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**INTRODUCTORY  
PEACHTREE**

**TEACHUCOMP, INC.**

*...it's all about you*

# INTRODUCTORY PEACHTREE

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**TEACHUCOMP, INC.**

Phone: (877) 925-8080

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

# INTRODUCTION AND OVERVIEW

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Welcome to Teachucomp, Inc.'s Introductory Peachtree course. This class introduces the student to Peachtree, one of the most popular accounting and bookkeeping programs available today. This class is designed to give the student with little or no knowledge of the program's capabilities a basic skill 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 that allows you to create invoices, statements, pay your bills, write checks, track inventory, manage your payroll, and perform other accounting and business-related services.

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# **CHAPTER 1-**

## **GETTING ACQUAINTED WITH PEACHTREE**

---

**1.1- THE PEACHTREE ENVIRONMENT- 2007:2012**

**1.2- THE PEACHTREE NAVIGATION CENTERS- 2007:2012**

**1.3- THE PEACHTREE ENVIRONMENT- 2003:2006**

**1.4- USING THE MENU BAR**

**1.5- USING THE MAIN APPLICATION TOOLBAR- 2004:2006**

**1.6- LEARNING COMMON BUSINESS TERMS**

# GETTING ACQUAINTED WITH PEACHTREE

## 1.1- The Peachtree Environment- 2007:2012:

Welcome to Mastering Peachtree Made Easy™. In this training, we will cover the basic skills required to effectively manage your company's financial information using the Peachtree program. After completion of this course, you should understand the way Peachtree tracks and manages your company's basic financial information. You should also have the required skills to do the most commonly performed and necessary tasks within Peachtree.

When you start your own business, you are responsible for doing much more than simply generating revenue for your company. Depending upon your business type, you may also need to produce invoices and statements, record customer payments, and manage multiple types of accounts. Peachtree Complete Accounting allows you to accomplish these tasks and more.

This training begins its exploration of the program by examining the user interface. Starting in Peachtree 2007 and continuing through Peachtree 2012, you can view and navigate through the various sections of the program by using the Navigation Bar that appears at the left side of any open company file. The Navigation Bar allows you to open separate pages of information, called Navigation Centers, that will appear at the right side of the same window. To open a Navigation Center, just click on the name of the Navigation Center that you would like to view from the listing of names that appears within the Navigation Bar.

You will find information about your company within each Navigation Center. Another great feature of the Navigation Center is that you can customize the content displayed for each user of the company file, which is very convenient and also adds a measure of security. In addition to the information shown within each Navigation Center, you will also be able to perform many tasks related to the selected Navigation Center by using the buttons, commands, and lists shown in each Navigation Center.

In all versions of Peachtree, you also have a Menu Bar at the top of the Peachtree application window. You can use the commands found within the Menu Bar to perform any task within Peachtree. This tool has been very consistent in its appearance and function from version to version and continues to be just as reliable in Peachtree 2012. This makes using the program easier for upgrading users, as you can often find the commands that you already know how to use within their same locations within the Menu Bar, regardless of the version of Peachtree that you are using. This also allows upgrading users to get used to changes made to the visual interface gradually, as they use the program.

# GETTING ACQUAINTED WITH PEACHTREE

## 1.2- The Peachtree Navigation Centers- 2007:2012:

Now we will examine using the various Navigation Centers that appear in Peachtree 2007:2012. Once you have opened a company file, you can click on any of the names of the various Navigation Centers that appear within the Navigation Bar at the left side of the screen to then have the selected Navigation Center appear at the right side of the screen. The “Business Status” Navigation Center is only available if you are using Peachtree Complete Accounting 2007:2012. Otherwise, you will have access to the “Customers & Sales,” “Vendors & Purchases,” “Inventory & Services,” “Employees & Payroll,” “Banking,” and “Company” Navigation Centers in the Navigation Bar.

At the top of any selected Navigation Center, you will see a small Navigation toolbar that allows you to perform some standard tasks in Peachtree. Let’s examine some of the functions that can be performed using the Navigation Center toolbar in Peachtree.

First, you can choose which of the Navigation Center pages you want to display by default when you open the current Peachtree company file. To do this, just open the Navigation Center that you want to set as the default page. Then click the “Make this the default page” button within the toolbar at the top of the Navigation Center. The display on the button will then change toggle to display “This is the default page” once it has been set.

You can also show or hide the content of each Navigation Center by clicking the leftmost button at the end of the Navigation Center’s toolbar. This is a toggle button that will read either “Show” or “Hide.” You can click it to toggle the display of the Navigation Center on or off.

You may notice a slight pause when you click on the name of a Navigation Center shown in the Navigation Bar. This is because when you open a Navigation Center, Peachtree refreshes the data shown to reflect any changes since the data was last displayed. You can also manually force a refresh of the data shown in any Navigation Center by just clicking the “Refresh” button in the Navigation Center toolbar at the top of the window.

You can change the system date in the Navigation Center toolbar. The system date is a very important date. This is the default date for any transactions that you enter within the currently selected accounting period. If you select a system date that falls outside of your currently selected accounting period, then all transactions that you enter will have a default date value of the first date of the selected accounting period, ignoring the system date altogether. You can set the system date by clicking the “System Date:” button in the Navigation Center toolbar. In the “Change System Date” dialog box that appears, you can set the date you want to set as the system date by clicking the small calendar selector at the right end of the displayed date, and then choosing a date from the calendar drop-down. When you have set the desired system date, you can then click the “OK” button to confirm your selection.

You can also select the accounting period for data entry by clicking the “Period” button in the Navigation Center toolbar. In the “Change Accounting Period” dialog box that appears, you can select the accounting period for which you want to perform data entry from the list displayed. Then click the “OK” button to set the selected accounting period.

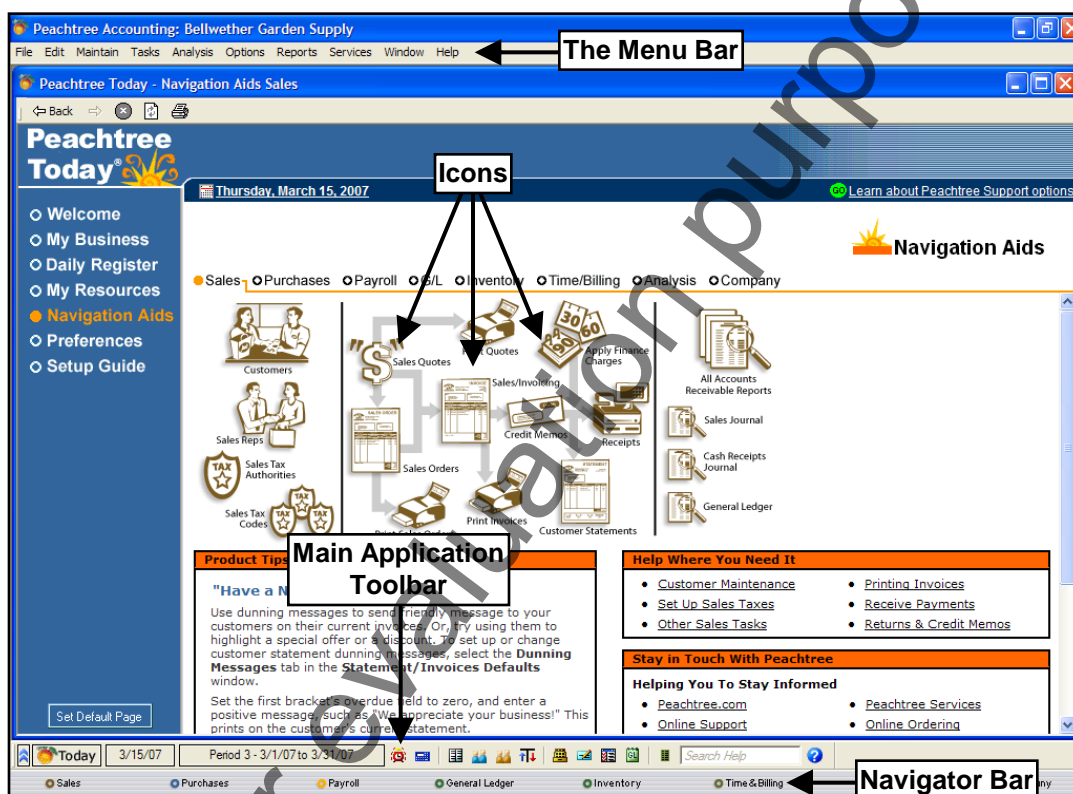
Within each Navigation Center, you will have related tasks that you can perform by clicking the buttons that are available and then choosing a command to perform from the resultant drop-down menu, if necessary. This replicates the functionality of the commands in the Menu Bar using a graphic interface. You can also view the relationship between items within Peachtree by examining the graphic interface. For new users, this can assist you in performing tasks in the correct order. For example, you can see that you should set up customers, jobs, and sales tax before creating invoices.

In addition to tasks, you can also view associated lists of information and recent reports in all of the Navigation Centers. If you are using Peachtree Complete Accounting 2007:2012, you can also view and print various company reports in the “Business Status” Navigation Center.

# GETTING ACQUAINTED WITH PEACHTREE

## 1.3- The Peachtree Environment- 2003:2006:

Peachtree allows you to easily access all of the available commands that you use to create and edit your company's data file through the Menu Bar. You can also use the convenient navigators located at the bottom of the screen to bring up visual aides in the "Peachtree Today" window. You can then click on the pictures in the "Peachtree Today" window to launch windows which allow you to then perform some of the most common tasks in Peachtree. When you select a Menu Bar command or click an icon in the "Peachtree Today" window, you will most likely open a new window into which you will have to enter information. These windows will appear in separate windows from the "Peachtree Today" window.



## 1.4- Using the Menu Bar

All versions of Peachtree contain a Menu Bar that you can use to access the various windows where you perform business-related tasks such as invoicing customers, writing checks, and entering bills. To use the Menu Bar, just click on one of the command groupings shown within the Menu Bar to view the subcommands under each main command category. The different main categories of commands on the Menu Bar shown in Peachtree Complete Accounting are: "File," "Edit," "Lists," "Maintain," "Tasks," "Analysis," "Options," "Reports" ("Reports & Forms" in Peachtree 2008:2012), "Services," "Window," and "Help." From the displayed listing of subcommands, click on the specific subcommand which you wish to select. Note that subcommands which are followed by an ellipses mark (...) will be the ones to launch new windows into which you will have to enter information. Subcommands followed by a right-pointing arrow indicate that you will need to select from another side-menu of choices that will appear when you hold your mouse pointer over those subcommands. Other subcommands, like "Exit," simply need to be selected in order to be executed.



# GETTING ACQUAINTED WITH PEACHTREE

## 1.5- Using the Main Application Toolbar- 2004:2006:

Starting with the Peachtree 2004 version and continuing through the 2006 version, you will find that you have a Main Application toolbar located at the bottom of the Peachtree application window. Clicking the buttons on this toolbar gives you quick access to many of the most frequently used screens in Peachtree. You can click the "Customize Toolbar" button at the left end of the toolbar to launch the "Toolbar Components" window. You can add and remove buttons using this window. You can click on the various categories displayed in the "Customize Toolbar" window to view the buttons by category. To add a button, click and drag its picture from the "Customize Toolbar" window and drop it on the Main Application toolbar where you would like it placed. To remove a button from the Main Application toolbar, click and drag its picture from the Main Application toolbar and drop it into the button list in the "Customize Toolbar" window. When you are finished adding and removing buttons, click "OK" to close the "Customize Toolbar" window.

## 1.6- Learning Common Business Terms:

You don't have to be an accountant in order to use Peachtree, but it is necessary to have a basic understanding of some simple business bookkeeping and accounting concepts prior to entering information into the program. What you will examine next are the types of accounts displayed in a company's "Balance Sheet." A balance sheet is a report which shows a company's financial health as of a given date. The three major types of accounts displayed in a balance sheet are assets, liabilities, and equity. The balance sheet is one of the most frequently requested financial reports for your company, and thus it is important to understand what information the balance sheet contains.

<i>Name:</i>	<i>Description of Function:</i>
<b>Assets</b>	Assets are what you have on hand and what other people owe you. More specifically, the money that people owe you is called your Accounts Receivable, or A/R for short. The other assets may include checking account money, inventory, fixed assets (like computers), and undeposited funds from customers.
<b>Liabilities</b>	Liabilities are what you owe to others. The unpaid bills that you have are specifically referred to as your Accounts Payable, or A/P for short. A liability can be a loan, an unpaid bill, or taxes owed.
<b>Equity</b>	Equity is the difference between what you have (your Assets) and what you owe (your Liabilities). The basic formula for calculating equity is: $\text{Assets} - \text{Liabilities} = \text{Equity}$ . Equity is seen as representing the "health" of your business.

Once you start a new business, you also need to decide which bookkeeping method to use for tax reporting purposes. This determines when you report income and expenses for your company. The income and expense accounts and balances are displayed in a financial report called the "Income Statement." This report displays all income earned and expenses incurred over a selected time period. Please check with your tax advisor or the IRS before choosing a bookkeeping method for tax purposes.

<i>Method:</i>	<i>Description of Method:</i>
<b>Cash</b>	If you record your income when you actually receive the money, and record expenses when you pay the bills, you are using the <b>Cash</b> accounting method.
<b>Accrual</b>	In <b>Accrual</b> accounting, you record income at the time of sale, NOT when you receive payment. In the same way, you also record payments when you receive the bill, NOT whenever you pay it.

# ACTIONS-

## GETTING ACQUAINTED WITH PEACHTREE

### TO OPEN A NAVIGATION CENTER- 2007:2012:

1. Click on the name of the Navigation Center that you would like to view from the listing of Navigation Center names that appears in the Navigation Bar at the left side of the window.

### USING THE NAVIGATION CENTERS- 2007:2012:

1. You can choose which of the Navigation Center pages you want to display by default when you open the current Peachtree company file by opening the Navigation Center that you want to set as the default page and then clicking the "Make this the default page" button in the Navigation Center toolbar. The display on the button will toggle to read "This is the default page" once it has been set.
2. You can also show or hide the content of each Navigation Center by clicking the leftmost button at the end of the Navigation center toolbar. This is a toggle button that will read either "Show" or "Hide." You can click it to toggle the display of the Navigation Center on or off.
3. You can manually force a refresh of the data shown in any Navigation Center by clicking the "Refresh" button in the Navigation Center toolbar at the top of the window.
4. You can set the system date by clicking the "System Date:" button in the Navigation Center toolbar. In the "Change System Date" dialog box that appears, you can set the system date by clicking the small calendar selector at the right end of the displayed date, and then choosing a date from the calendar drop-down. When you have set the desired system date, you can then click the "OK" button to confirm your selection.
5. You can also select the accounting period for data entry by clicking the "Period" button in the Navigation Center toolbar. In the "Change Accounting Period" dialog box that appears, you can select the accounting period for which you want to perform data entry from the list displayed. Then click the "OK" button to set the selected accounting period.
6. Within each Navigation Center, you will have related tasks that you can perform by clicking the buttons that are available and then choosing a command to perform from the resultant drop-down menu, if necessary. This replicates the functionality of the commands in the Menu Bar using a graphic interface.
7. You can also view the relationship between items within Peachtree by examining the graphic interface. For new users, this can assist you in performing tasks in the correct order. For example, you can see that you should set up customers, jobs, and sales tax before creating invoices.
8. In addition to tasks, you can also view associated lists of information and recent reports in all of the Navigation Centers.
9. If you are using Peachtree Complete Accounting 2007:2012, you can also view and print various company reports in the "Business Status" Navigation Center.

### USING THE MENU BAR:

1. Click on a command grouping ("File," "Edit," etc...) to view the subcommands listed in a drop-down menu.
2. Click on the subcommand that you want to execute.


