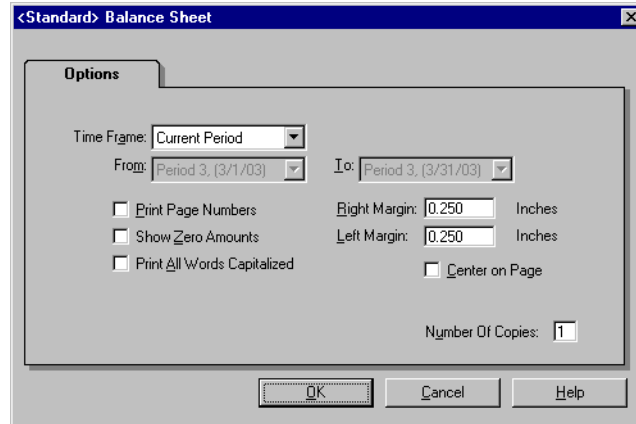
Print from the Design Window

You can print your edited statement directly from the Financial Statements Design window. Select the **Print** button; the standard Windows Print dialog will appear. For more information on printing from the Design window, see <u>"Print the Report on Paper" on page 430</u>.

In addition, you can choose Page Setup options that determine how your statement will print, including paper size, source, and orientation. For more information, see <u>"Set Up a Report for Printing (Page Setup)" on page 429</u>.

Save Your Changes

Once you've made all desired changes to the financial statement, you can save the modified report.

➤ With the statement displayed in the Financial Statements Design window, select the **Save** button.
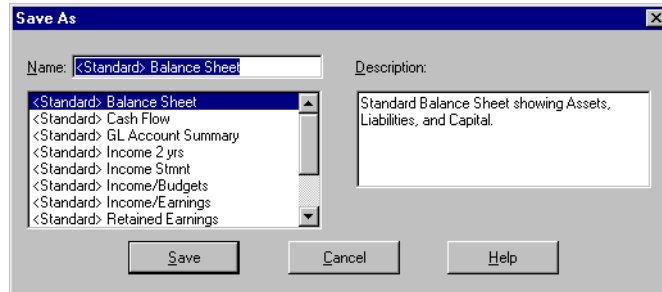
Name the new statement   In the **Name** box, enter the name of the statement. Then in the **Description** box, enter a description of the statement.

Save the statement   When finished, select the **Save** button. The modified financial statement will now appear in the Select a Report window.

Want to learn more about the Save As window? Click the **Help** button in the window.

Standard Financial Statements

Financial statements provide a summary of your company's financial position. Peachtree comes with the following standard financial statements:

Balance Sheet   Shows assets, liabilities, and equity accounts.

Cash Flow   Shows a statement of cash flows for a specified period of time.

G/L Account Summary Report   Shows the beginning balance, the debit and credit activity, net change, and ending balance for your General Ledger accounts. Each account's information appears on one line.

Income Statement: 2 Years   Shows income and expense activity for the last two years.

Income Statement   Shows income and expense activity for a specified period of time.

Statement of Income and Retained Earnings   Shows income and expense activity for a specified period of time, as well as retained earnings information. To receive accurate results, you must run this report either for just one month, or from the beginning of the year through the year to date.

Note

Prior period entries and adjustments to the retained earnings account are displayed in both the *Statement of Income and Retained Earnings* and *Statement of Retained Earnings* reports as a single beginning retained earnings balance. If you adjust (change) the retained earnings beginning balance for a prior closed fiscal year, then the ending retained earnings balance from the prior closed year will not equal the beginning balance in the current year statement.

Statement of Retained Earnings   Shows beginning and ending retained earnings amounts, adjustments made to retained earnings within the report period, and the detail for all Equity-gets closed accounts, such as Dividends Paid. The retained earnings balance is the cumulative, lifetime earnings of the company less its cumulative losses and dividends.

Statement of Changes   Shows a statement of changes in the company's financial position for a specified period of time.

Income Statement: Budget   Shows a statement of income and expense activity versus budgeted amounts for a specified period of time.

Preparing Forms

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Printing and Previewing Forms

Designing Forms

• Preparing Forms •

Peachtree Accounting offers many different kinds of forms for printing—invoices, statements, checks, labels, 1099s, 941 and 940 worksheets, and W-2s. However, sometimes you may want to create your own forms, or customize one of the formats that come with the program. You can do so with Peachtree Accounting Forms Design. Note that you need a mouse to use Forms Design.

This chapter is divided into two parts:

- **Printing Forms:** See page <u>478</u>.
- **Designing Forms:** See page <u>491</u>.

Printing, E-Mailing, and Previewing Forms

There are three types of documents accessed from the **Reports** menu:

- reports
- financial statements
- forms

The rules for each type of document are slightly different for printing, and very different for designing. This chapter explains the rules for forms.

What Exactly is a Form?

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.

Form Buttons

Forms are contained within form folders, similar to directory folders seen in Windows File Manager or Explorer. Each form listed on the Select a Report window has a button beside it to describe what kind of form it is.

This is a closed folder containing multiple forms. To see what forms are included in the folder, click it with the left mouse button. You cannot print a form folder, only the forms within it.

This is an open folder with all of the forms displayed below this button. You may have to scroll down to see all the forms in the folder.

This represents a standard form. Standard forms are predefined forms that are included with Peachtree. They can be checks, tax forms, invoices, statements, mailing labels, quotes, and collection letters. You can edit the fonts used in the form and save the form (using a different name) as a custom form; you cannot change the standard form.

This represents a customized form. Generally speaking, these are standard forms you have modified to meet your specific needs. For example, you might have removed certain fields that were not needed, changed the font of text, added a company logo, or matched the form's design with preprinted forms you have purchased.

When you're ready to print or design a form, select the **Reports** menu, and then the desired area of Peachtree. This will open a window so you can look for the documents contained in folders. Form folders are usually toward the end of the list on the Select a Report window.

Left click the form folder to list the forms it contains.
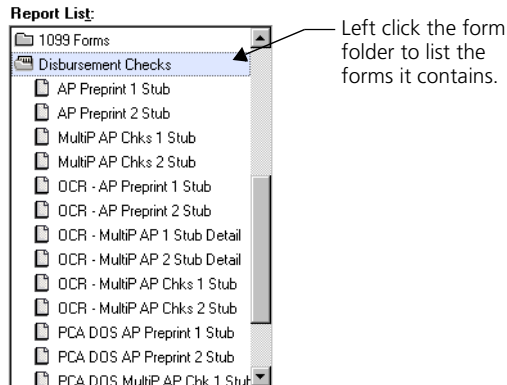
Peachtree Preprinted (Standard) Forms

Peachtree Software offers a full line of preprinted paper checks and forms that are 100 percent compatible with Peachtree Premium, Peachtree Complete, and Peachtree Accounting. Using Peachtree preprinted forms and checks ensures that your forms will print out correctly.

For more information, look up **"Peachtree Checks and Forms"** in the Peachtree Help index.

Using Preprinted Forms

Even preprinted forms require special attention because the forms must be aligned in the printer correctly, and the printer must be configured to accommodate the form. Because of this, forms cannot be displayed accurately prior to printing. You can, however, print practice forms to test alignment and printer configuration. You can also view the layout of the form in Forms Design.

You can print as many practice forms as is necessary to verify alignment. The top and left margins, bottom and right margins, page break, and paper size choices must all be set properly. For more information, see "Set Align Options and Print a Practice Form" on page 486.

Print a Form from Task Windows

For step-by-step instructions, look up **"print, Print a Form from a Task Window"** in the Peachtree Help index.

There are two methods to printing forms. You can print a batch of forms from the Select a Report window; see "Print and/or E-mail Forms from the Select a Report Window" on page 482. The method below describes how to print an individual form from various task windows.

Depending on the type of form you want to print, open and display the transaction in its corresponding task window.

➤ To print a new transaction's form, open and display the corresponding task window, then enter the new transaction information. Then click the **Print** toolbar button to print the transaction's corresponding form.

➤ To print a previously entered transaction, select the **Open** toolbar button in its respective task window to search for and display the transaction. You can also double-click the transaction in a displayed report to display the transaction in its corresponding task window. With the transaction displayed, select the **Print** button to print the transaction's corresponding form.

- If you have not entered a *form* number (for example, a receipt or invoice number) for the transaction, Peachtree will use the next sequential form number based on the last form printed. You can change this number, if desired, *unless* the form is a sales order; you will *not* be able to change sales order numbers.

  Note: If the transaction already has a reference number assigned, the form will print with the word "Duplicate" included. In the case of duplicate checks, "Void" will print in the signature area.

- If you have entered the form number in the task window, or if you are working with a preexisting form that already has a form number assigned to it, then Peachtree will use this number; you will not be able to change it.

After the form is printed, the transaction is posted (or saved). Then, Peachtree displays a blank task window.

E-Mail a Form from Task Windows

For step-by-step instructions, look up **"e-mail, E-mail a Form from a Task Window"** in the Peachtree Help index.

As with printing, you can e-mail a batch of forms from the Select a Report window, but the method below describes how to e-mail an individual form from a task window. The task windows from which e-mails can be mailed include

For customers: Quotes, Sales Orders, Sales/Invoicing, Credit Memos, and Receipts.

For vendors: Purchase Orders.

In order to e-mail forms to a customer or vendor from the Select a Report window, you must first designate the form-delivery type as e-mail for that customer or vendor.

- **For customers,** set up form delivery on the **Sales Defaults** tab of the Maintain Customers/Prospects window.

- **For vendors,** set up form delivery on the **Purchase Defaults** tab of Maintain Vendors.

➤ To e-mail a new transaction's form, open and display the corresponding task window, then enter the new transaction information. Then click the **E-mail** toolbar button to e-mail the transaction's corresponding form.

➤ To e-mail a previously entered transaction, select the **Open** toolbar button in its respective task window to search for and display the transaction. You can also double-click the transaction in a displayed report to display the transaction in its corresponding task window. With the transaction displayed, select the **E-mail** button to e-mail the transaction's corresponding form.

- If you have not entered a *form* number (for example, a receipt or invoice number) for the transaction, Peachtree will use the next sequential form number based on the last form printed. You can change this number, if desired, *unless* the form is a sales order; you will *not* be able to change sales order numbers.

- If you have entered the form number in the task window, or if you are working with a preexisting form that already has a form number assigned to it, then Peachtree will use this number; you will not be able to change it.

Print and/or E-Mail Forms from the Select a Report Window

The following sections tell you how to select, filter, and print and/or e-mail a form from the Select a Report window, as well as how to reprint forms once a batch has printed.

Select the Form

➤ From the **Reports** menu, select the area your form belongs to (for example, Accounts Payable for disbursement checks and Accounts Receivable for invoices).

Scroll down and select a form folder from the list, and left click the folder to display the forms.
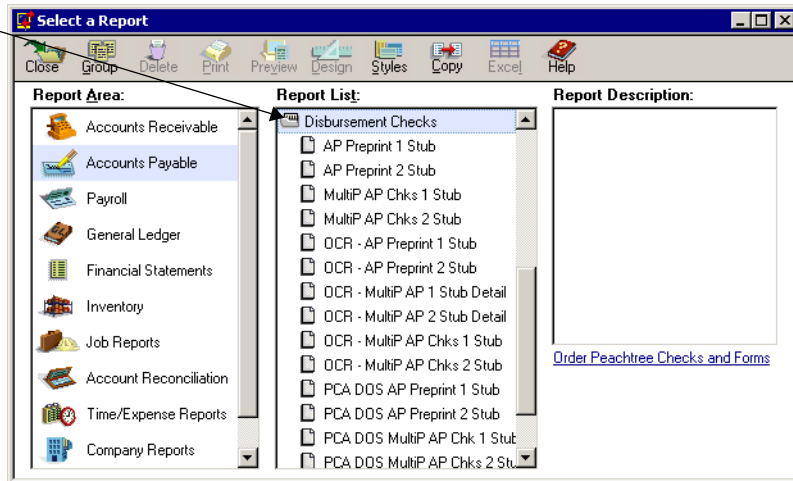
Select the form In the Select a Report window, use the scroll bar to locate the folder you want; then left click it to open it. Now scroll down and highlight the form you want to print.

Select Print or double-click Either click the **Print** button or double-click the form you want to print.

The Form Options window appears. At this point, you have several choices.

User's Guide

If you want to...	Then do this...
print the form with the default options	turn to "Print/E-Mail the Form" on page 487
filter the available data	turn to "Set Filter Options" on page 483
change the format setting for your printer	turn to "Set Format Options" on page 484
set e-mail options for customers or vendors designated to receive forms as e-mail attachments	turn to "Set E-Mail Options (if Needed)" on page 485
change the alignment of your printer	turn to "Set Align Options and Print a Practice Form" on page 486
test the alignment of forms in your printer	use the **Practice** button to print a test form; turn to "Set Align Options and Print a Practice Form" on page 486

Set Filter Options

Filter options vary from form to form; they're different for customer invoices than for statements, for example. However, entering filter options works basically the same for all forms.

➤ Select a form, and then click the **Filter** tab, if it's not already selected.

The form you chose is displayed here. Use the drop-down list box to select a different version of the selected form (if a different version exists).

Depending on the form selected, the **Filter** field allows you to select all or particular records or transactions.

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Change the form to print   If you made an error in your initial selection, you can change it.

Enter or select all filter information for the form   You can set print options, including the first invoice number or check number to print or the last date to include in a batch of checks or invoices. In addition, you can set selection criteria for the available data. For example, you can specify a range of customer or vendor IDs, using a filter type and its corresponding **From** and **To** fields.

Note that if a cell in the **Filter Range** table has a gray background, you can't change that entry. If the entry has a white background, it can be changed.

Want to learn more about the Filter Options window? Click the **Help** button in the window.

Set Format Options

For forms, the format options let you set print parameters. For example, you can specify the printer, the margins to print, and the number of copies.

➤   Select a form, and then select the **Format** tab.

This is the name and orientation of your default printer.

This is the number of copies that will print.

This lets you adjust the margins of the form.

This represents the name of this form located in the Program Files\Peachtree directory.

```
┌─────────────────────────────────────────────────────────────┐
│ Quote Plain Product                                       [×] │
│                                                               │
│   ┌ Filter ┐┌──Format──┐┌ Design ┐┌ E-mail ┐                  │
│                                                               │
│  ┌─ Default Printer: ──────────────────────────┐    ┌──OK──┐  │
│  │ [▶] EPSON Stylus COLOR 600 (Copy 2) on LPT1: │    └──────┘  │
│  │     In Portrait Orientation                  │   ┌─Cancel─┐ │
│  └──────────────────────────────────────────────┘   └────────┘│
│                                                     ┌──Help──┐ │
│    Number Of Copies: [1]                            └────────┘ │
│  ┌─ Margins: ──────┐  ┌─ Paper Size: ─────────┐               │
│  │ Top:    [0.250] In│  │ ☐ Custom Paper Size  │               │
│  │ Left:   [0.250] In│  │ Paper Width:  [8.500] In│            │
│  │ Bottom: [0.250] In│  │ Paper Length: [11.000] In│           │
│  │ Right:  [0.250] In│  └────────────────────────┘  ┌─Align─┐  │
│  │ Filename: QUO01030.FRM                          └───────┘  │
│  └─────────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

Change default printer   Select the arrow button if you want to change the default printer or the orientation of the paper.

Default Printer arrow button

```
┌─ Default Printer: ─────────────────────────────────────┐
│ [▶] HP DeskJet 850C  on LPT3: In Portrait Orientation  │
└────────────────────────────────────────────────────────┘
```

Change settings as needed   Examine the Windows Print Setup window carefully before you print to make sure that the paper size and orientation are correct. You may be directed to this window by a message box telling you to adjust the paper size. Be sure to set the paper size in printer setup, especially if the form is not 11 inches high. Some printers default to landscape orientation when you select 7-inch standard checks, and some must be told through the Landscape or Portrait options. When finished, select **OK**.

Different printers have different windows for setting up the printing task. Consult your Microsoft Windows manual or your printer manual for help with setting up your printer properly.

> When you set up your printer from the **Format** tab, you are setting it up for the selected form only. Unless you change the printer on the **Format** tab, Peachtree always prints using the current default printer. This is chosen through the **Settings** options available from the Windows Start menu.

Set E-Mail Options (if Needed)

In addition to printing, a number of Peachtree forms can be sent as e-mail attachments either to a customer or vendor. These forms include

For customers: Collection Letters, Credit Memos, Customer Quotes, Customer Statements, Invoices/Packing Slips, Sales Orders.

For vendors: Purchase Orders.

In order to e-mail forms to a customer or vendor from the Select a Report window, you must first designate the form-delivery type as e-mail for that customer or vendor.

- **For customers,** set up form delivery on the **Sales Defaults** tab of the Maintain Customers/Prospects window.

- **For vendors,** set up form delivery on the **Purchase Defaults** tab of Maintain Vendors.

Once you have set up e-mail as the default delivery form for a customer or vendor, each time you choose to print one of the above-listed forms from the Select a Report window, the **E-Mail** tab is activated and appears in the Form Options window.

Select it to choose from a variety of e-mail options that determine how printing/ e-mailing will be handled for the chosen customer or vendor.

For more information on **E-mail** tab settings, look up **"E-mail tab for forms"** in the Peachtree Help index.

Set Align Options and Print a Practice Form

Before you print a form, you can test the alignment of your form with your printer.

➤ Select a form, select the **Format** tab, and then select the **Align** button.

Select **Practice** to test your new alignment.

In the **Adjust Objects** fields, you can enter a negative or positive 12 inches (approximately), but typically you would move the margins less than an inch. You can enter up to three decimal places, and the units you use can be inches or centimeters, according to the options set for this form. If you have a tractor-feed printer, you can move the paper instead, or you can change the margins.

Set Adjust Objects Up or Down   Do one of the following:

- enter a negative number of inches (or fraction of an inch) to shift the text upward by the amount you specify

- enter a positive number of inches (or fraction of an inch) to shift the text downward by the amount you specify

Set Adjust Objects Left or Right   Do one of the following:

- enter a negative number of inches (or fraction of an inch) to shift the text to the left by the amount you specify

- enter a positive number of inches (or fraction of an inch) to shift the text to the right by the amount you specify

Print a practice form and adjust alignment   Select the **Practice** button, then **OK** on the Print window. Peachtree asks if the form aligned properly. If the answer is no, then continue adjusting the alignment. When the alignment is correct, select **Yes**. When you change the margins, the page borders on your form change to reflect the new margins.

Want to learn more about the Align Form with Printer window? Click the **Help** button in the window.

Print/E-Mail the Form

Once **Filter** and **Format** (and, if needed, **E-mail**) options are set as desired and you've checked the alignment of your form, you're ready to print.

➤   In the Filter Options window, select **OK** when ready to print.

Change settings as needed   Change settings in the Print window as appropriate; then select **OK** to begin printing.

- **If you are printing forms other than checks or invoices**, Peachtree only prints the forms selected based on the filter information. Once the printing is completed, you return to the Select a Report window.

- **If you are printing invoices or checks**, Peachtree searches for these items that have not been printed yet (assigned references such as invoice numbers or check numbers) based on the filter date.

A message tells you the form is printing. Once printing is complete, Peachtree asks if the forms printed properly.

- Select **Yes** to update the General Ledger transactions with the assigned reference numbers.

- Select **No** if there was an error or a form did not print properly.

Either way, you will return to the Select a Report window. If all invoices or checks specified in the filter have reference numbers (already printed or manually entered with reference numbers), you will see the message "There were no forms to print."

Reprint Forms

For step-by-step instructions, look up **"print, Print a Form from a Task Window"** in the Peachtree Help index.

Once you print a batch of forms and verified that they have printed properly, Peachtree assigns reference numbers to each of these transactions and flags them as printed. You can now reprint a form (transaction).

➤ From the **Tasks** menu, select the proper option (for example, Sales/Invoicing), and then choose the **Open** button. From the Select window that appears, select the transaction you want to reprint.

Assign a new number to the transaction   Delete the reference number (Check #, Invoice #) if you want to assign a new number. If you don't delete the reference number and print the invoice or check, Peachtree will print "Duplicate" on the form. Peachtree also prints "Void" on duplicate checks.

Print the transaction   Click the **Print** button, the **Change Form** button (to select the form to print), **OK**, and then **Print**. The form will print. If you deleted the check number or invoice number, Peachtree uses the next sequential form number and prints the form. It does not double-post the transaction.

Print Forms from a Navigation Aid

For step-by-step instructions, look up **"print, Print a Batch of Forms from a Navigation Aid"** in the Peachtree Help index.

When you choose to print a form from one of the Peachtree navigation aids (for example, **Print Checks** from the Purchases navigation aid)...
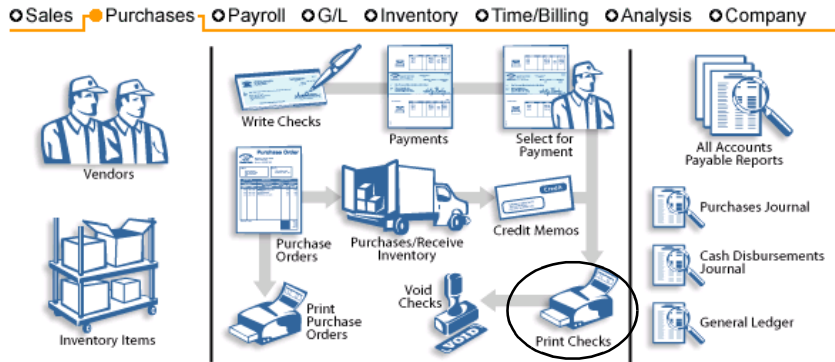
...Peachtree sends you directly to the Select a Report window, with the appropriate forms folder already open. In the case of Purchases, this would be the **Disbursement Checks** folder. Now, you are ready to select and print the desired form from the list of available forms—for example, **OCR MultiP AP 2 Stub Detail**. Follow the instructions starting at .

Preview a Form

You can preview forms from all task windows that have an associated form. You can also preview forms from the Select a Report window (select the Reports menu) or the Forms Design window (highlight a form in the Select a Report window, and click the **Design** button).

➤ Select the **Preview** button. If you selected **Preview** from a task window, you may need to select the type of form, the starting form number, and the last check date or cash account.

Select the **Zoom** buttons to enlarge the image of the form.

Use **Next** and **Previous** when a batch of forms has been selected.

If you've selected multiple forms (for example, in Select for Payment) or if a form is more than one page, the **2 Page** button will be available. Select it to see two pages at once.
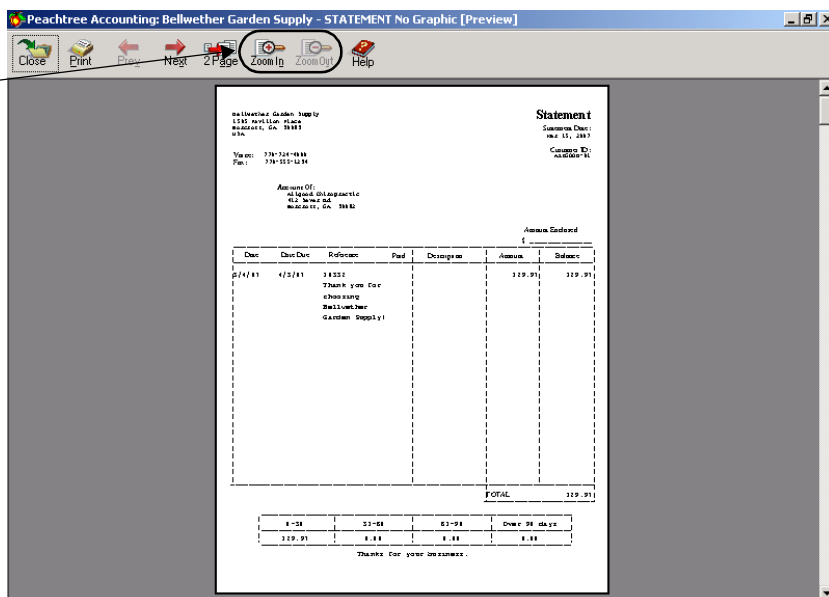
If you selected **Preview** from the Forms Design window, sample data will appear in the layout of the form.

Want to learn more about the Print Preview window? Click the **Help** toolbar button in the window.

When the Print Preview window is opened from Select for Payment, Select for Payroll, or the Report Selector, no other user can save a transaction. This is not the case when previewing from a task window.

Designing Forms

For step-by-step instructions, look up **"forms, design, Design a Form"** in the Peachtree Help index.

To start designing forms, first you must open the form in the Forms Design window.

Open a Form

➤ From the **Reports** menu, select the area (such as Accounts Payable or Payroll) that holds the form you want. Then, in the **Reports List**, click that folder.

Forms are contained in folders at the bottom of the list.

Objects display in the design area, and you can edit them as necessary. For more information on object definitions, see "Work with Objects" on page 500.
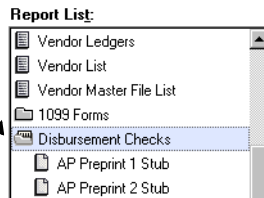
Select the form you want Highlight the form in the list; then select the **Design** button. The Forms Design window appears.

The Forms Design Window

Design options are available in the main toolbar (see "Use Forms Design Features" on page 496) and the Objects toolbar (see "Work with Objects" on page 500).
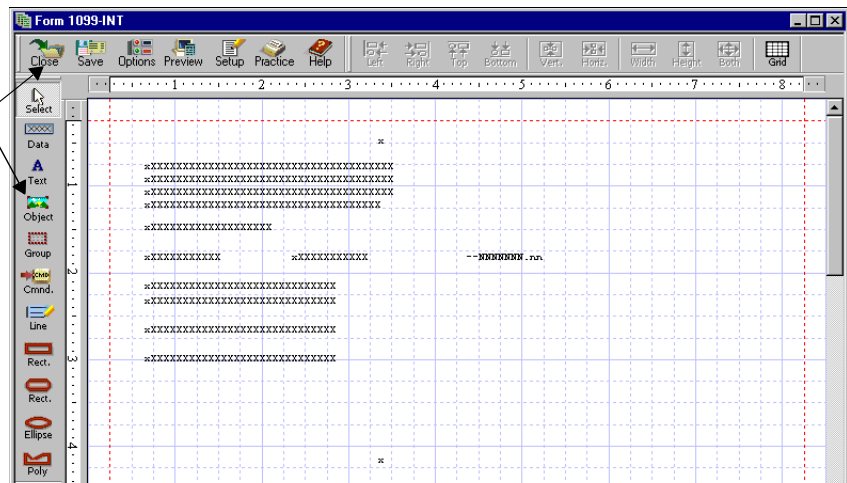
In Peachtree, you are able to actually put forms together, using forms design objects.

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What Do You Want to Do Next?

Save	**Save changes to the form** When you make changes to a form, you can save those changes as a custom form. Select the **Save** button. For more information, see <u>"Save a Modified Form" on page 493</u>.
Options	**Return to Form Options** Select the **Options** button to work with Forms Design Options. For more information, see <u>"Forms Design Options" on page 499</u>.
Preview	**Preview the form** Select the **Preview** button to see what the form will look like before printing. For more information, see <u>"Preview a Form" on page 489</u>.
Setup	**Set up the form for printing and print a practice form** Select the **Setup** button to prepare the form for printing on your printer. For more information, see <u>"Set Up a Report for Printing (Page Setup)" on page 429</u>.
Practice	Select the **Practice** button to print a practice form. The Print window will appear. Select **OK** to print. Peachtree will ask if the form aligned properly. If the answer is no, keep aligning the form until it prints properly. If the alignment is correct, select **Yes**.
Help	**Want to learn more about the Forms Design window?** Click the **Help** toolbar button in the window.

Modify and Save Forms

If you modify one of the standard forms that come with Peachtree, you must rename the form to an alternate name. This allows you to always keep the standard form available in case you make a design error and need to start over. (If you ever delete a standard form, you can reinstall Peachtree and select the "Install Sample Forms" setup option.)

Save a Modified Form

➤ With the modified form displayed in the Forms Design window, select the **Save** button.

You cannot rename a customized form to a name of any standard form.

However, you can overwrite existing custom form names.
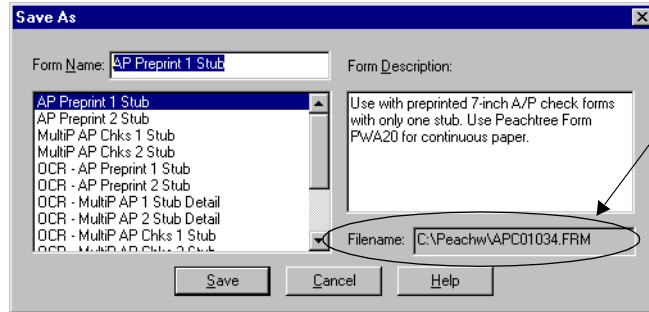
After you save the form the first time, the file name of the form is displayed here (for your reference when backing up forms).

Rename the form and save it Enter a unique name of up to 30 alphanumeric characters. If you like, use the **Form Description** field to further identify the form. The description appears in the Select a Report window when the form is selected.

When finished, select the **OK** button. The custom form will appear in the report list similar to the following:

 Berkeley Invoice

Back Up a Form

If you use the Peachtree **Backup** option to back up your company data and customized forms, see the "Company Administration" chapter, <u>"Back Up and Restore Your Company Data" on page 378</u>.

Back Up Manually

If you use a backup program other than the one provided by Peachtree, you will need to manually back up your customized forms. Form files are located in the Program Files\Peachtree directory. The files have an .frm extension.

➤ To determine a file name for a form, select the form from the Select a Report window. Next, select the **Print** button, then the **Format** tab. The file name appears in the lower left corner of the window. Record this file name.

Copy the files Using Windows Explorer, locate your customized form files in the Program Files\Peachtree directory. Then copy the files to their backup location.

Customized Forms in a Network Environment

If you are working on a network and want several workstations to have access to a custom designed form, you should take note of the file name of the form. (This can be found on the **Format** tab or in Forms Design when saving the form.)

Form files are stored in the Peachtree data path (Program Files\Peachtree directory). Depending on the setup options chosen during installation, these files could be on a local drive or on a network drive. For example, if during installation you specified your data path to be E:\Peachtree and your program path to be C:\Program Files\Peachtree, the forms are located in E:\Peachtree. When saving the form to a new name, it is stored in E:\Peachtree. This way all workstations (with a data path of E:\Peachtree) will have access to the same custom forms.

Also, for a special consideration about printing customized forms in a network environment, see .

Start Designing with a Blank Form

Once you have opened an existing form in the Forms Design, you can delete all existing objects and start from scratch on a blank form if you wish. You cannot start a new blank form; instead, you must open one of the standard forms and modify it to meet your needs. However, you can make a standard form blank by deleting all existing objects.

Each form type may have different data objects available to it. For example, invoices will not have the same data objects as payroll checks. So it's a good idea to select a similar form type from which to begin designing. For example, if designing a sales invoice, select one of the standard customer invoice forms.

➤ From the Select a Report window, select a form; then select the **Design** button.

Select all objects   Click the right mouse button in a blank area (don't click an object), and from the pop-up menu choose the **Select All** command. You return to the Forms Design window with all objects selected.

Delete the objects   Press the **Delete** key. Now you have a blank form on which to create your design.

Forms Design Overview

In Peachtree, you design forms using objects placed in a specific object order.

Objects

Using different types of objects, you build the image of a form on the screen. Objects can be data fields, text, commands, shapes (lines, rectangles, ellipses, polygons), or OLE objects. OLE objects are any ActiveX object produced by an application that supports Microsoft's Object Linking and Embedding technology—for example, graphics, Microsoft Word, or Excel files. For more information, see <u>"Create or Edit OLE Objects" on page 515</u>.

You will usually not build a form from scratch. You would take an existing form, such as an invoice, and tweak it to suit your needs—maybe adding a company logo and a seasonal message. Then, save it with a new name. So, in most cases, you would be adding only an object or two.
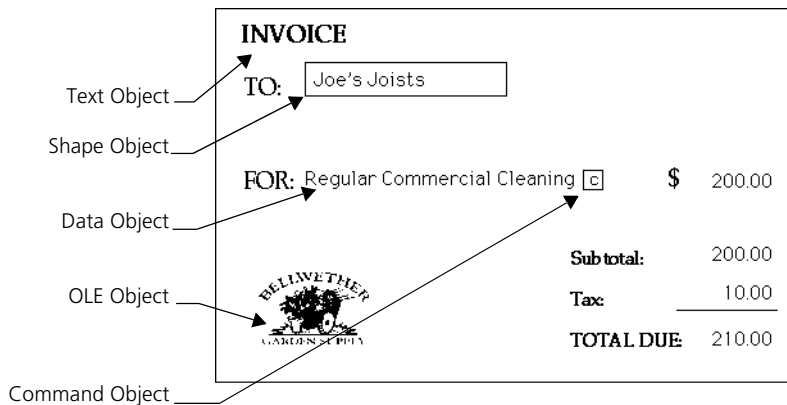
Order

Each object you add to a form is given an order number. The order has two main functions:

- It determines which objects print first.
- It works with command objects to determine when a new file or record is read.

You can rearrange the order of objects by giving them different numbers. For more information, see <u>"Edit Object Order" on page 506</u>.

Use Forms Design Features

In the Forms Design window, features that let you work with forms are available in both the toolbar and the drop-down menus.

Forms Design Toolbars

The toolbars that you use in the Forms Design window can be turned on or off using the **Options** menu of the Peachtree Accounting main menu. These options are only available while in the Forms Design window.
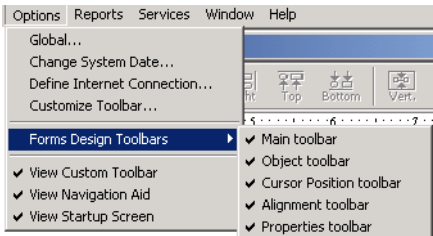
Toolbars provide shortcuts or alternate methods to perform many Forms Design tasks. For example, you can align a group of objects using the buttons of the Alignment toolbar, or you can right-click on the group of objects and use the Alignment option from the pop-up menu.
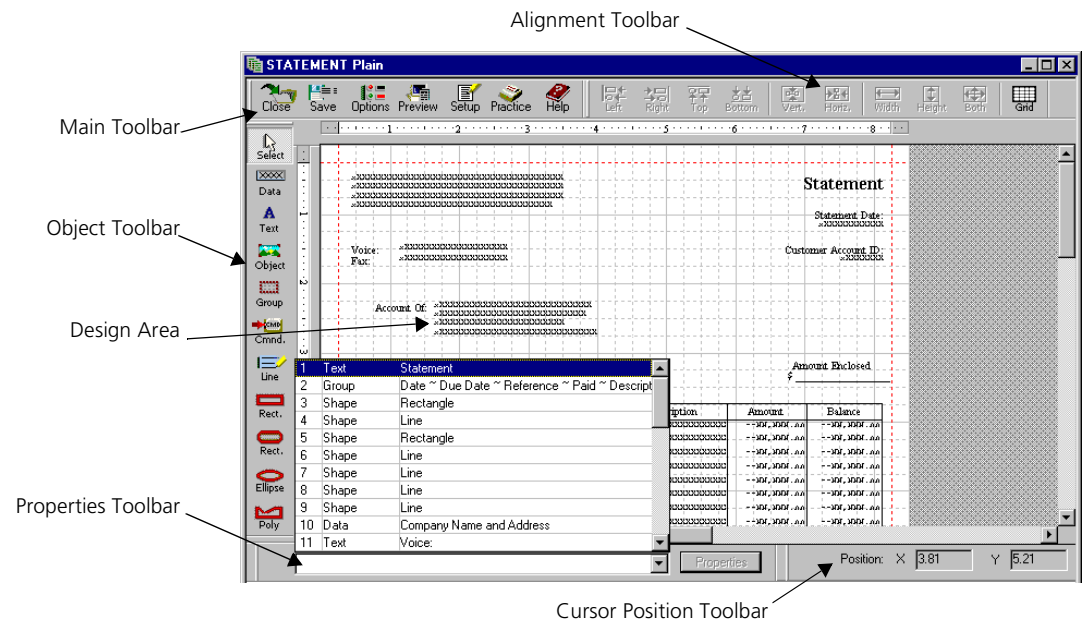
In addition to hiding the toolbars, you can move them to any location. The next time you bring up the Forms Design window, the toolbars will be in the same location.

➤ To move a toolbar, click the faint gray line at the top or left of each toolbar and drag, holding mouse button down.

Click here and drag to reposition toolbar.

Position: X 7.07 Y 0.00
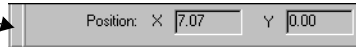
Be careful when moving a toolbar. It is possible to drag it off the Forms Design window so that it is no longer visible. If that happens, try increasing your desktop area using the **Display** option of the Windows Control Panel. If that doesn't work, you'll need to reinstall Peachtree to recover the toolbar.

➤ To hide a toolbar, from the **Options** menu select **Forms Design Toolbars**. When a toolbar is checked, it is "on" or visible. When the check is cleared, the toolbar is hidden.

Forms Design Menus

Edit Menu

The Peachtree **Edit** menu is available for you to use when you work with forms. The functions on the **Edit** menu are as follows:

Select **Cut** to remove an object from the form and place it on the Windows clipboard.

Select **Copy** to copy a selected object on the form and place it on the Windows clipboard.

Select **Paste** to paste an object currently on the Windows clipboard to the form.

Select **Delete** to remove the selected object from the form.

Select **Undo** to reverse the last action performed, provided it was **Delete**, **Move**, **Cut**, **Paste**, **Size**, **Edit**, **Align**, or **Add**. Once you reverse the last action, **Undo** becomes unavailable again.

Choose **Select All** to highlight all fields on the form.

Choose **Insert OLE Object** to insert an ActiveX object from any application that supports Object Linking and Embedding.

Edit	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Check Spelling	F7
Change ID...	
Find Transactions...	Ctrl+F
Previous Record	Ctrl+Alt+P
Next Record	Ctrl+Alt+N
Filter...	
Fields...	
Fonts...	
Show Report Header	
Undo	Ctrl+Z
Select All	Ctrl+A
Insert New OLE Object...	

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Pop-up Menu Options

Clicking your right mouse button while in the Forms Design window displays a pop-up menu.

If you do not select an object, the system displays this menu.

