

A Presentation of TeachUcomp Incorporated.  
Copyright © **TEACHUCOMP, INC.** 2012

# **ADVANCED PEACHTREE**

**TEACHUCOMP, INC.**

*...it's all about you*

# ADVANCED PEACHTREE

## **Copyright:**

Copyright © 2012 by TeachUcomp, Inc. All rights reserved. This publication, or any part thereof, may not be reproduced or stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, recording, photocopying, or otherwise, without the express written permission of TeachUcomp, Inc.

For PDF manuals, TeachUcomp, Inc. allows the owner of the PDF manual to make up to 2 additional copies of the PDF manual that the owner may place on up to 2 additional non-shared computer hard drives for ease of use when using the accompanying CD-ROM tutorials. TeachUcomp, Inc. also grants unlimited personal printing rights to the owner, strictly limited to the purposes of not-for-profit personal or private education or research.

The unauthorized reproduction or distribution of this copyrighted work is illegal. Criminal copyright infringement, including infringement without monetary gain, is investigated by the FBI and is punishable by up to five years in federal prison and a fine of \$250,000.

## **Trademark Acknowledgements:**

Sage Software, Peachtree, Peachtree Complete Accounting, Peachtree Accounting, Peachtree First Accounting, Timeslips, and Peachtree Partners are registered trademarks of Sage Software SB, Inc. Windows, Windows Vista, Windows 95, Windows 98, Windows NT, Windows Me, Windows XP, Microsoft Word 97, Microsoft Word 2000, Microsoft Word XP, Microsoft Excel 97, Microsoft Excel 2000, Microsoft Excel XP, and Outlook are registered trademarks of Microsoft Corporation. Other brand names and product names are trademarks or registered trademarks of their respective holders.

## **Disclaimer:**

While every precaution has been made in the production of this book, TeachUcomp, Inc. assumes no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein. These training materials are provided without any warranty whatsoever, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. All names of persons or companies in this manual are fictional, unless otherwise noted.

**TEACHUCOMP, INC.**

Phone: (877) 925-8080

Web: <http://www.teachucomp.com>

# INTRODUCTION AND OVERVIEW

---

Welcome to Teachucomp, Inc.'s Advanced Peachtree course. This class expands the student's skills in using Peachtree, one of the most popular accounting and bookkeeping programs available today. This class is designed to give the student with basic knowledge of the program's capabilities an enhanced skills set in using the product.

Peachtree is a terrific program to learn, as the skills that we learn in Peachtree can save valuable time and money by automating, organizing and structuring the bookkeeping of your company.

Peachtree is a multi-featured accounting and bookkeeping program in which you can create invoices, statements, pay your bills, write checks, track inventory, and manage your payroll along with other services.

# TABLE OF CONTENTS

<b><u>Chapter/Lesson:</u></b>	<b><u>Page(s):</u></b>	<b><u>Chapter/Lesson:</u></b>	<b><u>Page(s):</u></b>
<b>CHAPTER 8- Account Management</b>	<b>5</b>	<b>CHAPTER 15- The Internal Accounting Review</b>	<b>68</b>
8.1- Writing Checks	6	15.1- Using the Internal Accounting Review- 2006:2012	69
8.2- Voiding Checks	7	<i>The Internal Accounting Review- Actions</i>	70
8.3- Reconciling Bank Accounts	7-8		
8.4- Changing the Accounting Period	9	<b>CHAPTER 16- Action Items</b>	<b>71</b>
<i>Account Management- Actions</i>	10-12	16.1- Events	72-73
		16.2- To Do Items	74
<b>CHAPTER 9- Using Sales Tax</b>	<b>13</b>	16.3- Alerts	74
9.1- The Sales Tax Wizard- 2008:2012	14	<i>Action Items- Actions</i>	75-76
9.2- Sales Tax Authorities- 2003:2007	15		
9.3- Sales Tax Codes and Exempt Sales- 2003:2007	16	<b>CHAPTER 17- Options</b>	<b>77</b>
9.4- Collecting Sales Tax	17	17.1- Changing Global Options	78
9.5- Paying Sales Tax	17	17.2- Changing the System Date	78
<i>Using Sales Tax- Actions</i>	18-20	<i>Options- Actions</i>	79
<b>CHAPTER 10- Using Quotes</b>	<b>21</b>	<b>CHAPTER 18- Assets and Liabilities</b>	<b>80</b>
10.1- Entering Quotes	22-23	18.1- Assets and Liabilities	81
10.2- Converting Quotes	23	18.2- Creating an Other Current Assets Account	81-82
<i>Using Quotes- Actions</i>	24-25	18.3- Subtracting Value from an Other Current Assets Account	82
		18.4- Creating a Fixed Assets Account	82
<b>CHAPTER 11- Job Tracking</b>	<b>26</b>	18.5- Accumulated Depreciation	82-83
11.1- Setting Up a Job	27	18.6- Liability Accounts	83
11.2- Setting Job Defaults	28	18.7- Paying on a Long Term Liability	84
11.3- Entering Beginning Balances for a Job	28	18.8- Equity	84
11.4- Making Purchases for Jobs	28	<i>Assets and Liabilities- Actions</i>	85-88
11.5- Invoicing for Job Purchases	28		
11.6- Job Tracking	29	<b>CHAPTER 19- Credits</b>	<b>89</b>
<i>Job Tracking- Actions</i>	30-31	19.1- Entering Credit Memos	90-91
		19.2- Applying Credit Memos	91
<b>CHAPTER 12- Time and Billing</b>	<b>32</b>	19.3- Entering Vendor Credit Memos	91
12.1- Adding Time Ticket Employees	33	<i>Credits- Actions</i>	92
12.2- Entering Activity Items	33		
12.3- Entering Charge Items	33	<b>CHAPTER 20- Help</b>	<b>93</b>
12.4- Entering Time Tickets- 2009:2012	34	20.1- Using the Contents	94
12.5- Entering Time Tickets- 2003:2008	35	20.2- Using the Index	94
12.6- Entering Expense Tickets- 2009:2012	36	20.3- Using the Search Feature	94
12.7- Entering Expense Tickets- 2003:2008	37	<i>Help- Actions</i>	95
12.8- Billing Time and Expense Tickets	38		
<i>Time and Billing – Actions</i>	39-41	<b>Peachtree Exercises</b>	<b>96-123</b>
		<b>Keyboard Shortcuts</b>	<b>124</b>
<b>CHAPTER 13- Changing System Settings</b>	<b>42</b>		
13.1- Changing Your Company's Posting Method	43		
13.2- Posting/Unposting	43		
13.3- Memorized Transactions	44		
13.4- Using the Purge Wizard	45-48		
13.5- Using the Year-End Wizard	49-50		
<i>Changing System Settings- Actions</i>	51-53		
<b>CHAPTER 14- Reporting</b>	<b>54</b>		
14.1- The Cash Manager	55		
14.2- The Collection Manager	55		
14.3- The Payment Manager	56		
14.4- The Financial Manager	56		
14.5- Find on Report- 2005:2012	56		
14.6- Preset Reports	57		
14.7- Report Groups	57		
14.8- Modifying Reports	57-58		
14.9- Exporting Reports to Excel	58		
14.10- Importing and Exporting Data	59		
14.11- Exporting Reports to PDF- 2005:2012	59		
14.12- Modifying Screen Templates	60		
14.13- Modifying Forms	60-61		
<i>Reporting- Actions</i>	62-67		

# **CHAPTER 8-**

## **ACCOUNT MANAGEMENT**

---

**8.1- WRITING CHECKS**

**8.2- VOIDING CHECKS**

**8.3- RECONCILING BANK ACCOUNTS**

**8.4- CHANGING THE ACCOUNTING PERIOD**

# ACCOUNT MANAGEMENT

## 8.1- Writing Checks:

You can use the “Write Checks” window to quickly write checks and then apply the amount to one or more expense accounts. If the payment that you are making doesn’t involve invoices or inventory items, then this is simply the easiest payment method to use. You can access this window by selecting “Tasks| Write Checks...” from the Menu Bar.

You can use this window to pay non-invoice bills, or to write checks to vendors that don’t have Vendor IDs. It is basically a simplified version of the “Payments” window that allows you to enter check information without having to enter line items distributions.

Enter the Vendor ID of the vendor that is being paid into the “Vendor ID:” field. If you are paying a vendor without an ID, then leave this field blank and just type the name of the vendor into the “Pay to the Order of:” field. You can enter in the address information for the vendor (if they aren’t in your vendors list) under the “Pay to the Order of:” field, as well.

If you plan on printing this check, then leave the “Check Number:” field blank. Otherwise, fill-in the check number of the check that you wrote to the vendor. Enter the date the check was created in the “Date:” field. Then, enter the amount of the check into the “Dollars:” field. Enter the account number from which the check will draw its funds in the “Cash Account:” field.

Enter the account that you will expense the payment to in the “Expense Account:” field. If you need to split the expense between multiple accounts, click the “Split” button. This will open up the “Split Transaction” window. In this window, you can split the value of the check between multiple expense accounts. Click “OK” in this window to return to the check. You can finish by entering a description of the payment into the “Description:” field.

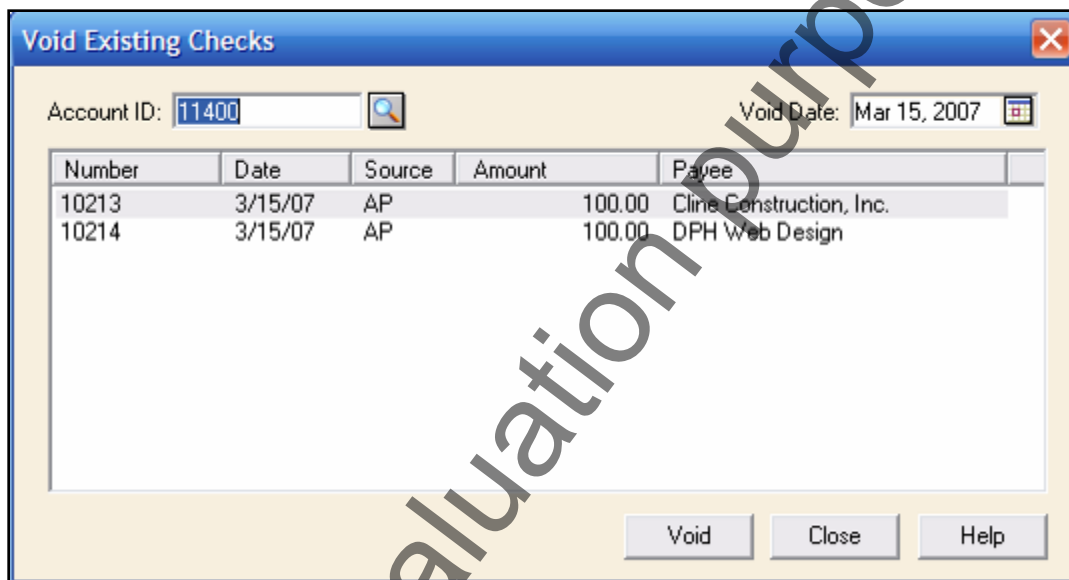
Starting in Peachtree 2006, you can make payments electronically by selecting the “Electronic Payment” checkbox in the upper-left corner of the window. You will notice when you do this, that the “Check Number:” changes to say “*Electronic*” and is grayed-out. When you click the “Save” button, if you have not yet enrolled in the Peachtree Bill Pay service, you will be prompted to do so by clicking the “Enroll” button. If you have already enrolled but have not yet activated the service, click the “Activate” button and follow the steps presented to you.

# ACCOUNT MANAGEMENT

## 8.2- Voiding Checks:

You can easily void checks in Peachtree. When you void a check, a new transaction is created with a check number consisting of the original check number, followed by the letter "V." This new entry will reverse the entries made to the General Ledger by the original check. Both will still appear in reports and the "Account Reconciliation" window when you reconcile your accounts.

To void a check, just open the "Void Existing Checks" window by selecting "Tasks| Void Checks..." from the Menu Bar. In the "Void Existing Checks" window, select the check that you wish to void in the list of checks that appears. Click the "Void" button. This will then prompt you to decide if you really want to void the check, click "Yes" if you do or click "No" if you don't. Click the "Close" button when you are done.



## 8.3- Reconciling Bank Accounts:

You can reconcile any account in Peachtree using the "Account Reconciliation" window. This window shows your uncleared transactions that have affected the account balance through the end of the current accounting period. You can use this information to then reconcile the transactions in Peachtree with your bank account statements. As you clear the Peachtree transactions, the "Unreconciled Difference" will approach zero. Once you have marked all of your cleared transactions, the difference should be zero. Additional transactions, such as bank service charges can be added while you are reconciling the account using the "Adjust" button in the toolbar. Starting in Peachtree 2004, you can input bank service fees and interest earned directly into the reconciliation window, if desired. You can also use the "Adjust" button, if you prefer that method. Starting in Peachtree 2004, clicking the "Adjust" button brings up the "General Journal Entry" screen where you can enter the necessary entries. To bring up the "Account Reconciliation" window, select "Tasks| Account Reconciliation..." from the Menu Bar.

First, select the ID of the account that you want to reconcile from the "Account to Reconcile:" drop-down. Next, enter the statement date in the "Statement date:" field. Then, if using Peachtree 2003:2007, look in the "Checks" and "Deposits" lists to find your entered transactions to compare them to your bank statement. Starting in Peachtree 2007, all the bank account transactions are displayed in a single list.

Check the checkbox at the left of any transaction to clear it. After a successful reconciliation,

# ACCOUNT MANAGEMENT

## 8.3- Reconciling the Bank Accounts (cont.):

these cleared transactions will be removed from your list when you move to the next accounting period.

You also have some unique buttons on the toolbar in the "Account Reconciliation" window. If you click the "OK" button, you will save your changes and close the "Account Reconciliation" window. You can return at any time within the accounting period to finish the reconciliation, if needed. You can click the "Range" button to enter in a range of check numbers to clear. You can also click the "Row" drop-down to select either "All (checked)," which will check every transaction listed, or "All (unchecked)," which will clear every transaction listed. The most important button is the "Adjust" button. If you click this button in Peachtree 2003, it will display the "Additional Transactions" window where you can enter transactions listed on your bank statement that aren't in Peachtree. This is used for things like "Interest Earned" from the Bank Statement. Entries that you make in this window do affect the General Ledger. Starting in Peachtree 2004, clicking the "Adjust" button simply launches the "General Journal Entry" screen where you can also enter these types of additional unrecorded transactions in a true journal entry format.

At the bottom of this window, in the "Statement Ending Balance:" field, enter the ending balance for this account as shown in your bank statement. This will be the figure used to calculate the unreconciled difference. Also enter any bank service fees or interest earned on the account into the field provided. If you are just beginning to use Peachtree, you may need to click the "Beginning Transactions" gray arrow button to bring up the "Beginning Transactions" window. In this window, you can enter in transactions that occurred before the Peachtree start date. These transactions will not affect the General Ledger and they will only be used for account reconciliation.

Account Reconciliation

File Edit Go To Window Help

Cancel OK Range Print Find Row Banking Import Detail Adjust Reports Help

Account to Reconcile: 10200 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	5,296.51		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	Payne Enterprises
<input checked="" type="checkbox"/>	031207	763.82		Mar 12, 2007	Deposit Ticket
<input checked="" type="checkbox"/>	10211V	450.00		Mar 12, 2007	Paris Brothers Tree Surgeons
<input type="checkbox"/>		99.98		Mar 13, 2007	Deposit Ticket
<input type="checkbox"/>	0314071	3,178.41		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 107,773.41  
- GL (System) Balance 23,389.83  
= Unreconciled Difference (22,162.76)

Beginning Transactions:



# ACCOUNT MANAGEMENT

## 8.4- Changing the Accounting Period:

When you have entered all of the transactions for the current accounting period, you can advance to the next accounting period. The "Change Accounting Period" window is used to switch between accounting periods within the two open fiscal years. To display this window, select "Tasks| System| Change Accounting Period" from the Menu Bar. Sometimes when performing an account reconciliation, if you have stepped forward to perform data entry, you'll have to step backward into the previous accounting period to reconcile the transactions in that period.

In the "Change Accounting Period" window, you just click on the accounting period that you want to go to in the list of available accounting periods to the left side of the window, and then click the "OK" button in the toolbar at the top of the window to jump to the selected accounting period. As you move forward it asks if you want to print any unprinted reports and items. Usually this is a good idea. Note that Peachtree will not ask this of you when you are stepping backwards through periods.

**Change Accounting Period**

Cancel OK Help

To change your current accounting period, from the list select the period you want to operate in. Moving forward, you should do this at the beginning of each new accounting period. If a "lock" icon appears next to periods listed in the box, security has been turned on. This restricts certain Peachtree users from working with transactions that fall in periods prior to the currently open one.

Open Accounting Periods:

01 - Jan 01, 2007 to Jan 31, 2007
02 - Feb 01, 2007 to Feb 28, 2007
03 - Mar 01, 2007 to Mar 31, 2007
04 - Apr 01, 2007 to Apr 30, 2007
05 - May 01, 2007 to May 31, 2007
06 - Jun 01, 2007 to Jun 30, 2007
07 - Jul 01, 2007 to Jul 31, 2007
08 - Aug 01, 2007 to Aug 31, 2007
09 - Sep 01, 2007 to Sep 30, 2007
10 - Oct 01, 2007 to Oct 31, 2007
11 - Nov 01, 2007 to Nov 30, 2007
12 - Dec 01, 2007 to Dec 31, 2007
13 - Jan 01, 2008 to Jan 31, 2008
14 - Feb 01, 2008 to Feb 29, 2008
15 - Mar 01, 2008 to Mar 31, 2008
16 - Apr 01, 2008 to Apr 30, 2008
17 - May 01, 2008 to May 31, 2008
18 - Jun 01, 2008 to Jun 30, 2008
19 - Jul 01, 2008 to Jul 31, 2008
20 - Aug 01, 2008 to Aug 31, 2008
21 - Sep 01, 2008 to Sep 30, 2008
22 - Oct 01, 2008 to Oct 31, 2008
23 - Nov 01, 2008 to Nov 30, 2008
24 - Dec 01, 2008 to Dec 31, 2008

Current Accounting Period:

03 - Mar 01, 2007 to Mar 31, 2007

Open Fiscal Years:

January 1, 2007 to December 31, 2007

January 1, 2008 to December 31, 2008

Open Payroll Tax Years:

January 1, 2007 to December 31, 2007

January 1, 2008 to December 31, 2008

# ACTIONS- ACCOUNT MANAGEMENT

## WRITING CHECKS:

1. Select "Tasks| Write Checks..." from the Menu Bar.
2. Enter the vendor id of the vendor that is being paid into the "Vendor ID:" field.
3. If you are paying a vendor without an id, then leave this field blank and just type the name of the vendor into the "Pay to the Order of:" field. You can enter in the address information for the vendor (if they aren't in your vendors list) under the "Pay to the Order of:" field, as well.
4. If you plan on printing this check, then leave the "Check Number:" field blank. Otherwise, fill-in the check number of the check that you wrote to the vendor. If you plan to send the payment electronically, select the "Electronic Payment" checkbox.
5. Enter the date the check was created in the "Date:" field.
6. Then, enter the amount of the check into the "Dollars:" field.
7. Enter the account number from which the check will draw its funds in the "Cash Account:" field.
8. Enter the account that you will expense the payment to in the "Expense Account:" field.
9. If you need to split the expense between multiple accounts, click the "Split" button. This will open up the "Split Transaction" window. In this window, you can split the value of the check between multiple expense accounts. Click "OK" in this window to return to the check.
10. You can finish by entering a description of the payment into the "Description:" field.

**NOTE:** If you are making an electronic payment and you have not yet enrolled in the Peachtree Bill Pay service, you will be prompted to do so by clicking the "Enroll" button. If you have already enrolled but have not yet activated the service, click the "Activate" button and follow the steps presented to you. You **MUST** enroll in the Bill Pay service to send electronic payments through Peachtree.

## VOIDING CHECKS:

1. To void a check, just open the "Void Existing Checks" window by selecting "Tasks| Void Checks..." from the Menu Bar.
2. In the "Void Existing Checks" window, select the check that you wish to void in the list of checks that appears.
3. Click the "Void" button.
4. This will then prompt you to decide if you really want to void the check, click "Yes" if you do, and click "No" if you don't.
5. Click the "Close" button when you are done.

# ACTIONS- ACCOUNT MANAGEMENT

## RECONCILING BANK ACCOUNTS- 2003:2005:

1. Select "Tasks| Account Reconciliation..." from the Menu Bar.
2. First, select the ID of the account that you want to reconcile from the "Account to Reconcile:" drop-down.
3. Next, enter the statement date in the "Statement date:" field.
4. In the "Statement Ending Balance:" field at the bottom of the "Account Reconciliation" window, enter in the ending balance for this account as shown in your bank statement. This will then be used to figure out the unreconciled difference.
5. Check the "Clear" check box to clear a transaction marked as "cleared" in your bank statement using the "Checks" or "Deposits" list windows. These items will be removed from your list after you change to the next accounting period. The "Reference," "Amount," "Date," and "Vendor/Payee" fields show that information for the transaction.
6. If you are just beginning to use Peachtree, you may need to click the "Beginning Transactions" button to bring up the "Beginning Transactions" window. In this window, you can enter in transactions that occurred before the Peachtree start date. These transactions will not affect the General Ledger, they will only be used for account reconciliation.
7. If using Peachtree 2003, to enter transactions not recorded in Peachtree click the "Adjust" button. If you click this button, it will display the "Additional Transactions" window where you can enter transactions listed on your bank statement that aren't recorded in Peachtree. This is used for things like "Bank Service Fees" or "Interest Earned" from the bank statement. Entries that you make in this window do affect the General Ledger.
8. If using Peachtree 2004, you can enter the "Service charges:" and "Interest income:" into the text boxes provided below the "Checks" and "Deposits" windows. If you need to enter in multiple additional transactions, click the "Adjust" button and enter the transactions as General Journal Entries.
9. Once the "Unreconciled Difference" is zero, click "OK" when you are done.

## RECONCILING BANK ACCOUNTS- 2006:2012:

1. Select "Tasks| Account Reconciliation..." from the Menu Bar.
2. Select the ID of the account that you want to reconcile from the "Account to Reconcile:" drop-down.
3. Enter the statement date in the "Statement Date:" field.
4. In the "Statement Ending Balance:" field, enter in the ending balance for this account as shown on your bank statement. You can also enter any interest earned or bank service fees into the fields shown.
5. You can select what types of transactions you want to see by selecting an option from the "Show:" drop-down.
6. Check each of the transactions as "Cleared" that appear both on your paper statement from the bank and on your screen. You may notice that when you click a transaction line that a box with an option for what action to take appears. This is a "Quick Action" button. You can click the "Banking" button at the top of the window and select "Quick Action Buttons" to turn this feature on or off.
7. If you are just beginning to use Peachtree, you may need to click the "Beginning Transactions" gray arrow button to bring up the "Beginning Transactions" window. In this window, you can enter in transactions that occurred before the Peachtree start date.
8. You can also click the "Row" drop-down to select either "All (checked)," which will check every transaction listed, or "All (unchecked)," which will clear every transaction listed.

(cont.)

# ACTIONS- ACCOUNT MANAGEMENT

## RECONCILING BANK ACCOUNTS- 2006:2012 (CONT.):

9. You can click the "Range" button to enter in a range of check numbers to clear.
10. Click the "Adjust" button to launch the "General Journal Entry" screen where you can enter additional credits and debits to your account such as bank charges and interest earned, if desired or necessary.
11. Click the "OK" button to save your changes and close the "Account Reconciliation" window.

## CHANGING THE ACCOUNTING PERIOD:

1. Select "Tasks| System| Change Accounting Period..." from the Menu Bar, or just click the "Current Period" button in the Status Bar ("Change Accounting Period" in Peachtree 2006).
2. In the "Change Accounting Period" window, you just click on the accounting period that you want to go to in the list of available accounting periods to the left side of the window.
3. Click the "OK" button in the toolbar at the top of the window to jump to the selected accounting period.

# **CHAPTER 9- USING SALES TAX**

---

**9.1- THE SALES TAX WIZARD- 2008:2012**

**9.2- SALES TAX AUTHORITIES- 2003:2007**

**9.3- SALES TAX CODES AND EXEMPT SALES- 2003:2007**

**9.4- COLLECTING SALES TAXES**

**9.5- PAYING SALES TAXES**

Sample- for evaluation purposes only!

# USING SALES TAX

## **9.1- The Sales Tax Wizard- 2008:2012:**

Setting up sales tax is a two-part process. First, you have to set up the sales tax authorities that you will use. Second, you must create the sales tax codes using the sales tax authorities. Sales Tax Authorities are the tax rates for individual governmental agencies. A sales tax code is a group of one or more sales tax authorities. When you create the invoices, the sales tax code is what is used to calculate the sales tax. You can see how much sales tax has been collected per authority in the "Taxable/Exempt Sales" report.

In versions of Peachtree prior to Peachtree 2008, you set up your tax authorities and the associated tax codes in two different maintenance windows. Starting in Peachtree 2008, these two windows have been merged together into the "Sales Tax Wizard" within Peachtree. So, for upgrading users, the new "Sales Tax Wizard" will seem both familiar and easier-to-use than the separate windows provided in the releases prior to 2008.

To set up your sales tax authorities and sales tax codes in Peachtree 2008:2012, you select "Maintain| Sales Taxes..." from the Menu Bar. Doing this will open the "Set Up Sales Tax" window where you can see your available options for creating, editing, deleting, and otherwise maintaining your tax codes and tax agencies.

To set up a new sales tax in this window, select the "Set up a new tax" option, and then click the "Next >" button at the bottom of the window to continue.

The next screen allows you to enter the total rate that will be charged for the sales tax into the first available box. Note that if your sales tax is based on a formula, then you will leave the percentage box blank. You then use the drop-down to select the number of individual agencies that make up the total tax that you will be collecting. Once you have made your choices, you then click the "Next >" button to continue.

The next screen in the window then wants you to set up your taxing authorities for your sales tax. You must enter the information for each taxing authority that you selected on the previous screen. Be sure to indicate how much of the total tax rate this vendor is collecting, and which account will be used to track the taxes that you collect. Note that you can use the drop-down in the middle of the screen to select the "by formula" option, if you need to enter a sales tax rate that is based on a formula versus a flat percentage. When you are finished, click the "Next >" button to continue setting up your tax agencies.

If you have only one agency collecting a single tax, or once you have finished entering your taxing authorities, the last screen will allow you to name your sales tax code. You also select whether to charge tax on shipping, if needed for your state. Once that information has been entered, you can then click the "Finish" button to finish creating the sales tax.

In the future, if you wish to edit, delete, or simply review the sales tax codes and sales tax agencies that you have created, you can also do that from the "Set Up Sales Tax" screen. To edit either the tax agency information, or the associated code, select the "Editing an existing sales tax or sales tax agency" option, and then click the "Next >" button. In the following screens, you can then select to edit either the code or the agencies, as desired. As when creating the sales tax, you simply change whatever information is desired in each screen while clicking the "Next >" button to continue. Then click the "Finish" button when you have finished making your changes.

# USING SALES TAX

## 9.2- Sales Tax Authorities- 2003:2007:

Setting up sales tax is a two-part process. First, you have to set up the sales tax authorities that you will use. Second, you must create the sales tax codes using the sales tax authorities. Sales Tax Authorities are the tax rates for individual governmental agencies. A sales tax code is a group of one or more sales tax authorities. When you create the invoices, the sales tax code is what is used to calculate the sales tax. You can see how much sales tax has been collected per authority in the "Taxable/Exempt Sales" report.

When you need to set up your sales tax authorities, you can do it in the "Maintain Sales Tax Authorities" window. You can access this window by selecting "Maintain| Sales Taxes| Sales Tax Authorities..." from the Menu Bar. This window allows you to enter in tax rates based on a single tax rate for line items, or tax rates that vary based on line item sales or total sales. You can set an upper limit if the tax percentage changes. Let's look at the fields in this window.

ID	Description	Account	Rates
CHEROKEE	Cherokee County Sales Tax	23100	2.00000
COBB	Cobb County Sales Tax	23100	2.00000
FULTON	Fulton County Sales Tax	23100	2.00000
GEORGIA	Georgia State Sales Tax	23100	4.00000

ID:  Description:

Tax Payable To:  Georgia Department of Revenue

Sales Tax Payable G/L Account:  Sales Tax Payable

Tax Calculation

☒ Single Tax Rate:  %

☐ Formula: Based on  up to \$  charge  %

above that charge  %

In this window, enter a tax authority identification number into the "ID:" field. Then enter a description for the authority in the "Description:" field. In the "Tax Payable To:" field, enter in the vendor that is the taxing authority governing this tax. In the "Sales Tax Payable G/L Account:" field, select the tax liability account to which the amount payable to this authority will be posted.

In the "Tax Calculation" section, select the "Single Tax Rate:" option if there is a single tax rate for the authority. Then enter the rate as a whole number in the box to the right. Select the "Formula:" option, if the tax rate varies based on a limit. Then select either "total taxable sales" or "each taxable line item" from the "Based on:" drop-down box. Input the upper limit in the "up to \$" text box, and then enter the percentage to charge below that limit in the "charge:" text box and the percentage to charge above that limit in the "above that charge:" text box. Then click the "Save" button to save the authority.

# USING SALES TAX

## 9.3- Sales Tax Codes and Exempt Sales- 2003:2007:

The “Maintain Sales Tax Codes” window is used to enter, change, and store information on the codes used to track and calculate sales tax. Your tax codes are tax groupings made up of one or more sales tax authorities. You add the authorities to the code, and the cumulative percentages of the authorities will make up the total percentage of the tax code.

You can make a tax code that is zero percent for things like out-of-state sales. Just create an authority that has a zero percent tax in the “Maintain Tax Authorities” window. Then make them the only authority in the tax code that you set up in this window. It will register as taxable sales, but you won’t charge them an amount.

To view the “Maintain Sales Tax Codes” window, select “Maintain| Sales Taxes| Sales Tax Codes...” from the Menu Bar.

Sales Tax Code	Description	Tax Freight
GACHER	Cherokee County Sales Tax	
GACOB	Cobb County Sales Tax	
GADEKALB	DeKalb County Sales Tax	
GAFULTON	Fulton County Sales Tax	

Sales Tax Code:  ☐ Tax Freight

Description:

The above tax code is made up of the following taxing authorities:

ID	Description	Rate	G/L Account - Description
GEORGIA	Georgia State Sales Tax	4.00000	23100 - Sales Tax Payable
CHEROKEE	Cherokee County Sales	2.00000	23100 - Sales Tax Payable

Total Sales Tax Rate: 6.00000

Create a name for the tax code and enter it into the “Sales Tax Code:” field. If your state requires that you charge sales tax on freight, check the “Tax Freight:” check box. Then enter a description in the “Description:” field for the tax code. Next, add the authorities or authority for the tax code under the “ID:” column. You can right-click in the fields under this column, and select the tax authorities from the drop-down list that appears. Click “Save” when you have added all of the necessary authorities to the tax code.



# USING SALES TAX

## **9.4- Collecting Sales Taxes:**

When you fill out an invoice for a customer, you simply need to record the tax code for that customer in the invoice. You also need to make sure that you have marked all of your taxable items as being taxable in the “Maintain Items” window. Then when you create your invoices, the sales tax will be calculated and collected automatically. Then all you need to do is find out how much in sales tax you owe and when you need to pay it. You can then write a check for that amount to the appropriate vendor.

