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# Peachtree

2010 User's Guide





## **User's Guide**

*Peachtree® 2010*



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# **1 Installation**



# Installing or Upgrading Peachtree

# 1

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# ★ Installing or Upgrading Peachtree ★

## Contents of the CD(s)

If you purchased Peachtree Complete or higher, you received an installation package that contains two CDs; if you purchased Peachtree First Accounting or Peachtree Pro Accounting, you received a package with a single CD. The contents of each CD are as follows:

CD1	<ul style="list-style-type: none"><li>❖ Program Installation</li><li>❖ Maintenance (remove or repair Peachtree)</li></ul>
CD2	<ul style="list-style-type: none"><li>❖ Crystal Reports 2008 (Peachtree Premium and higher)</li></ul>

## Peachtree Products

Peachtree comes in several different versions, depending on the level of accounting power you might need--First Accounting, Complete Accounting, Premium for Construction, and so on. This book tells you how to use all of the features for all of these products and most of them are marked in the book for you. Below is information on the features specific to the various versions that Peachtree Premium comes in, with page references for these features.

Manufacturing and Distribution	<ul style="list-style-type: none"><li>❖ Quantity Discounts (<a href="#">page 136</a>)</li><li>❖ Multi-Packs (<a href="#">page 138</a>)</li><li>❖ Work Tickets (<a href="#">page 260</a>)</li></ul>
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Construction	<ul style="list-style-type: none"> <li>❖ Insurance for Vendors (<a href="#">page 115</a>)</li> <li>❖ Billing and Retainage (<a href="#">page 186</a> and <a href="#">page 194</a>)</li> <li>❖ Labor Burden (<a href="#">page 187</a> and <a href="#">page 193</a>)</li> <li>❖ Progress Billing (<a href="#">page 224</a>)</li> <li>❖ Revisions (<a href="#">page 258</a>)</li> </ul>
Non-Profit	<ul style="list-style-type: none"> <li>❖ Allocations (<a href="#">page 288</a>)</li> <li>❖ Inter-Fund Transfers (<a href="#">page 291</a>)</li> </ul>

## Quick Tips for Upgraders

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

- ❖ If you choose to keep the older release but convert your Peachtree company data to Release 2010, you will NOT be able to access that data with the old release.
- ❖ If you choose to install over the old release, your Peachtree company data will NOT be overwritten. Rather, when you open the company for the first time, you will initiate the Conversion wizard to update the data files to release 2010.
- ❖ Peachtree Release 2010 uses Pervasive 10.12. You should experience no problems from the conversion to Release 2010.

## Frequently Asked Questions

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

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

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

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

## Installing Peachtree on a Single/Stand-Alone Computer

This section is for users who are installing Peachtree on only one computer and that computer will hold both the Peachtree program files and the Peachtree company data files. For help as you go, click the Help button on any of the windows you see during installation.



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

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

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

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

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

- 5 At this time, you may receive a warning that the Microsoft Windows firewall has been detected. If so, we recommend that you select **Yes**. This will help to ensure that Peachtree installs and runs correctly on your computer.
- 6 Next, if you have any firewall software installed on your computer, you will receive a notice that it is running. Please read the information on this screen carefully and follow any directions. If you need detailed, step-by-step help for modifying your firewall setup, see [http://www.peachtree.com/support/firewall\\_install\\_tips.cfm](http://www.peachtree.com/support/firewall_install_tips.cfm). Click **OK** when you have finished with any modifications to your firewall.
- 7 If you have any anti-virus software running on your computer, you will receive a message informing you of the name of that software. Read this warning carefully and follow any directions. This will ensure that Peachtree installs and runs correctly on your computer. Click **OK** when you have completed the instructions.
- 8 Enter the **serial number** found on your CD sleeve and click **Next**.
- 9 Next, the Standalone or Network window appears. Select **Yes**. This will ensure that you install correctly for single user setup. Click **Next**.
- 10 Select **Yes** to the question "Will you store Peachtree company data on this computer?" Click **Next**.
- 11 The Set Peachtree Program Files Location window appears, asking you to specify where you want to put the Peachtree program files. Enter the appropriate path here or leave it set to the default. Click **Next** to continue.
- 12 Now, you can accept the default location for your Peachtree company data files or you can click Browse and select a different location. Click **Next** to continue.



Note

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

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



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

- 15 When the installation is complete, the Installation Completed window appears. It gives you three options:
- ❖ **Start Peachtree:** Check this box if you want Peachtree to start as soon as you click the Finish button.
  - ❖ **View Network Setup Tips:** You can uncheck this for single-user installation.
  - ❖ **View the Release Notes:** Check this box if you want to see notes about new features in Peachtree. The notes will appear as soon as you click the Finish button.
- 16 Check or uncheck these boxes as desired; then select the Finish button to complete installation.

If you have Peachtree Premium Accounting, Crystal Reports 2008 is available on your Peachtree installation compact disc 2. For information about getting started using Crystal Reports with Peachtree, from the Peachtree Help menu, select **User Manuals** and then **Getting Started with Crystal Reports Guide**. The document will open in the Adobe Reader software.

## Installing Peachtree on a Network

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



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

### Quick Tips for Network Install

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

- ❖ Always install Peachtree **FIRST** on the computer that will store your Peachtree company data files; that is, those files that record your Peachtree

ree transactions and records. You **MUST** install the entire Peachtree program on the server.

- ❖ Install Peachtree on each workstation. Each computer that will have Peachtree operating on it must have Peachtree installed on it.
- ❖ Your Peachtree company data files (your transactions and records, such as customers and vendors in Peachtree) should be stored in a **SINGLE** location on the "server" computer. All other computers operating Peachtree should be mapped to this computer and access this **ONE** set of Peachtree company data files.
- ❖ Because Peachtree First Accounting and Peachtree Pro Accounting are not multiuser-compatible, these instructions are intended solely for Peachtree Complete, Premium, and Quantum users.

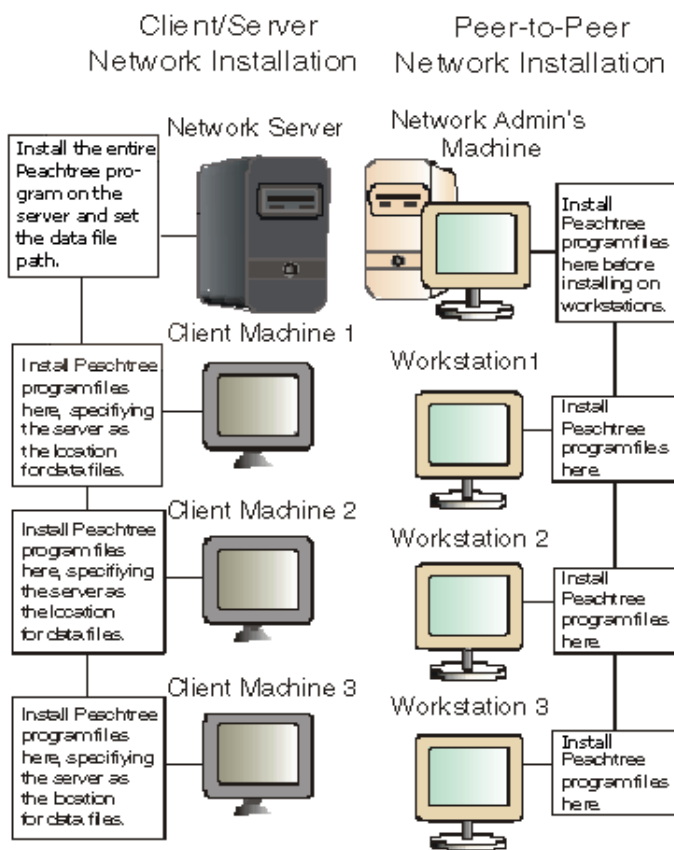
Peachtree will run on two types of networks: *peer-to-peer* and *client/server*. Before you install Peachtree on your network, you must know what type of network software is installed.

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

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

- ❖ **Client/Server:** This is a network with a traditional server acting as a central unit (the primary server) with several workstations connecting to it. The server is where you store the company data that will be shared by the

workstations. Examples of client/server networks compatible with Peachtree include Windows 2003 Server and Windows 2008 Server.



## Installing Peachtree on a Client/Server Network

Use these instructions if

- ❖ More than one computer will be networked so that multiple users may access your company data at once.

- ❖ The computer that you put your company on will NOT be used to access the data.

## Server Installation



Note

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

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

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

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

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

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



Peachtree installs and runs correctly on your computer. Click **OK** when you have turned off your antivirus software.

- 8 Enter the **serial number** found on your CD sleeve and click **Next**.
- 9 Next, the Standalone or Network window appears. Select **No**. This will ensure that you install correctly for multi-user setup. Click **Next**.
- 10 Select **Yes** to the question "Will you store Peachtree company data on this computer?" Click **Next**.
- 11 Select **No** to the question "After installation, will anyone work at this computer?" This ensures that only files necessary to access the Peachtree company files are stored on this computer.
- 12 Now, you can accept the default location for your Peachtree company data files or you can click Browse and select a different location. Click **Next** to continue.



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

Note

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



Warning

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

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

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

### Workstation Installation

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



Note

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

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

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



Note: If, for some reason, it is not in this list, you can click **Find a computer** and search for it manually. For instructions on mapping a computer, see "[Mapping a Drive to the Server Computer](#)" on [page 20](#).

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



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

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

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

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

When installation is complete, see [“Registering Peachtree” on page 22](#).

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

Use these instructions if

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



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

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



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

- 1 Insert the Peachtree compact disc in your CD ROM drive. The Peachtree Autorun window automatically appears.
- 2 Click the Peachtree Accounting install option.
- 3 Read the information and instructions on the window, and then select **Next**.
- 4 Read the License Agreement and, if you accept the terms, select the **Agree** option. Select **Next**.
- 5 At this time, you may receive a warning that the Microsoft Windows firewall has been detected. If so, we recommend that you select **Yes**. This will help to ensure that Peachtree installs and runs correctly on your computer.
- 6 Next, if you have any firewall software installed on your computer, you will receive a notice that it is running. Please read the information on this screen carefully and follow any directions. If you need detailed, step-by-step help for modifying your firewall setup, see [http://www.peachtree.com/support/firewall\\_install\\_tips.cfm](http://www.peachtree.com/support/firewall_install_tips.cfm). Click **OK** when you have finished with any modifications to your firewall.
- 7 If you have any anti-virus software running on your computer, you will receive a message informing you of the name of that software. Read this warning carefully and follow any directions. This will ensure that Peachtree installs and runs correctly on your computer. Click **OK** when you have turned off your antivirus software.
- 8 Enter the **serial number** found on your CD sleeve and click **Next**.
- 9 Next, the Standalone or Network window appears. Select **No**. This will ensure that you install correctly for multi-user setup. Click **Next**.
- 10 Select **Yes** to the question "Will you store Peachtree company data on this computer?" Click **Next**.
- 11 Select **Yes** to the question "After installation, will anyone work at this computer?" This ensures that the complete Peachtree program will be installed on this computer, enabling you to operate Peachtree here.
- 12 The Set Peachtree Program Files Location window appears, asking you to specify where you want to put the Peachtree program file. Enter the appropriate path here or leave it set to the default. Click **Next** to continue.
- 13 Now, you can accept the default location for your Peachtree company data files or you can click Browse and select a different location. Click **Next** to continue.



Note

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

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



Warning

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

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

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

### Installing on a Workstation

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



Note

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

- 1 Insert the Peachtree compact disc in your CD ROM drive. The Peachtree Autorun window automatically appears.
- 2 Click the Peachtree Accounting install option.
- 3 Read the information and instructions on the window, and then select **Next**.
- 4 Read the License Agreement and, if you accept the terms, select the **Agree** option. Select **Next**.
- 5 At this time, you may receive a warning that the Microsoft Windows firewall has been detected. If so, we recommend that you select **Yes**. This will help to ensure that Peachtree installs and runs correctly on your computer.
- 6 Next, if you have any firewall software installed on your computer, you will receive a notice that it is running. Please read the information on this screen carefully and follow any directions. If you need detailed, step-by-step help for modifying your firewall setup, see [http://www.peachtree.com/support/firewall\\_install\\_tips.cfm](http://www.peachtree.com/support/firewall_install_tips.cfm). Click **OK** when you have finished with any modifications to your firewall.
- 7 If you have any anti-virus software running on your computer, you will receive a message informing you of the name of that software. Read this warning carefully and follow any directions. This will ensure that Peachtree installs and runs correctly on your computer. Click **OK** when you have turned off your antivirus software.
- 8 Enter the **serial number** found on your CD sleeve and click **Next**.
- 9 Next, the Standalone or Network window appears. Select **No**. This will ensure Peachtree knows you are installing in a network environment. Click **Next**.

- 10 Select **No** to the question "Will you store Peachtree company data on this computer?" Click **Next**.
- 11 On the Server Installation Confirmation window, click **Yes**.
- 12 The Set Peachtree Program Files Location window appears, asking you to specify where you want to put the Peachtree program file. Enter the appropriate path here or leave it set to the default. If you are upgrading, the path of the current installation should appear here automatically. Click **Next** to continue.
- 13 Click the drop-down arrow to display a list of shared folders on your network. If you shared the Peachtree folder on your 'server' computer correctly (as in the instructions above), you will see the appropriate folder here. Click on it to select it. Click **Next** to continue.



Note

If, for some reason, it is not in this list, you can click Find a computer and search for it manually. For instructions on mapping a drive, see ["Mapping a Drive to the Server Computer" on page 20](#).

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



Warning

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

- 16 When the installation is complete, the Installation Completed window appears. It gives you three options:
  - ❖ **Start Peachtree:** Check this box if you want Peachtree to start as soon as you click the Finish button.
  - ❖ **View Network Setup Tips:** You can uncheck this for single-user installation.
  - ❖ **View the Release Notes:** Check this box if you want to see notes about new features in Peachtree. The notes will appear as soon as you click the Finish button.



- 17 Check or uncheck these boxes as desired; then select the **Finish** button to complete installation.
- 18 Repeat these instructions for each workstation.

### Mapping a Drive to the Server Computer

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

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

### Installing Peachtree on a Terminal Server

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

#### Using the Add or Remove Programs Feature

- 1 Log into the server using an administrator account.
- 2 From the Desktop, select **Start**.
- 3 Select **Settings**.
- 4 Select **Control Panel**.
- 5 Select **Add/Remove Programs**.
- 6 Select **Add New Programs** from the sidebar.
- 7 Click the CD or Floppy button. At the prompt, insert the Peachtree installation CD into the CD-ROM drive of the Server.
- 8 The server should find the CD disk in the drive, and the Install wizard should begin.

- 9 Follow the steps of the Peachtree Installation on [page 6](#). If the Install wizard does not begin automatically, browse to the CD-ROM drive, and select **Setup.exe** or **Autorun.exe** from the root of the CD.



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

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

### Installing Manually

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

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



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

Peachtree does not start. You must complete the steps of the install routine on the terminal server first.

- 12 When you are finished installing, you need to change the server back to "Execute" mode. Select **Start**.
- 13 Select **Run**.
- 14 Type `cmd` on the **Run** line.
- 15 Select **OK**.
- 16 Type `Change user /execute` at the prompt.
- 17 Press **ENTER**.
- 18 Type `Change user /query` at the prompt.
- 19 Press **ENTER**.
- 20 If you do not get the response "Application EXECUTE mode is enabled," then the machine is NOT ready for use.
- 21 Repeat steps 16-19, if necessary, making sure that you type each command correctly.

## Registering Peachtree

### ✦ Want to learn more about registration?

Look up "**registering, Peachtree**" in the Peachtree Help index.

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

Payroll Tax Update Service is not available with First Accounting.)



Note

You can use the software only a limited number of times before you must register. *If you purchased single-user licenses, you must register each copy of Peachtree that is installed.* If you purchased a multiuser Value Pack license, only one registration is required.

For more information on multiuser licensing, look up "**multiuser**" in the Peachtree Help index.

- 1 Do one of the following:

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

OR

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

- 2 Enter your customer ID and product registration number. To obtain a customer ID and registration number, do one of the following:
  - ❖ Visit the Peachtree Web site at [www.peachtree.com/register/](http://www.peachtree.com/register/). After completing a short questionnaire, you will be provided a registration number.
  - ❖ Call Sage toll free using one of the following phone numbers:

Peachtree First Accounting and Peachtree Pro Accounting	1-800-388-4697
Peachtree Complete Accounting and Peachtree Premium Accounting	1-800-840-7329

If you are located outside the United States, please call 770-492-6333. Please have your serial number as well as your name, company address, and telephone number available before speaking with a Peachtree Cus-

tomor Service representative. The Customer Service representative will then give you a registration number.

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

- 3 Enter an optional **Recommender ID**. This is the individual or company that recommended Peachtree to you. Click the link if you need to look up the ID.
- 4 When finished entering your registration information, click **OK** to start using Peachtree. If you select the **Register Later** button, you can use Peachtree a limited number of times before you need to register. A message will display the remaining number of uses. If you have no remaining uses left and choose not to register, Peachtree will shut down. If you start Peachtree again, you will be prompted to register again.



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

## Updating Your Existing Peachtree Registration Information

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

*As stated in the Peachtree License Agreement, you must purchase and register separate, licensed copies of Peachtree for each computer on which the program will be installed.* If you purchased and registered a Peachtree Complete multiuser license (Value Pack), you are not required to update your Peachtree Registration information for each new user. For information on purchasing multiuser solutions, open Peachtree Help, and search for “**multiuser**” in the online index.

- 1 Start Peachtree.
- 2 Select **Peachtree Registration** from the **Help** menu. If you purchased and registered a Peachtree Complete multiuser license (Value Pack), **Peachtree Registration** will not appear on the **Help** menu.
- 3 Enter your new Peachtree serial number. Your serial number is located on the Peachtree CD holder. Or, enter the serial number provided with your new multiuser license.

- 4 Enter your customer ID and product registration number. To obtain a customer ID and registration number, do one of the following:
  - ❖ Visit the Peachtree Web site at [www.peachtree.com/register/](http://www.peachtree.com/register/). After completing a short questionnaire, you will be provided a registration number.
  - ❖ Call Sage toll free using one of the following phone numbers:

Peachtree First Accounting and Peachtree Pro Accounting	1-800-388-4697
Peachtree Complete Accounting and Peachtree Premium Accounting	1-800-840-7329

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

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

- 5 Enter an optional **Recommender ID**. This is the individual or company that recommended Peachtree to you. Click the link if you need to look up the ID.
- 6 When finished entering your registration information, click **OK** to start using Peachtree.



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

## Uninstalling Peachtree

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

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

To uninstall Peachtree program files, do the following:

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

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

## Troubleshooting Installation

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

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

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

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

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

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

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

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

Install Peachtree now as a normal stand-alone computer not attached to a network. When it’s time to change to a network installation, install Peachtree on your server, following the steps under the section “[Installing Peachtree on a Network](#)” on page 8, selecting the appropriate network type. When you install on the server, you will specify a company data file path on the server machine. Next, copy your company data folder to the server, to the same path you specified in the previous step. Then, install Peachtree on each workstation, pointing each one to the company data folder on the server. Finally, uninstall Peachtree on the original machine and reinstall it so you can point it to the new company data path.

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

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



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

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

Peachtree requires that you have a minimum of 256 MB of physical RAM installed on your computer; 512 MB of RAM is highly recommended. 512 MB is also required for multiple users. Restarting your computer will also reset your memory.

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

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

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

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

## Upgrading Peachtree

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



Because of fundamental changes in the 2004 release of Peachtree First Accounting, you cannot convert from Peachtree First

Accounting 2003 and earlier to Peachtree First Accounting 2010. (If you have First Accounting 2004, you can convert to First Accounting 2010.)

## Converting to a New Peachtree Release Format

After installing a Peachtree upgrade or update, the first time you open your company in Peachtree, the Data Conversion wizard may appear automatically. The wizard only works for company data created in prior Peachtree releases of equal or lesser versions. For example, you won't be able to convert a Peachtree Complete Accounting company to Peachtree Pro Accounting format or First Accounting format, even if that First Accounting or Peachtree Pro Accounting format is newer.

🔍 **Want to learn more about conversion?**  
Look up **“converting a company”** in the Peachtree Help index.

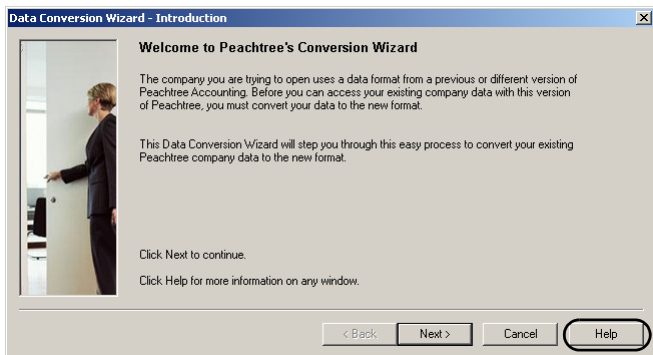
Before you launch the wizard, there are some precautionary tasks you may want to perform.

- ❖ Turn off screen savers, disable anti-virus software, and close all other applications. This will speed up the conversion process and avoid errors.
- ❖ Make sure you have ample hard disk space available where your data is located before converting your company. The conversion may require up to three times the size of your company data to convert successfully, depending on the version you are converting. For example, if your company is 6 MB, make sure 18 MB of hard disk space is free. Peachtree uses the extra space temporarily while converting.
- ❖ The amount of time it takes to complete the conversion depends on the amount of company data involved. If there is a lot of company data, we recommend performing conversion at the end of the workday.

Also, while the wizard requires that you back up your company data during the conversion process, you can do so beforehand too. In either case, backing up company data is highly recommended. Never overwrite an existing conversion backup. For more information, see [“Backing Up Your Data” on page 311](#).

To convert Peachtree company data, do the following:

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



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

## Converting from QuickBooks or DacEasy

If you created a company using QuickBooks or DacEasy, you can convert your company data files to the Peachtree format. Peachtree will convert most QuickBooks and DacEasy lists (such as accounts, customers, vendors, employees, items, and jobs) and current balances. *If you're using Peachtree First Accounting, you won't be able to convert QuickBooks or DacEasy data.*

- ➔ **To convert existing QuickBooks, QuickBooks Pro, Premier, or Enterprise Solutions data**, look up **"QuickBooks conversion"** in the Peachtree Help index.
- ➔ **If you're converting from DacEasy**, a conversion guide (DAC2PAW.PDF) is available. To view or print the *DacEasy Conversion Guide*, follow these steps:
  - 1 Open the folder on your hard drive where Peachtree is located.
  - 2 Then, open the Doc folder. The PDF is located there.

# Overview for the Non-Accountant

# 2

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

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

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

## Selling Goods and Services

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

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

## Creating a Sales Order

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

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

The screenshot shows the 'Sales Orders' window in Peachtree. At the top, there's a menu bar with 'File', 'Edit', 'Go To', 'Window', and 'Help'. Below that is a toolbar with icons for 'Close', 'New', 'Edit', 'Save', 'Print', 'E-mail', 'Delete', 'Flow', 'Note', 'Journal', 'Event', 'Layout', 'Reports', and 'Help'. The main area is divided into sections for 'Customer ID' (THOMPSON), 'Ship to' (Thompson & Associates), and 'Sales Order' details (Date: Mar 15, 2009, Ship by: Mar 15, 2009, SO No.: 10342). A table lists items with columns: Quantity, Shipped, Item, Description, GL Account, Unit Price, Tax, Amount, and Job. The items listed are Garden Hose - 50 Ft, Bell-Gro Heavy Duty Gard, and Kentucky Bluegrass Seeds. The total sales order amount is 699.70.

Select the customer and...

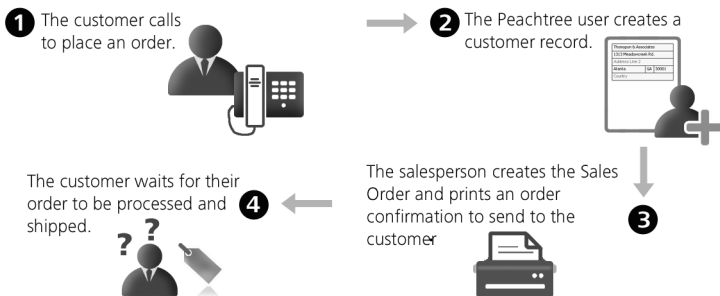
... enter the items that the customer is ordering.



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

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

The following illustration shows you this process.



To learn more about entering sales orders, see ["Entering Sales Orders" on page 203.](#)

## Billing Your Customers

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

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

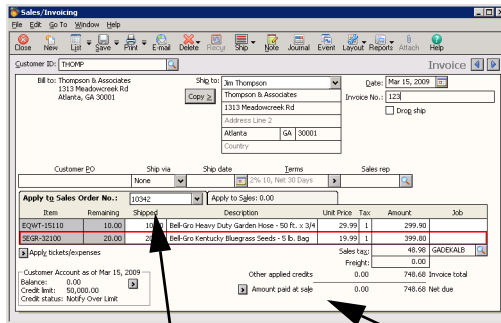
Businesses that sell services rather than goods can create and use “Service” type inventory items on Sales Invoices. Peachtree also has a library of service business forms, such as a service invoice form, that you can use to print your invoices just the way you want.



To learn more about forms, see [“Forms” on page 328](#). To learn more about service items, see [“Managing Inventory” on page 43](#).

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

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



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

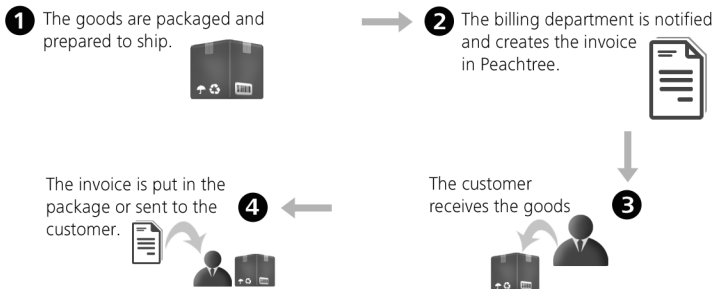
If any money was paid at the time of sale, you can enter it here.



Note

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

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





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



To learn more about entering sales invoices, see ["Entering Sales Invoices" on page 207](#).

## Receiving Money

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

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

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

Invoice	Date Due	Amount Due	Description	Discount	Amount Paid	Pay
123	Apr 14, 2009	749.68		14.97	733.71	✓

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

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



Note

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

Here's the process of receiving money:

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



- 2 A Peachtree user enters the payment using Receipts.



- 3 A deposit slip is created and the money is taken



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

## Creating Deposit Slips

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

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

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

1 Select the bank account that you are depositing items to.

3 Click Print to print a deposit slip for the bank.

2 Select the items you are depositing.

Date	Received From	Payment Method	Check/Ref No.	Amount	Deposit
Mar 2, 2009	Evelyn Property Management	AMEX	CC0003	149.97	<input checked="" type="checkbox"/>
Mar 2, 2009	Kenton Golf and Tennis Center	Check	CHK1703	160.50	<input checked="" type="checkbox"/>
Mar 5, 2009	Holland Properties, Inc.	Check	CHK001	25.50	<input checked="" type="checkbox"/>
Mar 7, 2009	Chapple Law Offices	Mastercard	CC0001	100.00	<input checked="" type="checkbox"/>
Mar 7, 2009	Carson Healthcare Center	Check	CHK002	150.74	<input checked="" type="checkbox"/>
Mar 13, 2009	Spudis Services	Mastercard	CC0006	99.98	<input type="checkbox"/>
Total Cash				0.00	
Total Checks				346.74	
Total Other				190.22	
Total Deposit				536.96	



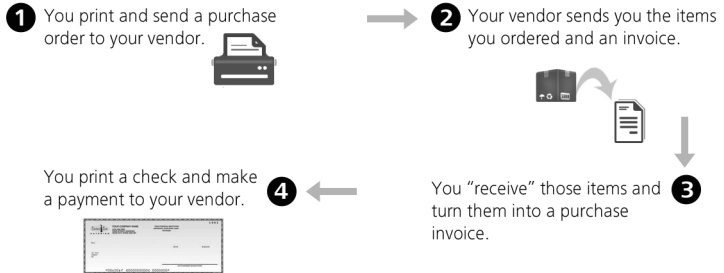
To learn more about creating deposit slips, see [“Select for Deposit” on page 221](#).

## Purchasing Goods and Services

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

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

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



## Entering a Purchase Order

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

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

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

Quantity	Received	Item	Description	GL Account	Unit Price	Amount	Job
10.00		BOOK-11010	ISBN: 000495565445 BUS Q	12000	5.20	52.00	
		EQPP-13130	Inventory				
28.00		EQPP-13130	Catalog # F00665: Hose-End	12000	5.20	144.00	
			Inventory				Job description

Vendor balance on Mar 15, 2009: 14,577.95      Purchase order total: 156.00

Here's an illustration of the Purchase Order process:

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



2

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



3

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



To learn more about entering purchase orders, see [“Entering Purchase Orders” on page 231](#).

## Entering a Bill (Purchase Invoice)

When businesses want money for the goods and services they sell you, they'll send you a bill (invoice). This invoice could be for items on Purchase Orders or other types of bills, such as utility bills. In Peachtree, bills from vendors and receipt of inventory are recorded in **Purchases/Receive Inventory**.

The bill will show what items were received, how much they cost, and the total amount that the company now owes the vendor. The Purchase Invoice

is usually used for items bought on credit or for services that allow the company some time to pay, for instance, utility bills.

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

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

Vendor ID: AKERSON

Ship to: Bellwether Garden Supply  
1525 Pavilion Place  
Norcross, GA 30093-3203  
USA

Date: Mar 15, 2009  
Invoice No.: 8-2234

Customer Invoice No. Terms Ship via A/P account

Apply to Purchase Order No.: 1231

Items	Remaining	Received	Description	GL Account	Unit Price	Amount	Job
BOOK-11010	10.00	20.00	1596: 00044556445 EGS Gardening Hel	12000	5.20	52.00	
EQPP-13130	20.00	20.00	Catalog # P00665: Hose-End Sprayer	12000	5.20	104.00	
Other payments and credits:						0.00	156.00 Invoice total
Amount paid at purchase:						0.00	156.00 Net due

Vendor balance on Mar 16, 2009: 14,577.95

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

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



To learn more about entering bills, see [“Receiving Inventory/Entering Vendor Invoices \(Entering Bills\)”](#) on page 233.

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

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

## Making a Payment

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

➔ To enter a Payment in Peachtree, select **Tasks** from the menubar, and then **Payments**.

Bellwether Garden Supply

Vendor ID: AKERSON

Check number: 345

Date: Mar 15, 2009

Five Thousand Two Hundred Twenty-Eight and 50/100 \*\*\*\*\* Dollars \$ 5,230.50

Pay to the order of:
 

- Mail To: [dropdown]
- AKERSON Distribution
- 24 Bellwether Drive
- Suite 77
- Duluth GA 30094
- USA
- Phone: 99-8-91

Apply to Invoices: 5,228.58

Apply to Expenses: 0.00

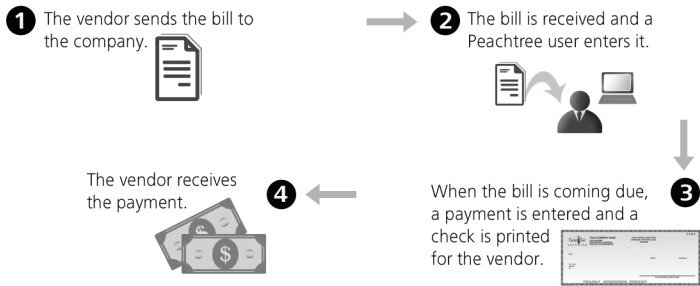
Invoice	Date Due	Amount Due	Description	Discount	Amount Paid	Pay
4	Apr 2009	5,179.20		103.58	5,075.62	<input checked="" type="checkbox"/>
A-2234	Apr 2009	156.00		3.12	152.88	<input checked="" type="checkbox"/>

Discount account: 0950

If an invoice is being paid, use the Apply to Invoices tab and specify the invoices being paid. Early-payment discounts are tracked and calculated.

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

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



To learn more about making payments, see [“Paying Vendor Bills” on page 237.](#)

## Managing Inventory

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

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

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



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

The screenshot shows the 'Maintain Inventory Items' window. The 'Item Class' is set to 'Stock Item'. The 'General' tab is selected, displaying the following information:

- Item ID:** AVRY-10120
- Description:** Bird House-Red 12-Room Unit
- Item Class:** Stock Item
- Description:** Redwood 12-Room Bird House. Attracts Purple Martins, Bluebirds and Wrens. Mounts on 12 ft. House Pole.
- Price Level 1:** 89.99
- Last Unit Cost:** 35.95
- Cost Method:** FIFO
- UPC / SKU:** (empty)
- Item Type:** SUPPLY
- Location:** AISLE 1
- Stocking U/M:** Each
- Weight:** 0.00
- GL Sales Acct:** 40000-AV
- GL Inventory Acct:** 12000
- GL Cost of Sales Acct:** 50000-AV
- Item Tag Type:** 1
- Qty on Hand:** 4.00000
- Qty Available:** 4.00000
- Minimum Stock:** 6.00
- Qty on SO:** 0.00000
- Qty on PO:** 0.00000
- Reorder Quantity:** 6.00
- Preferred Vendor ID:** DEJULIA
- Buyer ID:** (empty)
- Beginning Balance:** (empty)

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

- ❖ **Retail business:** A retail business that buys and sells inventory will use Stock Items. These are items that can be bought or sold and whose cost and quantity-on-hand are tracked. Peachtree keeps track of the cost of these items as you purchase them.
- ❖ **Service business:** A service business will mostly use Service items. These are items that can be sold but have a fixed cost, entered by you. Some service businesses will also use Stock items because they also sell merchandise. A beauty salon, for instance, sells various services but sells supplies as well.
- ❖ **Consulting firm or professional business:** These types of businesses, ones that track time and expenses and bill on this basis, will use Activity and Charge items. Activity items are different types of time, phone calls, meetings, etc., that is spent on projects; and Charge items are different types of expenses incurred during the course of performing a project.



To learn more about inventory items, see [“Item Maintenance” on page 127.](#)

## Using Items on Sales and Purchases

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

Quantity	Shipped	Item	Description	Unit Price	Tax	Amount	Job
5.00		AVRY-10100	Assembled Redwood 12-Room Bird	129.99	1	649.95	
4.00		AVRY-10130	4 lb. capacity tubular plastic thistle	19.99	1	79.96	

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



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

## Paying Employees

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

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



Note

If you don't want to bother with processing payroll, Sage can do it for you. See [www.peachtree.com/payroll](http://www.peachtree.com/payroll) for more information.

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

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

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

Belkweather Garden Supply

Employee ID: ACHESTER

Check Number: [ ] Date: Mar 15, 2009

Cash Account: [ ] Payroll Checking Account: [ ]

Cash Account Balance: 3,711.09

Pay Period Ends: Mar 15, 2009

Weeks in Pay Period: [ ]

Eight Hundred Thirty-Two and 76/100 \*\*\*\*\* Dollars

Pay to the Order of: Amanda W. Chester  
4599 West Paces Ferry Road  
Atlanta, GA 30320

Hours Worked	
Hourly Fields	Hours
Regular	80.00
Overtime	0.00
Special	0.00

Taxes - Benefits - Liabilities			
Name	Amount	Memo	
Fed_Income	-111.09		
Soc_Sec	-99.44		
Medicare	-16.24		
State	-45.67		
FICA	-44.80		

Gross Pay: 1,120.00

[Add another pay type](#) [Change order of payroll fields](#)

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



To learn more about payroll entry, see [“Paying an Employee” on page 264](#).

## Using Reports to Make Decisions

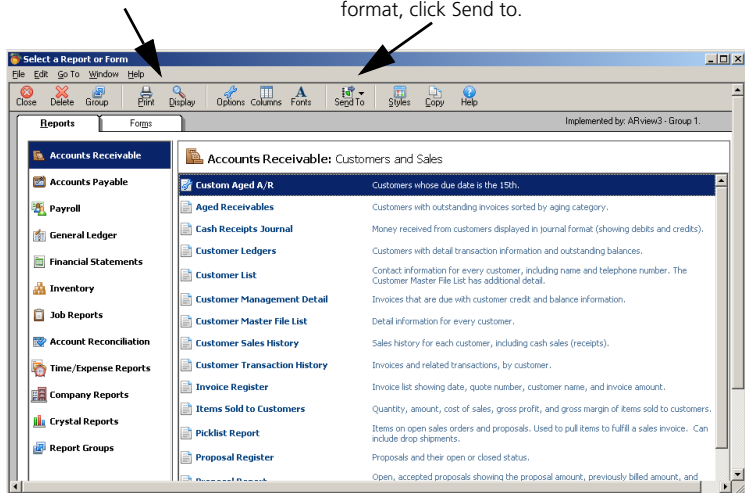
Being able to see how your business is doing--who owes you money, who you need to pay, what items need reordering, and so on--is integral to running your business. Peachtree includes a wide variety of standard reports that show you what you need to know about your business to make key business decisions and keep the cash flowing properly.

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

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

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

If you want to attach the report to an e-mail, generate a Microsoft Excel spreadsheet with the report data, or generate the report in PDF format, click Send to.



On the left, you see the general areas of the program, with the current selection highlighted.

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



To learn more about reports, see [“Accessing Reports” on page 318](#).

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

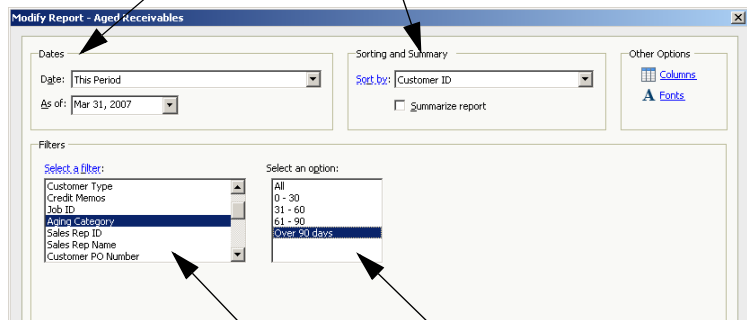
You can modify these reports to suit your needs. For instance, you can change the “filters” that are used. Depending on the report, the fields or data that you can filter will vary. For the Aged Receivables report, you can change

the date range and select from values for several fields, such as Customer Name, Customer Type, and Aging Category.

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

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

You can change the date range, change the order of the report (Sort by), or choose to summarize (omit the details and show only high-level totals).



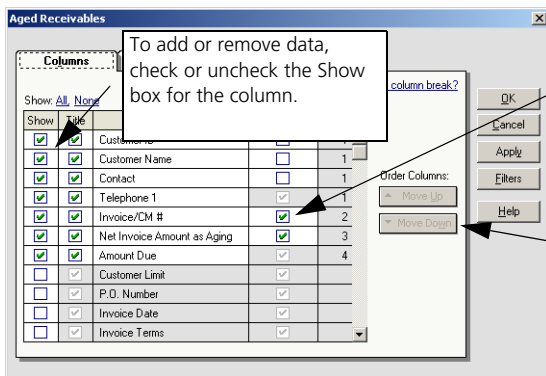
When you select a Filter here...

...your options for that filter display here.

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

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

- To change the columns of information that show on a report, select **Columns** on the toolbar of the Select a Report or Form window.



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

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



To learn more about modifying reports, see [“Modifying Reports” on page 319.](#)

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

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



Note

To get more training on how to use Peachtree, look up [www.peachtree.com/training](http://www.peachtree.com/training) in your Internet browser.