# ACTIONS-

## GETTING ACQUAINTED WITH PEACHTREE

### USING THE NAVIGATORS- 2004:2006:

1. Click on a navigator button (“Sales,” “Purchases,” etc...) at the bottom of the Peachtree screen.
2. Click on the icon in the “Peachtree Today” window that corresponds to the activity that you want to perform.

### CUSTOMIZING THE MAIN APPLICATION TOOLBAR- 2004:2006:

1. Click the “Customize Toolbar” button at the far left edge of the Main Application toolbar. 
2. In the “Customize Toolbar” window, click the “+” signs next to the folder categories to show the buttons listed in that category.
3. To add a button to the toolbar, click and drag the picture of the button from the “Customize Toolbar” button list and drop it on the Main Application toolbar at the place you want the button to appear on the toolbar.
4. To remove a button from the toolbar, click and drag the button picture from the toolbar and drop it back into the button list in the “Customize Toolbar” window.
5. When you are finished, click the “OK” button in the “Customize Toolbar” window to apply the changes.

# **CHAPTER 2-**

## **SETTING UP A COMPANY**

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**2.1- CREATING A PEACHTREE COMPANY**

**2.2- SETTING CUSTOMER DEFAULTS**

**2.3- SETTING VENDOR DEFAULTS**

**2.4- SETTING INVENTORY DEFAULTS**

**2.5- THE PAYROLL SETUP WIZARD**

**2.6- SETTING EMPLOYEE DEFAULTS- 2009:2012**

**2.7- SETTING EMPLOYEE DEFAULTS- 2003:2008**

**2.8- SETTING JOB DEFAULTS**

**2.9- MAKING A BACKUP**

**2.10- RESTORING FROM A BACKUP FILE**

Sample- for evaluation purposes only!

# SETTING UP A COMPANY

## 2.1- Creating a Peachtree Company:

When you want to set up a company in Peachtree, you can use the “New Company” wizard to quickly and easily create your new business and enter the information into Peachtree. You can start the “New Company” wizard by selecting “File| New Company...” from the Menu Bar. The “New Company” wizard displays different windows into which you will input your company’s information before using Peachtree. The information collected during this process includes your basic company information, what accounts you will need to have in your company’s chart of accounts, your accounting method, the posting method used for transactions, your default accounting periods, and your company file’s default values.

For each screen of the “New Company” wizard, you will enter information and answer the questions that are posed to you. When you have answered all of the questions and input all necessary information on a particular screen, you click the “Next>” button to continue. You can always click the “<Back” button to return to a previous screen of information, if necessary. If you need assistance in any screen, you can also click the “Help” button to open a supplemental help window which can further explain what is required for each screen.

When you are finished with all of the screens and click the “Finish” button, Peachtree will then create your company’s data file. Below is a listing of the major sections of the wizard, and what you will be expected to provide to Peachtree in each section.

<u>Section:</u>	<u>Description of Function:</u>
<b>Company Information</b>	Allows you to enter company information. This includes the company’s name and address, as well as federal and state identification numbers.
<b>Chart of Accounts</b>	Allows you to create a chart of accounts for your new company. You can import settings from another file, or create new list from a list of several sample company templates. You can also convert from other accounting programs here as well.
<b>Accounting Method</b>	Here is where you decide whether your company will use Cash or Accrual Accounting. If you are unsure as to what accounting method your company uses, check with your accountant.
<b>Posting Method</b>	Allows you to select between “Real Time” or “Batch” posting. With “Real Time,” your transactions are immediately posted to the General Ledger, and Peachtree will always reflect your most current financial information.
<b>Accounting Periods</b>	Here you decide which accounting period structure you want for your company. You can specify the number of accounting periods, and when they start and end.
<b>Defaults (PT 2003:2009)</b>	The defaults window will only appear if you chose to setup your chart of accounts using one of the sample companies. It will display the detail for Vendor, Customer, and Inventory defaults. Note any changes you wish to make here to change later.
<b>Finish</b>	This screen reminds you that you can use the “Setup Guide” to customize the defaults used in the company file and enter new data records.

# SETTING UP A COMPANY

## 2.2- Setting Customer Defaults:

If you selected one of the charts of accounts available from one of the many sample companies in order to create your company file's chart of accounts, then your customer defaults may already be set for you. If you didn't use this method of creating your chart of accounts or if you would simply like to verify that these are the settings you would like to use, you can verify the default customer settings in the "Customer Defaults" window by selecting "Maintain| Default Information| Customers..." from the Menu Bar.

The "Customer Defaults" window is where you set the values which you wish to appear by default for new customers as you create them in Peachtree. Setting the most frequently assigned customer options here means that you won't typically have to enter as much data as would otherwise be needed when you create a new customer record in the future.

Customer Defaults

Why should I set up these defaults?

Customer Defaults

Terms and Credit | Account Aging | Custom Fields | Finance Charges | Pay Methods

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

C.O.D.      Net due in 30 days

Prepaid      Discount in 10 days

Due in number of days      Discount Percent: 12.00

Due on day of next month      Credit Limit: 150,000.00

Due at end of month      Credit Status: Notify Over Limit

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

GL Sales Account 40000      Sales

Discount GL Account 49000      Sales Discounts

OK

Cancel

Help

In the "Customer Defaults" window you can click the "Terms and Credit" tab to set what will be considered the "standard terms" for customer payments. Remember that you are setting the "default" values here, so you want to set the *most common* terms, so you won't have to change them for each customer record created in the future. You must also set the General Ledger account number used for customer discounts. You can then set the discount percentages, as needed. You can set a default credit limit that will apply to all customers. Credit Status, which started in Peachtree 2005, determines how Peachtree will handle transactions that place the customer over their credit limit, by default.

On the "Account Aging" tab you set the default aging definition and brackets for customer invoices.

The "Custom Fields" tab allows you to create up to five additional data storage fields which you can use to assist you in tracking custom customer data. You define the fields (what they will store) within in this window, and then "fill-in" the values when you create each new customer record.

On the "Finance Charges" tab you can set up the default parameters under which you apply finance charges to your customers. Finance charges are calculated by multiplying the number of days past due by the daily finance charge rate, then by the outstanding invoice amount.

The "Pay Methods" tab allows you to set up to ten methods of payment that your business accepts. These should be entered from top to bottom, starting with the most frequently used.

# SETTING UP A COMPANY

## 2.3- Setting Vendor Defaults:

Before entering new vendors into your company file, you should ensure that you have the “Vendor Defaults” set as desired to prevent having to enter repetitive data values into each new vendor record. You can access this information by selecting “Maintain| Default Information| Vendors...” from the Menu Bar.

The “Vendor Defaults” window is where you store information that is common to most of your vendors and purchase transactions. These are the default settings applied to each new vendor record created. Therefore, you will want to set these to the most common settings given to new vendors. You can always override your default settings on a per-vendor basis when you create the actual vendor records, if necessary.

Vendor Defaults

Why should I set up these defaults?

Vendor Defaults

Payment Terms | Account Aging | Custom Fields | 1099 Settings

Standard Terms Sets Default Terms for Purchases, Default for Credit Limit

C.O.D. Net due in 30 days

Prepaid Discount in 10 days

Due in number of days Discount % 2.00

Due on day of next month Credit Limit: 5,000.00

Due at end of month

GL Link Accounts Sets Default Accounts for new Vendor Records, the Expense Account can also be changed in each Vendor Record

Expense Account <Undefined Account>

Discount GL Account 89500 Purchase Disc- Expense Items

OK

Cancel

Help

In the “Vendor Defaults” window, you can click the “Payment Terms” tab to setup the standard terms for payment applied to the majority of invoices that you receive from your vendors. Here is where you also set the default General Ledger purchase account number, discount purchase account number, any discount allowances, and set a standard credit limit to use by default for all vendors. Specifying these terms allows you to set what are then referred to as the “Standard Terms” given to you by your vendors.

On the “Account Aging” tab, you set the default aging settings used for the bills received from your vendors. You select whether your purchase invoices should be aged by invoice date or due date, by default, and also set the brackets used for aging payables.

You can set up to five additional fields for maintaining custom information on your vendors on the “Custom Fields” tab. You define what data to record here, and then “fill-in” the desired values for each new vendor record when you create it.

On the “1099 Settings” tab, you define the way that Peachtree reports and tracks payments made to 1099 vendors. For any accounts used for vendor 1099 payments, you can specify which calculation setting to use from the drop-down available.

# SETTING UP A COMPANY

## 2.4- Setting Inventory Defaults:

Setting the “Inventory Defaults” allows you to specify the default settings used when you create new items that will be used in your invoices, bills, and purchase orders. You can access this information by selecting “Maintain| Default Information| Inventory Items...” from the Menu Bar.

On the “General” tab, here you can decide whether or not to allow duplicate UPC/SKU codes.

The “Ordering” tab was new to Peachtree 2005- many of the functions previously found on the “General” tab in Peachtree 2004 were placed here. Here you can set whether or not to include quantities placed into purchase orders when calculating the “quantity available” of a product. You can also set the “out of stock” warning used in the “Sales Invoice” and “Receipt” windows. You can set the “Sales Order” window’s “out of stock” warning message, as well. If you have Peachtree 2005 or later, you can also see a new section: the “Auto Creation of Purchase Orders.” Here you can specify to automatically create purchase orders for both “drop ship” and “non-drop ship” transactions in Peachtree, if desired.

On the “GL Accts/Costing” tab, you specify which General Ledger (GL) accounts to use by default when you create items of the various “item types” listed. You also select the default freight GL account here.

On the “Taxes/Shipping” tab, you define the default tax assignments used for items. You give each a name, and indicate whether or not each is taxable or tax exempt. In the “Ship Methods” list, enter up to ten shipping methods from which you will select when you enter customer and vendor transactions. These should be entered from top to bottom from most frequently used to least frequently used.

On the “Custom Fields” tab, you can create up to five additional fields which you would like to use to track additional, custom data about your transaction items. You define what fields you want to track here. Then, when you create the new items, you fill in the specific values for each field.

On the “Price Levels” tab, you can create up to ten price levels which allow you to vary the pricing of an item based on a calculation which you specify. These allow you to charge different prices for the same item to different customers.

Inventory Item Defaults

Why should I set up these defaults?

Inventory Item Defaults

General Ordering **GL Accts/Costing** Taxes/Shipping Custom Fields Price Levels

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

These Defaults are used when creating new Items. Click on the cells to access the entry tools. Individual records can be changed as they are created in the Maintain Inventory Items Screen.

GL Freight Account

57500 Freight This GL Link is for Freight Charges in Sales/Invoicing

OK  
Cancel  
Help



# SETTING UP A COMPANY

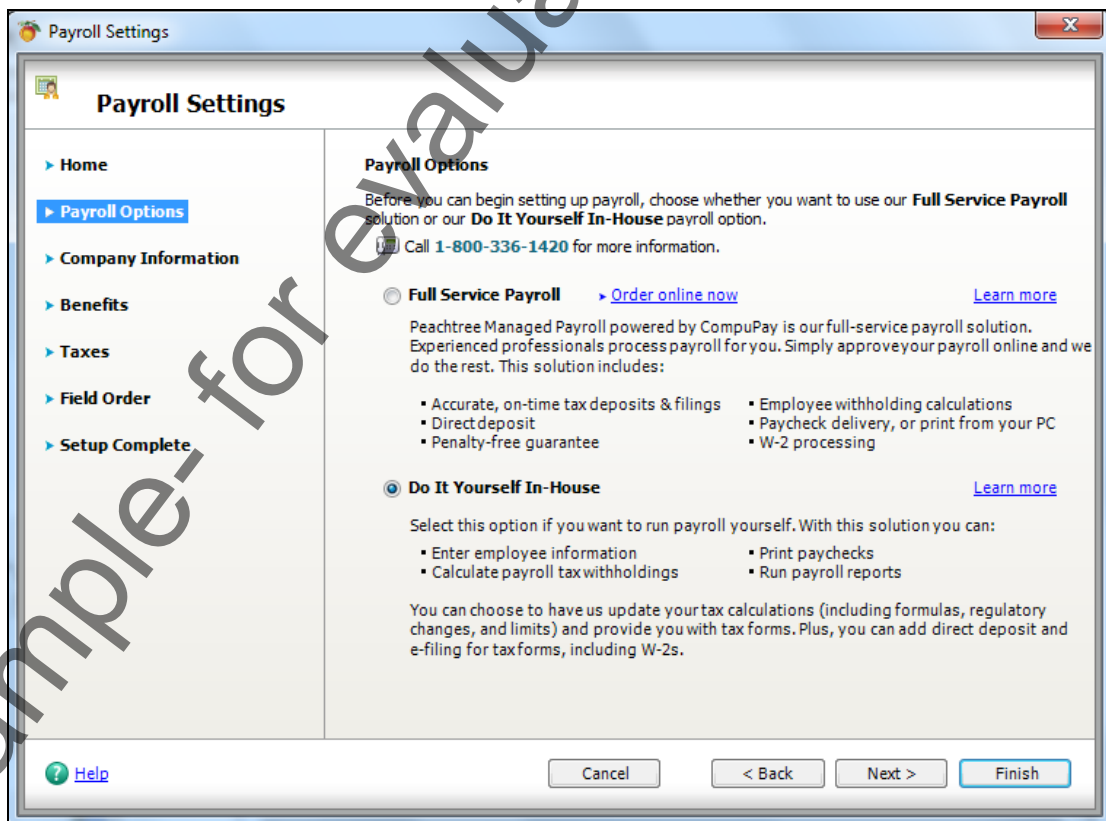
## 2.5- The Payroll Setup Wizard:

To set up payroll and employee defaults, select “Maintain| Default Information| Payroll Setup Wizard...” from the Menu Bar. You must set up your payroll item defaults before you can set up your employee defaults. Peachtree understands this, and even if you selected “Maintain| Default Information| Employees...” from the Menu Bar to set up your employee defaults first, it would instead launch the “Payroll Setup Wizard” to make you set up your payroll items first.

In Peachtree 2006:2008, if you will be performing payroll “in-house,” then you must first click the “Payroll Setup Wizard” link in the window that opens. This window shows you the options for payroll that you have in Peachtree. In addition to doing it yourself, you can also enroll in a full-service payroll service through Peachtree. Starting in Peachtree 2009, the option to perform payroll activities “in-house” or to use the Peachtree “Full Service Payroll” is built into the Payroll Setup Wizard as you click the “Next” button to continue through the screens.

If you are performing payroll “in-house,” then first you must specify if you want Peachtree to automatically update your payroll tax tables, or if you will update them manually. If you want Peachtree to update your tax tables for you, you must either click the “Order Online Now” button, or select the checkbox to specify that you have already enrolled in the service.

You then use the “Next>” and <Back” buttons to navigate through a series of questions presented in different panes that collect standard payroll information for your company file. It is like the wizard used to set up the Peachtree company file. The “Payroll Setup Wizard” guides you through the process of setting up default payroll General Ledger accounts, standard payroll fields, and optional payroll fields such as 401(k), vacation time and sick time. When you have finished setting up the default payroll items for your company file, you may then set up the employee defaults for your company file, if needed.



# SETTING UP A COMPANY

## 2.6- Setting Employee Defaults- 2009:2012:

You can make changes to many payroll item fields directly within the “Employee Defaults” window. You can select “Maintain| Default Information| Employees...” to view the information in the “Employee Defaults” window after you have completed the “Payroll Setup Wizard” in Peachtree.

The “General” tab contains the field for “Locality,” if used in payroll, as well as custom fields that allow you to store “custom” employee data of your choosing. You can also select the desired option button to specify your choice for employee payroll name display on this tab.

On the “Employee Fields” tab, you can view and edit payroll fields which affect the employee pay- such as deductions, additions, and exceptions. Once these fields have been created in the “Employee Defaults” window, they are then available for use by all employees. You can then customize these individual fields for each employee’s record later on, as needed.

The “Company Fields” tab allows you to view and edit payroll fields used to track the employer’s payroll information- such as company-paid payroll taxes, for example.