## **9.5- Paying Sales Taxes:**

When it comes time to write the checks to the vendors for the sales taxes that you owe, you will need to find out how much you must pay to each one. You can do this by pulling up the “Taxable/Exempt Sales” report. You can access this report by selecting “Reports & Forms (“Reports” in Peachtree 2003:2007)| Accounts Receivable...” from the Menu Bar. This will bring up the “Select a Report or Form” window.

If using Peachtree 2008:2012, ensure that the “Reports” tab is selected, first. Then scroll through the window on the right side of the screen, and double-click the “Taxable/Exempt Sales” report to preview it. Ensure that you are viewing the sales taxes collected for the correct period and edit the report filters to view this information, if needed.

This report lists the amounts that you have collected and what you owe for the accounting period for each authority you set up. Just write the checks to the proper authorities to pay your sales tax liabilities. Make sure that you select the “Sales Tax Payable” account to decrease the value of it when you pay your sales taxes.

# ACTIONS- USING SALES TAX

## USING THE SALES TAX WIZARD- 2008:2012:

1. To set up your sales tax authorities and sales tax codes in Peachtree 2008:2012, you select "Maintain| Sales Taxes..." from the Menu Bar. Doing this will open the "Set Up Sales Tax" window where you can see your available options for creating, editing, deleting, and otherwise maintaining your tax codes and tax agencies.
2. To set up a new sales tax in this window, select the "Set up a new tax" option, and then click the "Next >" button at the bottom of the window to continue.
3. The next screen allows you to enter the total rate that will be charged for the sales tax into the first available box. Note that if your sales tax is based on a formula, then you will leave the percentage box blank.
4. You then use the drop-down to select the number of individual agencies that make up the total tax that you will be collecting.
5. Once you have made your choices, you then click the "Next >" button to continue.
6. The next screen in the window then wants you to set up your taxing authorities for your sales tax. You must enter the information for each taxing authority that you selected on the previous screen. Be sure to indicate how much of the total tax rate this vendor is collecting, and which account will be used to track the taxes that you collect. Note that you can use the drop-down in the middle of the screen to select the "by formula" option, if you need to enter a sales tax rate that is based on a formula versus a flat percentage.
7. When you are finished, click the "Next >" button to continue setting up your tax agencies.
8. If you have only one agency collecting a single tax, or once you have finished entering your taxing authorities, the last screen will allow you to name your sales tax code. You also select whether to charge tax on shipping, if needed for your state. Once that information has been entered, you can then click the "Finish" button to finish creating the sales tax.
9. In the future, if you wish to edit, delete, or simply review the sales tax codes and sales tax agencies that you have created, you can also do that from the "Set Up Sales Tax" screen. To edit either the tax agency information, or the associated code, select the "Editing an existing sales tax or sales tax agency" option, and then click the "Next >" button.
10. In the following screens, you can then select to edit either the code or the agencies, as desired. As when creating the sales tax, you simply change whatever information is desired in each screen while click the "Next >" button to continue.
11. Click the "Finish" button when you have finished making your changes.

# ACTIONS- USING SALES TAX

## CREATING SALES TAX AUTHORITIES- 2003:2007:

1. Select "Maintain| Sales Taxes| Sales Tax Authorities..." from the Menu Bar.
2. Enter a tax authority identification number into the "ID:" field.
3. Then enter a description for the authority in the "Description:" field.
4. In the "Tax Payable To:" field, enter in the vendor that is the taxing authority governing this tax.
5. In the "Sales Tax payable G/L Account:" field, select the tax liability account to which the amount payable to this authority will be posted.
6. In the "Tax Calculation" section, select the "Single Tax Rate:" option if there is a single tax rate for the authority. Then enter the rate as a whole number in the box to the right.
7. Select the "Formula:" option, if it varies based on the limit. Then select either "total taxable sales" or "each taxable line item" from the "Based on:" drop-down box. Input the upper limit in the "up to \$" text box, and then enter the percentage to charge below that limit in the "charge:" text box and the percentage to charge above that limit in the "above that charge:" text box.
8. Click the "Save" button to save the authority

## CREATING SALES TAX CODES- 2003:2007:

1. To view the "Maintain Sales Tax Codes" window, select "Maintain| Sales Taxes| Sales Tax Codes..." from the Menu Bar.
2. Create a name for the tax code and enter it into the "Sales Tax Code:" field.
3. If your state requires that you charge sales tax on freight, click the "Tax Freight:" check box.
4. Enter a description in the "Description:" field for the tax code.
5. Add the authorities or authority for the tax code under the "ID:" column. You can right-click in the fields under this column, and select the tax authorities from the list that appears.
6. Click "Save" when you have added all of the necessary authorities to the tax code.

## CREATING A SALES INVOICE AND COLLECTING SALES TAX:

1. Select "Tasks| Sales/Invoicing..." from the Menu Bar.
2. Select the customer id from the "Customer ID:" drop-down.
3. If you plan on printing the invoice, leave the "Invoice #:" field blank. If the invoice was manually written, enter in the invoice number here.
4. Enter the date that the invoice was created into the "Date:" text box.
5. If you want to specify a different shipping address, click the gray arrow button next to "Ship To:" to specify a different shipping address, or to select a drop ship and then click "OK."
6. If applicable, enter in the purchase order from your customer in the "Customer PO:" text box.
7. Select a shipping method by using the drop-down "Ship Via:" field.
8. Enter the date to ship the goods by in the "Ship Date" field.
9. If applicable, select the "Sales Rep ID:" from the drop-down text box.
10. If you are making a direct sale to a customer, click the "Apply to Sales Tab," if you are applying the invoice to a customer with one or more open sales orders, click the "Apply to Sales Order #" tab and skip to step 19.
11. Enter a quantity for the first item purchased in the first row under the "Quantity" field.

(cont.)

# ACTIONS- USING SALES TAX

## CREATING A SALES INVOICE AND COLLECTING SALES TAX (CONT.):

12. Enter the item identification code in the same row under the "Item" column.
13. If necessary, you can change the information displayed in the "Description," "GL Account," "Unit Price," "Tax," and "Amount" fields.
14. Enter the Accounts Receivable account that this sales order will debit when the items are shipped in the "A/R Account" field, if needed. This account is the last account used on a sales transaction.
15. Enter in the "Sales Tax Code" for the selected customer, if it is not displayed correctly. **As long as this is set correctly, Peachtree will collect the appropriate tax amount.**
16. Enter in any freight amounts in the "Freight Amt:" field that are applicable to this transaction.
17. The total of the sales order will appear in the "Invoice Total" field.
18. Click the "Save" button at the top of this window to save this sales order, **you are now done.**
19. If you selected the "Apply to Sales Order #" tab, then enter the number of the sales order in the text box at the right of the label "Apply to Sales Order #," or use the drop-down arrow to select a sales order from the list.
20. The items from the sales order will appear below.
21. Enter in the number of each item that is being shipped in the "Shipped" column next to the appropriate item.
22. If necessary, you can change the information displayed in the "Description," "GL Account," "Unit Price," "Tax," and "Amount" fields.
23. Enter in the "Sales Tax Code" for the selected customer, if it is not displayed correctly.
24. Enter in any freight amounts in the "Freight Amt:" field that are applicable to this transaction.
25. The total of the sales order will appear in the "Invoice Total" field.
26. Click the "Save" button at the top of this window to save this invoice.

## PAYING YOUR SALES TAX:

1. Select "Tasks| Write Checks..." from the Menu Bar.
2. Enter the vendor id of the vendor that you are paying the collected taxes to in the "Vendor ID:" field.
3. If you plan on printing this check, then leave the "Check Number:" field blank. Otherwise, fill-in the check number of the check that you wrote to the vendor.
4. Enter the date the check was created in the "Date:" field.
5. Then, enter the amount of the taxes to be paid to the collecting agency into the "Dollars:" field.
7. Enter the account number from which the the check will draw its funds in the "Cash Account:" field.
8. Enter the liability account that you will reduce by paying the taxes (usually "Sales Tax Payable") in the "Expense Account:" field.
9. You can finish by entering a description of the tax payment into the "Description:" field.

**Note:** You can also use the "Payments" window to enter in a payment to that tax vendor. You can also set up the amount that you pay as a bill in the "Purchases/ Receive Inventory" screen, if desired.

# CHAPTER 10- USING QUOTES

---

10.1- ENTERING QUOTES

10.2- CONVERTING QUOTES

Sample- for evaluation purposes only!

# USING QUOTES

## 10.1- Entering Quotes:

When you have a customer request for pricing for a prospective job, you can create a quote. In the quote, you can enter pricing information about your goods and services for the customer's request. Since they haven't agreed to purchase anything yet, they are only provided with a quote. Quotes do not affect the General Ledger. They also are very useful, as quotes that the customer accepts can easily be converted into sales orders or sales invoices later.

You can enter a quote for a customer in the "Quotes" window. To access this window, just select "Tasks| Quotes/Sales Orders| Quotes..." from the Menu Bar. This will bring up the "Quotes" window, where we can make up a quote to send to a customer that requests one.

**Quotes**

File Edit Window Help

Close New List Save Print E-mail Delete Convert Row Note Journal Event Template Reports Help

Customer ID: MCKAY

**Quote** ← →

Bill To: McKay Construction  
4556 Piedmont Road  
Atlanta, GA 30344

Ship To: Ship to 1  
Copy >

Name  
Address Line 1  
Address Line 2  
City St Zip  
Country

Date: Mar 15, 2007  
Good Thru: Apr 14, 2007  
Quote No.: Q10202  
☐ Drop Ship

Customer PO Ship Via Terms Sales Rep

None 2% 10, Net 30 Days

Quantity	Item	Description	Unit Price	Tax	Amount	Job
1.00	AVRY-10150	Gothic Stone Bird Bath - 12 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  
Freight: 0.00  
Quote Total: 373.57

GAFULTON

Order Peachtree compatible Checks and Forms.

In the "Quotes" window, you begin by entering the ID of the customer or prospect that will be receiving the quote using the "Customer ID:" field. You must have the customer in your customer list to create a quote for them. If you plan on printing the quote, leave the "Quote #:" field blank. If you manually created a quote, and are simply recording it into Peachtree, then enter the quote number you gave to the customer in the "Quote No." field. Enter the date that the quote was created in the "Date:" field. The "Name:" and "Bill To:" fields will display the information for the selected customer. You can change the "Ship To:" field by clicking the gray arrow next to that field, and selecting a different shipping address for the customer. You can also specify a drop shipment. The "Good thru:" field will display a date that is one month away from the "Date:" field's value, by default. You can change this, if necessary.

In the "Customer PO" field, enter the customer's purchase order number, if applicable. Select the shipping method from the "Ship Via" field's drop-down of choices. You can also select the Sales Rep ID

# USING QUOTES

## **10.1- Entering Quotes (cont.):**

from the "Sales Rep ID" field. You can also enter the Accounts Receivable account that the quote will debit when it is converted into an invoice into the "A/R Account:" field. This field will default to the last account used in a sales transaction. Change it, if necessary.

Then enter the quantity of the first item ordered in the "Quantity" field. Select the item that they are ordering from the "Item" field's drop-down of item choices. The description of the selected item will display in the "Description" field. You can enter in a description for items that you don't track through inventory. The "GL Account" field will display the account set up for the selected item. When ordering items not in inventory, the customer's sales account will display here. You can change this, if necessary. It is also important to remember that this will not affect the General Ledger until you convert the quote to a sales order or sales invoice. In the "Unit Price" field, you will see the sales price of the selected item. If it is an item that you don't track as inventory, then you will need to enter in the price in this field. The "Tax" field will display the tax type of the selected item. If it isn't an inventory item, then you will need to select a tax type in this field. The "Amount" field will display the "Quantity" times the "Unit Price." If you are entering a non-inventory item, enter the total price of the item order in this field. If the quote is for a specific job, you can also enter the job in the "Job" field. It will not actually be applied to the job, however, until the quote is converted into an invoice.

In the "Sales Tax Code:" field, you will see the sales tax code for the selected customer. If you need to change their sales tax code, select one from the list. Finally, enter in any freight charges applicable to this transaction into the "Freight Amt:" field.

When you are done, you can "Print" or "Save" the quote using the buttons on the toolbar at the top of this window.

## **10.2- Converting Quotes:**

After a customer accepts a quote, you can convert it into a sales order or a sales invoice easily. Just select "Tasks| Quotes/Sales Orders| Quotes..." from the Menu Bar. In the "Quote" window, display the quote that you want to convert. Then click the "Convert" button in the toolbar of the "Quotes" window. This will bring up the "Convert Quote" window. Here you have three options for converting a quote under the "Convert this Quote to a:" section: "Sale/Invoice," "Sale/Invoice and Print Now," or "Sales Order." If you select the first option, then you can use the "Invoice #" field that appears to enter the invoice number for this quote if one exists and the invoice doesn't need to be printed. If you select the last option, you will see the "SO #:" field become active. Here you can enter in the sales order number for this quote if one exists and it doesn't need to be printed. Click "OK" when you have selected the options that you want.

# ACTIONS- USING QUOTES

## ENTERING QUOTES:

1. Select "Tasks| Quotes/Sales Orders| Quotes..." from the Menu Bar.
2. In the "Quotes" window, you begin by entering the customer id of the customer or prospective customer that will be receiving the quote in the "Customer ID:" field.
3. Next, if you plan on printing the quote, leave the "Quote #:" field blank. If you created a manual quote, and you are simply recording it into Peachtree, then enter in the quote number you gave to the customer in the "Quote No." field.
4. Enter the date that the quote was created in the "Date:" field.
5. You can change the "Ship To:" field by clicking the gray arrow next to that field, and selecting a different address for the customer. You can also specify a drop shipment.
6. The "Good thru:" field will display a date that is one month away from the "Date:" field's value, by default. You can change this, if necessary.
7. In the "Customer PO" field, enter the customer's purchase order number, if applicable.
8. Select the shipping method from the "Ship Via" field's drop-down of choices.
9. You can also select the sales rep id from the "Sales Rep ID" field.
10. Then enter the quantity of the first item ordered in the "Quantity" field. Select the item that they are ordering from the "Item" field's drop-down of item choices.
11. The description of the selected item will display in the "Description" field. You can enter in a description for items that you don't track through inventory.
12. The "GL Account" field will display the account set up for the selected item. When ordering items not in inventory, the customer's sales account will display here. You can change this, if necessary.
13. In the "Unit Price" field, you will see the sales price of the selected item. If it is an item that you don't track as inventory, then you will need to enter in the price in this field.
14. The "Tax" field will display the tax type of the selected item. If it isn't an inventory item, then you will need to select a tax type in this field.
15. The "Amount" field will display the "Quantity" times the "Unit Price." If you are entering a non-inventory item, enter the total price of the item order in this field.
16. If the quote is for a specific job, you can also enter the job in the "Job" field. It will not actually be applied to the job, however, until the quote is converted into an invoice.
17. You can enter the Accounts Receivable account that the quote will debit when it is converted into an invoice into the "A/R Account:" field. This field will default to the last account used in a sales transaction. Change it, if necessary.
18. In the "Sales Tax Code:" field, you will see the sales tax code for the selected customer. If you need to change their sales tax code, select one from the list.
19. Enter in any freight charges applicable to this transaction into the "Freight Amt:" field.
20. When you are done, you can "Print" or "Save" the quote using the buttons on the toolbar at the top of this window.



# ACTIONS- USING QUOTES

## CONVERTING QUOTES:

1. Select "Tasks| Quotes/Sales Orders| Quotes..." from the Menu Bar.
2. In the "Quote" window, display the quote that you want to convert.
3. Click the "Convert" button in the toolbar of the "Quotes" window. This will bring up the "Convert Quote" window.
4. Here you have three options for converting a quote under the "Convert this Quote to a:" section: "Sale/Invoice," "Sale/Invoice and Print Now," or "Sales Order." Select the one that you want.
5. If you select the first option, then you can use the "Invoice #" field that appears to enter the invoice number for this quote if one exists and the invoice doesn't need to be printed.
6. If you select the last option, you will see the "SO #:" field become active. Here you can enter in the sales order number for this quote if one exists and it doesn't need to be printed.
7. Click "OK" when you have selected the options that you want to convert the quote.

# **CHAPTER 11-**

## **JOB TRACKING**

---

**11.1- SETTING UP A JOB**

**11.2- SETTING JOB DEFAULTS**

**11.3- ENTERING BEGINNING BALANCES FOR A JOB**

**11.4- MAKING PURCHASES FOR JOBS**

**11.5- INVOICING FOR JOB PURCHASES**

**11.6- JOB TRACKING**

# JOB TRACKING

## 11.1- Setting Up a Job:

In Peachtree, you can set up “Jobs” for each client. You can then track income and expenses for specific projects, including payroll hours or amounts. There are advantages to using jobs. You can purchase items specifically for a job. When you invoice the client, you can bill them for the purchased items. You can also run several types of reports on jobs. While all Peachtree programs do include “Jobs,” the flexibility and additional features (like Job Costing) are only available in Peachtree Complete.

To set up a job in Peachtree Complete, select “Maintain| Job Costs| Jobs...” from the Menu Bar. In Peachtree First Accounting and Peachtree Accounting, select “Maintain| Jobs...” from the Menu Bar. From the “Maintain Jobs” window, you can set up the jobs for the customers. Let’s look at the fields on the different tabs in the window.

At the top of the window, start by entering a code for the job into the “Job ID:” field. Then enter in a description into the “Description:” field. Starting in Peachtree 2011, you can then enter the actual start date of the job into the “Start Date:” field. You can then enter a projected end date for the job into the “Projected End Date:” field. After you have completed the job, be sure to enter the actual end date into the “Actual End Date:” field for reporting purposes. You can then use the “Job Status:” indicator to select the current job status.

On the “General” tab, enter the supervisor for the job into the “Supervisor:” field, if applicable. Select the ID of the customer for whom you are performing the job from the “For Customer:” field. If using Peachtree 2006 or later, enter the job address information into the fields available. If you are using a version of Peachtree prior to 2011, you then enter the start date for the job into the “Start Date:” field and enter the end date of the job into the “End Date:” field when you finish the job.

In all versions, you can enter the job type in the “Job Type:” field. Job types give you a way to classify jobs that you perform for reporting purposes. Enter the purchase order number from the customer for the job into the “PO Number:” field, if applicable. As you complete the job, you can return to this screen to indicate what percentage of the job is complete in the “% Complete:” field. Notice that there is also a button for beginning balances for the job if you need to enter jobs when initially creating your company file.

If using Peachtree 2008:2012, you can next enter the custom field values for jobs. In Peachtree 2003:2007, click the “Custom Fields” tab, and then enter information into the fields that you selected to add to the jobs you perform when you set up the “Job Defaults.”

Next, click the “Estimated Exp./Rev.” tab to enter in the estimated expenses and revenues from this job. You can then enter any notes for the job into the “Notes” tab that appears in Peachtree 2009:2012. Click the “Save” button on the toolbar in this window when you are done.

# JOB TRACKING

## **11.2- Setting Job Defaults:**

If you want to go back and change the custom fields that you use to record job-related information in Peachtree, you will need to access the "Job Defaults." You can access this information by selecting "Maintain| Default Information| Jobs..." from the Menu Bar. This will allow you to access the Job Defaults window. Here you can set the custom fields (up to five) that you want to track for your jobs that you perform for your customers.

## **11.3- Entering Beginning Balances for a Job:**

If you have beginning balance information for your jobs, you can record this. You can enter in one figure for the job's beginning balance. If you use Peachtree Complete, you can make the entries by cost code or job phase. To set up beginning balances for jobs, select "Maintain| Job Costs| Jobs..." from the Menu Bar. In Peachtree First Accounting and Peachtree Accounting, select "Maintain| Jobs..." from the Menu Bar. This will bring up the "Maintain Jobs" window. On the "General" tab, click the "Job Beginning Balances" button to display the "Job Beginning Balances" window. Click the "Job Entries for" tab to make the detail entries for a specific job. Enter a job beginning date for the job beginning balance amount. You can enter multiple balances for each job. Enter an amount for expenses or an amount for revenues. You can't enter an expense and a revenue on the same line. The total balance for the job will be the net balance between what you have spent and what you have earned. You will see this information on the "Job Balances" tab. When you are finished entering in your beginning balances, click the "Save" button to save the information.

## **11.4- Making Purchases for a Job:**

As you create purchase orders and enter and pay bills for which you want to invoice the customer, you can simply use the "Job" column at the right end of these screens to assign the amount to a customer job. When you go to invoice the customer in the future, you will be able to bill them for the items and materials that you purchased for their job.

## **11.5- Invoicing for Customer Purchases:**

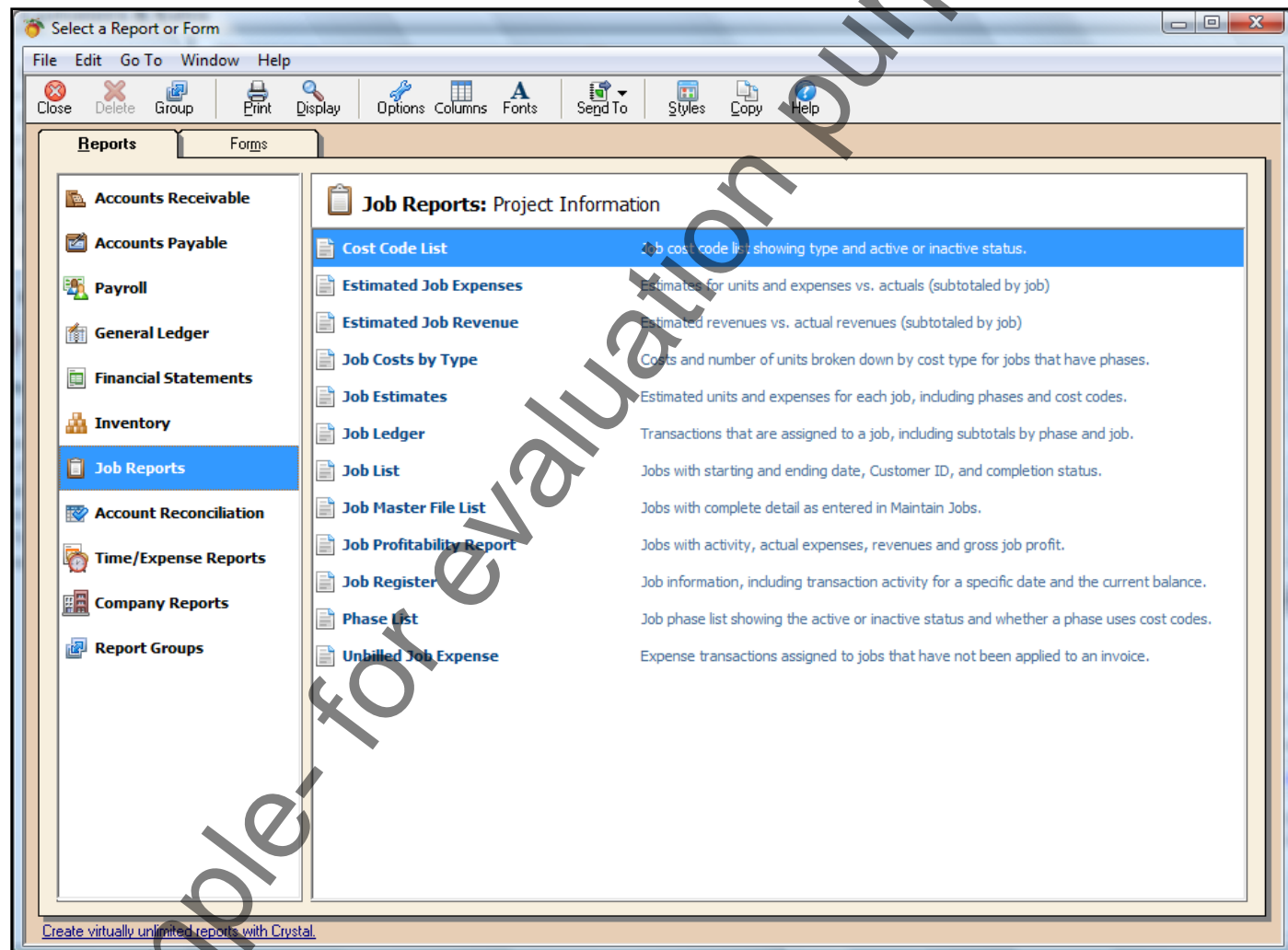
After you have reimbursable expenses incurred from a customer job, you can invoice them for the amounts. You will need to bring up the "Sales/Invoicing" window, and select the customer that you want to bill for their job costs. Then click the "Apply Tickets/Expenses" button. Peachtree will then display all job-related expenses. Click the appropriate tab to view the expenses there, and click the "Use" checkbox for any listed expenses to use them in the invoice. To delete any expenses, click the "Delete" checkbox to remove them from this window. You can use the "WriteUp" button to markup specified items by an amount or a percentage. You could also type in any markups to the amount by manually changing the amounts listed in the invoice.

# JOB TRACKING

## 11.6- Job Tracking:

As you are invoicing for your services, you can optionally assign these items and services to different jobs. This will allow you to compare your actual costs to your estimated costs. You can print out several reports that allow you to track the status of the different jobs. If you want to print out a report showing the transactions for the different jobs that you have, you can run the “Jobs Ledger” report. You can access this by selecting “Reports & Forms (“Reports” in Peachtree 2003:2007)| Jobs...” from the Menu Bar. If using Peachtree 2008:2012, ensure that the “Reports” tab has been selected. Then select the “Jobs Ledger” from the list of report categories on the right. Click the “Preview” button at the top of the “Select a Report or Form” window to view the transactions for the different jobs, and the totals for the jobs.

Notice that there are several different reports that you can pull for the jobs that you have. We will discuss the features of some of these reports in a later section of this class.



# ACTIONS- JOB TRACKING

## SETTING UP A JOB:

1. To set up a job in Peachtree Complete, select "Maintain| Job Costs| Jobs..." from the Menu Bar. In Peachtree First Accounting and Peachtree Accounting, select "Maintain| Jobs..." from the Menu Bar.
2. At the top of the window, start by entering a code for the job into the "Job ID:" field.
3. Then enter in a description into the "Description:" field.
4. Starting in Peachtree 2011, you can then enter the actual start date of the job into the "Start Date:" field. You can then enter a projected end date for the job into the "Projected End Date:" field. After you have completed the job, be sure to enter the actual end date into the "Actual End Date:" field for reporting purposes. You can then use the "Job Status:" indicator to select the current job status.
5. On the "General" tab, enter the supervisor for the job into the "Supervisor:" field, if applicable. Select the ID of the customer for whom you are performing the job from the "For Customer:" field. If using Peachtree 2006 or later, enter the job address information into the fields available. If you are using a version of Peachtree prior to 2011, you then enter the start date for the job into the "Start Date:" field and enter the end date of the job into the "End Date:" field when you finish the job.
6. In all versions, you can enter the job type in the "Job Type:" field. Job types give you a way to classify jobs that you perform for reporting purposes. Enter the purchase order number from the customer for the job into the "PO Number:" field, if applicable. As you complete the job, you can return to this screen to indicate what percentage of the job is complete in the "% Complete:" field. Notice that there is also a button for beginning balances for the job if you need to enter jobs when initially creating your company file. If using Peachtree 2008:2012, you can next enter the custom field values for jobs. In Peachtree 2003:2007, click the "Custom Fields" tab, and then enter information into the fields that you selected to add to the jobs you perform when you set up the "Job Defaults."
7. Next, click the "Estimated Exp./Rev." tab to enter in the estimated expenses and revenues from this job. You can then enter any notes for the job into the "Notes" tab that appears in Peachtree 2009:2012. Click the "Save" button on the toolbar in this window when you are done.

## SETTING YOUR JOB DEFAULTS:

1. Select "Maintain| Default Information| Jobs..." from the Menu Bar.
2. This will allow you to access the Job Defaults window. Here you can set the custom fields (up to five) that you want to track for your jobs that you perform for your customers.

## ENTERING BEGINNING BALANCES FOR A JOB:

1. To set up a job in Peachtree Complete, select "Maintain| Job Costs| Jobs..." from the Menu Bar. If you are using Peachtree First Accounting or Peachtree Accounting, select "Maintain| Jobs..." instead.
2. On the "General" tab, click the "Job Beginning Balances" button to display the "Job Beginning Balances" window.
3. Click the "Job Entries for" tab to make the detail entries for a specific job.
4. Enter a job beginning date for the job beginning balance amount in the "Date" field.
5. Enter an amount for expenses or an amount for revenues under either the "Expenses" or "Revenues" field.
6. When you are finished entering in your beginning balances, click the "Save" button to save the information.

# ACTIONS- JOB TRACKING

## MAKING PURCHASES FOR A JOB:

1. Select "Tasks| Purchases/Receive Inventory..." from the Menu Bar.
2. Enter the information as usual, but in the line items section, be sure to assign each amount that you want to be reimbursed for to the customer job that you incurred the expense for. You cannot do this for stock items.
3. Click the "Save" button to save the purchase information.

**Note:** You can use the "Payments" window to record cash purchases you make for a customer job, as well.

## INVOICING FOR JOB PURCHASES:

1. Select "Tasks| Sales/ Invoicing..." from the Menu Bar.
2. Enter the customer that you incurred the expenses for.
3. Click the "Apply Tickets/Expenses" button ("Apply Tickets/Reimbursable Expenses" in 2003).
4. Click on the tab that has the expenses that you wish to be reimbursed for.
5. Click the "Use" check box to select the item amounts to be reimbursed for.
6. If you want to markup the items by an amount or a percentage, click the "WriteUp" button to select the items that you want to mark up or down by a percentage, and also the amount or percentage needed.
7. Click the "OK" button to apply the amounts to the invoice. You can also manually adjust the amounts directly in the invoice if you want.
8. Click "Save" to save the invoice.

## TRACKING JOBS:

1. As you are invoicing for your services, assign these items and services to different jobs. This will allow you to compare your actual costs to your estimated costs.
2. You can run the "Jobs Ledger" report by selecting "Reports| Jobs..." from the Menu Bar.
3. Then select the "Jobs Ledger" from the list of reports on the right.
4. Click the "Preview" button at the top of the "Select a Report or Form" window to view the transactions for the different jobs, and the totals for the jobs.

# **CHAPTER 12-**

## **TIME AND BILLING**

---

**12.1- ADDING TIME TICKET EMPLOYEES**

**12.2- ENTERING ACTIVITY ITEMS**

**12.3- ENTERING CHARGE ITEMS**

**12.4- ENTERING TIME TICKETS- 2009:2012**

**12.5- ENTERING TIME TICKETS- 2003:2008**

**12.6- ENTERING EXPENSE TICKETS- 2009:2012**

**12.7- ENTERING EXPENSE TICKETS- 2003:2008**

**12.8- BILLING TIME AND EXPENSE TICKETS**



# TIME AND BILLING

## 12.1- Adding Time Ticket Employees:

You can use the “Time & Billing” features to enter time tickets and expense tickets that track the amounts of time and money spent on a customer. You can use “Time Tickets” to pay employees who are paid based on time ticket hours. However, you have to set up the employee to be paid with “Hourly- Time Ticket Hours” from the “Pay Method” drop-down on the “Pay Info” tab of the “Maintain Employees/ Sales Reps” window. You can also set the “Hourly Billing Rate” here if you want to bill the customer for the hours that an employee worked on their tasks. You can use both Time and Expense Tickets to bill customers. Any job-related tickets update the job costs only after being applied to a paycheck or a sales invoice.

## 12.2- Entering Activity Items:

In the “Maintain Inventory Items” window, you can create an item with a class of “Activity Item” to indicate how time is spent for a customer, job, or internal administrative work. You can then use the activity items that you create in the employee or vendor time tickets. The charges are then able to be billed to the customer.