```
Order...
Options...

Select All    Ctrl+A
Undo          Ctrl+Z
Cut           Ctrl+X
Copy          Ctrl+C
Paste         Ctrl+V

Toolbars            ▶

Toggle Grid
```

```
Font...
Auto Size

Order...

Cut           Ctrl+X
Copy          Ctrl+C
Paste         Ctrl+V

Alignment           ▶

Print Order         ▶

Delete        Del

Properties... Alt+Enter

Object
```

If you select one or more objects, a version of this menu appears. The options that are available depend on your selections. (See table below.)

Menu Option	Available When	What It Does
Font	One or more data, group, or text objects selected	Brings up the Windows font dialog so you can change the font, font style, or color
AutoSize	A single text, data, or group object selected	Resizes the object to the standard (default) height and width for the data (uses sample data for data objects)
Order	Anytime	Displays the order list for viewing or editing the order of objects on the form
Options	No object selected	Opens Options window (see page 518).
Select All	No object selected	Selects all objects on the form
Undo	No object selected	Reverses the last action performed
Toolbars	No object selected	Lets you turn off or display the Forms Design toolbars
Toggle Grid	No object selected	Turns the grid on or off
Cut/Copy/ Paste	Any object or group of objects selected	Lets you cut or copy an object or group of objects to the Windows clipboard, or paste something from there

Menu Option	Available When	What It Does
Alignment	A group of objects selected	Aligns the group of objects in relation to the last object selected (the highlighted object)
Print Order	Any object or group of objects selected	Lets you move the highlighted object up or down one space in the order, or all the way to the back or front
Delete	Any object or group of objects selected	Deletes the selected object(s)
Properties	Any single object selected	Shows the Properties window for the highlighted object
Object	An OLE object selected, or a group of objects selected with an OLE object selected last	Lets you edit the object directly from Forms Design (embedded objects only) or open the object in the server application

Forms Design Options

Options

When you select the **Options** button from the Forms Design window, the Forms Design Options window appears.

These options dictate what shows up on the Forms Design window.
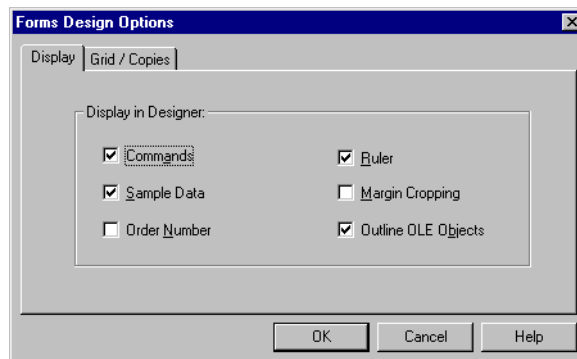
Want to learn more about the Forms Design Options window? Click the **Help** toolbar button in the window.

Set Ruler and Grid Options

You can set an option that displays a ruler at the top and left side of the Forms Design window; you can display the ruler in inches or centimeters. In addition, you can set an option that displays a grid on the Forms Design window. You can display the grid in inches or centimeters and set other grid options as well.

➤ From the Forms Design toolbar, select the **Options** button.

Turn the ruler on   To display the ruler, select the **Ruler** check box.

Turn the grid on   To display the grid, select the **Grid/Copies** tab, and then select the **Grid** check box.

Choose lines or grid   To show the grid as dotted lines, click the **Lines** option button. To show the grid as more widely spaced dots, click **Dots**. Both options are identical in terms of accuracy or calibration when aligning objects with the snap-to-grid options. This is strictly a cosmetic preference.

Choose the unit of measure   If you want the ruler and grid to appear in inches, click the **Inches** option. To display them in centimeters, click **Centimeters**. When finished, select the **OK** button.

Work with Objects

Within the Forms Design window, you build the image of your form using *objects*. The following diagram gives an overview of the various objects, as well as the **Selection** tool used to select them.

Use the **Selection** tool to highlight or select an object.

Use the **Data** object button to insert a data field on the form (for example, a customer name or item price).

Use the **Text** object button to insert text that won't change from form to form.

Use the **OLE** object button to insert an ActiveX object from any application that supports OLE 2.

Use the **Group** object button to create a grid or table of data objects (for example, line items on an invoice).

Use the **Command** object button to tell Peachtree to read the next file record (for example, insert the next customer address on a label) or read the next line item record (for example, the next line item on an invoice).

Use the shape object buttons to draw graphic objects on your form— Lines, Rectangles, Rounded Rectangles, Ellipses, and Polygons.

Object Descriptions

The following is an example of types of objects as they are displayed on the Forms Design window. The explanations of each object type follow.
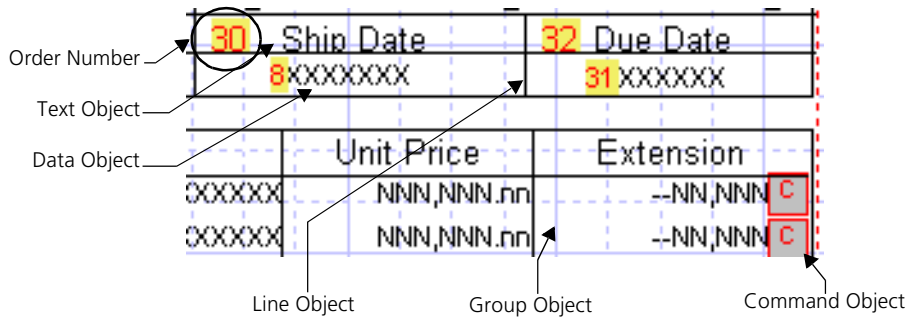
Data Objects   For data objects, data is taken directly from information you have entered into Peachtree or derived from such information. For example, you can create an invoice where customer and address information is *pulled* directly into the form from data fields. On the same invoice, you can select a second data object that subtotals all taxable sales items on the invoice. The data object, called **Sales Tax Amount**, *derives* the information rather than taking it directly from a single data field.

Text Objects   These are for typed letters or characters that you want to appear every time this form is printed. For example, column headings or "Invoice #."

OLE Objects   These are any ActiveX objects created or saved in a program that supports Microsoft's Object Linking and Embedding automation. Examples would include a table from a word-processing application, a bitmapped image, or a chart from a spreadsheet program.

Group Objects   These are combined data objects arrayed in columns. They are treated as a single object with a single order number. For example, quantity, item, description, and price.

Command Objects   These are used by Peachtree to tell the program when to read the next line item or the next file. For example, on a form for printing customer labels, you need a **Read Next File Record** command object after each customer name and address.

Shape Objects   You can draw lines, rectangles, rounded rectangles, ellipses, and polygons on your forms; they stay constant with each form that prints. They can have any color and can be filled in with colors or shades. Shape objects can even contain other objects.

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Create an Object

The basic method of creating an object is the same, until you have to define the properties. Properties are specific to the type of object. See the discussion of specific objects that follows for more information.

Select the object   From the Object toolbar on the Forms Design window, select the object button that represents the object you want to create.

Define the object area   In the Design area, position the mouse cursor in the approximate location for this object. Then click the left mouse button and hold it down. Drag the pointer to define the approximate area for this object, then release the mouse button. (Don't worry about the size of the rectangle you create; you can adjust the size later, if necessary.) The properties window for the object type appears.

User's Guide

To learn about	Go to
using data objects	"Data Objects" on page 501
using text objects	"Text Objects" on page 501
using OLE objects	"OLE Objects" on page 501
using group objects	"Group Objects" on page 501
using command objects	"Create and Edit Command Objects" on page 511
using shape objects	"Create and Edit Shape Objects" on page 516

Select and Change Objects

You use the **Selection** tool to choose one or more objects on the form so that you can perform a specific design task. You can also move and resize objects using this tool.

For step-by-step instructions, look up **"Selection tool"** in the Peachtree Help index.

Without selecting a specific object on a form, you can edit the print order of objects, change the Options, and choose to display toolbars and the grid using the pop-up menu.

➤ With no object selected on the Forms Design window, click the right mouse button.

Select **Order** to change the order in which objects print, print the object order list, or insert command objects.

Select **Options** to set the format and design options for the form.

Order...	
Options...	
Select All	Ctrl+A
Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Toolbars	▶
Toggle Grid	
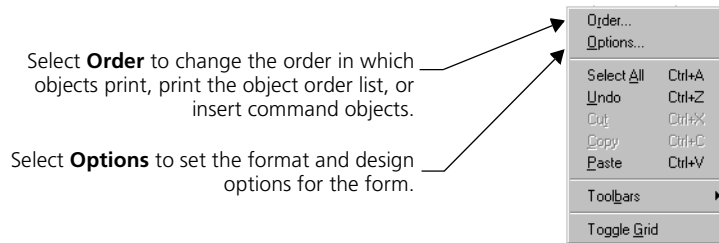
Use the right mouse menu to modify the order number or properties of a single object:

➤ From the Forms Design window, highlight the object you want to change. Then click the right mouse button.

Select **Font** to change the font name, style, size, or color (available for text, data, or group objects).

Select **AutoSize** to resize the selected object to its standard data width (text data, or group objects).

Select **Order** to change the order in which objects print.

Select **Properties** to define the object. These properties are specific to the type of object.

Font...	
Auto Size	
Order...	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Alignment	▶
Print Order	▶
Delete	Del
Properties...	Alt+Enter
Object	

The Properties window is like the window you get when you first create a form object. See the discussion of specific objects that follows for more information.

Select Form Objects

You can select a single object on a form or multiple objects to perform a common task, such as copying a group of objects, moving them, aligning them, or changing their font or color. You can also select all objects on the form, which is useful if you want to change the font name, style, or color of all objects.

➤ **To select a single object,** click the **Selection** tool with your mouse pointer, then click the object you want to select in the Forms Design window.

```
Ship to xXXXXXXXXXXXXXXXXXXXXXXXXXXX
        xXXXXXXXXXXXXXXXXXXXXXXXXXXX
        xXXXXXXXXXXXXXXXXXXXXXXXXXXX
        xXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

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When you select an object, black boxes appear around the border of the object. These black boxes are called *size handles*, because you can click and drag them and resize objects.

➤ **To select multiple objects,** click the Selection tool, then select the first object you want with your mouse pointer. Then, while holding ⬆Shift down, select a second object.

Select additional objects   Continue holding ⬆Shift down, and select as many objects as you want. When finished, release ⬆Shift.

You can also use the **Selection** tool to select multiple objects by drawing a boxed border (marquee) around a group of objects. With the left mouse button pressed, drag the mouse pointer from the upper left corner to the lower right corner to create a border surrounding the objects you want to select. When you release the mouse button, all the objects the border was touching are selected. The highlighted object is the object with the highest order number.
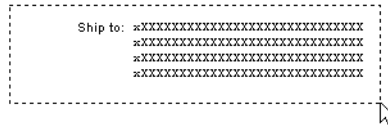
➤ To select all objects on the form, from the **Edit** menu, choose **Select All**. Or right-click on the form (with no object highlighted) and choose **Select All** from the pop-up menu.

Drag and Drop Form Objects

➤ Click the **Selection** tool, select the objects you want to drag and drop with your mouse pointer, then hold down the left mouse button.
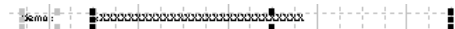
Drag the objects   Use your mouse pointer. When you release the button, the objects will stay in the spot where you positioned them.

Resize Form Objects

You can change an object's height, width, or both using this method.

➤ **To resize a single object,** click the **Selection** tool; select the object you want to resize with your mouse pointer; then release the left mouse button.
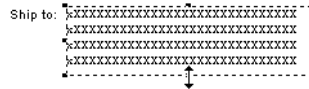
Resize the object Along the border of the object are eight selection handles. When you position your mouse over one of these selection handles, the mouse pointer changes to a double arrow (indicating the direction that the handle controls). Click one of these handles with your mouse pointer, and drag it to resize the object.

Modify Multiple Objects

In a similar manner, you can change the font and the alignment of multiple objects. You can also automatically size the objects.

➤ From the Forms Design window, select the objects you want to change; then click the right mouse button.

Select **Font** to change the font, the font style, size, or color.

Select **AutoSize** to resize the objects to maximum data width.

Select **Align** to align the selected fields in relation to each other.

Font...	
Auto Size	
Order...	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Alignment	▶
Print Order	▶
Delete	Del
Properties...	Alt+Enter
Object	
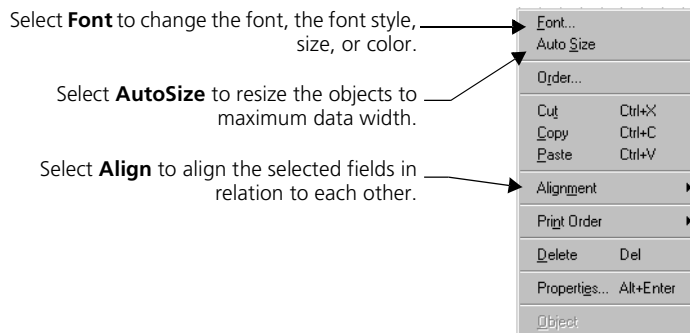
Change Fonts

You can change fonts and related font information for text, data, or group objects.

➤ With the mouse, select the object whose font you want to change. From the menu that appears, select **Font**.

Change the font as desired. In the Font window, you change the font of the object or the style, size, effects, and color as desired. How the chosen object will look appears in the **Sample** box. When finished, select **OK**. Peachtree will change the font properties in your form.

Want to learn more about the Font window? Click the **Help** toolbar button in the window.

Align Objects

When you select multiple objects on a form, Peachtree can align these objects in relation to the highlighted object. The highlighted object is the last object you select if you **Shift-Click** to select objects. If you click and drag a box around objects (marquee select), the highlighted object is the object with the highest order number. (For more information, see "Select Form Objects" on page 503.)

➤   From the Forms Design window, select the objects you want to align; then click the right mouse button. From the pop-up menu, select **Alignment**.
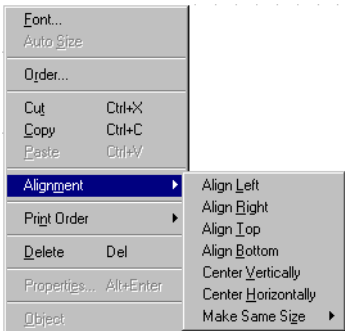
Select **Align Left** or **Align Right** to align selected objects to the left or right edge of the highlighted object.

Select **Center Vertically** or **Center Horizontally** to align the vertical or horizontal center of selected objects to the vertical or horizontal center of the highlighted object.

Select **Align Top** or **Align Bottom** to align selected objects to the top or bottom edge of the highlighted object.

Select **Same Height**, **Width**, or **Size** to make all selected objects the same height, width, or size (both height and width) of the highlighted object.

For instructions, look up **"edit, Edit the Print Order of Objects in Forms"** in the Peachtree Help index.

Edit Object Order

Each object has a number that tells the program when to print it. Lower numbers print first. Order is especially critical for command objects, so change it as needed.

➤   From the Forms Design window, select the object you want to change the order of; then click the right mouse button. From the pop-up menu, select **Order**.
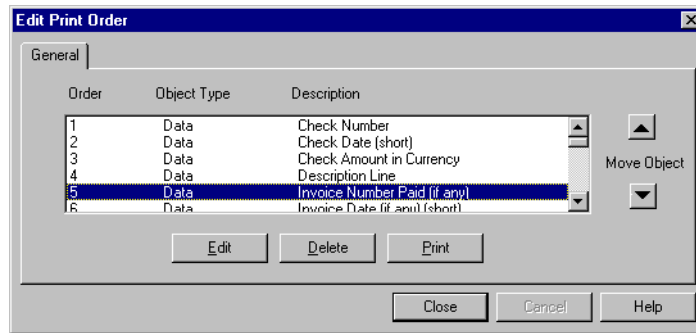
Move the object To move the object up in the list, click the **Up** arrow button. To move the object down in the list, click the **Down** arrow button; select **OK**.

The **Edit** button on the Edit Print Order window opens the Properties window for the highlighted object. The **Delete** button deletes the highlighted object from the form and the list. The **Print** button lets you print the Order list.

Want to learn more about the Edit Print Order window? Click the **Help** toolbar button in the window.

Edit Object Properties

For step-by-step instructions, look up **"edit, Edit Object Properties"** in the Peachtree Help index.