## **2 Setup**





# Creating a Company

# 3

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# ★ Creating a Company ★

## What Are My Company Setup Options?

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

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

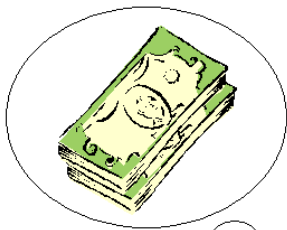
- ❖ Chart of Accounts
- ❖ Vendors
- ❖ Customers
- ❖ Users
- ❖ Employees
- ❖ Inventory
- ❖ Jobs

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

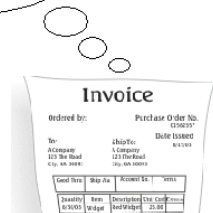
### Accounting Methods

One up-front decision is the type of accounting method used. The two different accounting methods reflect the way you record income and expenses. In *cash-basis accounting*, you recognize income and expenses only when you receive or spend cash. In *accrual accounting*, you recognize income and expenses when you send or receive an invoice/bill, even though the cash has not yet been sent or received. You will enter transactions for the cash receipts or disbursements when you get money from your customers or when you pay your bills.

In **cash-basis accounting**, you recognize revenue only when the money actually comes in.



In **accrual accounting**, you recognize revenue as soon as you invoice the customer, even though the customer has not paid you yet.



### You should use Accrual Accounting when. . .

- ❖ You sell traditional inventory items (called “stock items” in Peachtree). This includes any merchandise you sell. The IRS requires this.
- ❖ You grant or receive credit from customers or vendors.
- ❖ You are required to follow GAAP (Generally Accepted Accounting Principles). For example, publicly traded companies are required to follow GAAP and issue their financial statements using accrual based accounting.

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



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

### Benefits of Cash-Basis Accounting

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

- ❖ **Tax benefits:** If income is not recognized until cash is received, you would have less income to report in a given year. Income not reported for December would be reported in January of the following year, resulting

in a short-term benefit. Since most small service companies have more receivables than payables, cash basis may be the best bet.

- ❖ **Less bookkeeping time/greater simplicity:** In cash basis, you could choose not to record customer or vendor invoices or record less information for them since you have no receivables or payables accounts. On the other hand, if you don't record invoices, you lose the benefits of aging and projecting cash flow.
- ❖ **Easier cash management:** Because revenue and expenses are only recognized when cash changes hands, it is easier to obtain a truer picture of your cash position.

### Benefits of Accrual Accounting

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

- ❖ **Better reporting:** You get a truer picture of how your business is doing because it includes booked sales and purchases (Accounts Receivable and Accounts Payable). Income and expenses are recognized when they are earned or incurred, regardless of when they are received or paid.
- ❖ **Tax benefits:** Expenses are recognized in the year they are incurred not in the year they are paid. For instance, expenses incurred in 2008 can be used as deductions on your 2008 taxes even if you don't pay the bills until 2009.

### Posting Methods

#### ★ CONCEPTS

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

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

have one, to see which method you should use.

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

### **Dates and Accounting Periods**

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

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

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

### **Account Aging**

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

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

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

### If you want more information:

In the Help index, look up "date."

Look up "accounting period."

Look up "account aging."

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

## Using the Create a New Company Wizard

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

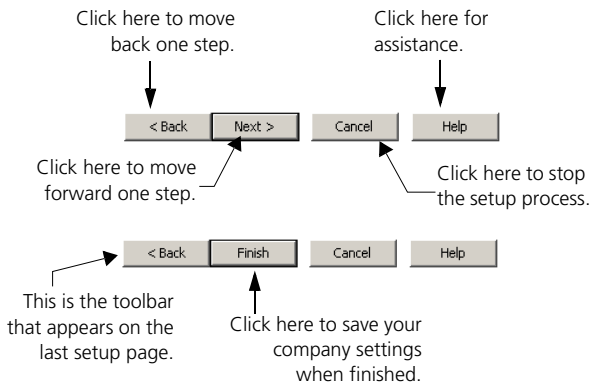
At a minimum, Create a New Company asks you to supply the following information:

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

### **Moving Around in Create a New Company**

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





## Setting Up Your Company

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

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

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

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

OR

- 1 From the **File** menu, select **New Company**. If you're working in an existing company in Peachtree First Accounting or Peachtree Pro Accounting, a warning message tells you that opening a new company will close the current company. If you're working in an existing company in Peachtree Complete Accounting or Peachtree Premium Accounting, you will be asked if you want to keep the current company open.

- 2 Click **OK** or **Yes** or **No** depending on which message you received.

### If you want more information:

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

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

The Create a New Company - Introduction window appears. It lists the areas you'll be setting up. When you're done working in any window, click **Next** to go on.

## Company Information Window

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

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

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

- ❖ Corporation
- ❖ S Corporation

- ❖ Partnership
  - ❖ Sole Proprietorship
  - ❖ Limited Liability Company
- 3 Enter your Federal, State Employer ID, and State Unemployment ID.
  - 4 Enter your company's Web site and e-mail address, if applicable.

## Select a Method to Create your Company

### ★ CONCEPTS

#### Chart of Accounts:

Your company's chart of accounts is a complete list of all account names used in the General Ledger.

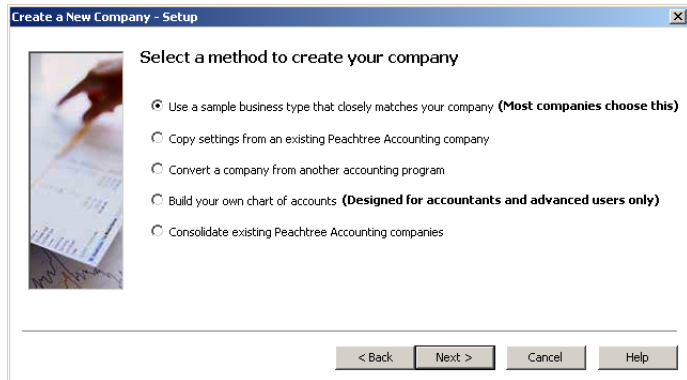
Each account is associated with an account ID to help locate it when recording data. Accounts are used to classify transactions for reporting purposes.

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

### Using a Sample Business Type

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

has on file.



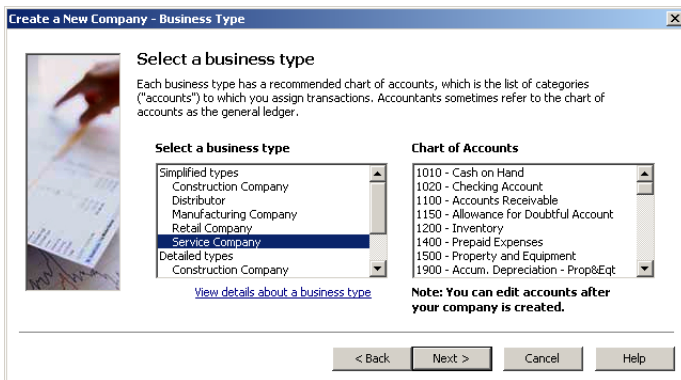
Essentially, you are choosing a general ledger chart of accounts. Each account you set up in your chart of accounts contains an identifier (known as an account ID); a description for each account; and a type code. As you add accounts, Peachtree recommends you number accounts in a way similar to that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

### If you want more information:

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

Look up "chart of accounts."

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



### Simplified Types

If you're setting up a retail, service, construction, manufacturing, or distribution company, you have the option to set up your company using a sim-

plified chart of accounts. The simplified chart of accounts contains the basic accounts you need to get started.

### Detailed Types

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

### Copy Settings from an Existing Peachtree Accounting Company

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

### Convert a Company

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

### Build Your Own

If you choose to build your own company from the ground up, you won't see any more Chart of Accounts windows *unless* you're working in *Peachtree Premium Accounting*. Then you'll see a window that lets you decide if you want to divide your account IDs into segments. You have the ability to create and define up to five segments for your account ID. The account descriptions you enter will be used throughout the program, and you'll be able to filter reports and financial statements based on a particular segment simply by selecting the appropriate segment from a drop-down list. Segments are useful if you departmentalize your chart of accounts or use any other parts of your account ID to define different parts of your company.

#### **If you want more information:**

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

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

**If you want more information:**

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

**Consolidate Existing Peachtree Accounting Companies**

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

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

**2** Click **Add...**

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

**Accounting Method Window**

This one's easy; you have only two choices: **Accrual** or **Cash**. Hopefully, you've made the decision already based on your accountant's advice, if you have one. For information about choosing the right accounting method, see ["Accounting Methods" on page 54](#).



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

## Posting Method Window

Here's another easy choice, as long as your decision is an informed one. Choose either **Real Time** or **Batch**. For information about choosing the right posting method, see ["Posting Methods" on page 56](#).

### If you want more information:

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

Look up "Create a New Company wizard, posting methods."

## Accounting Periods Windows

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

### Accounting Periods

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

### 12 Monthly Accounting Periods

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

**Create a New Company - Fiscal Year**

**Choose the first period of your fiscal year**

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

**(Most companies start in January)**

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

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

When you complete Create a New Company, your system date for Peachtree will be the date of your computer. When you are ready to begin entering data, you will need to change the accounting period. For more information, see [“Changing Accounting Periods” on page 280](#).

### Accounting Periods That Do Not Match the Calendar Months

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

**Create a New Company - Fiscal Year**

**Specify the structure of your fiscal year**

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

1. How many accounting periods do you want in your fiscal year?

2. What is the start date of your fiscal year?

Period	From	To
1	Jan 1, 2006	Jan 31, 2006
2	Feb 1, 2006	Feb 28, 2006
3	Mar 1, 2006	Mar 31, 2006
4	Apr 1, 2006	Apr 30, 2006
5	May 1, 2006	May 31, 2006
6	Jun 1, 2006	Jun 30, 2006

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

1 Tell Peachtree how many accounting periods you want in the fiscal year.



- 2 Use the **Calendar** button to choose the start date of your first fiscal year in Peachtree.
- 3 Modify the dates of the fiscal periods, if necessary.

When you complete Create a New Company, your system date for Peachtree will be the date of your computer. When you are ready to begin entering data, you will need to change the accounting period. For more information, see [“Changing Accounting Periods” on page 280](#).



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

### If you want more information:

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

## Finish Window

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

## Completing the Setup Process

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

Ideally, you would enter all your records and their beginning balances prior to entering transactions but this is not practical, so Peachtree provides the Fast Add feature that helps you enter customer records at the same time as you enter transactions. It's important to remember, though, that your statements and reports will not be complete or accurate until you have entered all records that have balances as of when you start using Peachtree. To make it

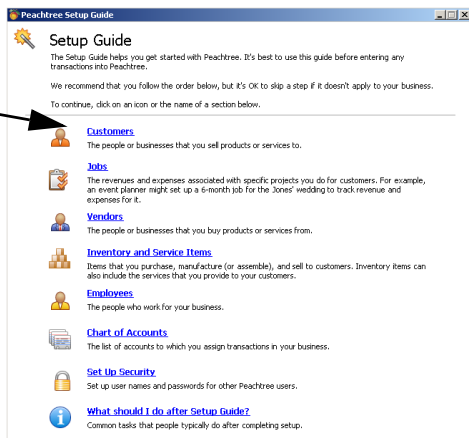
easier for you to complete the setup of your company, Peachtree provides a Setup Guide that you can use.

## Setup Guide

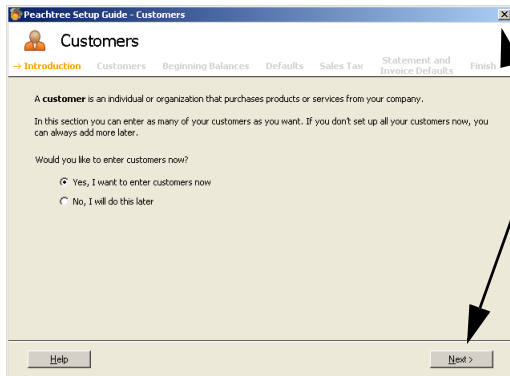
The Setup Guide opens when you finish Create a New Company. You can re-open it at any time by selecting the Company option on the Navigation Bar, and then clicking the Setup Guide button under Company Tasks. Or you can re-open it by simply selecting **File**, then **Setup Guide**. This guide is designed to walk you through the process of completing new company setup. Because the Setup Guide assists you in entering all the information you need to set up your company, and in an orderly fashion, it can be a very useful feature (Note that in Peachtree First Accounting, you won't see the **Jobs** link shown below).

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

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



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



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

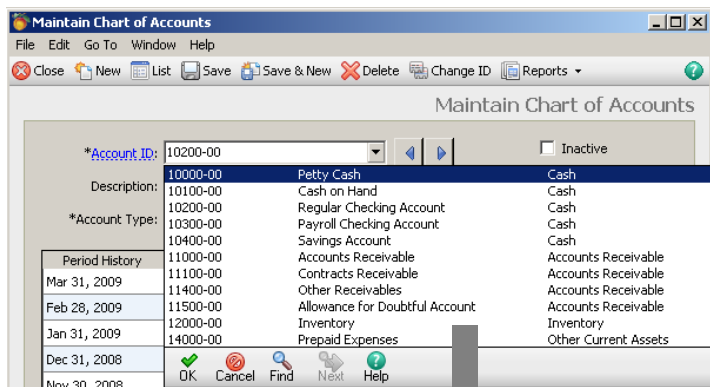
To proceed to the next step, click Next.

# Setting Up Your General Ledger

# 4

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# ★ Setting Up Your General Ledger ★



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

The screenshot shows the 'Standard' Balance Sheet window. The title bar reads '<Standard> Balance Sheet'. The menu bar includes 'File', 'Edit', 'Go To', and 'Help'. The toolbar contains icons for 'Close', 'Save', 'Print', 'Options', 'Setup', 'Hide', 'E-mail', 'Excel', 'PDF', 'Preview', 'Design', 'Find', and 'Help'. The main area displays a balance sheet for 'Bellwether Garden Supply' as of 'March 31, 2009'. The section 'ASSETS' is expanded to show 'Current Assets'. The 'Petty Cash' account is highlighted with a blue background and has a value of \$327.55.

Bellwether Garden Supply	
Balance Sheet	
March 31, 2009	
ASSETS	
Current Assets	
Petty Cash	\$ 327.55
Cash on Hand	1,850.45
Regular Checking Account	23,386.02
Payroll Checking Account	3,711.09
Savings Account	7,500.00
Accounts Receivable	181,616.18
Other Receivables	7,681.84
Allowance for Doubtful Account	(3,000.00)
Inventory	23,691.76
Prepaid Expenses	14,221.30
Employee Advances	3,000.65
Notes Receivable-Current	11,000.00
Other Current Assets	120.00

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



#### **INITIAL DECISIONS**

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



#### **Beginning Balances**

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

#### **If you want more information:**

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

Look up "account, beginning balances."

## Selecting Account Types

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

<b>Account You Are Setting Up</b>	<b>Account Type to Select</b>
Credit Card	Accounts Payable
Line of Credit	Accounts Payable
Bank, such as checking account	Cash
Asset	Other Current Assets, Fixed Assets, or Other Assets
Accounts Payable, such as accrued expenses	Accounts Payable
Income/Sales	Income
Expense, such as salary expense	Expense
Other Current Liabilities, such as short-term loans	Other Current Liabilities

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

## Required Accounts in Peachtree

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

<b>Accounts Receivable</b>	Accounts Receivable (Accrual only) Cash Received Discounts Allowed Sales Tax Payable Interest Income (for Finance Charges) Freight
<b>Accounts Payable</b>	Accounts Payable (Accrual only) Cash Disbursed Discounts Taken
<b>Payroll</b>	Cash Account Salaries and Wages All Deductions (Payable) All Allowances (Expense)
<b>General Ledger</b>	Retained Earnings Rounding Account (for customized Financial Statements)
<b>Inventory</b>	Sales Revenue Inventory Cost of Goods Sold

### If you want more information:

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

Look up "account type."



## Numbering Accounts

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

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

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

Two other important points about coding your accounts:

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

## Entering or Modifying Accounts

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

### ❖ CONCEPTS

**Account Segments:** In Peachtree Premium Accounting, you can use a feature named account segments to view totals by account for department, division, or whatever sub-grouping you require. See [page 82](#).

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

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

## Setting Up Bank Accounts

\*Account ID: 10200-00

Description: Regular Checking Account

\*Account Type: Cash

Account Beginning Balances

Period History	Debits	Credits	Period Activity	Running Balance
Mar 31, 2009	80,754.63	-67,046.34	13,708.29	23,386.02
Feb 28, 2009	4,787.16	-40,000.00	-35,212.84	9,677.73
Jan 31, 2009	33,564.02		33,564.02	44,890.57
Dec 31, 2008				11,326.55
Nov 30, 2008				11,326.55
Oct 31, 2008				11,326.55
Sep 30, 2008				11,326.55
Aug 31, 2008				11,326.55
Jul 31, 2008				11,326.55

You can select or add another account ID here.

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

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

\*Account ID: 10200-00

Description: Regular Checking Account

### If you want more information:

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

Look up "account, adding new."

## Entering Beginning Balances or Prior-Period Adjustments

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

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

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

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

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

You can add a new account from this window.

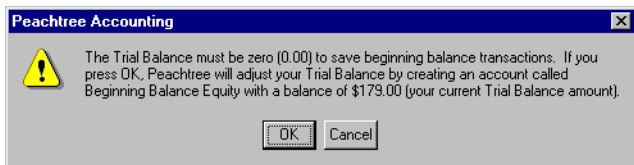
The Trial Balance should be zero when assets and expenses equal liabilities, equity and income.

Account ID	Account Description	Account Type	Assets, Expenses	Liabilities, Equity, Income
10000-00	Petty Cash	Cash		100.00
10100-00	Cash on Hand	Cash	1,850.45	
10200-00	Regular Checking Account	Cash	11,326.55	
10300-00	Payroll Checking Account	Cash	6,566.66	
10400-00	Savings Account	Cash	7,500.00	
11000-00	Accounts Receivable	Accounts Receivable	3,098.44	
11100-00	Contracts Receivable	Accounts Receivable		
<b>Total</b>			508,706.78	508,706.78
			<b>Trial Balance:</b>	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
			<b>Net Income:</b>	0.00

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

## What If I'm Out of Balance?

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



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

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

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

### If you want more information:

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

## Maintain Budgets

The Maintain Budgets window lets you build a forecast of dollar amounts for selected accounts for each fiscal period. You can filter the accounts you budget for by account type (income statement accounts, expenses, etc.). In Peachtree Premium and higher, you can also filter by account segment. In Peachtree Complete and Peachtree Pro Accounting, you can filter by department mask. Maintain Budgets is not available in Peachtree First Accounting.

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

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

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

Account ID	Account Name	Total	1/31/09	2/28/09	3/31/09	4/30/09	5/31/09	6/30/09	7/31/09	8/31/09
40000-00	Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40000-AV	Sales - Avairy	115,500.00	38,000.00	6,000.00	7,000.00	8,500.00	7,000.00	7,000.00	7,000.00	7,000.00
40000-BK	Sales - Books	25,800.00	2,800.00	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
40000-CE	Sales - Ceramics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40000-EQ	Sales - Equipment	394,400.00	27,300.00	27,300.00	35,100.00	40,100.00	40,100.00	40,100.00	40,100.00	35,100.00
40000-FF	Sales - Food/Fert.	33,000.00	2,500.00	2,400.00	2,600.00	3,000.00	3,200.00	3,000.00	3,000.00	3,000.00
40000-FU	Sales - Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40000-HT	Sales - Hand Tools	35,750.00	2,750.00	3,000.00	3,000.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00
40000-LS	Sales - Landscape Servc	108,450.00	1,000.00	8,500.00	9,000.00	12,500.00	16,500.00	16,500.00	16,500.00	16,500.00
40000-ME	Sales - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40000-NU	Sales - Nursery	242,300.00	2,500.00	22,000.00	35,800.00	35,800.00	35,800.00	35,800.00	35,800.00	22,000.00
40000-PO	Sales - Pots	35,500.00	3,100.00	1,000.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	3,100.00
40000-SE	Sales - Seeds	23,500.00	800.00	3,000.00	3,000.00	3,400.00	3,400.00	3,400.00	3,000.00	1,200.00
40000-SO	Sales - Soil	28,980.00	700.00	4,100.00	4,100.00	4,100.00	4,100.00	2,900.00	2,900.00	2,000.00
40000-ST	Sales - Statuary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40000-TO	Sales - Topary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40000-00	Sales - Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Building a Budget

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

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



**New Budget (Peachtree Premium and above):** Click the New button to create a new budget for projections or comparisons.



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



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

### If you want more information:

In the Help index, look up "budget."

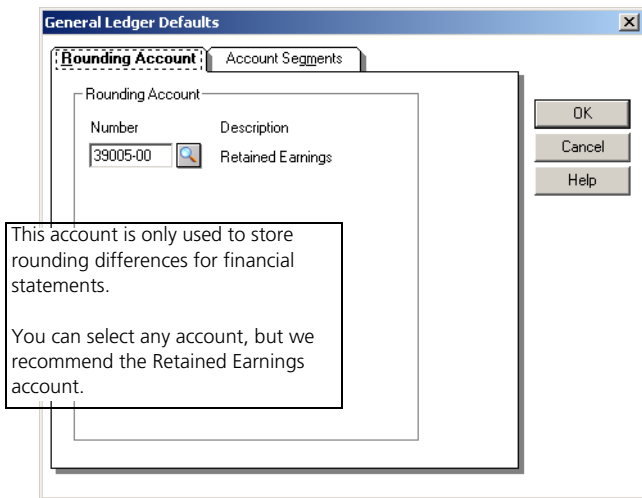
## Entering General Ledger Defaults

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

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

### Set Up the Rounding Account

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



### Account Segments (Peachtree Premium Accounting)

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

To set up account segments:

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

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

**General Ledger Defaults**

Bounding Account    **Account Segments**

Account Segments

Segment Description	Length	Separator
1 Account ID	5	-
2 Department	2	-
3		-
4		-
5		-

Total Account Length: 8

Account Structure: XXXXX-XX

(Total includes the sum of the lengths plus the segment separators. Maximum account length is 15.)

OK  
Cancel  
Help

Here, you can create or change formal segments for your chart of accounts ID. This will allow you to take full advantage of the masking and filtering features of Peachtree Premium when you print reports and financial statements. You can use this feature for printing reports that are filtered by department, division, account ID, or any other segment you create. When you initially create your company in New Company Setup, Peachtree Premium gives you the opportunity to divide your Account ID into segments (see [“Build Your Own” on page 64](#)) but you can do it here as well. If your chart of accounts is already set up and you change the segment structure, Peachtree Premium will scan your chart of accounts and inform you if any do not fit the new segment structure. You can then print your Chart of Accounts report to identify those accounts.

You can formally segment your chart of accounts ID by creating descriptions, lengths, and separators for up to five segments.



If you do not use account segments, Peachtree will still allow you to filter General Ledger reports and financial statements using the department masking feature (see **Mask, Department Masking** in Peachtree's Help Index).

**If you want more information:**

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

Look up "account segments."

# Setting Up Customers

# 5

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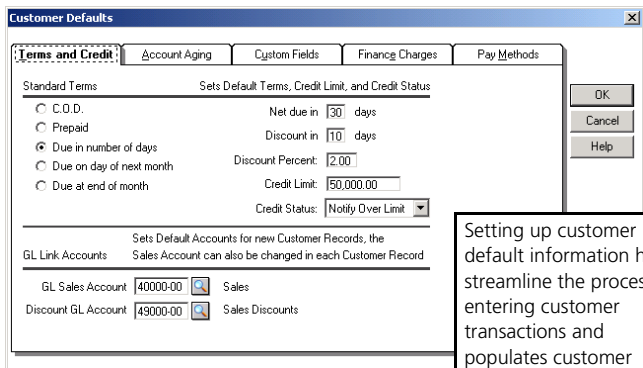
Payment & Credit Tab [99](#)

Entering Customer Beginning Balances [100](#)

# ★ Setting Up Customers ★

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

## Customer Default Information



**Customer Defaults**

Terms and Credit    Account Aging    Custom Fields    Finance Charges    Pay Methods

Standard Terms    Sets Default Terms, Credit Limit, and Credit Status

C.O.D.    Net due in  days

Prepaid    Discount in  days

Due in number of days    Discount Percent:

Due on day of next month    Credit Limit:

Due at end of month    Credit Status:

OK  
Cancel  
Help

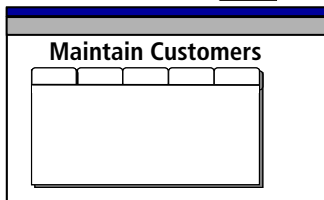
Sets Default Accounts for new Customer Records, the Sales Account can also be changed in each Customer Record

GL Link Accounts

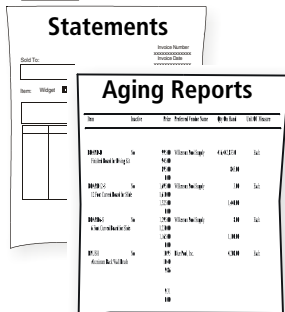
GL Sales Account  Sales

Discount GL Account  Sales Discounts

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



**Maintain Customers**



**Statements**

Date To: \_\_\_\_\_  
From: \_\_\_\_\_

Age: \_\_\_\_\_

**Aging Reports**

Date	Name	Due	Total (Open/Inv)	Balance	Cash Rec.
09/02	Gardner & Blythe	100	100 (100/0)	100	0
09/02	C. W. Greenback Co.	100	100 (100/0)	100	0
09/02	W. W. Greenback Co.	100	100 (100/0)	100	0
09/02	Total	300	300 (300/0)	300	0
09/02	Total	300	300 (300/0)	300	0

To reach Customer Defaults

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

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

### Standard Payment Terms

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

#### CONCEPTS

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

#### If you want more information:

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

Look up "customer defaults, account aging."

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

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

## Account Aging

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

**Bellwether Garden Supply**  
**Aged Receivables**  
**As of Mar 31, 2007**

† order is by ID. Report is printed in Detail Format.

**Invoice/CM #**

**0 - 30**

**31 - 60**

**61 - 90**

**Over 90 days**

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

## Custom Fields

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

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

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

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

Customizable Fields

1. Second Contact

2. Lawn Care Srvc?

3. Monthly Service?

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

## Finance Charges

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

Finance Charges

Charge finance charges

---

On invoices:  days overdue, up to: \$

Annual interest rate:  %

On balances above that:  %

---

Minimum finance charge: \$

---

Charge interest on finance charges

Finance Charge GL Account:

### If you want more information:

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

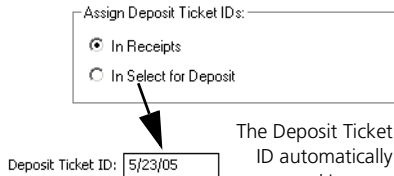
Look up "customer defaults, pay methods."

## Pay Methods

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

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

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



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

## Statement and Invoice Defaults

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

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

## Statement Print Options

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

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

Then. . .

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

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

### Dunning Messages Tab

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

#### If you want more information:

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

Look up "dunning message, overview."



**Statement/Invoices Defaults**

Statement Print Options    **Dunning Messages**

Dunning Messages:

Invoices <  days overdue:

Invoices <  days overdue:

Invoices <  days overdue:

All other invoices:

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

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

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



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

Tip

## Setting Up Sales Taxes

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

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

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

To create your Sales Taxes,

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

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

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

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

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

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

### If you want more information:

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

Look up "sales tax agency, setting up."



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

#### Bellwether Garden Supply General Ledger

For the Period From Mar 1, 2007 to Mar 31, 2007

Filter Criteria includes: 1) IDs: 23100-00. Report order is by ID. Report is printed with Truncated Transaction Descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
23100-00	3/1/07			Beginning Balance			-13,697.37
Sales Tax Payable	3/1/07	10225	SJ	Seawright Sod and		231.92	
	3/1/07	10225	SJ	Seawright Sod and		115.96	
	3/1/07	10225	SJ	Seawright Sod and		57.98	
	3/1/07	10226	SJ	Armstrong Landsc		169.56	
	3/1/07	10226	SJ	Armstrong Landsc		339.12	
	3/1/07	10227	SJ	Freemond Country		19.16	
	3/1/07	10227	SJ	Freemond Country		38.32	

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

**Set Up Sales Taxes**

**Sales Tax Entered**

You have successfully entered sales tax agencies for this sales tax. Enter an ID and a name, then click **Finish** to save. After you click **Finish**, the sales tax will be **effective** and can be used on invoices, quotes, and other forms.

\* Sales tax ID:  [View existing sales taxes](#)

Sales tax name:

Do you charge sales taxes on freight?

Agency Name	Agency ID	Rate
Georgia State Sales Tax	GA	4.000000%
Cherokee County Sales Tax	CHEROKEE	2.000000%

Total tax rate: 6.000000%

\* = required field

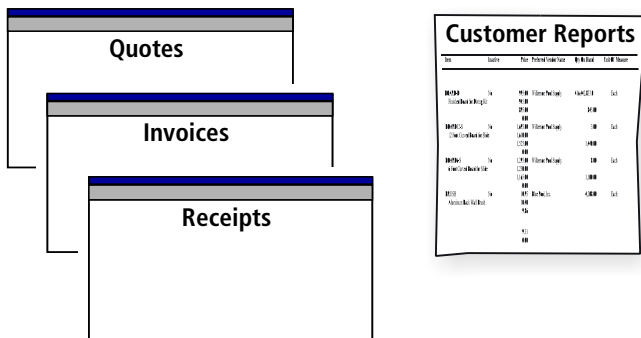
Enter an ID and name for the tax. Then, specify if you pay sales tax on freight. When you are done, click Finish. Peachtree will save the information and create the tax.

Incidentally, inventory-item tax types do not affect the sales tax rate. They affect only if an item is taxable or is exempt from sales taxes. Inventory-item tax types are set up in the Inventory Item Defaults window; see [“Taxes/Shipping” on page 123](#). When an inventory-item tax type is exempt, no sales tax is calculated for the item amount.

## Customer Maintenance

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

The screenshot shows the 'Maintain Customers/Prospects' window. The customer name is 'ALDRED' and the company is 'Aldred Outdoors, Inc.'. The form includes fields for 'Bill-to contact', 'Account number', 'Billing address', 'City, ST, Zip', 'Country', 'Sales tax', 'Customer type', 'Telephone 1', 'Telephone 2', 'Fax', 'E-mail', 'Web site', and 'Balance as of Mar 15, 2009'. There are also 'Customizable Fields' for 'Second Contact', 'Lawn Care Svc?', 'Monthly Service?', 'Only Mailing?', and 'Referral'. A blue arrow points from the bottom of the window to a diagram of business documents.



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

tabbed folders, only one of which is visible at a time, though you can view another tab by clicking the tab label.

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

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

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

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

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

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

To open this window,

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

## Header Fields

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

## General Tab

On the **General** tab, you enter basic information on the customer, including billing address, phone numbers, and account number.

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

Customer Type: LAND ▼

LAND  
 PROSPECT  
 RETAIL

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

## Contacts Tab

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

General | **Contacts** | Addresses | History | Sales Info | Payment & Credit

Contact Selection  
 Select a contact: Aldred, Tony    New Contact    Save Contact    Delete Contact

Contact Information

<p>Contact name: Title <span style="border: 1px solid gray; padding: 2px;">Tony</span> MI <span style="border: 1px solid gray; padding: 2px;">Aldred</span> Suffix</p> <p>Company name: <span style="border: 1px solid gray; padding: 2px;">Aldred Builders, Inc.</span></p> <p>Job title: <span style="border: 1px solid gray; padding: 2px;"></span></p> <p>Telephone 1: <span style="border: 1px solid gray; padding: 2px;">770-555-0654</span></p> <p>Telephone 2: <span style="border: 1px solid gray; padding: 2px;">770-555-0655</span></p> <p>Fax: <span style="border: 1px solid gray; padding: 2px;">770-555-0656</span></p> <p>E-mail: <span style="border: 1px solid gray; padding: 2px;">aldred@sample.peachtree.com</span> <span style="font-size: 0.8em;">✉</span></p> <p>Gender: <span style="border: 1px solid gray; padding: 2px;">▼</span></p> <p><b>This is the bill to contact for this customer.</b></p>	<p>Address Information</p> <p>Address: <span style="border: 1px solid gray; padding: 2px;">Bill To</span> <span style="font-size: 0.8em;">New Address</span></p> <p style="padding-left: 20px;">412 Sever Rd</p> <p style="padding-left: 20px;">Norcross, GA 30092</p> <p style="text-align: right;"><span>Edit Address</span></p> <p>Notes: <span style="border: 1px solid gray; padding: 2px; height: 20px;">▼</span></p> <p style="font-size: 0.8em;">Use Ctrl+Enter to move to the next line.</p> <p><input type="checkbox"/> This is the default ship-to contact for this customer.</p> <p>Use <span style="border: 1px solid gray; padding: 2px;">Company Name</span> <span style="font-size: 0.8em;">▼</span> in the ship-to address.</p>
--	--

## Addresses Tab

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

Billing address: 412 Sever Rd      Billing sales tax: GAGWINN

Norcross, GA 30092

Copy billing address to: Ship to Address 1    Copy

Ship to	Address Line 1	Address Line 2	City	ST	Zip Code
1	412 Sever Rd		Norcross	GA	30092



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

## History Tab

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

## Sales Info Tab

Sales rep:	DGROSS
*GL sales account:	40000-00
Open PO number:	
Ship via:	US Mail
Resale number:	
Pricing level:	Price Level 1

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

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

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

## Payment and Credit Tab

On this tab, you can enter credit card information and either accept the default payment terms set up in customer defaults or you can modify this particular customer's payment terms. To modify the customer terms, simply



select **Customize terms** for this customer from the drop-down list and change the remaining fields.

Enter credit card information for this customer here.

<p><b>Credit Card Information</b></p> <p>Cardholder's Name: Tony Aldred</p> <p>Address: 412 Sever Rd</p> <p>City, ST, Zip: Norcross GA 30092</p> <p>Country:</p> <p>Credit Card Number: 5400000000000000</p> <p>Expiration Date: 12 / 08 (MM/YY)</p>	<p><b>Terms and Credit</b></p> <p>Customize terms for this customer</p> <p><input type="radio"/> C.O.D.</p> <p><input type="radio"/> Prepaid</p> <p><input checked="" type="radio"/> Due in number of days</p> <p><input type="radio"/> Due on day of next month      Net due in 30 days</p> <p><input type="radio"/> Due at end of month</p> <p><input checked="" type="checkbox"/> Use discounts</p> <p>Discount in 10 days</p> <p>Discount Percent: 2.00</p> <p><input checked="" type="checkbox"/> Charge Finance Charges</p> <p>Credit Limit: 50,000.00</p> <p>Credit Status: Notify Over Limit</p>
<p><b>Receipt Settings</b></p> <p><input checked="" type="checkbox"/> Use payment method and cash account from last saved receipt.</p> <p>Payment Method: Check</p> <p>Cash Account: 10000-00</p>	

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



Note

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

### If you want more information:

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

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

In the Help index, look up "customer defaults, terms and credit."

## Entering Customer Beginning Balances

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

sales invoices prior to starting Peachtree, into your accounts receivable account in Maintain Chart of Accounts. To enter beginning balances,

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

Cust. ID	Name	Amount
ALDRED	Aldred Builders, Inc.	5,556.91
ARCHER	Archer Scapes and Ponds	7,434.67
ARMSTRONG	Armstrong Landscaping	32,080.00
CANNON	Cannon Healthcare Center	685.89
CHAPPLE	Chapple Law Offices	237.06
CUMMINGS	Cummings Construction	3,680.87
DASH	Dash Business Systems	399.90
EVERLY	Everly Property Management	9,401.54
FRANKLIN	Franklin Botanical Gardens	3,407.12

Current Accounts Receivable Balance: 181,743.73

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

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



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

Customer Beginning Balances				
Invoices for: ARMSTRONG Armstrong Landscaping				
Invoice Number	Date	Purchase Order Number	Amount	A/R Account
54334	Dec 7, 2006		500.00	11000-00

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

**Customer Balances** tab.

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

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



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

# Setting Up Vendors

# 6

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## **Entering Vendor Beginning Balances** [115](#)



The Vendor Defaults window lets you tell Peachtree what you consider **standard payment terms** and how you want to **age your vendor invoices**. Also, it lets you decide how to calculate **1099 payments** for each General Ledger account. Finally, if there are special terms you use to identify your vendors, you can set them up as **custom fields**.

## Standard Payment Terms

The nice thing about standard terms is, once you set up your terms, you can go to the Maintain Vendors window and tell Peachtree you want a certain vendor to be covered by them. Just click a check box, and you're done; see [“Purchase Info Tab” on page 114](#).

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

The screenshot shows the 'Payment Terms' window with the following details:

- Standard Terms: Sets Default Terms for Purchases, Default for Credit Limit
- Radio buttons for terms:
  - C.O.D.
  - Prepaid
  - Due in number of days
  - Due on day of next month
  - Due at end of month
- Fields for values:
  - Net due in: 30 days
  - Discount in: 10 days
  - Discount %: 2.00
  - Credit Limit: 5,000.00

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

Due on the 30 next month

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

Use the Lookup buttons to choose the desired Peachtree accounts.

The screenshot shows the following fields and buttons:

- Expense Account: <Undefined Account>
- Discount GL Account: 89500-00
- Lookup buttons (magnifying glass icons) next to both fields.
- Text 'Purchase Disc- Expense Items' is visible below the Discount GL Account field.

✦ **Want to learn more** about vendor tasks such as purchase orders and bills? See "[Overview of Vendor Tasks](#)" on [page 230](#).

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

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

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

## Account Aging

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

### ✦ CONCEPTS

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

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

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

Payment Terms	<b>Account Aging</b>	Custom Fields	1099 Settings															
Age Invoices by: <input type="radio"/> Invoice date <input checked="" type="radio"/> Due date																		
Aging Categories <table border="1"> <thead> <tr> <th></th> <th># of days</th> <th>Column Heading</th> </tr> </thead> <tbody> <tr> <td>1st Column</td> <td>30</td> <td>0 - 30</td> </tr> <tr> <td>2nd Column</td> <td>60</td> <td>31 - 60</td> </tr> <tr> <td>3rd Column</td> <td>90</td> <td>61 - 90</td> </tr> <tr> <td>4th Column</td> <td></td> <td>Over 90 days</td> </tr> </tbody> </table>					# of days	Column Heading	1st Column	30	0 - 30	2nd Column	60	31 - 60	3rd Column	90	61 - 90	4th Column		Over 90 days
	# of days	Column Heading																
1st Column	30	0 - 30																
2nd Column	60	31 - 60																
3rd Column	90	61 - 90																
4th Column		Over 90 days																

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

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

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

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

### If you want more information:

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

Look up "Maintain Vendors, Customizable Fields."



## Custom Fields

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

Field Labels	Enabled
1. In-State	<input checked="" type="checkbox"/>
2. Out-of-State	<input checked="" type="checkbox"/>
3. International	<input checked="" type="checkbox"/>
4. Tax Free	<input checked="" type="checkbox"/>
5.	<input type="checkbox"/>

Custom fields can be used to enter extra information about Vendors. Use the fields above to label them on all your Vendor screens. The enabled box must be checked for text to be entered.


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

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

Customizable Fields	
1. Office Manager	Michael Avery
2. Account Rep	Michael Avery
3. Special Note	

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

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

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

Imported Bliss, Inc. - Importers Vendor List						
Filter Criteria includes: Report order is by ID.						
Vendor ID	Vendor	Contact	Telephone 1	In-State	Out-of-State	International
THOM1	Thomas Industries	Mary Beth Jenkins	706-354-2121	Augusta, Georgia	Louisville, Kentucky	Seoul, Korea

## 1099 Settings

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

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

### If you want more information:

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

Look up "1099 form."