Starting in Peachtree 2010, you also have the “Review Ratings” and “Employment Status” tabs. You can enter default employee ratings into the “Review Ratings” tab. You can enter up to ten statuses used to measure employee performance, such as a numeric performance rating for example, on this tab.

You can enter up to ten employment statuses into the “Employment Status” tab. There are some provided by default and you can choose to keep them and add more if needed, or recreate them all, as you prefer.

Once you have made any changes that you wish within this screen, you can click the “OK” button to apply your changes to the company file.

Employee Defaults

[Why should I set up these defaults?](#)

Employee Defaults

General Employee Fields Company Fields Review Ratings Employment Status

Custom Fields: [What is this?](#)

Field Labels	Enabled
1. Position	<input checked="" type="checkbox"/>
2. Birthday	<input checked="" type="checkbox"/>
3. Spouse	<input checked="" type="checkbox"/>
4. Emerg. Contact	<input checked="" type="checkbox"/>
5. Review Date	<input checked="" type="checkbox"/>

Display Employee Name with:

First name first (John Q Doe)

Last name first (Doe, John Q)

[Which screens are affected?](#)

Locality

Locality:

OK

Cancel

Help

➔ More options are in [Payroll Settings](#)

# SETTING UP A COMPANY

## 2.7- Setting Employee Defaults- 2003:2008:

After you have setup your initial payroll items, you can return to modify the default setup at any time within the first payroll year by selecting "Maintain| Default Information| Payroll Setup Wizard..." from the Menu Bar. After your first year, you will need to make any payroll item changes directly in the "Employee Defaults" window. You can select "Maintain| Default Information| Employees..." to view the information in the "Employee Defaults" window.

The "General" tab contains the local and state information for your company's payroll, custom fields that allow you to store "custom" employee data of your choosing, your choice for employee payroll name display, as well as access to payroll field assignment for W-2s and employee/employer taxes.

The "Pay Levels" tab allows you to create payroll fields with different descriptions for both hourly and salary pay types. You can create payroll fields for "overtime," "bonuses," "foreman hours," or any other type of pay. You must then assign each pay type to a payroll GL account. Note that the amount of pay is actually specified when you create the actual employee record, and as such doesn't pertain to the establishment of the pay type defaults.

On the "EmployEE Fields" tab you create payroll fields which affect the employee pay, such as deductions, additions, and exceptions. In order for a payroll field to be used on any employee's paycheck, it must first be created here in the employee defaults. You can then customize these items for each individual employee's record later on, if necessary.

The "EmployER Fields" tab allows you to create payroll fields to track employer payroll information, such as company-paid payroll taxes, for example.

Field Name	G/L Account	Calc	Tax Name	Amount	Memo	Run	Adjust
Gross		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	▶
Fed_Income	23400	<input checked="" type="checkbox"/>	FIT		<input type="checkbox"/>	<input type="checkbox"/>	▶
Soc_Sec	23400	<input checked="" type="checkbox"/>	FICA EE		<input type="checkbox"/>	<input type="checkbox"/>	▶
Medicare	23400	<input checked="" type="checkbox"/>	MEDICARE		<input type="checkbox"/>	<input type="checkbox"/>	▶
State	23600	<input checked="" type="checkbox"/>	**SIT		<input type="checkbox"/>	<input type="checkbox"/>	▶
K401	23300	<input checked="" type="checkbox"/>	401K EE		<input type="checkbox"/>	<input type="checkbox"/>	▶
VAC_Accrued		<input checked="" type="checkbox"/>	VAC_ADD		<input checked="" type="checkbox"/>	<input type="checkbox"/>	▶
VAC_Taken		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	▶
VAC_Remain		<input checked="" type="checkbox"/>	VAC_REM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	▶
Sick		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	▶

# SETTING UP A COMPANY

## 2.8- Setting Job Defaults:

If you work on specific jobs for customers and need to track amounts spent and earned by job, you may want to set up your “Job Defaults.” You can access these by choosing “Maintain| Default Information| Jobs...” from the Menu Bar. In Peachtree 2009:2010, in the “Job Defaults” window, you can create up to five custom fields you want to use for the jobs you perform for your customers. Starting in Peachtree 2011, this information is now found on the “Custom Fields” tab. Once you define what you want to track in the defaults, you can then enter the specific values to track for each new “job” record you create in the future.

Starting in Peachtree 2011, on the “General” tab you can check the two checkboxes to warn if line items are not assigned for customer and vendor transactions, as needed. On the “Statuses” tab, you can edit and create the job statuses used to track job progress. There are four provided by default, and you can add more if needed. To add a new status, click the “Add New” button, select a icon color from the drop-down, and then enter a status label in the “Name:” field. Then click the “Save” button to save it to the list. You can also select an item from the list and click the “Delete” button to delete it. When you are finished using the “Job Defaults” window, click the “OK” button to save your job defaults and close the window.

## 2.9- Making a Backup

You must backup your Peachtree company data to prevent having to re-enter many hours of data in the event of data file loss or corruption of the company data file. Even minor events like a power outage can damage a company data file, so it is recommended that you back up your data frequently. Backing up your data creates a single file which includes all of your company information and customized forms created at the time the backup is made. To create a backup of your company file, select “File| Back Up...” from the Menu Bar. This will launch the ‘Back Up Company’ window, where you can check the available checkboxes to have Peachtree remind you to back up your company file every seven days and whether or not it should include the company name in the backup file name. When you are ready, click the “Back Up” button to call up a “Save Backup” window where you can select the drive to which you want to save your data. Type a file name and click “Save” when you are done to back up your data to the selected directory.

## 2.10- Restoring from a Backup File:

Restoring a company file replaces all information in a selected company file with information saved to a backup file which you choose. This is a critical feature that you must learn to perform in the case of company data file corruption or loss. You can choose to restore the company data only, the customized forms only, the web transactions only, or all three things at once. However, because all company data is interrelated and stored in a single data file, you cannot restore individual components of a company file, like a *single* invoice. To restore a company file, select “File| Restore...” from the Menu Bar.

After selecting “File| Restore...” from the Menu Bar, you will be presented with the “Restore Wizard.” In the first screen, click the “Browse...” button to select your backup file from the “Open Backup File” dialog box, if necessary. After selecting your saved backup file, click “Next >” to continue to the next screen. On the next screen, select which company file to overwrite. You can select to create a new company, if desired, which will change the folder into which you store the copy company. You can click the “Browse...” button to set the name and location of the new company file. Click “Next >” when you are ready to continue. The next screen allows you to check or uncheck what it is you want to restore to the selected company file from the chosen backup file. Then click “Next >” to continue to the last screen where you confirm your choices. When you are ready to restore the file, click the “Finish” button.

# ACTIONS- SETTING UP A COMPANY

## CREATING A NEW COMPANY FILE:

1. Start Peachtree.
2. Select "File| New Company..." from the Menu Bar.
3. In the "New Company Setup Wizard," click the "Next>>" button at the bottom of the window.
4. For each of the following screens, answer any questions posed and continue clicking the "Next>>" button to proceed from screen to screen.
5. On the final screen you can click the "Finish" button to create your company file.

## SETTING CUSTOMER DEFAULTS:

1. Select "Maintain| Default Information| Customers..." from the Menu Bar.
2. Click the "Terms and Credit" tab.
3. Set the "Standard Terms" used by default for new customers in the top section of this tab.
4. Set the "GL Sales Account," which is the income account typically used when entering invoices.
5. Set the "Discount GL Account," which is the GL account typically used when sales discounts are given.
6. Click the "Account Aging" tab.
7. Choose the option button under the "Age Invoices by:" section that corresponds to how you want to age your invoices.
8. Under "Aging Categories," select the columns used with the "Aged Receivables" report. You set the number of days for the first three aging categories and Peachtree supplies the final entry based on the third selection.
9. Click the "Custom Fields" tab.
10. Type the field labels that you want to track your custom information, and check the box to enable the fields in the "Customer" file.
11. Click the "Finance Charges" tab.
12. Check the "Charge Finance Charges" text box if you intend to do so.
13. Specify the rest of the finance charge information needed to charge overdue invoices with a finance charge, if desired.
14. Click the "Pay Methods" tab.
15. Enter up to ten payment methods that you accept, starting with the most frequently accepted.
16. Click "OK" when you are done.

## SETTING VENDOR DEFAULTS:

1. Select "Maintain| Default Information| Vendors..." from the Menu Bar.
2. Click the "Payment Terms" tab and set the "Standard Terms" that you tend to receive from the majority of your vendors by default in the topmost section of this tab.
3. In the "GL Link Accounts" section, enter in the general ledger account that you use by default when you make purchases and the general ledger account that you use for discounts taken on vendor invoices.
4. Click the "Account Aging" tab.
5. In the "Age Invoices by:" section, select either by "Invoice Date" or by "Due Date" to set how your payables age by default.

(cont.)

# ACTIONS-

# SETTING UP A COMPANY

## SETTING VENDOR DEFAULTS (CONT.):

6. In the “Aging Categories” section, create the aging brackets to use for your aged payables and also the column headings you want to appear for each in the “Aged Payables” report.
7. Click the “Custom Fields” tab.
8. Enter up to five custom fields you want to use to track data for your vendors by typing names for the custom fields into the “Field Labels” boxes. Then click the “Enabled” checkbox to enable these fields in the vendor records, where you specify the individual settings for each vendor.
9. Click the “1099 Settings” tab.
10. For contactor payments made, select the choice you would like for each listed general ledger account used in the “1099 Settings” column.
11. Click “OK” when your vendor defaults are set.

## SETTING INVENTORY DEFAULTS:

1. Select “Maintain| Default Information| Inventory Items...” from the Menu Bar.
2. If you want to allow duplicate values in the UPC/SKU field, then check the checkbox on the “General” tab.
3. Click the “Ordering” tab.
4. If you want to include quantities entered into purchase orders when calculating the quantity available, then check the checkbox for that option in the “Quantity Available” section.
5. Select the option you want regarding the notice given when items are “out of stock” when you select them in the “Sales Invoicing” or “Receipts” window by selecting the desired option button under the “Sales Invoice/Receipt Out of Stock Warning Message” section.
6. Select the option you want regarding the notice given when items are “out of stock” when you select them in the “Sales Order” window by selecting the desired option button under the “Sales Order Out of Stock Warning Message” section.
7. In the “Auto Creation of Purchase Orders” section, choose which types of transactions will trigger the auto-creation of purchase orders.
8. Click the “GL Accts/Costing” tab, and for each item class listed select the most common general ledger accounts used for the sale and purchase of those “type” of items. Some general ledger accounts are dimmed for certain types of items to which they would be inapplicable.
9. In the “GL Sales/Inc” column, enter the default general ledger income account to be credited for the sales price amount when an item of that type is sold.
10. In the “GL Invtry/Wage” column, enter the inventory account to be debited for the purchase cost when you purchase stock items or build assembly items. The account will be credited for the compound cost when the item is sold. For non-stock, service, and labor items, enter the salary or wage expense account or other expense account to be debited when the item is purchased. This account will be credited for the expenses when the item is sold. The sale of non-stock, service, and labor items will then reclassify the expense associated with the item from the original GL Salary/Wage or other expense account to the GL Cost of Sales account.
11. Enter the cost of goods sold account that will be debited for the cost when the item is sold in the “GL Cost Sales” field.
12. Enter the costing method for stock, master stock, and assembly items into the “Costing” field.

(cont.)

# ACTIONS- SETTING UP A COMPANY

## SETTING UP INVENTORY DEFAULTS (CONT.):

13. Enter the account to which customer freight charges will be posted into the “GL Freight Account” field.
14. Click the “Taxes/Shipping” tab, and under the “Item Tax Type” section and enter an identifier for your first tax type into the “Description” field. Then click the “Tax” check box to allow Peachtree to calculate sales tax on items assigned to this tax type, if it is a taxable type. The default tax type is number 1.
15. In the “Ship Methods” section, enter up to ten possible shipping methods available. By default, new inventory is assigned shipping method 1.
16. On the “Custom Fields” tab, enter up to five fields to hold custom information on your items in the five text boxes available on this tab and click the “Enabled” check box to enable the fields that you create.
17. On the “Price Levels” tab, under the “Price Levels” section, you can set up to ten possible price levels.
18. If you want to set up a price level, enter the name for the price level into the first available “Level Name” field.
19. Click the “Edit” gray arrow to open the “Default Price Level Calculation” window for the pricing level. Here you can set up a price level calculation and click “OK” when you are done setting the price level. It will then display its calculation in the “Default Calculation” field.
20. Click the “OK” button when you are done setting up the inventory defaults.

## SETTING UP PAYROLL:

1. Select “Maintain| Default Information| Payroll Setup Wizard...” from the Menu Bar.
2. Starting in Peachtree 2006 through 2008, click the “Payroll Setup Wizard” link in the “Peachtree Payroll Solutions” window. In the “Payroll Setup” window in previous versions, review the payroll setup process.
3. For each of the following screens, answer any questions posed and continue clicking the “Next>>” button to proceed from screen to screen.
4. In the final screen, click the “Finish” button to finish the process and create the payroll items.

## SETTING UP EMPLOYEE DEFAULTS- 2009:2012:

1. Select “Maintain| Default Information| Employees...” from the Menu Bar anytime after you have completed the “Payroll Setup Wizard” in Peachtree.
2. Click the “General” tab to display the field for “Locality,” if used in payroll, as well as any custom fields that allow you to store “custom” employee data of your choosing. You can also select the desired option button to specify your choice for employee payroll name display on this tab.
3. On the “Employee Fields” tab, you can view and edit payroll fields which affect the employee pay- such as deductions, additions, and exceptions. Once these fields have been created in the “Employee Defaults” window, they are then available for use by all employees. You can then customize these individual fields for each employee’s record later on, as needed.
4. The “Company Fields” tab allows you to view and edit payroll fields used to track the employer’s payroll information- such as company-paid payroll taxes, for example.
5. Starting in Peachtree 2010, you also have the “Review Ratings” and “Employment Status” tabs. You can enter up to ten default employee performance ratings into the “Review Ratings” tab.
6. You can enter up to ten employment statuses into the “Employment Status” tab.
7. Once you have made any changes that you wish within this screen, you can click the “OK” button to apply your changes to the company file.

# ACTIONS- SETTING UP A COMPANY

## SETTING UP EMPLOYEE DEFAULTS- 2003:2008:

1. Select “Maintain| Default Information| Employees...” from the Menu Bar.
2. Click the “General” tab and enter the state and locality payroll information.
3. You can also assign the payroll fields by clicking the arrow button for the “W-2’s.” This will launch the “Assign Payroll Fields for W-2s” window. Here you will assign payroll fields to corresponding boxes on the W-2 form and the Federal Form 941. Each field is identified by its box number on the W-2 form and the label of each box. You make up your own label for box 14. To assign a tax to a box on the W-2, select the drop-down to the right of the box name to display a list of available payroll fields, and select the tax name in the list. These should be assigned even if you do not plan to print W-2’s.
4. Click the arrow button for “EmployEE Paid Taxes” to assign the appropriate tax names to disability, unemployment, and training. This may not apply to your state.
5. Click the arrow button for “EmployER Paid Taxes” to assign tax contributions required from the employer.
6. Click the “Pay Levels” tab to set up the different hourly and salary pay types. You can create up to twenty pay types for both hourly and salary employees and you must assign each to a GL account.
7. Click the “EmployEE Fields” tab to define the deductions, additions, and contributions that affect employee paychecks.
8. Click the “EmployER Fields” tab to create or adjust the payroll fields used by the company (employer).
9. Click “OK” when you are done.