➤ From the Forms Design window, select the object you want to edit; then click the right mouse button. From the pop-up menu, select **Properties**.
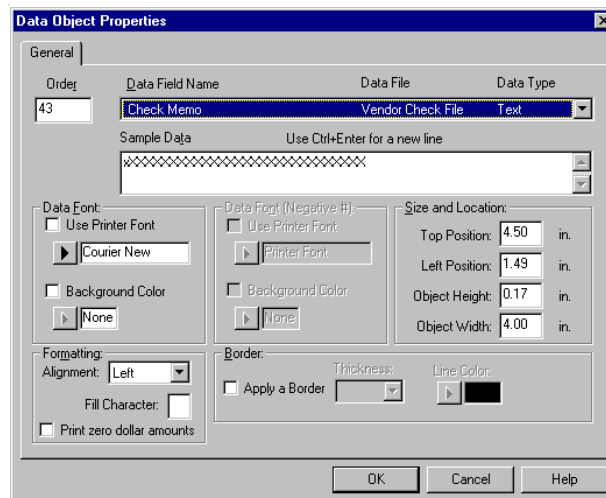
Change properties In the window that appears, change properties as needed. Then select the **OK** button.

Create and Edit a Data Objects

Data objects draw from information you enter into Peachtree. When you want to have the program print stored information that varies from form to form (such as customer name, sales tax amount, or invoice date), use data objects.

➤ From the Object toolbar, select the **Data** object button to insert a new data object. Or, highlight an existing data object, click the right mouse button, and choose **Properties**. From the drop-down menu, select a data field name.

Click here to open a drop-down list of data fields. The fields listed vary depending on the type of form.

Change the font   Change the font information for the data as necessary. You can use your default printer font or clear the box and click the arrow to choose a font from the standard Windows Font dialog. (Fonts with printer buttons beside them may not appear onscreen correctly but should print correctly.)

If you have a color printer, you can select a special font, color, or both for negative numbers to make them stand out on the printed form. You can use this function only if you have selected a numeric data field name.

Change orientation of object   Change the width, height, or position of the data object if necessary. You can also do this by clicking and dragging the object on the Forms Design window. The **Left Position** and **Top Position** fields change the distance from the left or top edge of the page to the left or top edge of the data object.

Change formatting   Change any necessary formatting, including alignment and whether to print zero dollar amounts. For the fill character, you can place a single character within this box that will fill in the unused space within the object. This is generally used for the amount printed in words on checks.

Select border options   Select the **Box** option to draw a border around the object. Use the **Line Color** arrow button to display a variety of colors for selection of the border line color. Enter or select the number of points for the line thickness. When finished, select **OK**.

Want to learn more about the Data Object Properties window? Click the **Help** button in the window.

Sample Data or Template Explained

This is the text box below the Data Field Name field. It contains a character representation of what will print in the data object. Typically, this is used to determine the maximum number of alpha or numeric characters allowed when printing the data.

If you have chosen a text type field, the text box is labeled "Sample Data." This text box prints whatever characters you enter here when you print practice forms (for example, xXXXX). You can enter up to 1,000 characters. For fields that include multiple lines of information, press Control + Enter to select a new line (or insert a line break).

If you have chosen a numeric type field (such as a number, currency, quantity, or price) the text box below the **Data Field Name** is labeled "Template." Although whatever you enter here prints as sample data on practice forms, it is also used to format the numbers when actual data is printed. If you enter NNN.nn, the amount that prints on the form cannot exceed three digits to the left of the decimal point, nor two digits to the right. The following table shows the characters and their meanings:

Character	Meaning
N	Digit before the decimal point
n	Digit after the decimal point
Any character between Ns	If digits on both sides, printed as is, otherwise not printed
- (Lead or Trail)	If # is negative, put minus sign here, else leave blank
+ (Lead or Trail)	If # is negative, put minus sign just before #, else blank
-- (Lead Only)	If # is negative, put minus sign just before #, else blank
++ (Lead Only)	If # is negative, put minus sign just before #, else put plus sign just before #

Create or Edit Text Objects

Text objects hold text that remains the same from form to form. The text you type in this window is exactly what will print on the form. However, you can also use a special function that allows you to embed a data object within a text object. For example, in a collection letter you could type "Dear" as a text object and then insert the data object for **Customer Name**.

➤ From the Object toolbar, select the **Text** object button to insert a new text object. Or, highlight an existing text object, click the right mouse button, and choose **Properties**.

Type your text here, just as it should be displayed on the form.

You can embed a data object within a text object.

Text Object Properties

General

Order Text Use Ctrl+Enter for a new line of text.

84 Enter your text here

Insert

Font:
☑ Use Printer Font
▶ Printer Font
☐ Background Color
▶ None

Size and Location:
Top Position: 1.56 in.
Left Position: 3.65 in.
Object Height: 1.21 in.
Object Width: 0.63 in.

Formatting:
Alignment: Left
Fill Character:

Border:
☐ Apply a Border   Thickness: Line Color: ▶

OK   Cancel   Help

Add text with embedded data object if needed   Type whatever text is necessary in the box provided. To embed a data object within your text, place the cursor where you want the data, and select the **Insert** button. Then choose the data field, and select the **OK** button to return to the Text Object Properties window.

Change font, size and location, and formatting as needed   In the **Size and Location** box, the **Top Position** and **Left Position** settings are from the edge of the page, not from the margin.

In the **Formatting** box, the fill character fills in the unused space within the text object. For example, when you write the amount in words on a disbursement check, you might use an asterisk as the fill character to fill up the rest of the line. *Use this option only when the text occupies a single line on the form.*

Add a border   Apply a rectangular border around the text object if desired. When finished, select **OK**.

Create and Edit Command Objects

Command objects advance the information in data objects to the next data record. The system reads the records in sequence and continues until it reads (or prints) all records within a data file. There are two types of command objects:

Read next file record   Select this option if you want the system to read the next record in the file. For example, if you are printing W-2s that print more than one employee per form, this command would make the system move to the next employee record. File records are usually entities: customers, employees, vendors. In our predefined forms that we ship, only mailing labels, 1099s, and W-2s use this type of command.

Read next line item record   Select this option if you want the system to read the next file item. For example, if you are working with an invoice form, the system would read the next item listed on the invoice. This command object needs to be placed after the fields for each line of the line item distribution. If you have created 10 lines, you need 10 **Read next line record** command objects to follow each line. Our predefined checks use this command after each line item to update the data for the next line.

Each object has a number that tells the program when to print it; lower numbers print first. *Order is especially critical for command objects.* Because they read data files, command objects that are not in the proper order can sabotage your form. For example, if you are printing a list of line items on an invoice, it is important to insert a **Read next line item record** command after each line item (a set of data objects), so that

- each line item shows a different transaction line on the invoice

- all the data objects that comprise a line item refer to the same line item

There is an implied command object at the end of each form that gets the next appropriate record when printing. For a listing of the file or line item records used in Peachtree standard forms and where they are placed on those forms, look up **"command objects"** in the Peachtree Help index.

➤ From the Object toolbar, select the **Command** object button to insert a new command object in the Design area. Or, highlight an existing command object, click the right mouse button, and choose **Properties**.

Example:

Reads the next invoice.

Reads the next line item on an invoice.

Command Object Type

Type of Command
- Read next file record
- Read next line item record

OK
Cancel
Help
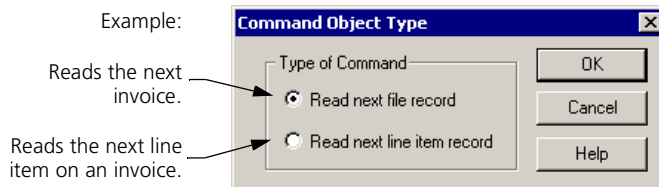
Select the appropriate option button   Select **Read next file record** to go to the next record in the main file, which changes the values of the data fields. Select **Read next line item record** to go to the next line item. When finished, select **OK**.

There is always an implied command object at the end of the form (either **Read next file** or **line item record**, as appropriate to the form type). You cannot change or view this command, but it causes the system to print the next record.

Want to learn more about the Command Object window? Click the **Help** button in the window.

Create or Edit a Group Object

Group objects are collections of data fields arrayed in a table or spreadsheet format, having a single order number. Group objects are especially useful for the areas on forms where line items or amounts are listed, such as on purchase orders or invoices.

The field name is automatically displayed as a heading above the column.

Customer Name	Invoice	Total Invoice
xXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	xXXXXXXX	--NNNNN.nn
xXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	xXXXXXXX	--NNNNN.nn

Once you create a group object, you can select it, then drag the sides or corners to make the object larger.

➤   From the Object toolbar, select the **Group** object button to insert a new group object in the Design area. Or, highlight an existing group object, click the right mouse button, and choose **Properties**.

If the data field is numeric, this button is displayed. Click it to display the Number Formatting window, where you can change the format of the number. For example, you might want to change the number of decimal places.

Select field names   Scroll down the list of field names, selecting those you want in your group object. These fields vary depending on the type of form.

When selected, a check mark will display in the **Show Field** box.

Because the field title will be the heading of its column, you can edit this field, if necessary.

Move the field   Highlight the field and select the **Up** arrow to move the field up (to the left), or select the **Down** arrow to move the field down (to the right).

Adjust column width   As a rule, the default width should already accommodate the data. However, if you changed something, such as the font, you may have to adjust column width.

Align the field   Choose left, right, or center of its column.

Change font, size, and location as needed   In a group object, you can have different fonts for the field title and the data within the field.

In the **Size and Location** box, the left and top position amounts are from the left edge of the page to the left edge of the object and from the top edge of the page to the top edge of the object.

Add a border   Place a border around the text object, if desired, and set the line color and thickness.

The **Box** option places a border around the entire object and the Title row.

The **Table** option adds a line between columns.
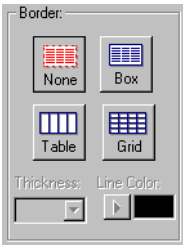
The **Grid** option adds a line between each row and column.

Define the row spacing, if needed   Normally, it is best to leave this option unchecked. The program will set the optimum spacing for the font size you have selected. However, if there is a problem printing or you just want to tweak the spacing, you can select this checkbox and then define the spacing between the rows of data fields. You can enter any amount from -10 to 100. (However, the font size may limit this range.) The number that you enter is just for the space between rows; do not include the height of the font size. The negative amount allows you to tighten the spacing to account for letters that drop below the line (y or g, for example); this can be useful when you print on lined paper.

Change number format   You can change the format of some numbers. Select the **Number Format button (#)** beside the amount fields.

These buttons indicate a number field that can be formatted.

Show Field	Col. Num.	Field Name		Field Title	Column Width	Title Alignment
☐		Check Number		Check Number	2.000	Left
☑	1	Check Amount in Currency	#	Check Amount in Cu	1.000	Right
☐		Check Amount in Words		Check Amount in W	8.000	Left
☐		Check Memo		Check Memo	3.000	Left
☐		Total Invoices Paid this Check	#	Total Invoices Paid	1.000	Right

Then in the Number Formatting window, type a format, as in -NNNNNN.nn, which specifies six digits to the left of the decimal and two to the right, with a negative number acceptable, and no commas. See <u>"Sample Data or Template Explained" on page 509</u> for more information on formatting.

Number Formatting

Format: -NNNNN.nn

OK   Cancel   Help
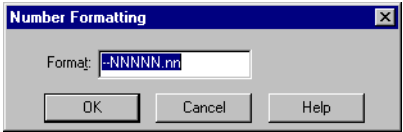
Select OK   When all information is correct, select **OK** to save your entries and place the group object on your form.

Want to learn more about the Group Object Properties and Number Formatting window? Click the **Help** toolbar button in the windows.

Create or Edit OLE Objects

OLE objects are objects created with programs that support Microsoft's Object Linking and Embedding technology. Which types of OLE Objects you can link or embed within forms depends upon the applications you have installed on your computer. To some extent, the way these objects will behave in Peachtree Accounting may depend upon how the server application (the program that created the object) chose to implement OLE.

When you place a new OLE object on a form in the Forms Design window, you can select from any application that can create an ActiveX object. In some cases, this could be very useful (a chart from Microsoft Excel, a bitmap of your logo from a paint program, seasonal messages from a word-processing application). However, in some cases you may have applications available that would create objects not practical to include on a form. Obviously, we cannot explain every scenario you will encounter here; you will have to experiment and use your imagination.

➤ From the Object toolbar, select the **OLE Object** button to insert a new object in the Design area. Or, highlight an existing OLE object, click the right mouse button, and choose **Properties**.
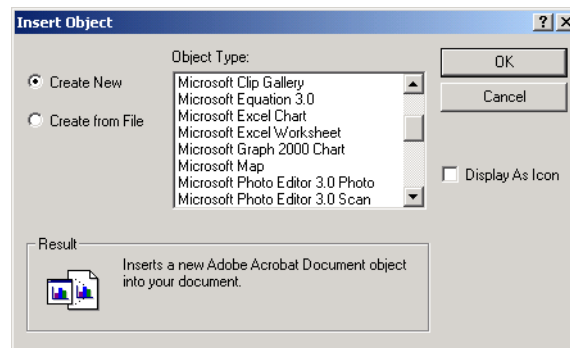
Select Create New or Create from File   Choose one of the following:

- If the object is an existing one, select **Create from File**, and then enter or browse for the file name. If the file will change frequently and you want the changes to be reflected on your form, select the **Link** check box.

- If the object is a new one, select **Create New** and then the object type. This is the output of a server application on your hard drive. The description in the list is supplied by the server application. It may not be clear which application creates this object, or even the function of the object.

  When you select an object type, the application is opened. Create the file and save it according to the application's documentation. When you save, you return to the Forms Design window.

To Embed or to Link?

An embedded object is *static*: it will always stay the same once you place it on a form. (You can, however, update it directly from the Forms Design window.) A linked object is *dynamic*: it can reflect changes made to the originating file. You have the choice to update linked objects manually or automatically.

If an OLE object you are placing isn't likely to change (a bitmap of your company logo, a Microsoft Word file of your company slogan), then you should embed it. If it is likely to change (seasonal messages, a table of your employees), you should link it.

When preparing an OLE object to use on a form, make sure that the drawing area or the margins around the object are small in the server application. In a paint application, you'd want to crop the image to include only the area you wanted to display on the form. In a word-processing application, make sure there are no unnecessary paragraph returns after the desired text.

Create and Edit Shape Objects

You can draw different graphical shapes to define different areas of a form. The shape objects you can draw in Forms Design are lines, rectangles, rounded rectangles, ellipses, and polygons

You can use these shape objects to separate name and address information from invoice line information on invoices, or to frame text or data you want to stand out. Like text objects, and unlike data objects, shape objects do not change from form to form. Keep in mind that these objects slow down the printing process, because they use the graphics capabilities of your printer.

Unlike other objects, the Properties window for these objects doesn't automatically open when you create a line or rectangle object. You have to highlight the object, click the right mouse button, and select **Properties**. Or, double-click the object.

➤ From the Object toolbar, select one of the shape object buttons to insert a new object. Or, highlight an existing shape object, click the right mouse button, and choose **Properties**.

The Object Properties windows for Rectangles, Rounded Rectangles, Ellipses, and Polygons are identical. The Properties for the Line object is similar, lacking only the **Fill Color** field.
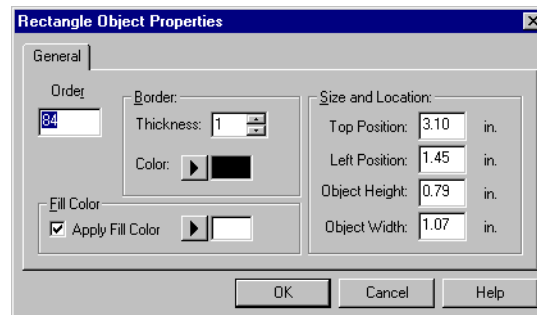
Change the order number, if needed Valid numbers are 1 to 99,999. When drawing shape objects to frame other objects, always give the shape object a lower order # than the framed object. Otherwise, the framed object prints first and may be obscured or covered by the shape. This is particularly important for filled shape objects.

Set the thickness (width) and line and fill color Changing the line color makes sense only if you have a color printer. However, the fill color can be useful even if you don't have a color printer. For example, you could change the fill color to white or some shade of gray. A filled shape will obscure any objects that printed before it (had a lower order number). An unfilled shape would not obscure objects within its interior.

Change the size and location, if needed Whether defining the left or top position (rectangle), or the X/Y coordinates (line), you are defining the distance from the edge of the page to the edges of the object.

Want to learn more about the Shape Object Properties window? Click the **Help** toolbar button in the window.

Form Design Tips

The following is a list of helpful tips you should consider when customizing your forms.

Always Print the Form to a Specific Printer

When you set up a customized form, you can also set it up to print always to a specific printer. Follow these steps:

1 Select the **Setup** toolbar button; in the first Page Setup window, select the **Printer** button.

2 In the second Page Setup window, use the **Name** drop-down list to choose the printer you want this form always to print to.

3 Select the **Properties** button, and set any special properties, such as two-sided printing, that you want to use for the form.

Now, when you save the customized form, this printer information is saved with it. The form will always print to the chosen printer. For more information on printer setup, see "Set Up a Report for Printing (Page Setup)" on page 429.

Printing on a network (available in *Peachtree Complete* and *Peachtree Premium* only) requires the name of a printer used on the server to be the same name used on all client machines as well. This is important since different operating systems may identify printers differently. If the printers in your network do not have the same names on the server and on all client machines, customized forms set up to print to a specific printer may not print properly. For information on correcting this problem, look up **"troubleshooting, Troubleshooting Customized Forms That Don't Print to the Right Printer in a Network Environment"** in the Peachtree Help index.

Change Fonts of All Objects on a Form at One Time

Most of the standard forms included with Peachtree contain objects with New Times Roman or Courier New fonts. You may elect to use a different font for these. Instead of selecting individual or multiple objects and changing the font properties, you can change all objects in the form at one time. *Note that changing fonts can potentially cause objects to fall outside the print area.*

1   On the Forms Design window, right-click your mouse in a blank area (one that does not contain any objects). Then from the pop-up menu, choose **Select All**. Peachtree selects all objects on the window.

2   Right-click your mouse again, and in pop-up menu that appears, select **Font**. Change the font as desired, and select **OK**.

Double-Click to Open Object Properties

➤   To quickly open the properties window for an object, simply double-click the object in the Forms Design window.

Get Pop-Up Menus to Appear

While on the Forms Design window, you must use the right mouse button to display the pop-up menu. You can use this pop-up menu to change the properties or font of an object.

If the pop-up menu does not appear, make sure your right mouse button is configured properly using the Windows default. To access your mouse configuration, go to the Windows Control Panel, and select **Mouse**. For example, you may have your right mouse button configured to act as an escape key or some other function. If you have to choose, it should be set to **Context menu** or **Special Drag**. Otherwise, leave the configuration as undefined.

Fix Objects Falling Outside the Print Area

Each form has a specified page size. The print area is defined as the region within the page border. The print border is a red dotted line.

If an object is outside the print area, the following message appears: "**One or more objects are located outside the printable area of the form.**" If the object is merely outside the margins but not beyond the edge of the page, it will still be visible; drag the object within the page border line.

However, if the object is beyond the edge of the page, it may not be visible. Try increasing your desktop area; this will help if the object is to the right or the bottom of the Forms Design window, where there is gray space. If you still don't see the object, scroll through the order list on the Properties toolbar. When you click an object there, it becomes highlighted (selected) on the form. When you come across an object that does not appear highlighted, click the **Properties** button. The object should display a negative number in either the **Top** or **Left Position** field. Make it a positive number to recall it to the form area; then place it where it should be.

One reason for receiving this error is that you recently changed the paper size on the **Format** tab. For example, if you are using a dot matrix printer and select a smaller custom paper size, this also moves the page border line, which could potentially cause objects to fall outside the print area. Changing the font size can also cause an object to fall outside the print area.

Fix Custom-Size Forms That Do Not Align or Print Properly

Some forms require a custom paper size. In Forms Design, use the **Setup** button to change the paper size. Laser printers have limited paper sizes available to use. However, dot matrix printers generally allow custom paper sizes.

For example, if you are printing 7-inch disbursement checks on a dot matrix printer and select the AP (or PR) Preprint Check 1 Stub, the first check may not print correctly, causing alignment problems for the remaining checks. The reason for this is that the custom 7-inch paper size has not been modified from the 8.5-inch x 11-inch standard.

Print 7-Inch Checks

For step-by-step instructions, look up **"7-inch checks"** in the Peachtree Help index.

If you are having trouble printing 7-inch checks, follow the procedure in Peachtree Help for printing this form. The procedure works for all custom paper size forms, including Multipurpose checks in Accounts Payable, Accounts Receivable, and Payroll.

Print a Form Using Custom Paper Size

For step-by-step instructions, look up **"forms, Print a Form Using a Custom Paper Size"** in the Peachtree Help

When selecting a form to print, you may have to change the paper orientation, size, or both (if not set up as a printer default) each time you print. For example, you might have to print special-sized invoices. To save time, you can customize the form to always print using the unique paper size or orientation.

Print Multiple Copies of a Form

For step-by-step instructions, look up **"forms, Print Multiple Copies of a Form Each Time"** in the Peachtree Help index.

To save time, you can custom design a form to always print multiple copies when you select the form. For example, you may want laser invoices to always print in triplicate.

Business Analysis

16

Overview

Cash Manager

Collection Manager

Payment Manager

Financial Manager

• Business Analysis •

Overview

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.

Peachtree managers let you do the following:

- Filter the information that appears in either level.
- Select from up to three types of graphs—columnar, pie chart, or bar.
- *Drill down* to the detail for any amount, even opening the original transaction.
- Pay vendors or send collection letters to customers, directly from the Analysis screens.

Option Descriptions

There are four managers in Peachtree:

The **Cash Manager** analyzes your projected cash flow for a specified period of time. You can see balances for current cash, sales to collect, payments to make, or payroll to pay, broken down by various due dates. You can zoom in on any of these categories listed by vendor, and then zoom in on transaction detail with a specific vendor or customer. From the Detail window, which is the third level of analysis, you can select items for payment and print a check, print a collection letter, or put in a scheduled date. You can also attach a note to a transaction for viewing purposes.

The **Collection Manager** analyzes your accounts receivable, or the money owed to you. It shows, both graphically and in report fashion, invoices broken down into the aging categories you set up in customer defaults. From the Detail window, you can send collection letters, or schedule a collection date.

The **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.

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.

Analysis Navigation Aid

In addition to the menu options, you can use the Analysis navigation aid to complete these tasks.

From the navigation aid, you can access a specific window by selecting its graphical representation.

User's Guide

To learn about	Go to
Cash Manager	"Cash Manager" on page 524
Collection Manager	"Collection Manager" on page 531
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Financial Manager	"Financial Manager" on page 542

Cash Manager

Peachtree's Cash Manager displays both current cash levels and expected cash after scheduled transactions. These scheduled transactions include: sales to collect (posted customer invoices), payments to make (posted vendor invoices), and payroll to pay (projected payroll entries). In addition, you can add or subtract adjustments—amounts you expect to pay or receive, but haven't yet entered into Peachtree.

> **Note**
>
> If you have been using batch mode for transaction entry, you must first use the **Save** option of the **System** selection on the **Tasks** menu to get an accurate representation of your cash status.

Open the Cash Manager

➤ From the **Analysis** menu, select **Cash Manager**.

The Cash Manager window appears, displaying the first level (Numeric).

The **Numeric Level** shows an overview of actual and projected cash, which can be viewed graphically or in a numeric table.

The **Spreadsheet Level** shows forecasted cash by type of transaction (sales to collect, payments to make, payroll to pay, or cash adjustments).

The **Cash Source Level** shows transaction detail, for Sales to Collect and Payments to Make.

	Due By: 3/22/03	Due By: 3/29/03	Due By: 4/5/03	Due By: 4/12/03
As of Date: 3/15/03				
Starting Cash:	49,254.40	44,968.87	39,661.12	39,593.80
Add:				
Sales To Collect:	1,867.72	561.42	757.68	1,043.63
Cash Adjustments (+):	0.00	0.00	0.00	0.00
Total Available:	50,122.12	45,530.29	40,418.80	40,637.43
Less:				
Payments To Make:	5,153.25	0.00	825.00	2,089.80
Payroll To Pay:	0.00	5,869.17	0.00	5,869.17
Cash Adjustments (-):	0.00	0.00	0.00	0.00
Ending Cash:	44,968.87	39,661.12	39,593.80	32,678.46

Choose Weekly, Bi-Weekly or Monthly from the **Forecast** drop-down list.

First Level—Numeric

Display: ○ Numeric ● Graph
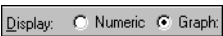
By default, the first window you see in the Cash Manager is a numeric table of both current and projected cash amounts, for various due dates. You can also view a graph of this information, by selecting the **Graph** option.

Numeric   Graph

You can always return to this first level of information by selecting the **Numeric** or **Graph** button in the toolbar. Whichever display type you had selected before (numeric or graphic), will appear when you return to this level.

As of Date: 3/15/03

Starting Cash: ◄   **Starting Cash:** This row totals all general ledger accounts with a Type of Cash for the date specified.

Add:

Sales To Collect: ◄   **Sales to Collect:** All posted invoices (sales) for customers.

Cash Adjustments (+):

Total Available:

Less:

Payments To Make: ◄   **Payments to Make:** All posted invoices (purchases) for vendors.

Payroll To Pay: ◄   **Payroll to Pay:** All projected payroll checks, based on pay frequency.

Cash Adjustments (-): ◄

Ending Cash: **Cash Adjustments:** Any cash amounts you expect to receive (+) or spend (-) by the specified date, but not yet entered into Peachtree.

Change the Forecast Date Periods

The four columns of the table are divided into four forecast periods, starting from the current transaction date. The range of dates shown in each column is set in the Forecast drop-down list. The beginning date (As of Date) is always the current transaction date.

Forecast: Weekly

Select the **Forecast** drop-down list to open the list of periods. Weekly periods are always seven days apart, biweekly 14 days, and monthly 30 days.

The only way a transaction amount can be removed from the actual totals is when the money is received or disbursed. You can enter any cash adjustments, though. This is to allow for money you anticipate spending or receiving, but are not ready to enter as a purchase, sale, or payroll entry.

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Refresh the Forecast

This window will display upon entering the Cash Manager if you have entered transactions that affect cash. You may also refresh the forecast by selecting the **Refresh** button at the top of the Cash Manager window.

To preserve any manual adjustments you entered last time you were in the Cash Manager, select this option.

Cash Manager - Forecast Refresh

Update the Forecast:

- By including new transactions AND by overwriting any manual adjustments made to the forecast. This will update all spreadsheets with any transactions entered into the system and will override any manual changes made to the spreadsheets since the last forecast.

- By including only new transactions. This will update all spreadsheets with only those transactions entered into the system since the last forecast. Any manual adjustments made to the previous forecast will not be overwritten.

First Level—Graph

Display: ○ Numeric ● Graph:

The same information you see in the numeric display on the first level can be represented graphically by selecting the **Graph** option.

By default, a vertical column graph appears. You may also view the graph as a horizontal bar graph by selecting **Bar** from the **Graph** drop-down list.

Note

If you need to print one of these graphs, you can copy it and paste it into a graphics program such as Paintbrush. First, open the graphics program. With the graph displayed, press Print Screen. Then use [Alt]-[Tab] to switch to the graphics program and paste the screen. You may want to use the cropping tool to delete unwanted portions of the screen.

Read the Graph

The graphs show starting cash, ending cash, cash in, and cash out for each of the four forecast periods, either weekly, bi-weekly, or monthly. The dollar amounts are in thousands.