Payment Terms	Account Aging	Custom Fields	1099 Settings
G/L Account ID	G/L Account Description	1099 Settings	
20000-00	Accounts Payable	INT Box 1 or MISC Box 7	
23000-00	Accrued Expenses	INT Box 1 or MISC Box 7	
23100-00	Sales Tax Payable	1099-INT, Box 1	
23200-00	Wages Payable	1099-MISC, Box 2	
23300-00	401 K Deductions Payable	1099-MISC, Box 7	
23350-00	Health Insurance Payable	1099-MISC, Box 5	
23400-00	Health Insurance Payable	INT Box 1 or MISC Box 7	
23400-00	Federal Payroll Taxes Payable	INT Box 1 or MISC Box 7	
23500-00	FUTA Tax Payable	INT Box 1 or MISC Box 7	
23600-00	State Payroll Taxes Payable	INT Box 1 or MISC Box 7	

Reset Default

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

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

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



### INITIAL DECISIONS

These 1099 settings are important come tax time, so it's a good idea to take care when establishing the settings. Before you begin, you'll want to take stock of your vendors and know which categories they fall into. Do you pay some of your vendors interest? Are some vendors independent contractors? (For tax purposes, this means you pay them more than \$600 a year.) Your accountant, if you have one, can give you direction.

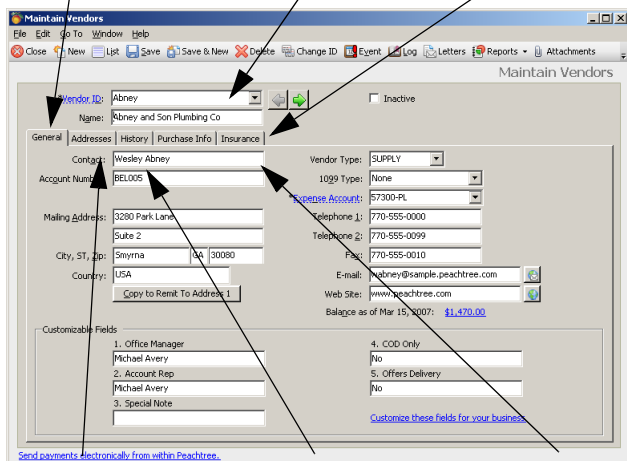


Vendor information is displayed as four tabbed folders with a label on each tab; see the illustration below. Only one tab is visible at a time, but you can view another tab by clicking the tab label.

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

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

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



Use the **Addresses** tab to enter multiple addresses for this vendor.

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

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

\*The Insurance tab is available only in Peachtree Premium for Construction.

To open the Maintain Vendors window:

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

## Header Fields

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

## General Tab

Here, you can enter a contact name and vendor mailing address information. To save you time typing, there's also a **Copy** button that lets you easily copy mailing address information to the remit-to address 1 for a vendor.

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

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

## Addresses Tab

For each vendor you can set up multiple addresses, as well as choose which address—mailing or one of the remit-to addresses—will serve as default address for shipments, purchase orders, and payments. To set up the default

addresses, enter the various addresses for this vendor. Then in the Address Defaults area, use the drop-down lists to select the desired addresses.

Addresses

Mailing Address: 3280 Park Lane  
Suite 2  
Smyrna, GA 30080  
USA

Copy Mailing Address to: Remit to Address 1      Copy

Address Defaults  
Select default addresses for the following transactions:  
 Payments: Mailing Address  
 Purchase Orders: Mailing Address  
 Shipments: Mailing Address

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

## History Tab

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

## Purchase Info Tab

You may enter the vendor's tax ID number (if you send the vendor 1099 forms), your account number with the vendor, and a preferred shipping method. Remember the standard terms you set up in Vendor Defaults? (See [“Standard Payment Terms” on page 105.](#)) If you want to set up different ones for this vendor, select **Customize terms for this vendor**; you can do the same for any of your vendors.

Terms and Credit

Customize terms for this vendor

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

Use discounts  
 Discount in  days  
 Discount Percent:

Credit Limit:

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

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

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

Form Options

Batch Delivery Method:  Paper Form  E-mail

E-mail purchase rep when using batch processing to send forms

Replace Item ID with:  UPC/SKU  Part Number

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

### Insurance Tab (Construction only)

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

#### If you want more information:

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

Look up “Maintain Vendors, History tab.”

## Entering Vendor Beginning Balances

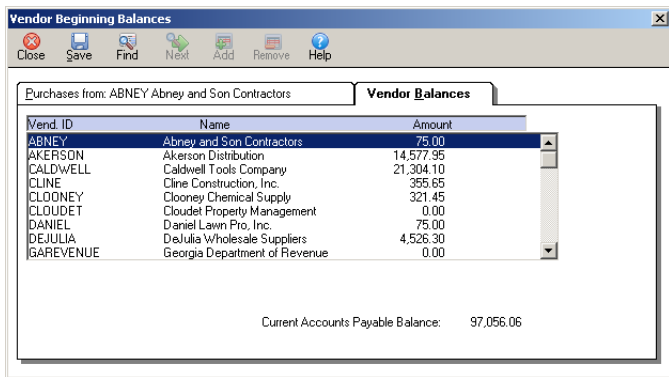
Vendor beginning balances are essentially unpaid purchase invoices (bills) you have received from vendors prior to the first transaction date in Peachtree. For example, let's say that your first fiscal year with Peachtree begins July 1. In this case, you can enter beginning balance invoices with dates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



Beginning balance invoices aren't posted to the general ledger. All unpaid purchases prior to starting Peachtree should typically be entered as a single beginning balance amount for your accounts payable account in Maintain Chart of Accounts. For more information about setting up your chart of accounts, see [“Entering or Modifying Accounts” on page 76](#).

To enter vendor beginning balances,

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



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

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



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

Note

Vendor Beginning Balances

Close Save Find Next Add Remove Help

Purchases from: **ABNEY Abney and Son Contractors** : Vendor Balances

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

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

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

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



Note

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

### If you want more information:

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

Look up "vendor, beginning balances."



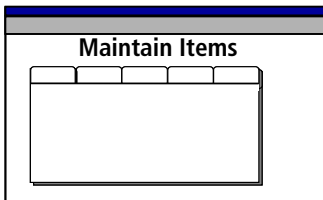
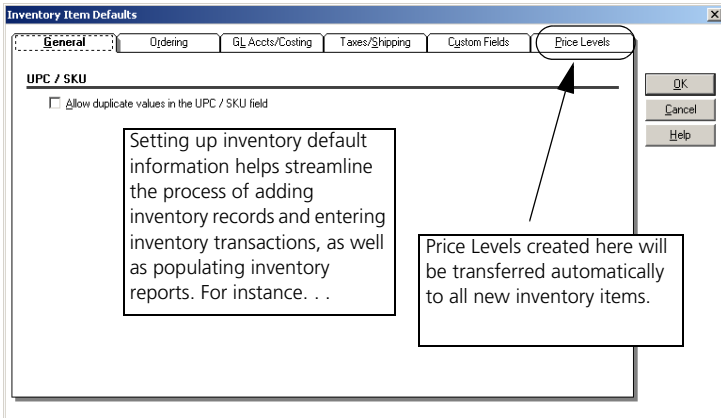
# Setting Up Inventory

# 7

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# ★ Setting Up Inventory ★

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



The 'Inventory Reports' window displays a table with the following data:

Item	Quantity	Price	Internal Order Num	Qty On Hand	Cost @ Issues
001500	10	99.00	1000000000000000	61442210	640
Product Back in Stock		99.00			640
		99.00			640
004200	10	1.00	1000000000000000	100	100
1000000000000000		1.00			100
		1.00			100
004700	10	1.00	1000000000000000	100	100
1000000000000000		1.00			100
		1.00			100
00500	10	100	1000000000000000	1000	100
1000000000000000		100			100
		100			100

## Inventory Default Information

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



### INITIAL DECISIONS

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

To open Inventory Defaults

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

### General

Depending on the version of Peachtree you are using, you will have one or more options here. These options allow you to specify if you want to allow for duplicate values in certain fields. You can also select a default item class.

**Item Class**

---

Default Item Class:

### If you want more information:

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

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

## Ordering

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

### Quantity Available

- Include purchase orders when calculating quantity available



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

### Sales Invoice / Receipt Out of Stock Warning Message

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

### Sales Order / Proposal Out of Stock Warning

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

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

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

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

## GL Accts/Costing

Since Peachtree stores several different types of “inventory” items, including stock, service, assembly, activity items, and so forth, there are several default values that should be set prior to adding your inventory items. These defaults will carry over automatically to the different types of items you create, saving you a great deal of time when you add your items. Depending on

which Peachtree product you own, your list of item types will vary. The GL accounts selected will be used when these item types are bought, sold, or used during different tasks in Peachtree. You also can choose your default costing method. Peachtree supports three costing types for stock and assembly items, and a dedicated costing type called Specific for Serialized items (available in Peachtree Premium only). Activity and Charge items are used with Peachtree's time and billing features (available in Peachtree Complete and Peachtree Premium accounting).

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

**1** Select or enter account numbers for each field in the columns.

Whenever you add a new item, these IDs will be entered automatically into the corresponding fields for the item record.

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

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

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

## Taxes/Shipping

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



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

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

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

### Custom Fields

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

### Item Prices

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



Peachtree Pro Accounting and Peachtree First Accounting provide only five price levels and they cannot be calculated by the system.

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

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

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

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

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

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

When you set up your customer records in Maintain Customers, you can specify the price level that each customer will receive. Hence, the price level

feature allows you to create multiple levels for handling customers who may buy large quantities of items in contrast to those who buy fewer items.

If you base your item prices on Last Cost, Peachtree will not update the price of an item automatically if the Last Cost should change. You must either use the Multiple Price Levels window in Maintain Inventory and click Recalc, or you must use the Maintain Prices routine. For instance, if the Last Cost of an item was \$10 and your sales price is calculated as Last Cost\*1.5, the sales price will be \$15. If you purchase the item at \$20, making the Last Cost \$20, your sales price will remain \$15 until you click Recalc in the Multiple Price Levels window in Maintain Inventory or until you use Maintain Prices (for more information on Maintain Prices, see page [134](#)) to update the prices of items.

**If you want more information:**

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

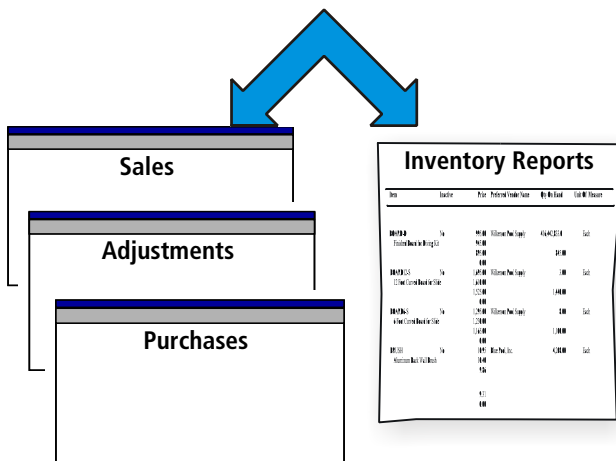
Look up "price level, default calculations."

## Item Maintenance

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

➔ Select **Maintain, Inventory Items**.

The screenshot shows the 'Maintain Inventory Items' window for item 'AVRY:10110'. The 'Description' field is set to 'Three-Section pole that will place the bird house 12 ft. above ground'. A callout box points to this field with the text: 'Setting up inventory item information helps streamline the process of entering inventory transactions and populates inventory reports. For instance. . .'. Another callout box points to the same field with the text: 'The Description for Sales will automatically be entered in the Description field on Quotes, Sales Orders, and Sales Invoices.'



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

Maintain Inventory Items will store data on more than just stock items. You can also set up **Service** items that represent services you perform for customers and charge them for. You can enter price levels for these services so that Peachtree will automatically call up the correct price on a quote, sales order, or invoice. **Labor** items represent labor costs that go into assemblies.

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

## Header Fields

Item ID:	AVRY-10110				<input type="checkbox"/> Inactive
Description:	Bird House-Pole 14 Ft.				<input type="checkbox"/> Subject to Commission
Item Class:	Stock item	<a href="#">Set defaults</a>			

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

### If you want more information:

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

Look up "setting up, inventory items."

## General

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

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

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

General

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

for Sales

Price Level: 49.99

GL Sales Acct: 40000-AV Sales - Aviary

GL Inventory Acct: 12000-00 Inventory

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

Item Tax Type: 1

Last Unit Cost: 19.95

Cost Method: FIFO

UPC / SKU:

Part Number:

Item Type: SUPPLY

Location: AISLE 1

Stocking U/M: Each

Weight: 0.00

Qty on Hand: 15.00000 Qty Available: 15.00000 Minimum Stock: 6.00

Proposals: 0.00000 Qty on PO's: 0.00000 Reorder Quantity: 6.00

Preferred Vendor ID: DEJULIA

Beginning Balances:

Enter various data for each item here.

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

## Custom Fields

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

## History

This tab will track the sales and purchase history of the item, broken down by accounting period. This tab is not available in Peachtree First Accounting.

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

## Bill of Materials

When you select an Item Class of Assembly (or Serialized Assembly if you are using Peachtree Premium), this tab will be available for selecting the items that will make up the assembly. You can include items from most of the Item Classes, but you cannot include a serialized item on the bill of materials.

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

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

The cost of the assembled item will equal the total cost of all items that are included in the assembly. To build or unbuild an Assembly item, you will use the Build/Unbuild Assemblies transaction or, if you are using Manufacturing or Distribution, you can use Work Tickets. (see [“Build/Unbuild Assemblies” on page 257](#) or [“Entering Work Tickets \(Manufacturing and Distribution only\)” on page 260](#)).



Note

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

### If you want more information:

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

Look up “assemblies, bill of materials.”

## Item Attributes

You can use this tab when the item is a Master Stock Item. This tab is available only for Peachtree Complete and Peachtree Premium Accounting.

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

The screenshot shows the 'Item Attributes' tab with two sections: 'Primary Attributes' and 'Secondary Attributes'. Both sections have a 'Name' field, an 'ID' field, and a 'Description' field, along with 'Add' and 'Remove' buttons. The Primary Attributes section shows 'Height' as the name and a list of '2ft - 2 feet high' and '4ft - 4 feet high'. The Secondary Attributes section shows 'Color' as the name and a list of 'GRN - Green', 'RD - Red', and 'WHITE - White'. Below these sections is a table titled 'Created Substock Items:'.

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

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

## Serial Numbers

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



Serial Numbers

Find: \_\_\_\_\_  
 Enter the serial number to find:

Warranty Period:  
 This item is covered under a warranty.  
 Warranty expires    Years  from sale.

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

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

- 1
 After you enter the serialized line item on the sales invoice and specify the quantity, click the **Serial No.** button in the toolbar. The Serial Number Selection window opens.
- 2
 Check the boxes of the serial numbers you are selling. Peachtree will require you to check the same number of items as are indicated on the line item. Click **OK**.

Serial No.

Type a serial number or select from the list: \_\_\_\_\_

Select	Serial Number	Status
<input type="checkbox"/>	1763528-LM	Available
<input type="checkbox"/>	1763529-LM	Available
<input type="checkbox"/>	1763530-LM	Available

Selected: Serial Number 0 of 2 for EQLW-14210

### If you want more information:

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

Look up "serialized inventory, entering serial numbers."

## Inventory Beginning Balances

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

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

- 1 Click the item that you want to enter quantity and cost for.
- 2 Enter the **Quantity** and **Unit Cost** for the item. This is the quantity on hand as of the day you start using Peachtree. Peachtree will display the Total Cost.

Item ID	Description	Quantity	Unit Cost	Total Cost
AVRY-10050-LG-CSL	Prefabricated Birdhouse	10.00	20.00	200.00
AVRY-10050-LG-CSL	Prefabricated Birdhouse	0.00	0.00	0.00
AVRY-10050-LG-EFL	Prefabricated Birdhouse	0.00	0.00	0.00
AVRY-10050-LG-HTL	Prefabricated Birdhouse	0.00	0.00	0.00
AVRY-10050-LG-PYR	Prefabricated Birdhouse	0.00	0.00	0.00
AVRY-10050-SM-CSL	Prefabricated Birdhouse	0.00	0.00	0.00
AVRY-10050-SM-EFL	Prefabricated Birdhouse	0.00	0.00	0.00
AVRY-10050-SM-HTL	Prefabricated Birdhouse	0.00	0.00	0.00
AVRY-10050-SM-PYF	Prefabricated Birdhouse	0.00	0.00	0.00
AVRY-10100	Bird House Kit	0.00	0.00	0.00

Total Beginning Balances: 18,598.19

- 3 Repeat steps 1 and 2 for each item.
- 4 Click **OK** to save the data. The Total Beginning Balances should equal the total amount of all inventory accounts.

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

## Set Up and Maintain Price Levels

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

### Change Prices for Individual Items

Peachtree allows you to customize item price information with up to ten different price levels per item (In Peachtree First and Peachtree Pro Accounting, you have five price levels).

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

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

### Change Prices for Multiple Items

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

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

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

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

**Maintain Item Prices - Filter Selection**

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

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

OK Cancel Help

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

**Maintain Item Prices**

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

Select which levels to adjust:

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

Select method of adjustment:

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

Use  and  Round New Value to

Item	Last Cost	New Price	New Price	New Price	New Price	New Price	Select
Description	Price Level 1	Price Level 2	Price Level 3	Price Level 4	Price Level 5	Price Level 6	
ADMIN-0000	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Blank/Blank/Blank/Blank/Blank/Blank/Blank/Blank	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
AVRY-10050	0.00	59.99	69.99	79.99	89.99	99.99	<input checked="" type="checkbox"/>
Preallocated Endhouse		59.99	69.99	79.99	89.99	99.99	<input checked="" type="checkbox"/>
AVRY-10050-LG-C	17.25	79.99	89.99	99.99	109.99	119.99	<input checked="" type="checkbox"/>
Preallocated Endhouse		79.99	89.99	99.99	109.99	119.99	<input checked="" type="checkbox"/>
AVRY-10050-LG-E	17.25	79.99	89.99	99.99	109.99	119.99	<input checked="" type="checkbox"/>
Preallocated Endhouse		79.99	89.99	99.99	109.99	119.99	<input checked="" type="checkbox"/>

Select all the price levels you want to recalculate.

Select a method of adjustment.

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

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

### If you want more information:

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

## Set Up Quantity Discounts (Manufacturing and Distribution only)

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

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

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

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

Enter an ID and a description for the Quantity Discount.

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

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

	Minimum Qty for Discount	Discount Percent
Clear	100.00	1.000
Clear	200.00	1.500
Clear	300.00	2.000
Clear	<i>Minimum Quantity</i>	<i>Discount</i>
Clear	<i>Minimum Quantity</i>	<i>Discount</i>

Level Name	Selected
Retail	<input checked="" type="checkbox"/>
Distribution	<input type="checkbox"/>
Partners	<input type="checkbox"/>
Special	<input type="checkbox"/>

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

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

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

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

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



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

### If you want more information:

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

## Buying and Selling inventory in Bulk or Multi-Packs (Manufacturing and Distribution only)

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

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

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

### Enabling Multi-Packs in Inventory Item Defaults

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

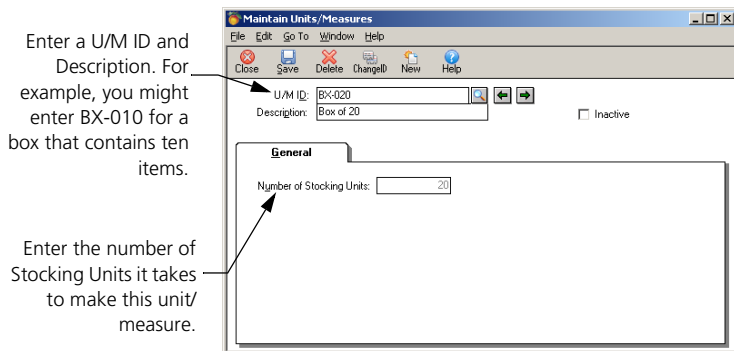
- ➔ From the **Maintain** menu, select **Default Information**, then **Inventory Items**. Check to make sure the *Enable Multi-Packs and buying and selling in different units/measures* option is selected.

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

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

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

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



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

## Setting Up Inventory Items to Use Multi-Packs

After you have set up new units/measures, you have to individually set up each inventory item to use the new unit/measure. While you can set up as many units/measures as you need, you can only assign two U/Ms to an



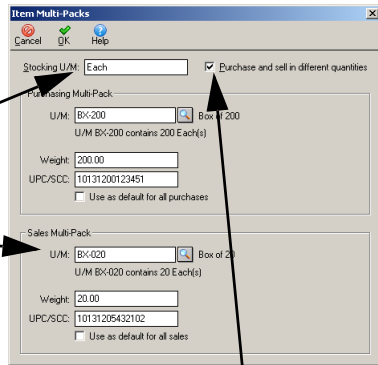
inventory item: one for sales and one for purchases. You can only set up multi-packs for Stock, Substock, Master Stock, Non-stock, and Assembly items.

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

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

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

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



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



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

Note

### Selecting the Appropriate U/M in Task Windows

After you have set up inventory items to be bought or sold in multi-packs, you will be able to select the unit/measure that you desire in the following

windows: Quotes, Sales Orders, Proposals, Sales/Invoicing, Receipts, Credit Memos, Purchase Orders, and Purchase/Receive Inventory.

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

Apply to Sales Order: 0.00			Apply to Sales: 9.99				
Quantity	Item	U/M	Description	Unit Price	Tax	Amount	Job
1.00	EQFF-13120	BV-020	)-Gro All-Purpose Plastic Sprayer/Mister	9.99	1	9.99	
		Each	Stocking U/M				
		BV-200	Box of 200				
		BV-020	Box of 20				

Apply Tickets/Expenses

Sales Tax:	0.00
Freight:	0.00
Other Applied Credits	0.00
Amount Paid at Sale	0.00
Invoice Total	9.99
Net Due	9.99

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

### If you want more information:

In the Help index, look up "setting up, units/measures."

Look up "setting up, multi-packs."



# Setting Up Payroll

# 8

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## ★ Setting Up Payroll ★

Peachtree First Accounting tracks basic information about your employees, but it does not calculate payroll amounts.

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



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

### What Are My Payroll Options?



#### INITIAL DECISIONS

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

#### Choice 1: Peachtree Managed Payroll or In-House Payroll?

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

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

### What Are My Options for In-House Payroll?

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

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

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

If you choose to manually maintain your taxes and formulas, there are a number of options available to gain an understanding of which tax laws and regulations apply to your business and employees.

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

**Choice 2: Direct Deposit?**

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

**If you want more information:**

Go to [www.peachtree.com/payroll](http://www.peachtree.com/payroll).

## Overview: Setting Up Your Payroll

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

- 1 Set up company-wide parameters for taxes and benefits by answering the questions of the Payroll Setup Wizard. Peachtree will set up payroll fields and any associated formulas\* for you. (\*See Step 4, below).
- 2 Set up any additional deductions in Employee Defaults.
- 3 Set up employee records, including
  - ❖ address and contact information
  - ❖ withholding amounts
  - ❖ pay rates
  - ❖ amounts and percentages for elective benefits, like retirement plans and Flexible Spending Accounts, and for insurance plans and Health Savings Accounts (if different from the norm)
- 4 If you chose not to subscribe to a tax update service, you would need to set up payroll formulas for your taxes, benefits, and other deductions.



### How Payroll Amounts Get Calculated

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

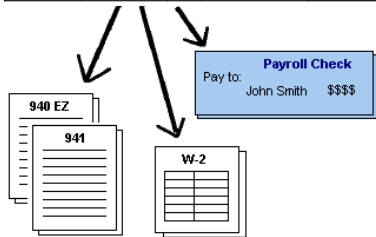


## What Are Payroll Fields?

Payroll fields are to your employee records (ledgers) what accounts are to your general ledger. All the various payroll taxes that your company or your employees pay must be defined as payroll fields. Most common payroll deductions, allowances, and additions (for adjusted gross amounts) are set up when you answer the questions in the Payroll Setup Wizard. Any additional fields you may need can be set up in Employee Defaults.

Define Payroll Fields

Field Name	G/L Account	Calc	Tax Name	Amount
Gross		<input type="checkbox"/>		
K401	23300	<input type="checkbox"/>		
Fed_Income	23400	<input checked="" type="checkbox"/>	FIT	
Soc_Sec	23400	<input checked="" type="checkbox"/>	FICA EE	



Peachtree uses these fields to compute all the deductions and allowances that, together with gross pay rate information stored in the employee record, make up net pay.

You can use these fields:

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

## What Are Payroll Formulas?

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

Formula	<p>"These tables are for the sample data ONLY and should not be used for your own company as the information may be INCORRECT."</p> <p>ANSWER = -PRORATE (TABLE (ANNUAL (ADJUSTED_GROSS) - (EMP_FEDERAL_ALLOWANCES * 2350))) - EMP_FEDERAL_EXTRA</p>
---------	--

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

Setting up payroll fields and formulas can be one of the more complex features of Peachtree. You should carefully evaluate this decision, perhaps in consultation with your accountant.

### If you want more information:

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

Look up "tax table formula."

## Payroll Setup Wizard

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

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

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



Note

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

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

## Company Information

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

The screenshot shows the 'Company Information' window of the Payroll Setup Wizard. The left sidebar contains navigation options: Home, Payroll Options, Company Information (selected), Pay Types, Benefits, Taxes, and Setup Complete. The main area contains the following fields and options:

- Company name: QB
- Federal Employer ID: [text box]
- State Employer ID: [text box]
- State: [dropdown menu]
- State Unemployment ID: [text box]
- State Unemployment Rate: 0.000000 %
- Do you want to record employee meals and tips? Yes  No

Two callout boxes provide additional information:

- One points to the State dropdown menu: "This state will default when you are setting up employees, but you can change it if necessary."
- Another points to the State Unemployment Rate field: "Enter the unemployment percentage the state government requires your company to pay. This is used to create the calculation for SUI (State Unemployment Insurance) employer taxes."

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

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

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

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

### If you want more information:

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

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


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

## Pay Types

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

**Pay Types**

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

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

**Hourly**

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

**Salary**

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

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

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

## Benefits

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

- ❖ vacation and sick time

- ❖ employee insurance, including medical, dental, vision, and long- and short-term disability insurance
- ❖ retirement plans, including SIMPLE, 401(k), IRA, Roth 401(k) and IRA, and 403(b)
- ❖ flexible spending accounts, including Medical Care, Dependent Care, Health Savings Accounts, and Adoption Assistance

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

## Vacation and Sick-Time Tracking

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

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

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

**Vacation** [Current formulas](#)

Vacation settings are based on:

The answers to the questions below  
 My own formula

Employees are given  vacation hours per year.  
(Example: 8 hours = 1 day)

i This amount can be changed later for individual employees.

Employees receive these hours:

At the beginning of the calendar year  
 Accrued over each pay period

Does the remaining time carry over to the next year?

Yes  
 No

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

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

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

### If you want more information:

Look up "vacation time, tracking setup."

Look up "sick time, tracking setup."

### Insurance Plans: Medical

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

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

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

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

**Insurance Plans — Medical — Medical**

**Employee** contributions are based on:

A dollar amount per paycheck: \$

My own formula:  [Create a new formula](#)

Do you want the employee contribution amount to display on the W-2 form?

Yes

No

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

## Retirement Plans: 401(k)

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

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

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

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

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

**Retirement Plans — 401(k)** [Current formulas](#)

Company contributions are based on:

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

Contribution Formula

Company contributes  % of the employee contribution up to  % of gross wages,  
 then  % of the employee contribution over 4.00% of gross wages.  
 The maximum company match is  % of the employee's gross wages.

Employee contributions are based on:

A percentage of wages  
 My own formula:  [Create a new formula](#)

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

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



## General Ledger Accounts

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

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

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

## Setting Up Taxes

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

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

### Taxes

#### Payroll Taxes

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

Tax liability acct no.: 23400 - Payroll Taxes Payable

[What is this?](#)

Tax expense acct no.: 72000 - Payroll Tax Expense

[What is this?](#)

#### Local Taxes

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

- Yes  
 No

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

## Assign Tax Fields

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

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

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

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

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

OK Cancel Help

## Setup Complete

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

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

## What Specific Payroll Fields Are Set Up Initially?

As you step through the Payroll Setup wizard, Peachtree can set up (depending on your responses) the fields in the tables below. These fields will show up on your paychecks, so it's important to know what they are for.

### Naming Conventions

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

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

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

### **If you want more information:**

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

Look up "payroll fields, setting up."



## Setting Up Employee Defaults

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

To examine or modify employee defaults, do the following:

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

Use the **General** tab to set up employee custom field labels, how names display on lists and reports, and a standard locality.

The **Review Ratings** and **Employment Status** tabs are available for you to set up review ratings and employment statuses (only available in Peachtree Complete and Peachtree Premium Accounting).

The screenshot shows the 'Employee Defaults' dialog box with the 'General' tab selected. It contains several sections:

- Custom Fields:** A table with 5 rows. The first row has a text input field containing 'What is this?'. The other rows have empty text input fields. To the right of each row is a checkbox labeled 'Enabled', all of which are checked.
- Display Employee Name with:** Two radio button options: 'First name first (John Q Doe)' (selected) and 'Last name first (Doe, John Q)'. Below these is a link: 'Which screens are affected?'
- Locality:** A label 'Locality:' followed by a text input field.
- Buttons: 'OK', 'Cancel', and 'Help' are on the right side.
- Footer: A green arrow icon and the text 'More options are in Payroll Settings'.

Use the **Employee Fields** tab to add or edit employee payroll fields (taxes, benefits, deductions) that can't be set up in the Payroll Settings wizard.

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

### If you want more information:

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

Look up "employee defaults, general tab."

**General Tab**

You can set up a default locality (if applicable); choose to sort employees by last name or first name in lookup lists and reports; and set up employee custom field labels.

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

Enter your own field labels to keep track of specific information. For example, you could enter "Birthday" as a field label and maintain employee birthday records.

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

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

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

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

**If you want more information:**

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

Look up "defaults, employee."

## Employee Fields

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

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

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

Field Name	G/L Account	Calc	Formula	Amount	Memo	Run	Adjust
Fed_Income	23400-00	<input checked="" type="checkbox"/>	FIT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soc_Sec	23400-00	<input checked="" type="checkbox"/>	FICA EE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medicare	23400-00	<input checked="" type="checkbox"/>	MEDICARE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State	23600-00	<input checked="" type="checkbox"/>	**SIT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K401	23300-00	<input checked="" type="checkbox"/>	401K EE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VAC_Accrued		<input checked="" type="checkbox"/>	VAC_ADD		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VAC_Taken		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VAC_Remainder		<input checked="" type="checkbox"/>	VAC_REM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• Do you need to add a new benefit or deduction? [Tell me how](#)  
 • What are the [Memo](#) and [Run](#) columns?  
 • Rows that are disabled on this screen can be edited in [Payroll Settings](#).

Employee payroll fields serve three basic functions:

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

### If you want more information:

Look up "defaults, employee."

Look up "employee defaults, Employee fields."



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

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

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

Selecting the **Calculate** check box allows you to select a formula name to use to calculate tax amounts. If you subscribe to one of the Peachtree tax services, tax names and their formulas/tables are provided. If you don't subscribe to the tax service, you can enter a formula name here, but you must set it up in User-Maintained Payroll Formulas before it will calculate.

The **Memo** checkbox indicates that the field amount is for record purposes only; the amount will not post to the general ledger. For example, tips are normally a Memo field. All non-dollar amounts should be left as memo items (for example, vacation-time or sick-time hours earned). The **Run** checkbox instructs Peachtree to not reset amounts to zero when you close the payroll tax year. For example, if you set up a field to track vacation hours, you might want the unused total to carry over into the following payroll tax year.

## Calculate Adjusted Gross

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

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

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

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

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

## Company Fields Tab

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

Payroll fields with a "C" extension indicate company-paid payroll liabilities and expenses.

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

Field Name	Liability	Expense	Calc	Formula	Adjust
Soc_Sec_ER	23400-00	72000-00	<input checked="" type="checkbox"/>	FICA ER	▶
Medicare_ER	23400-00	72000-00	<input checked="" type="checkbox"/>	MEDICARE	▶
FUTA_ER	23400-00	72000-00	<input checked="" type="checkbox"/>	FUTA ER	▶
SUI_ER	23400-00	72000-00	<input checked="" type="checkbox"/>	""SUI ER	▶
K401_ER	23300-00	73000-00	<input checked="" type="checkbox"/>	401K ER	▶
SI2_Unemp_C	23400-00	72000-00	<input checked="" type="checkbox"/>	""2SUI ER	▶
			<input type="checkbox"/>		▶
			<input type="checkbox"/>		▶
			<input type="checkbox"/>		▶

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

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

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

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

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

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

**Calculate (Calc):** Selecting this check box allows you to select a formula name to use to calculate tax amounts. If you subscribe to one of the Peachtree tax services, tax names and their formulas/tables are provided. If you don't subscribe to the tax service, you can enter a formula name here, but you must set it up in User-Maintained Payroll Formulas before they will calculate.

**Adjust:** Identifies how the payroll field should be calculated in relation to adjusted gross. When you select the Adjust button, Peachtree displays the Calculate Adjusted Gross window.

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

### Review Ratings tab

For users of Peachtree Complete Accounting and higher, you can create up to 10 review ratings for your employees. These can be attached to an employee's record using the Performance Reviews window.

### Employment Status tab

For users of Peachtree Complete Accounting and higher, there is the Employment Status tab that allows you to create up to 10 statuses for your employees. These are used on the Additional Information tab in Maintain Employees.

#### If you want more information:

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

Look up "defaults, employee."

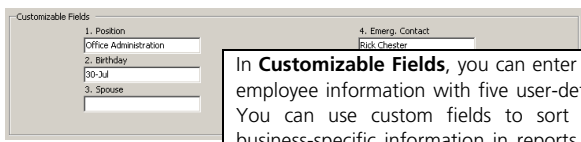


## Maintain Employees

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

### General Information

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



In **Customizable Fields**, you can enter customized employee information with five user-defined fields. You can use custom fields to sort and group business-specific information in reports and forms. The actual fields are set up in Employee Default Information; see [page 162](#).

### Additional Info

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

<b>Emergency Contact</b> Name: <input type="text"/> Relationship: <input type="text"/> Phone 1: <input type="text"/> Phone 2: <input type="text"/>	<b>Demographic Information</b> Birth date: <input type="text"/> Marital status: <input type="text"/> Gender: <input type="text"/> Ethnic origin: <input type="text"/>
<b>Employment Details</b> Job title: <input type="text"/> Job code: <input type="text"/> Division: <input type="text"/> Location: <input type="text"/> Department: <input type="text"/> Supervisor: <input type="text"/>	Employment status: <input type="text"/> <a href="#">Customize statuses</a> Hired: <input type="text"/> May 1, 2003 Terminated: <input type="text"/> Rehired: <input type="text"/> I-9 verification status: <input type="text"/> I-9 reverification date: <input type="text"/>

**Pay Info**

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

**If you want more information:**

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

Look up "Maintain Employees/Sales Reps."

You have three options on the **Pay Info** tab about how you want pay the employee.

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

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

**Hourly-Time Ticket Hours:** When this method is selected, you are given the option to set up an hourly billing rate that is used in Time & Billing. (Available in *Peachtree Complete* and *Peachtree Premium* only.)

## Withholding Information

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

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

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

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

## Vacation/Sick Time

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

General	Pay Info	Withholding Info	Vacation/Sick Time	Employee Fields	Company Fields
<b>Vacation Settings</b> <a href="#">Why are these options disabled?</a> <input checked="" type="checkbox"/> This employee uses the company default settings for vacation. This employee gets <input type="text" value="0.00"/> vacation hours per <input type="text" value="year"/> <small>(Example: 8 hours = 1 day)</small> This employee receives these hours: <input checked="" type="radio"/> At the beginning of the calendar year <input type="radio"/> Accrued over each paycheck. The maximum number of vacation hours this employee can have at any time is: <input type="text"/> <small>(Leave blank if no maximum)</small>			<b>Sick Time Settings</b> <a href="#">Why are these options disabled?</a> <input checked="" type="checkbox"/> This employee uses the company default settings for sick time. This employee gets <input type="text" value="0.00"/> sick hours per <input type="text" value="paycheck"/> <small>(Example: 8 hours = 1 day)</small>		
<a href="#">Current Formulas</a> (for this employee)			<div style="border: 1px solid black; padding: 5px;">           To customize settings for either vacation or sick time, just uncheck this box. Then enter any changes.         </div> <a href="#">Current Formulas</a> (for this employee)		



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

## Employee Fields

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

Should I edit this information? [How do I enter employee contributions?](#)

Gross Payroll Account: 77500-00 Wages Expense

Field Name	Use Defaults	Account	Calculated	Formula	Adjust	Amount
Fed_Income	<input checked="" type="checkbox"/>	23400-00	<input checked="" type="checkbox"/>	FIT	>	0.00
Soc_Sec	<input checked="" type="checkbox"/>	23400-00	<input checked="" type="checkbox"/>	FICA EE	>	0.00
Medicare	<input checked="" type="checkbox"/>	23400-00	<input checked="" type="checkbox"/>	MEDICARE	>	0.00
State	<input checked="" type="checkbox"/>	23600-00	<input checked="" type="checkbox"/>	**SIT	>	0.00
	<input type="checkbox"/>		<input type="checkbox"/>	WAGE	>	0.00
	<input type="checkbox"/>		<input type="checkbox"/>	WAGE	>	-23.00
	<input type="checkbox"/>		<input type="checkbox"/>		>	0.00
	<input type="checkbox"/>		<input type="checkbox"/>		>	0.00
	<input type="checkbox"/>		<input type="checkbox"/>		>	0.00
	<input type="checkbox"/>		<input type="checkbox"/>		>	0.00

If the employee requires unique setup for a payroll field (different from what is set up in Employee Defaults), clear the Use Defaults check box and select the alternate G/L account, formula name, or payroll field amount.

## Company Fields

On the **Company Fields** tab, you identify payroll fields (deductions and additions) for which your business is responsible during payroll entry. Depending on the payroll fields you use, you might have employees whose employer payroll fields differ from the company-wide employer fields established in Employee Defaults. Or, you could have employees with special situations that you want to track with payroll fields. You can enter specific

information for those employees using this Employer Fields tab of the Maintain Employees/Sales Reps window.

### **If you want more information:**

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

Look up "Maintain Employees/Sales Reps."

## **Employee Beginning Balances**

Employee beginning balances are year-to-date earnings and withholdings that exist prior to entering payroll transactions in Peachtree. You can enter beginning balances for an employee even after payroll transactions have been posted for that employee. However, we recommend you do it before entering your first paycheck.

- ➔ From the **Maintain** menu, select **Employees/Sales Reps**. In the Maintain Employees/Sales Reps window, select the **Employee Beginning Balances** button on the **General** tab. Then enter or select the employee ID that you want to modify.

Define the **payroll period dates** here. You may only need to enter quarterly balances, in which case you would set up four columns.

Employee Beginning Balances

Employee ID: ACHESTER      Amanda W. Chester

	1	2	3	4	5	
Dates:	Mar 28, 2007					
Payroll Field						Total
1 Gross	1,120.00	0.00	0.00	0.00	0.00	1,120.00
2 Fed_Income	-131.86	0.00	0.00	0.00	0.00	-131.86
3 Soc_Sec	-69.44	0.00	0.00	0.00	0.00	-69.44
4 Medicare	-16.24	0.00	0.00	0.00	0.00	-16.24
5 State	-48.44	0.00	0.00	0.00	0.00	-48.44
6 K401	-44.80	0.00	0.00	0.00	0.00	-44.80
Net Check:	809.22	0.00	0.00	0.00	0.00	

Enter total salary or hourly wages in the **Gross** field. Then enter total *deductions* (as negative numbers) and *additions* (as positive numbers) for each payroll field set up.