## 12.3- Entering Charge Items:

In the “Maintain Inventory Items” window, you can create an item with a class of “Charge Item” to indicate expenses recorded by an employee or vendor when company resources are used for a customer or job. They can be used to record administrative expenses and even employee out-of-pocket expenses (like “parking”). You record charge items on employee or vendor expense tickets.

**Maintain Inventory Items**

Close Save Delete ChangeID New Maintain Note Help

Item ID: ADMIN-010500  
Description: Parking Fees

Item Class: Charge item  
☐ Inactive  
☐ Subject to Commission

**General** Custom Fields History Bill of Materials Item Attributes

Description: Parking Fees  
for Sales

Price Level 1: 0.00  
GL Income Acct: 40000 Sales

Item Tax Type: 2

UPC / SKU:  
Item Type:  
Location:  
Stocking U/M:

## **12.4- Entering Time Tickets- 2009:2012:**

You can use Time Tickets to record the time spent performing activities by employees and vendors. You can record information for many days, or for a single day, by using either one of the two different windows provided for time ticket entry. If you prefer to enter detailed notes about a single day, you may prefer to use the "Time Tickets" window. If you wish to enter activity for several days, then you may prefer to use the "Weekly Timesheet" window. Regardless of which window you enter data into, note that you can view time tickets that have been entered into one window through the other window, as well. These windows simply provide two different views of the same time ticket data entered into the Peachtree company file by the users. To enter a single time ticket, select "Tasks| Time/Expense| Time Tickets..." from the Menu Bar to open the "Time Tickets" window. To enter multiple time tickets into a weekly worksheet, just select "Tasks| Time/Expense| Weekly Timesheet..." from the Menu Bar, instead.

In either window, you begin by selecting whether the time ticket that you will enter is for an employee or a vendor by choosing the desired option button. Then select the specific employee or vendor for whom you are recording the ticket for by using the drop-down that appears below the option buttons.

Next, if using the "Weekly Timesheet" view, ensure that you are viewing the correct week for time ticket entry. You can use the "Week including:" drop-down to select a day of the week that includes your time ticket entry days, or you can use the "Previous Week" and "Next Week" buttons to select a week for time ticket entry. The days will then display in the grid below.

Next, you need to select the purpose of the time ticket entry from the "To be applied:" drop-down that appears in the "Time Tickets" window. You can select either "To a Customer Invoice," "Against a Job," or "As an Administrative task" from the drop-down. Note that this drop-down in the "Time Tickets" window corresponds to the same drop-down for "Customer/Job/Administrative" that appears within the "Weekly Timesheet" window. If you select either the "Customer" or "Job" options, use the adjacent drop-down within either window to select the correct customer or job for which the ticket is being recorded.

If entering a time ticket through the "Time Tickets" window, you can select the date to record from the "Time Details" area. Next, in either window, enter the "activity item" that identifies the type of timed activity to be recorded.

Then, for the "Time Tickets" window, you can enter the duration of the selected activity item into the "Time Details" section. If using the "Weekly Timesheet," note that you can enter the same durations into the boxes provided within each day shown.

Note that if the timed activity recorded in the ticket is for an employee, you can also select a pay level associated with their employee record. Note that the employee must be paid by time tickets when the employee record is created in order to accomplish this. If the time recorded is for a customer or a job, then select a billing type for the ticket. You can also enter a billable rate, if needed for future customer billing. You can then set the billing status for the ticket. When you are finished recording your time data, just click the "Save" button in the toolbar at the top of either window to save the time ticket.

# TIME AND BILLING

## 12.5- Entering Time Tickets- 2003:2008:

You can use Time Tickets to record the time spent performing activities by employees and vendors. You can record information for many days or a single day, and you can record as many daily time tickets for vendors and employees as needed. To do this, select "Tasks| Time/Expense| Time Tickets..." from the Menu Bar. You can either use the "Daily" tab or the "Weekly" tab to enter the information.

You have to select whether this is a time ticket for an employee or a vendor by using the drop-down in the upper left corner of the screen. Then select the employee or vendor that you are recording the ticket for by using the drop-down. Then enter the date for the time ticket. Below that, fill in the activity item that identifies the event to be recorded. Select whether this is being recorded for a customer, job, or administrative purposes. If you select either a customer or job, you'll have to use the drop-down to select for which customer or job this amount is specifically attributable.

If this is being recorded for an employee, you can select a pay level associated with their payroll setup. You can then type in the duration of the activity. Then select a billing type for the ticket. You can then set the billing status for the ticket, and just click "Save" to save the time ticket.

**Time Tickets**

Close New Open Save Print Delete Row Help

Employee: ACHRISTY-01 Amanda W. Christy

**Daily** Weekly

Ticket Number: 000011 Ticket Date: Mar 15, 2003

Activity Item: LAND-17400 Landscaping Design

Customer: ARMSTRONG-01 Armstrong Consulting

Pay Level: Regular Has been used in Payroll

☒ Manual Time Entry ☐ Timed Duration

Start Time: 8:00 AM

End Time: 12:00 PM

Break: 0:30

Duration: 3:30

Ticket Description for Invoicing:

Internal Memo:

Billing Type	Billing Rate	Billing Status	Unit Duration	Billing Amount
Activity rate	49.99	Non-Billable	3.50	174.97

# TIME AND BILLING

## 12.6- Entering Expense Tickets- 2009:2012:

You can enter an expense ticket to record resources that were used for a customer, a job, or administrative purposes. You can also choose to bill your customers or jobs for charge items included on billable expense tickets. To create an expense ticket, simply select "Tasks| Time/Expense| Expense Tickets..." from the Menu Bar, which displays the "Expense Tickets" window.

First, select whether this is an expense to be recorded for an employee or a vendor by selecting the desired option button within the "Whose Expense Is Being Recorded?" section. You can then use the adjacent drop-down within the same section to select the specific employee or vendor for whom you are recording the expense.

Next, within the "Why Is This Ticket Being Recorded?" section, you use the drop-down to select whether this ticket is being recorded to be applied to a customer invoice for future billing, or to record job expenses, or simply being recorded for administrative purposes. If you select either the "To a Customer Invoice" or "Against a Job" from the drop-down, then use the adjacent drop-down that appears within the same section to select the customer or job for which this ticket is being recorded.

Next, in the "Item Details" section, select the "charge item" for which you are recording an expense ticket. If the charge is to be used in future invoicing, you can enter a description that can be used within the invoice into the "Invoice description:" field.

Then in the "Ticket Details" section, use the drop-down to select the date for the expense ticket. If the expense is to be reimbursed to the employee, you can check the "Reimbursable to employee?" checkbox.

In the "Billing Details" section, you can use the "Billing status:" drop-down to select a billing status for the expense ticket, if it is being recorded for a customer or a job. You can then use the "Quantity:," "Unit Price:," and/or "Billing Amount:" fields to record the necessary information for billing the customer or job.

To record the expense ticket, simply click the "Save" button in the toolbar at the top of the window.

Expense Tickets

File Edit Go To Window Help

Close New List Save Delete Note Reports Attachments

Expense Ticket

Ticket Number: 000001 Has this ticket been applied to an invoice? No

Whose Expense Is Being Recorded?

☒ Employee ☐ Vendor

\* Employee ID: [dropdown]

Employee name: [text field]

Why Is This Ticket Being Recorded?

To be applied: To a Customer Invoice [dropdown]

\* Customer ID: [dropdown]

Customer name: [text field]

Item Details

\* Charge item: [dropdown]

Charge name: [text field]

Invoice description: [text area]

Ticket Details

\* Ticket date: Mar 15, 2009 [dropdown]

☐ Reimbursable to employee?

Billing Details

Billing status: Billable [dropdown]

Quantity: 0.00 [text field]

Unit Price: 0.00 [dropdown]

Billing amount: 0.00 [text field]

Enhance your payroll with e-filing

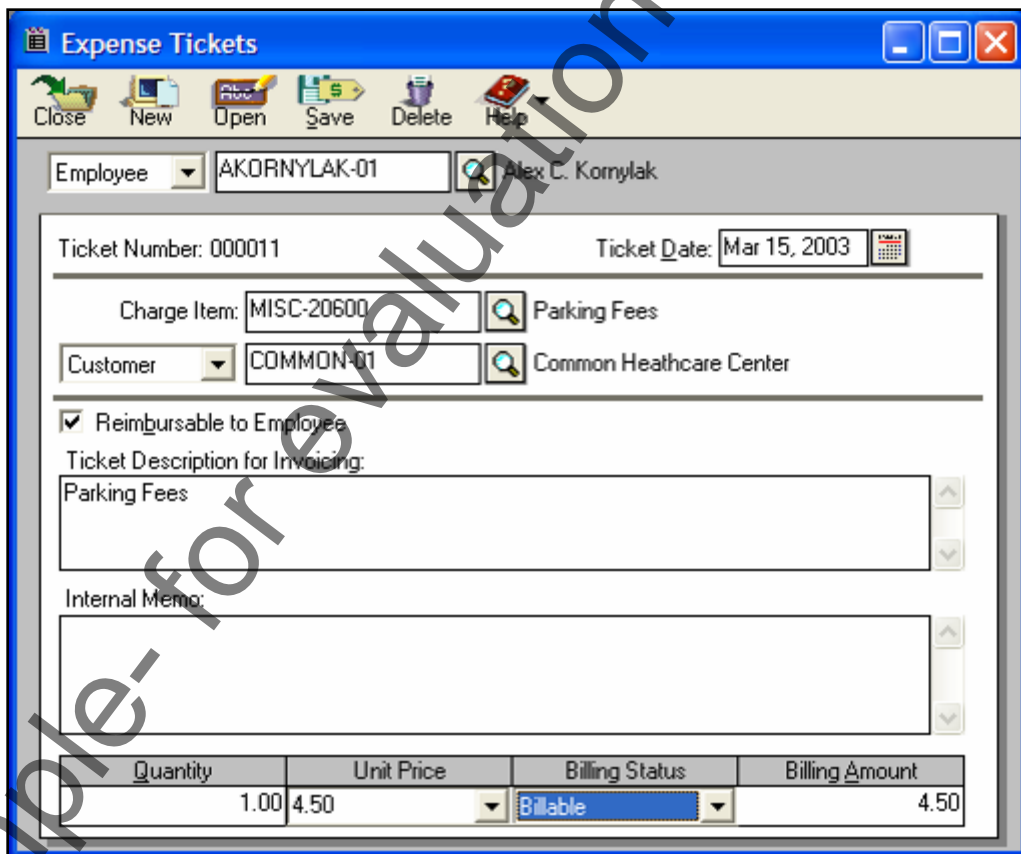
# TIME AND BILLING

## 12.7- Entering Expense Tickets- 2003:2008:

You can enter an expense ticket to record resources that were used for a customer, a job, or administrative purposes. You can also choose to bill your customers or jobs for charge items included on billable expense tickets. To create an expense ticket, simply select "Tasks| Time/Expense| Expense Tickets..." from the Menu Bar, which displays the "Expense Tickets" window.

First, select whether this is an expense to be recorded for an employee or a vendor by using the drop-down in the upper left corner of the screen. Then select the employee or vendor that you are recording the ticket for from the drop-down. Then select the date of the ticket using the calendar drop-down for "Calendar Date."

Then select the charge item that you set up in your inventory to record this type of expense. Select whether this is for a customer, a job, or administrative purposes. If you selected a customer or a job, use the drop-down to select which one. If this is an employee expense ticket, you can click the "Reimbursable to Employee" check box to track expenses that are reimbursable to the employee. Then enter a brief description for invoicing. You can then also enter in an internal note, if needed. Then enter a quantity for the charge items, if necessary. Then enter the unit price and billing status for the charge item and the ticket. To record the expense ticket, simply click the "Save" button.



The screenshot shows the "Expense Tickets" window with the following fields and values:

- Employee: AKORNYLAK-01 (Alex C. Kornylak)
- Ticket Number: 000011
- Ticket Date: Mar 15, 2003
- Charge Item: MISC-20600 (Parking Fees)
- Customer: COMMON-01 (Common Healthcare Center)
- ☒ Reimbursable to Employee
- Ticket Description for Invoicing: Parking Fees
- Internal Memo: (empty)
- Table:

Quantity	Unit Price	Billing Status	Billing Amount
1.00	4.50	Billable	4.50

# TIME AND BILLING

## 12.8- Billing Time and Expense Tickets:

After you have time and expense tickets entered for a customer or job, you can invoice them for the amounts. You will need to bring up the "Sales/Invoicing" window, and select the customer that you want to bill. Then click the "Apply Tickets/Expenses" button. Peachtree will then display the tickets that you have entered for the customer or job on the "Time Tickets" and "Expense Tickets" tabs. Click the appropriate tab to view the tickets listed there, and click the "Use" checkbox for any listed tickets to use them in the invoice. You can use the "WriteUp" button to markup specified ticket amounts by an amount or a percentage. You could also type in any markups to the amount by manually changing the amounts listed in the invoice.

Peachtree Accounting: Bellwether Garden Supply

File Edit Maintain Tasks Analysis Options Reports Services Window Help

Sales/Invoicing

Customer ID: CHAPMAN-MURPHY Customer Name: Chapman-Murphy Law Offices

Time Tickets Expense Tickets Reimbursable Expenses

Use Ticket Description for Invoicing Sort List By: Date

Use Item Description for Invoicing Consolidate By: No Consolidation

Ticket Date	Activity Item	Hours	Billing Rate	Ticket Amount	Invoice Amount	Use	No Bill
Mar 3, 2003	LAND-17400	3.00	49.99	149.97	149.97	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AKORNYLAK-01 Alex C. Kornylak							

Total Time Tickets Selected: 149.97 149.97

Total Time Tickets Not Selected: 0.00

Total Time Tickets Available: 149.97

Today 3/15/03 Period 3 - 3/1/03 to 3/31/03

# ACTIONS- TIME AND BILLING

## ADDING TIME TICKET EMPLOYEES:

1. Select "Maintain| Employees/ Sales Reps..." from the Menu Bar.
2. Create the employee's general information in the "General" tab.
3. Click the "Pay Info" tab.
4. Select "Hourly- Time Ticket Hours" from the "Pay Method" drop-down.
5. If you want to bill customers an hourly rate for this employee, type their billable rate into the "Hourly Billing Rate" text box.
6. Complete the rest of the employee's information, and "Save" the record.

## CREATING ACTIVITY ITEMS:

1. Select "Maintain| Inventory Items..." from the Menu Bar.
2. Create an item, and use the "Item Class:" drop-down to select "Activity item."
3. Fill in the rest of the fields, and "Save" the record.

## CREATING CHARGE ITEMS:

1. Select "Maintain| Inventory Items..." from the Menu Bar.
2. Create an item, and use the "Item Class:" drop-down to select "Charge item."
3. Fill in the rest of the fields, and "Save" the record.

## RECORDING TIME TICKETS- 2009:2012:

1. To enter a single time ticket, select "Tasks| Time/Expense| Time Tickets..." from the Menu Bar to open the "Time Tickets" window. To enter multiple time tickets into a weekly worksheet, just select "Tasks| Time/Expense| Weekly Timesheet..." from the Menu Bar, instead.
2. In either window, you begin by selecting whether the time ticket that you will enter is for an employee or a vendor by choosing the desired option button.
3. Then select the specific employee or vendor for whom you are recording the ticket for by using the drop-down that appears below the option buttons.
4. Next, if using the "Weekly Timesheet" view, ensure that you are viewing the correct week for time ticket entry. You can use the "Week including:" drop-down to select a day of the week that includes your time ticket entry days, or you can use the "Previous Week" and "Next Week" buttons to select a week for time ticket entry. The days will then display in the grid below.
5. Next you need to select the purpose of the time ticket entry from the "To be applied:" drop-down that appears in the "Time Tickets" window. You can select either "To a Customer Invoice," Against a Job," or "As an Administrative task" from the drop-down. Note that this drop-down in the "Time Tickets" window corresponds to the same drop-down for "Customer/Job/Administrative" that appears within the "Weekly Timesheet" window.
6. If you select either the "Customer" or "Job" options in step 5, use the adjacent drop-down within either window to select the correct customer or job for which the ticket is being recorded.
7. If entering a time ticket through the "Time Tickets" window, you can select the date to record from the "Time Details" area.

(cont.)

# ACTIONS-

## TIME AND BILLING

### RECORDING TIME TICKETS- 2009:2012 (CONT.):

8. Next, in either window, enter the “activity item” that identifies the type of timed activity to be recorded.
9. Then, for the “Time Tickets” window, you can enter the duration of the selected activity item into the “Time Details” section. If using the “Weekly Timesheet,” note that you can enter the same durations into the boxes provided within each day shown.
10. Note that if the timed activity recorded in the ticket is for an employee, you can also select a pay level associated with their employee record. Note that the employee must be paid by time tickets when the employee record is created in order to accomplish this.
11. If the time recorded is for a customer or a job, then select a billing type for the ticket.
12. You can also enter a billable rate, if needed for future customer billing.
13. You can then set the billing status for the ticket.
14. When you are finished recording your time data, just click the “Save” button in the toolbar at the top of either window to save the time ticket.

### RECORDING TIME TICKETS- 2003:2008:

1. Select “Tasks| Time/ Expense| Time Tickets...” from the Menu Bar.
2. Select either the “Daily” tab, or the “Weekly” tab. Each row in the “Weekly” tab represents a week of daily tickets. Click the “Daily” tab to enter a daily time ticket.
3. Select whether this is a ticket for an employee or a vendor by selecting from the drop-down available.
4. Select the employee or vendor that you are entering the ticket for from the drop-down.
5. Enter the date of the ticket using the “Ticket Date” calendar selector.
6. Select the activity item set up in the inventory that you want to record the time for.
7. Use the drop-down to select whether this item is being completed for a “Customer,” “Job,” or “Administrative” purpose. If you select either “Customer,” or “Job” then select which one from the drop-down next to it.
8. If this ticket is for an employee, you can select a “Pay Level” to associate with this time.
9. Enter a description for invoicing, if necessary.
10. You can also type a description for internal purposes, if necessary.
11. Select a timing option button, and either manually record the time, or time the actual duration.
12. Select a “Billing Type” for the ticket using the drop-down available. If you select “Flat Fee,” enter the amount in the “Billing Amount” field.
13. Select a “Billing Status” for the ticket.
14. Click the “Save” button to record the time ticket.

### RECORDING EXPENSE TICKETS- 2009:2012:

1. First, select whether this is an expense to be recorded for an employee or a vendor by selecting the desired option button within the “Whose Expense Is Being Recorded?” section. You can then use the adjacent drop-down within the same section to select the specific employee or vendor for whom you are recording the expense.
2. Next, within the “Why Is This Ticket Being Recorded?” section, you use the drop-down to select whether this ticket is being recorded to be applied to a customer invoice for future billing, or to record job expenses, or simply being recorded for administrative purposes.

(cont.)



# ACTIONS-

## TIME AND BILLING

### RECORDING EXPENSE TICKETS- 2009:2012 (CONT.):

3. If you select either the "To a Customer Invoice" or "Against a Job" from the drop-down, then use the adjacent drop-down that appears within the same section to select the customer or job for which this ticket is being recorded.
4. Next, in the "Item Details" section, select the "charge item" for which you are recording an expense ticket.
5. If the charge is to be used in future invoicing, you can enter a description that can be used within the invoice into the "Invoice description:" field.
6. Then in the "Ticket Details" section, use the drop-down to select the date for the expense ticket.
7. If the expense is to be reimbursed to the employee, you can check the "Reimbursable to employee?" checkbox.
8. In the "Billing Details" section, you can use the "Billing status:" drop-down to select a billing status for the expense ticket, if it is being recorded for a customer or a job.
9. You can then use the "Quantity:," "Unit Price:," and/or "Billing Amount:" fields to record the necessary information for billing the customer or job.
10. To record the expense ticket, simply click the "Save" button in the toolbar at the top of the window.

### RECORDING EXPENSE TICKETS- 2003:2008:

1. Select "Tasks| Time/ Expense| Expense Tickets..." from the Menu Bar.
2. Select whether this is an expense ticket for an employee or a vendor from the drop-down available.
3. Select the employee or vendor that you are entering the expense ticket for from the drop-down.
4. Enter the date of the ticket using the "Ticket Date:" calendar selector.
5. Select the charge item set up in the inventory that you want to record the expense for.
6. Use the drop-down to select whether this item is being completed for a "Customer," "Job," or "Administrative" purpose. If you select either "Customer," or "Job," then select the specific customer or job from the adjacent drop-down.
7. If this ticket is reimbursable to an employee, you can check the "Reimbursable to Employee" check box.
8. Enter a description for invoicing, if necessary. You can also type an "internal" description, if necessary.
9. You can enter a "Quantity" for the charge item, if necessary.
10. You can select the "Unit Price" for the item from the drop-down, if necessary.
11. To record the expense ticket, click the "Save" button.

### INVOICING FOR TIME AND EXPENSE TICKETS:

1. Select "Tasks| Sales| Invoicing..." from the Menu Bar.
2. Enter the customer or job for which you have entered time and/or expense tickets, and then click the "Apply Tickets/Expenses" button.
3. Click on the tab that has the time tickets or expense tickets for which you wish to invoice.
4. Click the "Use" check box to select the ticket item amounts to be invoiced.
5. If you want to markup the ticket amounts by an amount or a percentage, click the "WriteUp" button to select the items that you want to mark up or down by a percentage, and also the amount or percentage.
6. Click the "OK" button to apply the amounts to the invoice. You can also manually adjust the amounts directly in the invoice, if you want.
7. Click "Save" to save the invoice.

# **CHAPTER 13-**

## **CHANGING SYSTEM SETTINGS**

---

**13.1- CHANGING YOUR COMPANY'S POSTING METHOD**

**13.2- POSTING/UNPOSTING**

**13.3- MEMORIZED TRANSACTIONS**

**13.4- USING THE PURGE WIZARD**

**13.5- USING THE YEAR-END WIZARD**

# CHANGING SYSTEM SETTINGS

## **13.1- Changing Your Company's Posting Method:**

When you set up your company, you had to make a decision as to what type of posting method you wanted to use to post transactions to the General Ledger. It may be useful to note that you can change this at any time by selecting "Maintain| Company Information..." from the Menu Bar. There are two methods of posting transactions to the General Ledger: Real-Time Posting and Batch Posting.

With Real-Time Posting, your company's transactions are posted to the appropriate journals and the General Ledger as they are entered. This method is very common, as it saves you time and is best for most businesses and networks.

With Batch Posting, transactions are saved in Peachtree and then posted to the General Ledger as a group. When you use Batch Posting, you can print registers to review a batch of transactions prior to posting them to the General Ledger. When you choose to post information from all of the journals, Peachtree will find any unposted transactions and post them to the General Ledger. Transactions can still be edited and deleted, even after they are posted.

If you wish to change the method of posting transactions, you can do it by selecting "Maintain| Company Information..." from the Menu Bar. Click the "Posting Method" gray arrow button, and then select either "Batch" or "Real Time." Click the "OK" button when you are finished.

## **13.2- Posting/Unposting:**

If you are using Real-Time Posting, when you click the "Save" button on a transaction, it is instantly posted to the appropriate journals and to the General Ledger. Most companies use this method.

However, if you are using the Batch Posting method, you must post all of your transactions before you print certain reports, change accounting periods, or close the fiscal year. Before you post your transactions, you must save all of your transactions, first. Also, if you are using Peachtree in a network environment, you must have all users (except yourself) exit the Peachtree company file before you can post the transactions.

To post the transactions, select "Tasks| System| Post..." from the Menu Bar. This will bring up the "Post" window. Here you check all of the journals that you want to post the transaction from by clicking them to put a checkmark in the checkbox for the journal. Then click "OK" to post the information from all of the selected journals to the General Ledger.

If you need to edit a batch of journal entries that have already been posted to the General Ledger, then you can unpost them. This will remove all transactions from the General Ledger from the current accounting period and forward.

To unpost the transactions, select "Tasks| System| Unpost..." from the Menu Bar. This will bring up the "Unpost" window. Here you check all of the journals that you want to unpost the transactions from by clicking them to put a checkmark in the checkbox for the journal. Then click "OK" to unpost the information back to all of the selected journals from the General Ledger.

# CHANGING SYSTEM SETTINGS

## 13.3- Memorized Transactions:

You can enter and save transactions that you create for use at a later date. These types of transactions are called "Memorized Transactions." Peachtree can memorize and save quotes, sales invoices, purchase orders, payments, and General Journal entries that you make frequently, so that you can use them again in the future without having to retype them in their entirety. When you use a transaction that you have memorized, you can still edit the information so that it works for the particular situation. That way they are more flexible and usable while still saving typing time.

The first step is to create the transaction that you would like to memorize. You will have to use the "Maintain Memorized (transaction type)" window to do this. You can access it by selecting "Maintain| Memorized Transactions" from the Menu Bar. You will then click on the type of memorized transaction you wish to create. You will enter in the information that you would like to have reappear whenever you use the transaction in the future. You do not have to enter information into every field, just what you want to have appear in the future. You will have to enter information each time you use the transaction in the future for fields like the "Invoice number" and "Date." Once you have created the transaction, just click the "Save" button to save the memorized transaction.

You can then use the transaction in the future by accessing it through the window that you use to enter that type of transaction you memorized (like the "Sales/Invoicing..." screen for memorized invoices). Here just, click the drop-down button next to the "List" button ("Open" in Peachtree 2003:2007) in the toolbar at the top of this screen. Click the "Select" button in the drop-down menu that displays. Peachtree will then show you a listing of the memorized transactions that you created for this type of transaction. Just select the one that you want to use and click the "OK" button. The memorized information for that transaction will appear in the form. You will then just have to add in any unique information that you need to complete the transaction, and then click "Save" to save the information.

**Maintain Memorized Sales Invoices**

File Edit Go To Window Help

Close Save Delete New Select Help

Transaction ID: Trees

Description: Exotic Trees

Customer ID: ARCHER

Bill To: Archer Scapes and Ponds  
778 Oakland Parkway  
Alpharetta, GA 30092

Ship To: Bill To  
Spencer Software  
778 Oakland Parkway  
Address Line 2  
Alpharetta GA 30092  
Country

Copy >

Memorized Invoice

Quantity	Item	Description	Unit Price	Tax	Amount	Job
20.00	NURS-21900	Ficus Tree 22" - 26"	55.95	1	1,119.00	
25.00	NURS-22000	Ginko Tree 14" - 16"	49.95	1	1,248.75	
10.00	NURS-23000	Washington Palm Tree - 5 Gallon	49.00	1	490.00	
20.00	NURS-23010	Washington Palm Tree - 10 gallon	119.00	1	2,380.00	
10.00	NURS-24000	Chinese Fan Palm Tree - 5 gallon	49.95	1	499.50	
10.00	NURS-24010	Chinese Fan Palm Tree - 10 gallon	122.00	1	1,220.00	

A/R Account: 11000

Freight: 0.00

Drop Ship

# CHANGING SYSTEM SETTINGS

## 13.4- Using the Purge Wizard:

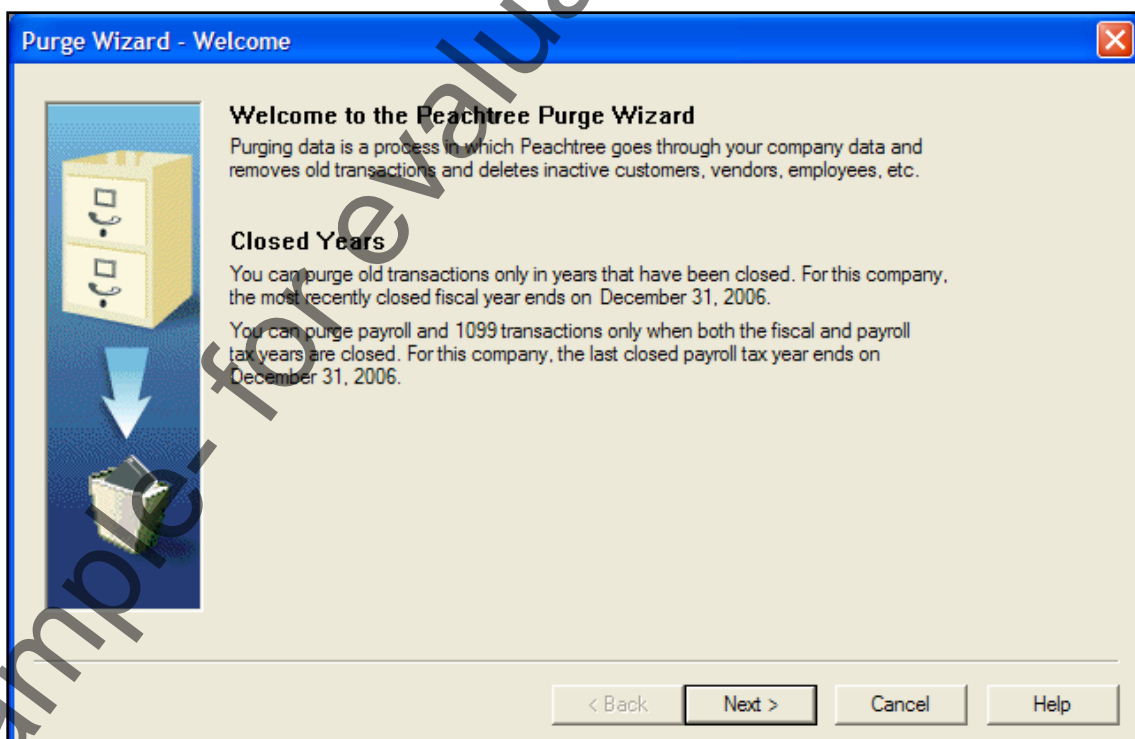
When you purge Peachtree companies, you remove inactive customers, vendors, employees, jobs, quotes, invoices, purchases, and other items from the company file. You can only purge the information for years that are "closed." This will clear space on your computer by reducing the file size. You can purge your company file at anytime. Some good time to purge would be at the close of the fiscal year or the payroll tax year. However, since the purge process may take a long time to complete, you should start it at the end of your business day, making sure that you leave the computer running. You should also make sure that all other applications are closed prior to performing the purge.

You use the "Purge Wizard" to assist you in the process of purging your company file. The wizard simplifies the process by prompting you for all of the necessary information. You must create a backup before purging your company file. Peachtree actually recommends that you create two backups, one for the current file, and one to store offsite in case of emergencies. The "Purge Wizard" helps you facilitate this process by allowing you to create the needed backups.

It is also worthwhile to note that this is *not* the process that you would use to repair corrupt data. That would be "restoring" your company from a backup file.

Peachtree also recommends that if you have extensive data, you may want to consider purging in sections rather than all at once. This allows for shorter, controlled sessions of purging which save time and memory resources.

To start the purge, select "Tasks| System| Purge Wizard..." from the Menu Bar. This will bring up the window shown below. It shows you the date of the most recently closed fiscal and payroll years. Just as with any other wizard, you simply click the "< Back" and "Next >" buttons to step through the Wizard, answering the questions and responding to the prompts.



# CHANGING SYSTEM SETTINGS

## 13.4- Using the Purge Wizard (cont.):

Click the "Next >" button to continue after you have read the information on the "Welcome" screen. This will bring up the "Back Up Company Data" screen. Here you can choose to create one or preferably two copies of your company (backup files) on hand before proceeding.