These are the four forecast periods, defined as either weekly, biweekly, or monthly.
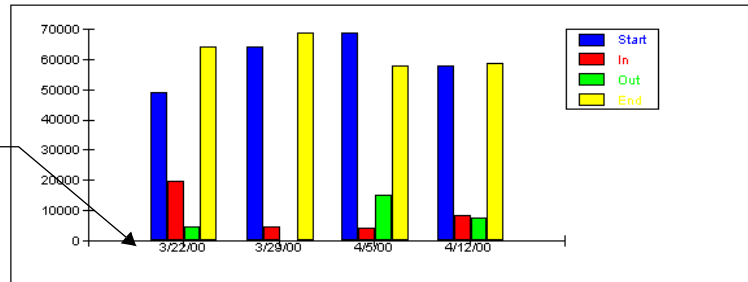
Second Level—Spreadsheets

In the second level of analysis, you can view lists of transactions with customers, vendors, or employees. You can change any of these amounts within the spreadsheet, if you have additional information. In addition, you can create "what if" scenarios by entering cash adjustments, amounts you anticipate spending or receiving, but which have not yet been entered as a purchase, sale, or paycheck.

Spreadsheet Adjustments—Sales, Payments, or Payroll

On the spreadsheets for Sales to Collect, Payments to Make, and Payroll to Pay, you can adjust the amounts due if necessary. For example, you may have a customer invoice due by a certain date, but you reached an agreement whereby the customer would pay half by the due date and half two weeks later. You could make the adjustment here to give a more accurate assessment of your cash flow and requirements.

You can also enter a note and attach it to a specific transaction. First, open the spreadsheet by double-clicking the row you want to adjust (Sales to Collect, Payments to Make, or Payroll to Pay) in the graph.

You can also open the spreadsheet by selecting the row and clicking the **Spreadsheet** button. Or, select the **Spreadsheet** button, open the Spreadsheet list box, and choose Sales to Collect, Payments to Make, or Payroll to Pay.

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To attach a note, select the **Note** button on the same row as the transaction you are annotating.

Type your message and select **OK**. This note is only for viewing within the Manager Series.

Use the scroll bar to view future periods.

You cannot adjust the amount that appears in the **Actual** column, but you can add or adjust any of the amounts in the **Due By** columns, to the right of the **Actual** column.

To adjust an amount, click with the mouse in the cell you want to change and type over the displayed amount with the new amount.

> **Note**
>
> The amounts you adjust are reflected in the Totals at the bottom of the window. However, you are not affecting these amounts in any other place—the original transaction or the general ledger. This is only for your viewing here, in the Cash Manager.

Cash Adjustments

Open the Cash Adjustments spreadsheet by double-clicking either of the **Cash Adjustments** rows (plus or minus). You can also open the Cash Adjustments spreadsheet by highlighting the **Adjustments** row and clicking the **Spreadsheet** button. Or, you can select the **Spreadsheet** button, open the Spreadsheet list box, and then select Cash Adjustments (+) or Cash Adjustments (-).

In the Adjustments column, enter a brief description of the adjustment.

As of Date: 3/15/03

Adjustments	Due By 3/22/03	Due By 3/29/03	Due By 4/5/03	Due By 4/12/03	Note
Have awnings cleaned.					NOTE

Totals:	0.00	0.00	0.00	0.00

Enter a brief description in the **Adjustments** column. Move to the forecast period column when you expect to receive or make payment, and enter the amount. When you have made all adjustments, select **Save**. The Totals at the bottom of the spreadsheet reflect your entries.

Third Level—Cash Source

At this level of analysis, you can view all of the transactions that are due by a specific date.

In the Payments to Make spreadsheet, you can even select to pay the invoice and print a check. For Sales to Collect, you can send a collection letter.

➤   From the Spreadsheet level, select the balance you want to view detail for, and then select the **Cash Source** button.

The Cash Source level of detail is only available for Payments to Make or Sales to Collect.

Customer: Avendale Apartments   Terms: 2% 10, Net 30 Day

Contact/Ph: Todd Ganter, 404-423-2256   Credit Limit: 18000.00

Fax: 404-423-2209

Sales to Collect: Due By 4/11/00

The Age shows the number of days past due the invoice is. This number depends on whether you chose to age by invoice or due date.

Age	Ref	Doc Date	Disc Date	Due Date	Tot Amt	Amt Rec'd	Amt Due
6550	4037	3/12/00	3/22/00	4/11/00	3,469.95		3,469.95

3,469.95

As Adjusted/Moved Total: 3,469.95

Pay a Vendor Invoice

If you started from Payments to Make, you can pay a vendor invoice (purchase) here. You can only pay the entire amount of a transaction from this Cash Source level.

Select the **Pay** box to the far right of the invoice. A red check appears in this box when selected to pay. Select the **Check** button at the top of the window to print this check now.

Print a Collection Letter

If you started from Sales to Collect, you can print a collection letter here.

Select the **Letter** button at the top of the window, and then choose which collection letter to print. You can print a practice letter to test alignment if necessary. You can even edit the design of the letter. Select the **Real** button when ready to print.

What Do You Want to Do Next?

Event	**Create an event for this customer** Select the **Event** button to schedule an event with a customer. You can also use it to log notes about telephone calls, meetings, letters, and other customer-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
Refresh	**Refresh the forecast** Select the **Refresh** button to update the forecast to include new transactions or to include new transactions and overwrite any manual adjustments. For more information, look up **"refresh Cash Manager forecast"** in the Peachtree Help index.
Detail	**Display additional detail** Select the **Detail** button to display additional information about the selected record or transaction.
Help	**Want to learn more about the Cash Manager window?** Click the **Help** toolbar button in the window.

Collection Manager

Peachtree's Collection Manager provides numerical and graphical analysis of your Accounts Receivables, or the money owed to you. You can zoom in on various aging brackets, and see detail of transactions for a selected customer. You can even highlight customers and print collection letters.

Open the Collection Manager

➤ From the **Analysis** menu, select **Collection Manager**.

The first level (Graph level) of the Collection Manager appears.

The **Graph Level** shows an overview of accounts receivable, which can be viewed graphically or in a numerical table.

The **Bracket Level** shows a summary listing of the transactions that make up the amounts in each aging bracket.

The **Due Customer Level** shows transactional detail by customer.

This line displays the current filter criteria. You can specify the criteria by choosing the **Collection Selection** button.

First Level—Graph

The transactions shown are any open invoices for all customers, as well as any payments made. By default, the aging is computed from the As of Date, or you can compare two different accounting periods. The Aging brackets are for the range of days you set up in Customer Defaults. You also established there whether to age by invoice date or due date. The graph and data reflect the choice you made.

You can limit or filter the information shown, either by range of customers, a beginning date, or the customer type.

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Filter Transactions

This option works the same and produces the same results for the graph or numeric display.

Click the **Collection Selection** (Select) button. Limit the customers or balances that display on the graph or numeric table. Select **OK** to save your entries, or **Cancel** to close the dialog box without saving any changes.

You can enter a range of customers to display data for.

The Type Mask lets you enter a Customer Type Code to limit the graph to only customers of that Type Code.

You can choose to not view balances greater than or less than a specified amount.

Change the Graph Display
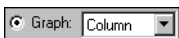
Open the drop-down list next to the **Graph** option to select which graph to display.

The As Of Date

The As of Date determines the starting point for aging. The days outstanding will be the difference between the date you enter here and the invoice or due date. You chose whether to age by invoice date or due date in Customer Defaults.
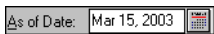
Select the calendar button beside the **As of Date** field. Use the arrow buttons at the top of the calendar window to change the year. Use the arrows beside the month to change the month. The right arrows increase by 1, the left arrows decrease by 1.

Monthly Comparisons

In both the numeric and graphic display modes, you can compare the current month to last month, or the current month to last year's current month.

Show: | Aging As of 3/15/03 ▼ |
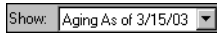
Open the **Show** drop-down list to select which months to compare.

You can show comparisons for all three types of graphs—pie chart, bar, or column—as well as the numeric display.

First Level—Numeric

In addition to the Graph view, you may also view the Collection Manager data in a numeric display.

Display: ⦿ Numeric ○ Graph:
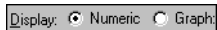
Select the **Numeric** option to change from the Graph view to the Numeric view.

When you select the **Numeric** display option, you see the same basic information as you see on the graph—your accounts receivable for various aging brackets. However, you get some additional information—number of invoices and number of customers composing each balance, and the % of total dollars represented by each amount.

You can drill down to the next level for a particular balance by double-clicking any of the *amount* cells in the table.

Collection Manager

Display: ⦿ Numeric ○ Graph: [▼] Show: Aging As of 3/15/03 ▼ As of Date: Mar 15, 2003

Show all customers with balances over $0.00 and all types.

Collection Aging
Average Days Outstanding: -15

Aging Brackets	0 - 30	31 - 60	61 - 90	Over 90 days	Total
Dollar Value					
March 2003	8,021.26	0.00	0.00	0.00	8,021.26
No of Invoices					
March 2003	15	0	0	0	15
No of Customers					
March 2003	10	0	0	0	10
% of Total Dollars					
March 2003	100.00	0.00	0.00	0.00	100.00

Second Level—The Aging Bracket Level

From the Graph or the Numeric display, you can drill down in any balance to see more detail. You will see a list of each transaction that makes up the amounts in the bracket.

Drill Down to a Particular Balance

There are two ways to open the second level of analysis.

➤ From the graphic display, double-click the column, bar, or pie slice you want to see detail for. (You can only drill down on the current month.) You may also select the **Bracket** button to see the Total bracket.

OR

➤ From the numeric display, either double-click a balance, or highlight the balance and select the **Bracket** button from the top of the window.

The filter information, entered from the Collection Selection function, appears here.

The Age is the difference between the As Of Date and either the Due Date or the Invoice Date (whichever you chose in Customer Defaults).

The Reference number, shown in the Ref column, can be an invoice or check number.

You cannot change any of the amounts in this window. You can continue to drill down, and change the original transaction, however.

For step-by-step instructions, look up **"collection letters, Print Collection Letters"** in the Peachtree Help index.

Send a Collection Letter

You can print collection letters for selected invoices from this window. Each line lists an invoice, and shows a Letter box at the far right. Once you select the invoices you want to print collection letters for, select the **Letter** button to print the letters.

The Third Level—Due by Customer

The Detail level shows all transactions for a single customer that meet the criteria specified at the first, Graph level. For example, if you first selected the 31-60 bracket, at the third level you see all the invoices 31-60 days late for a single customer.

Drill Down to a Customer Balance

From the Bracket level, select the transaction for which you want to view customer detail, and then select the **Source** button. (You can also double-click the transaction.)

The Age column is determined by the difference between the Due Date and either the due date or invoice date, depending on how you chose to age invoices.

The Reference can be either an invoice or prepayment.

Technical Note for Collection and Payment Managers

You may note a difference between the Aging Totals on this window and those shown on the Aging report, even if they both use the same aging date. This is because the Aging Reports are printed for Accounting purposes and thus do not show the results of any payments/receipts entered with a date after the Aging Date. This window is displayed for management purposes and thus shows the results of every Payment/Receipt entered into the system, regardless of check date. In both cases, invoices entered with a date after the aging date are not shown.

What Do You Want to Do Next?

	Create an event for this customer Select the **Event** button to schedule an event with a customer. You can also use it to log notes about telephone calls, meetings, letters, and other customer-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
	Select aging information Choose the **Select** button within Collection Manager to display the Collections Selection window, where you can select aging information for a single customer, a range of customers, or all customers.
	Drill down to the original transaction From the Customer Detail level, you can open the original transaction and edit it if necessary. Select the transaction you want to open, and then select the **Detail** button.
	Print a collection letter Select the **Letter** button to print a collection letter for the selected customer in the Collection Manager window. You can choose from several available collection letters, or create your own. For more information, look up **"print, Print Collection Letters"** in the Peachtree Help index.
	Want to learn more about the Collection Manager window? Click the **Help** toolbar button in the window.

Payment Manager

The Payment Manager provides numerical and graphical analysis of your accounts payable, or the money you owe. You can drill down in various aging brackets, and see details of the transactions that make up a balance, then transactions within that balance for a selected vendor. You can even highlight transactions to pay, and print disbursement checks.

Open the Payment Manager

➤   From the **Analysis** menu, select **Payment Manager**.

The first level (Graph level) of the Payment Manager appears.

The **Graph Level** shows an overview of accounts payable, which can be viewed graphically or in a numerical table.

The **Bracket Level** shows a summary listing of the transactions that make up the amounts in each aging bracket.

The **Pay Vendor Level** shows transactional detail by vendor.

This line displays the current filter criteria, entered through the **Selection** button.
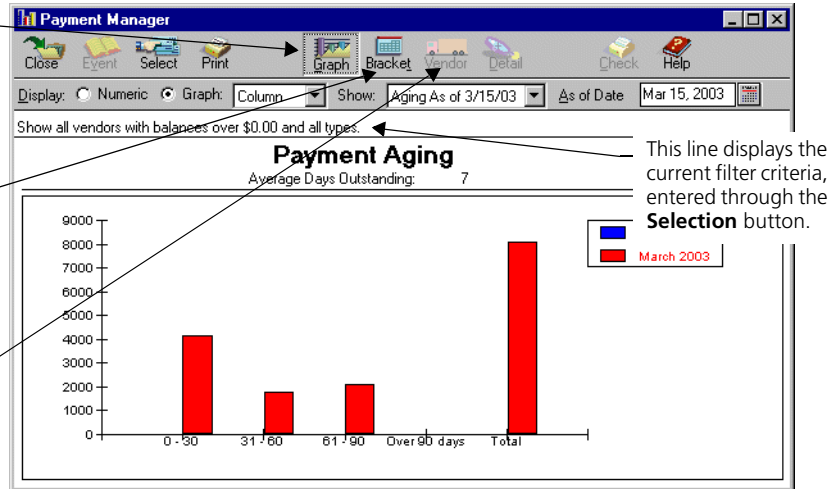
First Level—Graph

The transactions shown are any open vendor invoices, as well as any invoices with partial payments. The aging is computed from the current system date (today's date). The aging brackets that display are for the range of days you set up in the Vendor Defaults window, where you also established whether to age by invoice date or due date.

You can limit or filter the information shown. You may view a range of vendors, select vendors based on the vendor type, or set a specific amount which you don't want to show balances less than or greater than.

Filter Transactions

Click the **Payment Selection** (Select) button. This option works the same, and produces the same results, for the graph or numeric display. Limit the vendors or balances that display on the graph or numeric table. Select **OK** to save your entries, or **Cancel** to close the window without saving any changes.
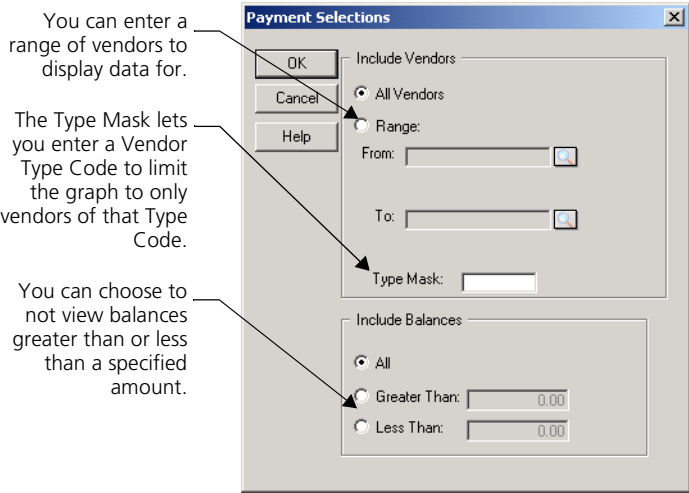
You can enter a range of vendors to display data for.

The Type Mask lets you enter a Vendor Type Code to limit the graph to only vendors of that Type Code.

You can choose to not view balances greater than or less than a specified amount.

The As of Date

The **As of Date** determines the starting point for aging. The days outstanding will be the difference between the date you enter here and the invoice or due date. You chose whether to age by invoice date or due date in Customer Defaults.
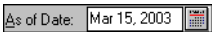
Select the calendar button beside the **As of Date** field. Use the arrow buttons at the top of the calendar window to change the year. Use the arrows beside the month to change the month. The right arrows increase by 1, the left arrows decrease by 1.

Select a Graph

In addition to the default column graph display, you can view the Payment aging information in a bar or pie graph.
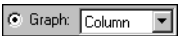
To change the type of graph displayed, select the drop-down list beside the **Graph** option, and then select the type of graph you want to display.

Read the Graph

The graph shows the percentage of your accounts payable that is current, and the percentage for each of the three aging brackets. If you change the selection criteria, the graph changes to show the new data.

Monthly Comparisons

In both the numeric and graphic display modes, you can compare the current month to last month, or the current month to last year's current month.

Show: [Aging As of 3/15/03 ▼]

Open the **Show** drop-down list to select which months to compare.
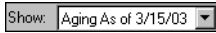
You can show comparisons for all three types of graphs—pie chart, bar, or column—as well as the numeric display.

First Level—Numeric Display
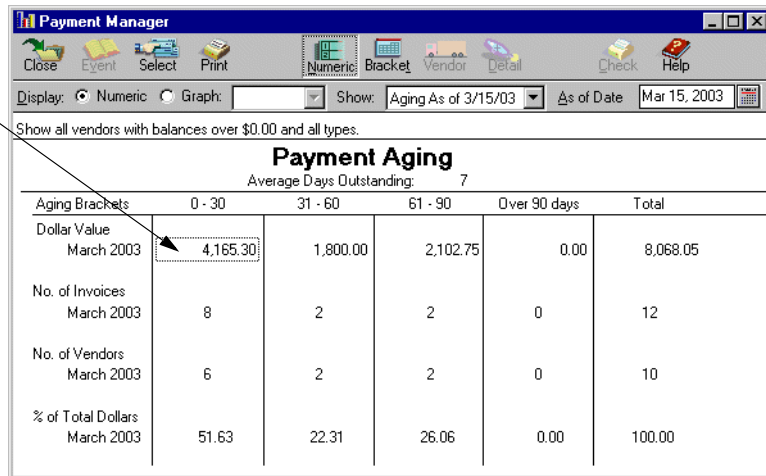
Display: ⊙ Numeric ○ Graph
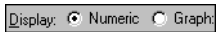
Select the **Numeric** option to see a numeric display of the first level data.

When you select the **Numeric** display option, you see the same basic information as you see on the graph—your accounts payable for various aging brackets. However, you get some additional information—number of invoices and number of vendors composing each balance, and the % of total dollars represented by each amount.

You can drill down to the next level for a particular balance by double-clicking any of the *amount* cells in the table.

Payment Aging

Average Days Outstanding: 7

Aging Brackets	0 - 30	31 - 60	61 - 90	Over 90 days	Total
Dollar Value					
March 2003	4,165.30	1,800.00	2,102.75	0.00	8,068.05
No. of Invoices					
March 2003	8	2	2	0	12
No. of Vendors					
March 2003	6	2	2	0	10
% of Total Dollars					
March 2003	51.63	22.31	26.06	0.00	100.00

Second Level—The Aging Bracket Level

From the graph, you can *drill down,* or select an aging bracket to see more detail about. You will see a list of transactions that make up the amounts in the bracket.

Drill Down to a Particular Balance

There are two ways to open the second level of analysis.

➤ From the graph display, double-click the column, bar, or pie slice you want to see detail for. (You can only drill down on the current month.)

OR

➤ From the numeric display, either double-click a balance, or highlight the balance and select the **Bracket** button.

Bracket

The filter information, entered from the **Payment Selection** button, appears here.

The Age is the difference between the As Of Date and either the Due Date or the Invoice Date (whichever you chose in Vendor Defaults).

Age	Name	Ref	Document Date	Due Date	Total Amount	Pay
-16	Aaron and Son Contractors	B1000	3/1/03	3/31/03	75.00	☐
-29	Anderson Distribution	B1016	3/14/03	4/13/03	27.20	☐
-27	Clowney Chemical Supply	116655	3/12/03	4/11/03	297.60	☐
-30	Clune Construction, Inc.	B1006	3/15/03	4/14/03	400.00	☐
-19	Corcoran Consulting Compa	B1004	3/4/03	4/3/03	90.00	☐
-4	DeJulioWholesale Supplier	AR-021703	2/17/03	3/19/03	1,250.50	☐
-25	DeJulioWholesale Supplier	22113	3/10/03	4/9/03	64.80	☐
-28	DeJulioWholesale Supplier	AR1303	3/13/03	4/12/03	1,192.50	☐

0 - 30 Bracket   Amount to Pay: 0.00

Total: 6,246.06

Days Past Due 0 - 30   As of Date Mar 15, 2003

Show all vendors with balances over $0.00 and all types.

You cannot change any of the amounts in this window. You can continue to drill down, and view or change the original transaction, however.

Pay a Vendor Invoice

For step-by-step instructions, look up "**pay invoices, Pay Vendor Invoices from Payments Manager**" in the Peachtree Help index.

From the Bracket window, you can select the check box in the Pay column to select that invoice for payment. Once you select the invoices you want to pay, you then click the **Check** button to print the checks.

The Third Level—Due by Vendor

The Detail level shows all transactions for a single vendor that meet the criteria specified at the first, Graph level. For example, if you first selected the 31-60 bracket, at the third level you see all the invoices 31-60 days late, for a single, selected vendor.

Drill Down to a Vendor Balance

From the Bracket level, select the transaction you want to view vendor detail for, and then select the **Vendor** button. (You can also double-click the transaction.)

The Reference is the vendor invoice number.

Vendor Detail

Close Event Select Print   Graph Bracket Vendor Detail   Check Help

Vendor: DeJulioWholesale Suppliers   Terms: 2% 10, Net 30 Day

Contact/Ph: Jerry DeJulio, 404-555-1500   Credit Limit: 5,000.00

Fax: 404-555-1505   Amount to Pay: [0.00]

Age	Ref	Doc Date	Disc Date	Due Date	Tot Amt	Amt Paid	Amt Due	Pay
-4	AR-021703	2/17/03	2/27/03	3/19/03	1,250.50		1,250.50	☐
-25	22113	3/10/03	3/20/03	4/9/03	64.80		64.80	☐
-28	AR1303	3/13/03	3/23/03	4/12/03	1,192.50		1,192.50	☐

Total: 2,507.80

What Do You Want to Do Next?

Event	**Create an event for this vendor** Select the **Event** button to schedule an event with a vendor. You can also use it to log notes about telephone calls, meetings, letters, and other vendor-related activities. For more information, look up **"events, Create an Event"** in the Peachtree Help index.
Select	**Select to pay** Choose the **Select** button within Payment Manager to display the Payment Selections window, where you can choose a range of vendors you want to pay or print checks for.
Detail	**Drill down to the original transaction** From the Vendor Detail level, select the transaction you want to view, and then select the **Detail** button.
Check	**Print a check** Select the **Check** button to print a check for the selected vendor in the Payment Manager window. For more information, look up **"print, Pay Vendor Invoices from Payment Manager"** in the Peachtree Help index.
Help	**Want to learn more about the Payment Manager window?** Click the **Help** toolbar button in the window.

Financial Manager

Peachtree's Financial Manager provides a quick way for the owner or manager to get a brief, overall financial picture of how the business is performing. Like the other Peachtree managers, the Financial Manager is based on multiple levels of analysis.

Note

If you have been using batch mode for transaction entry, you must first post the transactions to get an accurate representation of your cash status. From the **Tasks** menu, select **System**, and then choose **Post**.

Open the Financial Manager

➤ From the **Analysis** menu, select **Financial Manager**.

The Financial Manager window appears, displaying the first level (Numeric) of the business summary data.

The **Numeric Level** shows a set of business summary data or account balances at a specified point in time, which can be viewed in a numeric table.

The **Spreadsheet Level** shows a set of business summary data or account balances projected for the end of sequential periods for comparison purposes.
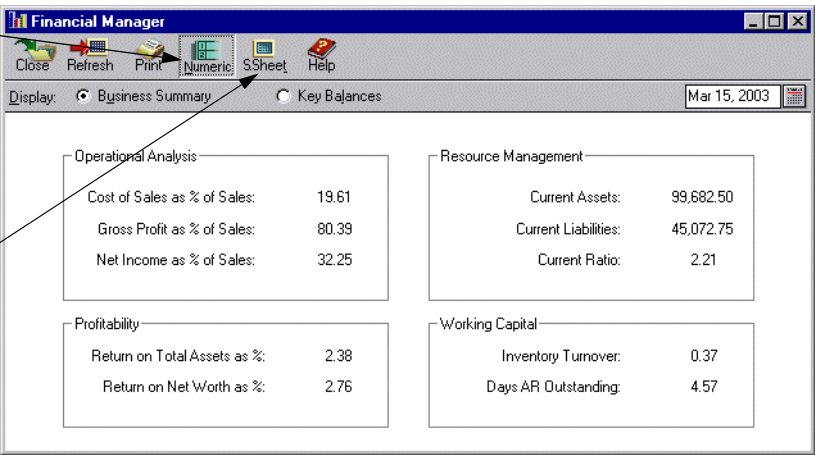
Change the Date Field

The **Date** field at the top of the window on the right defaults to the current system date if the current system date falls within the current accounting period. Otherwise, the control defaults to the last day of the current accounting period.

You can change this date, providing that you select a date falling within one of the open accounting periods. The date you select is the final date for which account balances and ratios will be calculated and displayed.

To change the date, select the Calendar button to the right of the date, or right-click in the **Date** field. From the pop-up calendar, use the arrow buttons to change the month or year, and then select the day of the month.

When you work with the numeric level, account balances and ratios are calculated through, but not exceeding, the date selected. When you work with the spreadsheet level, the date specified determines the last column displayed on the grid. This is necessary to exclude the effects of reoccurring and repeating transactions that take place in future periods.

The date specified affects calculations made for the current accounting period.

First Level—Numeric

At the numeric level, you can view business summary data or key balances data.

Numeric—Business Summary Data

By default, the first window you see in the Financial Manager is a numeric table of summary data consisting of various business ratios.

All values on the window are computed for the accounting period that contains the date specified in the **Date** field. Only account activity occurring between the first day of the month selected and the day selected is used in calculations.

All calculations are rounded to two decimal places.

Cost of Sales as a Percentage of Sales

This ratio indicates the cost of purchasing goods, manufacturing goods, or providing services, in relation to the revenue from sales. For information on how the ratio is calculated, look up **"cost of sales, Cost of Sales as a Percentage of Sales"** in the Peachtree Help index.

Net Income as a Percentage of Sales

This ratio indicates the reported net income after taxes and other expenses in relation to the revenue from sales. This ratio indicates management's ability to operate the business with sufficient success to recover the cost of the goods or services, the expenses of operating the business (including depreciation), and the cost of borrowed funds, as well as to leave a margin of reasonable compensation to the owners for putting their capital at risk.

The ratio of net income to sales essentially expresses the overall cost and price effectiveness of the business. This ratio provides an indication of the buffer available in case of higher costs or lower sales in the future. For information on how the ratio is calculated, look up **"net income, Net Income as a Percentage of Sales"** in the Peachtree Help index.

Return on Net Worth as a Percentage

Return on net worth, or investments (ROI), shows what was earned on the investment in the business during the accounting period. This ratio is a useful means of comparing companies or corporate divisions in terms of efficiency of management and viability of product lines. For information on how the ratio is calculated, look up **"returns, Return on Net Worth as a Percentage"** in the Peachtree Help index.