In the Date field, you can enter up to 52 dates for paychecks, or you can enter quarterly dates, so that quarterly reports and W-2s will compute properly. In most cases, you would enter quarterly balances for the past quarters, and then enter balances for each pay period in the current quarter. For example, if your conversion date to Peachtree is October 30, and you process payroll on a semi-monthly basis, you could set up dates for March 31, June 30, and September 30 for the quarterly amounts. Then, set up October 15 and October 30 for the current quarter pay periods. This way you'd have an up-to-date accounting history for this employee to ensure that tax forms will print correctly.

When you're finished entering the dates, enter balances for each appropriate payroll field, gross pay, deductions, and allowances. Deductions must be entered as negative amounts. You can also enter memo fields such as tips, meals, and accrued vacation or sick hours.

Employer payroll field beginning balances cannot be entered here; these have to be manually adjusted.

Once you have entered your Employee payroll field beginning balances (deductions as negative numbers), the total at the bottom of the column reflects the net pay for the period date.

**If you want more information:**

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

Look up "Maintain Employees/Sales Reps."

## Track Employee Raise History (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.

Employee ID: ACHESTER Employee Name: Amanda W. Chester

Raise Date	Applicable Rate	Base Amount	Raise Amount	Raise Percentage	New Amount	Notes
Apr 1, 2007	Regular	15.40	2.00	12.99	17.40	Note
Apr 1, 2006	Regular	14.00	1.40	10.00	15.40	Note

**Note:** This window is for memo purposes only. To make the pay rate effective on actual payroll calculations, rate changes must be entered on the Pay Info tab of the Maintain Employee / Sales Reps 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. (To make the pay rate effective on actual payroll calculations, rate changes must be entered on the Pay Info tab.)

From the Raise History window you can enter the selected employee's raise date, the pay rate to which you want to apply the raise (Regular or Overtime, for example), and the amount or percentage of the raise.

Once you select the applicable pay rate and enter the amount or percentage of the raise, Peachtree calculates the new pay rate and displays it in the New Amount field.

## Track Performance Reviews (Peachtree Complete and above)

You can keep track of performance reviews for your employees. First, you can create up to 10 Review Ratings (see [“Review Ratings tab” on page 167](#)). Then, when you review your employees’ performance, you can enter review information and assign ratings using the Performance Reviews window.

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

Employee ID: ACHESTER Employee name: Amanda W. Chester

Next review date: Dec 11, 2008

[Customize ratings](#)

Date	Rating	Reviewer	Notes	Attachments
Dec 11, 2008	Meets Expect...	A.L. Duke		<a href="#">Add</a>

Help Delete Save

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

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



# Setting Up Jobs

# 9

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# ★ Setting Up Jobs ★

## Overview

Job Costing is an optional but extremely helpful feature available in Peachtree. You can use Job Costing for tracking income and expenses for any project that your company undertakes. You can create estimates and use them as budgets. Once you set up job information for a particular project, you can apply to the job any invoices for materials and services used by going to the Accounts Payable and Payroll windows. You can also track revenues and payments made toward a job so that you have a good picture of what your profits are on a job. Such information can help you adjust expenses in a current job or estimate a similar job differently in the future. Peachtree also lets you print various job reports during a job's progress so you can get detailed information about the job.

## The Elements of Job Costing

This section provides descriptive information on the elements of job costing.

### Job ID

This is the only required element in job costing. A job ID is a unique identification code for each particular job or project that your company is undertaking. For example, if you are a construction company involved in residential and commercial construction projects, you can create job IDs as follows:

Job/Project	Job ID
Office Building	COM001
Apartment Home	RES001

### Phases

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

This is a job with two phases. For example, site preparation and sodding. By dividing a job in this manner, you can focus on total costs related to a phase as opposed to individual costs within phases.

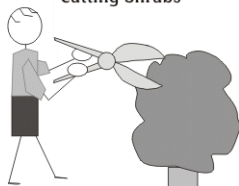
**Job ID 002**  
**Plant Sod**



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

This is a job with no phases associated with it, for example, cutting shrubs, or parcel delivery. Setting up jobs like this just tracks expenses and revenues at the job level.

**Job ID 001**  
**Cutting Shrubs**



Before defining phases, you may want to think about the various stages of different kinds of jobs that your company does and then define the phases that cover many such jobs. Since your tasks may differ with each job, you should try to define phases such that you can use them independently of a specific project. For example, a landscaping company can use phase P1 for grading in more than one job.

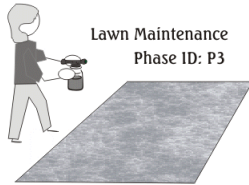
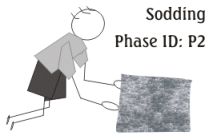
### **Cost Codes**

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

You should create cost codes that can apply to different phases and multiple jobs that you undertake. If you can create cost codes integral to the different jobs that you do, you can easily track your job cost and in turn arrive at more realistic quotes for another job that involves the same elements.

This is a job with more than one phase, of which one has two associated cost codes. These cost codes are a way of tracking the income and expense solely related to this phase. For example, C01 may be the price of fertilizer, and C02 may be the subcontractor's pay.

**Job ID 003**  
**Plant Sod**



Fertilizer  
Cost Code: C01  
Subcontractor  
Cost Code: C02

The best way to identify which cost codes to set up would be to consider all such resources whose cost affects your budget and that you use for completing a job. For example, as a landscaping company, you can set up your cost codes for materials or tasks such as Equipment Rental, Rock, Shrubbery, Mowing, Raking, Seeding and so on. Equipment Rental can be used as a cost code for more than one phase (grading or maintenance), while Rock can be used as a cost code for any other job that calls for the use of rocks in landscaping. If you are a catering company, you can specify cost codes for Food, Beverages, Alcohol, Linen, Tableware, Truck Driver, Decorator, and all other requirements of the job.

You must be careful not to specify too many cost codes because then you may end up having too much detail that can be confusing, or you may end

up with cost codes that are too specific and unusable. A better way would be to have a few generic cost codes to begin with and add some later, if needed.

### Cost Types

Cost types are five categories in which you can classify most of your expenses and revenues related to a job. You must apply a cost type to each cost code you define and to any phase that does not have a cost code. Peachtree provides you five options in the Cost Types drop-down list box:

- ❖ Labor (for work performed by your employees, temporary help, and so forth)
- ❖ Materials (for materials used in any phase of the job)
- ❖ Equipment (for private or rental equipment used to perform the job)
- ❖ Subcontractors (for work performed by sub-contract labor)
- ❖ Other (for miscellaneous expenses such as permits, training costs, transportation, overheads, and so on)

On some jobs reports, you can include the cost type information you entered for each cost code used, or cost information for any phase without a cost code. This can help determine where and when your money was used while completing a certain job. Note that you *must* select a cost type for all phases that do not use cost codes for the purposes of job costing.

If you have a reason for using two cost types (for example, if you paid a subcontractor for bringing materials), you should use the predominant cost type for any job transaction you enter.

Thus, the things to remember while setting up information for job costing are:

- ❖ set up a job ID for each project you undertake
- ❖ optionally divide jobs into phases with cost types if you want to track expenses or revenues by phase
- ❖ optionally set up cost codes with cost types for tracking more details about a job's phases

If you use the job costing options as explained, you will be able to:

- ❖ provide summaries of estimated costs and actual costs paid to date by job

- ❖ identify cost overruns promptly so corrective actions can be taken
- ❖ track and review costs of labor, subcontractors, material, equipment and other miscellaneous costs
- ❖ provide historical data to improve your estimating process

### **How Can You Use Job Costing?**

The following describes some strategies for tracking different levels of job detail.

**Note:** If you are using Peachtree Pro Accounting, you will only be able to track jobs at one level.

Selecting detail for a job depends on the following factors:

➔ **Will you benefit from dividing a job into stages, or phases?**

This can be true if your job can be distinctly divided into more than one step, or if the job is going to be completed by more than one person such as you and a subcontractor.

➔ **Will it help you to track cost of materials, labor, equipment, etc.?**

Tracking these costs can help you manage your finances better and also help you assess what constitutes the largest expense in the job. This can directly affect your profit.

➔ **Will it help you group certain costs together?**

You may be getting paid in installments, in which case all costs incurred in one phase of the project will be paid for in one transaction. Or, certain costs may be so well integrated that they would always be incurred in conjunction, such as rental equipment, regardless of which item is rented. In such cases, specific costs do not need to be tracked, only a combination of expenses for a certain part of the job.

Once you have determined these basic requirements, you can set up your jobs accordingly. The following table shows you how:

If...	Then...
You want to see only gross expenses and revenue for a job.	Use job ID only
You want to divide the job into stages and you want to group costs collectively under types, but want more than one category.	Use phases with cost types in your Job
You want to assess the cost of each item, its type/group, its time of usage in each stage of your project.	Use phases, cost types and cost codes

Remember that you have the option to set up any job with or without phases and codes/types. The program treats every job differently, so you can select a different combination of job costing elements for each job.

## Setting Up Job Defaults

To use job costing, you must first set up some default information that automatically appears in job windows or is automatically used by the system. Certain items must be set up prior to setting up jobs.

➔ To open Job defaults, select **Maintain**, then **Default Information**, then **Jobs**.

### Custom Fields

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

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

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

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

Customizable Fields

1. Second Contact	George Peabody	4. Qtrly Mailing?	Yes
2. Lawn Care Srvc?	Yes	5. Referral	Internet
3. Monthly Service?	Yes	<a href="#">Customize these fields for your business</a>	

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

## Billing and Retainage (Construction only)

In addition, you can use the Billing and Retainage tab to enter default billing information, such as Retainage Percent, Accounts Receivable and Payable Retainage accounts, and Billing Method. For detailed steps to setting up Peachtree to handle retainage, see [“Setting Up and Processing Retainage \(Construction only\)” on page 194](#).

Select your Billing Method and. . .

### Progress Billing

Billing Method:  Progress Billing is not used in Peachtree.

This default is used when setting up new Jobs. It can be changed on each Job.

### Retainage

Retainage Percent:

Receivable Retainage Account:  Retainage Receivables

Payable Retainage Account:  Retainage Payables

The Retainage Percent is used when creating new Jobs. It can be changed on each Job and on Tasks. The Accounts are used when creating new Tasks. They can be changed on the Task screens.

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

### Billing Methods for Jobs (Construction only)

You have four choices for your **Billing Method**. Your selection for a job will determine how Peachtree handles billing during the Progress Billing routine, as well as how estimated revenues are handled for the Percent of Proposal billing method

- ❖ If you select **No Progress Billing**, Peachtree will not perform any progress billings for your jobs.
- ❖ If you select **Percent of Completion**, Peachtree will bill for a job based on the percent of expenses incurred. The Amount to Bill on a progress billing invoice will be equal to  $(\text{Estimated Revenue} * \text{Total } \%) - \text{Previously Billed}$ . In this case, the Total % will be the value of Actual Expenses/Estimated Expenses.
- ❖ If you select **Percent of Contract**, Peachtree will bill based on a manually entered percentage for the estimated job revenue. The Amount to Bill on a progress billing invoice will be equal to  $(\text{Estimated Revenue} * \text{Total } \%) - \text{Previously Billed}$ . In this case, the Total % will be the value you enter.


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

- ❖ If you select **Percent of Proposal**, Peachtree will allow you to bill this job based on accepted proposals. In addition, on the **Estimated Expenses & Revenue** tab of the **Maintain Jobs** window, Peachtree will control the estimated revenues based on accepted proposals. You will still be able to enter estimated expenses, however. Once you select Percent of Proposal and enter open proposals for a job, you should not change the billing method for that job, since you will lose data for Estimated Revenues. To change the billing method, you must first close any open proposals and make notes on what the Estimated Revenues for the job should be.

### Labor Burden (Construction only)

The Labor Burden tab provides fields for a default labor burden percentage and labor burden accounts. You must fill in these fields if you are going to apply labor burden to employee earnings. For more information on labor burden and how to set up Peachtree to handle it, see [“Setting Up and Applying Labor Burden \(Construction only\)” on page 193](#).



Labor Burden Percent: Labor Burden Cost of Sales Account:   Labor BurdenApplied Labor Burden Account:   Applied Labor Burden

Labor burden percent is used when creating new jobs. It can be changed on each job and on payroll checks. The accounts can be changed on each payroll check.

## Setting Up Jobs

You maintain jobs on the Maintain Jobs window. To open this window

➔ Select **Maintain, Job Costs, Jobs**.

Select to use phases if you want more detailed costing for your job. Available with Peachtree Complete and Premium Accounting.

Specify a customer for the job to link it to Sales Invoicing. Expenses will be available for billing on the Reimbursable Expenses tab.

Use the **Job Type** field to classify your jobs for reporting purposes. Peachtree will keep track of the job types you set up and create a drop-down list for you.

Enter beginning balances for jobs by clicking this button.

## General Tab

Use the General tab to enter basic information about the job, such as address, job type, and so on. Also, you can put in a billing method for this job, as well as retainage and labor burden percentages.

## Estimated Expenses & Revenue Tab

Creates an estimate of what your actual expenses and revenues for a job will be. As you enter transactions and assign them to jobs, you will be able to generate reports that compare the two to determine how accurate your orig-

inal estimate was. This will provide useful information to create future estimates. You can create detailed estimates only for jobs that use phases or phases and cost codes.

Note that you cannot enter the same phase or phase-cost code combination for an estimate. If you do, Peachtree will warn you when you save, and you will have to remove the duplicates.

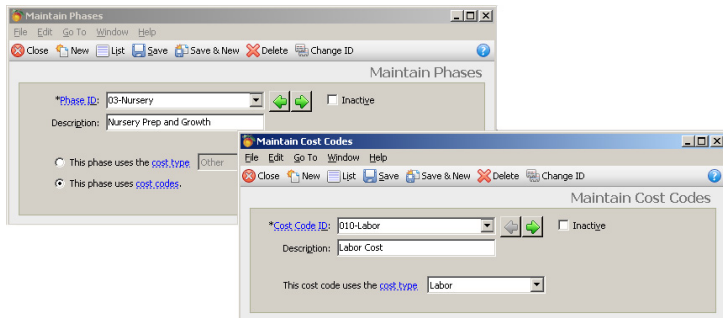
If you use Percent of Proposal as your Billing Method, Peachtree will automatically update the Estimated Revenues fields based on accepted Proposals for that job. Peachtree will also use the figures in both the Estimated Expenses and Estimated Revenues columns to determine the Percent Complete for a job and to determine how much to bill during a Progress Billing routine.

## Notes Tab

Use this tab to enter any comments or other information about the job. You can enter up to 250 characters. Notes entered here are for internal use only and can be added to reports if desired.

## Setting Up Phases and Cost Codes

You can also create phases and cost codes for more detailed tracking. Phases and cost codes are not available in Peachtree Pro Accounting.



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

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

Quantity	Item	Description	GL Account	Unit Price	Amount	Job														
1.00		labor costs for ground prep	74500	200.00	200	nd Prep.010-Labor														
		<i>Item Description</i>	<i>Repairs Expense</i>																	
<table border="1"> <tr> <td>BEATTY</td> <td>Beatty Bldg Law Maintenance</td> </tr> <tr> <td>CHAPPLE</td> <td>Chapple Law Offices</td> </tr> <tr> <td>01-Design</td> <td>Design and Planning</td> </tr> <tr> <td>02-Permits</td> <td>Work Permits</td> </tr> <tr> <td>03-Nursey</td> <td>Nursey Prep and Growth</td> </tr> <tr> <td>04-Ground Prep</td> <td>Ground Prep and Cultivation</td> </tr> <tr> <td>010-Labor</td> <td>Labor Cost</td> </tr> </table>							BEATTY	Beatty Bldg Law Maintenance	CHAPPLE	Chapple Law Offices	01-Design	Design and Planning	02-Permits	Work Permits	03-Nursey	Nursey Prep and Growth	04-Ground Prep	Ground Prep and Cultivation	010-Labor	Labor Cost
BEATTY	Beatty Bldg Law Maintenance																			
CHAPPLE	Chapple Law Offices																			
01-Design	Design and Planning																			
02-Permits	Work Permits																			
03-Nursey	Nursey Prep and Growth																			
04-Ground Prep	Ground Prep and Cultivation																			
010-Labor	Labor Cost																			

To select a job, simply click the folder in the Job field, then select the job, phase, and cost code.

Several job costing reports will allow you to track costs and revenues so that you can see how profitable your jobs are and update estimates and costs.

## Job Beginning Balances

Unless you are starting up your business for the first time when you set up Peachtree, you will have balances for existing jobs, outstanding expenses and revenues that must be entered so that your reports will be accurate. These outstanding balances are entered as beginning balance entries. You will enter abbreviated information on the costs and revenues in a special place, so that they will update your reports, but will not change the balances of your general ledger accounts. To enter beginning balances,

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

Job Beginning Balances		
Job ID	Description	Beginning Balance
BEATTY	Beatty Bldg Law Maintenance	745.00
CHAPPLE	Chapple Law Offices	670.50
HENTON	Henton Park Landscapes	0.00
MASON	Mason Rose Garden	0.00
MORTON	Morton Rock Garden	0.00
SHARP	Sharp Property Landscape	0.00
SPENCER	Spencer Playground	0.00
Total Job Balances:		745.50

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



Note

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

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

Phase ID	Cost Code ID	Date	Expenses	Revenues
		Feb 28, 2003	75.00	
Total:			75.00	0.00
Number of Entries:			1	0

Make sure you enter both expenses and revenues so that your reports will be accurate.

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

The beginning balance amounts should not include any costs or revenues entered elsewhere in Peachtree. Note that you cannot enter both expenses and revenues on the same line.

## Applying Costs and Revenues to Jobs

Once you have created your jobs, phases, and cost codes, you can apply costs and revenues created other places in the program to these jobs, phases, and cost codes. To apply a cost to a job, use the Job field on the line item of a task. For instance, in the following example, a purchase has been applied to a job.

Quantity	Item	Description	GL Account	Unit Price	Amount	Job
1.00		labor costs for ground prep	74500	200.00	200	nd Prep,010-Labor
	<i>Item Description</i>	<i>Repairs Expense</i>				

J	BEATTY	Beatty Bldg Law Maintenance
C	HAPPLE	Chapple Law Offices
P	01-Design	Design and Planning
P	02-Permits	Work Permits
N	03-Nursey	Nursey Prep and Growth
G	04-Ground Prep	Ground Prep and Cultivation
L	010-Labor	Labor Cost

To select a job, simply click the folder in the Job field, then select the job, phase, and cost code.

Several job costing reports will allow you to track costs and revenues so that you can see how profitable your jobs are and update estimates and costs for the future.

## Setting Up and Applying Labor Burden (Construction only)

Labor burden is the cost that a company incurs in the course of performing a job, in addition to the hourly amount or salary that the employee is paid. This can include health insurance, employer paid taxes, benefits, vacation time, and so on. Businesses that perform jobs usually want to add these labor burden or payroll overhead costs to jobs to more accurately assess the actual cost of their jobs and to bill customers accordingly.

Peachtree allows you to create a flat percentage that will be added automatically to the costs of a job when you pay your employees. This percentage can be set up at either the company or job level. When you pay your employees and assign their wages to jobs, Peachtree will automatically calculate the appropriate amounts and update job costs and general ledger accounts specified by you in Job Defaults.

**Note:** Labor burden cost calculated by Peachtree can only be approximate. An example is how FICA is applied. Since labor burden is calculated on regular earnings, there is no way for the calculation to tell whether or not an employee has reached their FICA limit. Hence, FICA may not be applied correctly to the job.

### Setting up Labor Burden

Setting up Peachtree for labor burden is a two-step process: selecting labor burden general ledger accounts on the Labor Burden tab of Job Defaults (for

more information, see [“Labor Burden \(Construction only\)” on page 187](#)) and entering a Labor Burden Percentage on the General tab of Maintain Jobs. If the percentage is the same for all jobs, enter it on the Labor Burden tab in Job Defaults. If the percentage varies by job, enter it on the General tab in Maintain Jobs on a per job basis.

### **Applying Labor Burden**

Labor Burden is applied while you are specifying hours to apply to jobs during Payroll Entry. As you apply employees' hours to jobs using the Labor Distribution to Jobs window, Peachtree will automatically calculate the amount of labor burden for each job based on the Labor Burden Percentage entered in the job record. For more information, see [“Setting Up and Applying Labor Burden \(Construction only\)” on page 193](#).

## **Setting Up and Processing Retainage (Construction only)**

Retainage is an amount of an invoice that is withheld until a customer is satisfied that a job or part of a job has been completed satisfactorily. Retainage gives the customer some leverage for ensuring that a job is completed to satisfaction.

Retained amounts of invoices are not treated as aged payables or receivables until they are released. Once they are released, they are treated as normal receivables or payables.

Peachtree's retainage feature allows you to withhold retainage on invoices from your vendors and automatically calculate the amount of retainage your customers withhold on your invoices. You can then track the amount of retainage on the Job Retainage report to quickly see what your customers owe you when the job is complete. You can also track the retainage withheld on your vendor invoices and quickly see what your obligations are when the retainage is released.

### **Setting Up Peachtree to Handle Retainage**

Setting up Peachtree to process retainage is a two-step process.

- 1 Select **Maintain, Default Information, Jobs**. Select the **Billing and Retainage** tab and enter the appropriate Receivable and Payable Retainage general ledger accounts. If you apply the same retainage per-

centage for all jobs, enter the percentage on this tab. Click **OK**. This will ensure that Peachtree places retained amounts in the correct general ledger accounts. For more information, see [“Billing and Retainage \(Construction only\)” on page 186](#).

- 2 Select **Maintain, Job Cost, Jobs**. Select each job in turn and enter the percentage for retainage in the **Retainage %** field. Save each record. When you enter sales invoices and credit memos for these jobs, Peachtree will automatically calculate the retainage for each job total and withhold it from the invoice total.

### **Processing Retainage for Customers**

When Peachtree has been set up properly, retainage amounts will be calculated automatically and displayed on the **Withhold Retainage** tab for the sales invoice or credit memo. Retainage for all phases of a job will be summed on a single line. You can change the percentage or amount for each job manually if you want. Retained amounts are not aged until they are released. For more information on entering Sales Invoices and Credit Memos, see [“Entering Sales Invoices” on page 207](#) and [“Entering Customer Credit Memos” on page 222](#).

### **Processing Retainage for Vendors.**

Peachtree also allows you to withhold retainage on your vendor invoices, bills, and credit memos. In this case, you will use the **Withhold Retainage** tab of the Purchases/Receive Inventory or Vendor Credit Memo windows. On this tab, enter the amount of retainage that displays on the vendor's bill or credit memo. Peachtree will automatically subtract this amount from the billed total.

For more information on entering Purchase Invoices and Vendor Credit Memos, see [“Receiving Inventory/Entering Vendor Invoices \(Entering Bills\)” on page 233](#) and [“Entering Vendor Credit Memos” on page 249](#).

### **Releasing Retainage for Customers.**

You can release retained amounts for a job in one of two ways.

- ❖ **Manually:** You can release retainage manually by using the Job Retainage Report to see how much total retainage has been withheld for the job and then create a sales invoice for the amount. Ensure that you have selected the default Receivable Retainage account for the line item.



- ❖ **Automatically:** You can use Peachtree's Progress Billing routine to select retained amounts by job, customer, and invoice date. From this routine, you can print sales invoices for the retained amounts. For more information on Progress Billing, see [“Select for Progress Billing \(Construction only\)” on page 224](#).

Once retainage is released, Peachtree will update the Job Retainage report for the job so that you can track the retainage and the retainage will be treated like any other aged receivable.

Retainage is tracked at the job level only. If you need to release it when a phase is complete, you can manually calculate the percentage that the phase was and alter the amount field to reflect this.

### **Releasing Retainage for Vendors**

You can release retained amounts for vendor bills by creating a new bill in Purchase/Receive Inventory, specifying the amount of the retainage and the Payable Retainage general ledger account on the line item. Once the retainage is released, it will be handled and aged by Peachtree like any other payable.

# **3 Basic Tasks**



# Customer Transactions

# 10

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## ★ Customer Transactions ★

Peachtree organizes and monitors the money that comes into your business from your customers. The money that you receive from customers is tracked in accounts receivable (also known as sales). The following diagram shows the flow of goods and services you provide for your customers and the payments they make to you for those goods and services. Note, however, that quotes and sales orders are *not available* in Peachtree First Accounting.

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

1

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

2

3 You create an invoice for items shipped to the customer and send them an invoice.

3



4

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

## Overview of Customer Transactions

In Peachtree, you can create quotes, sales orders, proposals (Peachtree Premium only), sales invoices, receipts (customer payments), or create deposit tickets for your customer receipts.

Quotes	Enter an estimate of costs that can be printed or sent electronically to your customer. No accounting happens. (Not available in Peachtree First Accounting.)
Sales Orders	Create an order that will be filled at a later time. Sales orders reserve inventory items. (Not available in Peachtree First Accounting.)
Proposals	Draft an estimate for services you'll perform. (Available only in Peachtree Premium Accounting.)
Sales Invoices	Bill your customer for goods shipped and services performed. Fill and convert quotes, sales orders, and proposals.
Receipts	Enter payments from your customers. Can be applied to an open invoice.
Select for Deposit	Create a deposit slip for customer payments.

Depending on your business, you may or may not use all of these options. For instance, if you do not take orders and ship them later, you most likely would not use sales orders, but you would invoice your customers directly. Similarly, if you do not grant your customers credit, but work on a cash only basis, you would not need to create sales invoices. Instead, you could enter items shipped and monies received using the Receipts function.

### If you want more information:

In the Help index, look up "how do I..., customers"

## Entering Quotes

Quotes are estimates for goods and services that you provide to your customers or potential customers (prospects). When you enter a quote for a customer, you are not updating any accounting information or inventory levels. Peachtree calculates what the total cost of a sale will be for a customer, including sales tax and freight. You can then print the quote for the customer.

To enter a quote,

- ➔ Select **Tasks, Quotes/Sales Orders/Proposals, Quotes**; then, follow the steps below:

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

**2** If you plan to print the quote, leave the quote number field blank. You will assign a number when you print it.

Customer ID: MCKAY

Bill To: McKay Construction  
4556 Piedmont Road  
Atlanta, GA 30344

Ship To: Ship to 1  
Name  
Address Line 1  
Address Line 2  
City ST Zip  
Country

Date: Apr 15, 2007  
Good Thru: Apr 14, 2007  
Quote No.: Q10202  
 Drop Ship

Customer DO: None Ship Via: Terms: 2% 10, Net 30 Days Sales Rep:

Quantity	Item	Description	Unit Price	Tax	Amount	Job
1.00	AVRY-10150	Gothic Stone Bird Bath - 2 pc. Height 28.5 in. Top 21	129.99	1	129.99	
3.00	NURS-21800	Red Rose Starter Bush	16.99	1	50.97	
6.00	LAND-17700	Group Prep and Cultivation Service	29.99	2	179.94	

Customer Account as of Mar 15, 2007  
Balance: 4,492.82  
Credit Limit: 50,000.00  
Credit Status: Notify Over Limit

Sales Tax: 12.67 GAFULTON  
Freight: 0.00  
Quote Total: 373.57

Design your company Web site with ease and integrate it with Peachtree.

**3** Enter the quantities and items that will be part of this quote.

**4** Select **Print** to save the quote and print it. If you don't want to print the quote, click **Save**.

When you receive approval for the quote, you can convert it to a sales order, a sales invoice, or (in Peachtree Premium Accounting) a proposal without having to re-enter all the data. To convert a quote,

➔ Open the quote, and click the **Convert** button in the toolbar.

This opens the Convert Quote window.

Select the type of transaction you want to convert the quote to. Then enter a sales order, proposal, or sales invoice number, if necessary.

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



Quotes do not update general ledger account balances. Only when you convert the quote to an invoice and save the invoice will your general ledger be updated.

### If you want more information:

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

Look up "converting, quotes."

## Entering Sales Orders

A sales order is a document containing a list of items or services your customers want to buy from you. You might think of it as representing an intent to sell.

To enter a sales order,



- Select **Tasks, Quotes/Sales Orders/Proposals, Sales Orders**; then, follow the steps below:

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

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

Customer ID: EVERLY

Bill To: Everly Property Management  
4558 Pleasant Hill Road  
Duluth, GA 30092

Ship To: Ship to 1

Date: 2/1/07

Ship By:

SO No.: 10310

Close SO  
 Drop Ship

Customer PO:      Ship Via: None      Terms: 2% 10, Net 30 Days      Sales Rep:

Quantity	Shipped	Item	Description	Unit Price	Tax	Amount	Job
12.00	12.00	FERT-16100	Bell-Gro All-Purpose (Organic) Fertil	8.99	1	107.88	
8.00	8.00	FERT-16160	Bell-Gro Pot Ash 5 lb. Bag	9.99	1	79.92	
12.00	12.00	SEGR-32110	Bell-Gro Fine Fescue Seeds - 5 lb. B	23.99	1	287.88	

Customer Account as of Feb 1, 2007

Balance: 0.00      Sales Tax: 28.54      GAGWINN

Credit Limit: 50,000.00      Freight: 0.00

Credit Status: No Credit Limit      Sales Order Total: 504.22

Maximize your results with help from Peachtree experts.

**3** Enter the quantities and items that will be part of this order.

**4** Select **Print** to save the order and print either as a pick ticket or order confirmation.

If you have not entered a sales order number, the SO# field is blank. Once you enter a sales order number for the first order, Peachtree increases this number for the next sales order.

When you are ready to ship items on a sales order or bill your customer for items on a sales order, you will use the Sales Invoicing window to specify the items you want to ship and bill.

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

On the Sales/Invoicing window, you can select the sales order number that you're filling.

Items that are not shipped will be treated as backordered items and will appear on the Sales Backorder report.

**Bellwether Garden Supply  
Sales Backorder Report  
As of Mar 15, 2007**

Filter Criteria includes: 1) Includes Drop Shipments; 2) Accepted Proposals only. Report order is by Item ID. Report is printed in Detail Format.

Ship By	Item ID	Item Description	SO/Proposal No.	Qty on Order	Qty on Hand	Qty on PO's
3/15/07	<None>	Thornfire subdivision lands	P10005	0.80		
3/15/07	<None>	Landscaping redesign	P10007	0.50		
		Total:		1.30		
3/15/07	AVRY-10140	Thistle Bird Seed Mix-6 lb.	10341	10.00		

**If you want more information:**

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

Look up "sales order, shipping items from."

## Entering Proposals

Proposals are documents you draft for customers or prospective customers for services you plan to perform for them, detailing the quantities and costs of the services and any items that support them. Proposals are available only in Peachtree Premium Accounting.

To enter a proposal,

- Select **Tasks, Quotes/Sales Orders/Proposals, Proposals**; then, follow the steps below:

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

**2** Enter or select a **Complete By** date. This will help you manage the proposal and the line items it contains.

Customer ID: ARMSTRONG

Bill To: Armstrong Landscaping  
2300 Club Drive  
Suite A  
Norcross, GA 30093

Ship To: Ship to 1  
Armstrong Landscaping  
2300 Club Drive  
Suite A  
Norcross GA 30093  
Country

Complete By: B/1/07

Proposal No.: P10005

Accept Proposal  
 Close Proposal  
 Drop Ship

Quantity	Item	Description	Unit Price	Prev Billed Amt	Tax	Amount	Job
1.00		Thornfire subdivision landscaping	10,000.00	2,000.00	1	10,000.00	

Customer Account as of Mar 2007  
Balance: 45,015.04  
Credit Limit: 50,000.00  
Credit Status: No Credit Limit


Sales Tax: 600.00  
Freight: 0.00  
Proposal Total: 10,600.00


[Secure remote access to your key business data.](#)

**3** Enter the quantities and items that will be part of this proposal.

**4** Select **Print** to save the proposal and print it. If you don't want to print the proposal, click **Save**.

When the proposal has been accepted by the customer, mark it as accepted by checking the **Accept Proposal** box. After the proposal has been marked as accepted, you will be able to bill your customer for the items on the proposal.

Date:  

Complete By:  


Proposal No.:

**Accept Proposal**

**Close Proposal**

**Drop Ship**

When you are ready to bill for the proposal, select the customer and then select <Proposals> from the Apply to Sales Order # drop-down. Then select the proposal. The window below appears, and you can quickly fill the proposal.

**Select Percentage to Bill** 

Select the percentage of the Proposal that you would like to bill:

**The remaining percent to bill of the Proposal (including freight):**

A percentage of the Proposal. % to Bill

Manually enter different percentages or amounts for each line.

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

### If you want more information:

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

Look up "proposal, billing."

## Entering Sales Invoices

Sales invoices are documents that list goods and services that your customers receive from your business. Customer invoices are entered or maintained in the Sales/Invoicing window. You can use this window for a variety of cus-

customer billing functions, including filling sales orders and proposals, invoicing customers, and billing and receiving payments.

To enter a sales invoice,

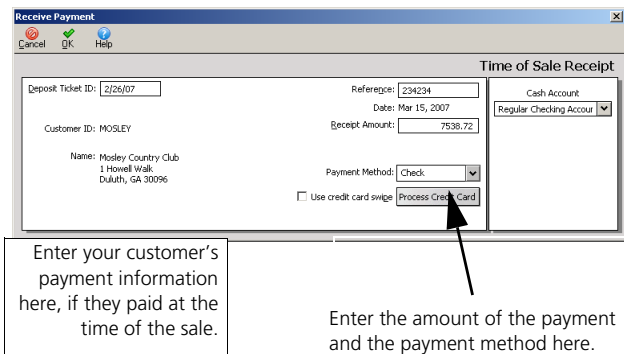
➤ Select **Tasks, Sales Invoicing**; then, follow the steps below:

- 1 Select a customer. Peachtree will fill in the header fields with information from the customer record.
- 2 Leave the **INVOICE #** blank if you intend to print the invoice. Peachtree will automatically assign an invoice number during the printing process.

- 3 Enter the quantities and items that will be part of this invoice.
- 4 Select **Print** to save the invoice and print it.

You can use the steps above to create a sales invoice for items that you are selling at the point of sale. This method uses the **Apply to Sales** tab. You can also fill sales orders and proposals using the **Apply to Sales Order No.** (or **Apply to Proposal**) tab. For more information, see “Entering Sales Orders” on [page 203](#) and “Entering Proposals” on [page 206](#).

You can also apply payments from your customers to the invoice at time of billing. Just follow the steps above to create the invoice, but before printing, click the Amount Paid at Sale button to enter the payment information.



Receive Payment

Time of Sale Receipt

Deposit Ticket ID: 2/26/07      Referege: 234234      Date: Mar 15, 2007      Cash Account: Regular Checking Account

Customer ID: MOSLEY      Receipt Amount: 7538.72


Name: Mosley Country Club  
1 Howell Walk  
Duluth, GA 30096

Payment Method: Check       Use credit card swiçe      Process Credit Card

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

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

Click **OK** when you've entered the payment information. The payment amount and invoice balance appear in the bottom right of the Sales Invoicing window.

Other Applied Credits	0.00	275.58	Invoice Total
 Amount Paid at Sale	275.58	0.00	Net Due

Note that you cannot print a receipt for the customer using this routine. However, you can do so using the Receipts window.

## Printing Sales Invoices

There are two basic ways to print sales invoices:

**Sales/Invoicing:** Using the Print button in either the Sales/Invoicing window, you can print one invoice at a time. Using the Print button drop down menu, you can choose **Select Invoices to Print** to print a batch of invoices.

**Reports & Forms:** In the Forms list on the Forms tab of the Select a Report or Form window, you can choose an invoice form to print and then print a batch of invoices that have not yet been printed (assigned invoice numbers).

**If you want more information:**

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

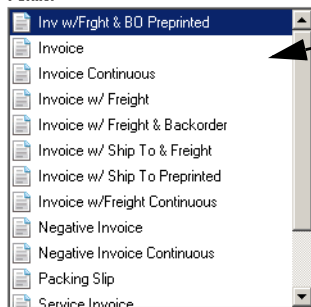
Look up "invoice, applying customer payments."

**Print Sales Invoices from Reports & Forms**

The process of printing invoices is fully explained in the "Reports" chapter, since invoices are printed in a batch from the **Reports & Forms** menu.

Entries saved without an invoice number will print from here. For more information, see ["Batch Printing Forms" on page 330](#).

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

**Forms:**

Select an invoice form from the list. All invoices in this batch will print using this form.

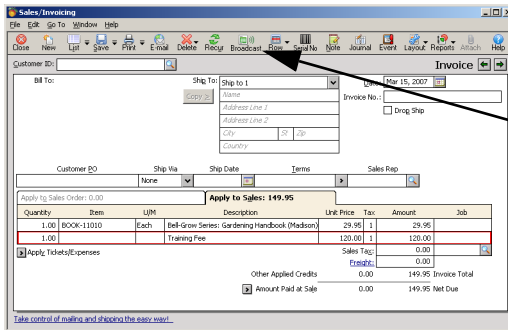
You will filter which invoices you want to print and enter the latest date of the invoices you want to print. If you use the default settings, Peachtree will print all outstanding sales invoices that do not have reference numbers (invoice numbers) as of the latest invoice date.

**Broadcasting Sales Invoices**

You can create the same invoice for multiple customers. For example, if you bill the same annual fee to many of your customers, you can use broadcast invoicing to create this invoice for multiple customers instead of creating the invoices one at a time for each customer. Broadcast invoicing is available only in Peachtree Premium Accounting.

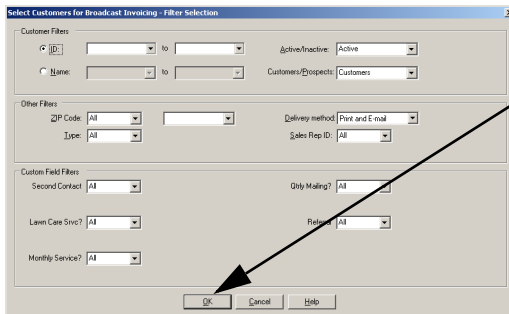
To broadcast a sales invoice, follow these steps:

- 1 Select **Tasks, Sales/Invoicing**.
- 2 Create the invoice that you want to broadcast to multiple customers. You do not have to enter information in the customer ID field or the date or invoice number fields. These fields will be populated on each invoice based on the selections that you make later in the process.  
**OR**  
Open an existing invoice that you want to broadcast.
- 3 Click the **Broadcast** button on the Sales/Invoicing screen toolbar.



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

- 4 On the **Select Customers for Broadcast Invoicing-Filter Selection** screen, make any necessary filter selections to narrow down the list of customers to use when creating the invoices. Then click **OK**.



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



- 5 In the Selection Grid on the **Create Broadcast Invoices** screen, select the customers that you want to use to create the invoices. Some customers may have messages in the Warning column of the grid. Look carefully at these customers before selecting to create invoices for them.

If you do not see the desired customers in the Selection Grid, click the **Return to filter screen** button to return to the filter screen where you can change your filter selections.

- 6 Enter a date for the invoices in the **Broadcast Invoice Date** field.
- 7 Click **Create**. This will save the invoices without invoice numbers so that you can print them later.

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

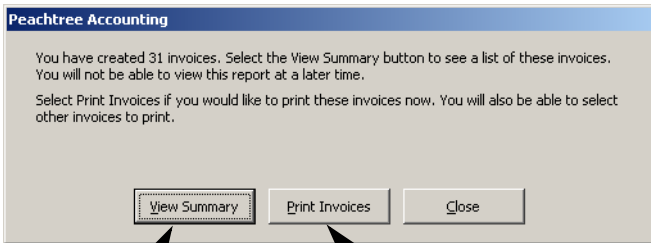
Enter a date for the invoices here.