To include your company name in the backup file, select the "Include company name" check box. Click the "Back Up" button to decide where you want to save your Peachtree backup file. In the "Save Backup As" window, use the "Look in:" drop-down at the top of the window to navigate to the folder where you want to store the file. You can rename the file, if desired, in the "File Name:" text box. Peachtree gives you a default name that includes the name of your company file and the date. Click "Save" when you are ready. Peachtree will then tell you the size of the backup file if you are saving it to the computer, or the number of diskettes that you will need if you are using diskettes. Click "OK." The backup will then occur. If you are saving to diskettes, the program will prompt you as to when you should switch disks. Keep them labeled, and in sequential order. Don't interrupt the backup process, as this may corrupt the data.

Click the "Next >" button to continue after you have made the backups. This will take you to the "Old Transactions" screen. Here you select the transactions that you want to purge. First, enter the date on or before which your transactions can be purged. In the "Transactions" group box, select the transactions that you want to purge. You can delete Receivables (quotes, invoices, receipts), Payables (P.O.'s in Peachtree Accounting and Complete, purchases, payments), Payroll (payroll transactions), General Journals (journals and their entries), Audit Trails (Peachtree Complete only), Used Tickets (time and expense tickets used in payroll and sales- only in Peachtree Complete), and Unused Tickets (unused time and expense tickets- also enter a date on or before which such tickets can be purged. When you are finished, click the "Next >" button to continue.

**Purge Wizard - Old Transactions**

**Old Transactions**  
Nonessential old transactions can be purged to improve the efficiency of Peachtree.

**Date**  
Indicate the date through which old transactions will be purged.  
Purge transactions with dates on or before: Dec 31, 2006

**Transactions**  
Select which transactions you want to purge:

- ☒ Receivables - Quotes, sales orders, sales, shipments, credits, receipts, refunds
- ☒ Payables - PO's, purchases, credits, payments, refunds
- ☒ Payroll
- ☒ General Journals
- ☒ Audit Trails
- ☒ Used Tickets - Tickets used in payroll and sales
- ☐ Unused Tickets with dates on or before: Dec 31, 2006

< Back   Next >   Cancel   Help

# CHANGING SYSTEM SETTINGS

## 13.4- Using the Purge Wizard (cont.):

This will bring up the “Account Reconciliation” screen. This lets you select whether you want to do account reconciliation or not. If you do, you decide which accounts you need to reconcile before the purge. Select the “Yes” option to reconcile, or select the “no” option to skip the reconciliation. If you select “Yes,” you must select the accounts that you wish to reconcile prior to purging. For each account category, like “Cash,” double-click the black arrow to drop-down a list of individual accounts. Any accounts that haven’t been reconciled in the past will be marked by default. Select the check box to place a red check next to any accounts that you want to reconcile. If an account is selected here, any transactions that use the account but are not reconciled, regardless of date, will not be purged. Click the “Next >” button to continue.

**Purge Wizard - Account Reconciliation**

**Account Reconciliation**  
Peachtree needs to know whether you require selected accounts to be reconciled before the associated transactions can be purged.

☐ No, I do not use Account Reconciliation.

☒ Yes, I use Account Reconciliation and require selected accounts to be reconciled.

**Select Accounts**  
Select the accounts for which you want to require account reconciliation:

Use	Account ID	Description
▼ Cash		
<input checked="" type="checkbox"/>	10000	Petty Cash
<input type="checkbox"/>	10100	Cash on Hand
<input type="checkbox"/>	10200	Regular Checking Account
<input type="checkbox"/>	10300	Payroll Checking Account

Note: By clicking a triangle, you can expand or collapse the list of accounts within an account type. Also, the + and - keys on your keyboard will expand and collapse account types.

< Back   Next >   Cancel   Help

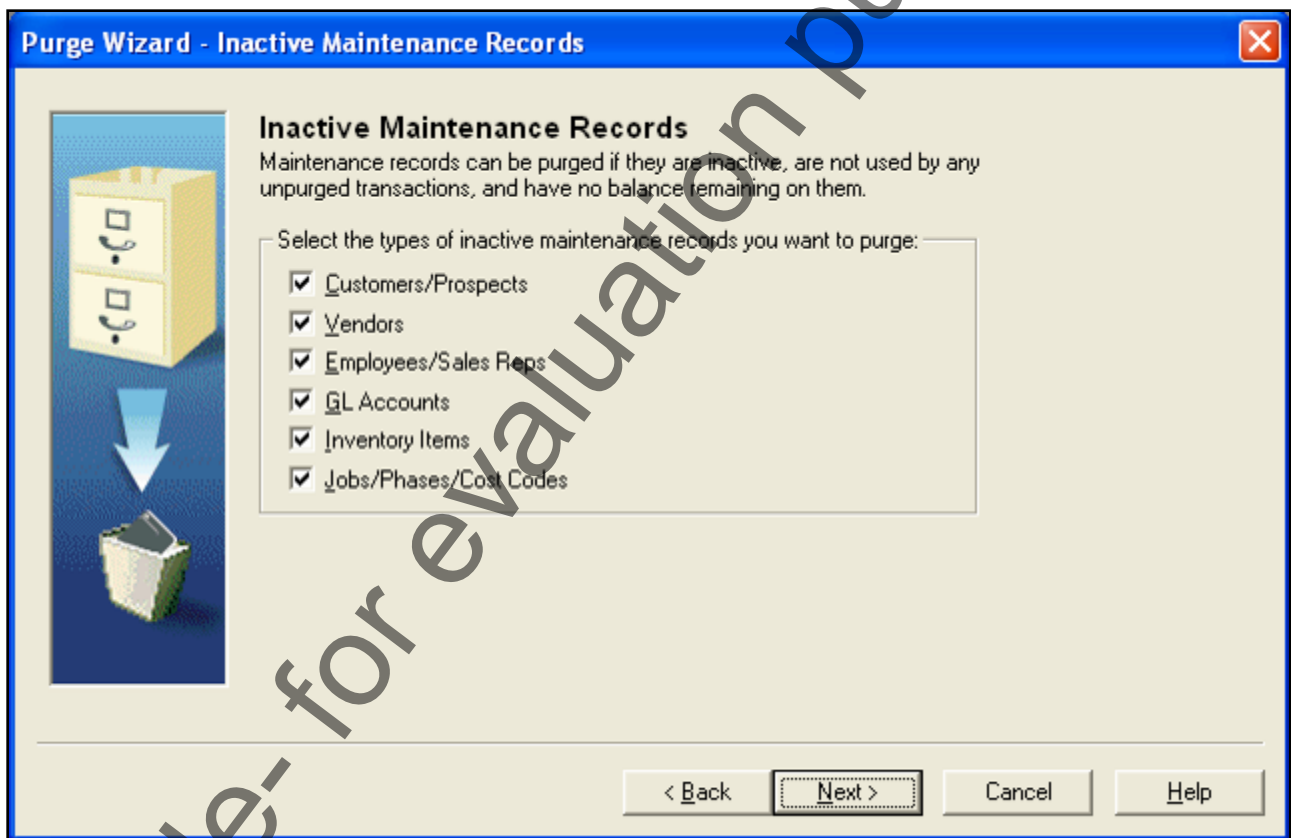
# CHANGING SYSTEM SETTINGS

## 13.4- Using the Purge Wizard (cont.):

This will bring up the “Inactive Maintenance Records” screen. This lets you decide the types of inactive maintenance records to purge. You can only purge inactive records only if they are not used in transactions and also have zero balances. Select the check box next to the types of inactive records you wish to purge. When you are ready, click “Next >” to continue.

This will then bring up the “Summary of Options” screen. Here you see a summary of the different options that you set for the purge. If you are satisfied with your selected options, then just click the “Begin Purge” button to begin the purge. If you are not satisfied, click the “<Back” button to return to the previous screens and change any options that you need to.

When you click the “Begin Purge” button, a window appears that lets you know that the purge wizard is removing your old company data. You can see the progress in the middle of the window. When the purge is complete, it will announce that the “Purge Is Complete.” To see a detailed log, click the “Log” button. To close, click the “Close” button.





# CHANGING SYSTEM SETTINGS

## 13.5- Using the Year-End Wizard:

The “Year-End Wizard” assists you in the process of closing out your first open fiscal year, payroll tax year, or both. Before you start this wizard, there are a few tasks that you should perform. You should print out any unprinted items, such as invoices and payroll checks. You should also clear the “Waiting on Bill” check box in the “Purchases/Receive Inventory” window for any outstanding vendor purchases. If you start the wizard before you have done this, it will not proceed. You may also want to purge inactive records before this, although it isn’t required. Also, since this process takes a long time to run, it is recommended that you do it at the end of the business day. Also make sure that all other applications are closed before you begin.

Just like the “Purge Wizard,” in this wizard you read the screens and answer any questions and provide it with the information that it requests. When you have finished with a screen, you simply click the “Next >” button to continue to the end of the wizard. You can click the “< Back” button to go back to previous screens and change your answers, if necessary.

To start the “Year-End Wizard,” select “Tasks| System| Year-End Wizard...” from the Menu Bar. The first window is the “Welcome” screen, which tells you the date range of your two open fiscal and payroll tax years. Click the “Next >” button to continue.

**Year-End Wizard - Welcome**

**Welcome to the Peachtree Year-End Wizard**

Peachtree allows you to enter and maintain data in two open payroll tax years and two open fiscal years. The term "payroll tax year" refers to the calendar year in which company payroll taxes are collected and paid, and vendor 1099 forms are printed. The term "fiscal year" refers to the annual time frame in which general ledger transactions are entered.

This Year-End Wizard will assist you in closing the first of two open years (payroll or fiscal or both). Closing the first open year opens a new year and allows you to enter new data.

**Important**

To ensure that you have prepared for a year-end close, please refer to the Peachtree Year-End Guide.

**Current Open Years**

Fiscal Years:	Payroll Tax Years:
January 1, 2007 to December 31, 2007	January 1, 2007 to December 31, 2007
January 1, 2008 to December 31, 2008	January 1, 2008 to December 31, 2008

Click Next to continue.  
Click Help for more information on any window.

< Back   Next >   Cancel   Help

# CHANGING SYSTEM SETTINGS

## 13.5- Using the Year-End Wizard (cont.):

The next screen asks you which years do you want to close. Depending on the available options, you can close either the displayed fiscal year, the displayed payroll tax year, or both the fiscal and the payroll tax years. You may not have all of the options available, depending on the structure of your fiscal and payroll tax years. The Wizard will prompt you as to what it thinks is the correct choice. Select the correct option, and click the "Next >" button to continue. If you still have unprinted items waiting to be printed for the year which you are trying to close, Peachtree displays the "Unprinted Items" window. You should print out any unprinted items, as you cannot do this once you have closed the year.

The next screen is the "Print Fiscal Year-End Reports" screen. So that you have a proper audit trail for your company, Peachtree strongly recommends that you print all fiscal year-end reports. You can't do that once this process is complete. However, if there are any reports that you don't want to print, you can deselect the box for that report from the table in this window. When you click the "Next >" button to continue, all the selected reports will print to your default printer. So you should check toner and add paper, if needed.

If you are using Peachtree Premium Accounting or higher, you will then see a screen that recommends you run the Internal Accounting Review. If you want to run it, click the "Internal Accounting Review" button. Otherwise, click "Next >." We will be discussing this feature later in the tutorial.

The next screen will be the "Back Up Company Data" screen. To make a backup, click the "Back Up" button. The "Back Up Company" window appears. If you want to be prompted to backup your files again in a specified number of days, click the "Reminder" check box. Select the "Include Company Name" if you want Peachtree to use your company name in the name of the backup file that it creates. Click the "Back Up" button to begin the backup.

In the "Save Backup As" window, enter or select where to save your backup file. Peachtree will create a name for the file using the date and the company name. If you want to change this, enter a new name in the "File Name:" text box. Click the "Save" button to make the backup. If you are using diskettes, Peachtree will prompt you when it needs you to replace the diskettes. Keep them labeled and in sequential order. Click the "OK" button to backup the data. Click the "Next >" button when you are ready to proceed.

This will bring up the "New Open Fiscal Years" window. In this window, the wizard lets you review the accounting periods in your current open fiscal year and the next fiscal year. If you need to restructure your company's next fiscal year for tax purposes, you can change the date range of the accounting periods in that year. However, it is generally not necessary. If in doubt, check with your accountant before making the changes.

You can click the "Current Fiscal Year" option to see the ranges of the current open fiscal year. You cannot change these dates. To see the dates of the accounting period for the next fiscal year, click the "Next Fiscal Year" option. This will display the accounting period for the next fiscal year. To change the end dates of any of the displayed accounting periods, click the accounting period whose date you want to change. In the "To:" column, type or select a new date. When you change the "To:" field, the "From:" date in the next accounting period changes as well. Click the "Next >" button to continue when you are finished.

The next screen is the "Confirm Year-End Close" screen. This will confirm the years that you will be closing. If you think that any of this is incorrect, you can click the "< Back" button to find the previous screen where you need to make corrections and change the incorrect options. If things look correct, just click the "Next >" button to continue.

This will bring up the "Begin Close-Year Process" screen. Just click the "Begin Close" to close out the year(s). Once this process starts, however, it is imperative that you do not disrupt it. Do **NOT** turn off your computer. This will take a while, so it is always best to do these processes at the end of the business day. When it is finished, the "Congratulations!" window will appear, showing a summary of the information closed and new accounting period information. Click the "Finish" button to finish the process.

# ACTIONS-

## CHANGING SYSTEM SETTINGS

### CHANGING YOUR COMPANY'S POSTING METHOD:

1. Select "Maintain| Company Information..." from the Menu Bar.
2. Click the "Posting Method" gray arrow button, and then select either "Batch" or "Real Time."
3. Click the "OK" button when you are finished.
4. Click the "OK" button to save your company information changes.

### POSTING BATCH TRANSACTIONS (BATCH-MODE ONLY):

1. To post the transactions, select "Tasks| System| Post..." from the Menu Bar.
2. Check all of the journals that you want to post the transaction from by clicking them to put a checkmark in the checkbox for the journal.
3. Click "OK" to post the information from all of the selected journals to the General Ledger.

### UNPOSTING BATCH TRANSACTIONS (BATCH-MODE ONLY):

1. To unpost the transactions, select "Tasks| System| Unpost..." from the Menu Bar.
2. Check all of the journals that you want to unpost the transactions from by clicking them to put a checkmark in the checkbox for the journal.
3. Click "OK" to unpost the information back to all of the selected journals from the General Ledger.

### CREATING A MEMORIZED TRANSACTION:

1. Select "Maintain| Memorized Transactions..." from the Menu Bar.
2. Select the type of transaction that you want to create.
3. Type an id for the transaction in the "Transaction ID:" text box, and type a name for the transaction in the "Description:" text box.
4. Fill in any information that you want to memorize for the transaction.
5. Click "Save" to save the memorized transaction.

### USING A MEMORIZED TRANSACTION:

1. Select the transaction window that corresponds to the type of transaction that you memorized and now wish to use.
2. Click the drop-down button next to the "List" button ("Open" in Peachtree 2003:2007) in the toolbar at the top of this screen.
3. Click the "Select" button in the drop-down menu that displays.
4. In the window that appears, click on the memorized transaction that you want to use in order to select it. Then click the "OK" button.
5. Complete the information, changing it as needed for this particular situation.
6. Click "Save" to save the transaction.

# ACTIONS-

## CHANGING SYSTEM SETTINGS

### USING THE PURGE WIZARD:

1. To start the purge, select "Tasks| System| Purge Wizard..." from the Menu Bar.
2. Click the "Next >" button to continue after you have read the information on the "Welcome" screen.
3. This will bring up the "Back Up Company Data" screen.
4. To include your company name in the backup file, select the "Include company name" check box.
5. Click the "Back Up" button to decide where you want to save your Peachtree backup file.
6. In the "Save Backup As" window, use the "Look in:" drop-down at the top of the window to navigate to the folder where you want to store the file.
7. You can rename the file, if desired, in the "File Name:" text box. Peachtree gives you a default name that includes the name of your company file and the date.
8. Click "Save" when you are ready.
9. Peachtree will then tell you the size of the backup file if you are saving it to the computer, or the number of diskettes that you will need if you are using diskettes. Click "OK." The backup will then occur. If you are saving to diskettes, the program will prompt you as to when you should switch disks. Keep them labeled, and in sequential order. Don't interrupt the backup process, as this may corrupt the data.
10. Click the "Next >" button to continue after you have made the backups.
11. This will take you to the "Old Transactions" screen.
12. First, enter the date on or before which your transactions can be purged.
13. In the "Transactions" group box, select the transactions that you want to purge.
14. When you are finished, click the "Next >" button to continue.
15. This will bring up the "Account Reconciliation" screen.
16. Select the "Yes" option to reconcile, or select the "no" option to skip the reconciliation. If you select "Yes," you must select the accounts that you wish to reconcile prior to purging. For each account category, like "Cash," double-click the black arrow to drop-down a list of individual accounts. Any accounts that haven't been reconciled in the past will be marked by default. Select the check box to place a red check next to any accounts that you want to reconcile. If an account is selected here, any transactions that use the account but are not reconciled, regardless of date, will not be purged.
17. Click the "Next >" button to continue.
18. This will bring up the "Inactive Maintenance Records" screen.
19. Select the check box next to the types of inactive records you wish to purge.
20. When you are ready, click "Next >" to continue.
21. This will then bring up the "Summary of Options" screen.
22. Here you see a summary of the different options that you set for the purge. If you are satisfied with your selected options, then just click the "Begin Purge" button to begin the purge. If you are not satisfied, click the "< Back" button to return to the previous screens and change any options that you need to.
23. When you click the "Begin Purge" button, a window appears that lets you know that the purge wizard is removing your old company data. You can see the progress in the middle of the window.
24. When the purge is complete, it will announce that the "Purge Is Complete." To see a detailed log, click the "Log" button.
25. To close, click the "Close" button.

# ACTIONS- CHANGING SYSTEM SETTINGS

## USING THE YEAR-END WIZARD:

1. To start the "Year-End Wizard," select "Tasks| System| Year-End Wizard..." from the Menu Bar.
2. The first window is the "Welcome" screen, which tells you the date range of your two open fiscal and payroll tax years.
3. Click the "Next >" button to continue.
4. The Wizard will prompt you as to what it thinks is the correct choice for years that you can close. Select the correct option, and click the "Next >" button to continue.
5. If you haven't printed out items from the year which you are trying to close, Peachtree displays the "Unprinted Items" window. You should close the wizard and print out these items if this happens, as you cannot print them after closing the year.
6. The next screen is the "Print Fiscal Year-End Reports" screen.
7. If there are any reports that you don't want to print, you can deselect the box for that report from the table in this window. When you click the "Next >" button to continue, all the selected reports will print to your default printer. So you should check toner and add paper, if needed.
8. If using Peachtree Premium Accounting, or higher, and you want to run the Internal Accounting Review, click the button of that name in this screen. Otherwise, click the "Next >" button.
9. The next screen will be the "Back Up Company Data" screen.
10. To make a backup, click the "Back Up" button.
11. The "Back Up company" window appears. If you want to be prompted to backup your files again in a specified number of days, click the "Reminder" check box.
12. Select the "Include Company Name" if you want Peachtree to use your company name in the name of the backup file that it creates.
13. Click the "Back Up Now" button to begin the backup.
14. In the "Save Backup As" window, enter or select where to save your backup file.
15. If you want to change this, enter a new name in the "File Name:" text box.
16. Click the "Save" button to make the backup.
17. If you are using diskettes, Peachtree will prompt you when it needs you to replace the diskettes. Keep them labeled and in sequential order.
18. Click the "OK" button to backup the data.
19. Click the "Next >" button when you are ready to proceed.
20. This will bring up the "New Open Fiscal Years" window.
21. You can click the "Current Fiscal Year" option to see the ranges of the current open fiscal year.
22. To see the dates of the accounting period for the next fiscal year, click the "Next Fiscal Year" option.
23. To change the end dates of any of the displayed accounting periods, click the accounting period whose date you want to change. In the "To:" column, type or select a new date. When you change the "To:" field, the "From:" date in the next accounting period changes as well. This is generally not a necessary step.
24. Click the "Next >" button to continue when you are finished.
25. The next screen is the "Confirm Year-End Close" screen.
26. If things look correct, just click the "Next >" button to continue. If they don't, you can click the "< Back" buttons to go back and edit your choices.
27. This will bring up the "Begin Close-Year Process" screen.
28. Just click the "Begin Close" to close out the year(s). Once this process starts, however, it is imperative that you do not disrupt it. Do **NOT** turn off your computer.
29. When it is finished, the "Congratulations!" window will appear, showing a summary of the information closed and new accounting period information. Click the "Finish" button to finish the process.

# **CHAPTER 14-**

## **REPORTING**

---

**14.1- THE CASH MANAGER**

**14.2- THE COLLECTION MANAGER**

**14.3- THE PAYMENT MANAGER**

**14.4- THE FINANCIAL MANAGER**

**14.5- FIND ON REPORT- 2005:2012**

**14.6- PRESET REPORTS**

**14.7- REPORT GROUPS**

**14.8- MODIFYING REPORTS**

**14.9- EXPORTING REPORTS TO EXCEL**

**14.10- IMPORTING AND EXPORTING DATA**

**14.11- EXPORTING REPORTS TO PDF- 2005:2012**

**14.12- MODIFYING SCREEN TEMPLATES**

**14.13- MODIFYING FORMS**

# REPORTING

## **14.1- The Cash Manager:**

The “Cash Manager” is available only in the Peachtree Accounting or higher. It has been reformatted starting in 2009, while in Peachtree 2003:2008 it resembled the other managers, like the “Collection Manager” or the “Payment Manager.” In order to open it in Peachtree 2003:2008, select “Analysis| Cash Manager...” from the Menu Bar. In Peachtree 2009:2012, select “Analysis| Cash Flow Manager...” from the Menu Bar.

This report shows the projected cash flow status for your company for a certain period of time. You can see balances for receipts, payments, payroll, and other cash broken down by due dates. In the Peachtree 2003:2008 versions, you can select the “Numeric,” “Spreadsheet,” “Cash Source,” or “Detail” buttons to view the varying levels of detail on transactions. The “Cash Manager” lists current cash levels and expected cash levels after scheduled transactions occur. These include sales to collect, payments to make, and payroll to pay. Both the “Numeric” and “Graph” display the same amounts.

In the 2003:2008 versions, you can click the “Spreadsheet” button on the toolbar of this window to see the next level of detail for “Sales to Collect,” “Payments to Make,” “Payroll to Pay,” or any of the “Adjustments” rows. From the spreadsheet window, you can view the information from the original transaction. In the “Spreadsheet” view, you can change the information for the bracket of information that you selected in the “Numeric” view, which is the default view. If you change the amounts in the spreadsheet view, it only affects the Cash Manager. It doesn’t affect the General Ledger unless you select a transaction, click the “Source” button, select the reference to change, and then click the “Detail” button to view the original transaction. You would have to change and save the transaction to affect the General Ledger.

In 2009:2012, you can more easily see your starting cash. As part of the re-design, you can choose to include or exclude selected accounts by clicking the “Include” checkbox for any accounts shown. You can still click the “Details” hyperlink that appears to view the account register and view the transactions. You can also click the “Expected Incoming Cash” tab to view your invoices and other incoming cash. You can click the “Expected Outgoing Cash” tab to view purchases and other bills. To add adjustment transactions to any of these three tabs, you can simply click into the topmost row on the desired tab, and then enter the information for the adjustment entry into the blank row. Be sure that you check the “Include” checkbox for any adjustment rows that you create in order to add the amount you enter to the cash flow forecast. You should also remember to click the “Save” button that appears at the top of the window to save your adjustment entries. Otherwise, they may be removed when you close the Cash Flow Manager window.

At the bottom of the window, you will see your projected cash flow totals. You can check the “Balance,” “Incoming,” and “Outgoing” checkboxes in this area to show those amounts in the graph. When you are finished with the Cash Flow Manager, click the “Close” button to close the window.

## **14.2- The Collection Manager:**

The “Collection Manager” is available only in the Peachtree Accounting or higher. You can view the “Collection Manager” by selecting “Analysis| Collection Manager...” from the Menu Bar.

The “Collection Manager” provides you with a bracket (numeric) and graphical analysis of your accounts receivable. You can see the detail for the various aging brackets that are displayed. They are 0-30 days, 31-60 days, 61-90 days, and over 90 days. Double-click on a column in the graphical version or an entry in the bracket version to view the detail data for that range. In this view, to see the totals for a selected customer just select the customer and click the “Source” button. Then if you want to view the original transaction, select the source transaction that you want to view, and click the “Detail” button to bring up the original transaction.

# REPORTING

## **14.3- The Payment Manager:**

The “Payment Manager” is available only in Peachtree Accounting or higher. You can view the “Payment Manager” by selecting “Analysis| Payment Manager...” from the Menu Bar.

The “Payment Manager” can be viewed either graphically or numerically. Use this to see your aging status on payments to vendors, as well as your discount status with vendors. You can change the information shown as of a specific date in the “As of Date:” field at the top of this window. You can also switch the view to either a “Bracket” or “Graph” by clicking either button in the toolbar at the top of this window. If you select to view the information in the “Bracket” view, you can select an aging bracket for a vendor and click the “Vendor” button to view the aging information for that vendor. You can then click the “Detail” button to view the original transaction.

## **14.4- The Financial Manager:**

The “Financial Manager” provides a brief, overall financial picture of how your business is performing. Like the other Peachtree business managers, the Financial Manager is based on multiple levels of analysis. In this case, there are two levels:

- Numeric level:** a set of business-summary data or account balances at a specified point in time, which can be viewed in a numeric table
- Spreadsheet level:** a set of business-summary data or account balances projected for the end of sequential periods for comparison purposes

The “Date” field at the top of the window on the right defaults to the current system date if the current system date falls within the current accounting period. When you change the date, the system refreshes the Financial Manager data displayed. You can also refresh the financial data by selecting the “Refresh” button at the top of the window.

## **14.5- Find on Report- 2005:2012:**

Starting in Peachtree 2005, the “Find on Report” window makes it even easier to find information on reports and financial statements. When previewing a report or financial statement, click the “Find” button in the toolbar at the top of the preview window to open the “Find on Report” dialog box. Use this dialog box to search for text within a report or financial statement.



## **14.6- Preset Reports:**

Peachtree installs several preset reports which you can use to analyze information entered into the Peachtree application. The reports are grouped into various categories, but they can all be accessed in the "Select a Report or Form" ("Select a Report" in 2003:2007) window in Peachtree.

If you select the "Reports & Forms" command in the Menu Bar, you will see the report categories shown in the drop-down menu. Selecting any one of these categories will invoke the "Select a Report or Form" window. Starting in Peachtree 2008, ensure that the tab in the upper left corner of this window is set to show "Reports." The report categories are displayed in the list at the left side of the "Select a Report or Form" window. The category which you selected to invoke this dialog box will be the category selected.

The reports within the selected category will be displayed at the right side of the dialog box. When you click on the name of a report shown in the report list, a description of the functionality of the report will appear in the box to the right.

To preview one of the reports, select the report that you want to preview from the list at the right side of the window and then click the "Display" ("Preview" in 2003:2007) button at the top of the window. This will display the report data. You can then click the "Print" button in the preview window that appears to print the data after verifying that it is displaying the data you wish to print. You could also skip the preview process entirely by just clicking the "Print" button directly from the "Select a Report or Form" window.

## **14.7- Report Groups:**

You can list related reports together and print the entire related grouping of reports simultaneously by creating report groups. Report groups can include reports from any report category. To create a report group, click the "Group" button in the "Select a Report or Form" window's toolbar. This will bring up the "Report Groups" window where we create our report groups. All reports are listed in the "Report Index:" column, but you can display a list of all the reports for a selected category using the "Report Index" drop-down list. Just select a report from the list on the left, and click the "Add" button to move the report to the window on the right. If you accidentally add a report that you want to remove from the group, select the report from the window on the right and click the "Remove" button. As the reports are added to the group, they are listed in the box to the right. Once all of the reports that you want to place into the group are in the box to the right, you can save the group for later use. Do this by clicking the "Save" button in the "Report Groups" window toolbar. This will launch the "Save As" dialog box, where you can give the report group a name and a description. Just click the "Save" button to save the group.

When you want to print a report group in the future, just select "Reports & Forms" ("Reports" in 2003:2007) | Report Groups... from the Menu Bar. Then select the report group folder that you want to print from the list on the right, and click the "Print" button in the toolbar above to print the selected report group. You can also double-click the report group folder icon to view the individual reports in the group. You can then select and print or display these reports independently, if desired.

## **14.8- Modifying Reports:**

You can modify the reports that are provided with Peachtree to create your own custom reports. To modify a report, select the report that you want to use as a basis for your custom report within the "Select a Report or Form" window. Then click the "Options" ("Design" in 2003:2007) button to bring up the report's modification window. In Peachtree 2003:2007, this window consists of three tabs: "Filters," "Fields," and "Fonts." In Peachtree 2008:2012, the same options are simply shown within a single window.

## **14.8- Modifying Reports (cont.):**

In Peachtree 2003:2007, on the “Filters” tab, you will see the filters that are in place for the report. These are now shown by default within the initially displayed screen in Peachtree 2008:2012. Here you can change the criteria used to filter the report data. The available options will change based on what data is used for the report.

In Peachtree 2003:2007, if you click to the “Fields” tab, you will see a listing of the fields used in the report. You can click the “Columns” hyperlink that appears within the “Modify Report” window in Peachtree 2008:2012 to display this same window, although it is called the “Columns” tab in Peachtree 2008:2012. In all versions, you can check the “Show” check box for the columns (fields) that you want to show within the report. As you add the additional columns(fields), they will be added to the end of the columns within the report. If you look in the “Col #” column, you will see their order from left to right displayed as a numeric, ascending ranking starting with column number 1 at the far left. If you want to change this, you can click on the one that you want to change the position of, and either click the “Move Up” or “Move Down” button in this tab.

In Peachtree 2003:2007, if you click to the “Fonts” tab, you can click on the “A” button for any available font style listed to bring up the “Font” dialog box. You can simply click the “Fonts” hyperlink that appears within the “Modify Report” window in Peachtree 2008:2012 to display this same window. Alternately, if you had opened the “Columns” tab, you can simply click the “Fonts” tab within the same dialog box to also view this same information. On this tab you can set the font to whatever you would like for each report section shown. Click “OK” when you are done to apply your changes to the font.

Click “OK” when you are done modifying the report in order to view the layout for the report. Here you can change the width of the columns by clicking and dragging on the blue double-pointed arrows between the column headings to change the column width. When you are done, click the “Save” button to save your report. Give it a new name, and click the “Save” button again to save it. It will then appear in the “Select a Report or Form” window in the future. All customized reports have a red arrow or a blue wrench (depending on the version of Peachtree that you are using) appear next to them within the “Select a Report or Form” window.

## **14.9- Exporting Reports to Excel:**

Any report in Peachtree can be exported to Excel in order to do further analysis on the data. If you need to do this, select the report that you want to export to Excel in the “Select a Report or Form” window. Then click the “Send To” button in the toolbar at the top of the “Select a Report or Form” window. Click the “Excel” button in the button drop-down menu. At this point, set any reporting options as needed. In the next dialog box which appears, select the option to either send it to an existing Excel spreadsheet or to a new one. Then click “OK” to export it.

# REPORTING

## 14.10- Importing and Exporting Data:

One way to import and export data in Peachtree is to export a .CSV file (Comma Separated Value) that can be opened in Excel or one of many other spreadsheet-style programs compatible with .CSV files. In order to do this, you must access the "Select Import/Export" window by selecting "File| Select Import/Export..." from the Menu Bar. Once the window appears, select the file you would like to export and click the "Export" button.