Current Assets

Current assets are the cash and other accounts that will be converted into cash within a year. The relationship between current assets and current liabilities shows the ability of the business to pay off its debt during the normal course of operations. For information on how the ratio is calculated, look up **"current assets, Current Ratio"** in the Peachtree Help index.

Current Liabilities

Current liabilities are the obligations that are due within one year. For information on how the ratio is calculated, look up **"current liabilities, Current Ratio"** in the Peachtree Help index.

Current Ratio

The current ratio shows total current assets in relation to total current liabilities. This ratio indicates the collectibility of current liabilities in the case of a real crisis. In other words, current ratio is a measure of liquidity. High ratios offer more assurance of creditor liquidity. For information on how the ratio is calculated, look up **"current ratio"** in the Peachtree Help index.

Inventory Turnover

Inventory turnover shows cost of sales in relation to average inventory. This ratio indicates the effectiveness of a company's inventory management. For information on how the ratio is calculated, look up **"inventory turnover"** in the Peachtree Help index.

Days Accounts Receivable Outstanding

Days accounts receivable outstanding is the average number of days the receivables for a company are outstanding. An exact analysis of accounts receivable can only be made by examining the aging of individual accounts.

You can use this measure to provide a broad indication of trends. It also provides some indication of the quality of receivables, as well as an idea of how successful the company is in collecting its outstanding receivables. For information on how the ratio is calculated, look up **"days"** in the Peachtree Help index.

Numeric—Key Balances Data

When the **Numeric** button is selected, you can view a numeric table of key account balances by selecting **Key Balances** on the Financial Manager window.

All values on this window are computed for the accounting period that contains the date specified in the **Date** field. Only account activity occurring between the first day of the month selected and the day selected is used in calculations.

All calculations are rounded to two decimal places.

The key balances data consists of values for the following:

- Cash
- Accounts Receivable
- Inventory
- Accounts Payable
- Total Assets
- Total Liabilities

Included on the window are current and year-to-date totals for the following:

- Income

- Cost of Sales

- Expense

- Net Income

Second Level—Spreadsheets

In the second level of analysis, you can view both business summary data and key balances data in the form of spreadsheets.

When you open the Financial Manager window, the system displays the business summary data in numeric format.

➤ To switch to spreadsheet format, select the **Spreadsheet** button.

Spreadsheet—Business Summary Data

When you select the **Spreadsheet** button, the system displays the business summary data as follows:

Description	11/30/02	12/31/02	1/31/03	2/28/03	3/15/03
Cost of Sales as % of Sales	0.00	59.93	40.36	37.35	19.61
Gross Profit as % of Sales	0.00	40.07	59.64	62.65	80.39
Net Income as % of Sales	0.00	6.50	8.29	3.48	32.25
Inventory Turnover	0.00	85.71	0.13	0.15	0.37
Days AR Outstanding	0.00	0.02	9.92	14.30	4.57
Return on Total Assets as %	0.00	25.84	0.14	0.07	2.38
Return on Net Worth as %	0.00	29.40	0.15	0.08	2.76
Current Assets	0.00	76,391.84	80,006.53	85,722.05	99,682.50
Current Liabilities	0.00	36,460.05	36,801.01	39,480.10	45,072.75
Current Ratio	0.00	2.10	2.17	2.17	2.21

Financial Manager window — Display: Business Summary / Key Balances — Mar 15, 2003

The number of columns displayed on this window depends on the following:

- the number of periods defined per fiscal year

- the accounting period containing the date selected in the **Date** field

You can display up to 36 periods consisting of 24 open periods and up to 12 periods in the most recently closed year. The last column on the spreadsheet represents the period that corresponds to the date selected in the **Date** field.

Values listed in the rightmost column on this window are computed for the accounting period that contains the date specified in the **Date** field. Only account activity occurring between the first day of the month selected and the day selected is used in calculations.

All calculations are rounded to two decimal places.

The business summary data consists primarily of ratio values. This data includes the following:

- Cost of Sales as a Percentage of Sales

- Gross Profit as a Percentage of Sales

- Net Income as a Percentage of Sales

- Return on Total Assets as a Percentage

- Return on Net Worth as a Percentage

- Current Assets

- Current Liabilities

- Current Ratio

- Inventory Turnover

- Days Accounts Receivable Outstanding

See for information on the descriptions of the business summary data, as well as calculations and examples.

Spreadsheet—Key Balances Data

When the system displays business summary data in spreadsheet format, you can display key balances data by selecting Key Balances.

Display: ○ Business Summary   ● Key Balances

The following illustration shows the Financial Manager window displaying key balances data in spreadsheet format:

Values listed in the rightmost column on this window are computed for the accounting period that contains the date specified in the **Date** field. Only account activity occurring between the first day of the month selected and the day selected is used in calculations.

All calculations are rounded to two decimal places.

The key balances data consists of values for the following:

- Cash
- Accounts Receivable
- Inventory
- Accounts Payable
- Total Assets
- Total Liabilities
- Income
- Cost of Sales
- Expense
- Net Income

What Do You Want to Do Next?

	Refresh the forecast Select the **Refresh** button to update financial data that appears in the Financial Manager based on the options you have selected.
	Display a numeric table Select the **Numeric** button to see a set of business summary data or account balances at a specified point in time, displayed in a numeric table.
	Display a spreadsheet Select the **Spreadsheet** button to see a set of business summary data or account balances projected in a spreadsheet for the ends of sequential periods for comparison purposes.
	Want to learn more about the Financial Manager window? Click the **Help** toolbar button in the window.

Importing and Exporting Data

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• Importing and Exporting Data •

Overview

The ability to export and import company data is a valuable tool when working with Peachtree. For example, the ability to *export* information can be useful if you want to gather particular company information for reporting or comparison purposes in another application. The ability to *import* information can be useful when setting up a new company or adding additional information quickly to an existing company. Rather than reentering customer lists, vendor lists, and so forth, you can quickly and easily import the information from another application or from an existing Peachtree company.

The Export Process

Exporting converts Peachtree data to a format that other programs can read and use. Understanding this format is important to grasping the export concept.

Computer programs use a hierarchy, or pecking order, to organize data. Peachtree uses the following hierarchy:

FILES

VENDOR LIST	CUSTOMER LIST

RECORDS

ACME ANDIRONS	HANNAH'S HATS

FIELDS

CUSTOMER NAME, ADDRESS, PHONE, ETC.
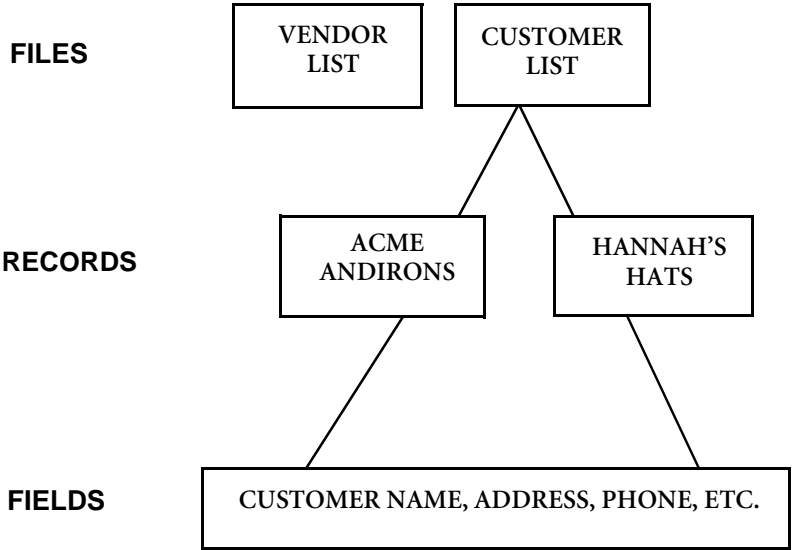
A *file* is a group of related records. A *record* is a group of fields that contain information on one subject. A *field* is a single piece of information. For example, Hannah's Name and Phone Number are two *fields* stored in the Hannah's Hats *record*, which is one record in the Customer List *file*.

Files

When exporting and importing files, you will use *templates* to format the data. You can use the templates that come with Peachtree, or you can customize and rename them so they better suit your needs. For more information, see .

Records

When you select a file to export, you can define the information by records. For example, when you select **Customer List**, you can export one customer record, a range of customer records, or all customer records to your export file. These options are set up in your export filter.

Fields

When you export in Peachtree, you're exporting individual fields of information. To see what fields are exported, select the **Fields** tab in the template window. You can choose which fields to include or exclude in your export file, or change the order of fields in your export file.

For more information about this concept, look up "**import/export, Definitions of Files, Records, and Fields**" in the Peachtree Help index.

Export File Format

Peachtree data is exported in a *comma-delimited* format (also known as comma-separated value or CSV). In other words, the fields for each record are written in one line, with commas between them. If commas exist within the field, then the entire field is enclosed in quotation marks; commas within quotation marks don't count as field separators.

For example: A name for one of your vendors might be **Richard Dempsey, CPA**. The vendor record exported might look like the following:

DEMP01,"Richard Dempsey, CPA",123 Elm St., Atlanta, GA,......

The file created is an ASCII file, containing only text characters, with each record on a separate line. You can view, and in some cases edit, the export file in most word-processing, spreadsheet, and custom-report programs that read comma-delimited (CSV) formats. If you are using a spreadsheet program for viewing or editing a CSV file, special precautions should be considered.

Peachtree can only import the same type of file. Therefore, a file that can be exported out of Peachtree can, in most cases, be imported back into it.

For more information about the export process, look up "**import/export, Peachtree Import/Export Overview**" in the Peachtree Help index.

The Import Process

Importing converts information from other applications to a format that Peachtree can use. Peachtree can read data files created by other accounting programs, spreadsheets, database applications, or even word processing files. The data file must be a comma-delimited file (CSV), and must contain fields that Peachtree requires (customer IDs, account numbers, and so on). Each record must contain fields required by Peachtree, even if many fields have zero values. For an explanation of records, fields, and data files, see <u>"The Export Process" on page 552</u>.
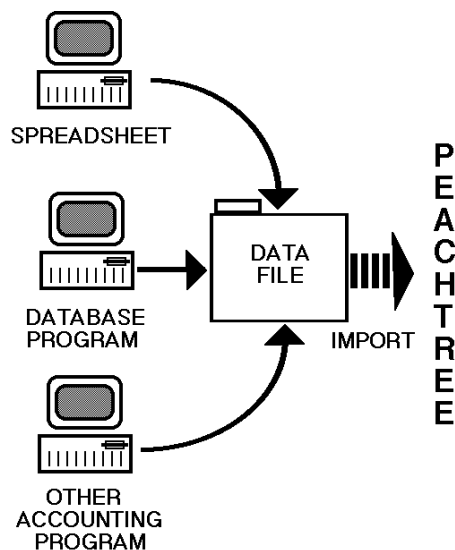
For more information about the import process, look up "**import/export, Peachtree Import/Export Overview**" in the Peachtree Help index.

Selecting Files to Import or Export

Before you can import or export data, you must tell Peachtree what type of data is being transferred, how it should be transferred, and where it should be transferred. These options are maintained in Peachtree's Select Import/Export window.

➤ From the **File** menu, choose **Select Import/Export**.

Select the program area from the left side of the screen.

Then, select the template from the list on the right.
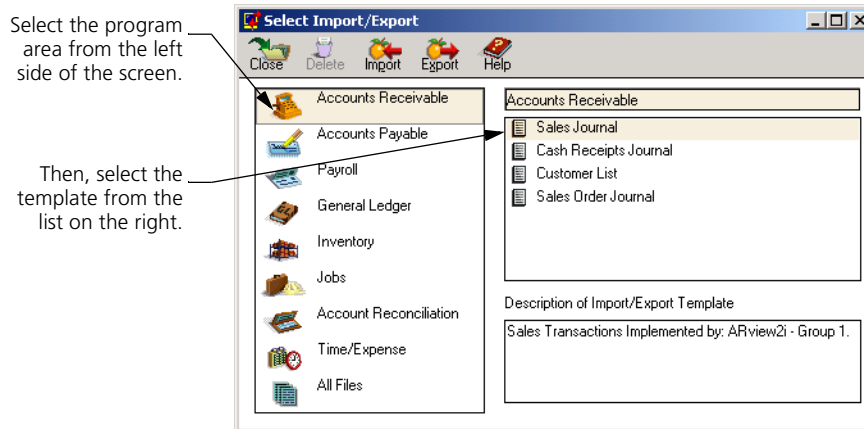
The Select Import/Export window lets you:

- Select specific fields to import from, or export to, other applications.

- Create templates for importing and exporting fields. Templates let you organize the information in two ways: 1) By letting you exclude or include fields from the imported files, and 2) by letting you change the order.

What Do You Want to Do Next?

(Import button)	**Export company data** Select the program area from the left side of the screen. Then, select the template from the list on the right. Once a template is chosen, select the **Import** button. For more information, see "Import Data into Peachtree" on page 559.
(Export button)	**Import company data** Select the program area from the left side of the screen. Then, select the template from the list on the right. Once a template is chosen, select the **Export** button. For more information, see "Export Data from Peachtree" on page 557.
(Help button)	**Want to learn more about the Select Import/Export window?** Click the **Help** toolbar button in the window.

Import/Export Templates

When importing and exporting files, you will use templates to format the data. You can use the templates that come with Peachtree, or you can customize and rename them so they will better suit your needs.

The following table lists the program areas and their available templates:

Program Area	Templates
Accounts Receivable	Customer List, Sales Order Journal, Sales Journal, and Cash Receipts Journal
Accounts Payable	Vendor List, Purchase Order Journal, Purchases Journal, and Payments Journal
Payroll	Employee List and Payroll Journal
General Ledger	Chart of Accounts List, General Journal, and FAS Depreciation Import. For information about FAS fixed asset management programs from Best Software, look up **"Best Software"** in the Peachtree Help index.
Inventory	Inventory Item List, Assemblies Journal, and Adjustments Journal, Inventory Product Catalog, and Web Site Catalog
Jobs	Cost Code List (*available only in Peachtree Complete and Peachtree Premium*), Phase List (*available only in Peachtree Complete and Peachtree Premium*), and Job List
Account Reconciliation	Electronic Banking (refer to Peachtree Help for more information)
Time/Expense (*available only in Peachtree Complete and Peachtree Premium*)	Expense Ticket Register and Time Ticket Register (*both available only in Peachtree Complete and Peachtree Premium*)
All Files	PCA for DOS, and Quicken

For a complete list of Peachtree's predefined import/export templates, look up **"import/export, Definitions of Files, Records, and Fields"** in the Peachtree Help index.

Export Data from Peachtree

For step-by-step instructions, look up **"export, Export Data from Peachtree"** in the Peachtree Help index.

As mentioned previously, the exporting process copies Peachtree data into a format that other programs can read. There are several things to keep in mind, however, when exporting information. These include field definitions and requirements, range of records or transactions you want to export, and order in which data is exported. Before you export any data, it is recommended that you review the section **"import/export, Import/Export Tips"** in Peachtree Help. This section provides field requirements and unique issues with certain types of data, which will assist you with the import/export process.
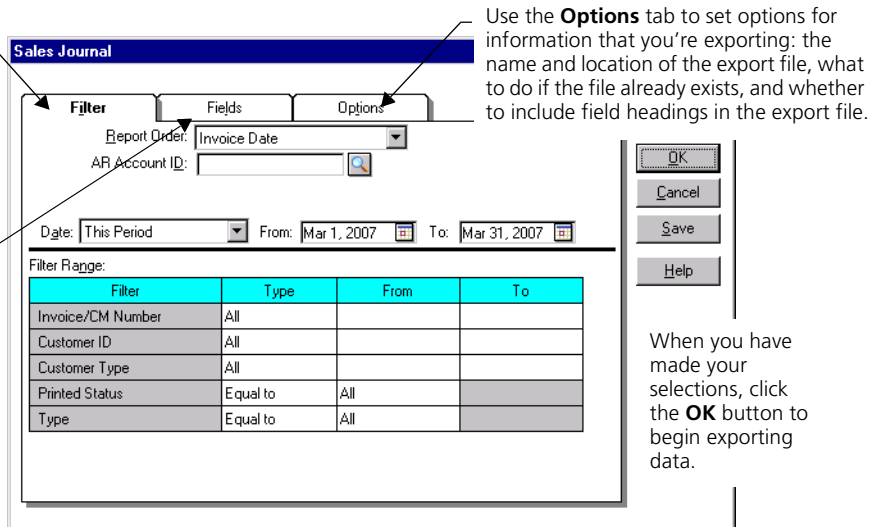
To export data from Peachtree, do the following:

➤ Open the Peachtree company from which you want to export data. In the **Select Import/Export** window, select the program area and template you want to use. Then click the **Export** button. After choosing all your export options, click the **OK** button to begin exporting data from Peachtree.

Use the **Filter** tab to determine the sorting and range criteria for exporting. The filter information varies for the type of template you selected.

Use the **Fields** tab to choose the specific fields you want to export and to change the order of the fields. The list of fields that appears depends on the type of template you selected.

Use the **Options** tab to set options for information that you're exporting: the name and location of the export file, what to do if the file already exists, and whether to include field headings in the export file.

When you have made your selections, click the **OK** button to begin exporting data.

Sales Journal

Filter	Fields	Options

Report Order: Invoice Date

AR Account ID:

Date: This Period   From: Mar 1, 2007   To: Mar 31, 2007

Filter Range:

Filter	Type	From	To
Invoice/CM Number	All		
Customer ID	All		
Customer Type	All		
Printed Status	Equal to	All	
Type	Equal to	All	

OK
Cancel
Save
Help

Each export template consists of three tabs of information: **Filter**, **Fields**, and **Options**.

Filter. Specifies the sorting and range criteria for exporting. The filter information on this tab varies depending on the template you chose in the Select Import/Export window.

- **Report Order:** Specifies the order in which you want fields to be exported. Choose an available option from the **Report Order** drop-down list. For example, select Customer ID if you want customer records to be exported alphabetically by ID code.

- **Date Range:** Specifies the range of journal transactions you want to export. For example, you may want to export all sales journal transactions within a specific accounting period.

- **Filter Range:** Specifies which data to include or exclude in your export file. This lets you exclude and include particular information based on type and ranges. Again, these filter options depend on the export template selected.

Fields Identifies each field you are exporting and the order of these fields in your export file. The fields listed on this tab depend on the type of export template selected.

To include a field in the export file, click the **Show** check box.

To change the order of fields exported, select the field in the list and click either the **Move Up** or **Move Down** button. The column numbers adjust accordingly.

The **Column #** identifies the order in which fields will appear in your export file.

Filter	Fields	Options			
Field Settings:					
Show	Title	Field	Column Break	Col #	
☑	☑	Customer ID	☑	1	
☐	☑	Customer Name	☑		
☑	☑	Invoice/CM #	☑	2	
☑	☑	Apply to Invoice Number	☑	3	
☑	☑	Credit Memo	☑	4	
☑	☑	Date	☑	5	
☑	☑	Ship By	☑	6	
☑	☑	Quote	☑	7	
☑	☑	Quote #	☑	8	
☑	☑	Quote Good Thru Date	☑	9	

Buttons: Show All, Show None, Move Up, Move Down

For a complete list of fields included in each of Peachtree's predefined import/export templates, look up "**import/export, Definitions of Files, Records, and Fields**" in the Peachtree Help index.

Options   Allows you to set options for information that you're exporting: the name and location of the file, what to do if a file already exists, and whether to export headings.

Select the arrow button under **Import/Export File** to change the path and/or filename of the exported file.

Import/Export File:
▶ C:\CUSTOMER.CSV

Peachtree supplies a default path and file name, consisting of C:\, the original filename in Peachtree, and the extension .CSV. Type over the default if you like. You can also specify a path, or the drive letter and directory to which you want to send the exported file. For example, to export to your diskette drive A:, and a directory \DATA, filename SALES.CSV, enter:

    A:\DATA\SALES.CSV

If you want the names or headings of the data fields to export on the first line, select the **Include Headings** check box. This can be very useful when identifying field names in a spreadsheet program. If you don't select this check box, only actual data exports.

☐ Include Headings

Want to learn more about the Export Template window? Click the **Help** button in the window.

Import Data into Peachtree

For step-by-step instructions, look up **"import, Import Data into Peachtree"** in the Peachtree Help index.

There are several things to keep in mind when importing information, including field definitions and requirements, range of records or transactions you want to import, and order in which data is imported. Before you import any data, it is recommended that you review the section, **"import/export, Import/Export Tips"** in Peachtree Help. This section provides field requirements and unique issues with certain types of data which will assist you with the import/export process.

The order in which you import data is very important because files contain data that must exist in the system before certain other data can be imported. For example, you cannot import the Sales Receipt Journal if you have not imported the Chart of Accounts or Customer List. See .

To import data into Peachtree, do the following:

➤ Open the Peachtree company in which you want to import data. In the **Select Import/Export** window, select the program area and template you want to use. Then click the **Import** button. After choosing all your import options, click the **OK** button to begin importing data into Peachtree.

Use the **Fields** tab to identify the specific fields you are importing and the order of the fields. The list of fields that appear depend on the type of template you selected.

Use the **Options** tab to set options for information that you're importing: the name and location of the file, what to do if a record already exists, and if field headings are included in the import file.

The **Filter** tab is not available when importing data.

Select the **Show** check box to indicate which fields you are about to import and their order. Normally, this is already done for you.

To change the order of fields that are imported, select the field in the list and click either the **Move Up** or **Move Down** button. The column numbers adjust accordingly.

Customer List

	Filter		Fields		Options			

Field Settings:

Show	Title	Field	Column Break	Col #
✓	✓	▤ Customer ID	✓	1
✓	✓	▤ Customer Name	✓	2
✓	✓	▤ Prospect	✓	3
✓	✓	▤ Inactive	✓	4
✓	✓	▤ Contact	✓	5
✓	✓	▤ Bill to Address-Line One	✓	6
✓	✓	▤ Bill to Address-Line Two	✓	7
✓	✓	▤ Bill to City	✓	8
✓	✓	▤ Bill to State	✓	9
✓	✓	▤ Bill to Zip	✓	10

Show All
Show None
Move Up
Move Down

OK
Cancel
Save
Help

When you have made your selections, click the **OK** button to begin importing data.

Each import template consists of two tabs of information: **Fields** and **Options**. The **Filter** tab is not used when importing data into Peachtree; it is only used for exporting.

Fields Identifies each field included in the import file and the order in which they are listed. Typically, this is already done for you. In addition to ensuring that the same fields are included in your import file, you must also place them in the same order as they appear in the import file. The import process will fail if fields in the file you are importing do not exactly match the order and number of the fields selected on the **Fields** tab.

For a complete list of fields included in each of Peachtree's predefined import/export templates, look up "**import/export, Definitions of Files, Records, and Fields**" in the Peachtree Help index.

Options   Allows you to set options for information that you're importing: the name and location of the file, what to do if a record already exists, and whether field headings are included in the import file.

Select the arrow button under **Import/Export File** to change the path and/or filename of the import file.

Import/Export File:

▸ C:\CUSTOMER.CSV

Peachtree supplies a default path and file name, consisting of C:\, the original filename in Peachtree, and the extension .CSV. Type over the default if you like. You can also specify a path, or the drive letter from which to import a file. For example, to import a file in diskette drive A:, and a directory \DATA, filename SALES.CSV, enter:

A:\DATA\SALES.CSV

If field name headings are included on the first line of the import file, select the **First Row Contains Headings** check box. If your import file contains headings and you don't select this check box, only the actual data imports.

☐ First Row Contains Headings

☐ Warn If Duplicate Reference

If you are importing payments, payroll, or receipt transactions, an additional check box is available under **Import Options** called **Warn if Duplicate Reference**. You must select this option if you want to be warned during the import process that there are duplicate reference numbers (check numbers or receipt reference numbers). If you do not want to be warned, clear the check box. The existing record will be overwritten by the imported record.

Want to learn more about the Import Template window? Click the **Help** toolbar button in the window.

Customized Templates

To save the changes you have made to any import/export template so you can use it later, select the **Save** button and then name the new template. You must enter a unique name; you can't use the Peachtree default name.

What Happens During Peachtree's Import Process

When you have finished making import selections in your template, select **OK** to begin the import process. Peachtree searches for the import file in the location you specified. It imports the file information and translates as much as it can into the Peachtree format. If there is a problem with the data in the file, Peachtree informs you that there is a problem, and in what line number of the file it occurred. You can edit the data file directly, using a line editor, spreadsheet, or word-processing program. You can also try changing the way you exported the file from the original program.

Information That Cannot Import into Peachtree

The following items cannot be imported into Peachtree:

- Default Information
- Inventory Beginning Balances
- Job Beginning Balances
- Sales Tax Codes and Authorities
- Payroll Tax Tables
- Task Window Templates

When importing, you must remember to copy and/or enter these values manually since they are not imported. See below for more information.

Default Information   Peachtree cannot export or import default information such as G/L account links, custom field labels, shipping methods, payroll fields, etc. These must be copied over using the New Company Setup wizard.

Sales Tax Information   Peachtree cannot export or import sales tax information. Therefore, you should copy the **taxcode.dat** and **taxauth.dat** files to the new company. If you are creating a company using import, be sure that you create any sales tax information the imported transactions include before importing. For example, if you use a tax code in transactions (ST-TAX), you must enter this code in the Peachtree company first.

Payroll Tax Tables   Peachtree cannot import or export payroll tax tables. Therefore, you should copy the **taxtable.dat** file to the new company. If you do not copy this information, your payroll data will be incorrect.

Inventory and Job Beginning Balances   You will have to manually enter these items after you complete the import process.

Task Window Templates   Peachtree cannot import or export task window templates. Therefore, you should copy the **template.dat** file to the new company.

Order in Which You Import Data

The order in which you import data is very important, because files contain data that must exist in the system before certain other data can be imported.

When creating a new company, you should import list files first and in the following order:

- Chart of Accounts
- Employee List
- Vendor List
- Customer List
- Inventory Item List
- Phase List (only in *Peachtree Complete* and *Peachtree Premium*, and only if you use job phases)
- Cost Code List (only in *Peachtree Complete* and *Peachtree Premium*, and only if you use job cost codes)
- Job List

Once you have imported all of your list files, you can import journals in the following order:

- General Journal
- Purchase Order Journal
- Purchases Journal
- Inventory Assemblies Journal
- Inventory Adjustments Journal
- Sales Order Journal
- Sales Journal
- Time Ticket Register (only in *Peachtree Complete* and *Peachtree Premium*, and only if you use Time & Billing)
- Expense Ticket Register (only in *Peachtree Complete* and *Peachtree Premium*, and only if you use Time & Billing)
- Payments Journal (Cash Disbursements)
- Cash Receipts Journal
- Payroll Journal

Warning

If you are using inventory, you must import purchases *before* sales in order to produce correct costing.

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Rebuild an Existing Peachtree Company

For step-by-step instructions, look up **"rebuild, Rebuild an Existing Peachtree Company"** in the Peachtree Help index.

Rebuilding an existing company involves creating a new company and using the import/export process to transfer your existing information to the new company. You may need to rebuild your company for the following situations:

- To change the number of accounting periods per year or modify the fiscal year setup.

- To change your company's accounting method from cash to accrual accounting, or vice versa.