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

Customer ID	Customer Name	Warning
<input checked="" type="checkbox"/>	CANNON Cannon Healthcare Center	Notly on invoicing
<input checked="" type="checkbox"/>	CUMMINGS Cummings Construction	Hold
<input checked="" type="checkbox"/>	ALDRED Aldred Builders, Inc.	
<input checked="" type="checkbox"/>	ARCHER Archer Scapes and Ponds	
<input checked="" type="checkbox"/>	ARMSTRONG Armstrong Landscaping	
<input checked="" type="checkbox"/>	CHAPPLE Chapple Law Offices	
<input checked="" type="checkbox"/>	DASH Dash Business Systems	
<input checked="" type="checkbox"/>	EVERLY Evely Property Management	
<input checked="" type="checkbox"/>	FRANKLIN Franklin Botanical Gardens	
<input checked="" type="checkbox"/>	FREEMOND Freemond County Club	
<input checked="" type="checkbox"/>	FROST Frost Technology Park	
<input checked="" type="checkbox"/>	GORDON Gordon Park & Recreation ...	
<input checked="" type="checkbox"/>	HENTON Henton Park Apartments	

Number of Invoices Selected: 13 Estimated Total of Invoices Selected: \$4,648.45

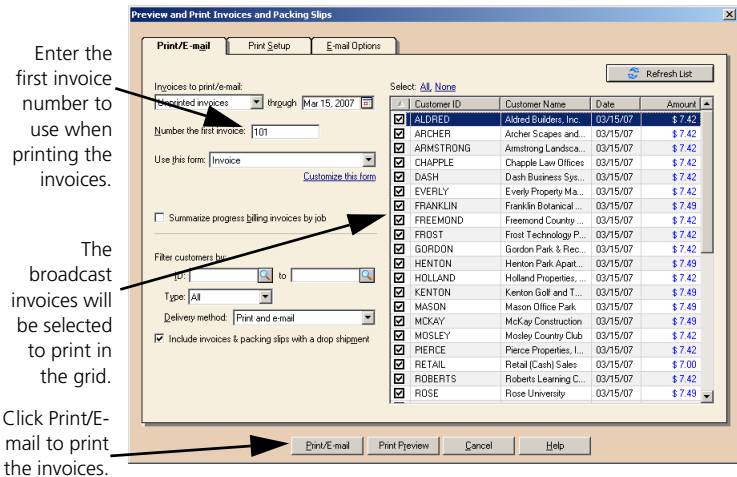
- 8 A message will appear showing the number of invoices that you just created and giving you the option to print the invoices and view a summary list of the invoices. Click **View Summary** to see a list of the invoices you just created. You will not have the option to view this report any other time.
- 9 Click **Print Invoices** to print these invoices. The Preview and Print Invoices and Packing Slips screen will appear with the invoices you just created selected in the grid. You will be able to select other unprinted invoices to print also.



Select **View Summary** to view a list of the invoices you just created.

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

- 10 On the Preview and Print Invoices and Packing Slips screen, enter the first invoice number to use when printing the invoices.
- 11 Click **Print/E-mail** to print the invoices.



## Voiding Sales Invoices

Sometimes you will need to void an invoice. This typically happens when you're printing preprinted invoice forms and your printer jams during printing. You don't want to delete the invoice altogether because you need to account for all invoice numbers. For instance, say the printer jammed while printing Invoice No. 101. The invoice register will have a record of Invoices No. 100 and 102 but not of 101 because it failed to print. In this case, to account for the missing invoice, you would void Invoice No. 101.

Once you void a sales invoice, Peachtree generates a second invoice that reverses the original one. It also creates what is called a "zero-dollar receipt," Peachtree creates this transaction to "pay off" the original as well as the voided invoice so that neither of them shows up as an aged receivable.

To void a sales invoice, follow these steps:

- 1 From the **Tasks** menu, select **Sales/Invoicing**.
- 2 In the Sales/Invoicing window, use the **List** button in the toolbar to find and select the invoice you want to void.
- 3 From the toolbar, select the drop-down arrow next to the **Delete** button, and then select the **Void** button.
- 4 To delete the invoice, select **OK**.



**Void Existing Invoice** [X]

OK    The following invoice will be voided as of:  [Calendar icon]

Cancel

Number	Date	Source	Amt	Customer Name
10327	Mar 1, 2007	AR	399.90	Dash Business Systems

### If you want more information:

In the Help index, look up "printing, sales invoices."

Look up "printing, forms in batches from Select a Report or Form window."

Look up "invoice, broadcast."

Look up, "voiding, sales invoices"

## Entering Receipts (Customer Payments)

When a customer pays your company for goods and services sold to them, you must record the receipt. Most receipts are applied to sales invoices. However, you can also enter cash sales (transactions in which no invoice is entered or required), prepayments, and customer refunds. Peachtree lets you receive multiple methods of payment such as cash, check, and credit card.



### INITIAL DECISIONS

Since this is such a versatile window, think first what kind of receipt you're recording. Is this a cash sale ([page 216](#)), or did you issue an invoice? If this is a prepayment (see [page 217](#)), things will be handled a little differently.

## Applying Receipts to Sales Invoices

You will use the **Apply to Invoices** tab of the Receipts window for this type of task. To apply a customer payment to sales invoices,

➔ Select **Tasks, Receipts**; then, follow the steps below:

- 1 Select a customer.  
Peachtree will fill in the header fields with information from the customer's record.
- 2 Enter the Reference and Receipt numbers. Also, specify the Payment Method and the appropriate Cash Account.

The screenshot shows the 'Receipts' window in Peachtree software. The window title is 'Receipts'. The menu bar includes File, Edit, Go To, Window, and Help. The toolbar contains icons for Close, New, List, Save, Print, Email, Delete, Row, Serial No, Detail, Journal, Enter, Reports, Attach, and Help. The main form area is titled 'Receipt' and contains the following fields:

- Deposit Ticket ID: 107071
- Customer ID: ARCHER
- Customer Name: Archer Scapes and Ponds, 778 Oakland Parkway, Alpharetta, GA 30092
- Reference: 10123
- Receipt Number: 1038
- Date: 3/15/07
- Receipt Amount: 23,359.35
- Payment Method: Check
- Use credit card swipe
- Process Credit Card
- Cash Account: Regular Checking Account
- Cash Account Balance: Uncalculated

Below the main form, there are two summary fields: 'Apply to Invoices: 23,359.35' and 'Apply to Revenues: 0.00'. A table below these fields lists the invoices applied to the receipt:

Invoice	Date Due	Amount Due	Description	Discount	Amount Paid	Pay
10120	Feb 28, 2007	4,281.47			4,281.47	<input checked="" type="checkbox"/>
10123	Mar 2, 2007	19,077.88			19,077.88	<input checked="" type="checkbox"/>
10209	Mar 25, 2007	7,374.69				<input type="checkbox"/>
10329	Apr 3, 2007	59.98				<input type="checkbox"/>

At the bottom left of the window, there is a link: [Order Peachtree compatible Checks and Forms.](#)

- 4 Select **Save** or **Print**; this will update the customer's records.
- 3 Mark the **Pay** check boxes for the invoices the customer is paying.

## Entering Cash Sales

To enter cash sales, or any other type of sale where no invoice is involved, you will use the **Apply to Revenue** tab. Using this tab, you can enter the customer's payment as well as record the sale of inventory items and other services. Your inventory quantities on hand will be updated when you save the

receipt. To enter a cash sale, start with steps 1 and 2 on the previous page, and then continue below.

**1** On the **Apply to Revenues** tab, enter the quantities, items, and so forth, for the sale. This can include items that are not tracked in inventory.

**2** Select **Save** or **Print** to complete the transaction and update the customer's records. Any stock items sold will be subtracted from inventory.

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

Quantity	Item	Description	GL Account	Unit Price	Tax	Amount	Job
2.00	AVRY-10100	Assembled Redwood 12-Room Bird House on	40000	129.99	1	259.98	
	Bird House Kit	Sales		Regular			
3.00	AVRY-10110	Three-Section pole that will place the bird hou	40000	49.99	1	149.97	
	Bird House-Pole 14 Ft.	Sales		Regular			Job Description



You can create a cash sale to customers who are not listed in your Customer List simply by skipping the **Customer ID** field and entering their name information in the **Name** fields.

**Tip**

### Entering Prepayments

You can enter a prepayment or customer deposit by using the Apply to Revenue tab. Fill out the header information in the Receipts window, click the **Prepayments** check box on the **Apply to Revenues** tab, and enter the prepayment information. Then select **Save** or **Print**. This deposit can then be applied to customer invoices.

#### If you want more information:

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

Look up "receipt, applying customer payments."

## Entering Credit Card Sales

You can enter, authorize, and track customer credit card transactions easily in Peachtree. First you need to apply for an online merchant account for use with the Peachtree Credit Card Service. This service securely transmits credit card information entered in Peachtree to an online merchant account provider and immediately returns an authorization code. For more information about the Peachtree Credit Card Service, look up “Peachtree Credit Card Service” in the Help index, or go to Peachtree Software’s Web site at [www.peachtree.com](http://www.peachtree.com).

Once you’re signed up for the service, you can enter credit card transactions in either the Receipts window (recommended for most transactions) or the Sales/Invoicing window (only if receiving full payment at the time of sale). In either case, processing credit card transactions involves two big steps: 1) entering the customer and receipt information and 2) entering the customer’s credit card information, either manually or by swiping the card through a card reader.

- 1 To enter customer/receipt information, do one of the following:
  - ❖ From the **Tasks** menu, select **Receipts**. In the **Receipts** window, enter the receipt information. (For example, select a sales invoice that the customer is paying, and enter the balance they are paying.)

Or

  - ❖ From the **Tasks** menu, select **Sales/Invoicing**. In the **Sales/Invoicing** window, enter or select your customer’s invoice, and click the button next to the **Amount Paid at Sale** field. In the Receive Payment window, enter the receipt information.
- 2 Once you’ve entered the customer information and all the receipt information, do one of the following:
  - ❖ To enter credit card information by swiping the card through a card reader, click the **Use credit card swipe** check box; then click the **Process Credit Card** button. See [“Processing Credit Card Sales with a Card Reader” on page 220](#).

Or

- ❖ To enter credit card information manually, click the **Process Credit Card** button, which opens the Credit Card Information window. Here you can enter card and payment authorization information.

To turn this transaction into an automated one using a card reader, click the **Swipe** button.

If you use the Peachtree Credit Card Service, the **Authorization Code** is entered for you when you click the **Authorize** button. Otherwise, enter the payment authorization code manually.

- 3 Enter the cardholder's name exactly as it appears on the credit card.; then enter the customer's billing address. *Note:* In order to authorize a credit card payment using the Peachtree Credit Card Service service, you must provide a first and last name in the **Cardholder Name** field. You need to enter the name as follows:

<FirstName><Space><LastName>

The **Cardholder Name** field *must* contain at least one space. That single space *can't* be at the beginning or end of the cardholder's complete name. The Credit Card Service will accept only the first 32 characters of the cardholder's name.

### If you want more information:

In the Help index, look up "credit card, processing payments"



- 4 Enter the credit card expiration date using the month/year (MM/YY) format. Expiration years (YY) appear as two digits (for example, 08 represents 2008). If a card expiration date is 5/31/08, enter 05/08. *Important:* The expiration date must be entered exactly as it appears on the card.
- 5 Enter the credit card verification number located on the back of the card at the end of the sixteen-digit credit card number. This is a protection feature that's now included on most credit cards.
- 6 If you're signed up for the Peachtree Credit Card Service, click the **Authorize** button. This sends your customer's credit card information and payment data, over a secure Internet connection, to your online merchant account provider.

If the provider accepts the transaction, the Peachtree Credit Card Service enters the authorization code directly into Peachtree. Depending on your Internet connection, this could take up to 20 seconds.

If you don't use the Peachtree Credit Card Service, you'll have to enter the payment authorization code manually (typically retrieved from a credit card swipe terminal).

### Processing Credit Card Sales with a Card Reader

When you process a credit card transaction using a card reader, customer information is transferred automatically to the Credit Card Information window. This includes the authorization code as well, as long as the transaction is authorized. So transactions using a credit card reader are streamlined. The illustration shows the window filled in with information from a transaction using a card reader. For step-by-step instructions, look up "credit card, processing payments with card reader" in the Peachtree Help index.

**Credit Card Information**

Cancel OK Help

Cardholder's Name: Nancy Arch  
 Billing Address: 778 Oakland Parkway  
 Address Line 2:  
 City, State, Zip: Alpharetta GA 30092  
 Country: Country

Receipt Date: Mar 15, 2007  
 Receipt Amount: 23,359.35  
 Credit Card Number: [XXXXXXXXXXXX0000] Clear  
 Expiration Date: 12 / 08 (MM/YY)  
 Verification Number: [ ]  
 E-Commerce Sale:

Comment: [ ] Authorization Code: [ ]

Save this card as this customer's Payment Default **Authorize**

## Select for Deposit

With this routine, you can combine multiple customer receipts into one or more bank deposits. You do so by selecting the individual receipts that you want to include in the deposit. You can also print deposit tickets to submit to your company's bank along with cash and bundled checks.

To create a deposit ticket,

➔ **Select Tasks, Select for Deposit;** then, follow the steps below:

- 1 Select the Account ID that has received the payments.
- 2 Enter the date and the Deposit Ticket ID.

Date	Received From	Payment Method	Check/Ref No.	Amount	Deposit
Mar 2, 2007	Everly Property Management	AMEX	CC0003	149.97	<input type="checkbox"/>
Mar 2, 2007	Kenton Golf and Tennis Center	Check	CH31703	160.50	<input type="checkbox"/>
Mar 5, 2007	Holland Properties, Inc.	Check	CH5000	26.50	<input type="checkbox"/>
Mar 7, 2007	Chapple Law Offices	Mastercard	CC0001	40.25	<input type="checkbox"/>
Mar 7, 2007	Cannon Healthcare Center	Check	CC0002	158.75	<input type="checkbox"/>
Mar 13, 2007	Snyder Securities	Mastercard	CC0006	98.98	<input type="checkbox"/>

Total Cash 0.00 + Total Checks 0.00 + Total Other 0.00 = Total Deposit 0.00

- 4 Select **Save** or **Print** to complete the entry. After you do so, these checked entries will disappear from the list.
- 3 Mark the **Deposit** check boxes for the receipts that you are depositing.

### If you want more information:

In the Help index, look up "select for deposit, entering bank deposits."

Look up "credit memo, overview."



Note

Select the **Deposit** boxes for each of those receipts you want to deposit. You can also click the **All (Select)** button in the toolbar to check all the **Deposit** boxes or the **All (None)** button to uncheck all the **Deposit** boxes.



All (Select)



All (None)

The Select for Deposit window lists all current receipts for the general ledger account displayed in the Account ID field. Initially only receipts with blank deposit ticket IDs are listed. To examine receipts with applied deposit ticket IDs or print an existing deposit ticket, select the Open toolbar button.

Depending on your selection on the **Pay Methods** tab in Customer Defaults, Peachtree may or may not automatically generate a Deposit Ticket ID. If you selected **In Select for Deposit** on the **Pay Methods**

tab, then Peachtree will automatically suggest an ID when you enter Select for Deposit. Otherwise, Peachtree will suggest an ID when you use the Receipts window.

Assign Deposit Ticket IDs: \_\_\_\_\_

- In Receipts  
 In Select for Deposit



Tip

Combined deposits streamline the bank statement reconciliation process in the Account Reconciliation window. It will also make it much easier to locate receipts when you reconcile the account.

## Entering Customer Credit Memos

On occasion, you will have to grant a customer credit—an item arrived damaged, they received a discount that was not applied, or they returned items to you. For this type of transaction, you will enter a credit memo. You can apply this credit to an existing unpaid invoice immediately, or you can save it and apply it later. It's up to you.

To enter a credit memo and apply it immediately to an invoice,

➔ Select **Tasks, Credit Memos**; then, follow the steps below:

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

**2** Enter the Credit ID you've assigned to this credit memo. If you're going to print the credit, leave the field blank.

The screenshot shows the 'Credit Memos' window. Callout 1 points to the 'Customer ID' field containing 'ALDRED'. Callout 2 points to the 'Credit No.' field containing '234234'. Callout 3 points to the 'Apply to Invoice No.' dropdown menu. Callout 4 points to the 'Quantity' field in the item table. Callout 5 points to the 'Save' and 'Print' buttons in the toolbar. A text box in the center says 'Click Save or Print to complete the transaction and apply the credit.'

Customer ID: ALDRED

Bill To: Aldred Builders, Inc.  
412 Sever Rd  
Norcross, GA 30092

Date: Mar 15, 2007  
Credit No.: 234234

Customer PO: Terms: 2% 10, Net 30 Days

Apply to Invoice No.: 10129 Apply to Sales: 0.00

Item	Quantity	Returned	Description	Unit Price	Tax	Amount	Job
SOIL-34120	100.00	1.00	Topsoil 20-Bag	6.99	1	6.99	
SOIL-34130	100.00		Peat Moss - Sphagnum Compressed; 5.5 cubic ft	9.99	1		

Customer Account as of Mar 15, 2007  
Balance: 5,556.91  
Credit Limit: 50,000.00  
Credit Status: Notify Over Limit

Other Applied Receipts: 0.00 7.41 Credit Total  
Credit Applied to Invoice: 7.41 0.00 Net Credit Due

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

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

## If you want more information:

In the Help index, look up "credit memo, entering."

Look up "credit memo, applying refunds to."

To enter a credit and leave it unapplied, follow steps 1 and 2 on the previous page, and then follow these steps.

- 1** Select the **Apply to Sales** tab.

**Apply to Sales: 129.99**

Quantity	Item	Description	GL Account	Unit Price	Tax	Amount	Job
1.00	AVRY-10100	Assembled Redwood 12-Room Bird House	40000-AV	129.99	1	129.99	
	Bird House Kit	Sales - Avary		Regular		300 Description	
Sales Tax:						7.80	GACHER
Freight:						0.00	
Other Applied Receipts						0.00	137.79 Credit Total
Credit Applied to Invoice						0.00	137.79 Net Credit Due

- 2** Enter the quantity and items the customer is returning. Peachtree will calculate the amount.

- 3** Click **Save** or **Print** to complete the transaction. You will be able to apply this credit at a later time using the Receipts window.



**Assigning Credit Memo Numbers:** Peachtree sorts credit memo numbers *one digit at a time*. It is thus a good idea to assign numerals with the same number of digits. For example, Peachtree sorts the following numerals in this order: 1, 104, 12, 2, 23

Tip

On the **Receipts** window, the credit will appear on the **Apply to Invoices** tab. To apply it, simply check the **Pay** box for the credit along with the **Pay** box for the invoice it is being applied to.

**Apply to Invoices: 7,236.90**      Apply to Revenues: 0.00       Prepayment

Invoice	Date Due	Amount Due	Description	Discount	Amount Paid	Pay
10209	Mar 25, 2007	7,374.69			7,374.69	<input checked="" type="checkbox"/>
10329	Apr 3, 2007	59.98				<input type="checkbox"/>
10317	Apr 14, 2007	49.99		1.00		<input type="checkbox"/>
CC100	Mar 25, 2007	-137.79			-137.79	<input checked="" type="checkbox"/>

## Select for Progress Billing (Construction only)

The Select for Progress Billing feature of Peachtree enables you to bill multiple customers and jobs at percentages you determine and to release retainage on existing invoices. This feature will generate sales invoices for your customers and update revenue information for jobs and job reports.

The Select for Progress Billing option on the Tasks menu is a two-step process:

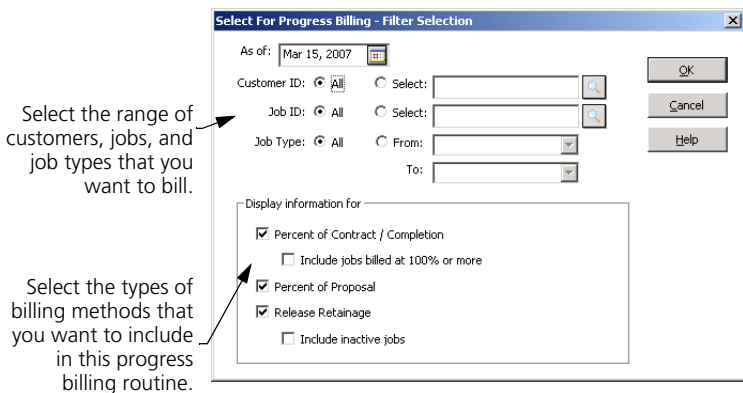
- ❖ Select which items you want to bill. You choose a number of criteria, called “filters,” that determine which items will be listed on a billing checklist.
- ❖ Select which invoices you want to print and/or e-mail to your customers. Once the “filtered” items appear on the billing checklist, you can decide which ones you want to turn into actual invoices.

Choosing Select for Progress Billing is an efficient way to bill for multiple jobs even if they are for different customers. Once the invoices are created and printed, you can still treat them like invoices created in the Sales Invoicing window. That is, you can edit, void, and delete them as needed.

### Select Items for Billing (Filter Selection)

The Select For Progress Billing - Filter Selection window has a number of criteria that you can use to limit the range of items selected for billing.

➔ From the **Tasks** menu, choose **Select for Progress Billing**.



The filter criteria in the window fall into two main categories:

**Select jobs with** The first group box lets you limit the items that will be selected for billing according to Customer ID, Job ID, or Job Type.

**Display** The second group box lets you fine-tune the items selected for billing according to a variety of attributes, including billing method, job status, and percentage billed. Also, you can check the Retainage available to be released box to include retainage on existing invoices that is to be released.

### Select Invoices to Create

After you click OK on the filter window, the Select For Progress Billing window automatically appears. (You can change the filter selection from this window by clicking the Select button.)

Invoice Date: Mar 15, 2007

Inv...	Percent of Contract / Completion		Percent of Proposal		Release Retainage				
	Customer ID	Job ID	Phase ID	Cost Code...	Bill %	Total %	Amount	Retainage %	Retainage Amt *
<input type="checkbox"/>	Aaron	Aaron	03-Flooring	040-Floori...	0.67	104.19	47.21	10.00	4.72
<input type="checkbox"/>	Aaron	Aaron	03-Flooring	100-Floori...	2.96	104.14	340.92	10.00	34.09
<input type="checkbox"/>	Aaron	Aaron	04-Painting	050-Painti...	27.05	107.52	865.64	10.00	86.56
<input checked="" type="checkbox"/>	Aaron	Aaron	04-Painting	110-Painti...	16.97	77.94	84.85	10.00	8.49
<input type="checkbox"/>	Aaron	Aaron	05-Carpen...	120-Carpe...	11.27	102.94	135.33	10.00	13.53

Create one invoice

image may be displayed by phase / cost code; however it will be invoiced by job.

Total Invoice Amount: \$ 76.36  
Number of Invoices: 1

This window—which functions as a billing checklist—displays all items that meet the criteria set in the Select For Progress Billing - Filter Selection window. By default, the Invoice check boxes at the far left are all unchecked, meaning that invoices will be created for *none* of the items appearing in the grid at the center of the window. By checking and unchecking the Invoice boxes, you tell Peachtree which items you want to create invoices for.

- ❖ To select *all Invoice* check boxes, click the All (Checked) button in the toolbar.
- ❖ To clear *all Invoice* check boxes, click the All (Unchecked) button in the toolbar.

You can click the **Bill** button in the toolbar to open the Select Percentage to Bill window that allows you to select options for faster billing and completion of the checklist. For more information on using the Select Percentage to Bill window, see [“Entering Proposals” on page 206](#).

Depending on the types of Billing Methods you use and your selections on the Select for Progress Billing - Filter Selection window, any or all of three tabs will be available. Items to bill for each of these tabs will appear in the grid.

If you choose to invoice multiple items supplied by a single customer, then you can choose whether or not you want a single invoice by using the Create one Invoice option at the bottom left of the window. The Number of Invoices field at the bottom right of the window shows how many separate invoices will be created for the items you’ve chosen to bill. The Total Invoice Amount field shows the total dollar amount of all these invoices taken together.

Some of the item-information fields in the line-item grid are for display purposes only, but some of them can be edited as needed. Editable fields on the Percent of Contract/Completion and Percent of Proposal tabs include:

**Bill%** This is the percentage of the line item that you will bill on this billing routine. Depending on your billing method and your selections on the Select Percentage to Bill window, this value will vary. For Percent of Contract and Percent of Proposal, the default is 0.00. For Percentage of Completion, the default will be Total % - Prev Billed %.

**Total%** Allows you to enter the total percent of the estimated revenue that has been completed. The default will vary based on billing method.

**Amount** This is the dollar amount that will be billed for the line item.

**Retainage%** This is the percentage that will be retained for this line item. The percentage will be determined by the value in the job record for the particular job.



**Retainage Amount** This is the amount that will be retained for this line item.

On the Release Retainage tab, you can modify the percentage of the retainage to release and the amount that is released.

**If you want more information:**

In the Help index, look up "progress billing, selecting items."

Look up "progress billing, select invoices to create."

# Vendor Transactions

# 11

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<b>Entering Purchase Orders</b>	<b><a href="#">231</a></b>
<b>Receiving Inventory/Entering Vendor Bills</b>	<b><a href="#">233</a></b>
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<b>Making and Transmitting Electronic Payments</b>	<b><a href="#">247</a></b>
<b>Entering Vendor Credit Memos</b>	<b><a href="#">249</a></b>

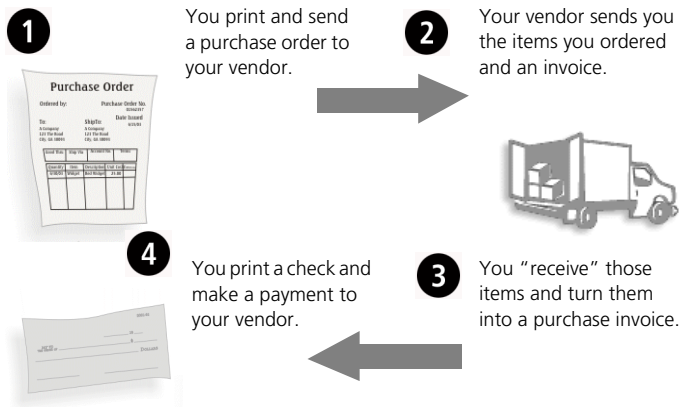
## ★ Vendor Transactions ★

Peachtree organizes and monitors accounts payable, the orders you make and the money you pay to your suppliers.

### Overview of Vendor Tasks

Purchase Orders	Enter purchase orders one at a time, or let Peachtree generate a series of POs based on inventory-stocking needs. (Not available in Peachtree First Accounting.)
Purchases/Receive Inventory	Receive items into inventory as they arrive from the vendor, or just create a purchase invoice.
Payments	Use <i>Write Checks</i> to create individual payments on the fly; use <i>Payments</i> to pay a single vendor when you need to track inventory or jobs; use <i>Select for Payment</i> , <i>Paper Checks</i> to pay more than one vendor at a time.
Electronic Payments	If you're signed up for the Peachtree Bill Pay service, use <i>Select for Payment</i> , <i>Electronic Payments</i> to choose vendors and invoices to pay; then use <i>Transmit Electronic Payments</i> to send the transactions to be processed.
Vendor Credit Memos	Enter information for returns to and credits from your vendors.

The example shows a business using all three main accounts payable tasks: purchase orders, purchase invoices, and payments. You may not need or want to use all tasks. For example, if your company works on a cash-and-carry basis, you won't need to enter purchase orders or invoices. Or you may want to skip POs and just enter invoices and payments against those invoices. Select tasks that help you most in managing and tracking your accounts payable.



## Entering Purchase Orders

A purchase order is a document containing a list of items or services you want to buy from a vendor; it's sort of like an intent to purchase.

The Purchase Orders window is where you enter a purchase request for items from a *single* vendor. (To order from multiple vendors, use the **Select for Purchase Order** option. For more information, look up "select for purchase orders" in the Help index.) No accounting information is updated when you post the order. It's updated only when you receive the items on the PO and enter them on the Purchases/Receive Inventory window, or if you're using cash accounting, when you pay the vendor.

## If you want more information:

In the Help index, look up "purchase order, printing."

Look up "purchase order, editing."

To enter a purchase order

➔ Select **Tasks, Purchase Orders**; then, follow the steps below.

**1** The **Vendor ID** field is a lookup box. Press (?) in the text box, and select the vendor from a list. Or, press (+), and enter a new vendor record.

**3** If you plan to print the purchase order, leave the **PO No.** field blank. You will assign a number when you print the PO.

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

Quantity	Received	Item	Description	Account	Unit Price	Amount	Job
3.00		EQLW-14140	Catalog # LHM006600 Riding L	2000-00	139.95	419.85	

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

**5** Enter quantities, items, and unit prices or dollar amounts. If you enter only an amount, Peachtree will automatically calculate the unit price.



Tip

**Assigning PO Numbers:** Peachtree sorts numbers *one digit at a time*. So it's a good idea to assign numerals with the same number of digits. For example, Peachtree sorts the following numerals in this order: 1, 104, 12, 2, 23.

- ❖ The **Ship To** field fills automatically with default information, but you can change this if needed to handle *drop shipments*. For more information, look up “**drop shipment**” in the Help index.
- ❖ In the **Unit Price** field, Peachtree will offer a default unit price—the last posted price for the item.

#### CONCEPTS

**Drop Shipment:** In a drop shipment, your vendor ships the ordered item directly to your customer. You don't receive the item in your business at all. However, your vendor will invoice you for the item; you then invoice your customer.

## Receiving Inventory/Entering Vendor Invoices (Entering Bills)

If you've created a purchase order, the next step is to receive the inventory once it arrives from the vendor. Receiving items against a PO creates an open vendor invoice, updating your inventory and accounts payable information. On the other hand, if you've made a purchase without first creating a PO, then all you're doing is creating the invoice, not closing out an original PO.

We'll discuss two different processes:

- ❖ **Receiving inventory against a purchase order** ([page 234](#))
- ❖ **Entering a straight vendor invoice or bill once it arrives from the vendor** ([page 236](#))

### If you want more information:

In the Help index, look up “purchase order, printing.”

Look up “purchase order, receiving inventory on.”

## To receive inventory against a PO

- ➔ Select **Tasks, Purchases/Receive Inventory OR Tasks, Bills, Enter Bills**; then, follow the steps below:

**1** The **Vendor ID** field is a lookup box. Press **[?]** in the text box, and select the vendor from a list. Or, press **[+]**, and enter a new vendor record.

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

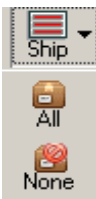
**4** Enter the quantities of items received.

Item	Remaining	Received	Description	GL Account	Unit Price	Amount	Job
TOOL-35260	10.00	6.00	Catalog #W570020: Scoop Shovel	12000-00	11.95	71.70	
TOOL-35440	6.00	6.00	Catalog #W554550: Pronghoe Weeder	12000-00	7.95		
Other Payments and Credits:						0.00	71.70 Invoice Total
Amount Paid at Purchase:						0.00	71.70 Net Due

**5** If you paid the invoice in full at the time of purchase, enter the amount paid here.

**3** **Invoice No.** is a required field. However, if the vendor hasn't billed you yet, just check the **Waiting on Bill** box instead of entering an invoice number.

- ❖ Click the down arrow beside the **Ship** button in the toolbar, and select **Ship All** if you received all items or **Ship None** if you received no items.
- ❖ If needed, you can edit the information for each item included on the invoice from the vendor, including item quantity, item ID, description, and unit price.
- ❖ The default **GL Account** that appears for each line item is based on the vendor purchase account default or the item ID selected, but you can change it. To change the account ID, type ? in this field, or select the Lookup button. To add a new account, type + or double-click the field, which displays the Maintain Chart of Accounts window. For more about general ledger accounts assigned to items, see [“GL Accts/Costing” on page 122](#).
- ❖ The **Net Due** field indicates the amount that you currently owe on the invoice. The net due amount is calculated based on the invoice total less any already-applied payments.
- ❖ The **Vendor Balance** field shows the total balance as of the current date. Select the arrow button to the right of the field to display the current Vendor Ledgers report for the vendor. For more information, look up **“Vendor Ledgers report”** in the Help index.



### If you want more information:

In the Help index, look up “invoice, entering purchase.”

Look up “serial number, entering.”



## To enter a vendor invoice (bill) based on a purchase instead of a PO

- ➔ Select **Tasks, Purchases/Receive Inventory OR Tasks, Bills, Enter Bills**; then, follow the steps below:

**1** The **Vendor ID** field is a lookup box. Press **[?]** in the text box, and select the vendor from a list. Or, press **[+]**, and enter a new vendor record.

**2** The **Ship To** address defaults to your primary address. It will fill in automatically with default information, but you can change it for drop shipments.

Vendor ID: ABNEY

Remit To: Abney and Son Contractors  
3280 Park Lane  
Suite 2  
Smyrna, GA 30080 USA

Ship To: Ship to 1  
Bellwether Garden Supply  
1505 Pavillion Place  
Address Line 2  
Norcross, GA 30093-3203  
USA

Date: Mar 15, 2007

Invoice No.: 15345435

Drop Ship

Waiting on bill

Customer SO No. Customer Invoice No. Terms 2% 10, Net 30 Days Ship Via None A/P Account 20000-00

Apply to Purchase Order: 0.00 **Apply to Purchases: 111.80**

Quantity	Item	Description	GL Account	Unit Price	Amount	Job
2.00	AWRY-10100	Assembled Redwood 12-Room Bird House on	12000-00	55.90	111.80	

Other Payments and Credits: 0.00 111.80 Invoice Total  
Amount Paid at Purchase: 0.00 111.80 Net Due

Vendor Balance on Mar 15, 2007 175.00

Secure remote access to your key business data.

**3** Enter the quantity being purchased and item ID, if applicable. Also enter the unit price the vendor is offering.

**4** **Invoice No.** is a required field. However, if the vendor hasn't billed you yet, just check the **Waiting on Bill** box instead of entering an invoice number.

- ❖ If you paid the invoice in full at time of purchase, enter the amount in the **Amount Paid at Purchase** field.
- ❖ If you're waiting on a bill from the vendor, you can handle this situation in the manner described under ["To receive inventory against a PO" on page 234](#).

- ❖ Enter the quantity purchased and unit price the vendor is offering. You can also enter a total dollar amount in the **Amount** field, and Peachtree will calculate the unit price based on quantity. If you've previously purchased this item, the **Unit Price** field shows the last unit price paid.
- ❖ To enter serial numbers for an item (Peachtree Premium Accounting only), select the line on the invoice that contains a serialized item; then select the **Serial No.** button in the toolbar. For more information, look up “**serial number, overview**” in the Peachtree Help index.



## Paying Vendor Bills

When you get the bill from your vendor, Peachtree gives you a choice of three ways to pay it:

- ❖ The **Write Checks** option from the **Tasks** menu lets you make uncomplicated payment transactions that don't involve invoices, prepayments, or the need to track inventory items. This is paying bills on the fly. For step-by-step instructions on using this option, look up “writing an expense check” in the Help index.
- ❖ The **Payments** option from the **Tasks** menu lets you enter checks to vendors one at a time, paying off certain invoices or recording prepayments or cash purchases. It is also the right choice for refunds to customers. Note that this same option is available if you go to the **Tasks** menu, select **Bills**, and then select **Pay Bills**.

### If you want more information:

In the Help index, look up “payment, overview.”

Look up “payment, vendor.”

- ❖ The **Select for Payment** option on the **Tasks** menu allows you to pay multiple vendors from the same window, without entering checks one at a time for each vendor.

To pay a single vendor, choose **Write Checks** for a simple payment, **Payments** if paying invoices or entering cash purchases.

 A screenshot of a single check form. The form is light green and contains fields for 'Pay to the Order of', 'Amount', and 'Date'. At the bottom, there is a MICR line with the number '673456789 0123'.

**Write Checks/Payments**

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

 A screenshot showing multiple check forms stacked on top of each other. Each form is light green and contains the same fields as the single check form. The forms are slightly offset to show multiple instances, representing the 'Select for Payment' feature.

**Select for Payment**

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

- ❖ Using **Payments** to pay vendors one at a time ([page 239](#))
- ❖ Using **Select for Payment** to pay multiple vendors at one time ([page 241](#))

## To pay vendors one at a time

- ➔ Select **Tasks, Payments OR Tasks, Bills, Pay Bills**; then, follow the steps below:

**1** The **Vendor ID** field is a lookup box. Press **[?]** in the text box, and select the vendor from a list. Or, press **[+]**, and enter a new vendor record.

**2** If you're entering a handwritten check, type the check number in the **Check Number** field. If you want Peachtree to print the check, leave this field blank.

The screenshot shows the 'Payments' window with the following details:

- Vendor: Bellwether Garden Supply
- Check Number: 10213
- Date: Mar 15, 2007
- Amount: \$ 100.00
- Vendor ID: CLINE
- Pay to the Order of: Cline Construction, Inc., 2207 King Spring Road, Atlanta, GA 30301, USA
- Memo: BEL003
- Cash Account: 10200-00 (Regular Checking Account)
- Cash Account Balance: 23,396.02
- Apply to Invoices: 100.00
- Apply to Expenses: 0.00

Invoice	Date D	Amount Due	Description	Discount	Amount Paid	Pay
B1023	Apr 5, 2007	55.65		1.11		
B1006	Apr 14, 2007	400.00				<input checked="" type="checkbox"/>

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

**3** Enter or select the ID of the general ledger account you want to use when making the payment. This would generally be a *cash account*.

### If you want more information:

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

Look up "prepayment, entering vendor."

**Paying a vendor with open invoices:** If the vendor you choose has outstanding invoices, they appear on the **Apply to Invoices** tab. To pay the vendor, follow these steps:

- 1 Select the **Pay** box next to the invoices you want to pay, OR enter the amount to apply against the invoice(s) in the **Amount Paid** column. If an invoice is waiting on the bill from the vendor, you will still see it in the list of invoices, but you will not be able to select it to pay.
- 2 If you want to change the displayed discount amount, do so *after* you select the **Pay** check box.
- 3 To have a description appear on the printed check, enter one in the **Description** field.
- 4 If you want to print this check, leave the **Check Number** field blank, and click the **Print** button. Make sure you insert a check form in your printer before doing this. If you are not ready to print checks, click the **Save** button to record the payment transaction. You can print non-numbered checks later. For more information, see ["Printing Vendor Checks" on page 244](#).

**Paying a vendor without an invoice (cash purchase):** You can make cash payments (that is, there is no vendor invoice) either to new or existing vendors. If the vendor is not in the database and doesn't need to be added, leave the **Vendor ID** field blank. If the vendor is an existing one, select it in the **Vendor ID** field. To pay the vendor, follow these steps:

- 1 Select the **Apply to Expenses** tab.

Apply to Invoices: 0.00		Apply to Expenses: 20.00			<input type="checkbox"/> Prepayment	
Quantity	Item	Description	GL Account	Unit Price	Amount	Job
20.00	800-APPLE	Apple Pie & Ice Cream	12000	1.00	20.00	

- 2 If you have already written the check, be sure to enter the check number in the **Check Number** field. If you want to save or post the check and print it later, *do not enter a check number on the check or it will print "Duplicate" on the check*.
- 3 Enter the quantity, and then enter or select the item. If the item is not based on inventory, you can skip the **Item** field, and enter an appropriate description instead.

- 4 Enter the unit price for this item, OR enter an amount and quantity, and Peachtree will automatically calculate the unit price. If you've previously purchased this item, the unit cost will appear as the last unit cost paid.
- 5 In the **GL Account** field, enter an expense account to charge the item(s) against.

**Entering a vendor prepayment:** The **Apply to Expenses** tab has a **Prepayment** check box. If you designate a payment as a prepayment, you can print the check and post it as you normally would. But when you select the **Prepayments** check box, you can enter only *one line* on the **Apply to Expenses** tab. Later, you can apply the prepayment to an invoice.

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.

#### **CONCEPTS**

**Prepayment:** In Peachtree, this is any disbursement you don't yet have a vendor invoice for. It could be to cover a down payment or just to allocate funds in advance for a pending bill.