Once you have clicked the "Export" button, you can use the "Filter" and "Fields" tabs to select options for the report as usual. On the "Options" tab, you click the gray arrow button in the upper-left corner to specify a name and location for the file to be created. To ensure you will be able to import the data later, you should leave the file name as whatever Peachtree makes it. In the "Export Options" section, you can select or deselect options as necessary to create the data file as you would like it. When you are finished, click "OK." When Peachtree is finished exporting the report, it will return to the "Select Import/Export" window and will **not** display the report. If you want to see it, you will need to open it on your own.

After you have exported the report as a .CSV file, you may want to change some of the data or send it to an accountant to check and/or change the data. Once this has been done, you can import the changes back into Peachtree! However, before you attempt to import data into your company file, you should understand and have experience with data transfer as it is complicated and can cause your company file to become corrupted if not done properly.

To import a .CSV file you have exported and changed, again you must have the "Select Import/Export" window open. Once it is, select the type of file to import and click the "Import" button. Once you do this, you will see the "Fields" tab where you can select which fields you want to import. Be sure your selections here match the selections you made when you exported the file, or your data may become corrupt. Then, on the "Options" tab, you can click the gray arrow button in the upper-left corner to select the correct file location. Then, if you clicked the "Include Headings" checkbox when you exported the data, be sure to select the "First Row Contains Headings" checkbox in the "Import Options" section of this tab. When you are ready, click "OK." You will be notified that you should create a backup before attempting to import data. If you **do** want to create a backup, click "No" when Peachtree asks if you want to continue. Then, create your backup and repeat the steps you just took to import the file. If you **do not** want to create a backup first, simply click "Yes."

## 14.11- Exporting Reports to PDF- 2005:2012:

You can create and save an Adobe PDF version of a Peachtree report or financial statement. The advantage of the PDF version is that you can easily attach it to an e-mail message for delivery to a customer, and the report will appear exactly as it does when you display or print it in Peachtree, with all formatting (including page breaks) intact.

To do this, select the report that you want to export to PDF in the "Select a Report or Form" window. Then click the "Send To" button in the window's toolbar and then click the "PDF" button. The options window of the selected report will then appear, allowing you to set any desired filters for the reports, choose which fields of information to display, and set the display of the fonts in the report. Set the options as you would like and then click "OK" to continue.

In the "Save As" dialog box which appears, use the "Save in:" drop-down to select into which folder on your computer system you wish to save the PDF file. You can then type a name for the file into the "File name:" text box. Click "Save" when you are ready to save the PDF file.

## **14.12- Modifying Screen Templates:**

You can modify the screen entry templates for the task windows in Peachtree. You can select from different predefined templates, or you can create your own. For example, you could remove fields that you don't use from the invoice form to speed up data entry.

If you look on the toolbar of a task window like the "Sales/Invoicing" window, you'll see a "Layout" button ("Template" in 2003:2007). If you click it, you can switch between some predefined templates, or you can create your own. If you click the "Customize (form name) Layout" command ("Customize Template" in 2003:2007) from the button's drop-down list of choices, you'll be presented with a template of the task window that you can modify. To make a new template, click the "New" button in the toolbar at the top of the window to create a new template.

If using Peachtree 2008:2012, you simply check or uncheck the checkboxes for the fields shown in order to include or remove them from the display within both the "Entry Screen" and the "Printed Form" versions of the selected form template. If using Peachtree 2003:2007, in the data entry screen template that appears, you simply double-click the fields available in order to toggle them between the "Hide" and "Show" modes. Note that you cannot change the template of the printed version of the form in this window in Peachtree 2003:2007. When you have decided what fields will appear in the screen template, click the "Save" button to save the template with the name that you desire. Also in the 2003:2007 versions, you can click the "Set template as default" checkbox to set the template you created as the default data entry template to use within the associated task window.

## **14.13- Modifying Forms:**

You can modify the templates of the printed versions used by the task windows in Peachtree, or create your own. All of the printed forms, including invoices, payroll checks, and mailing labels can be modified to fit your needs. In order to modify one of the printed form templates you must first open the "Select a Report or Form" ("Select a Report" in 2003:2007) window.

If using Peachtree 2008:2012, select the "Forms" tab within the "Select a Report or Form" window, and then choose the name of the form to customize from the listing shown. In these versions, you can then click the "Customize" button that appears in the lower right corner of the window to open the design editor for the selected form.

If using Peachtree 2003:2007, select the report group on the left side of the "Select a Report" window that matches the type of printed transaction you want to customize. For example, if you wanted to customize an invoice, you would select the "Accounts Receivable" group. Then, in the list of reports that appears to the right, scroll to the bottom of the list where you will see folders. The printed templates are contained in these folders. To view the contents of a folder, simply click it once. Next, click the form you would like to customize, and then click the "Design" button at the top of the "Select a Report" window to open the design editor for the selected form.

The design editor is a window that allows you to add, remove and change data fields, text fields and other shapes and images. Before you begin adding new items to your form, however, you should examine the options in this window. If you click the "Options" button at the top of the window, you will see a set of checkboxes on the "Display" tab that you can use to turn features on or off. The "Grid/Copies" tab offers options for how you would like the grid to be displayed and measured, as well as how many copies of the form you would like to print each time you print a record. When you have selected the desired options, click "OK."

Down the left side of the design editor window, you will see a toolbar that contains buttons you can use to insert objects into your form. To modify an object within the form, you can click the desired object in

## **14.13- Modifying Forms (cont.):**

order to select it, and then click the “Properties” button within the design editor. Notice that when an object within the form has been selected, it will display small squares at each of the corners and midpoints of the object that you clicked. Depending on the type of object you select, the properties and options available to change will vary. Set any properties of the selected object as desired within the properties dialog box that appears, and then click the “OK” button in the dialog box to apply your changes to the selected object.

To insert a new object into the form in Peachtree 2008:2012, first click the “Add” button shown in the toolbar within the design editor, and select the type of object that you wish to add to the form. Next, answer any prompts that are needed in order to insert an object of that type in the ensuing prompt windows that appear. Finally, click and drag over the area in the form you want the object to cover.

To insert a new object into the form in Peachtree 2003:2007, first click the button for the type of object that you want to insert from the choices shown in the toolbar within the design editor, and then click and drag over the area in the form you want the object to cover. If you click the “Object” button, you will first get a dialog box that allows you to select what type of object you want to insert.

To change the type of paper you want to use for the form, click the drop-down next to the “Print” button in the toolbar at the top of the design editor window and then select the “Setup” command from the drop-down menu if using Peachtree 2008:2012. If using Peachtree 2003:2007, instead directly click the “Setup” button at the top of the design editor window.

In the “Page Setup” dialog box that then appears, you will find several preset page sizes and layouts. While the form editing window can be used to make forms look however you want, ensure that you do not place content in your form outside of the printable area of the form. For example, if your printer does not have a continuous feed option, do not select a continuous page style.

When you are finished customizing your form, click the “Save” button. If you do not want to save your changes, click the “Close” button and click “No” when Peachtree asks if you want to save your changes.

# ACTIONS- REPORTING

## USING THE CASH MANAGER:

1. Select "Analysis| Cash Manager..." from the Menu Bar if using Peachtree 2003:2008. In Peachtree 2009:2012, select "Analysis| Cash Flow Manager..." from the Menu Bar.
2. In the Peachtree 2003:2008 versions, you can select the "Numeric," "Spreadsheet," "Cash Source," or "Detail" buttons to view the varying levels of detail on transactions. You can click the "Spreadsheet" button on the toolbar of this window to see the next level of detail for "Sales to Collect," "Payments to Make," "Payroll to Pay," or any of the "Adjustments" rows.
3. In Peachtree 2009:2012, you can more easily see your starting cash. You can also choose to include or exclude selected accounts by clicking the "Include" checkbox for any accounts shown. You can still click the "Detail" hyperlink that appears to view the account register and view the transactions. You can click the "Expected Incoming Cash" tab to view your invoices and other incoming cash. You can click the "Expected Outgoing Cash" tab to view purchases and other bills.
4. To add adjustment transactions to any of these three tabs, you can simply click into the topmost row on the desired tab, and then enter the information for the adjustment entry into the blank row.
5. When you are finished with the Cash Flow Manager, click the "Close" button to close the window.

## USING THE COLLECTION MANAGER:

1. Select "Analysis| Collection Manager..." from the Menu Bar to open the "Collection Manager."
2. Double-click on a column in the graphical version or an entry in the bracket version to view the detail data for that range.
3. In this view, to see the totals for a selected customer just select the customer and click the "Source" button.
4. Then if you want to view the original transaction, select the source transaction that you want to view, and click the "Detail" button to bring up the original transaction.

## USING THE PAYMENT MANAGER:

1. Select "Analysis| Payment Manager..." from the Menu Bar to open the "Payment Manager."
2. You can change the information shown as of a specific date in the "As of Date:" field at the top of this window.
3. You can also switch the view to either a "Bracket" or "Graph" by clicking either button in the toolbar at the top of this window.
4. If you select to view the information in the "Bracket" view, you can select an aging bracket for a vendor and click the "Vendor" button to view the aging information for that vendor.
5. You can then click the "Detail" button to view the original transaction.

## USING THE FINANCIAL MANAGER:

1. Select "Analysis| Financial Manager..." from the Menu Bar to open the "Financial Manager."
2. You can change the information shown as of a specific date in the date field at the top right of this window.
3. Select either the "Numeric" or "Spreadsheet" buttons to change the display of the financial information.
4. Decide if you want to see the display in "Business Summary" or in "Key Balances" by selecting either button.

# ACTIONS- REPORTING

## USING THE “FIND ON REPORT” FEATURE- 2005:2012:

1. Open any report in the “Display” (“Preview” in 2003:2007) report view.
2. Click the “Find” button in the report’s toolbar.
3. Enter the words or numbers for which you want to search through the report to find.
4. Select any additional options needed to refine or enhance your search in the dialog box, as well.
5. Click “Find Next” to see the next matching entry within the report.

## SELECTING REPORTS IN THE “SELECT A REPORT OR FORM ” WINDOW:

1. To run a report, select “Reports & Forms” (“Reports” in 2003:2007) from the Menu Bar.
2. Select the desired report category from the drop-down menu of choices.
3. This will open the “Select a Report or Form” (“Select a Report” in 2003:2007) window.
4. Click on a report in the “Report List” at the right side of the screen to select it.

## PREVIEWING REPORTS:

1. In the “Select a Report or Form” window, click on a report in the “Report List” at the right that you want to preview.
2. Click the “Display” (“Preview” in 2003:2007) button on the toolbar at the top of the “Select a Report or Form” window to preview the report.
3. You can print the report from the “Preview” window by clicking the “Print” button in the report’s toolbar.

## PRINTING REPORTS:

1. In the “Select a Report or Form” window, click on a report in the “Report List” at the right that you want to print.
2. Click the “Print” button on the toolbar in the “Select a Report or Form” window.

## CREATING A REPORT GROUP:

1. Select “Reports & Forms (“Reports” in 2003:2007)| Report Groups...” from the Menu Bar.
2. Click the “Group” button in the “Select a Report or Form” (“Select a Report” in 2003:2007) window’s toolbar.
3. Use the “Report Index” drop-down to select the reports that you want to add to the group.
4. Select a report to add to the group in the left list and click the “Add” button to move them to the right list.
5. You can remove a report by clicking on its name in the right list window and then clicking the “Remove” button to send it back to the list on the left.
6. When the report group is finished, click the “Save” button in the “Report Groups” window.
7. In the “Save As” dialog box, type a name for the group in the “Name:” field, and a description for the group in the “Description” text box. Then click “Save” to save the report group.

# ACTIONS- REPORTING

## MODIFYING REPORTS:

1. To modify a report, first select the report that you want to use as a basis for your custom report within the “Select a Report or Form” window.
2. Click the “Options” (“Design” in 2003:2007) button to bring up the report’s modification window. In Peachtree 2003:2007, this window consists of three tabs: “Filters,” “Fields,” and “Fonts.” In Peachtree 2008:2012, the same options are simply shown within a single window.
3. In Peachtree 2003:2007, on the “Filters” tab, you will see the filters that are in place for the report. These are now shown by default within the initially displayed screen in Peachtree 2008:2009. Here you can change the criteria used to filter the report data. The available options will change based on what data is used for the report.
4. In Peachtree 2003:2007, if you click to the “Fields” tab, you will see a listing of the fields used in the report. You can click the “Columns” hyperlink that appears within the “Modify Report” window in Peachtree 2008:2012 to display this window, but it is called the “Columns” tab in Peachtree 2008:2012.
5. In all versions, you can check the “Show” check box for the columns (fields) that you want to show within the report. As you add the additional columns(fields), they will be added to the end of the columns within the report. If you look in the “Col #” column, you will see their order from left to right displayed as a numeric, ascending ranking starting with column number 1 at the far left. If you want to change this, you can click on the one that you want to change the position of, and either click the “Move Up” or “Move Down” button in this tab.
6. In Peachtree 2003:2007, if you click to the “Fonts” tab, you can click on the “A” button for any available font style listed to bring up the “Font” dialog box. You can simply click the “Fonts” hyperlink that appears within the “Modify Report” window in Peachtree 2008:2012 to display this same window. Alternately, if you had opened the “Columns” tab, you can simply click the “Fonts” tab within the same dialog box to also view this same information. On this tab you can set the font to whatever you would like for each report section shown. Click “OK” when you are done to apply your changes to the font.
7. Click “OK” when you are done modifying the report in order to view the layout for the report. Here you can change the width of the columns by clicking and dragging on the blue double-pointed arrows between the column headings to change the column width.
8. When you are done, click the “Save” button to save your report.
9. Give it a new name, and click the “Save” button again to save it. It will then appear in the “Select a Report or Form” window in the future. All customized reports have a red arrow or a blue wrench (depending on the version of Peachtree that you are using) appear next to them within the “Select a Report or Form” window.

## EXPORTING REPORTS TO EXCEL:

1. Select the report that you want to export to Excel in the “Select a Report or Form” window.
2. Click the “Send To” button in the “Select a Report or Form” window’s toolbar.
3. From the drop-down listing of buttons which appears, click the “Excel” button.
4. The options window of the selected report will then appear, allowing you to set any desired filters for the reports, choose which fields of information to display, and set the display of the fonts in the report. Set the options as you would like and then click “OK” to continue.
5. In the next dialog box which appears, you select the option to either send it to an existing Excel spreadsheet or to a new one.
6. Click “OK” to export it.



# ACTIONS- REPORTING

## IMPORTING AND EXPORTING PEACHTREE DATA:

1. One way to import and export data in Peachtree is to export a .CSV file (Comma Separated Value) that can be opened in Excel or one of many other spreadsheet-style programs compatible with .CSV files. In order to do this, you must access the "Select Import/Export" window by selecting "File| Select Import/Export..." from the Menu Bar.
2. Once the window appears, select the type of file you would like to export and click the "Export" button.
3. Once you have clicked the "Export" button, you can use the "Filter" and "Fields" tabs to select options for the report, as usual.
4. On the "Options" tab, you click the gray arrow button in the upper-left corner to specify a name and location for the file to be created. To ensure you will be able to import the data later, you should leave the file name as whatever Peachtree makes it.
5. In the "Export Options" section, you can select or deselect options as necessary to create the data file as you would like it.
6. When you are finished, click "OK." When Peachtree is finished exporting the report, it will return to the "Select Import/Export" window and will not display the report. If you want to see it, you will need to open it on your own.
7. After you have exported the report as a .CSV file, you may want to change some of the data or send it to an accountant to check and/or change the data. Once this has been done, you can import the changes back into Peachtree! However, before you attempt to import data into your company file, you should understand and have experience with data transfer as it is complicated and can cause your company file to become corrupted if not done properly.
8. To import a .CSV file you have exported and changed, again you must have the "Select Import/Export" window open. Once it is, select the type of file to import and click the "Import" button.
9. Once you do this, you will see the "Fields" tab where you can select which fields you want to import. Be sure your selections here match the selections you made when you exported the file, or your data may become corrupt.
10. Then, on the "Options" tab, you can click the gray arrow button in the upper-left corner to select the correct file location.
11. Then, if you clicked the "Include Headings" checkbox when you exported the data, be sure to select the "First Row Contains Headings" checkbox in the "Import Options" section of this tab.
12. When you are ready, click "OK." You will be notified that you should create a backup before attempting to import data. Create your backup and repeat the steps you just took to import the file.

## EXPORTING REPORTS TO PDF- 2005:2012:

1. Select the report that you want to export to PDF in the "Select a Report or Form" window.
2. Click the "Send To" button in the "Select a Report or Form" window's toolbar.
3. From the drop-down listing of buttons which appears, click the "PDF" button.
4. The options window of the selected report will then appear, allowing you to set any desired filters for the reports, choose which fields of information to display, and set the display of the fonts in the report. Set the options as you would like and then click "OK" to continue.
5. In the "Save As" dialog box which appears, use the "Save in:" drop-down to select into which folder on your computer system you wish to save the PDF file.
6. You can then type a name for the file into the "File name:" text box.
7. Click "Save" when you are ready to save the PDF file.

# ACTIONS- REPORTING

## CUSTOMIZING A DATA ENTRY SCREEN TEMPLATE:

1. Open up the task window for which you want to customize the template. Note that not every screen can have its data entry template modified.
2. Click the “Layout” button (“Template” in 2003:2007). If you click it, you can switch between some predefined templates, or you can create your own.
3. If you click the “Customize (form name) Layout” command (“Customize Template” in 2003:2007) from the button’s drop-down list of choices, you’ll be presented with a template of the task window that you can modify.
4. To make a new template, click the “New” button in the toolbar at the top of the window to create a new template.
5. If using Peachtree 2008:2012, you simply check or uncheck the checkboxes for the fields shown in order to include or remove them from the display within both the “Entry Screen” and the “Printed Form” versions of the selected form template.
6. If using Peachtree 2003:2007, in the data entry screen template that appears, you simply double-click the fields available in order to toggle them between the “Hide” and “Show” modes. Note that you cannot change the template of the printed version of the form in this window in Peachtree 2003:2007. Also in the 2003:2007 versions, you can click the “Set template as default” checkbox to set the template you created as the default data entry template to use within the associated task window.
7. When you have decided what fields will appear in the screen template, click the “Save” button to save the template with the name that you desire.

## MODIFYING FORMS:

1. Open the “Select a Report or Form” (“Select a Report” in 2003:2007) window.
2. If using Peachtree 2008:2012, select the “Forms” tab within the “Select a Report or Form” window, and then choose the name of the form to customize from the listing shown. In these versions, you can then click the “Customize” button that appears in the lower right corner of the window to open the design editor for the selected form. If using Peachtree 2003:2007, select the report group on the left side of the “Select a Report” window that matches the type of printed transaction you want to customize. For example, if you wanted to customize an invoice, you would select the “Accounts Receivable” group. Then, in the list of reports that appears to the right, scroll to the bottom of the list where you will see folders. The printed templates are contained in these folders. To view the contents of a folder, simply click it once. Next, click the form you would like to customize, and then click the “Design” button at the top of the “Select a Report” window to open the design editor for the selected form.
3. You can select an object by giving it a click to select it. It is selected when you see 8 black resizing squares around its perimeter. If you hold down the “Shift” key and click on several objects, you can simultaneously select them.
4. You can click on an object to select it, and then drag it to a new location to move it.
5. You can click and drag while holding your mouse pointer over one of the black resizing squares to resize the selected object.
6. You can right-click on an object and select the “Properties...” command from the pop-up menu that appears to view and change the object’s properties in a separate dialog box.
7. When you have multiple objects selected (see #5 above), you can use the buttons in the toolbar at the top or side of the screen (depending on version) to align their sides, or make them the same size.

(cont.)

# ACTIONS- REPORTING

## MODIFYING FORMS (CONT.):

8. To insert a new object into the form in Peachtree 2008:2012, first click the “Add” button shown in the toolbar within the design editor, and select the type of object that you wish to add to the form. Next, answer any prompts that are needed in order to insert an object of that type in the ensuing prompt windows that appear. Finally, click and drag over the area in the form you want the object to cover.
9. To insert a new object into the form in Peachtree 2003:2007, first click the button for the type of object that you want to insert from the choices shown in the toolbar within the design editor, and then click and drag over the area in the form you want the object to cover. If you click the “Object” button, you will first get a dialog box that allows you to select what type of object you want to insert.
10. To change the type of paper you want to use for the form, click the drop-down next to the “Print” button in the toolbar at the top of the design editor window and then select the “Setup” command from the drop-down menu if using Peachtree 2008:2012. If using Peachtree 2003:2007, instead directly click the “Setup” button at the top of the design editor window.
11. When you are finished customizing your form, click the “Save” button to save your changes.
12. To preview the form, bring up the task window that is associated with the type of form you just customized.
13. Enter or open a transaction, and click the drop-down next to the “Print” button. Click the “Preview” button.
14. In the dialog box that appears, click the “Change Form...” button.
15. Scroll through the list until you find your customized form, and then double-click on it to select it.
16. Click the “Display” (“Preview” in 2003:2007) button to preview the form, and close it or print it when you are finished.

# **CHAPTER 15-**

## **THE INTERNAL ACCOUNTING REVIEW**

---

### **15.1- USING THE INTERNAL ACCOUNTING REVIEW- 2006:2012**

Sample- for evaluation purposes only!

# THE INTERNAL ACCOUNTING REVIEW

## 15.1- Using the Internal Accounting Review- 2006:2012:

A helpful feature in Peachtree Complete Accounting and higher starting in 2006 is the "Internal Accounting Review." This feature will run a quick check of your accounts and transactions to check for minor accounting errors, such as selecting an incorrect account type when writing a check, for example. The "Internal Accounting Review" will then display an easy-to-read list you can use to help find and fix your minor accounting errors.

To start the "Internal Accounting Review" select "Reports & Forms ("Reports in 2006:2008)| Internal Accounting Review..." from the Menu Bar. When the report is displayed, you can click any of the transaction lines to open the source transaction and fix the problem that is stated in the review window. Be sure to save any changes you make when fixing transaction problems. When you are finished with the "Internal Accounting Review," simply close the window.

**Internal Accounting Review**

File Edit Window Help

From: This Period From: 03/01/2007 To: 03/31/2007 Apply Display 20 transactions per check

9 of the checks have found no transactions 6 of the checks need to be reviewed

The Peachtree® Internal Accounting Review allows you to easily identify common transaction mistakes and transactions or conditions that may not adhere to Generally Accepted Accounting Principles. The Review identifies potential "red flag" transactions, and allows you to drill down to detail, investigate, and make corrections if necessary. The Review checks your company for up to 15 types of transactions and/or postings that represent common mistakes and items that may be identified in an audit.

**Purchases or bills that do not credit an accounts payable account**

Date	Purchase No.	Vendor ID	Amount	Account ID
03/15/2007	10045	GARY	\$150.00	24700
03/15/2007	10046	JACKSON	\$50.00	24000

This check helps you **identify purchase transactions that may credit an incorrect general ledger account type.** For companies using the accrual accounting method, the Internal Accounting Review searches for purchases whose purchase journal entry does not credit an accounts payable account. Typically, purchases credit an accounts payable account.

**Sales or invoices that do not debit an accounts receivable account**

Date	Invoice No.	Customer ID	Amount	Account ID
03/14/2007	10341	CHAPPLE	\$37.10	10000
03/15/2007	10339	ARMSTRONG	\$53.00	10000
03/15/2007	10340	FRANKLIN	\$37.45	10000

This check helps you **identify sales transactions that may debit an incorrect general ledger account type.** For companies using the accrual accounting method, the Internal Accounting Review searches for sales invoices whose sales journal entry does not debit an accounts receivable account. Typically, sales transactions debit an accounts receivable account.

# ACTIONS-

## THE INTERNAL ACCOUNTING REVIEW

---

### USING THE INTERNAL ACCOUNTING REVIEW- 2006:2012:

1. Select "Reports & Forms ("Reports" in 2006:2009)| Internal Accounting Review..." from the Menu Bar.
2. Click any of the transaction lines to open the source transaction.
3. Fix the problem that is stated in the review window. Be sure to save any changes you make when fixing transaction problems.
4. When you are finished with the "Internal Accounting Review," simply close the window.

# CHAPTER 16-

## ACTION ITEMS

---

**16.1- EVENTS**

**16.2- To Do ITEMS**

**16.3- ALERTS**

Sample- for evaluation purposes only!

# ACTION ITEMS

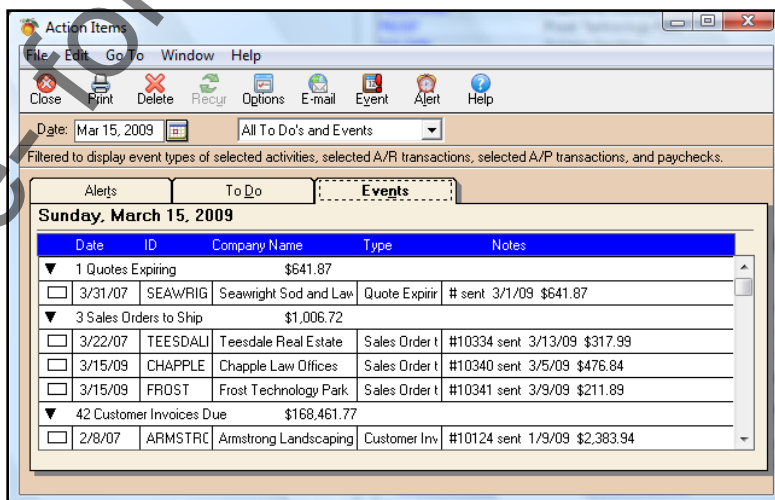
## 16.1- Events:

Events are the first of the three types of action items that Peachtree provides with its Accounting and Complete Accounting applications. You can use these features to help you set up alerts for events for Peachtree and your contacts. To view the action items, select "Tasks| Action Items..." from the Menu Bar. This will bring up the "Action Items" window as shown below. There are three tabs in this window: "Alerts," "To Do," and "Events." At the top of the window is a "Date:" field. You can enter in a specific date to view here. Depending on what you select in the "Show:" box, this will list "events" and "to do" items before and on the day you selected. If you want to see future events, select a future date here. If you click either the "Events" or "To Do" tab, the "Show:" field at the top of the window becomes active. Use the "Show:" drop-down to list all "To Do" items and events, completed "To Do" items and events, or uncompleted "To Do" items and events. These will then display those types of items in the "To Do" and "Events" tabs in conjunction with the "Date:" that you entered.

If you click the "Events" tab, you will see the two type of events that can be shown in Peachtree: "system-generated events" and "Activities." "System-generated" events are events generated by Peachtree for certain types of transactions. You can set up ones that would be generated every time you created an invoice, for example. The "Activities" are events that you create for company contacts (vendors, employees, and customers). You could use this to note important vendor meeting dates, or employee's birthdays.

To create an activity, click the "Event" button in the "Action Items" window's toolbar. This will bring up the "Create Event" window. Here you select the type of contact that you are creating the event for in the "Type:" field. Then select a specific ID from the "ID:" field for the "Type:" you chose. Enter the date that you want the event to be created on, if it is something other than the current system date in the "Date:" field. Then select or enter the event type in the "Event Type:" section. Enter a note about the event in the "Note:" field. If you want it to display in the "Action Items" window, select the check box for "Display in Action Items" and enter in the number of days before or after the event that you want the event to appear. Check the "Completed on" check box and enter the date that you expect the event to be finished in the "Completed on" date field.

If you want the event to automatically recur, then click the "Recur" button on the toolbar in this window. This will bring up the "Create Recurring Event" window. Here you select the number of times to have the event recur, and the frequency of the recurrence in the "When to Recur:" drop-down field. Click "OK" to set the recurrence and "Cancel" to cancel the recurrence. Click "Save" in the "Create Event" window to save the event.





# ACTION ITEMS

## 16.1- Events (cont.):

Back in the “Action Items” window, you can also set the System-generated events. To set the System-generated events, click the “Options” button in the “Action Items” window. This will bring up the “Action Items and Event Log Options” window. Here you see three tabs: “Activities,” “Transactions,” and “Start Up.” If you click the “Activities” tab, you can select which “Activities” you want displayed on the “Events” tab on the “Action Items” window. These are the activities that you create. Check the ones that you want to display by clicking in the “Display in Action Items” column for the “Activity” type you select, and then entering in the number of days before or after the event that you want it to display under the “# of Days” column, and then selecting either “before the event date” or “after the event date” from the last drop-down choice.

You can also set up System-generated events for the “Transactions” your company makes by clicking that tab. Here you will see the transaction types that you can create events for. Check any that you want to create events for by clicking the check box under the “Create Event” column for the transaction type. Then, if you want the event to display in the “Action Items” window, click the check box under the “Display in Action Items” column. Then enter in the number of days before or after the event that you want it to display under the “# of Days” column, and then select either “before the event date” or “after the event date” from the last drop-down choice.

If you click the “Start Up” tab, you will be able to select or de-select the “Display Action Items each time a new company is opened” check box.

When you are done setting your system-generated events, click the “OK” button.

The screenshot shows the 'Action Items and Event Log Options' window with the 'Transactions' tab selected. The window contains a table with columns: Event Type, Create Event, Display in Action Items, # of Days, and a drop-down menu. The table lists several transaction types with their corresponding settings. To the right of the table are 'OK', 'Cancel', and 'Help' buttons.

Event Type	Create Event	Display in Action Items	# of Days	
Quotes Sent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	before the event date
Quotes Expiring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	before the event date
Sales Orders to Ship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	before the event date
Invoices Sent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	before the event date
Customer Invoices Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	before the event date
Customer Credit Memos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	before the event date

# ACTION ITEMS

## **16.2- To Do Items:**

Click the “To Do” tab in the “Action Items” window. Here you can set up a list of tasks that you need to complete. These are tasks not associated with a particular customer, vendor, or employee. You can only enter “To Do” items here. When an item is complete, just click the “Done” check box for the “To Do” item. This will fill-in the date that you clicked the “Done” check box in the “Completed” column.

To enter a “To Do” item, select a blank line in the list. Then enter the date in the “Date” column, and a brief note about the item in the “Notes” column. “To Do” items will stay in the list even after they are complete. When you want to delete them, select the “To Do” item to delete, and press the “Delete” button in the toolbar of the “Action Items” window. Note that you can also set recurrence for a “To Do” item, so that if it is a regularly recurring task, you won’t have to enter it in every time.

## **16.3- Alerts:**

If you click the “Alerts” tab, you can see any alerts for your company. Alerts notify you of certain activities or events occurring in Peachtree. You can also send e-mail messages that notify people of the alert. You can view your alerts here. Alerts stay active until the list of conditions that created the alert have been satisfied.

To set up alerts and their conditions, click the “Alert” button at the top of the “Action Items” window. This will bring up the “Set Company Alerts” window. To create a new alert, select a blank line in the “Alert Conditions” list. Click the “E-mail” check box if you want to send an e-mail out to alert others about this alert. If you do this, type the e-mail address of the person that you want to send the e-mail to in the “To:” field of the “Email Information” section. You can also fill-in the “Cc:” and “Bcc:” fields for copies to others. To enter multiple addresses, separate them with a semicolon (;). Click the “Standard Message” check box to deliver the standard message information of the “Alert Condition.” Click the “E-mail Note:” check box and then type in the message that you want them to see when they get this alert. It could be a comment or instructions.

After setting up the e-mail conditions, enter the area of your company that the alert relates to back in the alert condition row under the “Apply To” column. You can select either customer, vendor, employee, inventory item, or G/L Account. Select what to include in the alert condition using the “From” and “To” columns. This can be a range of items. Next, select the type of information that the alert is going to monitor under the “Type” column. The choices will vary here by the type of alert you selected. Select a condition and amount for the alert to monitor for in the “Condition” and “Amount” fields.