  Note: You cannot transfer the journal entries from a cash-basis company to an accrual-based company, or vice versa. The only items you can transfer are the list items, such as customers, vendors, chart of accounts, and so on.

- To start over and transfer existing data from one Peachtree company to another.

The Peachtree's Rebuild Company process involves the following basic steps:

1 Set up a new company, copying default settings from an existing company.

2 Export maintenance record lists out of the old company, and import them into the new company (all in a specific order).

3 Export journal data out of the old company, and import it into the new company (all in a specific order).

4 Post all journals, and print the necessary reports to compare the two companies. Then make any necessary adjustments.

For more information about rebuilding a Peachtree company using import/ export and step-by-step instructions, look up "**rebuild**" in the Peachtree Help index.

If your company data is damaged or possibly corrupt, it is not suggested that you rebuild your company using the import/export process. It is possible that damaged data will also be present in the new company.

Get Help with Import/Export

Peachtree Help contains much more detailed information about the import/
export process and tips regarding importing and exporting procedures. You will
find these tips very useful *before* you begin exporting and importing Peachtree
data. It is highly recommended that you review all of these tips before beginning
any import/export process.

The following table lists where to find these topics in Peachtree Help:

To learn about	Look up
Import/Export overview	"**import/export, Peachtree Import/ Export Overview**" in the Peachtree Help index.
Field lists and definitions for each predefined Peachtree import/export template	"**import/export, Definitions of Files, Records, and Fields**" in the Peachtree Help index.
Helpful tips for importing and exporting data	"**import/export, Import/Export Tips**" in the Peachtree Help index.
Troubleshooting tips on importing and exporting data	"**troubleshooting, Troubleshooting Import/Export**" in the Peachtree Help index.

Using Dynamic Data Exchange with Peachtree

Dynamic Data Exchange (DDE) is a method by which Microsoft Windows
programs talk to each other and transfer data. Interprocess communication
between two Windows applications using DDE is called a DDE *conversation*. It
consists of a standard set of instructions that many Windows programs
understand and respond to. The conversation is initiated by a DDE client
application (for example, Microsoft Excel, Microsoft Visual Basic, and
Microsoft Access) requesting that the DDE server application (Peachtree) open
a DDE channel over which to hold the conversation.

For instance, using DDE, you could enter a formula into a Microsoft Excel
spreadsheet cell that would refer to a field of data in Peachtree—the Total Gross
Paid to all employees quarter to date, for example. Whenever you used that
spreadsheet in the future, that cell would be updated with the current data from
Peachtree, without your having to do a thing! Peachtree knows how to respond
to requests for information, and also can accept information in the form of
journal transactions.

DDE is a useful programming language for application developers who create tools that can communicate with Peachtree. Customized applications can get (request) information from Peachtree or add (poke) information into Peachtree.

Peachtree Help contains more information about DDE and Peachtree including DDE field definition lists. Look up "**DDE**" in the Peachtree Help index.

More in-depth documentation on DDE including sample code, programming tips, and application examples are available for download at Peachtree Software's Web site at www.peachtree.com/support/dde.

Converting to Peachtree

18

Overview

Converting Quicken Data to Peachtree

Converting QuickBooks Data to Peachtree

Converting One-Write Plus Data to Peachtree

• Converting Quicken and QuickBooks Data to Peachtree •

Overview

Convert from Quicken

You can import existing Quicken data into a new Peachtree company. The steps to convert data vary, depending on whether you are using the DOS or Windows version of Quicken. Follow the instructions that are appropriate for the version of Quicken that you are using.

Convert from QuickBooks

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

Convert from One-Write Plus

You can convert One-Write Plus companies from versions 8.0, 8.01, and 8.02 to the Peachtree format. Peachtree has created an easy-to-use Conversion wizard that guides you through the conversion process. All of your One-Write Plus customer, vendor, employee, item, and job lists will be converted. While most data will be converted to Peachtree, some will not. After the conversion, you will need to do some final set up work before you start entering transactions.

User's Guide

To learn about	Go to
Converting from Quicken	
Converting from QuickBooks	
Converting from One-Write Plus	

Converting Quicken Data to Peachtree

Understand the Conversion Process

Converting from Quicken to Peachtree is a three-step process.

1   Export all Quicken accounts into a separate directory.

2   Create a new company in Peachtree.

3   Import the Quicken exported files into the new Peachtree company.

During the conversion process, the information you have exported from Quicken is imported into Peachtree. Due to basic differences between the two programs, some of the Quicken data cannot be imported into Peachtree as it is. Rather, you must redefine how you want the data to be handled as part of the import process.

Differences Between Quicken and Peachtree

Understanding the basic program differences can help you decide how you want to redefine Quicken data.

Peachtree is a full accounting program. It uses a chart of accounts to track transaction amounts. It requires that every transaction have an equal, balancing transaction. Peachtree automates this for you behind the scenes.

Quicken is a cash management program. It does not require that every transaction have an equal balancing transaction. It does not have a traditional chart of accounts. Rather, it considers most asset and liability accounts to be separate accounts while expense and income accounts are categories. You set up transactions for payees and track transaction amounts by classes as well as categories.

Quicken	Peachtree
Accounts Categories Subcategories	General Ledger Chart of Accounts
Payees Classes	Vendors Customers Jobs Employees

Convert from Quicken 2001

You can import Quicken 2001 and Quicken 2001 Home & Business Edition data into a new Peachtree company. Both these Quicken products use unique account types and data that may or may not convert properly. Peachtree supports only some of these new account types and data lists, including:

- bank accounts
- credit card accounts
- asset accounts
- liabilities (loans)
- income categories
- expense categories
- payees and classes
- 401(k) accounts
- investment and money market accounts
- sales tax accounts
- invoicing/receivables accounts and invoice transactions

Export Quicken Data

This section describes the process of exporting your Quicken data to a file format that can later be imported in Peachtree.

Prepare for the Quicken Export

Before you begin exporting Quicken data, complete these tasks to ensure that your Quicken information will convert to Peachtree as accurately as possible.

- Remove duplicate payee and class names.
- Make sure the opening balance transaction is the first transaction in each account.
- Print Quicken checks.
- Print Quicken reports for comparison after conversion.

Review Payee and Class Names

Quicken allows you to have more than one name for the same payee or class. For example, in Quicken you may refer to the same payee as John Brown, John R. Brown, and J. R. Brown.

Peachtree does not recognize multiple names for the same vendor, customer, job, or employee. So if you import Quicken data that has the same payee referred to by multiple names, Peachtree views each name as a separate entity. In this case, you have the following choices:

- Select only one during the import process and lose the history for the other two.

- Select all three during the import process, making two inactive so that they can be purged later.

A better approach might be to review your payees and classes before you export and make the entries consistent.

Review Accounts and Categories

You need to check every account to ensure that the opening balance transaction is the first transaction in the account. If the opening balance transaction is not the first transaction, the account name for the transferred account in Peachtree will not match Quicken's account.

You may also want to change your current Quicken account and category naming scheme to a traditional account number scheme. This way, you will be able to incorporate the Quicken accounts into one of the Peachtree sample charts of accounts.

Use this procedure to display a sample list of various charts of accounts.

1   From the Peachtree **Help** menu, select **Contents and Index**.

2   In the Peachtree Help Topics window, select the **Contents** tab.

3   Double-click the **Help about Your Specific Business** book, double-click the **A-Z List of Business Types** book, and then double-click the **List of Sample Charts of Accounts** book. Then select a sample industry that closely matches your business type.

Print Quicken Checks and Reports

If you have any unprinted checks, you should print them before exporting account data. Also, print a copy of the Quicken reports that you typically use to track your financial activity. You can use the reports to check the accuracy of your data after the conversion is complete.

Create a Directory for the Exported Files

To export data from Quicken, you are going to create a separate directory, then export a separate file for each account into the directory you create. Plan to export every account that has at least one transaction, even if it's an opening balance. If you don't export every account, you will lose some accuracy in the Peachtree file when you import.

The steps you use to export data vary depending on whether you are using the MS-DOS or Windows version of Quicken. Follow the instructions that are appropriate for the version of Quicken you are using.

Before you export Quicken data, you must create a separate directory to hold only the exported Quicken files. If you are planning to export several accounts with many transactions, it is best to send the exported files to a directory on your hard disk because you might run out of space if you send the data to a floppy diskette.

To create a directory from DOS

1   From the DOS prompt, type **CD** to reach the root drive, C:.

2   From the root drive prompt, type **MD EXPORT**.

To create a directory from Windows

1   Open Windows Explorer. Select **Drive C**. Then, from the **File** menu, select **New Folder**.

2   Enter a directory name (for example, **EXPORT**), using up to eight characters.

Export Data from the Windows Version of Quicken

You are going to export data one account at a time until you have exported all the accounts. Follow these instructions if you are exporting data from the Windows version of Quicken. See for instructions on how to export from Quicken for DOS.

Many versions of Quicken exist. These guidelines for exporting are general. Depending on your version, the steps you need may vary.

1　Do one of the following:

- If converting from Quicken 2001, from the **File** menu, select **Export**.

- If converting from another version of Quicken, open the account you want to export data from. Then, from the **File** menu, select **Export**.

2　In the **QIF File to Export to** field, enter the name of the directory you created earlier since Quicken defaults to its own directory, \QUICKENW. For example, if you created a directory called EXPORT, the directory should be C:\EXPORT. Then in the same field, do one of the following:

- If converting from Quicken 2001, enter the name of the export file.

- If converting from another version of Quicken, enter a name for one of the account files you intend to export.

  The name can be any combination of up to eight characters. Quicken appends the file with a QIF extension (for example, CHECKING.QIF).

3　In the **Quicken Account to Export from** field, do one of the following:

- If converting from Quicken 2001, select **All Accounts**.

- If converting from another version of Quicken, select the account you want to export now.

4　You will not see income and expense accounts in this list because Quicken exports this data automatically as categories when it exports transaction data for each account.

5　Enter a date range, and check the export items to include.

Normally you would accept the default date range to export all data for the account and choose to export *transactions, accounts list, and category list.* Note that if you choose to export only transactions for all accounts, the resulting QIF file will always contain the Quicken account list.

6　Select **OK** to export the account data to a text file. If converting from a version of Quicken other than Quicken 2001, repeat the process above for each account until you have exported all the accounts.

Export Data from the MS-DOS version of Quicken

You are going to export data one account at a time.

1   Open the account you want to export data from; open the register or Write Checks window for the account you select; then from the **Print/Acct** menu, select **Export**.

2   Select a separate DOS file name for each account file.

The name can be any combination of up to eight characters. Because you will be importing the file into Peachtree, you must append the file with a QIF extension. For example, to create an export file called CHECKING in the directory you created earlier, type **C:\EXPORT\CHECKING.QIF**.

3   Enter a range of dates in **Export Transactions from...to...** for the transactions you want to export from the account. To include all possible transactions, leave the default for the from date, and set the future date (the *to* date) a year or so after today's date.

4   Set export parameters, then press ⏎Enter to export account data.

- Enter a **Y** in **Export Transactions** for each account.

- Enter Y in **Export Categories and Classes** for the first account, **N** for subsequent accounts since you use the same categories and classes for all your accounts.

- Enter Y in **Export Accounts** for each account because you must export the account list for every account.

- Select **N** in **Export Memorized Transactions** for each account because this data is not converted. When finished, press ⏎Enter.

5   Repeat the steps above for each account until you have exported every account.

Check What You've Exported

Even though you have exported data from each account in a separate file, you are going to import data for all exported accounts at once. Do not begin the import process until you have all account data in a single, otherwise-empty directory, as all files in that directory are read during the import process. You also might want to make a list of each exported file and the account it represents.

Create a New Company in Peachtree

Before you can import Quicken data, you must set up a new company in Peachtree. This section only describes those areas of setting up a company that are unique to converting from Quicken. For more detail, see "What Information Gets Set Up?" on page 3.

1 If you haven't already installed Peachtree, please do so now.

For more information, see Chapter 1, "Introducing and Installing Peachtree," in the *Getting Started Guide*.

2 Start Peachtree.

3 If Peachtree displays the Startup screen, select "Set up a new company." If you already have a company open, select **New Company** from the **File** menu.

Set Up a New Company

> For step-by-step instructions, look up **"company, Set Up a New Company"** in the Peachtree Help index.

The New Company Setup wizard walks you through setting up a new company. While step-by-step instructions are available by selecting $\boxed{\text{F1}}$ or the **Help** button on each wizard window that appears, below we'll offers instructions that are specific to importing Quicken data.

1 On the New Company Setup - Introduction window, click the **Next** button.

2 On the New Company Setup - Company Information window, enter company information; then click **Next**.

3 On the New Company Setup - Chart of Accounts window, choose the **Convert a company from another accounting program**; click **Next**. This supplies you with a blank chart of accounts, because your Quicken categories and subcategories are going to be imported as accounts.

4 On the New Company Setup - Accounting Method window, select the accounting method and click **Next**. Quicken uses the accrual method for credit card accounts and the cash method for all other types of accounts. Be sure that you choose the correct accounting method, as it cannot be changed once you create the company.

5 On the New Company Setup - Posting Method window, select the **Batch** posting method; click **Next**. Since you can change your company's posting method at any time without affecting your records, select **Batch** posting until the import process is done, then change it to Real-Time posting, if you like. This will make the import process go more quickly.

6 On the New Company Setup - Accounting Periods window, select one of the following; then click **Next**.

- 12 monthly accounting periods

- Accounting periods that do not match calendar months.

  In Quicken, you don't close a period or fiscal year, so you have access to all the transactions you have ever entered. In Peachtree, you can have up to two fiscal years open, which means you can access only transactions in these open periods. When you enter the first accounting period, the program recalculates the remaining periods. The accounting period you set up needs to correspond with the time period of your Quicken data so you can access the data when you start Peachtree. Make sure your accounting periods are correct because you cannot change them after you leave this window.

7 Do one of the following:

- **If you selected *12 monthly accounting periods,*** complete the monthly accounting periods information; click **Next**.

- **If you selected *Accounting periods that do not match calendar months,*** complete the custom accounting periods information; click **Next**.

  Here, you specify the first month or period in which you will be entering data. This is usually the period that corresponds to the current month. However, since you are importing Quicken data, the first period in which you enter data is 1, to correspond to the beginning of the first accounting year. So you can return to previous periods, if necessary, to clean up your data after you import.

  You also specify the first year in which you will be entering data. This is usually the current fiscal year. However, since you are importing, you might want to enter the previous fiscal year so you can have access to previous transactions.

8 On the New Company Setup - Finish window, click **Finish**, and Peachtree will set up your company.

Complete Setup

Delete Default Information

There can be no default link accounts or accounts in your chart of accounts, when importing Quicken information. Make sure that between creating your company and importing the Quicken data, no accounts are entered. If you just set up a new company using the New Company Setup wizard as described in the previous section, this is already done for you.

➤ To check for Default Link Accounts, select **Default Information** from the **Maintain** menu. Then check Customers, Vendors, Employees, Inventory Items, and General Ledger. (The Link Accounts are on the first tab.) There should be no default accounts defined.

➤ To check for General Ledger accounts, select **Chart of Accounts** from the **Maintain** menu. Click the lookup button; the list should be empty.

Make a Backup

Before you begin importing, we strongly suggest that you make a backup of the company you have just created. This way, you will not have to start from scratch if the Quicken information does not import properly.

➤ To back up your company data, select **Back Up** from the Peachtree **File** menu. For detailed instructions, look up "**back up, Back Up Company Data**" in the Peachtree Help index.

Import Quicken Data

For step-by-step instructions, look up **"Quicken, Import Data from Quicken"** in the Peachtree Help index.

If you have exported your Quicken data and set up a new company in Peachtree, you are ready to import Quicken data. If not, please complete these steps before you continue.

Before the Quicken data is actually imported, you must define how you would like the Quicken data to be interpreted by Peachtree. The Peachtree import program allows you to

- set up a chart of accounts that corresponds to Quicken accounts and categories
- set up IDs for vendors, customers, jobs, and employees that correspond to Quicken payee and class names

Initially, the import program makes assumptions about how you want the Quicken data to be imported into Peachtree and assigns defaults based on these assumptions. The windows that appear during the import process give you an opportunity to identify and verify the data before the Quicken transactions are actually imported in case the defaults aren't correct.

Step Through the Quicken Import Process

Follow these steps to begin importing Quicken data into Peachtree.

1 Start Peachtree, and open the company you created in .

2 From the **File** menu, choose **Select Import/Export**.
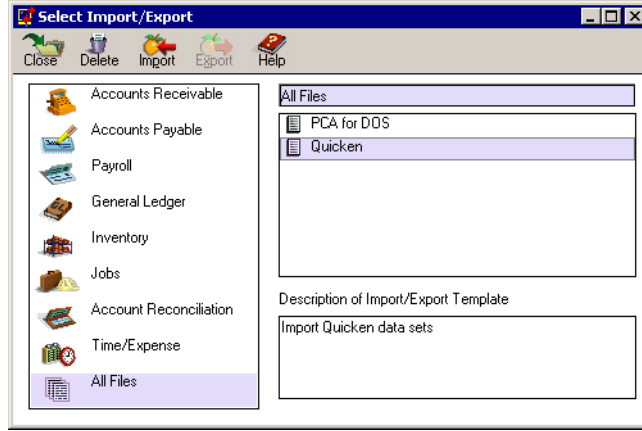
3 Select the **All Files** import type and choose **Quicken**.

4 Select the **Import** button, and Peachtree displays the Import a File window.

5 Enter the path name (directory) where the exported Quicken file(s) are located. This is the directory name, not each file name—for example, C:\EXPORT. All files in the directory with a *.QIF extension will be imported.

6 Select **OK** to begin the import process.

Six separate windows appear, letting you choose options that influence how the data is imported. For help on making these choices, click the **Help** button in each window that appears. While the Help topics that appear for each import window will give you most of the information you need to choose import options, here are a few important concepts to consider before you begin the process.

Convert Quicken Accounts and Categories

The first two windows that appear after you begin the import process allow you to define the chart of accounts in Peachtree for the Quicken accounts, categories, and subcategories. In the first window you are verifying that the import program shows the correct account data for each exported Quicken file. In the second window you are creating accounts for Quicken accounts, categories, and subcategories.

Quicken Accounts

In the first import window, you tell Peachtree where to direct your Quicken accounts. There are three columns: **File Name**, **Quicken Account**, and **Peachtree Account**.

- **File Name:** Identifies the name of the Quicken export (QIF) file that contains the Quicken account information.

- **Quicken Account:** Identifies the name of the Quicken account listed in the export file.

- **Peachtree Account:** Specifies the suggested Peachtree name of the Quicken account. The Peachtree account name defaults to the Quicken account name (up to the first 10 characters). This is where you enter the account ID (account number) of the corresponding account in Peachtree. It is strongly recommended that you use numeric account IDs. (For example, enter **10200** for your regular checking account. Later you can add a description for the account.)

At this point you should already have your chart of accounts planned. For more information about account IDs, read the next section. If you are not ready to continue, select the **Cancel** button and see .

Understand Peachtree Account IDs

The import program attempts to use the original Quicken account name as the account ID in Peachtree, if it can. Since Quicken allows more characters for account IDs than Peachtree, some of your account IDs will be shortened.

The import program initially assigns an ID to each account using these naming conventions.

# # # # # # # # # #	For Quicken accounts and categories without subcategories, the first ten characters of the account become the Peachtree account IDs.
# # # # # # : # # # #	For Quicken categories and subcategories with subcategories, the accounts are derived from:
	The first four characters of the subcategory
	The first six characters of the category
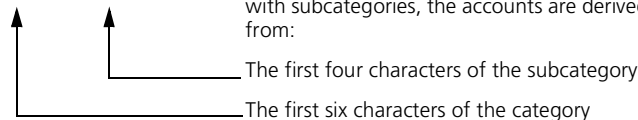
Check the Peachtree account ID carefully. If you want to merge accounts, duplicate them manually. For example, if you want to merge Carpet Cleaning and Food Groceries into one account called Home Expense, change each of these account IDs to Home Expense. Of course, you will only merge accounts of the same type.

Advantages of Using a Numeric Account Number

If you haven't already converted the Quicken accounts and categories to a numeric naming convention, you might want to consider doing so now. Accountants traditionally use a numeric scheme to make grouping categories of accounts (assets, liabilities, and so on) easier. Peachtree has built-in tools to take advantage of this traditional numbering scheme for selecting and sorting accounts on reports and financial statements.

For more information on how to set up your chart of accounts in Peachtree, refer to the "Creating a Company" chapter for conventions in naming accounts.

Convert Quicken Payee and Class Names

In the third import window, you select payee and class names. In Quicken, payees can be anybody you write a check to or receive a deposit from, including vendors, customers, and employees. The next part of the import process asks you to define which of the Quicken payees are to become vendors, which are to become customers, and which are to become employees in Peachtree.

Classes are attached to transactions in Quicken like jobs in Peachtree. You can track income and expenses by the job, project, customer, region, location, or any grouping you choose. For this reason, you may want to define classes as vendors, customers, or jobs when you import.

How Payee and Class Names Are Converted

The import program displays the payee and class names so that you can identify which ones are vendors, customers, jobs, or employees.

The import program also assigns an eight-character code to each payee and class using this naming convention:

X X X   X   # # # #   The default Peachtree eight-character ID for
                             Quicken payees and classes is derived from:

                             A four-digit sequential number

                             The first character of the second name

                             The first three characters of the first name
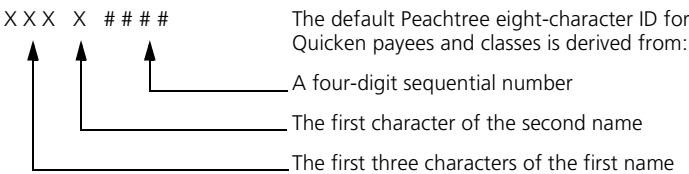
You cannot change the code that Peachtree assigns. If you don't assign a payee or class, the transaction will still be imported into Peachtree and tracked—it just won't be categorized as belonging to a vendor, customer, job, or employee.

Balance Transactions

In Peachtree, transactions must be balanced with debits and credits. This is not required in Quicken. Because of this difference, it may be necessary for the import program to create balancing transactions (debits equal credits) from sometimes one-sided Quicken transactions.

For example, in Quicken it is possible to write a check without assigning a category. In Quicken for Windows, the transaction is unassigned everywhere except on the Balance Sheet where it is assigned to a category called Equity. In Peachtree, this transaction is considered unbalanced. For this transaction, the import program will import the check, which becomes a credit to the bank account. It will also create a balancing debit transaction in the equity/retained earnings account, thus balancing the transaction.

What to Do After Importing

When the import process is complete, you still have some setup work to do. Specifically, you must:

- set up the necessary accounts in your chart of accounts
- set up sales tax information
- identify unnumbered payment transactions
- post transactions
- check the results
- optionally, change to real-time posting
- get to know Peachtree

Set Up Necessary Accounts

Because Peachtree uses a full chart of accounts, there are some accounts you must set up that you may not have set up in Quicken. The accounts required to use each of these features in Peachtree are shown in the following table:

Feature	Account Description	COA	DEF
Customers	Accounts Receivable (accrual method) Cash Received Discounts Allowed Sales Tax Payable Interest Income from finance charges	✓ ✓ ✓ ✓ ✓	 ✓ ✓
Vendors	Accounts Payable (accrual method) Cash Disbursed Discounts Taken	✓ ✓ ✓	 ✓
Employees	Cash Account Gross Pay Account Tax Liability Account Tax Expense Account	✓ ✓ ✓ ✓	 ✓ ✓ ✓
General Ledger	Retained Earnings Rounding (if desired)	✓ ✓	 ✓
Inventory	Inventory Sales Revenue Inventory Cost of Sales	✓ ✓ ✓	

All of these accounts must be set up in your chart of accounts (COA). Additionally, some of the accounts must be set up as defaults (DEF). Refer to the list to see which accounts must be set up as defaults. Follow these steps to set up the necessary accounts.

Set Up Accounts in Your Chart of Accounts

➤ From the **Maintain** menu, select **Chart of Accounts**. Peachtree displays the Maintain Chart of Accounts window.

Enter accounts and select Save   Enter any accounts from the list that are not in your chart of accounts and select **Save**. When finished, close the window.

Peachtree requires that you include one account with the "Equity-Retained Earnings" account type in your chart of accounts before posting any transactions. If this type of account was not imported, you must set one up now. The retained earnings account is also used when balancing financial statements, such as the Balance Sheet. If you do not have a retained earnings account, you will receive various errors and be out of balance. For more information, look up **"chart of accounts, Set Up Your Chart of Accounts for the First Time"** in the Peachtree Help index.

Set Up Default Accounts for Your Customers

For step-by-step instructions, look up **"customers, Customer Defaults"** in the Peachtree Help index.

The Peachtree Customer Defaults window lets you set up default information for customers. You use this feature like a template or model upon which to build all your customer records. For information on setting up customer defaults, see Peachtree Help.

Set Up Default Accounts for Your Vendors

For step-by-step instructions, look up **"vendors, Vendor Defaults"** in the Peachtree Help index.

The Peachtree Vendor Defaults window allows you to set up default information for vendors. Use this feature as a template or model and build all your vendor records on it. For information on setting up vendor defaults, see Peachtree Help.

Set Up Payroll Default Accounts

For step-by-step instructions, look up **"Payroll Setup Wizard"** in the Peachtree Help index.

The Peachtree Payroll Setup Wizard lets you establish default General Ledger (G/L) accounts associated with standard payroll fields. For more information on using the wizard to set up payroll default accounts, see Peachtree Help, as well as the "Payroll" chapter of this *User's Guide*.

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Set Up Sales Tax Information

You need to set up sales tax information before entering sales transactions to your customers. Peachtree uses sales tax authorities for tracking revenue from sales tax. You can associate appropriate sales tax codes that you set up (a combination of one or more sales tax authorities) with your customers. For more information on setting up sales tax information, see "Set Up Sales Taxes" on page 97.

If you are converting from Quicken Home & Business Edition, the sales tax accounts are added to your Peachtree chart of accounts. However, you still must set up Peachtree sales tax authorities that will use your sales tax payable account that was converted from Quicken.

Identify Unnumbered Payment Transactions

If your Quicken data included service charges and balance adjustment transactions without reference numbers, you will be prompted to post and/or print them as checks when you change to a new accounting period in Peachtree. This is because Peachtree thinks these transactions are unprinted checks. Do the following to correct this situation.

➤ From the **Tasks** menu, select **Payments**. Peachtree displays the Payments window.

Edit transactions without reference numbers   From the Payments window, select the **Open** button. When the Select Payment window appears, select **Both** from the **Status** drop-down list and **All Transactions** from the **Show** drop-down list.

Peachtree displays a list of all your payment transactions. You should edit any transactions without reference numbers. Select from the list the first transaction without a reference number.

Enter a value and save the transaction   From the Payment window, enter a value such as the check number for the transaction and save the payment. Use a numbering scheme that identifies the transaction such as SC1 for a service charge or BA1 for a balance adjustment.

Repeat the process until done   Select the **Open** button and edit each unnumbered transaction until all transactions have reference numbers.

Post Transactions

Since you are using the Batch posting method, you must post the transactions manually. Do the following:

1   From the **Tasks** menu, select **System**, then **Post**. Peachtree displays the Post window.

   If you chose the Real-Time posting method during New Company Setup, this menu option will not be available.