### **To pay multiple vendors at one time**

This is a two-step process:

- 1 Choose which vendors you want to pay.
- 2 Choose exactly which invoices to pay.

#### **If you want more information:**

In the Help index, "select for payment, overview."

Look up "select for payment, window."

- ➔ Select **Tasks, Select for Payment, Paper Checks**. If you are working in Peachtree First Accounting or Peachtree Pro Accounting, you will see only the **Select for Payment** option; choose this.

You can choose to include ALL invoices or ones based on the number of days overdue and balance amount. For example, you may want to view invoices 15 days past the due date that have balances over \$25.

- 1 Select the **Check Date**, the date that will appear on the check.
- 2 Enter the due date or discounts-lost-by date. For example, if it is March 18 and you want to see all invoices due before March 31, enter March 31 in the **Invoices Due Before** field. On the other hand, if you want to see invoices whose discounts will be lost by March 30, enter "March 30" in the **Discounts Lost By** field.
- 3 Select the invoices you want to include.
- 4 Select the vendors you want to include. You can include **All Vendors**, or you can enter a range in the **From** and **To** boxes. If you want to print just one vendor, use just the From box.
- 5 Enter a **Type Mask** if you want. For example, if your vendor types are SUPPLY and SERVICE, entering SERVICE would display all vendors whose Type code is SERVICE. For more information about vendor types, which you set up in Vendor Maintenance, see ["General Tab" on page 113](#).
- 6 When you're ready, click **OK**.

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

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

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

Inv. Date	Due Date	Vendor Name	Invoice#	Balance	Discount Amt	Pay Amount	Pay
Dec 5, 2005	Jan 4, 2006	Abney and Son Contrac	123	100.00		100.00	<input checked="" type="checkbox"/>
Dec 2, 2006	Jan 1, 2007	Arbor Wholesale Supplie	93238-01	1,412.50		1,412.50	<input checked="" type="checkbox"/>
Dec 9, 2006	Jan 8, 2007	Jones Auto Repair	AB-12985	690.25		690.25	<input checked="" type="checkbox"/>
Dec 15, 2006	Jan 14, 2007	Gunter, Wilson, Jones, S	121501-BG	650.00		650.00	<input checked="" type="checkbox"/>
Dec 18, 2006	Jan 17, 2007	Southern Garden Whole	LL-150296	1,150.00		1,150.00	<input checked="" type="checkbox"/>
Jan 2, 2007	Feb 1, 2007	Southern Garden Whole	SG-11010	7,200.00		7,200.00	<input checked="" type="checkbox"/>
Jan 3, 2007	Feb 2, 2007	Caldwell Tools Company	C1280	3,498.75		3,498.75	<input checked="" type="checkbox"/>
Jan 3, 2007	Feb 2, 2007	Southern Garden Whole	SG-12230	1,578.25		1,578.25	<input checked="" type="checkbox"/>
Jan 5, 2007	Feb 4, 2007	Akerson Distribution	A-6411	1,686.25		1,686.25	<input checked="" type="checkbox"/>

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

The Select for Payment window shows all outstanding invoices, credit memos, and prepayments that fit your selection criteria.

- ❖ The **Pay** boxes for all *invoice transactions* are checked by default. Check the boxes for any *credit memos* or *prepayments* you want to pay now, as well as uncheck the boxes for any invoices you *don't* want to pay. You can also click the **All (Select)** button in the toolbar to check all the **Pay** boxes or the **All (None)** button to uncheck all **Pay** boxes.
- ❖ If you want to change the selection criteria, click the **Select** button; you'll return to the Filter Selection window.



**All (Select)**



**All (None)**



- ❖ When you're ready to print the vendor checks, click **Print**. If you have multiple invoices from one vendor, one check will print to cover all of them.

### If you want more information:

In the Help index, look up "select for payment, process."

Look up "printing, checks for vendor invoices."

## Printing Vendor Checks

There are three basic methods for printing vendor checks:

**Write Checks/Payments:** Using the **Print** button in either the Write Checks or Payments window, you can print one check at a time. Using the Print button drop down menu, you can choose **Select Checks to Print** to print a batch of checks.

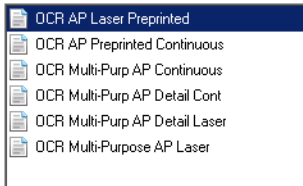
**Select for Payroll Entry:** Using **Select for Payment>Paper Checks** from the Tasks menu, you can combine the process of entering a batch of checks and printing them. Just click the **Print** button once you've selected a batch of vendors to pay.

**Reports & Forms:** In the **Forms** list on the Forms tab of the Select a Report or Form window, you can choose a check form to print and then print a batch of checks entered in the Payments window that have not yet been printed (assigned check numbers).

### Print Disbursement Checks from Reports & Forms

The process of printing checks is fully explained in the "Reports" chapter, since checks are printed in batch from the **Reports & Forms** menu. Entries saved without a check number will print from here. For more information, see "[Batch Printing Forms](#)" on page 330.

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

**Forms:**

Select a disbursement check form from the list. All checks in this batch will print using this form.

You will filter which vendor checks you want to print and enter the latest date of the checks you want to print. If you use the default settings, Peachtree will print all outstanding checks that do not have reference numbers (check numbers) as of the latest check date.

## Voiding Vendor Checks

Sometimes you will need to void a disbursement (also called a “payables”) check. Once you void a check, Peachtree generates a second disbursement check transaction that reverses the original payment. You should void vendor checks only if they have been posted but not cleared.

There are two methods to voiding vendor checks:



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

You can void using the **Void Checks** option off the **Tasks** menu.

Select the G/L cash account, and then select the void date...

**Void Existing Checks**

Account ID: 10200      Void Date: Mar 15, 2007

Number	Date	Source	Amount	Payee
1089	3/1/07	AP	519.14	Georgia Utilities Inc
1090	3/1/07	AP	1,150.00	Jackson Advertising Company
1091	3/1/07	AP	263.50	Quick Copy & Printing
1092	3/1/07	AP	895.01	Claussen Farms
1093	3/1/07	AP	350.00	Moreno, Howe, & Assoc.
1094	3/1/07	AP	72.50	RD Telecommunications
1095	3/1/07	AP	2,423.20	Seaver Food Distribution
1096	3/1/07	AP	134.30	Kramer Financial Services
1097	3/5/07	AP	3,618.97	Georgia Department of Revenue
1098	3/5/07	AP	825.53	Claussen Farms
1099	3/5/07	AP	625.40	Moreno, Howe, & Assoc.

Void    Close    Help

...select the check you want to void...

...then select the **Void** button.

### If you want more information:

In the Help index, look up "printing, checks for vendor invoices."

Look up "printing, forms in batches from Select a Report or Form window."

Look up "voiding, payables checks."

## Making and Transmitting Electronic Payments

If you sign up for the Peachtree Bill Pay service (Peachtree Complete and Peachtree Premium only), you can pay vendors electronically, even if vendors aren't set up to receive electronic payments. The Bill Pay service determines which vendors can get electronic payments and which need to be paid with traditional paper checks; then the service makes the payments on pay dates of your choice.

To pay vendors electronically

➔ Select **Tasks, Select for Payment, Electronic Payments.**

The filter selections you make are pretty much the same as for paper checks. The most important difference is the **Pay On Date** in select for Electronic Payment.

You choose the invoices and vendors you want to pay pretty much the same way as you do in Select for Payments; see [“To pay multiple vendors at one time” on page 241](#). The main difference is that for electronic payments, you can choose a **Pay On Date**. This is the date when electronic payments must be made to the vendors. The Bill Pay service will pay your bills precisely on the chosen pay-on date.

Once you've chosen the invoices and vendors you want to pay, you're ready to transmit them.

➔ Select **Tasks, Select for Payment, Electronic Payments.**

Click the payments that you *don't* want to send at this time; the **Transmit** check box will be unchecked for these payments.

The **Pay On** date is when payment will be made to the vendor (following transmission to the Bill Pay service).

**Peachtree Bill Pay - Select Payments**

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

Cash Account: All      Show payments on or before: Apr 17, 2005

Transmit	Vendor / Payee	Amount	Pay On	Send In	Cash Account
<input type="checkbox"/>	Taylor and James Nurseries	76.87	Mar 23, 2005	Past Due	10200-Regular Checking Acco...
<input checked="" type="checkbox"/>	Atlanta Florist Supply Company	325.00	Mar 24, 2005	2 days	10200-Regular Checking Acco...
<input checked="" type="checkbox"/>	Bundy's Delivery Service	198.56	Mar 28, 2005	4 days	10200-Regular Checking Acco...
<input checked="" type="checkbox"/>	Bundy's Delivery Service	188.16	Mar 29, 2005	5 days	10200-Regular Checking Acco...

Payments to Transmit:       Total:

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

< Back   Transmit   Cancel   Help

First you see a Sign In window, where you enter your Bill Pay user ID and password. Click the Next button, and the Select Payments window appears.

### If you want more information:

In the Help index, look up "Bill Pay, overview."

Look up "Bill Pay, selecting vendors for electronic payment."

Look up "Bill Pay, selecting/transmitting electronic payments."

- ❖ Select the payments that you want to transmit at this time. At the bottom of the window, Peachtree displays the payment totals. To be sure that payments are transmitted on time, check the **Send In** column to see how many days you have (for example, 2 days) before the payment must be sent. You must always transmit your payments to the Bill Pay service *before* midnight of this day.
- ❖ Any payments that are past the Send In date are noted in red type in the **Pay On** and **Send In** columns. You won't be able to pay these bills electronically. Instead, you'll need to use paper checks.
- ❖ When you're done selecting payments to send, click **Transmit**.

## Entering Vendor Credit Memos

You use the Vendor Credit Memo window to enter credit memos for returns to and credits from a vendor. You can enter a credit memo as an open credit, or you can apply it to an existing invoice. For more information, look up “**credit memo, vendor**” in the Help index.

➔ From the **Tasks** menu, select **Vendor Credit Memos**.

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

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

Vendor ID: SOGARDEN

Remit To: Southern Garden Wholesale  
4555 Oakland Park Blvd.  
Atlanta, GA 30312 USA

Date: Mar 15, 2007

Credit No.: SG-CM11416

**APPLIED**

Terms: 2% 10, Net 30 Days    Return Authorization:    A/P Account: 20000-00

Apply to Invoice No.: SG-11416    Apply to Purchases: 0.00

Item	Quantity	Returned	Description	GL Account	Unit Price	Amount	Job
EQLW-14200	5.00		Riding Lawn Mower - 14 Horse Power	12000-00	1,225.00		
EQLW-14210	5.00	1.00	Riding Lawn Mower - 17 Horse Power	12000-00	1,995.00	1,995.00	
Other Applied Payments						0.00	2,185.00 Credit Total
Credit Applied to Invoice						2,185.00	0.00 Net Credit Due

Vendor Balance on Mar 15, 2007: 48,355.00

Improve your sales and customer service efforts with ACT!

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

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

### If you want more information:

In the Help index, look up "credit memo, vendor."

Look up "credit memo, vendor, entering."

To enter a credit and leave it unapplied, follow steps 1 and 2 on the previous page, and then follow these steps.

- 1** Select the **Apply to Purchases** tab.

Apply to Invoice No.: 0.00				Apply to Purchases: 39.90			
Quantity	Item	U/M	Description	GL Account	Unit Price	Amount	Job
2.00	EQW-14120	Each	Catalog # LHM0090: Reel Mower	12000-00	19.95	39.90	
				75500-00	0.00		
					Other Applied Payments	0.00	39.90 Credit Total
					Credit Applied to Invoice	0.00	39.90 Net Credit Due

- 2** Enter the quantity and items you're returning. Peachtree will calculate the amount. If the item is not based on inventory, skip the **Item** field, and enter an appropriate description instead.

- 3** Click **Save** to complete the transaction.



**Assigning Credit Memo Numbers:** Peachtree sorts credit memo numbers *one digit at a time*. It is thus a good idea to assign numerals with the same number of digits. For example, Peachtree sorts the following numerals in this order: 1, 104, 12, 2, 23.





# Inventory Transactions

# 12

<b>Using Inventory Items in Purchase and Sale Transactions</b>	<a href="#"><u>254</u></a>
Adding Inventory Items on the Fly	<a href="#"><u>255</u></a>
<b>Inventory Adjustments</b>	<a href="#"><u>256</u></a>
<b>Assemblies</b>	<a href="#"><u>257</u></a>
<b>Changing Your Bill of Materials</b>	<a href="#"><u>258</u></a>
<b>Entering Work Tickets</b>	<a href="#"><u>260</u></a>

## ★ Inventory Transactions ★

Inventory items are used throughout the program, not only as line items on purchase and sale transactions, but as time and expense items and on assemblies as labor. Not all item classes will be available on every transaction window. For instance, if you are entering a time ticket, only items with an Item Class of Activity will appear. Similarly, if you are entering an expense ticket, only items with an Item Class of Charge will appear. In this way, Peachtree helps you by automatically filtering your items, making selection easier.

In addition to these uses of inventory items, there are two types of transactions that are specific to the items themselves:

<b>Inventory Adjustments</b>	These are changes to your quantities on hand that are not associated with sales or purchases. They could be adjustments after inventory is taken, adjustments due to theft or loss, or items costed to jobs. Not available in Peachtree First Accounting.
<b>Build/Unbuild Assemblies</b>	You use this transaction type to specify the assembly items you want to build or unbuild. The window will tell you how many of the assembly you currently have on hand, as well as how many of each of the components of the assembly you have on hand. Not available in Peachtree First Accounting.

### Using Inventory Items in Purchase and Sale Transactions

You can quickly enter or select inventory items on purchase and sale transactions. At the bottom of the transaction window is a line item grid. Here is where you enter items. Following is a sample from the Sales Invoicing window.

Specify how many of the item will be purchased or sold on the **Quantity** field. You can set the number of decimals using Global Options.

Enter a **Description** or accept the item default.

Peachtree calculates the **Amount** by multiplying the Unit Price times the Quantity. You can enter a value yourself if necessary.

Quantity	Item	Description	GL Account	Unit Price	Tax	Amount	Job
			40000	0.00	1		
	Sales	Regular					

Select or enter an **Item ID**. If the ID is not on file, the field will flash blue to notify you. You can also skip this field if the item being bought or sold is not tracked in inventory.

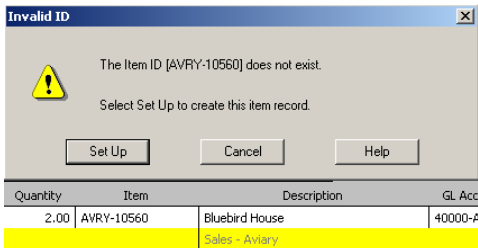
The **GL Account**, **Unit Price**, and **Tax** status will come from the item's record. You can change them if necessary.

You can select a **Job** to cost the line item to. Note that you cannot specify a job for purchases of Stock or Assembly items.

## Adding Inventory Items on the Fly

It is also possible to add inventory items by entering a new inventory ID on a purchase or sales task. Peachtree will recognize that the ID is not on file and flash a blue color three times in the Item ID field on the task window.

When you attempt to save the transaction, the Invalid ID window will appear. You can choose **Set Up** to add the item using the Maintain Inventory Items window.



### If you want more information:

In the Help index, look up "purchase, of inventory items."

Look up "Fast Add, Invalid ID window."

## Inventory Adjustments

You can use the Inventory Adjustments task to make changes to your inventory quantities on hand for such cases as loss or theft, adjustments after items are counted, or for costing items to jobs. To enter an inventory adjustment

➤ Select **Tasks, Inventory Adjustments**; then follow the steps below.

**1** Enter the Item ID for the item you want to adjust.

**2** Enter a reference number for tracking, if necessary, and a date. The Quantity On-Hand displayed below will be the quantity as of the date specified here.

**3** Enter a job, if necessary, to cost the item to.

**4** Enter the adjustment quantity. If you enter a positive number, you must also specify a Unit Cost above. If you enter a negative number, the Unit Cost is determined by Peachtree.

**5** Enter the reason for adjusting the item quantity. Then, click **Save**. Peachtree will update the quantity and cost of the item.

You can see a list of Inventory Adjustments on the Inventory Adjustment Journal report.

## Build/Unbuild Assemblies

You use this task to indicate to Peachtree that assembly items have been built or dismantled. To use this transaction

➔ Select **Tasks, Assemblies**; then, follow the steps below.

- 1 Enter the Item ID for the item you want to build or unbuild. Only Assembly items will appear in the lookup.
- 2 Enter a reference number for tracking, if necessary, and a date. The Quantity On-Hand displayed will be as of the date specified here.

Build/Unbuild Assembly

Item ID: PTHANDLE-ASM

Description: 4' Handle Assembly

Action:  Build  Unbuild

Qty: 75.00

Date: Jan 9, 2007

Reference: 200711

Qty Available: 0.00

Qty on Hand: 0.00

Qty to Build: + 75.00

New Qty on Hand: 75.00

Item ID	Description	Qty Required	Qty on Hand
PTHANDLE-BENT4	Handle - 4 ft bent	150.00	150.00
PTBOLT-1.5	Hex bolt 1.5"	300.00	2,000.00
PTNUT-5/16	Hex nut 5/16"	600.00	2,500.00
PTBOLT-2	Hex bolt 2"	300.00	500.00
OVER-INDIRECT	Allocated indirect costs	18.75	
OVER-DIRECT	Direct labor	15.00	

Supervisor: [ ]

Reason: January build

- 3 Specify the **Action** and the quantity that you want to build or unbuild.
- 4 Click **Save**. Peachtree will update the quantity of the assembly and the components. You can view a list of assembly transactions by using the Assemblies Adjustment Journal.

### If you want more information:

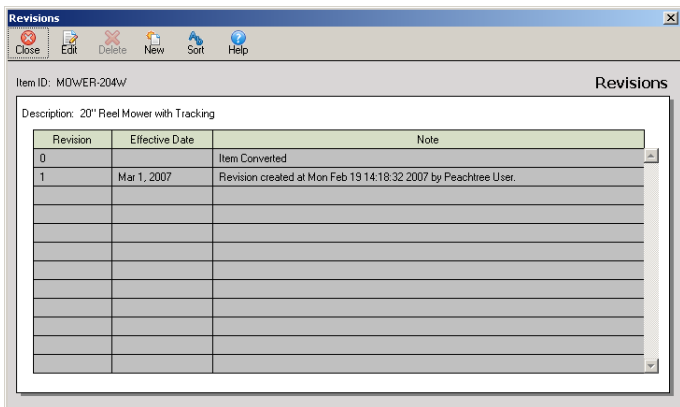
In the Help index, look up "inventory adjustments, overview."

Look up "assemblies, build/unbuild."

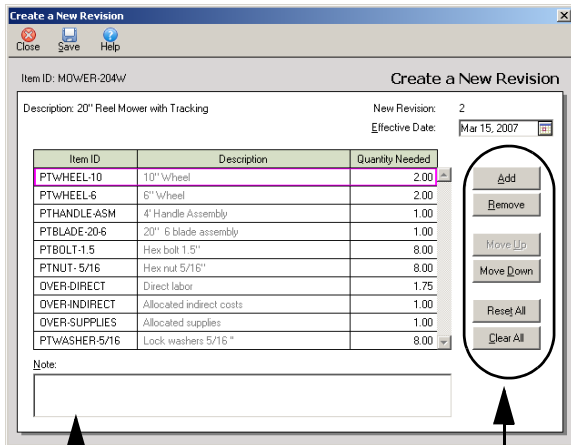
## Changing Your Bill of Materials (Construction only)

After assembly items are used in transactions, the original bill of materials cannot be changed. However, if you need to make minor changes to the bill of materials, you can enter a Revision. Revisions can be entered in the Create a New Revision window. To open the Create a New Revision window, do the following:

- 1 From the **Maintain** menu, select **Inventory Items**. Then, open an assembly item that has been used in a transaction and select the **Bill of Materials** tab.
- 2 Click the **Revisions** button to open the Revisions window. The Revisions window will show you any revisions that have been created for the item.



To create a new revision, select the **New** button from the toolbar



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

Notes can be added to describe why the revision was created.

These buttons can be used to change the order of steps in multi-step assemblies.

The Create a New Revision window is very similar to the Bill of Materials tab; it lists a copy of the materials that are needed for the assembly item. One major difference between the two areas is the Effective Date, which is available only in the Create a New Revision window. The effective date tells Peachtree when to use the revised bill of materials to build an assembly item. The effective date is likely the most critical part of a revision.

### Multi-Step Assemblies

If you have multi-step assemblies and the order of the steps needs to be updated, you can create a revision for the assembly. In the Create a New Revision window, you would simply use the Move Up/Move Down buttons to change the order of the steps.

### If you want more information:

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



## Entering Work Tickets (Manufacturing and Distribution only)

Peachtree can track the process and progress of building assembly items. Work tickets offer a “one stop shop” for tracking and building assemblies. All of the information that you need is listed on the work ticket, and once the work ticket is closed, an assembly build record is created automatically. This eliminates the need to enter a build record in the Build/Unbuild Assemblies window, saving you time and effort.

Let's take a closer look at Work Tickets.

➔ From the **Tasks** menu, select **Work Tickets**.

You can print work tickets. Printed work tickets can be sent along with the necessary materials to authorize the shop to build an assembly.

Item	Description	Required	On Hand	Available	Act. hours	Finished
PTHANDLE-ASM	Cushioned handle assembly for reel	15.00	0.00	-30.00	0:00	<input type="checkbox"/>
PTWHEEL-10		30.00	70.00	10.00	0:00	<input type="checkbox"/>
PTWHEEL-6		30.00	70.00	10.00	0:00	<input type="checkbox"/>
PTBLADE-16-5		15.00	0.00	0.00	0:00	<input type="checkbox"/>
PTBOLT-1.5		90.00	1,280.00	1,060.00	0:00	<input type="checkbox"/>
PTMUT- 5/16		90.00	1,180.00	960.00	0:00	<input type="checkbox"/>
COVER-DIRECT		22.50			0:00	<input type="checkbox"/>
COVER-INDIRECT		15.00			0:00	<input type="checkbox"/>
COVER-SUPPLIES		15.00			0:00	<input type="checkbox"/>

Work tickets provide valuable information about each component. The ticket lists what's required to complete the work ticket and the quantity of the component that's available.

Check this box to close the work ticket. When you save a closed work ticket, a build assembly record is created.

After you select an assembly item and enter the quantity that you need, the work ticket provides valuable information about what's required to complete the job. Work tickets list the quantity of materials needed to complete the job, the amount you have on hand, and the amount that is available. If

you do not have enough materials to build an assembly, you can order them right on the Work Tickets window.

Work tickets track the number of hours it takes to complete an assembly, allowing you to compare actual versus forecasted hours. As materials are received or labor items are completed, you can check them off as finished. When all of the materials have been received or finished, you can mark the ticket closed by selecting the Close Ticket checkbox. When a work ticket is closed, an assembly build record is automatically created.

Closing a work ticket is the equivalent to building an assembly in the Build/Unbuild Assemblies window, with one exception. Since the build record is created automatically and behind the scenes, you cannot access the record. If you need to unbuild assemblies created by work tickets, you can either clear the Close Ticket checkbox on a Closed work ticket or unbuild the items in the Build/Unbuild Assemblies window.

**If you want more information:**

In the Help index, look up "work ticket, entering."



# Payroll Transactions

# 13

<b>Overview</b>	<a href="#"><u>264</u></a>
<b>Paying an Employee</b>	<a href="#"><u>264</u></a>
<b>Paying a Batch of Employees</b>	<a href="#"><u>267</u></a>
<b>Printing Checks</b>	<a href="#"><u>270</u></a>
Print Paychecks from Reports & Forms	<a href="#"><u>270</u></a>
<b>Voiding Checks</b>	<a href="#"><u>271</u></a>
<b>Closing the Payroll Year</b>	<a href="#"><u>272</u></a>

# ★ Payroll Transactions ★

Once you've set up your payroll defaults and records, all you need to do is select an employee using payroll tasks, and Peachtree automatically computes the paycheck.

## Overview of Payroll Transactions

In Peachtree, you can print individual paychecks (Payroll Entry), or print a batch of paychecks (Select for Payroll Entry). In addition, you can print various payroll *forms* that are required by the IRS or other agencies.

Payroll Entry	Enter and print one paycheck at a time.
Select for Payroll Entry	Pay a group of employees in one batch.
W-2s	Print W-2s for each employee, required for annual tax preparation.
940s	Print the quarterly 940 form, required by the IRS.
941s	Print the quarterly 941 form, required by the IRS.
State Forms	Print any additional forms your state requires. Peachtree supports the California DE6 and DE88 forms.

## Paying an Employee

All payroll transactions are posted both to the general ledger and to the employee file. Once a valid employee ID has been entered, the rest of the information is filled in automatically. Enough information is entered in Employee Defaults and each employee's record to determine what a "normal" paycheck would be. If the information is correct, save the paycheck and proceed to the next employee.

Once payroll is properly set up, you have very little work to do. To open the Payroll Entry window

➔ Select **Tasks**, then **Payroll Entry**.

- 1** Select an employee to pay. The check information will calculate based on the employee's setup information.
- 2** Select the pay period. Leave the check number blank if you want to print the paycheck; Peachtree will assign a number.

**Hours Worked**

Hourly Fields	Hours
Regular	80.00
Overtime	0.00
Special	0.00

**Taxes - Benefits - Liabilities**

Name	Amount	Memo
Fed_Income	-131.86	
Soc_Sec	-69.44	
Medicare	-16.24	
State	-48.44	
K401	-44.80	

- 3** For hourly employees, check the default number of hours to make sure they are correct. Add any non-calculated amounts, like tips.
- 4** Print or save this paycheck.

The Check Amount (net pay) is calculated based on gross pay less payroll field deductions, plus payroll field additions.

### Adjust the paycheck

You can adjust hours worked or adjust salary amounts for this payroll period. Change the amounts in the Hours worked or Salary table in the lower-left section of the Payroll Entry window. For example, you might modify hours worked for a part-time employee or add overtime pay.

#### If you want more information:

In the Help index, look up "payroll entry, procedure."

Look up "payroll deductions, setting up."

Look up "troubleshooting, payroll tax calculation during payroll entry."

If you hand write payroll checks (also called manual paychecks), enter the check number and click the Save button.

### Apply Payroll Expenses to Jobs

You can apply all or part of an employee's salary or hours to a job, phase, or cost code ID. You can apply employee labor and wages to up to 10 different pay types. For hourly employees, you may apply hours worked to a job. For salaried employees, you can only apply amounts to a job. To apply payroll expenses to a job:

- From the **Tasks** menu, select **Payroll Entry**. Then, in the Payroll Entry window, enter or select an employee ID if you are creating a new paycheck, or select the **List** button to modify an existing payroll transaction. Next, select the **Jobs** button.

The screenshot shows a window titled "Labor Distribution to Jobs" with a toolbar containing Cancel, OK, Flow, and Help buttons. Below the toolbar is a table titled "Hours Assigned to Jobs".

Job	Hourly Field	Hours	Amount	Labor Burden Percent	Labor Burden Amount
Saia,04-Painting,050-P4	Regular	24.00	432.00	28.00	120.96
		0.00	0.00	0.00	0.00
Total Assigned		24.00	432.00		120.96

Below this table is another table titled "Hours Not Assigned to Jobs".

Hourly Field	Hours	Amount
Regular	0.00	0.00
Overtime	0.00	0.00
Total Unassigned	0.00	0.00
Total for check	24.00	432.00

Note that the Labor Burden columns are available only in Peachtree Premium for Construction.

#### If you want more information:

In the Help index, look up "payroll, select for entry."

Look up "select for payroll entry, procedure."

**If you want more information:**

Look up "troubleshooting, payroll tax calculation during payroll entry."

**Select for Payroll Entry**

Use the *Select for Payroll Entry* method to filter a group of employees you want to pay and process a batch of paychecks at one time. After you have set up payroll in Peachtree, you have verified employee setup, and you have entered at least one paycheck (using the *Payroll Entry* method) to ensure taxes are properly calculated for each employee, the Select for Payroll Entry method is the quickest, most automatic way to process payroll each period.

You cannot use Select for Payroll Entry to pay individuals set up as sales reps. This can only be done through the Payments window with the individual set up as a vendor. However, if you have an individual set up as both an employee and sales rep, you can use either Payroll Entry or Select For Payroll Entry.

- ➔ From the **Tasks** menu, choose **Select for Payroll Entry**. Choose filter options, and select **OK** to display the list of employees you want to pay.



The **Filter** selections you made appear here.

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

Employee ID	Employee Name	Check Amount	Field Names	Hours	Salary	#Weeks	Pay
ACHESTER	Amanda W. Chester	809.22	Regular	80.00		2	<input checked="" type="checkbox"/>
			Overtime				<input type="checkbox"/>
			Special				<input type="checkbox"/>
ADUKE	Al L. Duke	379.50	Regular	40.00		1	<input checked="" type="checkbox"/>
			Overtime				<input type="checkbox"/>
			Special				<input type="checkbox"/>
AHECTER	Anthony H. Hecter	787.54	Regular	80.00		2	<input checked="" type="checkbox"/>
			Overtime				<input type="checkbox"/>
			Special				<input type="checkbox"/>

Payroll Checking Account Balance: Uncalculated  
 Total Checks: 34,285.19  
 Balance After Checks: Uncalculated

The **Check Amount** (net pay) is calculated based on gross pay less payroll field deductions and plus payroll field additions.

The **Pay** check box is selected by default for all employees. If you don't wish to pay someone, uncheck this box.

All employees selected in the filter are listed. Employee information and payroll deductions are filled in automatically. Enough information is entered in the Maintain Employees record and Employee Defaults to determine what “normal” paychecks would be. Note that the gray areas of this window indicate fields that supply information only and cannot be edited.

**Select employees you want to pay:** For each employee listed, verify the hours worked (or salary paid) for the current pay period and payroll field information. *Note:* When you enter the Select Employees to Pay window, by default Peachtree selects all listed employees for payment. (All Pay check boxes are checked.)

To select *all* Pay check boxes, click the All (Select) button in the toolbar.



To clear *all* Pay check boxes, click the **All (None)** button in the toolbar.

**If you want more information:**

In the Help index, look up "printing, paychecks."

Look up "voiding, paychecks."

**Adjust a paycheck listed:** Double-click on an employee to adjust hours worked or adjust salary amounts for this payroll period. Change the amounts for each employee listed in the Hours or Salary column. For example, you might modify hours worked for a part-time employee or add over-time pay.

**Change the paycheck date:** Enter or select the check date listed at the top of the window. To change the payroll period end date, click the Select button and modify your employee filter.

**Use a different checking account:** Some businesses use separate bank accounts for payroll. Enter or select the cash account in the upper-right corner of the window. Net pay calculated from each paycheck will be decreased from this account.

## Printing Payroll Checks

There are three methods to print payroll checks:

**Payroll Entry:** Using the Print button in the Payroll Entry window, you can print one check at a time. Using the Print button drop down menu, you can choose **Select Checks to Print** to print a batch of checks.

**Select for Payroll Entry:** Using Select for Payroll Entry from the Tasks menu, you can combine the process of entering a batch of checks and printing them. Just click the **Print** button once you've selected a batch of employees to pay.

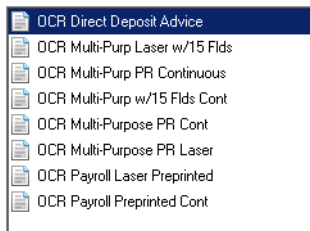
**Reports & Forms:** By choosing a payroll check form from the **Forms** list on the Forms tab of the Select a Report or Form window, you can print a batch of checks entered in the Payroll Entry window that have not yet been printed (assigned check numbers).

### Print Paychecks from Reports & Forms

The process of printing checks is fully explained in the Reports chapter (see [“Batch Printing Forms” on page 330](#)), since checks are printed in batch from the Reports & Forms menu. Entries saved without a check number will print from here.

- From the **Reports & Forms** menu, select **Forms**, then select **Payroll Checks**.

#### Forms:



Select a paycheck form from the list. All checks in this batch will print using this form.

You will filter which employees' paychecks you want to print and enter the latest date of the checks you want to print. If you use the default settings,

Peachtree will print all outstanding payroll checks that do not have reference numbers (check numbers) as of the latest check date.

### If you want more information:

In the Help index, look up "quarterly payroll reports."

Look up "annual payroll reports."

## Voiding Payroll Checks

You can void paychecks just as you void disbursement checks entered in accounts payable. Once you void a paycheck, Peachtree generates a second paycheck transaction that reverses the original payment. The only instance when you should void a paycheck is if it has already been printed but has not been given to the employee or deposited. If you already issued a paycheck to the employee that you want to change, you must manually enter a second adjustment paycheck.

There are two methods to voiding paychecks:



You can void from the payroll entry window, using the **Void** button, available when you click the **Delete** button.

You can void using the Void Checks option from the **Tasks** menu.

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

Select the G/L cash account, and then select the void date...

...select the check you want to void...

...then select the **Void** button.

Account ID: 10200      Void Date: Mar 15, 2007

Number	Date	Source	Amount	Payee
1089	3/1/07	AP	519.14	Georgia Utilities Inc
1090	3/1/07	AP	1,150.00	Jackson Advertising Company
1091	3/1/07	AP	263.50	Quick Copy & Printing
1092	3/1/07	AP	895.01	Clausen Farms
1093	3/1/07	AP	350.00	Moreno, Howe, & Assoc.
1094	3/1/07	AP	72.50	RD Telecommunications
1095	3/1/07	AP	2,423.20	Seaver Food Distribution
1096	3/1/07	AP	134.30	Kramer Financial Services
1097	3/5/07	AP	3,618.97	Georgia Department of Revenue
1098	3/5/07	AP	825.53	Clausen Farms
1099	3/5/07	AP	625.40	Moreno, Howe, & Assoc.

Buttons: Void    Close    Help

## Closing the Payroll Year

Peachtree keeps two years of payroll activity open at the same time. We highly recommend that you wait to close the first payroll year until all payroll reports, W-2 data, and 1099 data are finalized, following the first quarter of the second open payroll year. If there are mistakes in employee earnings or W-2 data, you have an opportunity to correct them. Closing the payroll year not only closes the payroll information, it also closes vendor 1099 information. Unless you purchase the tax service, Peachtree doesn't supply the latest versions of W-2, W-3, or 941 forms with Peachtree Accounting. However, you can update the 1099 forms manually in the Forms Design window. Also, you can print outdated versions of the W-2, W-3, or 941 forms and then manually transfer the information from those forms onto the latest versions of the forms in the Peachtree Payroll Tax Form Viewer. For more information, see [“Payroll Tax Form Viewer and W-2 Setup Wizard” on page 333](#).

If your company's fiscal year matches the calendar year, you must close the payroll tax year prior to closing the fiscal year. As with the payroll tax year, you will use the Peachtree Year-End wizard to close the fiscal year.

Before closing the payroll year you should print quarterly payroll reports and forms, annual payroll reports and forms (discussed next), and the General Ledger.

### Prepare Quarterly Payroll Reports and Forms

Consider printing the following reports and forms at the end of each quarter in the payroll tax year with which you are working.

- ❖ **Quarter Earnings Report:** Verifies employee quarterly and year-to-date totals for each payroll field that can be used in federal and state tax forms.
- ❖ **941 form (and Schedule B, if applicable):** Before printing this report, find out the total deposits that your company actually made for the quarter. Print the 941 (or Schedule B), and when prompted, enter the total amount of all 941 deposits made during the quarter.
- ❖ **Employer Tax Report(s):** Calculates employer taxes you are required to pay quarterly or annually. Select Payroll Tax Report from the Payroll Reports list. From the list of Tax IDs, select the employer tax you want to calculate.
- ❖ **Exception Report:** Should be run quarterly to catch any problems before deposits are made.

### Prepare Annual Payroll Reports and Forms

Before you close a payroll tax year, consider printing the following annual payroll reports and forms.

- ❖ **Exception report:** Allows you to examine and adjust certain payroll taxes and make correcting entries (if necessary). If you use the Batch posting method and you decide to prepare correcting entries, be sure to post all payroll transactions before printing the next year-end report listed here.
- ❖ **Yearly Earnings report:** Verifies employee year-to-date totals for each payroll field that can be used in federal and state tax forms.
- ❖ **W-2 Forms:** Distributed to each employee so that they can file personal payroll tax forms with local, state, and federal tax authorities.
- ❖ **W-3 Forms:** Summarizes and totals all employee W-2 fields in one form. Each employer must submit a W-3 form with their completed 940 form.

For more information about the Peachtree payroll tax forms mentioned above, see [“Print-n-Sign Tax Forms” on page 331](#).

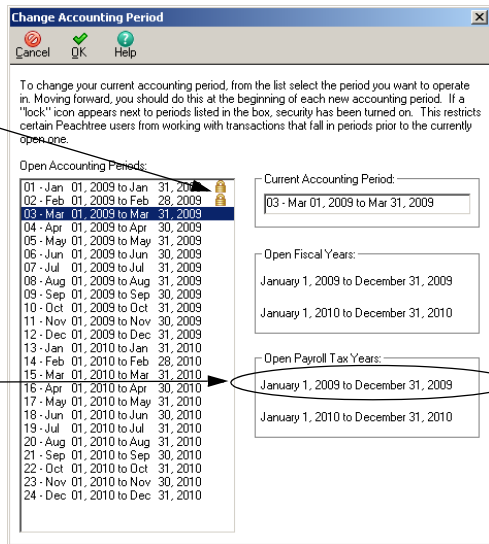
## Is It Time to Close?

As mentioned above, Peachtree allows you to have two payroll tax years open at the same time. You can see what your current payroll tax year in the Change Accounting Period window.

➔ From the **Tasks** menu, select **System**, and then **Change Accounting Period**.

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

Note the first of the two open payroll tax years.



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

# General Journal and Banking Tasks

# 14

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# ★ General Journal and Banking Tasks ★

## General Journal Entries

The General Journal is unique—it's the only journal in which you provide all the accounting distributions. In all the other journals, Peachtree automatically distributes certain amounts based on defaults you establish. But here, in the General Journal, you enter both debits and credits to balance the transaction.

In the General Journal, you can enter transactions that don't fit into other journals—for example, depreciation or transferring funds from one account to another. Just remember that here, you are responsible for balancing this journal entry—making sure debits equal credits. You can check your progress in the Out of Balance field. It reads Ø when the transaction has been entered properly. (If you need help balancing journal entries, look up “Accounting Primer” in the Peachtree Help index.)

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

General Journal Entry

Date: Mar 12, 2007  Reverse Transaction  
Reference: PYRL031203

GL Account	Description	Debit	Credit	Job
10300-00	Transfer From Regular to Payroll Checking	10,000.00		
	Payroll Checking Account		Account will be increased	
10200-00	Transfer From Regular to Payroll Checking		10,000.00	
	Regular Checking Account	Account will be decreased		
Totals:		10,000.00	10,000.00	
Out of Balance:			0.00	

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

Secure remote access to your lev business data.

The General Journal Entry window is essentially a table where you enter debit and credit distributions to specific accounts for the General Journal transaction. Before you save the transaction, the total debit amount must

equal the total credit amount. If you are unsure about whether an account should be debited or credited, check with your accountant.

### **When to Reverse a Transaction**

You can use the reversing transaction feature for recording estimates. Later, you can reverse a transaction when you need to record the actual transaction. This can be done in any accounting period.

For example: Your company pays out \$10,000 in paychecks to its employees every two weeks. It is the end of the month of March, but payday isn't until April 7. Therefore, half of your pay period is in March and the other half is in April.

In order for your records to accurately show which expenses were accrued in which month, you have to record the March salary expenditures, reverse them on April 1, and then actually make your payroll expenditure on April 7. Your journal entry for the last week of March for payroll shows the amount accrued in March.