## SETTING JOB DEFAULTS:

1. If you work on specific jobs for customers and need to track amounts spent and earned by job, you may want to set up your “Job Defaults.” You can access these by choosing “Maintain| Default Information| Jobs...” from the Menu Bar.
2. In Peachtree 2009:2010, in the “Job Defaults” window, you can create up to five custom fields you want to use for the jobs you perform for your customers. In Peachtree 2012, this information is now found on the “Custom Fields” tab. Once you define what you want to track in the defaults, you can then enter the specific values to track for each new “job” record you create in the future.
3. Starting in Peachtree 2011, on the “General” tab you can check the two checkboxes to warn if line items are not assigned for customer and vendor transactions, as needed.
4. Starting in Peachtree 2011, on the “Statuses” tab, you can edit and create the job statuses used to track job progress. There are four provided by default, and you can add more if needed. To add a new status, click the “Add New” button, select a icon color from the drop-down, and then enter a status label in the “Name:” field. Then click the “Save” button to save it to the list. You can also select an item from the list and click the “Delete” button to delete it.
5. When you are finished using the “Job Defaults” window, click the “OK” button to save your job defaults and close the window.



# ACTIONS-

## SETTING UP A COMPANY

### BACKING UP A COMPANY FILE:

1. To create a backup of your company file, select “File| Back Up...” from the Menu Bar.
2. This will launch the ‘Back Up Company’ window, where you can check the available checkboxes to have Peachtree remind you to back up your company file every seven days and whether or not it should include the company name in the backup file name.
3. When you are ready, click the “Back Up” button to call up a “Save Backup” window where you can select the drive to which you want to save your data.
4. Type a file name and click “Save” when you are done to back up your data to the selected directory.

### RESTORING A COMPANY FROM A BACKUP FILE:

1. Select “File| Restore...” from the Menu Bar.
2. If you need to select the backup file to use, click the “Browse...” button to launch the “Open Backup File” dialog box where you can select the backup file you wish to use. Then click “Next >” to continue.
3. Next, select which company file to overwrite or create. The choice you make from the option buttons available will change into which folder you store the company. You may also click the “Browse...” button here and select the name and location of the new company file, if you would like.
4. Click “Next >” when you are ready to continue.
5. The next screen allows you to check or uncheck what it is you want to restore from the backup file.
6. Click “Next >” to continue.
7. When you are ready to restore the file, click the “Finish” button.

# **CHAPTER 3-**

## **USING THE GENERAL LEDGER**

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**3.1- GENERAL LEDGER DEFAULT SETTINGS**

**3.2- ADDING ACCOUNTS**

**3.3- DELETING ACCOUNTS**

**3.4- ADDING BEGINNING BALANCES TO ACCOUNTS**

**3.5- ADDING GENERAL LEDGER JOURNAL ENTRIES**

**3.6- BASIC GENERAL LEDGER REPORTS**

**3.7- ENTERING ACCOUNT BUDGETS- 2007:2012**

**3.8- ENTERING ACCOUNT BUDGETS- 2003:2006**

**3.9- USING THE CASH ACCOUNT REGISTER**

# USING THE GENERAL LEDGER

## 3.1- General Ledger Default Settings:

The General Ledger records all financial information for your company. Every transaction that occurs is eventually posted to the set of accounts that make up the General Ledger. This set of accounts is called the Chart of Accounts. Here we will look at setting the defaults for the General Ledger.

When you want to set the defaults for the General Ledger, you select "Maintain | Default Information | General Ledger..." from the Menu Bar to bring up the "General Ledger Defaults" window. There isn't much to set in this window. You simply select the rounding account used by Peachtree to store rounding differences on financial statements. This account can be either a balance sheet account, or an income statement account. Typically, the "Retained Earnings" account is used. When you are done selecting a rounding account, click "OK" to set it.

The screenshot displays the Peachtree Accounting software interface. The main window is titled "Bellwether Garden Supply - Peachtree Accounting". The menu bar includes File, Edit, Lists, Maintain, Tasks, Analysis, Options, Reports & Forms, Services, Window, and Help. The sidebar on the left contains various navigation options like Business Status, Customers & Sales, Vendors & Purchases, Inventory & Services, Employees & Payroll, Banking, and Company. The main window shows a "Customers & Sales" task area with a "General Ledger Defaults" dialog box open. The dialog box has a "Rounding Account" sub-tab and a table with the following data:

Number	Description
39005	Retained Earnings

The dialog box also includes "OK", "Cancel", and "Help" buttons. The background interface shows a list of customers with columns for Telephone, Balance, and other details. An "Aged Receivables" pie chart is visible in the bottom right corner, showing a distribution of receivables by age group: 0-30, 31-60, 61-90, and Over 90 days.

# USING THE GENERAL LEDGER

## 3.2- Adding Accounts:

If you selected to create your chart of accounts using one of the business types listed in the “New Company Setup Wizard,” then you likely have a full chart of accounts which will give you all of the accounts necessary to run a business. However, you may want to add, delete, or rename specific accounts in the default chart of accounts. You will also need to enter “opening balances” for your accounts, as well. This can be done using the “Maintain Chart of Accounts” window. You can open this window by selecting “Maintain| Chart of Accounts...” from the Menu Bar.

In the “Maintain Chart of Accounts” window you add, rename, and delete accounts. You also use it to enter opening balances for accounts and prepare account budgets.

Notice the toolbar at the top of the window. It contains buttons that allow you to add, edit, and remove accounts from your company file’s chart of accounts. Use the “Close,” “New,” “Save,” “Delete,” and “Change ID,” buttons to make modifications to the listed accounts. Below that toolbar, you can use the “Account ID” drop-down to identify the account by ID. The account ID can be up to fifteen characters in length and alphabetic and/or numeric. Starting in Peachtree 2004, you can use the “Change ID” button to change account IDs. The “Description” field shows a description for the account. You can also use the “Inactive” check box to make any active account ID inactive.

Notice all of the accounts that appear when you click the “Account ID:” drop-down. Double-click on any ID to select it from the list. If you want a listing of all of the accounts created in your chart of accounts, select “Reports & Forms (“Reports” in 2003:2008)| General Ledger...” from the Menu Bar. This will launch the “Select a Report or Form” window. Here you can select the “Chart of Accounts” in the Report List, and click the “Display” button (“Preview” in 2003:2008) to preview the list. Then if you want to print it, just click the “Print” button in the report’s preview window. Starting in Peachtree 2008, you can also access a listing of accounts by simply clicking the “List” button in the window’s toolbar to open up a separate account list in a new window.

Starting in Peachtree 2011, you will see a small window appear at the right side of all of the “maintain” windows, such as this one. This side window is the “Setup Advisor” panel. This panel shows you information about the purpose and possible uses of whichever field you currently have selected within the “maintain” window. You can collapse the panel by clicking the “X” in the upper-right corner. You can click the collapsed panel to expand it again and show the field information.

**Account ID**  
This is also known as the GL account number. This is the account number that is used to identify this account in the chart of accounts, general ledger, transactions, reports, and financial statements.

Enter the account number for this account here. It can be made up of numbers, letters, or both.

**Important**  
You should be aware of the structure of your chart of accounts and follow it when creating new accounts. For example, if your expense accounts are numbered in the 6000-6999 range, you should enter a number within this range if you are creating a new expense account.

You can look at the account list or chart of accounts report to see the structure of your chart of accounts.

- What is the chart of accounts?
- Where are Account IDs used?
- Keep in Mind**

Period History	Debits	Credits	Period Activity	Running Balance
Mar 31, 2011				
Feb 28, 2011				
Jan 31, 2011				
Dec 31, 2010				
Nov 30, 2010				
Oct 31, 2010				
Sep 30, 2010				
Aug 31, 2010				
Jul 31, 2010				
Jun 30, 2010				

# USING THE GENERAL LEDGER

## 3.2- Adding Accounts (cont.):

When you go to create new accounts in the Chart of Accounts, you will need to fill in the Account ID that you want to give to the account, the description of the account, and then set the account type. Let's look at the information that we must provide Peachtree in order to add accounts to the chart of accounts.

The first thing that you must provide Peachtree with is an account number. Peachtree allows the use of both alphabetic and numeric characters in its account numbers. You should set up an account numbering system that is systematic and coherent. It should be easy for others to use and understand. In a traditional General Ledger, individual accounts are numbered and placed into numeric ranges similar to the following table. This can be a helpful guide in establishing account numbers.

<b>Account Range:</b>	<b>Account Types:</b>
10000	Cash, Accounts Receivable, Assets
20000	Accounts Payable, Liabilities.
30000	Equity Accounts
40000	Income Accounts
50000- 70000	Cost of Sales, Expenses
80000	Other Income
90000	Other Expenses

Peachtree's sample companies use numbering schemes similar to the ones illustrated in this table. As you add more accounts, keep in mind a few rules about the ID Codes:

1. You can use up to 15 characters.
2. *Beginning in Peachtree 2004*, you can modify account IDs after they have been created.
3. You can modify account descriptions at any time.
4. Spaces between characters are allowed.
5. Account numbers are sorted alphabetically: numbers first, then letters.
6. Accounts numbers are case-sensitive in Peachtree versions *prior to* Peachtree 2006.
7. There can only be one Retained Earnings account.

Once you have entered an account ID, type a description of the account into the "Description" field. Descriptions can be changed at any time. After that, assign the account to one of Peachtree's account types using the "Account Type:" drop-down. They are: "**Accounts Payable**," "**Accounts Receivable**," "**Accumulated Depreciation**," "**Cash**," "**Cost of Sales**," "**Equity- Doesn't Close**," "**Equity- Gets Closed**," "**Equity- Retained Earnings**," "**Expenses**," "**Fixed Assets**," "**Income**," "**Inventory**," "**Long Term Liabilities**," "**Other Assets**," "**Other Current Assets**," and "**Other Current Liabilities**."

Remember to click the "New" button each time before you add a new account in the "Maintain Chart of Accounts" window, and to also click the "Save" button after each new account that you create to save it into the list. Starting in Peachtree 2008, note that you can save a step in this process by simply clicking the "Save & New" button, instead.

# USING THE GENERAL LEDGER

## 3.3- Deleting Accounts:

As long as there are no transactions in an account and it is *not* set as a default account for any items, vendors or customers you can delete it from the Chart of Accounts. Just select the account to delete and click the “Delete” button in the “Maintain Chart of Accounts” window. Then click “Yes” to confirm that you want to delete the selected account.

## 3.4- Adding Beginning Balances to Accounts:

Peachtree can record account beginning balances in any period for companies that have no posted transactions. After one or more transactions have been posted, Peachtree records beginning balances as prior period adjustments instead. To enter beginning balances for accounts, you must click the “Beginning Balances” arrow button in the “Maintain Chart of Accounts” window if using a version of Peachtree prior to 2008. In Peachtree 2008:2012, simply click the “Account Beginning Balances” button, instead.

Next, select the period for which you want to enter or adjust the account balances in the “Select Period” window. Usually, account beginning balances are entered in the period previous to the first period for which detailed transactions will be entered.

The “Chart of Accounts Beginning Balances” window lists each account. Depending on the type of account, entries are entered into either the “Assets, Expenses” column, or the “Liabilities, Equity, Income” column. Peachtree indicates which column you should use by making the other column unavailable (grayed-out). You then enter the beginning balances for your company into the appropriate accounts under the correct column. Ensure that you enter in all of the information necessary. If the “Trial Balance” shown at the bottom of the “Chart of Accounts Beginning Balances” window is not zero, then your books are out-of-balance. If you click “OK” to set the balances when they are out of balance, an error message will appear telling you that if you click “OK” on the error message that the difference will be posted to the “Beginning Balance Equity” to keep your books in balance. This will allow you to enter and post transactions, but the amount will appear on General Ledger Reports and on the Balance Sheet until it is allocated to another account.

A better idea would be to click the “Cancel” button on the error message to return to the “Chart of Accounts Beginning Balances” window. Then correct the accounting discrepancy. When the “Trial Balance” is zero, you can then click “OK” to continue.

# USING THE GENERAL LEDGER

## 3.5- Adding General Ledger Journal Entries:

You can post transactions to the General Journal to record transactions that are not recorded by other journals. You can also use it to enter and edit account reconciliation adjustments. You enter both debits and credits in the “General Journal Entry” window to post a balanced transaction. You must perform “double-entry” and ensure that the credit and debit amounts are equal for the entire entry before you can post the transaction. This then affects the account balances in the General Ledger. To view the “General Journal Entry Window,” select “Tasks| General Journal Entry...” from the Menu Bar.

In the “General Journal Entry” window, you enter the “Date” of the adjustment, assign it a “Reference” code which uniquely identifies the transaction on reports, enter the “Account No.” used for each line of the transaction (and you can enter either the debit or the credit first), and then enter a line “Description.” Once the transaction is in balance, you can click the “Save” button to save the transaction.

In addition to the standard buttons that are located at the top of the window which you can use to “Open” old journal entries, “Save” entries and so forth; you also have the “Previous” and “Next” buttons at the upper right corner of this (and several other) screen(s) beginning in Peachtree 2004- which you can click to cycle through the previous and next record entries.

**Journal Entry** ◀ ▶

Date:   Reverse Transaction  
 Reference:

GL Account	Description	Debit	Credit	Job
64000	Depreciation Expense - 02 2007	2,814.14		
17000	Depreciation Expense - 02 2007		420.80	
17100	Depreciation Expense - 02 2007		437.89	
17200	Depreciation Expense - 02 2007		1,437.89	
17300	Depreciation Expense - 02 2007		64.57	
17500	Depreciation Expense - 02 2007		396.37	
17600	Depreciation Expense - 02 2007		56.62	
<b>Totals:</b>		2,814.14	2,814.14	
<b>Out of Balance:</b>		0.00		

# USING THE GENERAL LEDGER

## 3.6- Basic General Ledger Reports:

General Ledger Reports show the detail of transactions recorded by various journals by account number. To view the basic General Ledger reports, you select “Reports & Forms| General Ledger...” from the Menu Bar. Note that in prior versions of Peachtree, the “Reports & Forms” command was simply called “Reports.”

In the “Select a Report” window that appears, click on the type of General Ledger report that you want to view from the list at the right. To preview the selected report, just click the “Display” (“Preview” in Peachtree 2003-2007) button in the toolbar of the window. Note that Peachtree Complete Accounting 2007:2012 has added a few new reports to this report category.

<b>Report Name:</b>	<b>Shows:</b>
<b>Account Variance (2007:2012)</b>	Displays the actual amount, budget amount, variance amount and variance percent for the accounts and periods you select.
<b>Budget (2007:2012)</b>	Shows period and year to date budget amounts.
<b>Cash Account Register</b>	Lists all transactions affecting a selected cash account, along with a running balance.
<b>Chart of Accounts</b>	Lists all account numbers, descriptions, and account types.
<b>General Journal</b>	Lists all general journal transactions for the selected date range.
<b>General Ledger</b>	Lists transactions in each account for the selected accounting period. Shows activity and balance in each account.
<b>General Ledger Trial Balance</b>	Lists the current balance in each account, and also shows history for the selected accounting period.
<b>Transaction Detail (2008:2012)</b>	Shows all transactions that match your specified search criteria.
<b>Working Trial Balance</b>	Lists the accounts and their debit or credit balances.

## 3.7- Entering Account Budgets- 2007:2012:

Starting in Peachtree 2007, you can create budgets for both of the two open fiscal years, and also for the two years immediately prior to and following the two open fiscal years. In Peachtree Complete Accounting, however, you may only have one budget per company file. You can either allocate individual amounts per account, or allocate a single amount to be distributed equally per period throughout the fiscal year.

You create your budget in the “Maintain Budgets” window, which you can access by selecting “Maintain| Budgets...” from the Menu Bar. Use the options in the “Account Filters” section to select the accounts whose budgets you wish to edit in the spreadsheet cells. You can then use the “View Fiscal Year” drop-down to select the desired budget year. You can then change the values shown in the budget spreadsheet. If you prefer, you can also click the “Autofill” button in the toolbar to create values. These values can come from another open budget, or from the existing Peachtree data. Note that you will need to click the “Save” button to save any changes that you make when you are finished.