When you are done setting up alerts, click the “OK” button in the toolbar of the “Set Company Alerts” window to save the alerts.

# ACTIONS- ACTION ITEMS

## CREATING ACTIVITY EVENTS:

1. Select "Tasks| Action Items..." from the Menu Bar.
2. Click the "Events" tab.
3. Click the "Event" button in the "Action Items" window's toolbar.
4. This will bring up the "Create Event" window.
5. Here you select the type of contact that you are creating the event for in the "Type:" field.
6. Then select a specific ID from the "ID:" field for the "Type:" you chose.
7. Enter the date that you want the event to be created on, if it is something other than the current system date in the "Date:" field.
8. Then select or enter the event type in the "Event Type:" section.
9. Enter a note about the event in the "Note:" field.
10. If you want it to display in the "Action Items" window, select the check box for "Display in Action Items" and enter in the number of days before or after the event that you want the event to appear.
11. Check the "Completed on" check box and enter the date that you expect the event to be finished in the "Completed on" date field.
12. If you want the event to automatically recur, then click the "Recur" button on the toolbar in this window. This will bring up the "Create Recurring Event" window.
13. Here you select the number of times to have the event recur, and the frequency of the recurrence in the "When to Recur:" drop-down field.
14. Click "OK" to set the recurrence and "Cancel" to cancel the recurrence.
15. Click "Save" in the "Create Event" window to save the event.

## CREATING SYSTEM-GENERATED EVENTS:

1. Select "Tasks| Action Items..." from the Menu Bar.
2. Click the "Events" tab.
3. Click the "Options" button in the "Action Items" window.
4. Click the "Activities" tab.
5. Check the activities that you want to display in the "Action Items" window by clicking in the "Display in Action Items" column for the "Activity" type you select.
6. Enter in the number of days before or after the event that you want it to display under the "# of Days" column.
7. Select either "before the event date" or "after the event date" from the last drop-down choice.
8. Click the "Transactions" tab.
9. Check any that you want to create events for by clicking the check box under the "Create Event" column for the transaction type.
10. If you want the event to display in the "Action Items" window, click the check box under the "Display in Action Items" column.
11. Then enter in the number of days before or after the event that you want it to display under the "# of Days" column.
12. Select either "before the event date" or "after the event date" from the last drop-down choice.
13. If you click the "Start Up" tab, you will be able to select or de-select the "Display Action Items" each time a new company is opened" check box.
14. When you are done setting your System-generated events, click the "OK" button.

# ACTIONS- ACTION ITEMS

## VIEWING ACTIVITY ITEMS:

1. Select "Tasks| Action Items..." from the Menu Bar.
2. You can enter in a specific date to view items before or on at the top of the window in the "Date:" field.
3. If you click either the "Events" or "To Do" tab, the "Show:" field at the top of the window becomes active.
4. Use the "Show:" drop-down to list all "To Do" items and events, completed "To Do" items and events, or uncompleted "To Do" items and events. These will then display those types of items in the "To Do" and "Events" tabs in conjunction with the "Date:" that you entered.

## CREATING "TO DO" ITEMS:

1. Select "Tasks| Action Items..." from the Menu Bar.
2. Click the "To Do" tab in the "Action Items" window.
3. To enter a "To Do" item, select a blank line in the list.
4. Then enter the date in the "Date" column.
5. Type a brief note about the item in the "Notes" column.
6. If you want the event to automatically recur, then click the "Recur" button on the toolbar in this window. This will bring up the "Create Recurring Event" window.
7. Here you select the number of times to have the event recur, and the frequency of the recurrence in the "When to Recur:" drop-down field.
8. Click "OK" to set the recurrence and "Cancel" to cancel the recurrence.
9. When you want to delete a "To Do" Item, select the "To Do" item to delete, and press the "Delete" button in the toolbar of the "Action Items" window.

## CREATING ALERTS:

1. Select "Tasks| Action Items..." from the Menu Bar and click the "Alerts" tab in the "Action Items" window.
2. Click the "Alert" button in the "Action Items" window to launch the "Set Company Alerts" window.
3. To create a new alert, select a blank line in the "Alert Conditions" list.
4. Click the "E-mail" check box if you want to send an e-mail out to alert others about this alert.
5. If you do this, type the e-mail address of the person that you want to send the e-mail to in the "To:" field of the "Email Information" section.
6. You can also fill-in the "Cc:" and "Bcc:" fields for copies to others. To enter multiple addresses, separate them with a semicolon (;).
7. Click the "Standard Message" check box to deliver the standard "Alert Condition" message.
8. Click the "E-mail Note:" check box and then type in the message that you want them to see when they get this alert. It could be a comment or instructions.
9. Enter the area of your company that the alert relates to back in the alert condition row under the "Apply To" column. You can select either customer, vendor, employee, inventory item, or G/L Account.
10. Select what to include in the alert condition using the "From" and "To" columns.
11. Next, select the type of information that the alert is going to monitor under the "Type" column. The choices will vary here by the type of alert you selected.
12. Select a condition and amount for the alert to monitor for in the "Condition" and "Amount" fields.
13. When you are done setting up alerts, click the "OK" button in the toolbar of the "Set Company Alerts" window to save the alerts.

# CHAPTER 17-

## OPTIONS

---

**17.1- CHANGING GLOBAL OPTIONS**

**17.2- CHANGING THE SYSTEM DATE**

Sample- for evaluation purposes only!

# OPTIONS

## **17.1- Changing Global Options:**

You can view and change the default options at any time for preferences that affect all Peachtree companies by selecting "Options| Global..." from the Menu Bar. This will bring up the "Maintain Global Options" window. The tabs here are: "Accounting," "General," "Peachtree Partners" and "Spelling."

The "Accounting" tab, has the different options to set: "Decimal Entry," "Hide General Ledger Accounts," and "Other Options." Under the "Decimal Entry," select either "Automatic" or "Manual" decimal entry. If you want "Manual" decimal entry, set the number of digits of decimal display you would like. Under the "Hide General Ledger Accounts" section, click the check box next to the types of forms which you want to hide the accounts. Under the "Other Options" section, select any other options that you want to set. In 2005 a new option is deciding how the secondary sort will be performed on lists and reports. You can select either to sort by "Reference Number" or "Posting Order."

The "General" tab, has other options to set. These are: "Improve Performance," "Line Item Entry Display," "Smart Data Entry," and "Color Scheme." Under the "Improve Performance" section, you can select to "Do not print total page length of reports in report headers," and "Do not show quantity on hand in inventory item lookup lists." Under the "Line Item Entry Display" section, you select either "1 Line" or "2 Line." Under "Smart Data Entry," you can select "Automatic Field Completion," or "Drop-down list displays automatically." These should both be checked for ease in using the program. The "Color Scheme" of the program can be changed by selecting a different color scheme. Starting in 2005 is "Reset all one time messages," this allows you to reset all the pop up messages in Peachtree to show again.

On the "Peachtree Partners" tab, you select the level of security for programs that access Peachtree's data. On the "Spelling" tab, which was added in 2004, you can select when you want Peachtree to check for spelling errors: "Check spelling as you type," and/or "Check spelling on save or close." You can set the speed and accuracy of the spell check by selecting the desired rate in the "Suggestion speed and accuracy" section. In the "Running options" section, check or uncheck any of the spelling options that you wish to enforce or ignore. Once you have the options set as your would like, you can just click "OK" to close the "Maintain Global Options" dialog box.

## **17.2- Changing the System Date:**

You can easily change the system date in Peachtree by selecting "Options| Change System Date..." from the Menu Bar. This will bring up the "Change System Date" dialog box, where you set a new system date. Just click "OK" when you are done to set the date.

# ACTIONS- OPTIONS

## CHANGING GLOBAL OPTIONS:

1. Select "Options| Global..." from the Menu Bar.
2. This will bring up the "Maintain Global Options" window.
3. Click the "Accounting" tab.
4. Under "Decimal Entry," select whether you want "Automatic" or "Manual" decimal entry. If you want "Manual" decimal entry, set the number of digits of decimal display you would like.
5. Under "Hide General Ledger Accounts" section, click the check box next to the types of forms in which you want to hide the GL accounts.
6. Under the "Other Options" section, select any other options that you want to set.
7. Click the "General" tab.
8. Under the "Improve Performance" section, you can select to "Do not print total page length of reports in report headers," and/or "Do not show quantity on hand in inventory item lookup lists."
9. Under the "Line Item Entry Display" section, you select either "1 Line" or "2 Line."
10. Under "Smart Data Entry," select both "Automatic Field Completion" and "Drop-down list displays automatically."
11. You could also change the "Color Scheme" of the program by selecting a different color scheme.
12. Click the "Peachtree Partners" tab to set the level of security for programs that access Peachtree's data.
13. If using Peachtree 2004 or 2005, click the "Spelling" tab to set the spelling options.
14. Select when you want Peachtree to check for spelling errors: "Check spelling as you type," and/or "Check spelling on save or close."
15. You can set the speed and accuracy of the spell check by selecting the desired rate in the "Suggestion speed and accuracy" section.
16. In the "Running options" section, you can check or uncheck any of the spelling options that you wish to enforce or ignore.
17. Click "OK" when you are done setting these defaults to apply them.

## CHANGING THE SYSTEM DATE:

1. Select "Options| Change System Date..." from the Menu Bar.
2. This will bring up the "Change System Date" dialog box, where you set a new system date.
3. Click "OK" when you are done to set the date.

# **CHAPTER 18-**

## **ASSETS AND LIABILITIES**

---

**18.1- ASSETS AND LIABILITIES**

**18.2- CREATING AN OTHER CURRENT ASSETS ACCOUNT**

**18.3- SUBTRACTING VALUE FROM AN OTHER CURRENT ASSETS ACCOUNT**

**18.4- CREATING A FIXED ASSETS ACCOUNT**

**18.5- ACCUMULATED DEPRECIATION**

**18.6- LIABILITY ACCOUNTS**

**18.7- PAYING ON A LONG TERM LIABILITY**

**18.8- EQUITY**



# ASSETS AND LIABILITIES

## 18.1- Assets and Liabilities:

In this lesson, you'll learn about more account types available to you in Peachtree. The different types of accounts that we will cover are listed in the table below.

Account Name:	Description:
Asset Accounts	Used to track both <b>current assets</b> (assets that you're likely to convert into cash within one year) and <b>fixed assets</b> (loans you made to others, equipment, buildings).
Liability Accounts	Used to track both <b>current liabilities</b> (scheduled to be paid within the year), and <b>long-term liabilities</b> (loans you have to pay back over more than one year).
Equity Accounts	Used to track owner's equity, including capital investment, draws, and retained earnings.

Peachtree has two account types for tracking the value of your short-term and long-term assets. The "Other Current Assets" account type tracks assets that are likely to be converted into cash or used up within one year. Examples of "other current assets" might include amounts for treasury bills, certificates of deposit, prepaid expenses (amounts already paid for services your business has yet to receive), prepaid deposits (which will be returned to you at a later date), reimbursable expenses, and notes receivable (if due within one year). Other examples of current assets are accounts receivable, bank accounts, and cash. Peachtree provides three types of current asset accounts for you to use as you create the asset accounts for your company: "Cash," which tracks each bank account, as well as petty cash; "Accounts Receivable," which tracks money owed to your business; and "Other Current Assets" to track current assets that are going to be converted to cash or used up within a year but are neither accounts receivable nor cash.

A "Fixed Assets" account tracks assets your business owns that are **NOT** likely to be converted into cash within a year. A fixed asset is usually something necessary for the operation of your business, like vehicles, computers, and office equipment. These will also tend to be assets that have a considerable value, which you use up over a period of several years in a process known as "depreciation."

## 18.2- Creating an "Other Current Assets" Account:

You set up your accounts in the "Maintain Chart of Accounts" window, which you can access by selecting "Maintain| Chart of Accounts..." from the Menu Bar. In this window you will need to assign the account an account number, a name, and the "Other Current Assets" account type.

Take a "Prepaid Rent" account as an example. Suppose your landlord requires a six month prepayment of the rent for your building. Also assume that you are spending \$1000 per month on rent. You wouldn't want to write a check for \$6000 and just apply it to the "Rent" expense account, as that skews when the expense was actually incurred in your balance sheet. Instead, you would want to track the amount paid to cover the next six month of rent in an "Other Current Assets" account, from which you will deduct the amount of the rent as it is then expensed over the next six months.

First off, you would need to create an "Other Current Assets" account called something like "Prepaid Rent" in the "Maintain Chart of Accounts" window. Then you would write the check to the landlord for the next six months of rent. However, instead of just attributing the amount of the check to the "Rent" expense account, you want to show that it is actually increasing the value of the "Prepaid Rent" account. You are essentially trading a decrease to the "Cash" or "Checking" asset account for an increase to the "Prepaid Rent" asset account.

This will then set the opening balance for the "Prepaid Rent" account. All you have to do then is

# ASSETS AND LIABILITIES

## 18.2- Creating an “Other Current Assets” Account (cont.):

ensure that each month, instead of writing a check for the rent, you will decrease the value of the “Prepaid Rent” account and attribute the amount to the “Rent Expense” account at that time.

## 18.3- Subtracting Value from an “Other Current Assets” Account:

As you use up the other current asset, you enter each change to the value of the account as a General Journal Entry. Take the “Prepaid Rent” example from the last lesson into which you have placed six months of rent. For each month after that, you would subtract the amount of the rent from the “Prepaid Rent” other current asset account and assign the value to the “Rent” expense account through a General Journal Entry.

To make a General Journal Entry, select “Tasks| General Journal Entry...” from the Menu Bar. This will bring up the “General Journal Entry” screen. Here you create a balanced transaction that can then be posted to the General Ledger. Using the “Prepaid Rent” example, you would select that account in the first row and assign the value (\$1000) of the rent “used up” for the first month as a “Credit” to that account. This will cause the value of the other current asset to decrease. In the next row, you would then select the “Rent Expense” account and place a balancing entry (\$1000) as a “Debit” to that account. You would note the month “used up” by the entry in the “Description” field. Then you just need to click the “Save” button in the “General Journal Entry” toolbar to save the record and post the transaction to the General Journal.

## 18.4- Creating a “Fixed Assets” Account:

Another type of asset account that you can create is the “Fixed Assets” account type. Fixed assets are assets that contribute value to your company for a period greater than a year. Generally speaking, if you won’t be converting the asset into cash in the next year, it is a fixed asset. Furniture, some office equipment, automobiles, and land could all be examples of fixed assets.

You can create a “Fixed Assets” account in the “Maintain Chart of Accounts” window by selecting “Maintain| Chart of Accounts...” from the Menu Bar. Enter an account id number and then type a description for the account into the “Description” field. Make sure that you select the “Account Type” of “Fixed Assets” from the “Account Type:” drop-down. Then click “Save” button in the “Maintain Chart of Accounts” window to save the account.

The value of a fixed asset is usually the original cost of the asset (assuming it is purchased after the Peachtree start date). If you are purchasing a fixed asset after you have started to use Peachtree, you will need to tell Peachtree exactly where you received the money to purchase (and thus create the balance of) the Fixed Asset. This money will usually come from a Long Term Liability (like a loan), from one of your cash accounts, or both. You can enter another “General Journal Entry” to give the asset its value.

## 18.5- Accumulated Depreciation:

When the value of fixed assets decline, that is called **depreciation**. We will now look at tracking depreciation for our fixed assets. There are many ways to track depreciation, and this is just one suggested method. If you are currently tracking your asset depreciation in other ways, you can rest assured that you can continue using your own method.

Fixed assets are not for immediate sale, but they do have a value. Since they last for a long time,

# ASSETS AND LIABILITIES

## 18.5- Accumulated Depreciation (cont.):

you don't completely charge (expense) their purchase price to the year in which you purchased them. Instead, you spread their cost over several years, which is called the asset's "useful life." But, because fixed assets wear out or become obsolete (like computers), their value declines constantly from the day you purchase them. The amount of this decline is called **depreciation**.

So when you refer to the value of a fixed asset at any point, it is really only an estimate. To determine the estimated value of a fixed asset at any point in time, you need to subtract its accumulated depreciation (the total amount of depreciation since the asset's purchase) from its original purchase cost.

To set up an accumulated depreciation account in Peachtree, you'll need to use the "Maintain Chart of Accounts" window. You can do this by selecting "Maintain| Chart of Accounts..." from the Menu Bar. Type an id number for the accumulated depreciation account that you want to create to track the amount of the depreciation for the fixed asset. Give the account a description, and make sure that it clearly references the fixed asset account for which it will track the accumulated depreciation. Finally, make the "Account Type" "Accumulated Depreciation" by using the "Account Type:" drop-down. At this point, you'll just click the "Save" button to save the account.

When you need to enter the amount of depreciation for the fixed asset, you can create a "General Journal Entry" that will consist of two rows. In the first row we will place the "Accumulated Depreciation" account, and put the amount of depreciation to record for the asset into the "Credit" column (which will decrease its worth, but then it tracks lost worth, so it's OK that the balance in these accounts is always negative). In the next row, we would place an expense account like "Depreciation Expense." In this row, we will place the amount of depreciation for the fixed asset as a "Debit" to the expenses (increasing the amount of the depreciation expense). Click "Save" to then update the "General Ledger."

## 18.6- Liability Accounts:

Just as Peachtree has two account types that track long-term and short-term assets, it also has two account types that track short-term and long-term liabilities. The "Other Current Liabilities" account type tracks liabilities (amounts that you owe) that your company expects to pay within a year. Examples of other current liabilities might include short-term loans, or a line of credit. Additional examples would be accounts payable, credit card accounts, accrued sales tax, and accrued payroll taxes. The "Long Term Liabilities" account type tracks debt that your business is **not** likely to pay off within a year. The most common long term liabilities are loans that you will pay off in over a period greater than one year. If you buy a fixed asset with a loan, you will need to create a long-term liability account to track the value of the loan as you pay it off. The amount of the loan will probably also set the original cost of the fixed asset account created to track the value of the asset you purchased with the loaned money.

You create both types of accounts in the "Maintain Chart of Accounts" window. As you set up the liabilities, you will need to give each one an account number and a description. Then you select the type of account for each by selecting either "Other Current Liability" or "Long Term Liability" from the "Account type:" drop-down. To create the balances for the liability accounts, record a "General Journal Entry."

For example, if you were going to purchase a \$30,000 trailer with a loan borrowed from a bank, you would create both the "Fixed Asset" account for the trailer and the "Long Term Liability" account for the loan. Then create a "General Journal Entry" in which you would place the amount of the loan as a "Credit" to the long term liability account and the record the same amount as a "Debit" to the trailer fixed asset account.

# ASSETS AND LIABILITIES

## 18.7- Paying on a Long Term Liability:

When you go to make loan payment, you can simply write a check for the amount owed. You can write checks by selecting “Tasks| Write Checks...” from the Menu Bar. Record the total amount of the payment in the top portion of the window. Then assign the interest portion of the payment to a loan interest expense account and the remainder against the loan’s liability account. You will click the “Split” button to bring up the “Split” window where you will assign the amounts to the different accounts. Assign the part of the payment that will reduce the principal on the loan to the “Long Term Liability” account. The remainder of the payment will be assigned to an “Interest Expense” account.

Once you have done this, Peachtree will automatically subtract the amount of the check from the “Checking” account, enter the interest amount as an increase to your company’s interest expense, and subtract the principal amount assigned from the value of the current liability account (reducing your debt).

## 18.8- Equity:

Equity can be a complicated subject, especially for new business owners, and a full discussion of the subject isn’t the focus of this lesson. This section does introduce the concept of equity, and helps you understand why Peachtree creates some default equity accounts.

Equity is basically the difference between what you have (your assets) and what you owe (your liabilities). If you sold all your assets today and paid off your liabilities using the money received from the sale of your assets, the money you’d have left over would be your equity.

A balance sheet shows your company assets, liabilities, and equity as of a particular date. Because equity is the difference between total assets and total liabilities, it’s also true that total assets equal the sum of total liabilities and equity.

Peachtree will create different equity accounts based on your response during the setup of the company file as to what type of legal structure your company has. As you enter the opening balances of your assets and liabilities, Peachtree calculates the amount of equity and records it in an equity account. Peachtree also creates the other equity accounts needed by your business.

If your company is a sole proprietorship, all the equity belongs to the company’s sole owner. However, you can get as involved in tracking your equity as you like. Some people like to track owner investments, owner’s draws, and retained earnings prior to their Peachtree start date by putting them in separate equity accounts. If your business is a partnership, you’ll probably want to set up separate equity accounts for each partner.

To learn more about equity and to learn how to set up equity account in more detail, open the “Peachtree Help” window. In the “Search” tab, type the word *equity*, and click the “List Topics” button to find informative results for it.

# ACTIONS-

## ASSETS AND LIABILITIES

### CREATING AN OTHER CURRENT ASSET ACCOUNT:

1. Select "Maintain| Chart of Accounts..." from the Menu Bar.
2. In the "Maintain Chart of Accounts" window, type an id for the account in the "Account ID:" field.
3. Type a description for the account in the "Description" field.
4. Select "Other Current Asset" from the "Account type:" drop-down.
5. Click the "Save" button.

### ADDING VALUE TO AN OTHER CURRENT ASSET ACCOUNT:

1. Select "Tasks| General Journal Entry..." from the Menu Bar.
2. Enter a unique reference code of your choosing into the "Reference" text box.
3. In the first available row in the entry, select the "Other Current Asset" account to which you want to add value by using the "Account No." drop-down.
4. Type a description for the transaction in the "Description" column.
5. Enter the amount to add to the "Other Current Asset" account by under the "Debit" column.
6. Click into the next available row.
7. Select the cash account that you are using to give value to the "Other Current Asset" account.
8. Enter in a description for this row in the "Description" column.
9. Type the amount to decrease the cash account by under the "Credit" column.
10. Click the "Save" button to save the transaction.

### SUBTRACTING VALUE FROM AN OTHER CURRENT ASSET ACCOUNT:

1. Select "Tasks| General Journal Entry..." from the Menu Bar.
2. Enter a reference code into the "Reference" text box.
3. In the first available row in the entry, select the "Other Current Asset" account from which you want to subtract value by using the "Account No." drop-down.
4. Type a description for the transaction in the "Description" column.
5. Enter the amount to reduce the "Other Current Asset" account by under the "Credit" column.
6. Click into the next available row.
7. Select the expense account that you are using to track the value lost from the "Other Current Asset" account.
8. Enter in a description for this row in the "Description" column.
9. Type the amount to increase the expense account by under the "Debit" column.
10. Click the "Save" button to save the transaction.

# ACTIONS-

## ASSETS AND LIABILITIES

### CREATING A FIXED ASSET ACCOUNT:

1. Select "Maintain| Chart of Accounts..." from the Menu Bar.
2. In the "Maintain Chart of Accounts" window, type an id for the account in the "Account ID:" field.
3. Type a description for the account in the "Description" field.
4. Select "Fixed Asset" from the "Account type:" drop-down.
5. Click the "Save" button.

### ADDING VALUE TO A FIXED ASSET ACCOUNT FROM A CASH ACCOUNT:

1. Select "Tasks| General Journal Entry..." from the Menu Bar.
2. Enter a reference code into the "Reference" text box.
3. In the first available row in the entry, select the "Fixed Asset" account to which you want to add value by using the "Account No." drop-down.
4. Type a description for the transaction in the "Description" column.
5. Enter the amount to add to the "Fixed Asset" account by under the "Debit" column.
6. Click into the next available row.
7. Select the cash account that you are using to give value to the "Fixed Asset" account.
8. Enter in a description for this row in the "Description" column.
9. Type the amount to decrease the cash account by under the "Credit" column.
10. Click the "Save" button to save the transaction.

### ADDING VALUE TO A FIXED ASSET ACCOUNT FROM A LONG TERM LIABILITY ACCOUNT:

1. Select "Tasks| General Journal Entry..." from the Menu Bar.
2. Enter a reference code into the "Reference" text box.
3. In the first available row in the entry, select the "Fixed Asset" account to which you want to add value by using the "Account No." drop-down.
4. Type a description for the transaction into the "Description" column.
5. Enter the amount to add to the "Fixed Asset" account by under the "Debit" column.
6. Click into the next available row.
7. Select the "Long Term Liability" account that you are using to give value to the "Fixed Asset" account.
8. Enter in a description for this row in the "Description" column.
9. Type the same amount to decrease the "Long Term Liability" account under the "Credit" column.
10. Click the "Save" button to save the transaction.

# ACTIONS-

## ASSETS AND LIABILITIES

### ADDING VALUE TO A FIXED ASSET ACCOUNT FROM A LONG TERM LIABILITY ACCOUNT AND A CASH ACCOUNT (LIKE A DOWNPAYMENT PLUS A LOAN):

1. Select "Tasks| General Journal Entry..." from the Menu Bar.
2. Enter a reference code into the "Reference" text box.
3. In the first available row in the entry, select the "Fixed Asset" account to which you want to add value by using the "Account No." drop-down.
4. Type a description for the transaction in the "Description" column.
5. Enter the amount to add to the "Fixed Asset" account by under the "Debit" column.
6. Click into the next available row.
7. Select the "Long Term Liability" account that you are using to give value to the "Fixed Asset" account.
8. Enter in a description for this row in the "Description" column.
9. Type the amount taken from the loan to decrease the "Long Term Liability" account under the "Credit" column.
10. Click into the next available row.
11. Select the cash account that you are using to give value to the "Fixed Asset" account.
12. Enter in a description for this row in the "Description" column.
13. Type the amount to decrease the cash account by under the "Credit" column.
14. Click the "Save" button to save the transaction.

### CREATING AN ACCUMULATED DEPRECIATION ACCOUNT:

1. Select "Maintain| Chart of Accounts..." from the Menu Bar.
2. In the "Maintain Chart of Accounts" window, type an id for the account in the "Account ID:" field.
3. Type a description for the account in the "Description" field. Be sure to include a reference to the account or item that this account will track the accumulated depreciation of.
4. Select "Accumulated Depreciation" from the "Account type:" drop-down.
5. Click the "Save" button.

### SUBTRACTING VALUE FROM A FIXED ASSET ACCOUNT (OR RECORDING ACCUMULATED DEPRECIATION):

1. Select "Tasks| General Journal Entry..." from the Menu Bar.
2. Enter a reference code into the "Reference" text box.
3. In the first available row in the entry, select the "Accumulated Depreciation" account of the fixed asset for which you want to enter a depreciation transaction by using the "Account No." drop-down.
4. Type a description for the transaction in the "Description" column.
5. Enter the amount of depreciation for the "Accumulated Depreciation" account under the "Credit" column.
6. Click into the next available row.
7. Select the expense account that you are using to track depreciation expense from the "Account No." drop-down.
8. Enter in a description for this row in the "Description" column.
9. Type the amount to increase the expense account by under the "Debit" column.
10. Click the "Save" button to save the transaction.

# ACTIONS-

## ASSETS AND LIABILITIES

### CREATING AN OTHER CURRENT LIABILITY ACCOUNT:

1. Select "Maintain| Chart of Accounts..." from the Menu Bar.
2. In the "Maintain Chart of Accounts" window, type an id for the account in the "Account ID:" field.
3. Type a description for the account in the "Description" field.
4. Select "Other Current Liability" from the "Account type:" drop-down.
5. Click the "Save" button.

### CREATING A LONG TERM LIABILITY ACCOUNT:

1. Select "Maintain| Chart of Accounts..." from the Menu Bar.
2. In the "Maintain Chart of Accounts" window, type an id for the account in the "Account ID:" field.
3. Type a description for the account in the "Description" field.
4. Select "Long Term Liability" from the "Account type:" drop-down.
5. Click the "Save" button.

### MAKING A LOAN PAYMENT:

1. Select "Tasks| Write Checks..." from the Menu Bar.
2. Select the "Vendor ID:" of the bank through which you made the loan, or type the information in the "Pay to the Order of:" field.
3. If you want to print the check, leave the "Check Number:" blank, otherwise, fill-in the check number that you used to make the loan payment.
4. Select the correct account from which the payment should draw its funds from by using the "Cash Account:" drop-down.
5. Enter the amount of the payment into the "Dollars" field.
6. Click the "Split" button at the bottom of the window.
7. In the "Split Transaction" window, use the "Account No." drop-down to select the "Long Term Liability" account that you are making a payment on.
8. Enter in the amount of the payment that is being applied to the principal of the loan in the "Amount" column for that row.
9. Click into the next available row.
10. Use the "Account No." drop-down to select the account that is used to track interest expense for your company.
11. Type in the amount of the payment that is being applied to interest in the "Amount" column for that row.
12. Click the "OK" button in the "Split Transaction" window to save the split.
13. Click the "Save" button in the "Write Checks" window to save the payment.



# CHAPTER 19-

## CREDITS

---

**19.1- ENTERING CREDIT MEMOS**

**19.2- APPLYING CREDIT MEMOS**

**19.3- ENTERING VENDOR CREDIT MEMOS**

Sample- for evaluation purposes only!

# CREDITS

## 19.1- Entering Credit Memos:

You can issue credit memos to your customers for returned merchandise, discounts, and other types of credits. To issue a credit memo to one of your customers, you use the “Credit Memos” window. You can access this window by selecting “Tasks| Credit Memos...” from the Menu Bar. Let’s look at this screen and the fields that we have available to use.

**Credit Memos**

File Edit Window Help

Close New List Save Print E-mail Delete Row Note Journal Event Reports Help

Customer ID:

**Credit Memo** [Left Arrow] [Right Arrow]

Bill To: Archer Scapes and Ponds  
778 Oakland Parkway  
Alpharetta, GA 30092

Date:

Credit No.:

**UNAPPLIED**

Customer PO Terms Sales Rep Return Authorization

2% 10, Net 30 Days

Apply to Invoice No.: 0.00 **Apply to Sales: 49.99**

Quantity	Item	Description	Unit Price	Tax	Amount	Job
1.00	LAND-17300	Landscaping Service Maintenance	49.99	2	49.99	

Sales Tax: 0.00 GACHER

Freight: 0.00

Customer Account as of Mar 15, 2007

Balance: 7,434.67

Credit Limit: 50,000.00

Credit Status: Notify Over Limit

Other Applied Receipts 0.00 49.99 Credit Total

Credit Applied to Invoice 0.00 49.99 Net Credit Due

[Maximize your results with help from Peachtree experts.](#)

In the Header area, you have a “Customer ID” drop-down that you can use to select the customer to whom you are issuing the credit. You leave the “Credit No.” field blank if you plan on printing the credit memo. Otherwise, fill in this field with the credit memo number that was assigned to this transaction.

Below the header area, you should see two different tabs into which you can enter the credit information. One is called “Apply to Invoice” and the other is called “Apply to Sales.” You input the credit information in the “Apply to Sales” tab to give credits to customers with no open invoices. You input the credit information on the “Apply to Invoice” tab if the customer selected has one or more current invoices to which you will apply the credit. If you use this tab, then you must use the “Apply to Invoice No.” drop-down to select an invoice to apply the credit towards. You would use this situation when a customer returns merchandise and their invoice is still on file.

When you fill in the information on either of these tabs, you will need to enter the number of items returned and what item was returned. If the information is being applied to an invoice currently outstanding using the “Apply to Invoice No.” tab, then the information from the selected invoice will display. You will just

## **19.1- Entering Credit Memos (cont.):**

enter the quantity and type of items returned. If using the “Apply to Sales” tab, then you will need to set the number and type of items that are being returned, or that you are crediting the customer for. Fill in the other fields as needed. Remember to click the “Save” button when you are done to save the credit memo.