On April 1, the transaction will be reversed. The journal entry on that day shows the amount accrued in April. On payday April 7, the journal entry shows the actual payment of the \$10,000 to your employees.

### **Memorized General Journal Entries**

You can enter and save common transactions such as General Journal entries or adjustments for later use. For example, you may want to repeat a depreciation transaction previously used for a group of assets several times. Or, you may want to repeat end-of-period accrual entries. Using memorized transactions can save time in repetitive data entry tasks.

#### **If you want more information:**

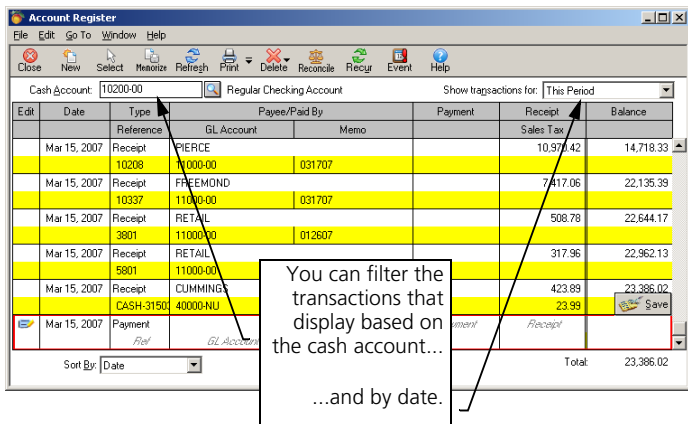
In the Help index, look up "general journal entry, recording."

Look up "reversing entry."

Look up "memorized transaction, General Journal entries."

## Using the Account Register

The Account Register lets you enter a payment to a vendor or a receipt from a customer in an easy-to-use, checkbook-register window.



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

## Editing Transactions on the Account Register

You can directly edit only those transactions that originated on the Account Register. These transactions are marked by an icon in the Edit column.

You can double-click on most transactions to drill down to the transaction detail in the originating Task window. Some of the transactions you cannot drill down on are:

- ❖ the reverse portion of a general journal entry
- ❖ beginning balances
- ❖ opening balance lines
- ❖ applied prepayments for payments
- ❖ applied prepayments for receipts

## Security for the Account Register

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

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

You can use these keyboard shortcuts to move around quickly in the register.

<b>Keystroke</b>	<b>Action</b>
Arrow Up	Move up one transaction
Arrow Down	Move down one transaction
Page Up	Move up one screen
Page Down	Move down one screen
Ctrl+Page Up	Go to the first transaction of the current month
Ctrl+Page Down	Go to the first transaction of the next month
Ctrl+Home	Go to the first transaction in the register
Ctrl+End	Go to the last transaction in the register

### **If you want more information:**

In the Help index, look up "account register, enter transactions."

Look up "account register, filter transactions."

## Post/Unpost (Batch Mode Only)

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

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

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

## Changing Accounting Periods

Journal Entry				
No. 1				
GL Account	Description	Debit	Credit	USD
10000	Party Cash	100		
10200	Regular Checking Account		100	

Journal Entry				
No. 2				
GL Account	Description	Debit	Credit	USD
10200	Transfer from Regular to Payroll Checking	10,000		
10200	Transfer from Regular to Payroll Checking		10,000	

### Batch Posting



Step 1 - Save and hold for review



Step 2 - Post to General Ledger

### Real-time Posting



Save and instantly post to General Ledger

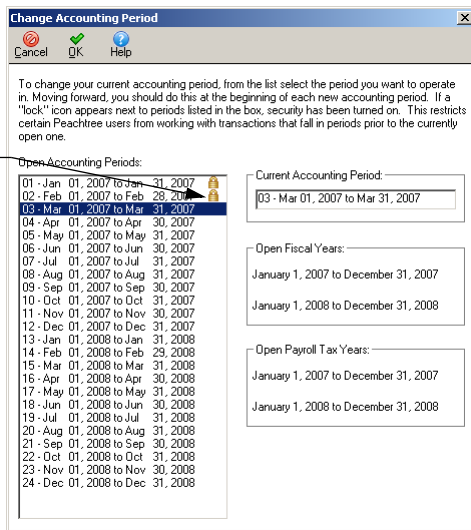
In Peachtree, you set up accounting periods when you create a new company. Once you have set up accounting periods, you cannot change the structure of the periods; you must wait until a year-end closing. Thus, you can only change the current accounting period within the established structure. (Even when closing, you can only change the beginning and ending dates of periods within the existing fiscal year setup.)

You can have up to 26 periods open in Peachtree. This means you can have last year's history available for editing or adjusting throughout the current year. Or, you can be in next year without closing this year. You can view the current period from the status bar.

Before you change the current period:

- ❖ Post all journals (if running in batch mode).
  - ❖ Optionally, back up the data for the current period (recommended).
  - ❖ Print each journal in which there has been activity during the period.
  - ❖ Print open invoices and checks.
- ➔ From the **Tasks** menu, select **System**, and then **Change Accounting Period** from the submenu.

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



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

## Account Reconciliation

Peachtree reconciles the selected G/L account against your monthly statement. You can reconcile any General Ledger account in Peachtree. Typically, you would reconcile bank accounts, cash accounts (such as petty cash), and credit card accounts. You should systematically reconcile accounts each period so that you can quickly detect bank errors, match real-world data with Peachtree data, and identify possible fraudulent activity.

You can apply (or clear) transactions in three different categories:

- ❖ deposits in transit
- ❖ outstanding checks
- ❖ other outstanding items (such as General Journal entries)

To avoid fraud and quickly detect errors, strive to have your bank send statements toward the end of a period or month. Always reconcile your account as soon as it arrives. This ensures that your Peachtree data is accurate and secure.

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

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

Account to Reconcile: 10200-00 Regular Checking Account

Checks and Bank Debits - Cleared 2 for 500.00  
Deposits and Bank Credits - Cleared 2 for 500.00

Show: All, Deposits and Bank Credits First Statement Date: Mar 31, 2007

Status	Reference	Deposit/Bank Credit	Check/Bank Debit	Date	Payee/Description
<input type="checkbox"/>	011607	27,030.00		Jan 15, 2007	Deposit Ticket
<input type="checkbox"/>	012607	826.74		Jan 26, 2007	Deposit Ticket
<input type="checkbox"/>	021507	484.97		Feb 15, 2007	Deposit Ticket
<input type="checkbox"/>		149.97		Mar 2, 2007	Deposit Ticket
<input type="checkbox"/>		160.50		Mar 2, 2007	Deposit Ticket
<input type="checkbox"/>	030307	220.31		Mar 3, 2007	Deposit Ticket
<input type="checkbox"/>	030407	385.64		Mar 4, 2007	Deposit Ticket
<input type="checkbox"/>		26.50		Mar 5, 2007	Deposit Ticket
<input type="checkbox"/>	030507	5,292.70		Mar 5, 2007	Deposit Ticket
<input type="checkbox"/>		40.25		Mar 7, 2007	Deposit Ticket
<input type="checkbox"/>		158.74		Mar 7, 2007	Deposit Ticket
<input type="checkbox"/>	030707	0.00		Mar 7, 2007	Deposit Ticket
<input type="checkbox"/>	031407	5,000.00		Mar 9, 2007	Deposit Ticket
<input checked="" type="checkbox"/>	10212V	50.00		Mar 9, 2007	Payee Enterprises
<input checked="" type="checkbox"/>	031207	763.02		Mar 12, 2007	Deposit Ticket
<input checked="" type="checkbox"/>	10211V	450.00		Mar 12, 2007	Paris Brothers Tree Surgeons
<input checked="" type="checkbox"/>		99.98		Mar 13, 2007	Deposit Ticket
<input checked="" type="checkbox"/>	0314071	3,178.41		Mar 14, 2007	Deposit Ticket
<input checked="" type="checkbox"/>	0314072	0.00		Mar 14, 2007	Deposit Ticket

Key:  Uncleared  Cleared  Autocleared  New Bank Record

Interest Income: 0.00 Service Charges: 0.00 Statement Ending Balance: 0.00

Date: Mar 31, 2007 Date: Mar 31, 2007

Account: Account:

Imported Interest: 0.00 Imported Charges: 0.00

- Outstanding Checks 106,546.34  
+ Deposits in Transit 107,769.60  
- GL (System) Balance 23,386.02  
= Unreconciled Difference (22,162.76)  
Beginning Transactions: [v]

- 3** Check off the transactions from the statement as cleared. The Unreconciled Difference will be zero when you have reconciled successfully.
- 2** Enter the Statement Ending Balance from the bank statement, plus any interest or service charges.

If you are interrupted in the middle of reconciling, select OK, and exit the window. Later, while still in the same accounting period, you can resume where you left off. All your cleared items and other reconciliation information for the account will remain. You can also change accounting periods to edit previous account reconciliations, if necessary.

### If you want more information:

In the Help index, look up "reconciling, accounts, overview."

Look up "reconciling, accounts, procedure."



## Online Banking

Online banking is not available in Peachtree First Accounting or Peachtree Pro Accounting.

Online banking is a special feature available through the Account Reconciliation window. It lets you electronically import statements from your bank into Peachtree, where they can be reconciled just as you do with information manually entered from a paper statement.

To import a statement from your bank, select the bank from the drop-down list and enter your User ID and password.

If your bank is not in the list, click here for instructions for manually downloading a statement from your bank.

**Import Statement**

**Choose how you want to import your statement**

Automatically connect to my bank and import a statement

Bank: 66 Federal Credit Union [My bank is not in the list](#)

User ID: Homer

Password: [masked]

Remember my User ID

Manually select a statement

Statement Location: C:\Projects\PCW\2006\CreditCard.OPX

Account: Credit Card - 123

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

After selecting the appropriate account to reconcile, you see a window that summarizes the contents of the statement.

**Import Statement**

**Import Summary**

Statement Date: **March 15, 2007**

Total Records to be Imported: **15**

Total Checks and Bank Debits (14): **\$1,131.25**

Total Deposits and Bank Credits (1): **\$50.00**

Imported Charges (0): **\$0.00**

Imported Interest (0): **\$0.00**

Statement Ending Balance: **\$(3,286.63)**

Buttons: Finish, Cancel, Help

Click **Finish** to return to the Account Reconciliation window. The bank records imported with the statement now appear in the grid at the center of the window.

### Imported Interest/Charges

Along with the transactions come any interest or service charges reflected in the bank statement. These amounts appear in the Imported Interest and Imported Charges fields at the bottom of the window. To see details about either, click the arrow button to the right of the field; a window appears with additional information.

If an item is in error, check the **Delete** box and then select **OK** to delete it. Your changes will be reflected on the Account Reconciliation window.

**Imported Charges**

Buttons: Cancel, OK, Help

Delete	Description	Amount	Date
<input type="checkbox"/>	Service Charge	2.00	Mar 15, 2007

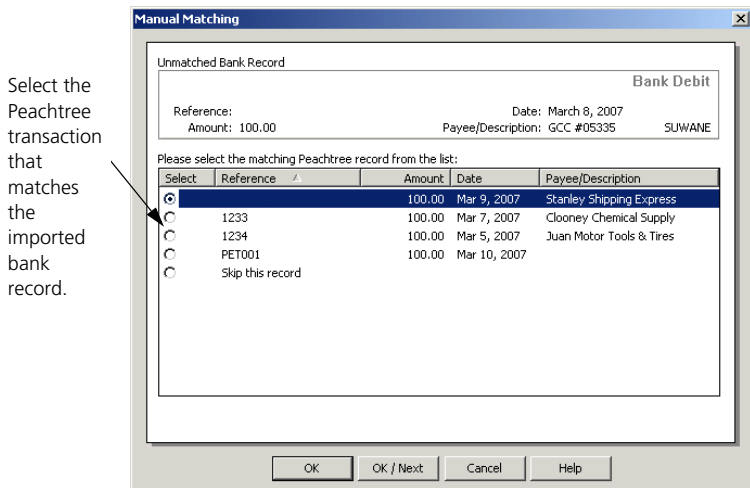
### If you want more information:

In the Help index, look up "online banking."

## Matching New, Unmatched Bank Records

When you import an electronic bank statement, Peachtree tries to *autoclear* the imported records by automatically matching them with corresponding Peachtree transactions. Any records that Peachtree cannot autoclear in this manner appear in the Account Reconciliation window as new, unmatched bank records.

Select the Manual Match option from the Banking button in Account Reconciliation. A window called Manual Matching appears, allowing you to match these previously unmatched bank records one by one with transactions that Peachtree identifies as possibly corresponding to them.



When finished matching records, select **OK** to return to the Account Reconciliation window.

Once the imported records have been properly matched, Peachtree automatically clears them. You can unclear any record later if necessary.

## Other New Bank Record Options

In addition to being able to manually match imported bank records, you have other options as well. First of all, you can delete any records that are duplicates or that represent a bank error. Also, you can create new Peachtree transactions based on imported bank records. For any record that represents a deposit/bank credit transaction, you can create an account register entry, a general journal entry, or a beginning transaction. For any records that represent a check/bank debit transaction, you will be able to create a disbursement check as well. A series of options available from either the Banking toolbar button or from the right-click menu allow you to do this. The illustration below shows the options available from the right-click menu when an imported debit record is selected in the Account Reconciliation window.

Note the options available for this unmatched \$100 bank debit record. You can delete it, try to manually match it, or create a new Peachtree transaction based on it. A drop-down menu provides new-transaction options.

Bank	Amount	Date
Bank	100.00	Mar 8, 2007
Bank	500.00	Mar 8, 2007
Bank	23.31	Mar 9, 2007
Bank	63.25	Mar 9, 2007
Bank	1,500.00	Mar 9, 2007
Bank	33.46	Mar 10, 2007
Bank	4.60	Mar 11, 2007
Bank	20.00	Mar 11, 2007
Bank	14.50	Mar 13, 2007
Peachtree	1,000.00	Mar 13, 2007
Bank	36.00	Mar 15, 2007
Bank	38.16	Mar 15, 2007
Peachtree	50.00	Mar 15, 2007

### If you want more information:

In the Help index, look up "online banking."

Look up "interest, imported."

## Allocations (Non-Profit only)

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

Both types of allocations, case-by-case and indirect cost rates, can be handled in Peachtree. You can enter the transaction as a standard General Journal entry as necessary. Or you can enter it as a Memorized Transaction. The Memorized Transaction will serve as a template to be used for future transaction entry. The latter method will save you time, since all accounts are selected automatically.

### General Journal Entry

To create a General Journal Entry in Peachtree,

- 1 Select **Tasks**, then **General Journal Entry**.
- 2 Enter the **Date**, and a **Reference** if necessary.
- 3 Enter each account, a description of the transaction, and the appropriate debit or credit amount.

Date: Feb 15, 2007  Reverse Transaction  
Reference: JANENDALL

GL Account	Description	Debit	Credit	Job
77000-00	Allocation of January electric bill		340.00	
	Utilities Expense	Account will be decreased		
77000-AV	Allocation of January electric bill	85.00		
	Utilities Expense--Aviary Dept	Account will be increased		
77000-BK	Allocation of January electric bill	85.00		
	Utilities Expense--Book Dept	Account will be increased		
77000-CE	Allocation of January electric bill	85.00		
	Utilities Expense--Ceramics	Account will be increased		
77000-EQ	Allocation of January electric bill	85.00		
	Utilities Expense--Equipment	Account will be increased		
Totals:		340.00	340.00	
Out of Balance:		0.00		

Maximize your results with help from Peachtree experts.

In the example above, Company A has distributed its January Electric bill from its main account into four department accounts, with each department receiving 25% of the total bill. You can use the description line as a reminder of each cost percentage.

### **Allocating Net Assets**

Since Peachtree will only allow you to have one Retained Earnings (Net Assets/Excess Revenues over Expenditures) account, you will have to use an allocation transaction to distribute total Net Assets to several different Net Asset accounts, for instance, Restricted Net Assets and Non-Restricted Net Assets. The YTD Statement of Activities report provided in the Mowers and Growers Association sample company is designed to give you a breakdown of Net Assets by restriction code. For this breakdown to appear on your Statement of Financial Position, you will create a General Journal entry to allocate the appropriate figures on the Statement of Activities to the appropriate Net Asset accounts.

When you set up Peachtree, your Total Net Assets account should be entered with the Account Type set to Equity-Retained Earnings. At the end of your fiscal year, Peachtree will close all accounts with Account Types of Income, Expense, Cost of Sales, and Equity-Gets Closed to this account. If you need to distribute this total to several net Asset accounts, use a General Journal Entry. You can also use a Memorized Transaction to save time.

For example, your fiscal year ends June 30. Your Statement of Activities for June 30 shows a total Net Assets (39005) of \$450,000.00. This amount needs to be distributed to three accounts: Net Assets for Restricted (39005-R), Temporarily Restricted (39005-T), and Non-Restricted (39905-U). The amount for Restricted Net Assets is \$150,000.00, Temporarily Restricted is

\$200,000.00, and Non-Restricted is \$100,000.00. You would enter the following General Journal Entry dated to July 1:

**General Journal Entry**

Date: Jul 1, 2007  Reverse Transaction  
 Reference: NETASSET

GL Account	Description	Debit	Credit	Job
39005	Allocation of Total Net Assets	450,000.00		
<b>Retained Earnings</b>		Account will be decreased		
39005-R	Allocation of Total Net Assets		150,000.00	
<b>Net Assets - Restricted</b>		Account will be increased		
39005-T	Allocation of Total Net Assets		200,000.00	
<b>Net Assets - Temporary</b>		Account will be increased		
39005-U	Allocation of Total Net Assets		100,000.00	
<b>Net Assets - Unrestricted</b>		Account will be increased		
Totals:		450,000.00	450,000.00	
Out of Balance:			0.00	

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## Memorized Transactions

Peachtree's Memorized Transaction feature allows you to save a transaction as a template to be used to easily create new transactions in the future. There are two ways that you can create a memorized General Journal Entry in Peachtree:

- ❖ Select **Maintain, Memorized Transactions**, then **General Journal Entries**.
- ❖ Create the transaction in General Journal Entry, then select the drop down arrow to the right of the **Save** button and select **Memorize**.

Either set of operations will open the Memorized Transaction window. If you worked from General Journal Entry, however, all of the line items would be copied automatically.

On the Memorized General Journal Entry window,

- 1 Enter a reference and a description of the allocation entry.
- 2 Enter the appropriate accounts, descriptions, and so on. Peachtree recommends that you use the description line to specify the percentages to be used for each account.

You can use or select a memorized journal entry in two ways also.

- ❖ Open the General Journal Entry window, select the drop-down arrow to the right of the List button, then choose Select.
- ❖ Select Maintain, Memorized Transactions, General Journal Entries.  
Then, choose the memorized transaction and click Select in the toolbar.

Once, the transaction is open, you can edit it as necessary.

## Inter-Fund Transfers (Non-Profit only)

If your organization handles multiple funds and you need to provide separate financial reporting for each fund, you will need to process inter-fund transfers whenever monies are moved from one fund to another. For the setup of your chart of accounts, you will want to have a segment of your account ID dedicated to a fund number. This will allow you to produce masked Financial Statements for each fund. See page [82](#) for information on account segmenting and masking.

To ensure that each fund remains balanced, however, you must add due-to and due-from accounts to each General Journal entry so that the total credits equal the total debits for each fund. If you neglect this step, your Statement of Financial Position for each fund could be out of balance.

Let's see how to process an inter-fund transfer. Mowers and Growers Association needs to move \$5,000.00 from Unrestricted Administrative Operating Cash to Unrestricted Operating Cash for the Annual Conference. The first two line items in the illustration below show the basic transaction: a credit of \$5,000.00 from account 1010-03-U and a debit of \$5,000.00 to 1010-02-U. If the transaction were saved with only these two line items, however, the Statement of Financial Position for only the Administrative fund or the Annual Conference Fund would be out of balance. So the last two line items of the transaction are added to keep each fund in balance. The credit to





# Other Tasks and Transactions

# 15

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<b>Maintain Global Options</b>	<b><a href="#">302</a></b>
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## ★ Other Tasks and Transactions ★

Several other tasks are essential to operating Peachtree efficiently, such as the **Maintain Global Options** feature, which lets you set a number of defaults that affect the operation of all your Peachtree companies. These defaults include what appears on Peachtree windows and reports, how transactions are sorted, whether cash balances are recalculated automatically, and even the basic color scheme for Peachtree windows.

In addition, Peachtree has some higher-level tasks that can help you use it to best effect. These tasks include the following:

- ❖ **User Security.** This allows you to limit access to sensitive areas of the Peachtree program.
- ❖ **Time and Billing.** This lets you track the time and out-of-pocket and other expenses that employees apply to individual jobs and then bill customers to recoup those outlays.

The other functions discussed in this chapter involve tasks you'll need to do on a regular basis, such as backing up and restoring company data and closing out your fiscal and/or payroll tax years.

### **Accessing Global Options and Time and Billing**

You can access the routines to carry out some of these tasks from the drop-down menus from the menu bar:

- ❖ Maintain Global Options is available from the **Options** menu; select **Global**.
- ❖ Time and Billing is available from the **Tasks** menu; select **Time/Expense**.

### **Accessing Company Tasks (User Security, Backup/Restore, Wizards)**

Backup, Restore, and the Year-End and Purge wizards are also available from Peachtree menus:

- ❖ User security is available from the **Maintain** menu; select **Maintain, Users**.
- ❖ **Back Up** and **Restore** are options on the **File** menu.
- ❖ The Year-End wizard is available from the **Tasks** menu; select **Tasks, System, Year-End Wizard**.

- ❖ The Purge wizard, too, is available from **Tasks**. Select **Tasks**, **System**, **Purge Wizard**.

But these and a number of other company-maintenance tasks are available in the **Company Tasks** section of the Company Navigation Center.

**Customers & Sales**

**Vendors & Purchases**

**Inventory & Services**

**Employees & Payroll**

**Banking**

**Company**

**Shortcuts** [Customize](#)

Sales Invoice  
Receive Money from Customer  
Bills - Pay Bill  
Customer List  
Vendor List  
Find Transactions  
General Journal Entry

[Peachtree Resource Center](#)

**Company Tasks**

Setup Guide **Users** Chart of Accounts Analysis Tools

**Data Maintenance**

- [Backup](#) your company data
- [Automate](#) your backup process
- [Restore](#) a backup
- [Verify](#) that company files are not missing or damaged
- [Archive](#) old company data
- [Purge](#) unused or inactive data
- [Import and Export](#) data from other applications

**Check for Peachtree Updates**  
View or download improvements to Peachtree.

**Year End Wizard**  
Close out an open fiscal year, payroll tax year, or both.

**General Journal Entry**  
Create journal entries for things like beginning balances, depreciation, and balance transfers.

**Synchronize Peachtree Data on the Web**  
Synchronize web resources with your Peachtree desktop application.

**Reports**  
View company reports

## If you want more information:

In the Help index, look up "Navigation Centers, Customers & Sales."

Look up "Navigation Centers, Company."

Below is a table describing each of the routines discussed in this chapter.

User Security	This feature lets you limit access to areas of the program that you don't want certain users to work with. For example, you probably don't want all users in your company to see or edit data pertaining to your customers or to other employees.
Maintain Global Options	Global options include a variety of default settings that are grouped on four separate tabs: Accounting, General, Peachtree Partners, and Spelling.
Time and Billing	With this feature you can enter and track employee and vendor time and expenses, and apply them to customers and jobs for billing. Not available in Peachtree First Accounting or Peachtree Pro Accounting.
Back Up Data	Making backups is essential when using accounting software and Peachtree has an easy to use system. You can make backups to a floppy disk or your hard drive.
Restore Data	Should you ever need to restore a backup, Peachtree has a wizard that you can use for restoring backups made through Peachtree's backup routine.
Year-End Close	At some point in your fiscal year, you will need to close previous years so that you can get ready for the upcoming fiscal year. This routine walks you through the closing process.
Purge Data	You can use this routine to purge old transactions and unused, inactive records, such as customers, vendors, and items.

## User Security

The User Security feature is handled by a number of windows that let you create a company administrator, who has the right to set up other company users, and then enter and grant rights to those users.



### INITIAL DECISIONS

Setting up security is an important issue for most companies. First, you have to be dedicated to the concept. All users in the company have to keep tabs on their user names and passwords, and there has to be one company administrator who'll be in charge of setting up all the other users and also keeping tabs on their user names/passwords. Beside this, the administrator must decide which areas of Peachtree a user will have access to. Then there are special issues related to licensing. (See "[Licensing Peachtree Users](#)" on page 300.) So up-front planning is essential.

The first window you see is the User Security window (shown on page 298). When you add a user here for the first time, Peachtree automatically sets that user up as company administrator with access to all parts of the Peachtree program. As with all users, the administrator assigns himself or herself a user name and password and then saves the information

**User names** can be up to 16 alphanumeric characters. Do not include the forward slash (/) character in the user name. You may want to be descriptive, such as using a person's name or job title/position in the company.

A **password** must be at least 7 characters and include both numbers and letters. Do not include the forward slash (/) character in your password. Avoid passwords that are obvious, like birthdays or names of relatives. Passwords are case sensitive (that is *Password*, *PASSWORD*, and *password* are all different passwords) and must be unique. Two or more user records cannot have the same password.

After that, the administrator can start adding other users to the system. Again, this is done in the User Security window. Now, when the administrator chooses the **New User** button, the user can be assigned not only a name and password but also an access level: administrator (although we recommend only one administrator per company), full access, limited access, or no access.

✪ **Want to learn more** about user security? See **"user"** in the Peachtree Help index.

While it might seem odd to set up a user with *no* access rights, you might want to do this if the individual has temporarily left the company or is on leave of absence. Also, if you work with multiple companies, you might want the user to have no access to one of your companies but have access to one or more additional companies.

The screenshot shows the 'User Security - Bellwether Garden Supply' window. A table lists users: Admin (All areas, admin) and Ed (Selected areas). A 'User rights - Bellwether Garden Supply' dialog is open, showing 'Marge' as the user name and 'Selected access' as the chosen access level. The 'Next' button is highlighted.

**4** Once a user is set up, you can edit his/her rights, copy rights to another user, or delete the user altogether.

Licensed	User Name	Access Areas for This Company
<input checked="" type="checkbox"/>	Admin	All areas, admin
<input checked="" type="checkbox"/>	Ed	Selected areas

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

**2** If you grant a user **Selected Access**, click **Next** to go on to the Selected Access window and set the levels.

**1**

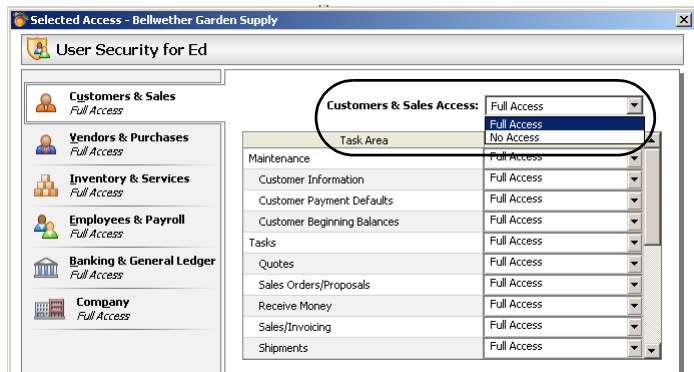
The administrator adds users to the system, giving each a user name and password and granting each an access level.

## Setting Selected Access for a User

If the administrator grants only selected access to a user, the users access levels need to be defined in the Selected Access window. This window allows the administrator to grant access to program areas in the current company:

- ❖ Customers & Sales
- ❖ Vendors & Purchase
- ❖ Inventory & Services (“Items” in Peachtree First Accounting)
- ❖ Employees & Payroll (“Employees” in Peachtree First Accounting)
- ❖ Banking & General Ledger
- ❖ Company

For each area, the drop-down list at the top right-hand side of the window lets you grant blanket access. For example, you can grant a user either **Full Access** or **No Access** to the Customers & Sales area.



## Setting Custom Access for a User

In addition to full or no access, you can use the grid to set different levels of access for subareas such as maintenance, tasks, and reports. For example, in the Customers & Sales area, you can choose to give a user limited access to maintenance areas such as Customer Information or Customer Beginning Balances. Drop-downs let you set different access levels for different subareas of the program—for example, Payments/Write Checks.



Tasks	Full Access
Payments/Write Checks	Full Access
Purchase Orders	No Access
Purchases/Receive Inventory	View Only
Vendor Credit Memos	Add
	Edit
	Full Access

**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.

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

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

## Licensing Peachtree Users

In order to access a Peachtree company, a user must be licensed. When you start granting new users security and access rights, Peachtree will automatically license as many users as you have licenses for. For example, if you have five licenses according to your agreement, Peachtree will automatically license the first five users for which you set up security/access rights.

When all licenses are assigned, unlicensed users will be prevented from opening Peachtree companies. A company administrator can modify license assignments to change who has a license to access Peachtree companies and who does not. Licensing does not impact user security access to Peachtree companies and should not be used as a means of limiting access to companies. Rather, user security should be configured to limit rights to access Peachtree companies and to restrict tasks performed within Peachtree companies.

## Getting the Maximum Number of Licenses for Your Office

In order to have more licenses available, you can register the serial numbers for all single-user units of Peachtree in your office. If you have five single-user units, registering all of them will give you a total of five licenses. Similarly, if you have a multi-pack version of Peachtree, registering your multi-pack version will automatically give you the purchased number of licenses for your product.

In some cases, you'll be able to add licenses for your business. To learn about options for purchasing additional licenses, you should contact Peachtree Sales <[www.peachtree.com](http://www.peachtree.com)>.

### **If You're Running out of Licenses....**

If you run out of licenses but want to add a new user to the system, you may need to unlicense one of the existing users in order to add the new one. You remove the license from a user by unchecking the **Licensed** checkbox beside his/her user name in the Peachtree User Security window. Since generally only the company administrator has access to the User Security window, the administrator will have to perform this task.

Note, however, that if you remove the license from a user, that user will automatically be licensed the next time he or she logs into Peachtree as long as a license is available. So as company administrator, especially if you are running out of licenses, you'll want to assign licenses only to those people you want to have access.

### **Logging in to a Company if No Licensed User Is Present**

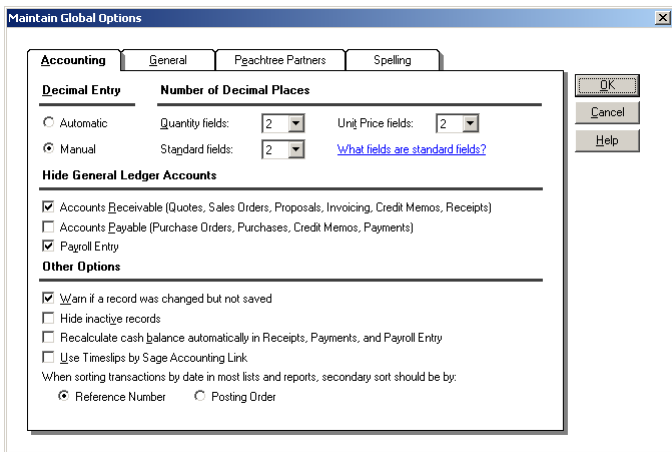
In the event that there are no licensed users in the office, you may not be able to log in to your Peachtree company. Say the only licensed user is out sick one day! In that case, you will need to clear all user licenses; then you'll be able to open the Peachtree company without a hitch.

To clear all licenses, do the following:

- 1 Start Peachtree OR if you are currently working in a Peachtree company, from the **File** menu, select **Close Company**.
- 2 From the **Help** menu, select **Customer Support and Service**, and then select **Clear User Licenses**.

## Maintain Global Options

The Maintain Global Options window is available from the **Options** menu. It has four tabs where you can choose a variety of default settings.



### Accounting Tab Options

The first tab lets you decide how Peachtree will handle the following accounting-related items:

- ❖ **Decimal Entry:** You can set your preference for how you enter and display numbers in Peachtree. If you want to manually enter decimal points each time, choose **Manual**.

Otherwise, choose **Automatic**, then select the number of decimal places you want entered automatically; choose from 0 to 5.

If you need price levels or sales taxes to use more than two decimals, you should change the number of decimals appropriately. For example, you may have an item that needs to have a price of 2.0123 cents, so you would choose 5 as the number of decimal places.

- ❖ **Hide General Ledger Accounts:** This lets you choose whether or not to display general ledger account numbers on certain task windows. You

★ **Want to learn more** about the Global Options window and its settings? See **“global options”** in the Peachtree Help index.

can hide general ledger accounts in Accounts Receivable, Accounts Payable, and Employee/Payroll tasks.



Even if accounts are hidden, you can use the **Journal** button to view general ledger account information and change account numbers, if necessary.

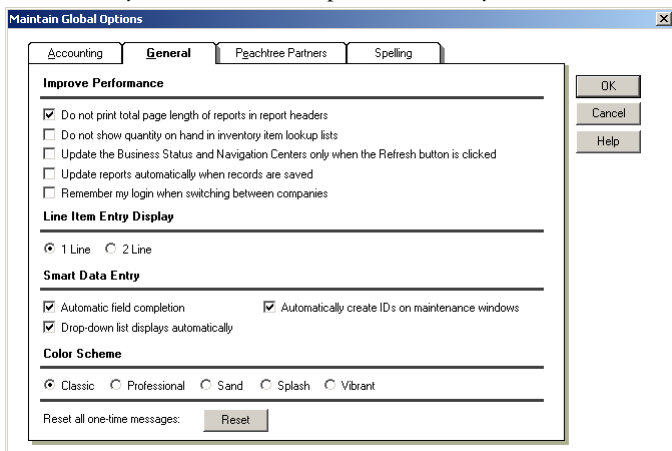
- ❖ **Warn if a record was changed but not saved:** You can choose to have Peachtree display warning messages whenever you change a record and then try to exit the record without saving. When the warning message appears, you have the opportunity to save the record then before moving on. However, if you don't check the **Warn if...** checkbox, you will not be warned if you change a record and try to call up another record or exit the window. Your changes are lost when the window or record is displayed.
- ❖ **Hide inactive records:** Select this check box if you don't want Peachtree to display inactive records (for example, items, customers, vendors, employees, and so on) in lookup lists.
- ❖ **Recalculate cash balance automatically:** When writing checks in Payments, Select for Payment, Payroll Entry, or Select for Payroll Entry OR when entering receipts, you have the option of displaying the cash balance. This feature lets you monitor your cash accounts as you are entering data. Check the **Recalculate...** check box if you want Peachtree to automatically recalculate your cash balance as you enter receipts and payments.
  - ❖ **\$** If you do not select this box, Peachtree displays "Uncalculated" as the balance in the Payments, Receipts, and Payroll Entry windows. You can use the Recalculate button (shown at left) to update your balance whenever you like. Peachtree will run faster if you leave this option unchecked and use the Recalculate button.
- ❖ **Use Timeslips Accounting Link:** Check this box to activate the **Timeslips Accounting Link** option in Peachtree. Timeslips is a time-and-billing program for small business, providing additional accounting management tools currently not available in Peachtree. Timeslips Accounting Link (TAL) enables you to transfer payment and receivable information from Timeslips to the General Ledger of Peachtree, saving you valuable time by eliminating manual reentering of billing data. TAL must first be activated in Peachtree before you can export and import

information between the two programs. For more information on Timeslips, look up “Timeslips” in the Peachtree Help index.

- ❖ **Secondary sort order:** Select the option you want to use for sorting transactions. When sorting transactions by date in most lists and reports, you can choose the type of secondary sort order for these transactions.
  - ❖ Select **Reference Number** if you want the secondary sort to be by reference number. (Reference numbers can be manually entered or they can be assigned by Peachtree when you print the transaction.)
  - ❖ Select **Posting Order** if you want the secondary sort to be by posting order.

## General Tab Options

This tab lets you tailor Peachtree performance to your tastes.:



- ❖ **Improve Performance:** To increase performance and speed, you can control whether or not certain options display using performance enhancements. For instance, if you do not need to print the page length on report headers (for example: Page 1 of 12) then select the **Do not print total page length of reports in report headers** check box.

Likewise, if you don't want to show quantity on hand on the items lookup list, select the corresponding check box. (This can be especially

helpful if you have a large number of inventory items.) This option isn't available in First Accounting.

**Update the Business Status and Navigation Centers only when the Refresh button is clicked.** Selecting this option is useful if you want to control when Peachtree refreshes data in a Navigation Center. This is especially true if you're working in a network environment and have a great deal of data in your company database. *Note:* The Business Status Center is a feature of Peachtree Complete Accounting and higher only.

**Update reports automatically when records are saved:** This option helps performance where reports are open in the background. If checked, whenever a record (customer, item, etc.) or transaction is saved, displayed reports are simultaneously updated. Depending on how many reports are open, this can slow down the save process noticeably. If this box is unchecked, the report data only gets updated the next time the report is clicked on or takes focus.

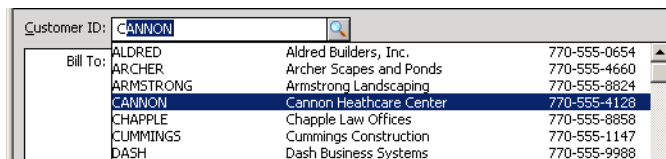
**Remember my login when switching between companies:** If you often switch back and forth between companies, you can have Peachtree remember your login information. If you have the same User Name and Password for multiple companies, this will save you time when opening a new company. This option only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

- ❖ **Line Item Entry Display:** If you select a two-line display, the second line generally shows description information about the codes in the first line and is never used for data entry. (For example, the account ID appears in the first line, and the account name appears in the second line.) Likewise, if you select one-line display, you'll see a line with no detail; this will allow more lines of data to appear at a time.
- ❖ **Smart Data Entry:** Select **Automatic field completion** if you want Peachtree to fill in the remaining text for you while you're entering information that is already stored in a record. For example, if you begin entering an existing customer ID, Peachtree will fill in the remainder. This can save you typing time and also ensure that information is entered consistently. Note that since all IDs in Peachtree fields are case sensitive. So if

the ID begins with *M* (for example, M2256), you must type **M**, not **m**, for the automatic field completion to activate.

Select the **Drop-down list displays automatically** check box if you want to see the list associated with each field that has a lookup button.

Anytime you type or press the spacebar in a field that has an associated list, the list will appear. The illustration below shows the drop-down list automatically displayed when a user enters a **C** in the Customer ID text box. Peachtree has also selected **CANNON** automatically because **Automatic field completion** was selected in Global Options..



- ❖ **Automatically create IDs on maintenance windows:** Select this option if you want Peachtree to automatically create IDs for records when you enter them. If you select this option, you can skip the ID on a record window when you create a new record, for instance, a new customer or vendor.
- ❖ **Color Scheme:** You can choose one of five color schemes that affect the appearance of windows and dialog boxes in Peachtree. Each scheme uses a different combination of colors. You can change color schemes at any time, but you must exit and restart Peachtree for the color changes to be activated. If you operate on a network, each workstation can set up its own color scheme preference. Choose from the following:
  - ❖ **Classic:** Peachtree's traditional white tabs and white color backgrounds throughout the program.
  - ❖ **Professional:** Light gray tabs and gray backgrounds.
  - ❖ **Splash:** Light pastel colors.
  - ❖ **Sand:** Light and dark tan colors throughout the program. This is the default setting; when you install Peachtree for the first time, this is the color scheme you'll see.
  - ❖ **Vibrant:** Bright and bold colors.

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

## Peachtree Partners Tab Options

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

Accounting	General	<b>Peachtree Partners</b>	Spelling
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**Peachtree Partners Security Level**

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

- ❖ **Low:** This lets all Peachtree Partner applications run automatically. Peachtree Partner programs will be able to exchange data with your Peachtree database without prompting you.
- ❖ **Medium:** When you start a Peachtree Partner application, you'll receive a warning message that allows you to choose whether or not you want the application to run. This is the default and recommended setting.
- ❖ **High:** Choose this level of security, and Peachtree Partner applications *will not* run.