2   Select the **All Journals** option and click **OK**.

Change the Posting Method

Before you actually begin entering new transactions in Peachtree, it is recommended that you change to the Real-Time posting method. Most companies use this method because transactions are posted to the General Ledger as they are recorded in the program.

Use this procedure to change your posting method, if desired:

1   From the **Maintain** menu, select **Company Information**.

   Peachtree displays the Maintain Company Information window.

2   Select the lookup button to the right of **Posting Method**.

3   Select the **Real-time posting** option and click **OK**.

   All transactions that were not previously posted are posted.

Check the Results

To ensure that the data from Quicken has been imported accurately into Peachtree, we suggest that you print these reports. Compare them to the Quicken reports you printed prior to exporting the data.

   • Year end G/L Report (shows all activity for all accounts)

   • Income Statement (current)

   • Balance Sheet (current)

   • Chart of Accounts list

Get Acquainted

To get acquainted with Peachtree, you can view the Peachtree tutorial, available from the **Help** menu.

Troubleshooting the Quicken Conversion

Below are frequently asked questions that may help you resolve errors when starting or working with Peachtree. The following section lists common questions that occur when importing Quicken data into Peachtree.

What is converted from Quicken?

All transactions are converted for the date range you selected. You should convert all transactions in Quicken for the most accurate conversion.

Categories and subcategories are converted as individual accounts in Peachtree. If you want to report them as you did in Quicken (roll up subcategories into categories), look up **"masks"** in the Peachtree Help index to learn more about masking.

You will have the opportunity to convert anyone to whom you wrote a check into a vendor or employee, and anyone from whom you received money into a customer.

How long will conversion take?

The length of the conversion process depends on how many transactions you have in Quicken. If there aren't many (100,000 bytes or less), it will probably take 30-45 minutes. But if you have many transactions (indicated by file size), it could take several hours.

Where are my categories listed when I do the export from Quicken?

Even though Quicken doesn't show your categories as separate files, they are there. Your Quicken categories are included in your accounts.

When setting up my company in Peachtree, what should my first accounting period be?

In Quicken, it is never necessary to "close" a period. In fact, there is no way to close, so all the transactions you ever entered into Quicken are accessible. In Peachtree, you can have two years or 24 periods open, meaning that you can access (display) the transactions in these periods.

Any transaction entered in Quicken prior to the date you enter as your first accounting period will not be accessible in Peachtree. Generally, this first date should be the beginning of your current fiscal year (for example, January 1, 2003). But if you want access to previous transactions, it might be the beginning of the previous fiscal year.

No Quicken transactions that you made prior to the first Peachtree period you enter will be accessible in Peachtree. For example, if you have a service charge in November 2001 but enter your first accounting period as January 2003, you can't edit that service charge transaction.

What should be my first accounting period that I want to enter data in (Peachtree setup)?

To make it easier to check your Quicken data, this should be the first period of your first fiscal year.

Should I set up Peachtree for Real-time or Batch Posting?

For the conversion process, it is faster if you set up Peachtree in batch. Later, after your data is converted and you verify it, you can change to real-time posting.

What happens if I don't select a Quicken payee as a vendor, employee, or customer?

The transactions are converted, but the "person" is not added as a vendor, employee, or customer.

When I start Peachtree and attempt to import the Quicken data, it says no QIF files found. What's wrong?

When you exported in Quicken, did you specify the directory in which to put the files? Does each exported Quicken file have the QIF extension (for example, CHECKING.QIF)?

In Peachtree, have you entered the directory correctly? You cannot type anything else after the directory name (for example, C:\EXPORT).

I had over two years of data and I can't get to some of my transactions from last year in Peachtree. What's wrong?

Peachtree allows you to have access to 24 periods, or basically two years of data. If the dates of your Quicken data were before the first accounting period you entered during setup, these transactions cannot be displayed although the amounts for them are accounted for.

When I attempted to change to another accounting period, Peachtree said I had checks to print, but I didn't write any. What's the problem?

Did you have any balance adjustments or service charges in any Quicken accounts (checkbooks)? When you converted these, because they came out of your checkbook and they didn't have any check number on them, Peachtree considers them to be unprinted (therefore unpaid) checks.

To clear this up, select **Payments** from Peachtree's **Tasks** menu, then click the **Open** button. If there are any unnumbered "items" in the edit list, double-click on them to display them. If you have really made this payment (such as a service charge or balance adjustment), enter a special check number (such as SC1 or BA1) and post it.

What happened to my subcategories? They don't roll up into my categories any more.

Peachtree uses a different technique to roll amounts into a main account. Read about account numbering and masking to learn more about how you can do this. We recommend that you read this before you perform the conversion because account numbers in Peachtree cannot be changed.

What are all the entries in this Retained Earnings account?

Quicken transactions that you did not allocate to a category or that have not been posted are put into your retained earnings account. One reason a transaction has not been posted would be because Peachtree considers it a check without a number (such as a service charge or balance adjustment).

What happened to my invoice transactions I imported from Quicken Home & Business Edition?

Quicken Home & Business Edition allows you to invoice payees. These transactions are converted as *separate General Journal entries* and are not part of Peachtree's Sales/Invoicing system. To display Quicken invoices, you must display the General Journal from Peachtree's **Reports** menu or select the **Edit** button in the General Journal Entry task window. To enter a receipt for a converted Quicken invoice, you must enter a cash sale in the Receipts window, selecting the accounts receivable account in the **Apply to Revenues** tab. For more information, see .

Convert QuickBooks Data to Peachtree

Peachtree can only convert company data created in the following versions of QuickBooks: versions 6, 1999-2002, Pro, Premier, Enterprise, and Accountant editions.

You cannot convert company data from an earlier Windows version of QuickBooks or QuickBooks for DOS.

When Peachtree converts a QuickBooks company to the Peachtree format, all the QuickBooks data that Peachtree can convert is brought over. You cannot select which items to convert and which you do not want converted. If you convert data to Peachtree and decide you want to do the conversion once again, you must complete the entire conversion over again.

Prepare for the QuickBooks Conversion

For step-by-step instructions, look up

"QuickBooks, Prepare for the QuickBooks Conversion" in the Peachtree Help index.

Before converting company data to the Peachtree format, you must verify that your QuickBooks company is set up so that Peachtree can properly read your data. This includes verifying your company name and verifying that your chart of accounts uses account numbers. For more information, see Peachtree Help.

Back up Your QuickBooks Company Data

It is recommended that you back up your QuickBooks company data at this time. For information on backing up your data within QuickBooks, refer to the program's online Help or printed manuals.

Convert a QuickBooks Company

> For step-by-step instructions, look up **"QuickBooks, Prepare for the QuickBooks Conversion"** in the Peachtree Help index.

To convert a QuickBooks company, you will use the QuickBooks to Peachtree Conversion Utility. This is a "wizard," a utility that automates a process that would otherwise be complicated and time-consuming to complete.

The QuickBooks to Peachtree Conversion Utility Windows

Through a series of windows, the Conversion Utility provides instructions and options. The first window, Welcome to QuickBooks to Peachtree Conversion Utility, tells you the types of questions you'll be asked in order to complete the conversion. Read the text in the window, and then click the **Next** button to go to the next window in the series. The windows that make up the Utility are:

- **Accounting Method:** Here, you will choose the accounting method used by your converted company. Choose either accrual or cash-basis accounting.

- **Costing Method:** Lets you choose the costing method used by your converted company. Choose from FIFO, LIFO, or average costing.

- **Sales and Purchase Defaults:** Lets you choose the default general ledger accounts that your converted company will use for sale and purchase transactions.

- **Accounting Periods:** Lets you choose the accounting periods into which your new company's fiscal year will be divided. You can choose either standard accounting periods corresponding to the twelve calendar months, or you can choose nonstandard periods.

- **Custom Accounting Periods:** If you choose nonstandard accounting periods, this window lets you tell the Utility how you want your company's fiscal year to be divided.

- **Complete Conversion:** Displays all the conversion options you have chosen in earlier windows.

  - If you aren't satisfied with any of the choices, use the **Back** button to return to the earlier window, and make changes as desired.

  - If you are satisfied with the displayed choices, select the **Convert** button. During conversion, a progress meter will show you how much of the process is complete.

Launch the Peachtree to QuickBooks Conversion Utility

1   Do one of the following:

- From the Peachtree Startup screen**,** select **Convert from a QuickBooks or One-Write Plus company**. From the Convert a Company window, select the QuickBooks option, and then click OK. Then use the Open Company dialog to search for and select the QuickBooks company you want to convert.

- From the Peachtree **File** menu, select **Open Company**. Then use the Open Company dialog to search for and select the QuickBooks data file (*.QBW) for the company you want to convert.

A number of dialogs with progress meters appear; they tell you the Utility is creating needed data files and journal entries. Then the Welcome to the QuickBooks to Peachtree Conversion Utility window appears.
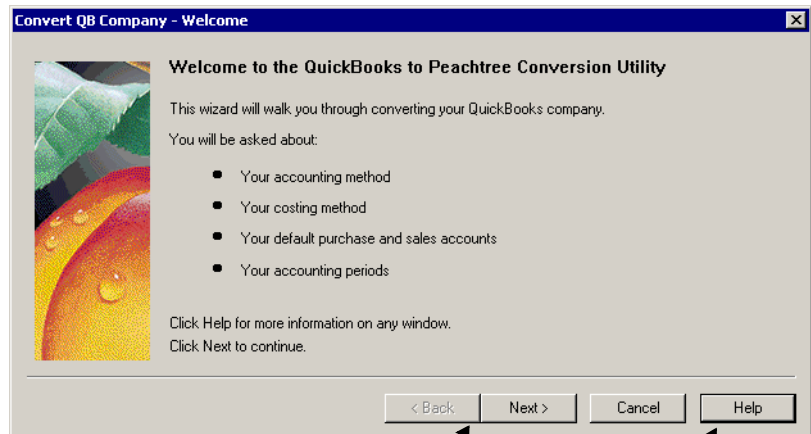
Select **Next** to move to the next window in the Utility. Select **Back** to move to the previous window.

Select **Cancel** to stop the conversion process. Select **Help** in any window to see step-by-step instructions on working in that window.

2   Read the introductory information.

3   To proceed, select the **Next** button, and Peachtree displays the Accounting Method window.

What QuickBooks Data Is Converted

Peachtree handles most accounting data differently than QuickBooks. During the conversion process, data may be reformatted to conform to Peachtree formatting standards. This section explains the differences in data handling and offers suggestions to minimize the changes you have to make after the conversion. Some suggestions require you to make changes to your QuickBooks' companies prior to the conversion.

Peachtree will convert most lists in QuickBooks to the Peachtree format. Items that are converted to Peachtree include:

- company name and information

- chart of accounts and current balances for each account

- vendor records and current open balances

- customer records and current open balances

- customer sales taxes

- payroll setup information

- employee records and current year-to-date earnings

- inventory items (stock items will also include current quantity on hand)

- job records

Peachtree cannot convert individual transactions found in QuickBooks. It will only establish the current balance for each record at the time of the conversion.

Field Comparison Lists

For detailed information on what and how individual QuickBooks fields are converted to Peachtree, look up "**QuickBooks, QuickBooks Field Comparison Lists**" in the Peachtree Help index.

Convert Address Fields

Peachtree and QuickBooks handle address fields differently. In QuickBooks addresses are entered in four one-line fields. You have the option of entering the address in any format you want. However, Peachtree addresses use individual fields for each component. Address Fields are used for company information, customers, vendors, and employees.

In QuickBooks

Address	1505 Pavilion Place
	Suite C
	Norcross, GA 30393

In Peachtree

Address:	1505 Pavilion Place		
	Suite C		
City, ST Zip:	Norcross	GA	30093
Country:			

Because there are many variations to how you can enter addresses in QuickBooks, these fields may or may not convert as you would expect. To ensure accuracy and consistency, make sure your addresses are entered in QuickBooks using the U.S. Postal Service standard:

> **Address Line 1**
> **Address Line 2** (optional)
> **City, ST Zip Code** (the comma separation is optional)

State Abbreviations

When entering states, try to use the standard U.S Postal Service two-character abbreviations. If you use something different, these characters may become part of the City field in Peachtree.

ZIP Codes

Peachtree can accept ZIP codes using the five-digit format (XXXXX) and nine-digit format (either XXXXXXXXX or XXXXX-XXXX). If the ZIP code is entered on a separate line in QuickBooks it may or may not convert correctly to Peachtree. If this happens, you can easily correct the address after the conversion.

Employee Addresses

In QuickBooks, the employee's name is automatically inserted as the first line of the employee address field. Peachtree will remove this for you when converting your company data. However, if you remove the employee name from the first line in QuickBooks and begin the address with the address line 1, the address will not be converted properly in Peachtree.

Convert Company Information

When converting QuickBooks company data, the QuickBooks Legal Name is used as the name of your Peachtree company. If the **Legal Company Name** field is blank, Peachtree will use the value in the **Company Name** field. Peachtree will also convert the first company address listed from QuickBooks, federal and state IDs, and the form of business.

After converting the company data, you can change the company name and address in Peachtree at any time.

➤ To display and modify company name and address information, select **Company Information** from the **Maintain** menu. The Maintain Company Information window appears.

The following company information fields are not available in QuickBooks and need to be set up in Peachtree:

- Company Telephone Number
- Company Fax Number
- State Unemployment ID

For detailed information on what and how QuickBooks company information is converted to Peachtree, look up "**QuickBooks, QuickBooks Field Comparison Lists**" in the Peachtree Help index.

Convert Chart of Accounts

Before you can convert QuickBooks data, each account listed in the QuickBooks chart of accounts must have a unique account number. Peachtree uses the numbers as account IDs when selecting accounts from lookup lists. You cannot change the account IDs after the conversion is complete. If you want to change the ID, you must enter a new account in Peachtree and transfer the balance.

After converting the company data, you can examine and update your chart of accounts in Peachtree at any time.

➤ To display and modify chart of accounts information, select **Chart of Accounts** from the **Maintain** menu. The Maintain Chart of Accounts window appears.

For detailed information on what and how QuickBooks account information is converted to Peachtree, look up "**QuickBooks, QuickBooks Field Comparison Lists**" in the Peachtree Help index.

Retained Earnings Account

Peachtree requires that you have a Retained Earnings account. QuickBooks creates this account for you when initially setting up your company. During the conversion Peachtree will search for this account. If it cannot find one, you may have removed the account.

To correct the error, you must force QuickBooks to create a new "Retained Earnings" account.

1 Start QuickBooks and open your company.

2 From the **Reports** menu, select **Balance Sheet**, then **standard**.

Displaying the balance sheet forces QuickBooks to search for a retained earnings account. If it cannot locate one, it will create a new one for you.

3 Close the report window; then try the conversion once again.

Accounts Payable and Accounts Receivable Accounts

If you set up vendors in QuickBooks, Peachtree will require an accounts payable account. If you set up customers in QuickBooks, Peachtree will require an accounts receivable account.

During the conversion, Peachtree will prompt you to select default purchase and sales accounts. The purchase account selected (typically an expense account) will be assigned as the default for all vendors converted from QuickBooks. The sales account selected (typically an income account) will be assigned as the default for all customers converted from QuickBooks. After the conversion, you can assign unique defaults for each vendor and customer.

Non-Posting Accounts

QuickBooks lists non-posting accounts in its chart of accounts. These accounts do not impact the General Ledger and cannot be used in Peachtree. Therefore, they will not be converted.

Subaccounts

Subaccounts, subaccounts of, descriptions, and bank numbers in QuickBooks are not converted to Peachtree. Each account in the Peachtree chart of accounts is unique. However, you can set up accounts that use department masking. For more information, see .

Budget Information

Budget information for each QuickBooks account is not converted to Peachtree. However, you can easily set these up in Peachtree after the conversion is complete. For more information, see <u>"Enter Budget Information" on page 70</u>.

Account Balances

The current balance (at the time of the conversion) of each account listed in the General Ledger is converted as account beginning balances in Peachtree. Each account beginning balance is entered as of the day before the first period you chose to enter data during the conversion process. For more information, see <u>"Understand Balances after Converting from QuickBooks" on page 612</u>.

Convert Customers

If you have customers set up in QuickBooks, these records will be converted to the Peachtree format. Each converted customer is assigned a customer ID, which is derived from the customer name. You cannot change customer IDs after the conversion is complete. If you want to change the ID, you must enter a new customer in Peachtree.

After converting the company data, you can examine and update your customer records in Peachtree at any time.

➤   To display and modify customer information, select **Customers/Prospects** from the **Maintain** menu. The Maintain Customers/Prospects window appears.

For detailed information on what and how QuickBooks customer information is converted to Peachtree, look up "**QuickBooks, QuickBooks Field Comparison Lists**" in the Peachtree Help index.

Billing and Shipping Addresses

QuickBooks allows you one billing address and one shipping address per customer. These are converted to Peachtree format. Peachtree allows you to enter up to nine shipping addresses per customer.

If your customer address fields were not converted properly, see <u>"Convert Address Fields" on page 592</u>.

Default Sales Account

Peachtree requires each customer to have a default sales account (typically an income account). During the conversion, you are prompted to select a default sales account for all the customers that are to be converted from QuickBooks. Each customer converted from QuickBooks is assigned the same sales account default. This account is used as the default when recording a sale. After the conversion, you may want to assign a unique sales account default for each of your customers. You can also change the sales account in invoicing or receipts, if necessary.

Note The sales account default selected during the conversion process only applies to customers converted from QuickBooks. After the conversion is complete, you will still have to set up a Peachtree default sales account in Customer Defaults.

Terms

QuickBooks allows you to set up a list of terms. When setting up customers, you can select any one of the terms from the list. Peachtree sets up a single set of "standard terms" in Customer Defaults. Then, when setting up a customer, you choose whether or not the customer uses standard terms. All QuickBooks customers are converted as using non-standard terms, with each set of unique terms based on the terms listed in QuickBooks. Note that after the conversion is complete, you need to set up standard terms for customers in Customer Defaults.

Sales Taxes

Each customer is assigned a default sales tax code. Peachtree will select the sales tax code that matches the tax item listed in the QuickBooks customer record. For more information on what sales tax information is converted, see "Convert Sales Taxes" on page 598.

Customer Jobs

In QuickBooks, jobs are a subset of the customer list. In Peachtree jobs are maintained as a separate list. For more information on jobs, see "Convert Jobs" on page 610.

Customer Beginning Balances

Peachtree converts the open balance (the sum of all outstanding invoices) as the customer's beginning balance. This beginning balance is entered as of the day before the first period you chose to enter data during the conversion process. When you receive payment from a customer, you can enter it against the beginning balance total.

If a customer has a job associated with it, then the job's open balance is converted as a separate beginning balance. See also, . Note that each customer will have its own beginning balance.

Convert Sales Taxes

In Peachtree sales taxes are set up as sales tax codes. Each sales tax code is made up of at least one sale tax authority. QuickBooks uses tax items and tax groups.

- **Tax items:** Each QuickBooks tax item (whether exempt or not) is converted to a sales tax authority, a component to Peachtree's sales tax codes. Each tax item is also converted as its own Peachtree sales tax code.

- **Tax groups:** Each QuickBooks tax group is converted as a Peachtree sales tax code, containing their respective tax item components (now Peachtree sales tax authorities).

After converting the company data, you can examine and update your sales taxes in Peachtree at any time.

➤ To display and modify sales tax authority information, select **Sales Taxes** from the **Maintain** menu. Then, select **Sales Tax Authorities**. The Maintain Sales Tax Authorities window appears.

➤ To display and modify sales tax code information, select **Sales Taxes** from the **Maintain** menu. Then, select **Sales Tax Codes**. The Maintain Sales Tax Codes window appears.

For detailed information on what and how QuickBooks sales tax information is converted to Peachtree, look up "**QuickBooks, QuickBooks Field Comparison Lists**" in the Peachtree Help index.

For information on setting up sales taxes in Peachtree, see .

Convert Vendors

If you have vendors set up in QuickBooks, these records will be converted to the Peachtree format. Each converted vendor is assigned a vendor ID, which is derived from the vendor name. You cannot change vendor IDs after the conversion is complete. If you want to change the ID, you must enter a new vendor in Peachtree.

➤ To display and modify vendor information, select **Vendors** from the **Maintain** menu. The Maintain Vendors window appears.

For detailed information on what and how QuickBooks vendor information is converted to Peachtree, look up "**QuickBooks, QuickBooks Field Comparison Lists**" in the Peachtree Help index.

If your vendor address fields were not converted properly, see .

Default Purchase Account

Peachtree requires that each vendor have a default purchase account (typically an expense or inventory account). During the conversion, you are prompted to select a default purchase account for all the vendors that are to be converted from QuickBooks. Each vendor converted from QuickBooks is assigned the same purchase account default. This account is used as the default when recording a purchase. After the conversion, you may want to assign a unique purchase account default for each of your vendors. You can also change the purchase account in invoicing or payments, if necessary.

Note

The purchase account default selected during the conversion process only applies to vendors converted from QuickBooks. After the conversion is complete, you will still have to set up a Peachtree default purchase account in Vendor Defaults.

Terms

QuickBooks allows you to set up a list of terms. When setting up vendors, you can select any one of the terms from the list. Peachtree sets up a single set of standard terms in Vendor Defaults. Then, when setting up a vendor, you choose whether or not the vendor uses standard terms. All QuickBooks vendors are converted as using non-standard terms, with each set of unique terms based on the terms listed in QuickBooks.

After the conversion is complete, you need to set up standard terms for vendors in Vendor Defaults.

Vendor Beginning Balances

Peachtree converts the open balance (the sum of all outstanding invoices) as the vendor's beginning balance. This beginning balance is entered as of the day before the first period you chose to enter data during the conversion process. When you need to pay a vendor, you can enter it against the beginning balance total.

See also,.

Convert Payroll Setup Information

If you have payroll set up in QuickBooks, Peachtree can convert most of the setup information to the Peachtree format. After the conversion, you have to update areas that could not be converted.

After converting the company data, you can examine and update your payroll setup in Peachtree at any time. You cannot rearrange the order that payroll fields are listed in Employee Defaults. This would impact balances that are converted from QuickBooks.

➤ To display and modify payroll setup, select **Default Information** from the **Maintain** menu. Then, select **Employees**. The Employee Defaults window appears.

For detailed information on what and how QuickBooks payroll setup information is converted to Peachtree, look up "**QuickBooks, QuickBooks Field Comparison Lists**" in the Peachtree Help index.

Assign Payroll Fields for W-2s

Peachtree will convert standard federal and state W-2 information set up in QuickBooks. However, after the conversion is complete, you may want to make sure non-standard W-2 payroll fields are set up properly in Peachtree. W-2 setup information is used when calculating and printing certain payroll reports, 941 forms, W-2 forms, and W-3 forms. For more information, see .

Assign Payroll Fields for EmployEE- and EmployER-Paid Taxes

Peachtree will convert standard employee- and employer-paid tax information set up in QuickBooks. After the conversion is complete, you may want to make sure these payroll fields are set up properly in Peachtree. For more information, see .

Deductions and Additions

If you set up miscellaneous deductions and additions in QuickBooks, these payroll items are converted to Peachtree as employee payroll fields in Employee Defaults. If you entered a set amount to be added to or subtracted from the adjusted gross total, these amounts will also be converted.

QuickBooks allows you to enter percentage amounts when calculating payroll additions and deductions. Peachtree does not directly support percentages for deductions or additions. During the conversion, percentages for additions and deductions are entered as whole numbers. For example, if a payroll item is set up to deduct 4 percent, Peachtree will convert this to a payroll field and enter **–4.00** in the **Amount** field (meaning it will subtract $4 dollars from the adjusted gross).

Note

If you want Peachtree to calculate percentages, you must set up a user-maintained tax table. For more information, see .

Local Withholding Taxes

If you set up a local tax payroll item in your QuickBooks company, the payroll item will be converted to Peachtree as a payroll field. However, after the conversion is complete, you must assign the appropriate local withholding tax table to the payroll field. This will allow the local payroll field to be properly calculated during payroll entry.

If there is a balance for this field, it will be converted to Peachtree as an employee beginning balance.

QuickBooks only provides the following local tax types:

- Indiana Counties
- Michigan Cities
- New York City Resident
- New York City Non-Resident
- Ohio School District
- Yonkers City Resident
- Yonkers Non-Resident

These must be manually set up in Peachtree and assigned their corresponding local tax table.

QuickBooks allows you to set up two localities for each employee. Peachtree will only allow one locality per employee.

For more information, see .

Set Up 401(k) Contributions

Peachtree cannot convert 401(k) information you have set up in QuickBooks. However, the first payroll item that uses the "Deduction" or "Addition" type found in QuickBooks with 401(k) selected in the W-2 Tracking list will be converted to Peachtree as an "empty" 401(k) payroll field. You can use this field to set up 401(k) information in Peachtree.

Note

If there is a balance for this field, it will be converted to Peachtree as an employee beginning balance.

To set up 401(k) contributions in Peachtree, see . You can skip the section on creating a 401(k) payroll field. Set up your payroll tax tables and employee information using the 401(k) payroll field converted from QuickBooks.

Assign W-2 Payroll Fields in Peachtree

For step-by-step instructions, look up **"employees, Employee Defaults"** in the Peachtree Help index.

➤ From the **Maintain** menu, select **Default Information**, then **Employees**. The Employee Defaults window appears.

Select payroll fields, and then click OK On the **General** tab, select the **Assign Payroll fields for W-2s** button. Select the appropriate payroll field for each W-2 field. Below are examples of where to assign common payroll fields:

- **Box 2: FIT Withheld:** Select your federal withholding payroll field (for example, "Federal Wit" or "Fed_Income"). After converting the payroll information from QuickBooks, Peachtree will assign this payroll field for you.

- **Box 4: FICA Withheld:** Select your employee Social Security payroll field (for example, "Social Sec"—the first field listed with this field name—or "Soc_Sec"). After converting the payroll information from QuickBooks, Peachtree will assign this payroll field for you.

- **Box 6: Medicare Withheld:** Select your employee Medicare payroll field (for example, "Medicare Em" or "Medicare"). After converting the payroll information from QuickBooks, Peachtree will assign this payroll field for you.

- **Box 7: FICA Tips:** Select your employee "Tips" payroll field if your employees record tips and you have set this payroll item up in QuickBooks or Peachtree.

- **Box 18: State Inc Tax:** Select your state withholding payroll field (for example "GA With" or "GASIT"). After converting the payroll information from QuickBooks, Peachtree will assign this payroll field for you.

- **Box 21: Local Inc Tax:** Select your local withholding payroll field, if applicable and set up.

Note

QuickBooks permits you to assign multiple payroll items to W-2 boxes. In Peachtree you can assign only one payroll field per W-2 box.

If you are unsure as to what fields should be assigned to W-2 boxes, consult with your accountant. When finished assigning the W-2 payroll fields, select **OK**.

For step-by-step instructions, look up **"employees, Employee Defaults"** in the Peachtree Help index.

Assign Payroll Fields for EmployEE- and EmployER-Paid Taxes

EmployEE-Paid Taxes

1 From the **Maintain** menu, select **Default Information**, then **Employees**. The Employee Defaults window appears.

2 On the **General** tab, select the **Assign Payroll fields for EmployEE Paid Taxes** button. Select the appropriate payroll field for each employee-paid tax. These are the tax contributions that some states require as deductions from the employee's salary. Check your state's tax laws to be sure.