## **19.2- Applying Credit Memos:**

If you selected the “Apply to Sales” tab when you created the credit memo for the customer, then the credit memo will appear in the “Receipts” window when you go to take payment from the customer for their next order. If you applied the credit to an actual invoice using the “Apply to Invoice:” tab, then the amount due for the invoice will actually change, and when you go to the “Receipts” window and select to “Apply to Invoices,” the amount of the invoice should reflect that applied credit.

## **19.3- Entering Vendor Credit Memos:**

You use the “Vendor Credit Memo” window to enter credits that you receive from vendors for broken merchandise, vendor discounts, and other types of vendor credits you are given. To do this, select “Tasks| Vendor Credit Memos...” from the Menu Bar. This will bring up the “Vendor Credit Memo” window.

At the top of the window, you can select the “Vendor ID:” of the vendor used for this transaction. The “Name:,” “Terms:,” and “Remit To:” fields will fill-in based on your selection. Then, enter the “Credit No.” from the vendor’s credit memo. You can then select the Accounts Payable account that this purchase will debit in the “A/P Account:” field. Once you select an invoice to apply the credit to, this field won’t be available (as it will use the account associated with the invoice). You could also enter an optional “Return Authorization” to the field with the same name.

If you select a vendor with no open invoices, the “Apply to Purchases” tab will appear at the bottom of this window. This tab is used to enter credits that won’t be applied to an existing invoice. You can enter in returned inventory items using the fields on this tab, or you can enter in an amount in the “Amount” field.

If you selected a vendor that has open invoices, then the “Apply to Invoices” tab will appear at the bottom of the screen instead of the “Apply to Purchases” tab. Here you can select the appropriate invoice to credit, and also specify the number returned, price, etc... Here you would enter in the number of items to return from the invoice in the “Returned” column for the item you are returning.

Just click the “Save” button on the toolbar at the top of this window to save the credit memo.

# ACTIONS- CREDITS

## ISSUING CREDIT MEMOS:

1. Select "Tasks| Credit Memos..." from the Menu Bar.
2. Select the customer to apply the credit to from the "Customer ID:" drop-down.
3. Leave the "Credit No." field blank if you intend to print the credit memo. Otherwise, fill-in the field with the credit memo number assigned to the transaction.
4. If you want to apply the credit to a customer's open invoice, then use the "Apply to Invoice No." tab at the bottom of this window. Then select the invoice number that you want to apply this credit to using the drop-down on that tab. If you want to apply the credit to a customer with no open invoice, click the "Apply to Sales" tab at the bottom instead.
5. If you used the "Apply to Invoice:" tab, then enter in the number of items that were returned from that invoice.
6. If you used the "Apply to Sales:" tab, then enter in the items returned, or the amount of the credit in the "Amount" column.
7. Click the "Save" button to generate the credit memo.

## APPLYING CREDIT MEMOS:

1. Select "Tasks| Receipts..." from the Menu Bar.
2. If you applied the credit to an actual invoice, the amount of the customer's invoice should appear as changed here. Just collect the amount as normal.
3. If you just generated a credit for no particular invoice, then the credit will appear here, and you can select it to reduce the amount of their bill by the credit amount.
4. Click "Save" to save the record.

## ISSUING VENDOR CREDIT MEMOS:

1. Select "Tasks| Vendor Credit Memos..." from the Menu Bar.
2. Select the vendor to apply the credit to from the "Vendor ID:" drop-down.
3. Enter the "Credit #:" into that field.
4. If you want to apply the credit to an open invoice, then use the "Apply to Invoice" tab at the bottom of this window. Then select the invoice number that you want to apply this credit to using the drop-down on that tab. If you want to create the credit but have no open invoice, click the "Apply to Purchases" tab at the bottom instead.
5. If you used the "Apply to Invoice:" tab, then enter in the number of items that you are returning from that invoice.
6. If you used the "Apply to Purchases:" tab, then enter in the items returned, or the amount of the credit in the "Amount" column.
7. Click the "Save" button to generate the credit memo.

# CHAPTER 20-

## HELP

---

**20.1- USING THE CONTENTS**

**20.2-USING THE INDEX**

**20.3- USING THE SEARCH FEATURE**

Sample- for evaluation purposes only!

## **20.1- Using the Contents:**

When you want help on a topic or subject in Peachtree, the best place to go is the “Help” menu. There are a variety of help topics available. Here we will look at using the “Contents and Index” help file. To bring this up, select “Help| Contents and Index...” from the Menu Bar in Peachtree 2003:2007. If using Peachtree 2008:2012, select “Help| Peachtree Accounting Help” from the Menu Bar, instead. In all versions of Peachtree, the “Peachtree Accounting Help” window will appear. Note that at the left side of this window are three tabs: “Contents,” “Index,” and “Search.”

If you click the “Contents” tab, you will see the Peachtree manual (in electronic format). Each large purple book is a “chapter” of the help manual. Click the “+” sign next to the chapter to view the different sub-chapters and pages. The pages are the files in each chapter. Click on these to have them display in the window to the right.

## **20.2- Using the Index:**

You can also look up information by topic. If you click the “Index” tab, you can start to type in the first few letters of the word that you are trying to find information about in the “Type in the keyword to find:” text box. The window below will bring up any associated information for the keyword that you are using. Double-click on a topic in the list below to have it appear in the window to the right.

## **20.3- Using the Search Feature:**

You can also look up information by doing a “full-text” search for the word(s) that you are looking for in all of the text of all of the help files. Just click the “Search” tab. Type in the words to search for in the “Type in the word(s) to search for:” text box. Then click the “List Topics” button. It will bring up the help topics that have the most occurrences of the word(s) that you typed in them. These will display in a list below. Double-click on an item in the list to have it display in the window to the right. To print a topic that is showing in the window at the right of the “Contents and Index” window, just click the “Print” button in the toolbar at the top of the window.

# ACTIONS- HELP

## USING THE CONTENTS:

1. If using Peachtree 2003:2007, select “Help| Contents and Index...” from the Menu Bar. If using Peachtree 2008:2012, select “Help| Peachtree Accounting Help” from the Menu Bar, instead. In all versions of Peachtree, the “Peachtree Accounting Help” window will appear. Note that at the left side of this window are three tabs: “Contents,” “Index,” and “Search.”
2. If you click the “Contents” tab, you will see the Peachtree manual (in electronic format). Each large purple book is a “chapter” of the help manual. Click the “+” sign next to the chapter to view the different sub-chapters and pages.
3. The pages are the files in each chapter. Click on these to have them display in the window to the right.
4. To print a topic that is showing in the window at the right of the “Contents and Index” window, just click the “Print” button in the toolbar at the top of the window.

## USING THE INDEX:

1. If using Peachtree 2003:2007, select “Help| Contents and Index...” from the Menu Bar. If using Peachtree 2008:2012, select “Help| Peachtree Accounting Help” from the Menu Bar, instead. In all versions of Peachtree, the “Peachtree Accounting Help” window will appear. Note that at the left side of this window are three tabs: “Contents,” “Index,” and “Search.”
2. If you click the “Index” tab, you can start to type in the first few letters of the word that you are trying to find information about in the “Type in the keyword to find:” text box.
3. The window below will bring up any associated information for the keyword that you are using in the list below.
4. Double-click on a topic in the list below to have it appear in the window to the right.
5. To print a topic that is showing in the window at the right of the “Contents and Index” window, just click the “Print” button in the toolbar at the top of the window.

## USING THE SEARCH FEATURE:

1. If using Peachtree 2003:2007, select “Help| Contents and Index...” from the Menu Bar. If using Peachtree 2008:2012, select “Help| Peachtree Accounting Help” from the Menu Bar, instead. In all versions of Peachtree, the “Peachtree Accounting Help” window will appear. Note that at the left side of this window are three tabs: “Contents,” “Index,” and “Search.”
2. Click the “Search” tab.
3. Type in the words to search for in the “Type in the word(s) to search for:” text box.
4. Then click the “List Topics” button. It will bring up the help topics that have the most occurrences of the word(s) that you typed in them. These will display in a list below.
5. Double-click on an item in the list to have it display in the window to the right.
6. To print a topic that is showing in the window at the right of the “Contents and Index” window, just click the “Print” button in the toolbar at the top of the window.

# EXERCISES- SETTING UP A COMPANY

## Purpose:

To be able to create a sample Peachtree company file.

## Exercises:

1. Start the Peachtree application.
2. If the Peachtree Accounting window appears, you can create a new company by clicking the "Create a new company" button ("Set up a new company"- 2003:2004). If you already have a company file open, you can select "File| New Company..." from the Menu Bar. If you have another company file open, Peachtree will close that company file before creating a new company file.
3. Read the information in the introduction screen, and click the "Next >" button to continue.
4. Fill-in the information for your company file as shown in the screen shot below:

Create a New Company - Company Information

**Enter your company information** \* Required field

\* Company Name: Fakeco, Inc. Business Type: Corporation

Address Line 1: 2007 Technology Drive Federal Employer ID: 38-1234567

Address Line 2: Suite 300 State Employer ID: 11-123456

City, State, Zip: East Lansing MI 48823 St. Unemployment ID: 540123456

Country: USA

Telephone: 800-111-2222 Web Site: www.fakeco.com

Fax: 800-222-3333 E-mail: info@fakeco.com

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

< Back Next > Cancel Help

5. Click the "Next >" button to continue.
6. Select the "Use a sample business type..." option, if using Peachtree 2007:2012. If using Peachtree 2004 through 2006, select the "Set up a new company using an extensive chart of accounts from one of many sample companies" option.
7. Click "Next >" to continue.
8. Select the "Sales & Service Company" option from the scrollable list of company choices.
9. Click "Next >" to continue.
10. Select "Accrual" as the accounting method, and then click "Next >" to continue.
11. Select "Real Time" as your posting method.
12. Click "Next >" to continue.
13. Select the "12 monthly accounting periods" option, and click "Next >" to continue.



# EXERCISES- SETTING UP A COMPANY

## Exercises (cont.):

14. For the next screen, select the answers using the drop-downs as given below. For Peachtree 2007:2012, you will only need to answer the first question shown:
- |   |                      |
|---|----------------------|
| <b>When do you want your first fiscal year to start?</b>    | <b>January 2011</b>  |
| <b>What is the first month you will be entering data?</b>   | <b>February 2011</b> |
| <b>What is the first year you will be entering payroll?</b> | <b>2011</b>          |
15. Click "Next >" to continue.
16. If using Peachtree 2008:2012, then click the "Finish" button. If using Peachtree 2004:2006, review the defaults that Peachtree set up for your company file and then click "Next >" to continue. You can then click the "Finish" button.

# EXERCISES- USING THE GENERAL LEDGER

## Purpose:

To be able to effectively use the chart of accounts, and to be able to create General Journal Entries.

## Exercises:

1. Start the Peachtree application.
2. Open the "Fakeco, Inc." company file from the previous exercise.
3. Select "Maintain| Default Information| General Ledger..." from the Menu Bar.
4. Check to ensure that the "Rounding Account" is set to "39005," the "Retained Earnings" account.
5. Click "OK" in the "General Ledger Defaults" window to close it.
6. Select "Reports & Forms ("Reports" in 2003:2007)| General Ledger..." from the Menu Bar.
7. Click the "Chart of Accounts" report to make sure it is selected, and then click the "Display" ("Preview" in 2003:2007) button at the top of the "Select a Report or Form" ("Select a Report" in 2003:2007) window. In 2003:2007, you will need to click the "OK" button within in the "Chart of Accounts" dialog box that appears.
8. Click the "Close" button within the report when you are finished reviewing the report data.
9. Click the "Close" button in the "Select a Report or Form" ("Select a Report" in 2003:2007) window.
10. Select "Maintain| Chart of Accounts..." from the Menu Bar.
11. Select account "10200" from the "Account ID" lookup list.
12. Change the description to "Master Checking Account."
13. Click the "Save" button.
14. Select account "50000" from the "Account ID" lookup list.
15. Change the description to "Cost of Services Sold."
16. Click the "Save" button.
17. Select account "75500" from the "Account ID" lookup list.
18. Change the description to "Photostat Expense."
19. Click the "Save" button.
20. Select account "76000" from the "Account ID" lookup list.
21. Change the description to "Printing and Copying Expense."
22. Click the "Save" button.
23. Select account "15400" from the "Account ID" lookup list.
24. Click the "Delete" button, and click "Yes" to delete the record.
25. Select account "40200" from the "Account ID" lookup list.
26. Click the "Delete" button, and click "Yes" to delete the record.
27. Select account "40400" from the "Account ID" lookup list.
28. Click the "Delete" button, and click "Yes" to delete the record.
29. Select account "40600" from the "Account ID" lookup list.
30. Click the "Delete" button, and click "Yes" to delete the record.
31. Click the "New" button.
32. Enter the "Account ID" of "40200-C."
33. Enter a "Description" of "Consultation- Commercial."
34. Use the "Account Type" drop-down to select "Income."
35. Click the "Save" button.
36. Click the "New" button.
37. Enter the "Account ID" of "40200-P."
38. Enter a "Description" of "Consultation- Personal."

# EXERCISES- USING THE GENERAL LEDGER

## Exercises (cont.):

39. Use the "Account Type" drop-down to select "Income."
40. Click the "Save" button.
41. Click the "New" button.
42. Enter the "Account ID" of "40400-C."
43. Enter a "Description" of "Design- Commercial."
44. Use the "Account Type" drop-down to select "Income."
45. Click the "Save" button.
46. Click the "New" button.
47. Enter the "Account ID" of "40400-P."
48. Enter a "Description" of "Design- Personal."
49. Use the "Account Type" drop-down to select "Income."
50. Click the "Save" button.
51. Click the "New" button.
52. Enter the "Account ID" of "40600-C."
53. Enter a "Description" of "Product Sales- Commercial."
54. Use the "Account Type" drop-down to select "Income."
55. Click the "Save" button.
56. Click the "New" button.
57. Enter the "Account ID" of "40600-P."
58. Enter a "Description" of "Product Sales- Personal."
59. Use the "Account Type" drop-down to select "Income."
60. Click the "Save" button.
61. Click the "Account Beginning Balances" button (The "Beginning Balances" button on the "General" tab in 2003:2007) to bring up the "Select Period" window.
62. Scroll through the list and select "From 1/1/11 through 1/31/11."
63. Click "OK."
64. Use the chart below to enter the amounts listed for the selected accounts under the appropriate column.

Account ID	Description	Account Type	Assets, Expenses	Liabilities, Equity, Income
10000	Petty Cash	Cash	500.00	
10200	Master Checking Account	Cash	27764.45	
10300	Payroll Checking	Cash	12000.00	
10400	Savings Account	Cash	16746.00	
11000	Accounts Receivable	Accounts Receivable	16547.44	
12000	Inventory	Inventory	508.00	
15000	Furniture & Fixtures	Fixed Assets	2000.00	
15100	Equipment	Fixed Assets	8000.00	
15200	Automobiles	Fixed Assets	12000.00	

Continued...

# EXERCISES- USING THE GENERAL LEDGER

## Exercises (cont.):

Account ID	Description	Account Type	Assets, Expenses	Liabilities, Equity, Income
17000	Accumulated Depreciation- Furniture	Accumulated Depreciation		200.00
17100	Accumulated Depreciation- Equipment	Accumulated Depreciation		600.00
17200	Accumulated Depreciation- Automobiles	Accumulated Depreciation		800.00
20000	Accounts Payable	Accounts Payable		9007.00
23100	Sales Tax Payable	Other Current Liabilities		532.44
23400	Federal Payroll Taxes Payable	Other Current Liabilities		1969.24
23500	FUTA Tax Payable	Other Current Liabilities		81.60
23600	State Payroll Taxes Payable	Other Current Liabilities		328.42
23700	SUTA Payable	Other Current Liabilities		306.00
39005	Retained Earnings	Equity- Retained Earnings		83814.69
40200-C	Consultation- Commercial	Income		4890.92
40400-C	Design- Commercial	Income		2553.68
50000	Cost of Services Sold	Cost of Sales	1877.52	
65000	Employee Benefits Program Expense	Expenses	30.54	
72000	Payroll Tax Expense	Expenses	1581.00	
77500	Wages Expense	Expenses	5529.04	

65. When you have finished, the "Trial Balance" should be zero.
66. Click the "OK" button within the "Chart of Accounts Beginning Balances" window.
67. Click the "Close" button to close the "Maintain Chart of Accounts" window.
68. Select "Tasks| General Journal Entry..." from the Menu Bar.
69. Enter "02/12/11" in the "Date" field.
70. Enter "Petty Cash" in the "Reference" field.
71. In the first "Account No." field, type "71000."
72. Enter a "Description" of "Bought paper."
73. Under the "Debit" column, type "18.00."
74. In the next line, under the "Account No." column, type "68000."
75. Enter a "Description" of "Steam cleaning of office carpet."
76. Under the "Debit" column, type "50.00."
77. In the next line, under the "Account No." column, type "10000."
78. Enter a "Description" of "Petty Cash expenses through 2/12/11."
79. Under the "Credit" column, type "68.00."
80. Click "Save" to save the entry, and click "Yes," if needed.
81. Click "Close" to close the "General Journal Entry" window.

# EXERCISES- SETTING UP VENDORS AND PAYABLES

## Purpose:

To be able to effectively set up our companies to use the vendor and payable features.

## Exercises:

1. Start the Peachtree application.
2. Open the "Fakeco, Inc." company file from the previous exercise.
3. Select "Maintain| Default Information| Vendors..." from the Menu Bar.
4. Change the "Credit Limit" to "3000.00."
5. Enter an "Expense Account" ("Purchase Acct." in Peachtree 2003:2006) of "60000."
6. Click the "Account Aging" tab.
7. Select the "Invoice date" option under the "Age Invoices by" section.
8. Click "OK."
9. Select "Maintain| Vendors..." from the Menu Bar.
10. Type "03mitrea" in the "Vendor ID" field.
11. Type "State of Michigan" in the "Name" field.
12. Enter the following mailing address:  
550 Michigan Ave.  
Lansing, MI 48901
13. If using Peachtree 2009:2012, enter "23100" into the "Expense Account:" field on the "General" tab. If using 2003:2008, instead click the "Purchase Defaults" tab, and then enter an "Expense Account" ("Purchase Acct" in Peachtree 2003:2006) of "23100."
14. If using Peachtree 2009:2012, click the "Purchase Info" tab, and then use the drop-down in the "Terms and Credit" section to select "Customize terms for this vendor." If using 2003:2008, first click the "Terms" button, and then click the "Use Standard Terms" check box to remove the check from the checkbox.
15. Select the "Due on day of next month" ("Due on Day of Month" in 2003:2008) option button.
16. Enter "20" in the "Due on the \_\_ next month."
17. Enter "0" on the "Discount in \_\_ days."
18. Enter "0.0" in the "Discount %" field.
19. Enter a "Credit Limit" of "0."
20. If using Peachtree 2003:2008, click "OK" to close the "Vendor Terms" window.
21. Click the "Save" button at the top of the "Maintain Vendors" window, and then click the "New" button.
22. Enter these vendors using the steps above. Remember to click "Save" and then "New" between each!

	Vendor 1	Vendor 2	Vendor 3
Vendor ID	02bnl	01comp	01paper
Name	Board of Water & Light	Computers N' More	Paper Image
Address	450 Water Way Lansing, MI 48910	160 Pine St. Lansing, MI 48910	345 Cedar St. Holt, MI 48842
Expense Acct.	78000	60000	76000
Terms	Net due in 15 days. No discount or credit.	Standard Terms	Standard Terms

# EXERCISES- SETTING UP VENDORS AND PAYABLES

## Exercises (cont.):

23. Continue to enter these vendors using the steps on the previous page. Remember to click "Save" and then "New" between each!

	Vendor 4	Vendor 5	Vendor 6
Vendor ID	03bank	01rent	01things
Name	Bank of Michigan	Smith Properties	Marketing Designs
Address	450 Michigan Ave. Lansing, MI 48910	1234 Shadyside St. Grand Rapids, MI 48867	647 Larch St. Lansing, MI 48912
Purchase Acct.	62000	74000	12000
Terms	Net 30. No discounts or credits.	Due at end of month. No discounts or credits.	Standard Terms

24. If using Peachtree 2009:2012, click the "History" tab and then click the "Vendor Beginning Balances" button. If using 2003:2008, click the "General" tab and then click the "Beginning Balances" arrow button.
25. In the "Vendor Beginning Balances" window, click the "Vendor Balances" tab.
26. Double-click on "Paper Image" to view the "Purchases from: 01paper Paper Image" tab.
27. In the first row under the "Invoice Number" column, type "1000."
28. Under the "Date" column, type "1/17/11."
29. Under the "Amount" column, type "30.00."
30. Under the "A/P Account," type "20000."
31. Now enter the following invoices into the following rows:

Invoice Number	Date	Amount	A/P Account
1110	1/17/11	30.00	20000
1950	1/27/11	30.00	20000

32. Click "Save" within the "Vendor Beginning Balances" window.
33. Click the "Vendor Balances" tab.
34. Double-click on the "Computers N' More" entry, and then enter the following vendor bills:

Invoice Number	Date	Amount	A/P Account
9876	12/6/10	8917.00	20000

35. Click "Save" in the "Vendor Beginning Balances" window.
36. Click "Close" in the "Vendor Beginning Balances" window.
37. Click "Close" within the "Maintain Vendors" window.

# EXERCISES- SETTING UP INVENTORY

## Purpose:

To be able to effectively set up inventory and set beginning balances for our inventory.

## Exercises:

1. Start the Peachtree application.
2. Open the "Fakeco, Inc." company file from the previous exercise.
3. Select "Maintain| Default Information| Inventory Items..." from the Menu Bar.
4. Click the "Ordering" tab.
5. For the "Sales Invoice/Receipt Out of Stock Warning Message," select "Warn if inventory item is out of stock based on quantity on hand."
6. For the "Sales Order Out of Stock Warning Message," select "Warn if inventory item is out of stock based on quantity on hand."
7. Click the "GL Accts/Costing" tab.
8. Enter the following GL accounts for the inventory items:

Item Class	GL Sales/ Inc	GL Invtry/Wage	GL Cost Sales	Costing
Stock Item	40600-C	12000	50500	FIFO
Master Stock Item	40600-C	12000	50500	FIFO
Non-stock Item	40600-C	60000	51000	
Service	40000	77500	50000	
Labor	40000	77500	57000	
Assembly	40000	12000	50000	FIFO
Activity	40000			
Charge Item	41000			

9. Click the "Taxes/Shipping" tab.
10. Enter the following for the first four lines of the "Item Tax Type" tab:

Field	Description	Tax
1	Taxable	Checked
2	Non-taxable Sales	Not checked
3	Non-taxable Labor	Not checked
4	Out-of-State Sales	Not checked

11. Click the "Price Levels" tab.
12. For the "Level Name" of "Price Level 1," type "List Price."
13. For the "Level Name" of "Price Level 2," type "Residential."
14. For the "Level Name" of "Price Level 3," type "Commercial."

# EXERCISES- SETTING UP INVENTORY

## Exercises (cont.):

15. Click the "Edit" button for "List Price."
16. In the "Default Price Level Calculation" dialog box, type "Use **Last Cost** and **Increase by Percent, 50%**, Round Price **Specific Cent, .99**."
17. Click "OK."
18. Click the "Edit" button for "Residential."
19. In the "Default Price Level Calculation" dialog box, type "Use **List Price** and **Decrease by Percent, 10%**, Round Price **No Rounding**."
20. Click "OK."
21. Click the "Edit" button for "Commercial."
22. In the "Default Price Level Calculation" dialog box, type "Use **List Price** and **Decrease by Percent, 25%**, Round Price **No Rounding**."
23. Click "OK."
24. Click "OK" in the "Inventory Item Defaults" window.
25. Select "Maintain| Inventory Items..." from the Menu Bar.
26. Enter an "Item ID" of "01netfun."
27. Enter a "Description" of "Networking Fundamentals."
28. Select "Stock Item" from the "Item Class" drop-down.
29. Click the "Subject to Commission" check box.
30. Use the "Description:" drop-down to select "for Sales."
31. In the box to the right, type "Networking Fundamentals: An Introduction to Computer Networks."
32. Use the "Description:" drop-down to select "for Purchases."
33. In the box to the right, type "Networking Fundamentals, ISBN 0012345678."
34. Use the GL account lookup lists to select "40600-C" for the "GL Sales Account."
35. Use the GL account lookup lists to select "12000" for the "GL Inventory Acct."
36. Use the GL account lookup lists to select "50500" for the "GL Cost of Sales Acct."
37. Enter "Each" in the "Stocking U/M" field.
38. Type "5" for both the "Minimum Stock" and "Reorder Quantity."
39. Select "01comp" from the "Preferred Vendor ID" lookup list.
40. Click "Save."
41. Click "New."
42. Enter the following "Stock Item" to your inventory, using the steps above and the information below:

Field	Value	Field	Value
Item ID	01netsec	Description	Network Security
Item Class	Stock Item	Subject to Commission	Checked
Description for Sales	Network Security	Description for Purchases	Network Security, ISBN 0987654320
Item Tax Type	1	Costing Method	FIFO
GL Sales Acct	40600-C	GL Inventory Acct	12000
GL Cost of Sales Acct	50500	Stocking U/M	Each
Minimum Stock & Reorder Number	5	Preferred Vendor	01comp



# EXERCISES- SETTING UP INVENTORY

## Exercises (cont.):

43. Click "Save."
44. Click "New."
45. Now set up a new service item by typing "02consult" as the "Item ID."
46. Type "Consultation" as the "Description."
47. Select "Service" from the "Item Class" drop-down.
48. Do **not** select the "Subject to Commission" check box.
49. Use the "Description:" drop-down to select "for Sales."
50. In the box to the right, type "Computer Consulting Services."
51. Type "35" as the "List Price."
52. Click the gray arrow next to the "List Price" to open up the "Multiple Price Levels" dialog box. Click the "Recalc" button in this screen to recalculate the price levels for this service. Click "OK" to return to the "Maintain Inventory Items" screen.
53. Select an "Item Tax Type" of "Non-taxable Labor."
54. Change the "GL Sales Account" to "40200-C."
55. Change the "GL Salary/Wages Account" to "77500."
56. Change the "GL Cost of Sales Acct" to "50000."
57. For the "Stocking U/M:," type "Hour."
58. Click "Save."
59. Click "New."
60. Enter these service items, using the steps above:

Field	Service Item #1	Service Item #2
Item ID	02network	02train
Description	Networking	Computer Training
Item Class	Service	Service
Description for Sales	Network Installation and Server Setup	Training on Network Maintenance
List Price	45.00	60.00
Item Tax Type	Non-taxable Labor	Non-taxable Labor
GL Sales Account	40400-C	40200-C
GL Salary/Wages Acct	77500	77500
GL Cost of Sales Acct	50000	50000
Unit/Measure	Hour	Hour

61. Click "New" to set up an assembly item.
62. Type "03persnet" as the "Item ID."
63. The "Description" is "Home Based Business Networking."
64. Select "Assembly" from the "Item Class" drop-down.
65. Select the "Subject to Commission" check box.
66. In the "Description for Sales," type "Home Based Business Networking Package: Includes one free copy of 'Networking Fundamentals,' 8 hours of network setup, and 8 hours of network training."
67. For the "List Price," type "800," and recalculate the prices for the other price levels.

# EXERCISES- SETTING UP INVENTORY

## Exercises (cont.):

68. Select "Non-taxable Labor" from the "Item Tax Type" lookup list.
69. Select "40000" for the "GL Sales Account."
70. Type "12000" as the "GL Inventory Acct."
71. Type "50000" as the "GL Cost of Sales Act."
72. Type "Each" in the "Unit/Measure" field.
73. Click the "Bill of Materials" tab.
74. In the first row, under the "Item ID" column, select "01netfun."
75. For the "Quantity Needed," type "1."
76. For the next row, under the "Item ID" column, select "02network."
77. For the "Quantity Needed," type "8."
78. For the next row, under the "Item ID" column, select "02train."
79. For the "Quantity Needed," type "8."
80. Click "Save."
81. Click "New" to set up a "Master Stock Item."
82. Type "04discs," as the "Item ID."
83. Enter "Software Training Disc" as the "Description."
84. For the "Item Class," select "Master Stock item."
85. Click the "Subject to Commission" check box.
86. In the "Description for Sales," type "Software Training Disc."
87. In the "Description for Purchases," type "Software Training Disc."
88. Enter "200" in the "List Price," and recalculate the prices for the price levels.
89. For the "Stocking U/M," type "Each."
90. For the "Preferred Vendor," select "01comp."
91. Click the "Item Attributes" tab.
92. In the "Primary Attributes" section, click into the "Name:" text box and type "Program."
93. In the "ID" field below it type "acc," and then type "Access" in the "Description" field.
94. Click the "Add" button.
95. In the "ID" field type "word," and then type "Word" in the "Description" field.
96. Click the "Add" button.
97. In the "ID" field type "xl," and then type "Excel" in the "Description" field.
98. Click the "Add" button.
99. In the "Secondary Attributes" section, click into the "Name:" text box and type "Version."
100. In the "ID" field type "2000," and then type "2000" in the "Description" field.
101. Click the "Add" button.
102. In the "ID" field type "XP," and then type "XP" in the "Description" field.
103. Click the "Add" button.
104. In the "ID" field type "2003," and then type "2003" in the "Description" field.
105. Click the "Add" button.
106. Click "Save."
107. Click "New."
108. Enter inventory beginning balances. To do this, click the "General" tab. Then click the "Beginning Balances" arrow button.

(cont.)

# EXERCISES- SETTING UP INVENTORY

## Exercises (cont.):

109. Select "01netfun" from the list of inventory items.
110. Enter "10.00" for the "Quantity."
111. Enter "22.00" for the "Unit Cost."
112. Click "01netsec" from the list of inventory items.
113. Enter "12" for the "Quantity."
114. Enter "24.00" for the "Unit Cost."
115. Click "OK."
116. Click "Close."

# EXERCISES- SETTING UP RECEIVABLES

## Purpose:

To be able to effectively set up defaults for the receivables and to add new customers.

## Exercises:

1. Start the Peachtree application.
2. Open the "Fakeco, Inc." company file from the previous exercise.
3. Select "Maintain| Default Information| Customers..." from the Menu Bar.
4. Enter "0" for the discount "days" and the discount "percentage" field.
5. In the "GL Sales Account," type "40200-C."
6. Click the "Finance Charges" tab.
7. Click the "Charge finance charges" check box.
8. Enter the following:

It says:	You type:
On invoices	30
Days overdue, up to	1.00
Annual interest rate	0
On balances above that	0
Minimum Finance Charge	5.00

9. Click the "Print finance change warning message as" check box.
10. Click the "Pay Methods" tab.
11. Enter the following pay methods in order from most frequently used to least:

Field:	Payment Method:
1	Check
2	VISA
3	Cash
4	AMEX
5	MasterCard
6	Discover

12. Click "OK" to set the customer defaults.
13. Next you will set up sales taxes for the company. **If using Peachtree 2008:2012**, follow steps 14 through 17, and then skip to step 33. **If using Peachtree 2003:2007**, skip to step 18, and then continue.
14. If using Peachtree 2008:2012, select "Maintain| Sales Taxes..." from the Menu Bar. In the "Set Up Sales Taxes" window, select the option button for "Set up a new sales tax." Then click the "Next >" button.
15. In the next screen, enter "6" into the "What is the total rate that you will charge?" text box. Then click the "Next >" button to continue.