## Spelling Tab Options

On the **Spelling** tab, you specify options that will affect the way Peachtree Spell Check operates. For example, you can choose whether or not you'd like Spell Check to ignore capitalized words, doubled words, and so forth.



Accounting	General	Peachtree Partners	Spelling
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**Peachtree Spell Check**

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

**Spell Check Options**

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

Suggestion speed and accuracy:

Fast but less accurate  
 Moderately fast and accurate  
 Slow but accurate

Main Dictionary Language:  
 American English

Running options:

Ignore Capitalized words  
 Ignore words with mixed case  
 Ignore words with numbers  
 Ignore all UPPERCASE words  
 Ignore internet addresses  
 Report doubled words  
 Case sensitive suggestions  
 Suggest split words  
 Auto correct misspelled words.

- ❖ **Spell Check Options:** Select **Check spelling as you type** if you want Spell Check to highlight misspelled words in red as you type. When a word is highlighted in red, you can right-click your mouse to bring up a list of suggestions for the misspelled word. Select **Check spelling on save or close** to instruct Spell Check to automatically review your text when you select Save, Close, or Print from windows where Spell Check is available.
- ❖ **Suggestion speed and accuracy:** This determines the speed and accuracy of the initial search for suggested replacements for misspelled words. When a misspelled word is detected, a search is automatically made for suggestions. This option controls the speed and accuracy of this search.
- ❖ **Main Dictionary Language:** Use the drop-down list to set the language of the main dictionary used to check spelling. If you want to edit custom dictionaries at this time, select the **Custom Dictionary** button.
- ❖ **Running options:** These settings affect the way that Spell Check searches for misspelled words. For example, you can instruct Spell Check to ignore capitalized words, Internet addresses, and so forth.

★ **Want to learn more** about your choice of Custom Dictionaries? See **"custom dictionaries"** in the Peachtree Help index.

### If you want more information:

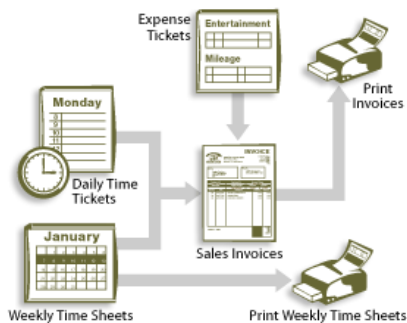
In the Help index, look up "Peachtree Partners Security Level."

Look up "Spell Check options" and "Spell Check."

## Time and Billing

You can use the time and billing features in Peachtree Complete and Peachtree Premium accounting to create time and expense items, enter time and expenses tickets using them, and bill customers for these expenses. The diagram below shows the flow of activity associated with using the time and billing features.

- 1 Create all of the necessary vendors, employees, customers, jobs, activity items, and charge items.
- 2 Enter your time and expense tickets, specifying the employee or vendor, the customer or job, the type of activity or expense, and the amount of time or money spent.
- 3 When you want to bill the customer for time and expense, select the customer in Sales Invoicing; and then click the **Apply Tickets/Expenses** button to display the time and expense tickets. Here, you can select and consolidate tickets and expenses.



## Creating Time and Expense Items

You create your Time and Expense items on the **Maintain Inventory Items** window. Simply give Time items an **Item Class** of Activity and Expense items an **Item Class** of Charge. Then, complete the various fields on the tabs. You can enter billing rates, tax status, unit, type, and other fields.

## Entering Time and Expense Tickets

You enter Time and Expense tickets by selecting **Tasks**, then **Time/Expense**, then either **Time Tickets** or **Expense Tickets**. For Time Tickets you can choose to use either individual ticket entry or a Weekly Timesheet. You can select the employee or vendor, the Activity item, a customer or job, and you can enter the date, amount of time, billing rate, billing type, and billing status.

For Expense Tickets, you can enter an employee or vendor, a date, a Charge item, number of units of the Charge item, and extended descriptions for the expense. You can also select a billing price and billing status. Selecting **Billable** will make the ticket available for billing during Sales Invoicing. Selecting **No Charge** will display the ticket information on a sales invoice but it will not bill the customer. If you select **Non-Billable**, the ticket will not show up in Sales Invoicing at all.

### If you want more information:

In the Help index, look up "Time & Billing, overview."

Look up "how do I..., time & billing."

## Billing Time and Expense Tickets

You will bill your tickets during Sales Invoicing by selecting the **Apply Tickets/Expenses** button after you have selected the customer. Peachtree will display tabs with Time and Expense tickets for that customer. You can select which tickets you want to bill the customer for and mark them up, if necessary. You can also consolidate, or group, these tickets so they appear as one line on the sales invoice.

Once you have applied a ticket to an invoice, Peachtree will internally mark that ticket so that it cannot be applied to any other invoices. You can use the

Ticket Listing By Customer report to see if tickets have been applied to a sales invoice yet. Also, any tickets that have not been applied to invoices for that customer will appear on the Time Tickets window after you click the **Apply Tickets/Expenses** button.

## Backing Up Your Data

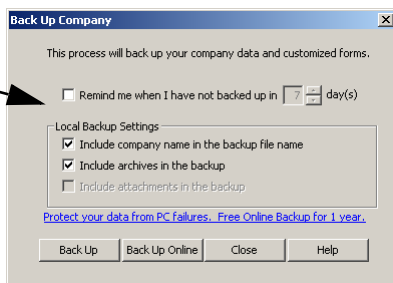
Backing up your company frequently is an important part of maintaining your Peachtree system. Peachtree provides a simple backup utility for accomplishing this.

Backing up your company files can save you hours of time. Having frequent backups ensures you against the necessity of reentering your data. Backups are the only way to ensure the security of the accounting records you store in Peachtree. Without backups, you run the risk of losing weeks or months of work. How often you back up and which method you choose depends on how you use Peachtree. If you enter transactions every two weeks, you can get by with backing up every two weeks. However, if you enter transactions daily, you may need to establish a daily backup routine.

You can choose to back up your data using a utility other than Peachtree's, but you should ensure that ALL Peachtree data files are backed up. If you use Peachtree's internal system, all other users must exit Peachtree before you can do so. To make a backup using Peachtree's internal utility

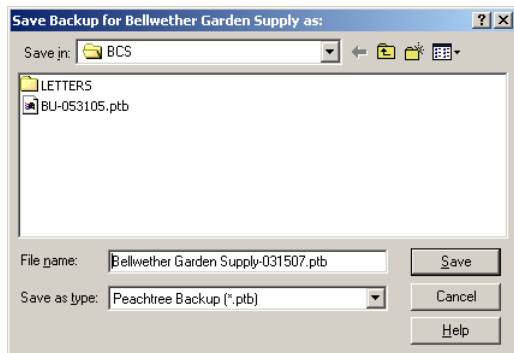
➔ Select **File, Back Up**. This will open the Back Up Company window.

Select the options you want, including a reminder, and then click **Back Up**.

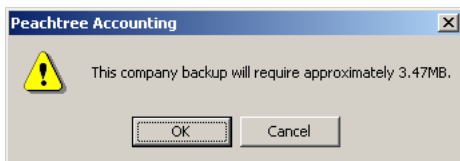


On the next window, specify the name of the backup file and the location of the file. What you name your file depends on you, but if you work with multiple companies, you should include the name of the company in the file

name. Otherwise, you run the risk of overwriting one company with data from another company data should you ever restore that backup. Also, we recommend that the file name include the date the backup was made so that you can quickly determine if it is the one you want.



Next, Peachtree will notify you of the amount of data space the backup will take or the number of disks it will need. Click **OK** to complete the process.



The amount of time it takes to complete the backup depends on the size of the backup and the medium to which you are backing it up. If the company data file is large, we recommend backing up at the end of the day so that other users will not need to access the company data.

### **If you want more information:**

In the Help index, look up "backing up, company data, overview."

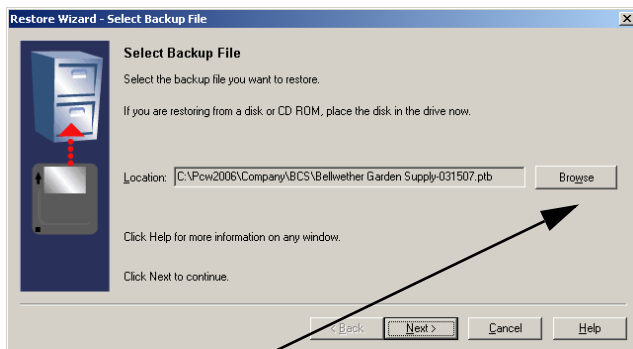
Look up "backing up, company data."

## Restoring Your Data

When there is occasion to restore a backup, Peachtree provides a utility for restoring backups that were made with its internal utility. When you do restore a backup, bear in mind that Peachtree restores ALL files, overwriting ALL existing data. You cannot restore individual files since the files are all interrelated. We recommend that you back up existing data before overwriting it with a backup from a previous point in time.

To restore a backup

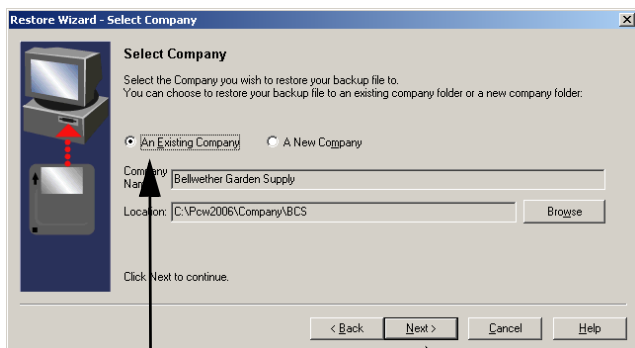
➔ Select **File, Restore**. This will open the Restore Wizard.



Click the **Browse** button and locate your Peachtree backup. These files are identified with the extension: .ptb.

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

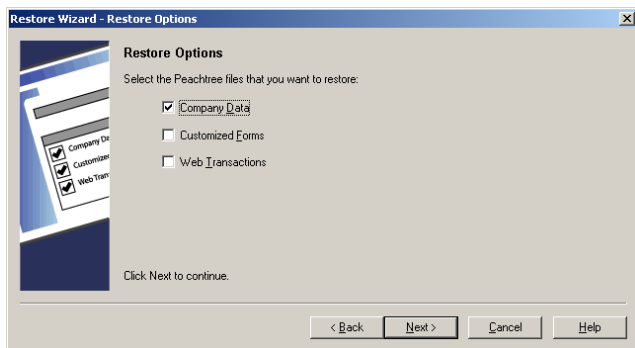
On the next window, you can verify that the correct backup has been selected.



Ensure that **An Existing Company** is checked, and verify that the correct company and location are displayed.

Click **Next** to continue.

On the Restore Wizard - Restore Options window, select the types of data you want to restore and click **Next**.



Finally, click **Finish** on the Confirmation window. The length of time it takes to restore depends on the size of the backup and the type of medium on which it was stored.


### If you want more information:

In the Help index, look up "restoring, company data files, overview."

Look up "restoring, company data files, procedure."

## Year-End Wizard

Finishing your company's fiscal and payroll years is a very important process. There are many steps involved, with one of the final steps being the process of actually closing out the fiscal and payroll years in Peachtree. Once a year has been closed, you will not be able to make any changes to the data for that year.

 **Want to learn more** about year-end procedures? See "year-end procedures, overview" in the Peachtree Help Index.

Peachtree only allows you to have two years of open accounting periods for payroll and your fiscal year cycle. Hence, at some point in the second of the two accounting years you must close the first year and open a third year. Once the first year is closed, you will be ready to enter transactions for the third, or next, year.

To facilitate closing a year, Peachtree has the Year-End Wizard, a step by step routine that will close the first year and open the third year for payroll and fiscal. To launch the Year-End Wizard

### ➔ Select **Tasks, System, Year-End Wizard**.

As you walk through the steps of the Wizard, you will have opportunity to make a backup, guaranteeing that your current data is preserved should you need to restore it for some reason. You can select whether or not you want to close either the Fiscal year or Payroll year or both. Peachtree will stop you from closing under certain circumstances. For instance, you will not be able to close the year if there are Purchase Invoices that are marked "Waiting on Bill." You must change these settings before you can continue. Peachtree will also warn you if there are unprinted forms and give you a chance to print certain reports before you close.

Once all of the conditions are met, click **Begin Close**. You should not interrupt this process and it could be quite lengthy. We recommend that you use the Year-End Wizard at the end of the business day when you or other users will not need access to your company's data.

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



## Purge Wizard

To help you manage the size of your data files, Peachtree provides the Purge Wizard that you can use to remove old data. The purge routine will purge old transactions and inactive records that you don't need anymore. A good time to use the Purge Wizard is right after you have closed a fiscal year. This will free up hard drive space on your computer so that you are ready for the new year. To launch the Purge Wizard

### ► Select **Tasks, System, Purge Wizard.**

The Welcome window introduces you to the wizard. Click **Next** to continue and walk through the steps. Peachtree will require you to make a backup of your data prior to starting the purge. This will ensure that you have a copy of the data in case you decide later that certain data should have remained on file.

During the course of using the Wizard you will have opportunity to specify the date up to which you want to purge transactions, as well as the types of transactions to purge. In addition, you will be able to select accounts that must be reconciled prior to purging. Finally, you will be able to select inactive records, that is, inactive customers, vendors, and so forth, that you want to remove from your lists.

When you click **Begin Purge**, Peachtree will work its way through your data, purging the items you have specified. This is a potentially lengthy process and you must not interrupt it without risking damage to the data. We recommend that you start the Purge Wizard at the end of a business day and let it purge at a time when you or other users will not need to access the data. This is a single user process.

### **If you want more information:**

In the Help index, look up "Purge wizard."

Look up "purge criteria."

# Reports

# 16

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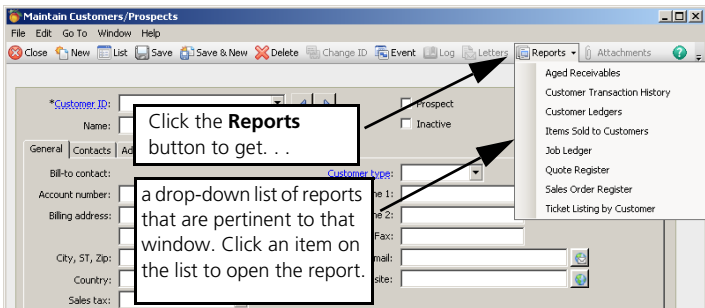
# ★ Reports ★

Peachtree comes with many reports and forms that enable you to quickly and easily see the state of your business and process your business needs. Each area of the program provides reports designed to give you the insight behind your numbers.

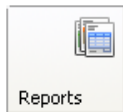
## Accessing Reports

There are two ways to access Peachtree reports.

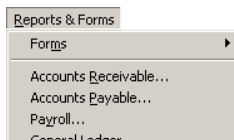
- ❖ Click the **Reports** button in any record window (such as Maintain Customers/Prospects) or task window (such as Sales Invoicing) to access a list of reports appropriate for the open window.



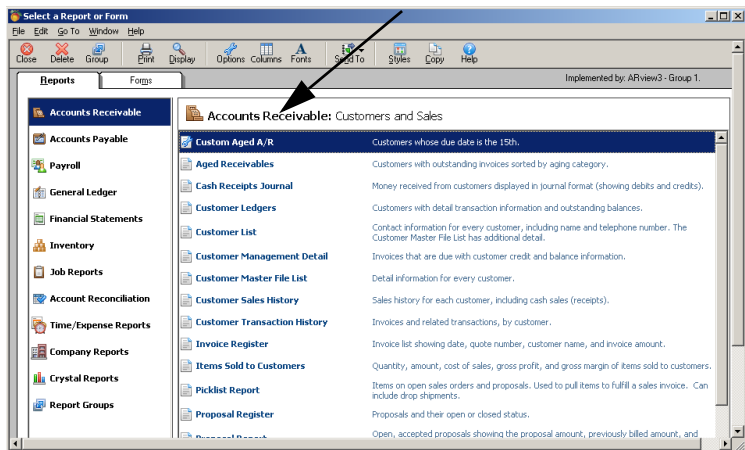
- ❖ Select the **Reports** button from most Navigation Centers (Customers & Sales, Banking, etc.) to open reports for that area of the program.



- ❖ Select **Reports & Forms** from the menu bar; and then the area of the program you want. This will open the Select a Report or Form window.



Custom reports have a different icon, and appear at the top of the list.



On the left, you see the general area of the program, with the current selection highlighted.

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

## Modifying Reports

You have several options for customizing Peachtree reports, to change the output.



change either the date range, the report order (sorting), or the data that appears on the report (filtering)



add, move, or remove columns or fields on the report



change the width of columns, or preview the report



change the fonts



send the report to Excel, to e-mail (as an attached pdf), or to a pdf file

## Modifying Report Options

Select the Options button from either the Select a Report or Form window or a displayed report to change the date range for a report, to change the sort order, or to define or *filter* the data that appears on the report.

You can change the date range, change the order of the report (Sort by), or choose to summarize (omit the details and show only high-level totals).

The screenshot shows the 'Modify Report - Aged Receivables' dialog box. It has three main sections: 'Dates', 'Sorting and Summary', and 'Filters'.  
 - **Dates:** 'Date:' is set to 'This Period' and 'As of:' is set to 'Mar 31, 2007'.  
 - **Sorting and Summary:** 'Sort by:' is set to 'Customer ID'. There is a checkbox for 'Summarize report'.  
 - **Filters:** Under 'Select a filter:', 'Aging Category' is selected. Under 'Select an option:', 'Over 90 days' is selected.  
 - **Other Options:** Contains 'Columns' and 'Fonts' buttons.

When you select a Filter here...

...your options for that filter display here.

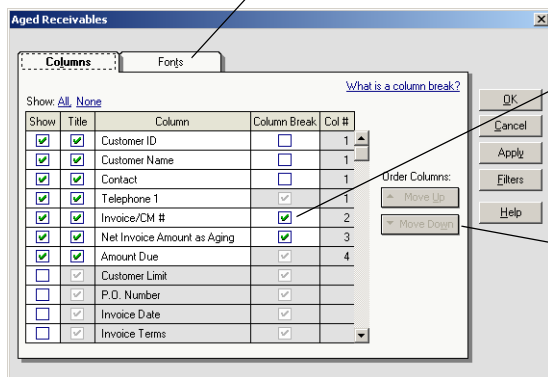
## Changing Columns or Fonts

Customer ID	Invoice/CM #
Customer	
Contact	
Telephone 1	

To change column widths, display the report and drag the blue column markers.

To change the order of columns, or which columns appear, click the Columns button from the Select a Report or Form window or the displayed report.

Click here to change the fonts.

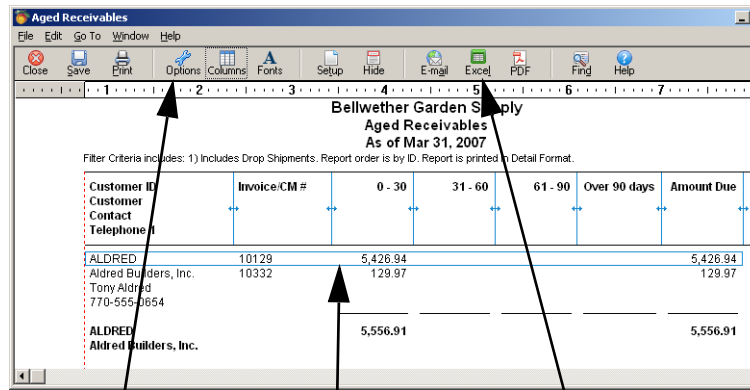


Checking the Column Break option sends this field to a new column.

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

### Previewing a Report

You can have any report display on the screen. This allows you to review the data before you print it.



Clicking **Options** lets you change dates, filters, or sort options.

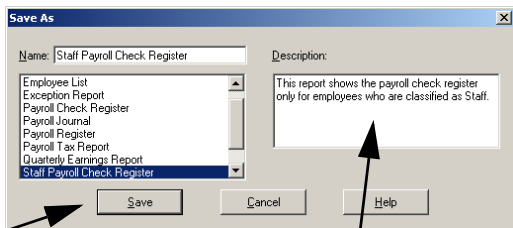
When there is a blue box around an item, you can double-click to view the detail that makes up this line or total.

Click **Excel** to export this report to a Microsoft Excel spreadsheet.

## Saving Changes to a Report

When you customize the report by changing the information on any of the tabs, you can save the settings by clicking the **Save** icon on the toolbar of the preview. When you do, the following window opens.

Enter the name of the new report in the **Name** field. This name will appear in the list of reports, denoted as a custom report by the special icon.



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

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

## Copying a Peachtree Report to Excel

Through the Copy to Excel feature, you can define how you want to copy the Peachtree report, financial statement, or budget data to a Microsoft Excel spreadsheet. You must have Microsoft Excel 2000, Excel 2002, Excel 2003, or a subsequent version installed on your computer for this procedure to work properly.

To copy a report to Excel, in the Report Preview window, click the Excel button.



**Copy Report to Excel**

File option:

Create a new Microsoft Excel workbook

Add a new worksheet to an existing Microsoft Excel workbook

Browse...

OK

Cancel

Help

Excel options:

Use freeze panes (headers and labels are visible)

Enable automatic column filtering (Auto-filter)

Report header option:

Send header to Page Setup in Excel

Show header in Excel worksheet

Report layout option:

Peachtree report layout

Raw data layout

Example:

Customer ID	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
<b>Customer</b>						
ALDRED	3/1/07		Balance Fwd			5,426.94
Aldred Builders, Inc.	3/4/07	10332	SJ	129.97		5,556.91
<b>ARCHER</b>						
Archer	3/1/07		Balance Fwd			30,734.04
Archer Scapes and Ponds	3/4/07	10329	SJ	59.98		30,794.02
	3/15/07	10317	SJ	49.99		30,844.01
	3/15/07		SJ		49.99	30,794.02
	3/15/07	10123	CRJ		23,359.35	7,434.67
<b>ARMSTRONG</b>						
Armstrong Landscaping	3/1/07		Balance Fwd			36,028.36
	3/1/07	10226	SJ	8,986.68		45,015.04
	3/2/07	CCM4802	SJ		99.97	44,915.07
	3/5/07	10336	SJ	63.49		44,851.58
	3/8/07	CCM4007	SJ		49.99	44,928.57
	3/15/07	10314	SJ	49.99		44,878.58
	3/15/07	10122	CRJ		10,970.42	34,008.14

In Peachtree Complete Accounting and higher, you can choose to have the Excel report appear exactly as it did in Peachtree. The **Example** box gives you a preview.

You can elect to use special Excel features such as freeze panes and automatic column filtering (Auto-filter):

- ❖ **Use freeze pane:** Check the check box if you want the column header (that is, the titles of columns) in your Peachtree report to be treated as freeze panes in the Excel worksheet. When you use freeze panes, the elements within these panes remain visible whenever you scroll up or down in the worksheet.

### If you want more information:

In the Help index, look up "Excel, copying Peachtree report to (overview)."  
Look up "Excel, copying Peachtree report to (procedure)."



- ❖ **Enable automatic column filtering (Auto-filter):** Check the check box if you want to be able to AutoFilter columns of data in the Excel worksheet. AutoFilter arrows will appear in columns that can be filtered to display a range of data. For example, if you enable AutoFiltering for the Aged Receivables report, in the Excel worksheet you'll be able to filter the report by customer ID; use the AutoFilter arrows at the tops of the columns of data.

If you choose to show the header (title) information on the Peachtree report, then you can also elect to

- ❖ **Send header to Page Setup in Excel:** Select this option if you want the Peachtree report header information to appear on the **Header/Footer** tab of the Excel Page Setup window but not appear in the onscreen version of the worksheet.
- ❖ **Show header in Excel worksheet:** Select this option if you want the report header to appear in the onscreen version of the worksheet but not be available for customizing in the Excel Page Setup window.

Finally, if you're using Peachtree Complete Accounting or higher, you have two more options:

- ❖ **Peachtree report layout:** Select this option if you want the data to appear in the Excel worksheet with columns and rows formatted as in the original Peachtree report. The example box at the bottom of the Copy Report to Excel window will give you a preview of how the report will look when copied to Excel.
- ❖ **Raw data layout:** Select this option if you want the data to appear in the Excel worksheet with columns and rows unformatted regardless of the formatting in the original Peachtree report. See the Example box for a preview of the report in Excel.

## Report Groups

You can group reports any way you like, creating your own groups, adding reports to groups, and removing reports from groups. This will save you time when you print: instead of having to select each individual report for printing, you can simply select the report group. This way, you can print several reports in a continuous stream, without further prompting or key-strokes required, letting you work on other tasks while a group of reports is printing. The process is sometimes called *queuing* reports. To create a report group

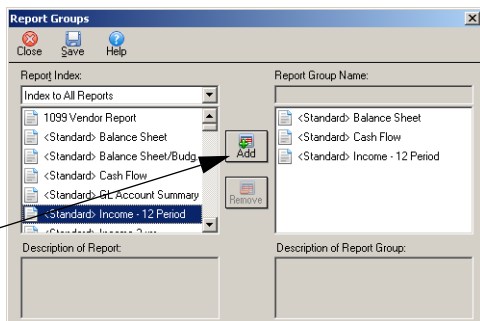
➔ Select **Reports & Forms**, then **Report Groups**. Click the **Groups** button in the toolbar and follow the steps below.

**1** Select the appropriate area of the program from the **Report Index** field. Highlight the report you want to add to the group.

**2** Click the **Add** button. This will include the report in the list to the right.

**3** Repeat steps 1 and 2 for the remainder of the reports that you want to be part of the group.

**4** Click **Save**. Give the group a name and description, and click **Save** again.



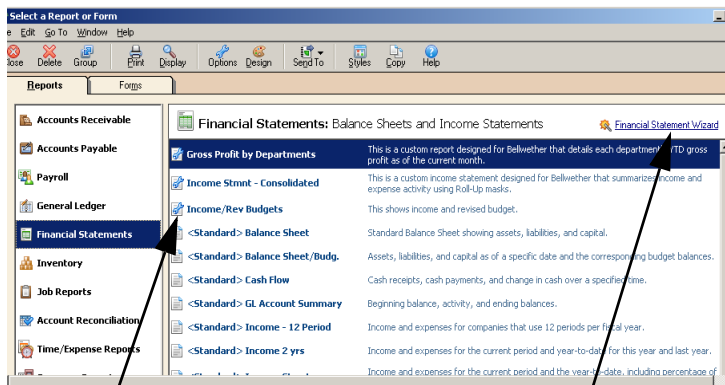
★ **Want to learn more** about Report Groups? See "report group" in the Peachtree Help Index.

When you want to print the group, highlight the group on the Select a Report or Form window and click **Print**. All of the reports in the group will print.

## Financial Statements

Financial statements report to you the state of your business. Peachtree provides several standard financial statements, and you can customize and design your own as well. To open the list of financial statements

➔ Select **Reports & Forms**, then **Financial Statements**.



Statements that you modify and save have a different icon, and appear at the top of the list.

You can use the Financial Statement Wizard to create your own financial statements.

When you preview, e-mail, or print a financial statement, you will open an **Options** window, on which you can specify certain options, such as Time Frame, and others. You will not see a window with filter, fields, and fonts tabs. However, the steps to printing a financial are the same as those for a report.

➔ Highlight the statement you want to see, and click **Display** or **Print**. Click **Send To** to E-mail the statement, or convert it to a PDF or Microsoft Excel file.

### If you want more information:

In the Help index, look up "financial statement, displaying on screen."

Look up "financial statement design, overview."

Select the time frame for the statement.

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

Several options allow you to control how the statement prints.

Print multiple copies of the statement automatically.

When you display a statement on screen, you can drill down to more detailed information.

Bellwether Garden Supply	
Balance Sheet	
March 31, 2007	
ASSETS	
Current Assets	
Petty Cash	\$ 127.55
Cash on Hand	1,820.45
Regular Checking Account	23,589.83
Payroll Checking Account	3,711.09
Savings Account	7,300.00
Accounts Receivable	174,941.21

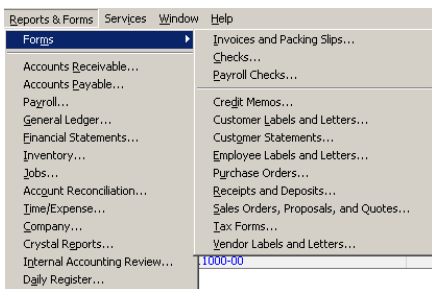
When the cursor changes to a zoom lens, double-click to drill-down to another report that shows the detail of the number you clicked on. In this case, Peachtree will open the General Ledger and show the activity for the Petty Cash account.

Finally, you can customize financial statements and save them with unique names. You can delete your customized statements; however, you cannot delete the standard financials that come with Peachtree.

## Forms

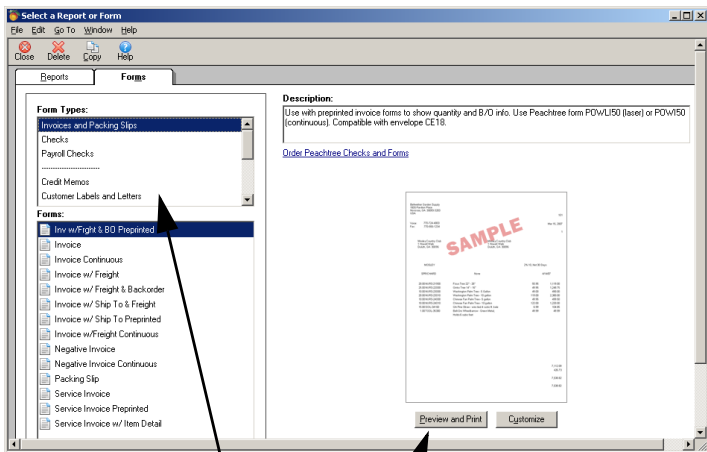
In Peachtree, a *form* is a document that prints within a standard layout, usually on preprinted paper stock, such as an invoice, check, or statement. You can design a form and print it on blank paper.

### Accessing Forms



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

Then, from the Forms submenu, select the group of forms you want to view or print.

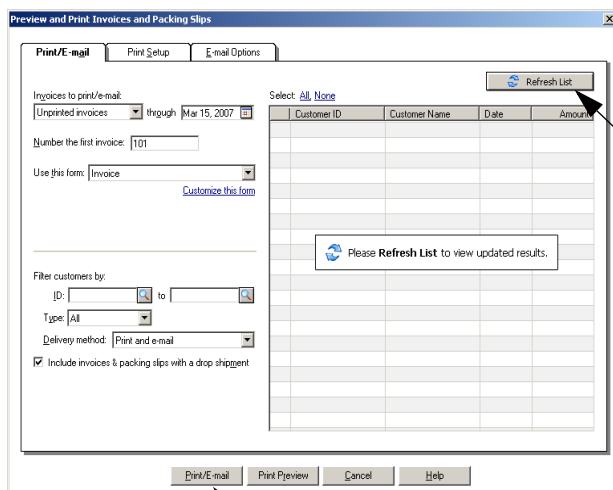


You can change the form type, or general group of forms, here. Then select your form.

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

## Printing a Form

You can print many forms from the Task windows that they are associated with. For instance, you can print a sales invoice from the Sales Invoicing window. With this method, you can print a single form, based on the current sales invoice information or you can select multiple forms to print. You can, also, print multiple invoices, checks, and so forth from the Select a Report or Form window. With this method, highlight the form you want to print in the Forms list and click the **Preview and Print** button. This will open a selection window.



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

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

You can also customize forms to meet your needs and create new forms by saving existing forms under new names. In this way, you can make your forms print exactly as you need them to.

## Batch Printing Forms

You can batch print a group of purchase orders, paychecks, AP checks, invoices, quotes, and proposals. Remember how you can leave the transaction number field blank on these task windows?

While you can leave that field blank and print the order or invoice immediately by clicking Print on the task toolbar, you can also choose to save the order or invoice and print a batch of them later.

Peachtree treats all orders and invoices that have a transaction number as already printed. Those without a transaction number are considered to be unprinted. When you use batch printing, Peachtree will print all transactions that do not have a transaction number.

When you are ready to print, for instance, a batch of purchase orders

- 1 Select **Tasks**, then **Purchase Orders**.
- 2 In the Print drop-down menu, choose **Select Purchase Orders to Print**.

**OR**

- 1 Select **Reports & Forms, Forms**, then **Purchase Orders**.

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

### If you want more information:

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

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

**1** Enter the cut off date for printing POs. Any POs with a date on or before this date will print.

**2** Enter the starting PO number. After you have printed your first PO in the system, Peachtree will remember what the next number should be.

**3** Enter any filtering options for this print batch. Click **Refresh List** to see the purchase orders that meet your filter criteria.

**4** Ensure that the correct paper is in the printer and click **Print/E-mail** to print the batch.

## Print-n-Sign Tax Forms

In all versions of Peachtree except First Accounting, there is a feature called Print-n-Sign forms. It lets you print federal and state tax forms on plain paper. If your company has subscribed to and registered the Peachtree Tax Service, you'll be able to generate current payroll tax forms based on your Peachtree company data, enter or edit data on those forms, and then print the forms on plain paper, ready for signatures and for filing with the appropriate tax authorities. To select and view a Print-n-Sign form



- 1 Select **Reports & Forms, Forms**, then **Tax Forms**.
- 2 Double-click **Payroll Tax Forms** in the Forms list; the Payroll Tax Form Selector window appears.

**1** Select the form type: federal or state. If state, use the drop-down list to specify. If you have previously selected the form, click **Existing Form** and use the Open Forms window.

**2** From the list of available forms, highlight the appropriate one.

**3** The **Select filing period** box will give you frequency options (Yearly, Quarterly, Monthly). Choose all that apply to your form.

**4** If the form is a W-2, you can select all employees, a single one, or a range; use the **From** and **To** lookup lists to choose.

**5** When finished, click **OK**.

### If you want more information:

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

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

## Open Report Window

If you've chosen the **Existing Form** option, the Open Report window appears listing the forms you've already worked with. Select the appropriate form or forms from the list; you can also use the **Select All** button to select all displayed forms. Then click **View**.

The screenshot shows a window titled "Open Report" with a table of reports. The table has four columns: Report, Type, Completed, and Date Saved. The second row, "GA 2005 G-1003 Report", is selected. Below the table are buttons for "View", "Edit", "Delete", and "Close". Above the table are buttons for "Select All" and "Unselect All".

Report	Type	Completed	Date Saved
<input type="checkbox"/> 2005 W-4 Report	New Hire		4/27/2006 1:38:38 PM
<input checked="" type="checkbox"/> GA 2005 G-1003 Report	State		2/8/2006 12:25:58 PM
<input type="checkbox"/> 2005 945 Report	Federal	✓	2/8/2006 12:25:25 PM
<input type="checkbox"/> 2005 941 Report	Federal	✓	2/8/2006 12:24:45 PM

Highlight the desired form(s) in the list; then click **View**.

## Payroll Tax Form Viewer and W-2 Setup Wizard

Payroll Tax forms other than the W-2 appear in a special Payroll Tax Forms Viewer. Federal Form W-2s appear in a W-2 Setup wizard, that helps you verify employee and company information before generating the form. Both the Viewer and the wizard have their own extensive Help systems to aid you in completing your task of reviewing, editing, and printing the forms.

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

## Business Analysis

To help you analyze the state of your business you can use Peachtree's manager tools (not available in Peachtree First Accounting). Peachtree's manager series offers up to four levels of analysis for different aspects of your business. Most of the options allow you to quickly switch from a graphical or numeric analysis, to a list of all transactions that make up the analysis, to transaction detail for any specific record (customer or vendor), to the original transaction as entered from the Tasks menu. To access these tools

➤ Select **Analysis** from the menu bar.

## Cash Flow Manager

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

Select the Time frame that you want to see.

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

The screenshot shows the Cash Flow Manager interface. At the top, there is a 'Time frame' dropdown set to 'Next 14 days' and a date range 'Mar 15 2007 to Mar 29 2007'. Below this are three tabs: 'Existing Cash', 'Expected Incoming Cash', and 'Expected Outgoing Cash'. The 'Existing Cash' tab is active, showing a table with columns for 'Include', 'Details', 'Account ID', 'Description', and 'Starting Balance'. The table lists several accounts: Petty Cash (\$237.10), Cash on Hand (\$1,850.45), Checking Account (\$40,561.15), and Savings Account (\$7,500.00). A 'Total' row at the bottom shows a balance of \$7,022.68. An arrow points to the 'Expected Incoming Cash' tab, and another arrow points to the 'Expected Outgoing Cash' tab.

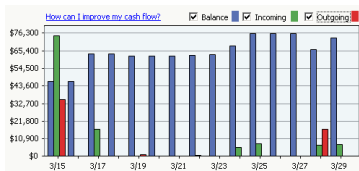
Include	Details	Account ID	Description	Starting Balance
<input checked="" type="checkbox"/>	Detail	10000-00	Petty Cash	\$237.10
<input checked="" type="checkbox"/>	Detail	10100-00	Cash on Hand	\$1,850.45
<input checked="" type="checkbox"/>	Detail	10200-00	Checking Account	\$40,561.15
<input checked="" type="checkbox"/>	Detail	10400-00	Savings Account	\$7,500.00
<b>Total:</b>				<b>\$7,022.68</b>

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

## The Cash Flow Manager Graph

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

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



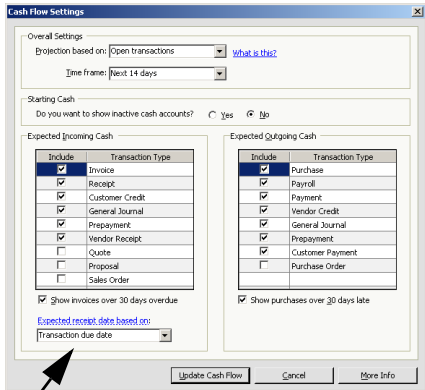
## Change Cash Flow Settings

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

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

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

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



## Collection Manager

The Collection Manager analyzes your accounts receivable, or the money owed to you. It shows, both graphically and in report fashion, invoices broken down into the aging categories you set up in customer defaults. From the Detail window, you can send collection letters, or schedule a collection date.

Collection Aging					
Average Days Outstanding: -12					
Aging Brackets	0 - 30	31 - 60	61 - 90	Over 90 days	Total
Dollar Value					
March 2007	152,231.37	20,615.04	8,897.32	0.00	181,743.73

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

## Payment Manager

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

The **Payment Manager** analyzes your accounts payable, or the money you owe to vendors. It shows, both graphically and in report fashion, invoices broken down into the aging categories you set up in vendor defaults. From the Detail window, which is the third level of analysis, you can select

items for payment and print a check.

Payment Aging					
Average Days Outstanding: 4					
Aging Brackets	0 - 30	31 - 60	61 - 90	Over 90 days	Total
Dollar Value					
March 2007	59,576.81	35,476.50	2,102.75	0.00	97,156.06

Choose between a numeric and graphical presentation of your obligations to your vendors.

## Financial Manager

The **Financial Manager** provides a brief, overall financial picture of how the business is performing. It shows two levels of analysis, numeric and spreadsheet. For the numeric level, the Financial Manager displays a set of business summary data or account balances at a specified point in time. For the spreadsheet level, it displays a set of business summary data or account balances projected for the end of sequential periods.

Operational Analysis		Resource Management	
Cost of Sales as % of Sales:	30.28	Current Assets:	273,206.84
Gross Profit as % of Sales:	69.72	Current Liabilities:	192,675.79
Net Income as % of Sales:	7.38	Current Ratio:	1.42
Profitability		Working Capital	
Return on Total Assets as %:	1.31	Inventory Turnover:	0.82
Return on Net Worth as %:	2.09	Days AR Outstanding:	28.36

Select either the numeric or spreadsheet level.

Choose to see either a Business Summary or Key Balances.

# **General Index**



# ★ Index ★



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