# USING THE GENERAL LEDGER

## 3.8- Entering Account Budgets- 2003:2006:

You can create budgets for each account for the two open fiscal years. You can enter either individual amounts per account or allocate a single amount to be distributed by period throughout the fiscal year. You set up account budgets in the "Maintain Chart of Accounts" window. Here you select the account for which you'd like to create the budget. Then simply click the "Budgets" tab where you can either type in the individual amounts here or enter an amount for the entire fiscal year and click the "Allocate" button to have Peachtree evenly distribute the amount you entered per period. Once you are done, you can click the "Copy" button to copy the settings to the second fiscal year, if desired. Just click "Save" when you finish setting the budget for the account to save your information. It is also important to note that for accounts which carry a "natural credit" as an increase to the account, that the amounts entered into the period window for budgeting purposes should be entered as negative amounts. So, for example, if you are creating a budget for an "income" account, then the budgeted amounts should be entered as negative values.

## 3.9- Using the Cash Account Register:

Starting with Peachtree 2004, you have access to a cash account register that allows you to enter transactions which affect cash accounts in a checkbook-like format, if you prefer. You can view the register by selecting "Tasks| Account Register..." from the Menu Bar. Here you can use the "Cash Account:" drop-down to select which cash account to use. Then use the "Show transactions for:" drop-down to select a date range for which you would like to see the transactions in the register.

To enter a transaction, click the "New" button in the window's toolbar. In the next blank transaction line, you type a transaction date or select one from the calendar drop-down. Then select whether this is a "Payment" or a "Receipt." Below that, enter a "Reference" number (like a check number). Then use the "Payee/Paid By" drop-down to select either a vendor or a customer, as appropriate. Then click into the "Payment" or "Receipt" column and enter the amount of the transaction. Then use the "GL Account" drop-down to select to which GL account you want to apply the amount entered. If you need to split the amount between multiple GL accounts, then click the "Split" button in the "GL Accounts" drop-down to open the "Split Transaction" window where you can split the transaction amount until the total amount has been dispersed. Click "OK" to return to the main register screen, if needed. When you are finished, click the "Save" button to save the transaction.

If you need to "drill down" to view the associated transaction entry screen and edit the transaction at a later date, you can do that, too. If you are using Peachtree 2007 through 2012, you can simply double-click on the entry that you want to edit to open the receipt or payment in a separate window. You can then edit and save the transaction, if you want. If you are using Peachtree 2004:2006, you can instead click the "Edit" button at the far end of the transaction that you want to edit. That will launch the associated transaction window in a separate screen. You can make any editing changes that you need to there and then save your changes to edit the transaction. Notice that you cannot "drill down" on some transactions like the "reverse" portion of a reversed general journal entry, a beginning balance transaction, opening balance lines, or applied prepayments for payments or receipts.

# ACTIONS-

## USING THE GENERAL LEDGER

### SETTING THE DEFAULTS FOR THE GENERAL LEDGER:

1. Select “Maintain| General Ledger...” from the Menu Bar.
2. Select the rounding account for the general ledger by clicking the magnifying glass button and selecting the name of the account (usually “Retained Earnings”) from the list by double-clicking it.
3. Click “OK” when you are finished selecting the rounding account.

### VIEWING THE “MAINTAIN CHART OF ACCOUNTS” WINDOW:

1. Select “Maintain| Chart of Accounts...” from the Menu Bar.

### MAKING AN ACCOUNT IN THE CHART OF ACCOUNTS INACTIVE:

1. Select “Maintain| Chart of Accounts...” from the Menu Bar.
2. Select the “Account ID:” of the account that you want to make inactive.
3. Click the “Inactive” checkbox, and be sure to save your changes to the account.

### RUNNING THE CHART OF ACCOUNTS REPORT:

1. Select “Reports & Forms (“Reports” in Peachtree 2003:2007) | General Ledger...” from the Menu Bar.
2. Click on the “Chart of Accounts” in the Report List at the right side of the window.
3. Click the “Display” (“Preview” in Peachtree 2003:2007) button in the window’s toolbar to preview the list of accounts.
4. Click the “Print” button in the preview window to print the report.

### ADDING ACCOUNTS TO THE CHART OF ACCOUNTS:

1. Select “Maintain| Chart of Accounts...” from the Menu Bar.
2. Type an account id in the “Account ID:” text box.
3. Type a description of the account in the “Description:” text box.
4. Select a type of account from the drop-down arrow at the right end of the “Account Type:” box.
5. Click “Save” on the window’s toolbar to save your changes.
6. Click the “New” button on the window’s toolbar to bring up another blank account, and go back to step 2 above. Then repeat until you are finished entering all of your accounts. Note that starting in Peachtree 2008, you can now simply click the “Save & New” button to consolidate steps 5 and 6 in this process.
7. Click the “Close” button on the window’s toolbar to close the “Maintain Chart of Accounts” window.

### ADDING OPENING BALANCES TO ACCOUNTS IN THE CHART OF ACCOUNTS:

1. Select “Maintain| Chart of Accounts...” from the Menu Bar.
2. If using a version of Peachtree *prior* to 2008, click the gray arrow button for “Beginning Balances:” to bring up the “Select Period” window. If using Peachtree 2008 or later, click the “Account Beginning Balances” button, instead, to open the same “Select Period” window.

(cont.)

# ACTIONS- USING THE GENERAL LEDGER

## ADDING OPENING BALANCES TO ACCOUNTS IN THE CHART OF ACCOUNTS- CONT.:

3. Select the period for which you would like to enter in the beginning balances This is usually the previous period from the period in which the first transactions will be entered. Then click the “OK” button.
4. Enter any beginning balances for the accounts that had balances at the end of that period into either the “Assets, Expenses” column, or the “Liabilities, Equity, Income” column.
5. If the “Trial Balance” shown at the bottom is not zero, then your books are out-of-balance. If you click “OK” in the upper right corner, you will get an error message telling you this. Although not recommended, if you click “OK” on the error message Peachtree will making an adjustment to the “Opening Balance Equity” account to keep your books in balance. Instead, click “Cancel” to the error message and scroll through the values you just entered, looking for the error which you can then fix.
6. Click “OK” when your “Trial Balance” is zero.

## ADDING GENERAL JOURNAL ENTRIES:

1. Select “Tasks| General Journal Entry...” from the Menu Bar.
2. Fill-in the “Date:” and the “Reference” code, and then enter in the debits and credits for the transaction entry into separate lines of the journal by typing in the “Account No.,” Description, and the “Debit” or “Credit” amount.
3. Make sure your transactions balance or it will not post.
4. Click the “Save” button on the window’s toolbar to post the transaction.

## RUNNING BASIC GENERAL LEDGER REPORTS:

1. Select “Reports & Forms (“Reports” in Peachtree 2003:2007)| General Ledger...” from the Menu Bar.
2. In the “Select a Report or Form” window, click on the icon for the type of report that you want to run.
3. Click the “Display” (“Preview” in Peachtree 2003:2007) button to preview the report.
4. Click the “Print” button to print the report shown in the preview window.

## CREATING AN ACCOUNT BUDGET- 2007:2012:

1. Select “Maintain| Budgets...” from the Menu Bar.
2. Use the options in the “Account Filters” section at the top of the window to select the accounts whose budgets you wish to edit in the spreadsheet cells below.
3. You can then use the “View Fiscal Year” drop-down to select the year for which you want to view the account budget data.
4. You can then change the values in the cells shown in the budget spreadsheet.

## OR

4. Click the “Autofill” button in the toolbar to use a wizard to fill in budget values. These values can come from another open budget, or from the existing Peachtree data. You can also select the periods to copy from and the periods to copy to using the wizard, as well.
5. Click the “Save” button to save any changes that you make.

# ACTIONS- USING THE GENERAL LEDGER

## CREATING AN ACCOUNT BUDGET- 2003:2006:

1. Select “Maintain| Chart of Accounts...” from the Menu Bar.
2. Use the “Account ID:” drop-down to select the account that you’d like to set the budget for.
3. Click the “Budgets” tab.
4. You can enter an amount for each period in the two open fiscal years, or you can type an amount for the fiscal year in the text box next to the “Allocate” button and then click the “Allocate” button to distribute that amount evenly in that year.
5. You can click the “Copy” button to copy the setting from year one to year two.
6. Click “Save” to save the budget.

## USING THE CASH ACCOUNT REGISTER:

1. Select “Tasks| Account Register...” from the Menu Bar.
2. Use the “Cash Account:” drop-down to select which cash account to use.
3. Then use the “Show transactions for:” drop-down to select a date range for which you would like to see the transactions.
4. To enter a transaction, click the “New” button in the window toolbar.
5. Enter a date by typing or using the calendar drop-down in the blank transaction line.
6. Select whether this is a “Payment” or a “Receipt.”
7. Below that, enter a “Reference” number (like a check number).
8. Then use the “Payee/Paid By” drop-down to select either a vendor or a customer, as appropriate.
9. Click into the “Payment” or “Receipt” column and enter the amount of the transaction.
10. Use the “GL Account” drop-down to select which account to apply the amount. If you need to split the amount between multiple accounts, then click the “Split” button in the “GL Accounts” drop-down to open the “Split Transaction” window. Here you can split the transaction amount until the total amount has been dispersed. Then click “OK” to return to the main register screen, if needed.
11. When you are finished, click the “Save” button to save the transaction.
12. If you need to “drill down” to edit the transaction at a later date, click the “Edit” button at the far end of the transaction that you want to edit.
13. That will launch the associated transaction window in a separate screen. You can make any editing changes that you need to there and then save your changes to edit the transaction.

# **CHAPTER 4-**

## **STARTING ACCOUNTS RECEIVABLE**

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**4.1- SETTING UP THE ACCOUNTS RECEIVABLE DEFAULTS**

**4.2- ADDING CUSTOMERS**

**4.3- ADDING BEGINNING BALANCES FOR CUSTOMERS**

**4.4- SETTING STATEMENT AND INVOICE DEFAULTS**

**4.5- SALES ORDERS AND INVOICING**

**4.6- THE SALES ORDERS WINDOW**

**4.7- THE SALES/INVOICING WINDOW**

**4.8- THE RECEIPTS WINDOW**

**4.9- STATEMENTS AND FINANCE CHARGES**

**4.10- SELECTING DEPOSITS**

**4.11- CHANGING A RECORD ID**

# STARTING ACCOUNTS RECEIVABLE

## 4.1- Setting Up the Accounts Receivable Defaults:

Your Accounts Receivable monitors the amounts of goods and services you've sold to customers. When you post to Accounts Receivable, it updates the journal and posts it to the General Ledger. The first part of setting up your company's Accounts Receivables was done when the "Customer Defaults" were created. In the customer defaults, you have set standard customer terms, invoice aging, and more. Once that is done, you can then turn to adding customers to your customer list.

## 4.2- Adding Customers:

When you add new customer records, they have their default information set up to match the settings in your "Customer Defaults." You can change this information in the specific record, if needed. Then you enter the information that is unique to each customer. When you add new customers, it is through the "Maintain Customers/Prospects" window. You can access this window by choosing "Maintain| Customers/Prospects..." from the Menu Bar.

The top of the "Maintain Customers/Prospects" window has two text fields and two checkboxes. The first text field is the "Customer ID." This is the code that you use to uniquely identify your customers. There is also the "Name" of the customer. This is the name that you want to show on reports and invoices.

The two checkboxes are "Prospect" and "Inactive." "Prospect" is the checkbox that you check if the customer is a prospective customer. You might check this for a customer for whom you have created an estimate, but have not yet performed any actual work or invoicing. You cannot invoice a "prospect," so be aware of that if you use this feature. They become regular customers when you clear this box. "Inactive" is the check box that you check to make a customer inactive.

The "General" tab contains basic customer billing and contact information. In Peachtree 2006-2007, if the billing and primary shipping addresses are the same, you can simply click the "Copy to Ship to Address 1" button to save yourself the work of entering the same data twice. In versions of Peachtree prior to Peachtree 2008, you could also select a shipping address number from the address drop-down and click the "Copy from Bill to Address" button to save yourself work.

In Peachtree 2008:2010, you click the "Addresses" tab and then use the "Copy Billing Address to:" drop-down to select which shipping address to copy the billing information into. Then click the "Copy" button to copy the data. You can also enter multiple shipping addresses into the shipping address lines provided in the "Addresses" tab, as well.

The "Addresses" tab is replaced by the "Contacts" tab starting in Peachtree 2011, which allows you to record this same type of information for multiple contacts at a single company. To create a new contact, click the "New Contact" button. You can then enter the contact information into the fields that are shown. If you wish to enter a new address for the selected contact, click the "Edit Addresses" button to open the "Contact Addresses" window. Here you can enter the various addresses used by the company. When you are finished, click the "OK" button. You can then select an address for the current contact from the "Addresses:" drop-down on the "Contacts" tab. When you have finished editing the contact's information, just click the "Save Contact" button to save the contact's information. Also, you can select a contact from the "Select a contact:" drop-down and click the "Delete Contact" button to delete a contact that you will no longer need. Note that some contacts are needed by Peachtree and cannot be deleted, such as the primary billing contact.

Returning to the "General" tab- note that this tab is also where you assign customers their tax codes using the "Sales Tax" drop-down. You will need to assign one tax code for each "Ship To:" address you enter. Note that you will investigate creating tax codes in the later chapter on sales tax. You can type your own custom "Customer Type" into the text box of the same name. This is then used as a filter for reporting

# STARTING ACCOUNTS RECEIVABLE

## 4.2- Adding Customers (cont.):

and finance charge purposes. You also enter contact information such as the phone number, email address, and fax number. If available, enter the customer's web site address into the "Web Site" box.

If using Peachtree 2003:2007, you can also click the gray arrow for "Beginning Balances" to enter the outstanding invoices and amounts that they owed you as of the company file's "start date." Starting in Peachtree 2008, you can perform this task by clicking the "History" tab and then clicking the "Customer Beginning Balances" button.

Back on the "General" tab, notice that once you have created a customer and have invoiced them for goods or services, you can view the current amount of their receivables balance. To see the list of invoices which make up the current balance, click the arrow button next to the "Current Balance" displayed if using Peachtree 2003:2007. If you are using Peachtree 2008 or later, just click the actual balance amount shown in this tab order to retrieve the same information.

On the "Sales Info" tab ("Sales Defaults" in Peachtree 2003:2007), you enter sales information for the customer record. This tab shows sales reps, shipping methods, pricing levels, and the General Ledger sales account used by the customer. The "Sales Rep" field is the sales representative for that customer. The "GL Sales Account" is the default General Ledger income account which most transactions for this customer will fall under. This, of course, can also be set on a per-transaction level, if needed. The "Open P.O. #" field is used for customers that have an open purchase order with your company. The "Ship Via" field is used to select the default shipper used for this customer. This is a field that you can always change at the time of sale as well. The "Resale Number" field is used to record the tax id number of customers that purchase items for resale. The "Pricing Level" field is used to indicate the pricing level for the customer. This can always be changed during invoicing as well. Starting in Peachtree 2004, you can select how the customer prefers forms sent to them by choosing either the "Paper Form" or "Email" option buttons in the "Form Delivery Options" section. When you print bulk forms, like "Statements," from the "Select a Report" window this choice determines whether the form will be displayed for printing or automatically e-mailed.

In Peachtree 2005:2007 you have the "Terms and Credit" tab, which lets you set specific terms for this customer that override the standard terms set in the "Customer Defaults" window. In Peachtree 2004, these options were found on the "Sales Default" tab. They were changed by clicking the gray arrow button to set specific terms via the "Customer Terms" dialog box. If the customer will not be using the "standard terms," you can uncheck the "Use Standard Terms and Credit" checkbox. You can then set the specific terms for the customer using the options available.