- **Disability:** Select your state employee disability (SDI) payroll field, if required. If this payroll item was set up in QuickBooks, Peachtree will assign this payroll field for you.

- **Unemployment:** Select your employee state unemployment payroll field, if required. If this payroll item was set up in QuickBooks, Peachtree will assign this payroll field for you.

- **Training Tax:** Select your employee state training tax payroll field, if required.

3 When finished assigning the employee-paid tax payroll fields, select **OK**.

EmployER-Paid Taxes

1   Select the **Assign Payroll fields for EmployER Paid Taxes** button.

2   Select the appropriate payroll field for each employer-paid tax. These are the tax contributions that are required from the employer. Check your state's tax laws to be sure.

•   **Federal Unemployment (FUTA):** Select your employer federal unemployment payroll field. This is required of all employers (for example, "Federal Une" or "FUTA_ER"). After converting the payroll information from QuickBooks, Peachtree will assign this payroll field for you.

•   **State Unemployment (SUTA):** Select your employer state unemployment payroll field. This is required of all employers (for example, "GA – Unempl" or "GASUI"). After converting the payroll information from QuickBooks, Peachtree will assign this payroll field for you.

•   **State Disability Insurance:** Select your employer state disability (SDI) payroll field (most states require this).

•   **State Training Tax:** Select your employer state training tax payroll field (some states require this).

•   **State Special A and B:** Some states require employers to pay additional, special taxes.

3   When finished assigning the employer-paid tax payroll fields, select **OK**. Select **OK** in the Employee Defaults window to save your changes.

Set Up Local Taxes after Converting from QuickBooks

For step-by-step instructions, look up **"local payroll taxes"** in the Peachtree Help index.

If you created a local payroll item in QuickBooks, this payroll field is converted to Peachtree. However, you must assign a local payroll tax table to ensure that the local tax is calculated during payroll entry. Note that QuickBooks allows you to set up *two* localities for each employee. Peachtree will only allow one locality per employee.

1   From the **Maintain** menu, select **Default Information**, then **Employees**. The Employee Defaults window appears.

2   Select the **EmployEE Fields** tab. Locate the local withholding payroll field that was converted from QuickBooks. QuickBooks only provides the following local tax types:

•   Indiana Counties

•   Michigan Cities

•   New York City Resident

- New York City Non-Resident
- Ohio School District
- Yonkers City Resident
- Yonkers Non-Resident

   Select the **Calculate** check box.

3   Enter or select the tax ID that corresponds to your area, if required. Peachtree names these payroll tax tables as XXLIT where XX represents your state's two-letter abbreviation. Peachtree only includes certain local tax tables: COLIT, DELIT, MOLIT, and NYLIT.

   If your local tax table is not present, you must set up the calculation. For more information, see "Set Up Local Taxes after Converting from QuickBooks" on page 604.

4   Select the **Adjust** button to display the Calculated Adjusted Gross window. Then select the **Gross** check box, and select **OK**. Select **OK** to save changes and close the Employee Defaults window.

Enter the Local W-2 ID field in Employee Setup

If an employee uses a local payroll item converted from QuickBooks, you need to make sure the filing status and W-2 ID information is set up correctly.

1   From the **Maintain** menu, select **Employees/Sales Reps**. The Maintain Employees/Sales Reps window appears.

2   Enter or select the employee ID that requires local tax.

3   Verify or change the **Local Filing Status** and **Allowances** fields.

4   Enter the local W-2 ID that represents your locality. If your local tax uses one of the tax tables provided by Peachtree, enter the appropriate Local W-2 ID in the box provided.

If the tax table is provided by Peachtree, enter Local 1 as the Local W-2 ID (if it is not already selected). For more information on setting up local taxes, see "Set Up Federal, State, and Local Tax Deductions" on page 247.

Convert Employees

If you have employees set up in QuickBooks, these records will be converted to the Peachtree format. Each converted employee is assigned an employee ID, which consists of the employee's initials. You cannot change employee IDs after the conversion is complete. If you want to change the ID, you must enter a new employee in Peachtree (effectively losing any associated balances).

After converting the company data, you can examine and update your employee records in Peachtree at any time.

➤ To display and modify employee information, select **Employees/Sales Reps** from the **Maintain** menu. The Maintain Employee/Sales Reps window appears.

For detailed information on what and how QuickBooks employee information is converted to Peachtree, look up "**QuickBooks, QuickBooks Field Comparison Lists**" in the Peachtree Help index.

Federal, State, and Local Filing Statuses

After converting your QuickBooks company data, you need to verify that all employee tax filing statuses are set up properly.

- **Federal Filing Statuses:** QuickBooks allows you to select from three filing statuses: Single, Married, and Head of HouseHold. Peachtree uses Single and Married filing statuses. If an employee converted from QuickBooks uses Head of Household federal filing status, Peachtree will convert it to Single.

- **State Filing Statuses:** If a QuickBooks employee uses a state filing status not available in Peachtree, then the first valid state filing status listed in Peachtree's Peachtree-maintained tax tables for the respective state withholding tax table is selected. For more information, see Valid State Filing Statuses in Employee Setup. Make sure that each employee has a valid two-letter state abbreviation listed in the State W-2 ID box. This is used to determine the employee's state withholding, if required. If your employee requires additional state withholdings, this too must be set up.

- **Local Filing Statuses:** Peachtree cannot convert local payroll information from QuickBooks. This must be manually set up in Peachtree and assigned its corresponding local tax table. *Note:* In QuickBooks you can set up two local tax payroll items for each employee. Peachtree only allows one locality.

Pension and Deferred Check Boxes

Peachtree includes **Pension** and **Deferred** check boxes in the **General** tab of the Maintain Employees/Sales Reps window. These are primarily used for W-2 purposes. Peachtree cannot convert this information from QuickBooks. This must be manually set up in Peachtree.

Select the **Pension** check box if an employee used QuickBooks payroll items referencing any of the following **W-2 Tracking** fields with the Calculate Adjusted Gross set so that the item affects the employee's payroll:

- SEC 457 Distribution
- 401(k)
- 403(b)
- 408(k)(6) SEP
- Elective 457(b)
- 501(c)(18)(d)

Select the "Deferred" check box if an employee used QuickBooks payroll items referencing any of the following W-2 Tracking fields, with the Calculate Adjusted Gross set so that the item affects the employee's payroll:

- SEC 457 Distribution
- 401(k)
- 403(b)
- 408(k)(6) SEP
- Elective 457(b)

Hourly and Salary Pay Information

QuickBooks allows you to set up employees that use both hourly and salary payroll earnings. Hourly and salary earning field names are set up in Employee Defaults. In Peachtree, employees can only use one pay method. During the conversion, if the employee setup includes one or more payroll items that uses the "Yearly Salary" payroll type, this employee will be set up to use the Salary pay method in Peachtree. If the employee setup only includes payroll items that use the "Hourly Wage" payroll type, the employee will be set up to use the Hourly-Hours Per Pay Period pay method.

Deductions and Additions

If you set up miscellaneous deductions and additions in QuickBooks, these payroll items are converted to Peachtree as employee payroll fields in Employee Defaults. If an employee does not use a standard amount or calculation for one of these fields, clear the **Standard** (STD) check box and enter the unique data.

QuickBooks allows you to enter percentage amounts when calculating payroll additions and deductions. Peachtree does not directly support percentages for deductions or additions. During the conversion, percentages for additions and deductions are entered as whole numbers. For example, if a payroll item is set up to deduct 4%, Peachtree will convert this to a payroll field and enter **–4.00** in the **Amount** field (meaning it will subtract $4 dollars from the adjusted gross).

If you want Peachtree to calculate percentages, you must set up a user-maintained tax table. For more information, see <u>"Create or Edit User-Maintained Payroll Tax Tables" on page 244</u>.

Note

Standard versus Non-Standard Payroll Fields

All employees converted to Peachtree will have the STD (Standard) check box selected, indicating that they will use the default settings for each payroll field. If an employee does not use a standard amount or calculation for one of these fields, clear the Standard check box and enter the unique data.

Vacation and Sick Payroll Fields

Peachtree cannot convert Vacation and Sick earnings setup information in QuickBooks. These items will have to be set up in Peachtree. For more information, see <u>"Track Employee Vacation and Sick Time" on page 221</u>.

Employee Beginning Balances

Peachtree converts the total year-to-date earnings for each payroll item converted from QuickBooks. These beginning balances are entered as of the day before the first period you chose to enter data during the conversion process. When you enter payroll transactions, year-to-date totals for each payroll field will be updated on each employee paycheck.

Convert Inventory Items

If you have inventory items set up in QuickBooks, they will be converted to the Peachtree format. You can set up stock, non-stock, assembly, labor, service, and description-only items in Peachtree. Each inventory item is assigned an item ID, which is derived from the QuickBooks item name/number.

After the conversion is complete, you may want to update inventory item information.

➤ To display and modify inventory item information in Peachtree, select
   Inventory from the **Maintain** menu. The Maintain Inventory Items window
   appears.

For detailed information on what and how QuickBooks inventory information is converted to Peachtree, look up "**QuickBooks, QuickBooks Field Comparison Lists**" in the Peachtree Help index.

The following fields cannot be converted or are not available in QuickBooks and can be optionally set up in Peachtree:

- Reorder Quantity
- Unit of Measure
- Cost
- Note

For more information in setting up inventory items, see <u>"Set Up and Maintain Inventory Items" on page 285</u>.

Service and Labor Items

Peachtree will convert "Service" and "Other Charge" items from QuickBooks as "non-stock" inventory items in Peachtree. Peachtree also includes "Service" and "Labor" as inventory item classes. However, these Peachtree item classes require a default Salary/Wages expense account, which cannot be converted from QuickBooks. After the conversion is complete, you can change the item class to either Service or Labor and manually add the default Salary/Wages expense account.

Group Items and Assemblies

Peachtree cannot convert group items: those items that contain a combination of other items. In QuickBooks, group items can contain inventory and non-inventory item components, which is not possible in Peachtree. You can create assemblies in Peachtree, which contain only inventory components.

For more information on setting up an assembly item, see <u>"Building or Unbuilding an Inventory Assembly" on page 295</u>.

Inventory General Ledger Accounts

Peachtree requires that you set up three default G/L accounts for each inventory item. These include a default sales account, inventory account, and cost of sales account. QuickBooks allows for subaccounts. If a parent account and subaccount are selected (PARENT:SUBACCOUNT) as a QuickBooks default, the subaccount is used as Peachtree's G/L account default.

Costing Methods

Peachtree has three different types of cost methods for inventory:

- Average Cost
- LIFO (last in, first out)
- FIFO (first in, first out)

Generally, all inventory items need to use the same costing method. Check with your accountant if you are unsure as to which costing method to use.

QuickBooks uses only one costing method-Weighted Average. All QuickBooks inventory parts are converted to Peachtree as stock items using the costing method selected during the conversion process. For more information about costing methods, see "Cost Methods" on page 277.

Note

You cannot change a costing method once a stock item is converted and set up in Peachtree. If you want to change costing methods, you must set up a new inventory item.

Quantity-on-Hand Beginning Balances

The current number of an inventory part item on hand in QuickBooks is converted to Peachtree as the stock item's beginning balance. The Peachtree beginning balance for inventory items includes the quantity, unit cost, and total cost of the inventory. You only use this when you first enter beginning balances. However, if you enter an incorrect unit cost for a beginning balance, this is the only place where you can change it. Do not use the Beginning Balances window to make adjustments to inventory for spoilage or theft; use the Inventory Adjustments option from the **Tasks** menu.

➤ To display and modify inventory beginning balances, select Inventory from the **Maintain** menu. The Maintain Inventory Items window appears. On the **General** tab, select the **Beginning Balances** button.

Convert Jobs

Job Costing allows you to track income and expenses for each project your company undertakes. In QuickBooks, jobs are a subset of the customer list. In Peachtree, jobs are maintained as a separate list. Peachtree allows you to enter job estimates and apply reimbursable expenses for jobs to customer invoices.

Each customer job is assigned a job ID, which is derived from the QuickBooks job name. You cannot change job IDs after the conversion is complete. If you want to change the ID, you must enter a new job in Peachtree.

After the conversion is complete, you can update job information in Peachtree at any time.

➤ To display and modify job information, select Jobs from the **Maintain** menu. The Maintain Jobs window appears.

➤ To display and modify payroll setup, select **Default Information** from the **Maintain** menu. Then, select **Employees**. The Employee Defaults window appears.

For detailed information on what and how QuickBooks job information is converted to Peachtree, look up "**QuickBooks, QuickBooks Field Comparison Lists**" in the Peachtree Help index.

The following fields cannot be converted or are not available in QuickBooks and can be optionally set up in Peachtree:

- **Supervisor**
- **% Complete**
- **PO Number**
- **Estimated Expense**
- **Estimated Revenue**

For more information on setting up jobs, see the "Job Costing" chapter of this *User's Guide*.

Job Balances

Peachtree does not convert job balances from QuickBooks. In QuickBooks, job balances are a reflection of open customer invoices; Peachtree handles job balances quite differently. Jobs are used for tracking projects. Transactions associated with jobs are included in vendor, employee, and customer balances. Job reports list transaction balances associated with the job, allowing you to manage estimated revenue and expenses, job profitability, and unbilled expenses.

Job beginning balances are entered in Peachtree to give a "snapshot" of the job's progress at the time you start entering data in Peachtree. Once you start entering transactions in Peachtree, you can associate the job ID with each beginning balance, impacting the total job balance. For example, if you recorded $600 of job expenses prior to converting to Peachtree, enter this amount as a job beginning balance. As you record new transactions in Peachtree that need to be associated with the job, select the job ID in the task window.

Job beginning balances do not impact customer, vendor, or general ledger balances.

After Converting

After your company data has been imported into Peachtree, you have the final setup work to complete.

Understand Balances after Converting from QuickBooks

While converting QuickBooks data, Peachtree will assign beginning balances to accounts, customers, vendors, employees, and inventory items that are converted. These balances represent the current balance in QuickBooks at the time of the conversion. For example, if you have $148.00 worth of outstanding purchase invoices due to a vendor, Peachtree will convert this amount as the vendor's beginning balance.

QuickBooks current balances are converted to Peachtree as of the day before the first period you chose to enter data. During the conversion process you are prompted to set up accounting periods that will make up Peachtree's fiscal year. You must also enter the period number in which you will be first entering data.

For example, you are converting QuickBooks company data on 12/15/03. During the conversion, Peachtree prompts you to set up your accounting periods. If period 12 is set up as 12/1/03 to 12/31/03 and is also chosen as the first period in which you will be entering data, Peachtree will convert all balances as of 11/30/03 (not 12/15/03).

Note

Peachtree will convert the "total" current balance of the record in QuickBooks. This means that if you entered transactions in future periods in QuickBooks, these amounts will also be included in account and record balances.

Peachtree Vendor and Customer Beginning Balances

Peachtree vendor and customer beginning balances are not posted to the General Ledger. These balances are assumed to already be present in the chart of accounts at the time of the conversion.

When you are ready to make a vendor payment or customer receipt, the balance will be available to write the transaction against.

For example, a vendor has a Peachtree beginning balance of $148 (the balance of open invoices in QuickBooks). To make a payment against this balance, do the following:

1   From the **Tasks** menu, select **Payments**. The Payments window appears.

2   Enter or select the vendor ID.

In the **Apply to Invoices** tab, the $148 appears with a **BEGBAL** reference. This is a lump sum of all the outstanding invoices due at the time of the QuickBooks conversion.

3   Enter an amount to pay the vendor in the **Amount Paid** field.

4   When finished entering the payment, select the **Print** button to print a check. If you are not prepared to print the check, leave the check number field blank. If you manually wrote the check, enter a check number. Then select **Save** to record the transaction.

For more information on entering payments, see "Paying Vendors" on page 187. For more information on entering receipts, see "Collecting Receipts from Customers" on page 137.

Set Up a Cash-Basis Company

Peachtree allows you to operate companies using two accounting methods:

- **Accrual:** The accrual method records all entries at the time business is transacted, whether or not cash has been transferred. In most cases, companies that carry inventory or resell goods must use this method of accounting.

- **Cash:** The cash method recognizes transactions at the point you actually exchange cash. While the cash method is more common in service industries, some organizations may be restricted from using this method by the IRS.

QuickBooks sets all its companies up using the accrual accounting method. However, QuickBooks allows you to display reports that reflect the cash-basis accounting method.

If, when converting your QuickBooks company, you choose to set up your new Peachtree company using the cash-basis accounting method, Peachtree will not convert chart of account balances. All other balances will be converted. After the conversion is complete, you will have to enter beginning balances in Peachtree's chart of accounts.

For more information on entering account beginning balances, see "Enter Chart of Accounts Beginning Balances or Prior Period Adjustments" on page 68.

Print the QuickBooks Trial Balance report using the cash-basis method. To do this, follow the procedure below:

1   From the **QuickBooks Reports** menu, select **Other Reports**, then **Trial Balance**.

2   When the report appears, select the **Customize** button and choose **Cash as the Report Basis**.

3   Select **OK** to display the report. Then, print the report.

You can then enter beginning balances for your accounts in Peachtree using this report as a guide.

Troubleshoot the Conversion from QuickBooks

Below are key points that may help you resolve errors during the conversion process.

Common Errors

"No Name" Appears as Company Name after the Conversion

If your company name appears as "No Name" in Peachtree, it is possible that your company name in QuickBooks contains a value that Peachtree cannot read or accept. Peachtree first uses the **Company Legal Name**. If this field is blank, Peachtree will use the **Company Name** field (both fields appear in the QuickBooks Company Information window) as the name of your company in Peachtree. If both fields are blank or entirely numeric, Peachtree will convert the company as "No Name." After the conversion, you can easily change the company name in Peachtree.

Accounts Do Not Have Account Numbers

You must have account numbers established for each account in your QuickBooks chart of accounts before beginning the conversion. To add account numbers to your QuickBooks chart of accounts, refer to the procedure described in .

Retained Earnings Account Not Found

Peachtree requires that you have a retained earnings account in the chart of accounts. If Peachtree cannot locate the account, you will receive an error. QuickBooks automatically creates the retained earnings account for you when setting up your company. It is possible that you removed this account. To correct the error, you must force QuickBooks to create a new "Retained Earnings" account.

1   Start QuickBooks and open your company.

2   From the **Reports** menu, select **Balance Sheet**, then **standard**.

Displaying the balance sheet forces QuickBooks to search for a retained earnings account. If it cannot locate one, it will create a new one for you.

3   Close the report window, then try the conversion once again.

Accounts Payable and Accounts Receivable Accounts Not Found

If you have one or more vendors set up in QuickBooks, you must have an accounts payable account listed in your chart of accounts before beginning the conversion. If one or more customers, you must have at least one accounts receivable account set up in your chart of accounts before beginning the conversion.

Company Already Exists and Cannot be Converted

You can only step through the conversion of a QuickBooks company one time. If you intend to try the conversion again, you must rename your QuickBooks company.

Rename a Company in QuickBooks

1   Start QuickBooks and open your company.

2   From the QuickBooks **File** menu, select **Company Info**. The **Company Information** window appears.

3   In the **Legal Name** field, enter a different company name for your QuickBooks company.

Peachtree first uses the "Legal Company Name," then the "Company Name" of your QuickBooks company when converting the data.

4   When finished, select **OK**. Close the company and try the conversion once again.

After your company is converted to Peachtree format, you can change the company name in Peachtree to anything you choose.

Troubleshoot Error Messages

If you receive an error message during the conversion process, select the **Help** button when the message appears. Peachtree Help provides information about the message and possible solutions to correct the error.

➤ To display an alphabetical list of error messages, open Peachtree Help. (From the **Help** menu select **Contents**). In the Peachtree Accounting Help window, select the **Contents** tab. Select **Reference**, then **Troubleshooting Error Messages**.

Compare QuickBooks to Peachtree

Obviously, Peachtree manages certain aspects of accounting differently from QuickBooks. This section outlines major differences in the tasks and features of each accounting package to assist you in becoming more familiar with Peachtree and to make the transition less difficult.

Accounting Methods

The accounting method determines how Peachtree handles General Ledger, Accounts Receivable, and Accounts Payable transactions. Typically, the accrual method provides more accurate information regarding the financial status of your company. The cash method, on the other hand, may better serve your overall tax status. Consult your accountant about which method is best for you.

Peachtree allows you to operate companies using two accounting methods:

- **Accrual:** Records all entries at the time business is transacted, whether or not cash has been transferred. In most cases, companies that carry inventory or resell goods must use this method of accounting.

- **Cash:** Recognizes transactions at the point you actually exchange cash. While the cash method is more common in service industries, some organizations may be restricted from using this method by the IRS.

QuickBooks sets all its companies up using the accrual accounting method.

The type of accounting method your company uses is located on the Maintain Company Information window.

Once you set up the accounting method for your company, you cannot change it. If you want to change the accounting method, you must delete the company and reenter it.

Inventory Costing Method

QuickBooks allows only the Average Cost costing method for inventory. In Peachtree, however, you have the opportunity to change this method. Peachtree offers three different costing methods for inventory: FIFO (First In First Out), LIFO (Last In First Out), and Average Cost. To gain a better understanding of these methods, see "How LIFO and FIFO Work" on page 279.

Once a costing method is assigned to a stock item in Peachtree, it cannot be changed. Check with your accountant if you are unsure as to which costing method to use.

Company Information

The company information in QuickBooks and Peachtree is relatively similar with only a few exceptions. In QuickBooks, there are two areas for your company's address: the Company Name and the Legal Name. In Peachtree, however, there is only the Company Name field. Furthermore, the Income Tax Form Used equates to the Form of Business. There are, however, four fields Peachtree requires that QuickBooks does not. These are:

- **Company Telephone Number**
- **Company Fax Number**
- **State Unemployment ID**
- **Posting Method**

Peachtree also lists the accounting method this company uses and provides you with audit trail and time and attendance options.

➤ **For more information on audit trail,** see "Use Audit Trail" on page 373.

Tasks

The following table lists the chief tasks associated with the main sections of QuickBooks and Peachtree.

Major Tasks

Feature	Main Task	QuickBooks	Peachtree
Inventory	Setting Up Inventory Items	Purchases and Vendors/Items and Services	Maintain Inventory Items window
Company Information	Adding or Editing Company Information	Company/Company Info	Maintain Company Information window

Convert One-Write Plus Data to Peachtree

You can convert companies from the following versions of One-Write Plus:

• One-Write Plus 8.0

• One-Write Plus 8.01

• One-Write Plus 8.02

You cannot convert company data from an earlier Windows version of One-Write Plus or One-Write Plus for DOS. If you have an earlier version and still want to convert to Peachtree, you will need to upgrade to one of the versions listed and then convert to Peachtree.

Peachtree has made the conversion from One-Write Plus to Peachtree much easier by adding an option within the product to convert your One-Write Plus company. To convert your company, you must first install Peachtree to access the conversion options. To help guide you through the conversion process, we have created a *One-Write Plus Conversion Guide*. This guide takes you step-by-step through preparing for the conversion, converting your company, and completing final setup work after the conversion. To open the *One-Write Plus Conversion Guide*, follow the steps in the next section.

Opening the One-Write Plus Conversion Guide

When you install Peachtree, the *One-Write Plus Conversion Guide*, in portable document format (PDF), gets installed. You can display the Conversion Guide using Adobe Acrobat Reader. If you don't have Acrobat Reader installed on your computer, you can install it from the Peachtree CD.

Follow the steps below to open the *One-Write Plus Conversion Guide*:

1   Using the right mouse button (right-click), click the **Start** button. Then, select **Explore** from the menu.

2   Find the folder where you installed Peachtree on your computer. Perhaps, C:\Program Files\Peachtree, unless you chose a different folder during installation.

3   Open the folder where Peachtree is installed, then find the **Doc** folder.

4   Double-click the **Doc** folder to open it. Then, double-click the **OWP2PAW.pdf** file to open the *One-Write Plus Conversion Guide*.

We recommend that you print a copy of the *One-Write Plus Conversion Guide* and use it as a reference during the conversion process.

Using Peachtree with Microsoft Office

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Overview

Microsoft Excel and Microsoft Word

• Using Peachtree with Microsoft Office •

Overview

If you have Microsoft Office applications installed on your computer, you can easily use Peachtree data in a variety of ways. For example, you can add Peachtree financial statements to a Microsoft Word document that could be used for corporate year-end reports. Or, you can add data to a Microsoft Excel spreadsheet, where you can sort and view data in different ways to meet your business needs. For example, you can create charts and graphs based on your customer sales data.

This section describes several procedures for adding Peachtree data to Microsoft Office applications. For information on importing specific field information, see <u>"Export Data from Peachtree" on page 557</u>.

Microsoft Excel and Microsoft Word

You can insert Peachtree report data into a Microsoft Excel spreadsheet or Microsoft Word document. Then you can view or format the data to meet your business needs.

Copying Peachtree Report Data to a Microsoft Excel Spreadsheet

For step-by-step instructions, look up **"copy, Copy Peachtree Report Data to a Microsoft Excel Spreadsheet"** in the Peachtree Help index.

If you have Microsoft Excel 97, 2000, or 2002 installed on your computer, you can copy a Peachtree report or financial statement to a Microsoft Excel spreadsheet.

➤ In the Select a Report window, select the report or financial statement that you want to copy, and then click the **Excel** button on the toolbar. For detailed instructions on selecting a report, see <u>"Selecting, Copying, and Grouping Reports" on page 415</u>.

You can also use the **Excel** button if the report or financial statement is currently displayed on the screen.
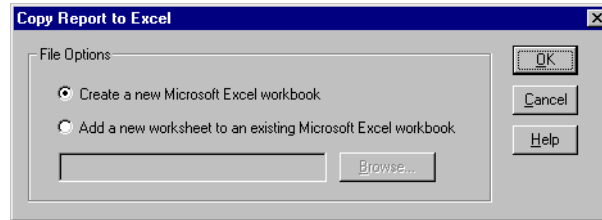
Select a file option and click OK. There are two options to choose from:

- **Create a new Microsoft Excel workbook:** Creates a new file.

- **Add a new worksheet to an existing Microsoft workbook:** Appends the report to an existing file. Click the **Browse** button to choose from the available Microsoft Excel files.

Peachtree starts the Microsoft Excel program and copies the Peachtree report into a blank worksheet. The worksheet name is the same as the report name.

Peachtree copies most of the report's original format to Microsoft Excel. Only cell values are copied. Formulas (for example, subtotals) are not applied to the spreadsheet format. The Peachtree header (for example, company name and report title) and footer text are applied to the workbook's page setup; you will not see this information in the spreadsheet window.

Copying Peachtree Report Data to Microsoft Word

You can copy a displayed Peachtree report or financial statement to the Windows Clipboard. You can then paste the report data into other applications, such as Microsoft Word.

➤ In Peachtree, display the report or financial statement that you want to copy.

For detailed instructions on displaying a report, see .

Copy and position the data   From the Peachtree Edit menu, select the Copy option (or press Ctrl+C). Then open the other Windows application, and position the cursor or arrow at the proper location.

Paste the data   From the application's **Edit** menu, select the **Paste** option (or press Ctrl+V). The Peachtree report data is displayed in the application. It may require some formatting.

Note   If you hide title information when displaying a report, the title information will still be copied to the clipboard. Report title information includes your company name, the date, and filter criteria.

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