# EXERCISES- SETTING UP RECEIVABLES

## Exercises (cont.):

16. In the next screen, enter "MITAX" as the "Sales tax agency ID." Enter "State of Michigan" into the "Sales tax agency name:" text box. Select "03mitrea" from the "Which vendor do you send the taxes you've collected to?" drop-down. Then enter "6" into the "Rate:" text box. Then select account "23100" from the "Select an account to track sales taxes:" drop-down. Click the "Next >" button to continue.
17. In the next screen, enter "TAXCODE" into the "Sales tax ID:" text box. Then enter "Michigan Sales Tax" into the "Sales tax name:" text box. Select "Yes" from the "Do you charge sales tax on freight?" drop-down. Then click the "Finish" button to complete the sales tax setup. You may then close the window by clicking the "Cancel" button.
18. If using Peachtree 2003:2007, select "Maintain| Sales Taxes| Sales Tax Authorities..." from the Menu Bar.
19. Type "MITAX" in the "ID:" field.
20. In the "Description" fields, type "Sales Tax."
21. Select "03mitrea" from the "Tax Payable To:" field.
22. Select account "23100" from the "Sales Tax Payable GL Account" lookup list.
23. Click the "Single Tax Rate" option button, and type "6.0" in the "%" text box.
24. Click "Save" to save the tax authority.
25. Click "Close."
26. Select "Maintain| Sales Taxes| Sales Tax Codes..." from the Menu Bar.
27. Type "TAXCODE" in the "Sales Tax Code" field.
28. Check the "Tax Freight" check box.
29. For the "Description" type "Michigan Sales Tax."
30. Right-click in the first row under "ID," and select "MITAX" from the list.
31. Click "Save" to save the code.
32. Click "Close" to close the window.
33. Select "Maintain| Customers/Prospects..." from the Menu Bar.
34. Enter "shaws" in the "Customer ID" field.
35. Enter "Sally Shaw" in the "Name" field.
36. Enter "Sally Shaw" in the "Contact" field, if available. In 2012, enter this into the "Contacts" tab.
37. If using Peachtree 2003:2007, make sure that the drop-down says "Bill to Address." If using Peachtree 2008:2012, enter this address info into the billing address fields:  
**150 Grand Ave.**  
**Apt 4B**  
**Lansing, MI 48843**
38. Select the "TAXCODE" tax from the "Sales Tax" field's drop-down.
39. In the "Customer Type" field, type "pers."
40. If using Peachtree 2008:2012, click the "Sales Info" tab. If using Peachtree 203:2007, click the "Sales Defaults" tab.
41. Enter "40200-P" as the "GL Sales Acct" field's value.
42. Select "UPS Ground" from the "Ship Via:" drop-down.
43. For the "Pricing Level," select "Residential."
44. Click "Save" to save the record.
45. Click "New" to create a new customer.
46. Create the customers below, using the steps above, and the information that is shown on the following page:

(cont.)

# EXERCISES- SETTING UP RECEIVABLES

## Exercises (cont.):

	Customer #1	Customer #2	Customer #3
<b>Customer ID</b>	sheldon	holiday	smithb
<b>Name</b>	Sheldon Securities	Holiday Hotel	Bob Smith
<b>Contact</b>	Sam Sheldon	Brian Cook	Bob Smith
<b>Address</b>	100 Michigan Ave. Lansing, MI 48912	350 Abbott Road East Lansing, MI 48823	150 Shiawassee St. Lansing, MI 48910
<b>Sales Tax</b>	TAXCODE	TAXCODE	TAXCODE
<b>Customer Type</b>	comm	comm	pers
<b>GL Sales Account</b>	40400-C	40200-C	40200-P
<b>Ship Via</b>	UPS Ground	UPS Ground	UPS Ground
<b>Pricing Level</b>	Commercial	Commercial	Residential
<b>Terms</b>	Standard	Standard	Standard

47. Click "New."
48. If using Peachtree 2008:2012, click the "History" tab. If using Peachtree 2003:2007, click the "General" tab.
49. If using Peachtree 2008:2012, click the "Customer Beginning Balances" button. If using Peachtree 2003:2007, click the "Beginning Balances" arrow button in the lower right corner of the "General" tab.
50. On the "Customer Balances" tab, double-click on "Sheldon Securities."
51. On the "Invoice for: sheldon Sheldon Securities" tab, click into the first row under the "Invoice Number" column, and type "21009."
52. Enter the "Date" as "10/8/10."
53. Enter the "Amount" as "12705.44."
54. Click into the second row and enter these two other invoices for sheldon:

Invoice Number	Date	Amount	A/R Account
21056	11/18/10	1950.00	11000
21077	12/18/10	1892.00	11000

55. Click "Save" when you are done.
56. Click "Close."
57. Click "Close."

# EXERCISES- SETTING UP PAYROLL

## Purpose:

To be able to effectively set up the payroll information, employee defaults, and employees.

## Exercises:

1. Start the Peachtree application.
2. Open the "Fakeco, Inc." company file from the previous exercise.
3. Select "Maintain| Default Information| Payroll Setup Wizard..." from the Menu Bar.
4. Click "Next >>" to continue. **If using Peachtree 2004:2005**, click "Next>>" once again. **If using Peachtree 2006:2008**, click the "Payroll Setup Wizard" hyperlink. Select the "Check this box if you have already ordered the service" checkbox and then click "Next >" to continue. **If using Peachtree 2009:2012**, select the "Do It Yourself In-House" option, and then click the "Next >" button. In the next screen, select the "Tax Update Service" option, and check the "I have already ordered..." checkbox. Then click "Next >" to continue. Click "No" in the warning message box that appears, as this is only a sample company and you do not need to register the sample company. Then click the "Next >" button to continue.
5. For the "State:" select "MI."
6. For Peachtree 2003:2008, for the "Locality," leave it blank. Do not fill in the "Enter the Locality Tax Rate" field either.
7. For the unemployment percent, type "3."
8. Select the "No" option for the "Do you want to record employee meals and tips?" question.
9. Click "Next >" to continue.
10. If using Peachtree 2005 or older, leave the settings as they are, and click "Next >" to continue.
11. In all versions of Peachtree, click "Next >" once to continue. **If using Peachtree 2009:2012**, check the checkboxes for "Vacation" and "Sick Time," and then click the "Next >" button to continue.
12. In Peachtree 2003:2008, select "401(k) plan not offered." and then click "Next>>" to continue.
13. In Peachtree 2009:2012, enter "160" for the hours of vacation given. Then select the "Accrued over each pay period" option. In Peachtree 2003:2005, select "Vacation time accrues each payroll period" ("Accrues" in Peachtree 2006:2008). Then enter "160" in the "Number of hours to be accrued each year" field.
14. In Peachtree 2009:2012, select the "Yes" option to allow vacation time to carry over. Then click the "Next >" button to continue. In Peachtree 2003:2008, check the "Balance of vacation hours carries forward to the new year" checkbox ("Remaining vacation hours carry over to the new year" in 2006:2008).
15. In Peachtree 2005 and older, click "Next>>" to continue.
16. In Peachtree 2009:2012, enter "40" for the hours of sick time given. Then select the "Accrued over each pay period" option. In Peachtree 2003:2005, select "Sick time accrues each payroll period" ("Accrues" in 2006:2012). Then type "40" in the "Number of hours to be accrued each year" field.
17. If using Peachtree 2009:2012, click "Next >" twice more, and then click the "Finish" button. If using Peachtree 2003:2008, click "Next >" to continue, and then click "Finish."
18. If using Peachtree 2003:2008, close the help file that appears.
19. Select "Maintain| Employees/Sales Reps..." from the Menu Bar.
20. Type "brownellc" in the "Employee ID" field.
21. Enter "Cathy Brownell" in the "Name" field, using the "First" and "Last" name fields.

(cont.)

# EXERCISES- SETTING UP PAYROLL

## Exercises (cont.):

22. Click the "Employee" option button that appears next to the employee's name.
23. Enter the employee's address as follows:  
111 Cedar St.  
Holt, MI 48842
24. Enter a "Social Security #" of "123456789."
25. Enter date "Hired" of "04/02/01."
26. Click the "Withholding Info" tab and then enter the following information:

Payroll Field	Filing Status	Allow	Additional Withholding	State/Locality
Federal	Married	1	0.00	
State	Married/Jointly	1	0.00	MI
Local	Not Required	0	0.00	

27. Click the "Pay Info" tab.
28. Select "Salary" from the "Pay Method" drop-down.
29. Select "Bi-weekly" from the "Frequency" drop-down.
30. Enter "1500.00" in the first "Salary Pay Rate" field.
31. Click "Save" to save her information.
32. Click "New" and click the "General" tab to bring up a new employee screen.
33. Using the steps above as a guide, enter the following three employee records:

	Employee #1	Employee #2	Employee #3
Employee ID	johnsond	blackb	whitew
Name	David Johnson	Betty Black	William White
Employee/Sales Rep/Both	Both	Both	Both
Address	500 Larch St. Lansing, MI 48912	678 Grand River Ave. Okemos, MI 48853	240 Pinecrest Dr. Mason, MI 48934
Social Security #	111-11-1111	222-22-2222	333-33-3333
Hired Date	8/2/98	9/1/99	11/7/00
Federal Filing Status	Married	Single	Single
Federal Allow	2	1	0
State Filing Status	Married/Jointly	Single	Single
State Allow	0	0	0
State/Locality	MI	MI	MI
Local Filing Status	Not Required	Not Required	Not Required
Pay Method	Salary	Hourly- Hours per Pay Period	Hourly- Hours per Pay Period
Frequency	Bi-weekly	Weekly	Weekly
Salary Rate	1200.00		
Regular Hourly Rate		15.00	15.00
Overtime Hourly Rate		22.50	22.50

34. After saving the new employee records, select "brownellc" from the "Employee ID" list.
- (cont.)



# EXERCISES- SETTING UP PAYROLL

## Exercises (cont.):

35. Click the "General" tab. If using Peachtree 2009:2012, click the "Employee Beginning Balances" button. If using Peachtree 2003:2008, click the "Beginning Balances" arrow button in the lower right corner.
36. In Column "1," type "1/31/11."
37. Enter the following numbers underneath the column labeled "1/31/11":

Field	Amount
Gross	3000.00
Fed_Income	-320.76
Soc_Sec	-186.00
Medicare	-43.50
State	-124.70

38. Click "Save" in the "Employee Beginning Balances" window.
39. Select "johnsond" from the "Employee ID" drop-down, and enter a date of "1/31/11" for column "1."
40. Enter the numbers below under column 1.

Field	Amount
Gross	2400
Fed_Income	-184.96
Soc_Sec	-148.80
Medicare	-34.80
State	-95.76

41. Click "Save" when you are finished.
42. Select "blackb" from the "Employee ID" drop-down, and enter in a date of "1/31/11" for column "1."
43. Enter the numbers below under column 1.

Field	Amount
Gross	1200
Fed_Income	-139.56
Soc_Sec	-74.40
Medicare	-17.40
State	-55.78

44. Click "Save" when you are finished.
45. Select "whitew" from the "Employee ID" drop-down, and enter in a date of "1/31/11" for column "1."
46. Enter the numbers below under column 1.

Field	Amount
Gross	1200
Fed_Income	-130.56
Soc_Sec	-74.40
Medicare	-17.40
State	-52.18

(cont.)

# EXERCISES- SETTING UP PAYROLL

## Exercises (cont.):

47. Click "Save" when you are finished.
48. Click "Close" to return to the "Maintain Employees/Sales Reps" screen.
49. We have just hired two new employees who will work with time ticket hours. We will create the new records now. Click the "New" button to start. Remember to click the "Save" button, and then click the "New" between each record.

	Employee #1	Employee #2
Employee ID	close	jimenezc
Name	Emily Clos	Christine Jimenez
Employee/Sales Rep/Both	Both	Both
Address	333 Edgewood Blvd. Lansing, MI 48842	655 Willoughby Rd. Holt, MI 48842
Social Security #	444-44-4444	555-55-5555
Hired Date	2/1/11	2/1/11
Federal Filing Status	Married	Single
Federal Allow	2	1
State Filing Status	Married/Jointly	Single
State Allow	0	0
State/Locality	MI	MI
Local Filing Status	Not Required	Not Required
Pay Method	Hourly- Time Ticket Hours	Hourly- Time Ticket Hours
Hourly Billing Rate	50.00	45.00
Frequency	Weekly	Weekly
Regular Hourly Rate	16.00	13.00
Overtime Hourly Rate	24.00	20.50

50. Click "Close" when you are finished entering the two new time ticket employees.

# EXERCISES- SETTING UP TIME & BILLING

## Purpose:

To be able to effectively set up the items needed for time and billing activities.

## Exercises:

1. Start the Peachtree application.
2. Open the "Fakeco, Inc." company file from the previous exercise.
3. Select "Maintain| Inventory Items..." from the Menu Bar.
4. Enter the following "Activity Items." Remember to click "Save" and click "New" between each record. Also, you will not automatically recalculate each price level, but will instead enter them by hand. Click the gray arrow next to the "Billing Rate #1" box to bring up that screen for entry when needed.

	Activity Item #1	Activity Item #2	Activity Item #3
<b>Item ID</b>	05trainc	05trainp	05admin
<b>Description</b>	Computer Training-Commercial	Computer Training-Residential	Administrative Tasks
<b>Item Class</b>	Activity Item	Activity Item	Activity Item
<b>Description for Sales</b>	Computer Training for Commercial Clients	Computer Training for Residential Clients	Administrative Tasks
<b>List Price</b>	45	45	0
<b>Residential</b>	0	43.50	0
<b>Commercial</b>	42.25	0	0
<b>GL Income Acct.</b>	40200-C	40200-P	40000
<b>Item Tax Type</b>	Non-Taxable Labor	Non-Taxable Labor	Non-Taxable Labor
<b>Stocking U/M</b>	Hour	Hour	Hour

5. Click "New." Now enter the following "Charge Items." You will not set any pricing levels for these items. They will be only set at the list price. Remember to click "Save" and click "New" between each. You can click "Close" when you are finished.

	Charge Item #1	Charge Item #2	Charge Item #3
<b>Item ID</b>	06copy	06fax	06park
<b>Description</b>	Photocopies	Faxes	Parking
<b>Item Class</b>	Charge Item	Charge Item	Charge Item
<b>Description for Sales</b>	Photocopies	Faxes	Parking
<b>List Price</b>	.13	5.00	10.00
<b>GL Income Acct</b>	41000	41000	41000
<b>Item Tax Type</b>	Taxable	Taxable	Non-taxable Sales
<b>Stocking U/M</b>	Each	Each	Each

# EXERCISES- USING ACCOUNTS PAYABLE

## Purpose:

To create purchase orders, take payments, take vendor credits, and write checks.

## Exercises:

1. Start the Peachtree application.
2. Open the "Fakeco, Inc." company file from the previous exercise.
3. Select "Tasks| Purchase Orders..." from the Menu Bar.
4. Select "01comp" from the "Vendor ID" lookup list.
5. Enter a "Date" of "2/11/11."
6. Enter a "PO No." of "1001."
7. In the line item area, type "5" under quantity in the first row.
8. In the "Description" field, type "Mouse Pads."
9. Enter a "GL Account" of "71000."
10. Enter a "Unit Price" of "12.50."
11. Click "Save" to save the purchase order. Then click the "New" button.
12. Now we will enter a drop-shipment in the same window. Select "01comp" as the "Vendor ID."
13. Enter "2/12/11" as the "Date."
14. Leave "PO#" 1002.
15. Click the "Drop Ship" checkbox to display the "Customer ID:" drop-down.
16. If using Peachtree 2003, click the "Drop Ship" checkbox in the "Ship to Address" window.
17. Select "sheldon" from the "Customer ID" lookup list.
18. Select the "Bill To" address from the drop-down that appears by the "Ship To:" field.
19. In the line item area, enter a "Quantity" of "5" in the first row.
20. Select an "Item" of "01netfun" from the item lookup list.
21. Click "Save" to save the drop shipment.
22. Click "Close" to close the "Purchase Orders" window.
23. Select "Tasks| Purchases/Receive Inventory..." from the Menu Bar.
24. Select "01paper" from the "Vendor ID" drop-down.
25. Enter "2/12/11" as the "Date."
26. Type "5342" in the "Invoice No." field.
27. Enter the following items in the line items area of the form:

Description	Amount
Printing of Manuals	543.45
Binding	145.00
Setup and Press	365.71

28. Click "Save" to save the bill.
29. Select "01rent" from the "Vendor ID" drop-down
30. Enter a "Date" of "2/20/11."
31. In the first line item, type "Rent" in the "Description" column, and "1700.00" in the "Amount" column.
32. Click the "Recur" button at the top of the screen.
33. Type "11" in the "Number of Times" ("End after" in 2009:2012) field, and click the "Monthly" recurrence option.

(cont.)

# EXERCISES- USING ACCOUNTS PAYABLE

## Exercises (cont.):

34. Type "rent-02" in the "Begin with #" field.
35. Click "OK" to save this bill and automatically generate another in the future every month for 11 months.
36. Now we will "receive" the drop shipment. Let's pretend we were sent the invoice number "#10232" from "Computers N' More." Click the "New" button to continue and clear the screen, if needed.
37. Select "01comp" from the "Vendor ID" lookup list.
38. Enter "2/15/11" as the "Date."
39. Enter "10232" in the "Invoice #" field.
40. Select purchase order # 1002 from the "Apply to Purchase Order #" drop-down.
41. Enter "5" in the "Received" column.
42. Click "Save" to save the transaction.
43. Click "Close" to close the "Purchases/Receive Inventory" screen.
44. Select "Tasks| Vendor Credit Memos..." from the Menu Bar.
45. Select "01comp" from the "Vendor ID" lookup list.
46. Type "2/22/11" as the "Date."
47. Type "CM101" in the "Credit No." field.
48. Select the "Apply to Purchases" tab.
49. Enter "1" for the "Quantity."
50. Select "01netfun" from the "Item" lookup list.
51. Click the "Terms" gray arrow button (at the right end of the "Terms" above the list item area).
52. Enter a "0.0" for the "Discount Amount."
53. Click "OK."
54. Back in the "Vendor Credit Memo" window, click "Save."
55. Click "Close."
56. Pay bills by selecting "Tasks| Payments..." from the Menu Bar.
57. Select "Master Checking Account" as the cash account to use for this transaction.
58. Enter a "Vendor ID" of "01comp."
59. Assuming that we already wrote the check, enter a "Check Number" of "3285."
60. Enter a "Date" of "2/24/11"
61. Click the "Pay" checkbox for invoices "9876" and "10232."
62. Click "Save."
63. Enter a "Vendor ID" of "01paper."
64. Assuming that we already wrote the check, enter a "Check Number" of "3286."
65. Enter a "Date" of "2/24/11"
66. Click the "Pay" checkbox for invoices "1000" and "1110" and "1950."
67. Click "Save."
68. Click "Close" to leave the "Payments" window.
69. To enter a check written by hand, select "Tasks| Write Checks..." from the Menu Bar.
70. In the "Pay to the Order of" field, type "Holt Pizzeria."
71. Enter a "Check Number" of "3284."
72. Enter a "Date" of "2/18/11."
73. Enter a "\$" amount of "32.98."
74. Use the "Expense Account" lookup list to select account "70500."
75. Click "Save."
76. Click "Close."

# EXERCISES- WORKING WITH INVENTORY

## Purpose:

To make inventory adjustments and change item prices.

## Exercises:

1. Start the Peachtree application.
2. Open the "Fakeco, Inc." company file from the previous exercise.
3. Select "Tasks| Inventory Adjustments..." from the Menu Bar.
4. Select "01netfun" for the "Item ID."
5. Enter a "Reference" of "Water Damage."
6. Enter "2/15/11" for the "Date."
7. Enter "50500" as the "GL Source Acct."
8. Enter "-1.00" in the "Adjust Quantity By" field.
9. Click "Save."
10. Click "Close."
11. Create assembled items by selecting "Tasks| Assemblies..." from the Menu Bar.
12. Select "03persnet" from the "Item ID" drop-down.
13. Type "2/15/11" for the "Date."
14. Enter "Build- 02/15/11" for the "Reference."
15. Select "Build" for the "Action," and enter "2" in the "Qty" field.
16. Click "Save."
17. Click "Close."
18. Select "Maintain| Item Prices..." from the Menu Bar.
19. For the "Item ID" row, under the "Type" column, select "Range" from the drop-down.
20. For the "From" drop-down, select "01netfun."
21. For the "To" drop-down, select "01netsec."
22. Click "OK."
23. Clear the check boxes from the price levels displayed in the upper left corner, **EXCEPT** for "List Price."
24. Select the "Calculation selected below" option button.
25. Set the calculation to read: "Use **Last Cost** and **Increase by Percent 65.00 %**."
26. Click the "Recalc" button in the toolbar.
27. Clear the check mark from the "List Price" check box, and place a check mark in front of the "Residential" price level's check box.
28. Change the percentage to "20.00" in your calculation, and click the "Recalc" button.
29. Clear the check mark from the "Residential" check box, and place a check mark in front of the "Commercial" price level's check box.
30. Change the percentage to "15.00" in your calculation, and click the "Recalc" button.
31. Click "Save."
32. Click "Close."

# EXERCISES- WORKING WITH RECEIVABLES

## Purpose:

To make quotes, sales orders, sales invoices, issue credit memos, enter receipts, take prepayments, and make deposits.

## Exercises:

1. Start the Peachtree application.
2. Open the "Fakeco, Inc." company file from the previous exercise.
3. Select "Tasks| Quotes/Sales Orders| Quotes..." from the Menu Bar.
4. Select "shaws" from the "Customer ID" lookup list.
5. Type "2/5/11" in the "Date" field.
6. Enter a "Quote No." of "300."
7. In the line item area, type "3.00" for the "Quantity."
8. Select "02consult" from the "Item" lookup list.
9. Click "Save."
10. Select "sheldon" from the "Customer ID" lookup list.
11. Type "2/8/11" in the "Date" field.
12. Enter a "Quote No." of "301."
13. In the line item area, type "25.00" for the "Quantity."
14. Select "02consult" from the "Item" lookup list.
15. Click "Save."
16. Click the "List" button ("Open" in 2003:2007) to open a quote, which we will now convert into an invoice.
17. If needed, select "All transaction" from the "Date Range:" drop-down, and double-click on quote #300.
18. Click the "Convert" button in the middle of the toolbar at the top of the screen.
19. Select the "Sales/Invoice" option. Enter "Invoice #" "100."
20. Click "OK" to convert the quote into an invoice.
21. Click the "List" button ("Open" in 2003:2007).
22. Double-click on quote #301.
23. Click the "Convert" button in the middle of the toolbar at the top of the screen.
24. Select the "Sales Order" option. Enter "SO #" "200."
25. Click "OK" to convert the quote into a sales order.
26. Click "Close."
27. Select "Tasks| Quotes/Sales Orders| Sales Orders..." from the Menu Bar to create a sales order.
28. Select "holiday" from the "Customer ID" lookup list.
29. Enter the "Date" as "2/8/11."
30. Enter "2/8/11" as the "Ship By" date.
31. Enter "201" in the "SO No." field.
32. Type a "Quantity" of "5."
33. Select "01netfun" as the "Item."
34. Click "Save."
35. Click "Close."
36. Select "Tasks| Sales/Invoicing..." from the Menu Bar.
37. Select "smithb" from the "Customer ID" lookup list.
38. Enter "2/10/11" as the "Date."

(cont.)

# EXERCISES- WORKING WITH RECEIVABLES

## Exercises (cont.):

39. Enter an "Invoice No." of "101."
  40. Enter a "Quantity" of "1.00" and an "Item" of "01netsec."
  41. Click the "Amount Paid at Sale" button. This opens the "Receive Payment" window.
  42. Enter "4362" as the "Reference."
  43. Enter "27.98" as the "Receipt Amount."
  44. Make sure that the cash account is set to "10200."
  45. Click "OK" to record the payment at the time of sale.
  46. Click "Save."
  47. Select "sheldon" from the "Customer ID" drop-down.
  48. Enter "2/9/11" as the "Date."
  49. Enter "Invoice No." "102."
  50. Select sales order "200" from the drop-down list on the "Apply to Sales Order #" tab.
  51. Enter "5" in the "Shipped" field.
  52. Click "Save."
  53. Click "Yes" to let sheldon go over their credit limit. Click "Close" to exit the "Sales/Invoicing" window.
  54. Select "Tasks| Credit Memos..." from the Menu Bar.
  55. Select "shaws" from the "Customer ID" lookup list.
  56. Enter a "Date" of "2/21/11."
  57. Enter "CM101" in the "Credit No." field.
  58. Click the "Apply to Sales" tab below to bring that tab forward.
  59. Enter a "Quantity" of "1.00" and select "04discs-word-2000" from the "Item" lookup list.
  60. Click "Save."
  61. Click "Close."
  62. Select "Tasks| Receipts..." from the Menu Bar to collect payments.
  63. Select "sheldon" from the "Customer ID" lookup list.
  64. Enter "Reference" "304."
  65. Enter "Receipt Number" "10210."
  66. Enter "2/12/11" as the "Date."
  67. Click the "Pay" check box on the "Apply to Invoices" tab for all of the invoices.
  68. Click "Save."
  69. Next, we will take a prepayment from "smithb" by selecting that ID from the "Customer ID" drop-down.
  70. Enter the check number "4363" into the "Reference" field.
  71. Enter "Receipt Number" "10211."
  72. Enter "2/10/11" as the date.
  73. Set the "Cash Account" to "10200."
  74. On the "Apply to Revenues" tab, click the "Prepayment" check box.
  75. If needed, enter a GL Account of "24400."
  76. Enter "200.00" in the "Amount" field.
  77. Click "Save."
  78. Click "Close."
  79. To deposit funds, select "Tasks| Select for Deposit..." from the Menu Bar.
  80. Select "10200" as the "Account ID."
  81. Set "2/12/11" as the "Deposit Ticket Date."
  82. Enter "0212" as the "Deposit Ticket ID."
- (cont.)



# EXERCISES- WORKING WITH RECEIVABLES

---

## Exercises (cont.):

- 83. Click the "Deposit" check box for all of the amounts listed.
- 84. Click "Save."
- 85. Click "Close."

# EXERCISES- PERFORMING PAYROLL ACTIVITIES

## Purpose:

To be able to pay employees and create payroll fields.

## Exercises:

1. Start the Peachtree application.
2. Open the "Fakeco, Inc." company file from the previous exercise.
3. Select "Tasks| Payroll Entry..." from the Menu Bar.
4. Select "Payroll Checking Account" from the "Select a Cash Account" drop-down, and then click "OK."
5. Enter "brownellc" as the "Employee ID." Click "OK" through the message box errors that appear. This is only happening because we are using an unregistered tax table formula in a sample file, and Peachtree cannot find the correct calculations.
6. Enter a "Check Number" of "1206."
7. Enter "2/2/11" as the "Date." Click "OK" through the message box errors that appear. This is only happening because we are using an unregistered tax table formula in a sample file, and Peachtree cannot find the correct calculations.
8. Enter "2/2/11" as the "Pay Period End."
9. Click "Save" then "Close."
10. Now we will set up a flat rate deduction for dental that deducts \$15 from employee paychecks.
11. Select "Maintain| Default Information| Employees..." from the Menu Bar.
12. Click on the "Employee Fields" tab, and scroll down and find the first available line. Type "Dental" into the "Field Name" column.
13. Select "G/L Account" "24100."
14. For the "Amount," type "-15.00" and then click "OK."
15. Now we will set up a calculated garnishment for one of our employees.
16. Select "File| Payroll Formulas ("Payroll Tax Tables" in 2003:2008)| User-Maintained..." from the Menu Bar.
17. Enter a "Formula ID:" ("Tax ID" in 2003:2008) of "GARNISH11."
18. Enter a "Name:" ("Tax Name" in 2003:2008) of "GARNISH 11."
19. In Peachtree 2009:2012, select "Deduction" from the "How do you classify this formula?" drop-down.
20. If using 2003:2008, in the box "Government," select "Local." For the "Type," select "Deduction."
21. If using Peachtree 2009:2012, type the following into the "Formula" text box. You can use "Ctrl"+"Enter" on your keyboard to create the necessary line breaks.  
LIMIT =350;  
PERCENT=20;  
A=ADJUSTED\_GROSS+Fed\_Income+Soc\_Sec+MEDICARE+St\_Income;  
B=A\*PERCENT%;  
ANSWER=-MAX\_LIMIT(LIMIT,B)
22. If using Peachtree 2003:2008, type the following into the "Formula" text box. You can use "Ctrl"+"Enter" on your keyboard to create the necessary line breaks.  
LIMIT =350;  
PERCENT=20;  
A=ADJUSTED\_GROSS+Fed\_Income+Soc\_Sec+Medicare+State;  
B=A\*PERCENT%;  
ANSWER=-MAX\_LIMIT(LIMIT,B)

(cont.)

# EXERCISES- PERFORMING PAYROLL ACTIVITIES

## Exercises (cont.):

23. Click "Save."
24. Click "Close."
25. Select "Maintain| Default Information| Employees..." from the Menu Bar.
26. Select the "Employee Fields" tab.
27. Scroll down to the next available line, and type "Garnish" as the "Field Name."
28. Select the "G/L Account" lookup list, and click the "New" button on the drop-down.
29. In the "Maintain Chart of Accounts" window that appears, set up an new account with the following information:
  - Account ID: "23950"
  - Account Description: "Garnishment Payable"
  - Account Type: "Other Current Liabilities."
30. Click "Save" in the "Maintain Chart of Accounts" window.
31. Click "Close" in the "Maintain Chart of Accounts" window.
32. Select "23950" as the new "G/L Account."
33. Click "OK."
34. Select "Maintain| Employee/Sales Reps..." from the Menu Bar.
35. Select "whitew" from the "Employee ID" drop-down
36. Select the "Employee Fields" tab.
37. Scroll down to the "Garnish" line, and click the "Use Defaults" ("Std" in 2003:2008) check box to clear it.
38. Click the "Calculated" ("Calc" in 2003:2008) check box.
39. Select "23950" as the "Account," if needed.
40. Use the "Formula" ("Tax Name" in 2003:2008) drop-down to select "GARNISH."
41. Click the "Adjust" gray arrow button at the end of that row.
42. Click the "Use" check box for "Gross."
43. Click "OK."
44. Click "Save."
45. Click "Close."
46. Select "Tasks| Payroll Entry..." from the Menu Bar.
47. Select "whitew" from the "Employee ID" drop-down, and then click "OK" until the warning message boxes finish displaying.
48. In the "Taxes-Benefits-Liabilities" list, scroll down through the deductions shown and note that the "Garnish" field is functional.
49. Click "Close."
50. Click "No" to saving the transaction.

# PEACHTREE KEYBOARD SHORTCUTS

**Note:**

The “Ctrl” keyboard shortcuts will behave differently than listed when the “Peachtree Today” window is displayed. In this case, it will translate the shortcuts as if you were using Internet Explorer.

CTRL Functions	Key
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete record	Ctrl + E
Clear	Del
Check Spelling	F7
Find	Ctrl + F
Find next	Ctrl + D
Previous Record	Ctrl + Alt + P
Next Record	Ctrl + Alt + N
New Company	Ctrl + N
Open Company	Ctrl + O
Backup Company	Ctrl + B
Restore Company	Ctrl + R
Print	Ctrl + P
Print Preview	Ctrl + W

Function Keys	Key
Displays online help topic	F1
Changes mouse pointer to “What’s This?” help selector	Shift + F1
Saves records and posts (or saves) transactions in certain windows	F5
Toggles between open window & menu bar	F10
Closes current document window	Ctrl + F4
Closes the application window	Alt + F4
Moves to next window	Ctrl + F6
Moves to the previous window	Shift + Ctrl + F6