Starting in Peachtree 2008, you now set specific terms for the customer that override your standard terms by clicking the "Payment & Credit" tab, first. Then, in the "Terms and Credit" section, use the drop-down to select the "Customize terms for this customer" choice. You can then specify the specific terms for this customer only in the section below.

The "Payment & Credit" tab in Peachtree 2008 and later also contains the same options found on the "Payment Defaults" tab in Peachtree 2003:2007. This tab lets you store payment information used for customer receipts. If they pay most frequently by credit card, you can fill-in the "Cardholder's Name" field with the name on their credit card used for purchases. You can also type in the "Address," which will fill-in the "Billing Address" information automatically. You can also enter in the "Credit Card Number" used for purchases along with the "Expiration Date:."

In the "Receipt Settings" section you can specify the default payment settings for the selected customer. If the checkbox for "Use payment method and cash account from last saved receipt" ("Use receipt window settings" in Peachtree 2003:2007) is checked, the "Payment Method" and "Cash Account" fields in the "Receipts" windows default to the values of the last saved receipt. Clear this checkbox to set up a default "Payment Method" and "Cash Account" used for the customer's payments.

# STARTING ACCOUNTS RECEIVABLE

## 4.2- Adding Customers (cont):

In Peachtree 2003:2007, the “Custom Fields” tab contains the custom fields set up in the customer defaults window. You can enter the specific information for the customer record here. In Peachtree 2008:2012, these fields are located on the “General” tab, instead.

The “History” tab shows you sales, receipts, last invoice, and payment information. This is updated every time you enter a transaction for a customer. You can enter historical information when creating a new customer. This information will then be automatically updated by Peachtree. Note that this information could also not be changed once the record had been saved in versions of Peachtree prior to 2008.

The screenshot displays the 'Maintain Customers/Prospects' window in Peachtree. The window title is 'Maintain Customers/Prospects' and the menu bar includes 'File', 'Edit', 'Go To', 'Window', and 'Help'. The toolbar contains icons for 'Close', 'New', 'List', 'Save', 'Save & New', 'Delete', 'Change ID', 'Event', 'Log', 'Letters', and 'Reports'. The main area is titled 'Maintain Customers' and features a tabbed interface with 'General', 'Contacts', 'History', 'Sales Info', and 'Payment & Credit' tabs. The 'General' tab is active, showing the following fields:

- \*Customer ID: [Dropdown menu]
- Name: [Text field]
- Bill-to contact: [Text field]
- Account number: [Text field]
- Billing address: [Text field]
- City, ST, Zip: [Text field]
- Country: [Text field]
- Sales tax: [Dropdown menu]
- Customer type: [Dropdown menu]
- Telephone 1: [Text field]
- Telephone 2: [Text field]
- Fax: [Text field]
- E-mail: [Text field]
- Web site: [Text field]
- Prospect:
- Inactive:
- Copy to Ship Address 1: [Button]
- Customizable Fields:
  - 1. Sales Contact: [Text field]
  - 2. Lawn Care Srvc?: [Text field]
  - 3. Monthly Service?: [Text field]
  - 4. Qtrly Mailing?: [Text field]
  - 5. Referral: [Text field]

A link at the bottom right of the customizable fields section reads: [Customize these fields for your business](#).



# STARTING ACCOUNTS RECEIVABLE

## **4.3- Adding Beginning Balances for Customers:**

The customer's "Beginning Balances" are the invoices that were outstanding as of the date that you began using Peachtree. The total balance of the "Accounts Receivable" account in the General Ledger should equal the total amount of all customer beginning balances- as long as no other transactions have been made.

To enter customer beginning balances in Peachtree 2008 and later, click the "History" tab and then click the "Customer Beginning Balances" button to launch the "Customer Beginning Balances" window.

If you are using Peachtree 2003:2007 to enter customer beginning balances, click the "General" tab and then click the gray "Beginning Balances:" arrow to launch the "Customer Beginning Balances" window.

On the "Customer Balances" tab, you will view your list of customers already entered. To adjust the balance of a customer, double-click on their name in this list. This will take you to the "Invoices for: (customer name)" tab to the left of the "Customer Balances" tab. On the "Invoices for: (customer name)" tab, you enter the information for each outstanding invoice as of the start date of the company file. You input the invoice number, the invoice date, the purchase order number (if applicable), the invoice amount, and the "A/R Account" to which the invoice's amount was posted. This field will be unavailable if you are using "Cash" accounting. At the bottom of this window you can see the "Account Balance," the "Number of Transactions," and the "Current Accounts Receivable Balance."

Click the "Save" button when you have finished entering your customer beginning balances to return to the "Maintain Customers/Prospects" window.

## **4.4- Setting Statement and Invoice Defaults:**

You should set the defaults used for your customer statements and invoices. You can access this information by choosing "Maintain| Default Information| Statement/Invoices..." from the Menu Bar. This will bring up the "Statement/Invoices Defaults" window where you can change these settings before sending customer invoices and statements. In this window, there are two tabs: "Statement Print Options" and "Dunning Messages."

On the "Statement Print Options" tab, select the options that must be met for a customer to receive a statement. You can also decide if the company information will print on the statements and invoices.

On the "Dunning Messages" tab, you can enter dunning messages to print on statements and invoices. You can enter one dunning message for each category listed. If a customer has multiple overdue invoices, Peachtree prints the dunning message applicable to the oldest overdue invoice.

## **4.5- Sales Orders and Invoicing:**

Sales Orders are forms used when a customer agrees to buy goods or services that aren't shipped immediately. The "Sales Orders" window allows for partial orders to be shipped and backorders to be tracked. Using this window, items can be shipped from inventory as they become available. To bring up this window, select "Tasks| Quotes/Sales Orders| Sales Orders..." from the Menu Bar.

The "Sales/Invoicing" form, however, is used to enter invoices and/or ship items entered into sales orders. Unlike the sales orders, invoices actually affect the "accounts receivable." To view your customer invoices, select "Tasks| Sales/Invoicing..." from the Menu Bar.

# STARTING ACCOUNTS RECEIVABLE

## 4.6- The Sales Orders Window:

The “Sales Orders” window is used to enter amounts of goods or services that the customer agrees to buy, but which are not shipped and invoiced immediately. Remember, entering sales orders does not impact the amounts in the “accounts receivable” general ledger account.

The screenshot shows the 'Sales Orders' window with the following details:

- Customer ID:** MCKAY
- Bill to:** McKay Construction, 4556 Piedmont Road, Atlanta, GA 30344
- Ship to:** Nicole McKay, McKay Construction, 4556 Piedmont Road, Atlanta, GA 30344
- Date:** Mar 14, 2011
- Ship by:** Mar 14, 2011
- SO No.:** 10353
- Customer PO:** None
- Ship via:** 2% 10, Net 30 Days
- Terms:** 2% 10, Net 30 Days
- Sales rep:** CSWINTON
- Customer Account as of Mar 14, 2011:**
  - Balance: 4,492.82
  - Credit limit: 50,000.00
  - Credit status: Notify Over Limit
- Sales tax:** 28.00
- Freight:** 0.00
- Sales order total:** 427.95

Quantity	Shipped	Item	Description	Unit Price	Tax	Amount	Job
5.00		AVRY-10050-LG-PY	Prefabricated Birdhouse-Large Pyra	79.99	1	399.95	

Start by selecting the “Customer ID” of the customer for whom you are creating the sales order. Then enter the “SO No.,” which is the sales order number assigned to the transaction. You will also enter the sales order “Date:” and the “Ship By:” date. You will also see the billing address of the customer appear in the form. If the billing address is different from the shipping address, you can enter the shipping address here, as well. You may also notice a small check box for “Close SO.” You can check this box to manually close a sales order, if needed. Otherwise, it will automatically check itself when all items from a sales order are shipped and invoiced. Below that, the “Customer PO,” “Ship Via,” “Terms,” and “Sales Rep ID” assigned to the customer record should all appear. You can use the “A/R Account” drop-down, if displayed, to select which account the sales order will debit when the items are shipped.

Next, fill-in the line item area below with the information about your items sold. The “Quantity” field indicates how many are ordered. The “Shipped” field indicates how many were shipped on previous invoices. The “Item” field shows the “Item ID” of inventory items, if used. The “Description” shows the associated description for the selected item or you can also type a line item description, if needed. The “GL Account” field, if displayed, shows the associated income account affected by the sale of that line item. When ordering items not in inventory, it will be the customer’s default “sales” account. It can be changed, if needed.

You also need to check and/or set the “Unit Price,” “Tax,” and “Amount” for each line item. You also enter the amount freight and set the tax amount. The sales order’s total will appear as the “Sales Order Total” field. Starting in 2005, the Customer Account information appears in the lower left corner. This box will show the selected customer’s balance, credit limit, and credit status as of the current date.

# STARTING ACCOUNTS RECEIVABLE

## 4.7- The Sales/Invoicing Window:

The “Sales/Invoicing” window is used to create customer invoices for items which you have shipped or services you have provided. Remember that invoices **do** impact the amount in “accounts receivable.”

The screenshot shows the Sales/Invoicing window with the following details:

- Customer ID:** CUMMINGS
- Bill to:** Cummings Construction, 4785 Satellite Road, Duluth, GA 30093
- Ship to:** Betty Cummings, Cummings Construction, 4785 Satellite Road, Duluth, GA 30093
- Date:** Mar 13, 2011
- Invoice No.:** 10307
- UNPAID** (in red text)
- Customer PO:** None
- Ship via:** None
- Ship date:** 2%
- Terms:** 10, Net 30 Days
- Sales rep:** GAGWINN
- Apply to Sales Order No.:** 10314
- Apply to Sales:** 129.99
- Table:**

Item	Remaining	Shipped	Description	Unit Price	Tax	Amount	Job
TOOL-35610	1.00	1.00	Garden Hand Tool Kit	39.99	1	39.99	
SOIL-34130	2.00		Peat Moss - Sphagnum Compressed, 5.5 cubic fe	9.99	1		SHARP
SEFL-31140	6.00		Bell-Gro Marigold Seeds: Red and Gold Mix	0.99	1		SHARP

**Summary:**

- Sales tax: 10.20
- Freight: 0.00
- Other applied credits: 0.00
- Amount paid at sale: 0.00
- Invoice total: 180.18
- Net due: 180.18

**Customer Account as of Mar 13, 2011:**

- Balance: 3,680.87
- Credit limit: 50,000.00
- Credit status: Always Hold

The invoice window is very similar in appearance to the sales order window. But there are two tabs here which do not appear in the “Sales Orders” window: the “Apply to Sales Order” tab and the “Apply to Sales” tab. The “Apply to Sales” tab is where you place items and services that you are selling directly to the customers, without using the “Sales Orders” window. It is similar to the “Sales Orders” window’s line-item area. You just enter the items that you are selling and the amounts. The “Apply to Sales Order #” tab allows you to ship selected items from a chosen sales order to the customer. Use the drop-down on this tab to select from which sales order you want to ship items. Those items will then appear in the tab’s line item area. You simply input how many of each of the listed items you will be shipping and billing.

At the bottom of the window, you can check the tax code of the customer to make sure that it is set correctly, and you can change it if it isn’t. You can also enter in the “Freight:” amount, if needed. Remember that the amounts that you input into this box are associated with the expense account that you set for “freight” in the “Item Defaults” window. You can also use “Freight” as a individual line item within the line item area of the invoice if having only one freight account is inadequate for your business needs.

Starting in Peachtree 2005 is the “Customer Account” information in the lower left corner. Once a customer is selected, this area shows their receivable balance, credit limit, and credit status as of the current date. Clicking the right-pointing arrow in this area will show you a report on the selected customer.

When you are done creating your invoice, click the “Save” on the toolbar at the top of the “Sales/Invoicing” window to save the transaction.

# STARTING ACCOUNTS RECEIVABLE

## 4.7- The Sales/Invoicing Window (cont.):

There are a few ways in which you can print the invoices which you have entered in the “Sales/Invoicing” window. If you do not intend to print the invoices in Peachtree, but simply enter them for accounting purposes, then you can type the actual invoice number assigned to the invoice into the “Invoice No.,” text box in the upper right corner of the sales form and simply save the form. You will then be able to receive payments against the invoice in the “Receipts” window at a later point in time.

If you **do** wish to print invoices entered into Peachtree, then you will **not** enter an invoice number into the form. Instead, you must first decide if you want to print just one invoice or if you wish to print a batch of invoices. If you want to print just one invoice at a time, you can display the invoice which you wish to print in the “Sales/Invoicing” window, and then click the “Print” button in the toolbar at the top of the window. You can then print the selected invoice using the form you select, and also assign the invoice number while printing the invoice.

However, if you wish to print a batch of invoices, you should first create and save the invoices without assigning them an invoice number. The procedure then changes, depending upon the version of Peachtree that you are using. If using Peachtree 2008:2012, then select “Reports & Forms| Accounts Receivable...” from the Menu Bar to open the “Select a Report or Form” window. Here you will click the “Forms” tab in the upper left corner of the window to display the forms associated with the “Accounts Receivable” category. Ensure that the “Invoices and Packing Slips” choice is selected from the “Form Types” scrollable list in the upper left corner of the window. Then select the desired type of invoice to use from the choices shown in the “Forms:” list below that. You can then click the “Preview and Print” button at the right side of the window, below the preview of the form displayed, in order to open a separate dialog box where you can set the criteria that will be used to decide which invoices to print. Note that after changing any criteria that appear at the left side of this window, you may need to click the “Refresh List” button to refresh the listing of invoices to print- which should appear at the right side of this window. Once you see the desired batch of invoices to print in this list, you can then click the “Print/E-mail” button to print them.

If you are using Peachtree 2003:2007 to print a batch of invoices, then choose “Reports| Accounts Receivable...” from the Menu Bar to launch the “Select a Report” window. Scroll down through the entries in the “Report List:” until you find the “Invoices/Pkg. Slips” folder. Click on this folder once to display a listing of the available printed invoice formats. Click on the name of the invoice form which you would like to print from this list, and then click the “Print” button in the toolbar at the top of the “Select a Report” window to launch a dialog box where you can set the desired printing options for the invoice. Select the “Unprinted Invoices” option in the upper left corner of the dialog box and then type the number of the first invoice to be printed into the “First Invoice Number:” text box. You can also select the final date for which you would like any unprinted invoices to be printed from the “Last date for which invoices will print:” date drop-down. Use the available filters in the “Filter Range:” section to apply any additional filters which you would like to use for printing the invoices. When you are ready, click “OK” to print the selected batch of invoices.

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## 4.8- The Receipts Window:

The “Receipts” window is used to enter cash sales and deposits without invoices. It is also used to apply payments to customer invoices. When you select a “Customer ID” in the “Receipts” window, all unpaid invoices for the chosen customer appear. You can enter payments for the entire amount due, or partial payments. You can also apply credit memos and prepayments to invoices in this window as well.

To access the “Receipts” window, you select “Tasks| Receipts...” from the Menu Bar. This will bring up a smaller window the first time you do this which prompts you to select a cash account to use for these receipts. Select the account you wish to use from the drop-down of cash account choices, and then click “OK” to view the “Receipts” window.

Quantity	Item	Description	Unit Price	Tax	Amount	Job
150.00	AVRY-10140	Thistle Bird Seed Mix 6 lb. Bag	19.99	1	2,998.50	

If you elected to assign the “Deposit Ticket ID” in the “Receipts” window when you set the “Customer Defaults,” then at the top of this screen is the “Deposit Ticket ID:” field. Whatever code you enter here (which is the date, by default) groups the amount of the receipt with any other receipts that share the same code when you select deposits in the “Account Reconciliation” screen. If you elected to use the “Select for Deposit” window to assign “Deposit Ticket ID” values, then this field will not be available to you in the “Receipts” window.

Next, select either “Customer ID” or “Vendor ID:” from the drop-down field of the same name and then select the specific customer ID (or possibly vendor ID) from the drop-down box to the right of the first drop-down. To enter a receipt for a customer who is *not* in your customer list, leave this field blank and instead type the customer’s name as you would like it to appear on the receipt into the “Name:” field. One reason you are able to choose a “Vendor ID” in the “Receipts” window is to deposit a vendor refund into your selected cash account.

You can enter a reference code for the transaction into the “Reference:” text box. This is typically where you will enter the check number used, if the customer is making a payment by check. You can, however, type any code which you would like into this text box. You enter the receipt number into the “Receipt Number:” text box, if you will not be printing the form. Otherwise, leave it blank to assign the receipt number while printing. You can then enter the date that the payment was received into the “Date:” text box, or assign the date using the calendar drop-down in that text box, if you prefer. You can then set the method of payment used by the receipt in the “Payment Method:” drop-down.

Notice that there is also a “Process Credit Card” button. You can click on this button to open up a

# STARTING ACCOUNTS RECEIVABLE

## 4.8- The Receipts Window (cont.):

window into which you can enter the customer's credit card information. You can use this to process credit cards through Peachtree if you sign up for their credit card processing service. Starting in Peachtree 2006, you can also select the "Use credit card swipe" checkbox if you are using a compatible credit card swiping terminal with your point-of-sales equipment. The balance of the selected cash account will display in the "Cash Account Balance:" field. If it says "Uncalculated" in the "Cash Account Balance" field, click the recalculate button (\$) to the right of that field to display the correct total balance.

At the bottom of the "Receipts" window, you would select the "Apply to Revenues" tab to enter items purchased that are not associated with any outstanding invoices. When a customer without open invoices is selected, this tab automatically comes forward over the other tab. Customer deposits made in advance (prepayments) can be taken on this tab by checking the "Prepayment" check box.

You would select the "Apply to Invoices" tab to receive payments against open customer invoices. This tab will automatically appear with customers that have one or more open invoices. On this tab you will see the invoice, the due date, and the amount due. You can enter a description for each invoice in the "description" field, if desired. If the customer qualifies for a discount, the amount will display here as well. You can change it, if needed. You also enter in the "Amount Paid:" on the invoice for partial payments or you can just check the "Pay:" checkbox to take the full amount due.

If you had selected a "Vendor ID" on a receipt, the "Apply to Vendor Account" tab appears. You can use this to record vendor refund amounts. When you are finished, you can click "Save" to save the receipt.

## 4.9- Statements and Finance Charges:

You may want to assess finance charges on accounts with overdue balances. To apply finance charges, select "Tasks| Finance Charge..." from the Menu Bar. This will bring up the "Calculate Finance Charges" window to select the customer or range of customers for whom the finance charges should be calculated. You should also enter the date the finance charges will be applied. If you only want to charge finance charges to a single customer, select them from the "Starting Customer:" drop-down box and then click the "Starting Customer Only" button. If you specify more than a single customer, then click the "OK" button when you are done.

When you click either button, the "Apply Finance Charges" window will appear. Here is where we can set options for assessing finance charges and also setting up our reporting options. Under the "Apply Finance Charges" section, click the "Yes" option to apply the finance charges immediately. To preview a listing of the customers who will receive finance charges without applying them, click the "No" option.

Under the "Print Calculation Sheet" section, select the "Yes" option to print a "Finance Charges" report listing finance charge amounts and invoice fees used in calculating charges. Select the "No" option if you do not want to print this report. If you want to print the report, then in the "Report Destination" section, select whether the report should be viewed in a preview "Screen," or sent directly to the "Printer." Click "OK" when you have set the options that you want.

Next, the "Finance Charge Report Selection" window opens. It presents additional reporting options. Under the "Report Style" section, select either "Summary" which shows customer balances, or "Detail" which shows invoices for each customer balance. You can then select the sorting order under the "Report Order" section for the report. Click "OK" when you are done here to view the report. If you also chose to apply finance charges, those charges are created as well. Each one is an invoice. These invoices have a Reference Number with the prefix "FC" and can be edited or deleted by selecting "Tasks| Sales/Invoicing..." from the Menu Bar.

To print statements in Peachtree 2008 through 2009, select "Reports & Forms| Accounts

# STARTING ACCOUNTS RECEIVABLE

## 4.9- Statements and Finance Charges (cont.):

Receivable...” from the Menu Bar in order to open the “Select a Report or Form” window. Click the “Forms” tab, and then select the “Customer Statements” choice from the “Form Types:” scrollable list. Next, select either the “Statement,” “Statement Continuous” or “Statement Preprinted” statement type. Then click the “Preview and Print” button to preview the selected statement. Doing this will launch the “Preview and Print Customer Statements” window. The settings here will coincide with the statement defaults that you set, although you can change them, if needed. When you are ready print the selected statements, click the “Print/E-mail” button.

When you are ready to run the actual statements in Peachtree 2004:2007, you must select “Reports|Accounts Receivable...” from the Menu Bar. In the “Select a Report” window, select the “Accounts Receivable” icon in the list to the left. You must then scroll using the list box at the right of this screen until you reach the “Customer Statements” folder. Click on this folder to select it. There should be three types of statements that you can run: “STATEMENT No Graphic,” “STATEMENT Plain,” and “STATEMENT Preprinted.” In Peachtree 2006:2007 these are “Statement,” “Statement Continuous” and “Statement Preprinted.” Select the one that you wish to print, and click the “Preview” button to preview the statement. Doing this will launch the “STATEMENT” preview options window. The settings here will coincide with your statement defaults that you set, although you can change them, if needed. When you are ready to print, click the “Print” button on the toolbar to print the statements.

## 4.10- Selecting Deposits:

If you elected to use the “Select for Deposit” window to assign “Deposit Ticket ID” values, then in the “Select for Deposit” screen you can combine the amounts of the various customer receipts which you have received into a single deposit amount with a single deposit ticket ID. This can greatly reduce the stress of reconciling your bank statement with the multiple receipt amounts individually posted in Peachtree.

To access the “Select for Deposit” screen, select “Tasks| “Select for Deposit...” from the Menu Bar. Use the “Account ID:” drop-down to select the cash account within which you want to group the amounts received from the “Receipts” window. Use the “Deposit Ticket Date:” calendar drop-down to set the date of the deposit. In the “Deposit Ticket ID:” text box enter the desired deposit ticket ID which you would like to use for the total amount of the deposit when you are reconciling the selected account in the future. Then just click the “Deposit” checkbox at the right end of each line item amount which you received to mark it as being a member of the deposit. The total will display at the bottom of the screen. When you are ready to save the deposit with the selected ticket ID, click the “Save” button in the toolbar at the top of the window.

## 4.11- Changing a Record ID:

You can modify the record IDs that you assigned to various records in Peachtree, such as the “Customer,” “Vendor,” and “Employee” records to change the reference codes assigned to them. Starting in Peachtree 2004, you can also use this same feature to change the IDs assigned to general ledger accounts, as well.

To change a record’s ID assignment, open the “Maintain” window for the selected record type (like “Maintain Chart of Accounts”) and display the record whose ID you wish to change. Then just click the “Change ID” button to assign the item a new ID code in the window that appears. Click “OK” after entering the new ID code. Note that if you do this, **all** transactions associated with the old code will change to reflect the new code- both old and new transactions.

# ACTIONS- STARTING ACCOUNTS RECEIVABLE

## ADDING A NEW CUSTOMER- 2008:2012:

1. Select “Maintain| Customers/Prospects...” from the Menu Bar to launch the “Maintain Customers/Prospects” window.
2. If needed, click the “New” button in the toolbar at the top of the window.
3. Type a new customer id code into the “Customer ID:” field, and press “Enter” on your keyboard.
4. Click into the “Name:” field and type a name for this new customer.
5. If the customer is a prospective customer who hasn’t yet made purchases, you can click the “Prospective” check box.
6. Click the “General” tab, if needed.
7. In the “General” tab, enter the contact name into the “Contact:” field.
8. You can enter an account number assigned to this customer into the “Account Number:” box, if needed.
9. Enter the billing address in the “Billing Address” fields available.
10. Fill in the “City, ST, Zip:” and “Country:” fields for the billing address.
11. Select a default sales tax code to apply to this customer’s sales from the “Sales Tax:” drop-down, if needed.
12. To copy the billing information that you have just entered into the “Ship Address 1” fields that appear on the “Contacts” tab (“Addresses” tab in Peachtree 2008:2010), simply click the “Copy to Ship Address 1” button in the “General” tab.
13. You can enter a customer type in the “Customer Type:” field.
14. Type the main and secondary phone numbers into the “Telephone 1:” and “Telephone 2:” fields.
15. Type the fax number in the “Fax:” field.
16. Type the email address for the customer into the “E-mail:” field.
17. Type the web site address for the company into the “Web Site:” text box, if desired.
18. In the “Customizable Fields” section, enter data into the custom fields that you defined when you set up the “Customer Defaults” for the company file.
19. Click the “Contacts” tab (“Addresses” tab in Peachtree 2008:2010).
20. Starting in Peachtree 2011, you can create a new contact on the “Contacts” tab, if desired, by clicking the “New Contact” button at the bottom of the tab. You can then enter the name and address information for the new contact. Then click the “Save Contact” button when you are finished. You can also select a contact to delete from the “Select a contact:” drop-down and then click the “Delete Contact” button to delete the selected contact. Note that some contacts, such as the billing contact, cannot be deleted.
21. Starting in Peachtree 2011, you can also enter multiple addresses for a selected contact by clicking the “Edit Addresses” button to open the “Edit Addresses” window. Here you can enter as many addresses as needed for the selected contact. Then click the “OK” button when you are finished.
22. If using Peachtree 2008:2010, you can copy the information from the customer’s billing address into any selected shipping address on the “Addresses” tab. To do this, use the “Copy Billing Address to” drop-down to select the desired shipping address to copy the data into. Then click the “Copy” button to copy it. You can also click into the fields shown next to any shipping address row, and then manually enter the new shipping information.
23. Click the “History” tab.
24. If the customer has historical transactions not recorded in Peachtree, you can enter them here. Peachtree will update this tab automatically.
25. Click the “Sales Info” tab.
26. If needed, you can enter the name of the default sales rep to assign to this customer from the “Sales Rep:” drop-down.

(cont.)



# ACTIONS- STARTING ACCOUNTS RECEIVABLE

## ADDING A NEW CUSTOMER- 2008:2012 (CONT.):

27. Select the default general ledger Income account number to associate with sales to this customer from the "GL Sales Account:" field's drop-down.
28. If your customer provides you with an open purchase order number, you can type it into the "Open P.O. Number:" field.
29. Select the customer's default method of shipping from the "Ship Via:" field.
30. If needed, you can enter the resale number of this customer into the "Resale Number:" field.
31. If needed, you can select a default pricing level for this customer from the "Pricing Level:" drop-down.
32. In the "Form Options" section, you can indicate whether to batch e-mail or print this customer's forms.
33. Click the "Payment & Credit" tab. Here you can set the default payment and default customer terms that this customer will receive.
34. For customers who pay regularly by credit card you can enter in the "Cardholder's Name:," "Address:," (which is usually the same as the "Bill to Address" field) "City, State, Zip:," "Country:," "Credit Card Number:," and "Expiration Date:" into the fields available in the "Credit Card Information" section.
35. In the "Receipt Settings" section, check the "Use payment method and cash account from last saved receipt" check box to use the previous settings of the customer's last receipt for their next receipt. If you want to permanently set this information, click this checkbox to clear it, and then set a default "Payment Method:" and "Cash Account:" to use for this customer's receipts.
36. If you need to override your accounts receivable defaults for this specific customer, use the "Terms and Credit" drop-down to select the "Customize terms for this customer" option. You will then be able to set the specific default terms for this customer by changing the options that will then appear.
37. Click the "Save" button at the top of this window to save the customer's information, but leave the same record displayed. You can click the "Save & New" button to save the record and then start a new record.

## ADDING A NEW CUSTOMER- 2003:2007:

1. Select "Maintain| Customers/Prospects..." from the Menu Bar to launch the "Maintain Customers/Prospects" window.
2. If needed, click the "New" button in the toolbar at the top of the window.
3. Type a new customer id code into the "Customer ID:" field, and press "Enter" on your keyboard.
4. Click into the "Name:" field and type a name for this new customer.
5. If the customer is a prospective customer who hasn't yet made purchases, you can click the "Prospective" check box.
6. Click the "General" tab, if needed.
7. In the "General" tab, enter the contact name into the "Contact:" field.
8. Select the "Bill to Address" from the drop-down below the "Contact:" field.
9. Fill in the "Address:," "City, ST Zip:," and "Country:," fields for the "Bill to Address."
10. You can fill in up to nine additional addresses for shipping by repeating steps 8 and 9 above, but selecting either "Address 1," "Address 2," etc... ("Ship to Address 1," "Ship to Address 2," etc. in Peachtree 2006 or 2007) in step 8 above. If the shipping address is the same as the billing address, you can click the "Copy from Bill to Address" button.
11. You can enter a customer type in the "Customer Type:" field.
12. Type the main phone number in the "Telephone 1:" field, and the secondary number in the "Telephone 2:" field.
13. Type the fax number in the "Fax:" field.

(cont.)

# ACTIONS- STARTING ACCOUNTS RECEIVABLE

## ADDING A NEW CUSTOMER- 2003:2007 (CONT.):

14. Type the email address for the customer into the "E-mail:" field.
15. Type the web site address for the company into the "Web Site:" text box, if desired.
16. Click the "Sales Default" tab.
17. Type in the General Ledger Account Number for sales from this customer into the "GL Sales Acct:" field.
18. If your customer provides you with an open purchase order number, you can type it into the "Open P.O. #:" field.
19. Select the customer's usual method of shipping from the "Ship Via:" field.
20. Click the "Terms and Credit" tab if you need to change the customer's terms. Here you can set the terms that the customer will receive. Click "OK" when you are done.
21. Click to the "Payment Defaults" tab.
22. Enter in the "Cardholder's Name:," "Address:," (which is usually the same as the "Bill to Address" field) "City, State, Zip:," "Country:," "Credit Card Number:," and "Expiration Date:" for customer's who pay regularly by credit card.
23. Check the "Use receipt window settings" check box to use the previous settings of the customer's last receipt for their next receipt. If you want to permanently set this information, click this checkbox to clear it, and then set a "Payment Method:" and "Cash Account:."
24. Click the "Custom Fields" tab.
25. Fill in the custom fields that you defined when you set up the "Customer Defaults."
26. Click the "History" tab.
27. If the customer has historical transactions not recorded in Peachtree, you can enter them here. Peachtree will update this tab automatically.
28. Click the "Save" button at the top of this window to save the customer's information.

## MAKING A CUSTOMER INACTIVE:

1. Select "Maintain| Customers/Prospects..." from the Menu Bar to launch the "Maintain Customers/Prospects" window.
2. Select the name of the customer that you want to make inactive from the "Customer ID:" drop-down box.
3. Check the "Inactive" check box.
4. Click the "Save" button on the toolbar at the top of the window.

## ADDING BEGINNING BALANCES FOR CUSTOMERS- 2008:2012:

1. Add all of your prior customers that had outstanding invoices at the time that you created your Peachtree company file, first.
2. Select "Maintain| Customers/Prospects..." from the Menu Bar, and then click the "History" tab.
3. Click the "Customer Beginning Balances" button to open the "Customer Beginning Balances" window.
4. Click the "Customer Balances:" tab to view the list of customers in your company file.
5. Double-click on the name of the customer for whom you want to enter opening balances.
6. This will take you to the "Invoices for (customer name)" tab where you will enter all of the open invoices that you had with this customer as of your Peachtree start date.
7. Click into the "Invoice Number" column, and enter the number of the first open invoice for the customer.
8. Enter the date of the invoice into the "Date" column in the same row.

(cont.)

# ACTIONS- STARTING ACCOUNTS RECEIVABLE

## ADDING BEGINNING BALANCES FOR CUSTOMERS- 2008:2012:

9. Enter the purchase order number for the invoice, if used, under the "Purchase Order Number" column in the same row.
10. Enter the amount of the invoice under the "Amount:" column in the same row.
11. Enter the accounts receivable account number for the invoice in the "A/R Account" column. This field won't be available if you are using the "Cash" basis accounting.
12. Repeat steps 9 through 13 for the next invoice, if one exists, on the next row until you are finished entering opening invoices.
13. Click the "Save" button to save your changes when you are finished.

## ADDING BEGINNING BALANCES FOR CUSTOMERS- 2003:2007:

1. Add all of your old customers that had open invoices at the time that you created your Peachtree company file.
2. Select "Maintain| Customers/Prospects..." from the Menu Bar.
3. Click on the "General" tab.
4. Click the gray arrow for "Beginning Balances:" to open the "Customer Beginning Balances" window.
5. Click the "Customer Balances:" tab to view the list of customers in your company file.
6. Double-click on the customer name that you want to enter in opening balances for.
7. This will take you to the "Invoices for (customer name)" tab.
8. On this tab, you enter in all of the open invoices that you had with this customer as of your Peachtree start date.
9. Click into the "Invoice Number" column, and type in the invoice number of the first open invoice for the first customer.
10. Type the date of the invoice into the "Date" column in the same row.
11. Enter the purchase order number for the invoice (if given) under the "Purchase Order Number" column in the same row.
12. Enter in the amount of the invoice under the "Amount:" column in the same row.
13. Enter in the accounts receivable account number for the invoice in the "A/R Account" column. This field won't be available if you are using the "Cash" basis accounting.
14. Repeat steps 9 through 13 for the next invoice (if one exists) on the next row until you are finished entering opening invoices.
15. Click the "Save" button to save your changes when you are finished.

## SETTING DEFAULTS FOR STATEMENTS:

1. Select "Maintain| Default Information| Statement/ Invoices..." from the Menu Bar.
2. Click the "Statement Print Options" tab in the "Statement/Invoices Defaults" window.
3. Set up the default options that you want to set for selecting which customers will receive statements.
4. Click the "Dunning Messages" tab.
5. Set the number of days overdue that you want to use each dunning message for, and then enter in the dunning message that you want to display for that range of days overdue.
6. Click "OK" when you have set up the default options that you want.

# ACTIONS-

## STARTING ACCOUNTS RECEIVABLE

### CREATING A SALES ORDER:

1. Select "Tasks| Quotes/Sales Orders| Sales Orders..." from the Menu Bar.
2. The "Sales Orders" window will appear.
3. Enter the customer id for the customer that placed the sales order in the "Customer ID:" field.
4. Enter in the sales order number (if needed) in the "SO No.:" field.
5. Enter the date that the sales order was created in the "Date:" field.
6. Enter the date to ship the goods by in the "Ship By:" date field.
7. 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."
8. If applicable, enter in the Purchase Order Number that your customer gave to you in the "Customer PO" field.
9. Select a shipping method by using the drop-down "Ship Via:" field.
10. If applicable, select the "Sales Rep ID:" from the drop-down text box.
11. Enter the quantity of the first item ordered in the top row of the sales order under the "Quantity" column.
12. Enter the item identification code into the "Item" column in the same row.
13. If necessary, you can change the information displayed in the "Description," "GL Account," "Unit Price," "Tax Type," 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.
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 "SO Total" field.
18. Click the "Save" button at the top of this window to save this sales order.

### MANUALLY CLOSING A SALES ORDER:

1. Select "Tasks| Quotes/Sales Orders| Sales Orders..." from the Menu Bar.
2. The "Sales Orders" window will appear.
3. Click the "Open" button in the toolbar at the top of the "Sales Order" window.
4. In the "Select Sales Order" dialog box, double-click on the sales order which you want to open to display it in the "Sales Orders" window.
5. Click the "Close SO" check box to close the displayed sales order.
6. Click the "Save" button to save it.

# ACTIONS- STARTING ACCOUNTS RECEIVABLE

## CREATING AN INVOICE:

1. Select “Tasks| Sales/Invoicing...” form the Menu Bar.
2. Select the “Customer ID:” of the customer for whom you are creating the invoice from the “Customer ID:” drop-down field.
3. If you plan on printing the invoice, leave the “Invoice #:” field blank, as the number will be assigned when it is printed. If the invoice was created externally from Peachtree, 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 needed, enter the purchase order from your customer into 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 into 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 into the first row under the “Quantity” field.
12. Enter the item identification code into 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 invoice will debit when the items are shipped into the “A/R Account” field, if needed. This account is the last account used on a sales transaction.
15. Enter the “Sales Tax Code” for the selected customer, if it is not displayed correctly.
16. Enter any freight amounts into the “Freight Amt:” field that are applicable to this transaction.
17. The total of the invoice will appear in the “Invoice Total” field.
18. Click the “Save” button at the top of this window to save this invoice, **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 invoice will appear in the “Invoice Total” field.
26. Click the “Save” button at the top of this window to save this invoice.

# ACTIONS- STARTING ACCOUNTS RECEIVABLE

## PRINTING A SINGLE INVOICE:

1. Select “Tasks| Sales/Invoicing...” from the Menu Bar and then display the invoice which you saved but have not yet printed in the “Sales/Invoicing” window.
2. Click the “Print” button in the toolbar at the top of the window to launch the “Print Forms: Invoices” window.
3. Enter the invoice number to assign to the displayed invoice into the “First Invoice Number:” text box. If you have already printed this invoice or if you entered the invoice number by hand, then this information will appear “grayed-out” and not editable.
4. If needed, you can click the “Change Form” button in this dialog box to open the “Print Forms: Invoices/Pkg. Slips” dialog box. You can select the name of the invoice to use from this dialog box, and then click “OK” to return to the “Print Forms: Invoices” dialog box.
5. Enter the number of copies to print into the “Number of Copies:” text box.
6. Click the “Print” button to print the displayed invoice.

## PRINTING MULTIPLE INVOICES AS A BATCH- 2008:2012:

1. Select “Reports & Forms| Forms| Invoices and Packing Slips...” from the Menu Bar.
2. Click on the name of the invoice format which you would like to use from the listing shown in the “Forms:” section in order to select it.
3. Click the “Preview & Print” button at the right side of the window, below the preview of the invoice.
4. In the “Preview and Print Invoices and Packing Slips” dialog box which appears, click the “Print/E-mail” tab. Then enter the section criteria that you wish to use to print the batch of invoices.
5. Type the first invoice number to use into the “Number the first invoice:” text box.
6. If needed, you can click the “Refresh List” button to review the listing of invoices to print s a batch in the listing that appears at the right side of this window.
7. Once the desired invoices appear in this list, and you have reviewed your printing options for accuracy, just click the “Print/E-mail” button to print the selected invoices.

## PRINTING MULTIPLE INVOICES AS A BATCH- 2003:2007:

1. Select “Reports| Accounts Receivable...” from the Menu Bar.
2. Scroll down to the “Invoices/Pkg. Slips” folder within the “Report List:” at the right side of this dialog box and give it a click to display the various types of invoices which you can print.
3. Click on the name of the invoice format which you would like to print to select it.
4. Click the “Print” button in the toolbar at the top of the “Select a Report” dialog box.
5. In the dialog box which appears, click the “Filter” tab.
6. To print the batch of unprinted invoices, select the “Unprinted invoices” option button in the upper left corner of the dialog box.
7. Type the first invoice number to use into the “First Invoice Number:” dialog box.
8. Use the calendar drop-down to select the day for which you will print any “unprinted” invoices from the “Last date for which invoices will print:” drop-down.
9. If desired, set any additional filtering criteria in the “Filter Range:” section.
10. Click “OK” to print the selected invoices.

# ACTIONS- STARTING ACCOUNTS RECEIVABLE

## ENTERING RECEIPTS:

1. Select “Tasks| Receipts...” from the Menu Bar. The “Receipts” window will appear.
2. Leave the “Deposit Ticket ID:” field blank if you plan to use “Select for Deposit” to group your receipts in Account Reconciliation. If not, enter a “Deposit Ticket ID:” to group this deposit with other deposits in Account Reconciliation. Receipts with the same “Deposit Ticket ID” will be grouped as a single deposit amount when reconciling this cash account in the future.
3. Select whether to enter a receipt for a customer or a vendor by selecting either “Customer ID:” or “Vendor ID:” from the drop-down underneath the “Deposit Ticket ID:” label. If you select “Vendor ID:,” you can skip to step 21.
4. Assuming you selected a “Customer ID:,” you should next select the specific “Customer ID:” of the customer you are creating the receipt for from the drop-down box to the right of the “Customer ID:” drop-down choice.
5. If the customer is paying by credit card, click the “ Process Credit Card” button. If necessary, enter in the name, card number and expiration date, and click “OK” to return to the receipt. Starting in Peachtree 2006, you can also select the “Use credit card swipe” checkbox if you are using a compatible credit card swiping terminal with your point-of-sales equipment.
6. Enter the date the money was received in the “Date:” field.
7. Select the method of payment received from the “Payment Method:” drop-down field.
8. Select the General Ledger cash account to which the receipt will be posted from the “Cash Account:” field.
9. If the customer you selected has no open invoices, you will be sent to the “Apply to Revenue” tab. If you are collecting a sale from a customer who isn’t in your customer list, then you will also need to fill in the “Name:” field above. If the customer has open invoices, you will be automatically sent to the “Apply to Invoices” tab. If this is the case, you can skip down to step 17.
10. If the amount being paid is for a prepayment or down payment, then click the “Prepayment” check box. You can match this prepayment up later with an invoice for the customer after you have created one.
11. Enter the quantity of the first item ordered in the top row of the sales receipt under the “Quantity” column.
12. Enter the item identification code into the “Item” column in the same row.
13. If necessary, you can change the information displayed in the “Description,” “GL Account,” “Unit Price,” “Tax Type,” and “Amount” fields.
14. If applicable, select the “Sales Rep:” from the drop-down text box.
15. Enter in the “Sales Tax Code” for the selected customer, if it is not displayed correctly.
16. Click the “Save” button to save the sales receipt. **You are now done.**
17. If there are open invoices, you will be sent to the “Apply to Invoices” tab automatically. The open invoices for the selected customer will appear in this tab.
18. If you are entering a partial payment on an invoice, you can enter the amount on the “Amount Paid:” tab.
19. To pay the invoice in full, click the “Pay” checkbox column to the right of the invoice that is being paid.
20. Click the “Save” button to save your changes. **You are now done.**
21. If you selected “Vendor ID:” at the top, then you must use the drop-down box to the right of that to select the vendor id of the vendor that you received a refund from.
22. Enter in a “Description,” and assign the refund to the appropriate “GL Account.” Enter the amount of the refund in the “Amount” column for that same row.
23. Click the “Save” button to save the refund.

# ACTIONS- STARTING ACCOUNTS RECEIVABLE

## APPLYING FINANCE CHARGES:

1. Select "Tasks| Finance Charge..." from the Menu Bar.
2. The "Calculate Finance Charges" window will appear. Enter a "Starting Customer" and an "Ending Customer" from the window to create statements for multiple customers, or just enter in a "Starting Customer" if you want to create a single invoice for a single customer.
3. You can also enter in a customer type in the "Type Mask:" field that will filter for just customers of that specific customer type.
4. Enter the date that the finance charges will be assessed in the "Date:" text box.
5. To send statements to multiple customers between the "Starting Customer:" and the "Ending Customer:," click the "OK" button. To send a single statement to the customer in the "Starting Customer:" field, click the "Starting Customer Only" button.
6. The "Apply Finance Charges Window" will appear.
7. Under the "Apply Finance Charges" section, select either "Yes" or "No."
8. Under the "Print Calculation Sheet" section, select either "Yes" or "No."
9. Under the "Report Destination" section, select either "Printer," "Screen," or "Do not print report."
10. Click "OK."
11. If you selected to print a report, the "Finance Charge Report Selection" window appears.
12. Under the "Report Style" section, select the option button for either "Summary" or "Detail."
13. Under the "Report Order" section, select to sort the report either "By Id" or "By Name."
14. Click "OK" when you are done.
15. The finance charges that either were or would be assessed will appear in a report. If you chose to assess finance charges, they appear as invoices with the prefix "FC."

## CREATING STATEMENTS- 2008:2012:

1. Select "Reports & Forms| Forms| Customer Statements..." from the Menu Bar.
2. Choose the type of statement to create by selecting it from the choices shown in the "Forms:" list.
3. Click the "Preview & Print" button at the right side of this window, below the preview of the statement, to bring up the "Preview and Print Customer Statements" window.
4. On the "Print/E-mail" tab (which should be set according to the Statement/Invoice defaults), select either "Balance Forward," or "Open Item" from the "Statement Type" section.
5. If desired, select either checkbox for "Sales/Credit Memos" or "Receipts" under the "Print detail for:" section.
6. Use the "Include items:" drop-down to select the items to include in the statement selecting a choice, and then entering any necessary date ranges from the adjacent date selector, if needed.
7. You can further refine the recipient list, if needed, by setting any additional filtering option in the "Filter customers by:" section.
8. If needed, click the "Refresh List" button to display the listing of statement recipients at the right side of this window.
9. To print the selected customer statements, click the "Print/E-mail" button.



# ACTIONS- STARTING ACCOUNTS RECEIVABLE

## CREATING STATEMENTS- 2003:2007:

1. Select "Reports| Accounts Receivable..." from the Menu Bar.
2. Select the "Customer Statements" from the list box on the right of the "Select a Report" window.
3. Select the type of statement to run by clicking it.
4. Click the "Preview" button to bring up the "STATEMENT" preview options.
5. On the "Filter" tab (which should be set according to the Statement/Invoice defaults), select either "Balance Forward," or "Open Item" from the "Statement Type" section.
6. If desired, select either checkbox for "Sales/Credit Memos" or "Receipts" under the "Print detail for:" section.
7. Select a date range for the statement to cover by selecting dates ranges from the "Date:" drop-down text box.
8. If necessary, set the "From:" and "To:" fields if they appear and need to be set.
9. For the rows of "Customer ID:," "Customer Type:," and "Active/Inactive:," use the drop-down under the "type" column and set the "From:" and "To:" fields, if needed.
10. To print the statements, click the "Print" button.

## SELECTING AMOUNTS TO DEPOSIT:

1. Select "Tasks| Select for Deposit..." from the Menu Bar.
2. Use the "Account ID:" drop-down to select the account to which the receipts were deposited.
3. Use the "Deposit Ticket Date" calendar drop-down to pick the deposit date.
4. Use the "Deposit Ticket ID:" text box to give the deposited amount an ID code.
5. Click the "Deposit" check box next to any amounts that you want to include in the deposit ticket.
6. Click "Save" to save the deposit amount.

## CHANGING A RECORD ID:

1. Select the "Maintain" window for either the customer, vendor, inventory item, or general ledger account (if using Peachtree 2004 or later).
2. Use the drop-down at the top of the window to select the item for which you'd like to change the record id.
3. Click the "Change ID" button.
4. Type a new ID into the box provided.
5. Click "Save" to save the change.

# **CHAPTER 5-**

## **STARTING ACCOUNTS PAYABLE**

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**5.1- SETTING UP THE ACCOUNTS PAYABLE DEFAULTS**

**5.2- ADDING VENDORS**

**5.3- ADDING BEGINNING BALANCES FOR VENDORS**

**5.4- THE PURCHASE ORDERS WINDOW**

**5.5- ENTERING A DROP SHIPMENT**

**5.6- SELECT FOR PURCHASE ORDERS**

**5.7- THE PURCHASES/RECEIVE INVENTORY WINDOW**

**5.8- THE PAYMENTS WINDOW**

**5.9- THE SELECT FOR PAYMENT WINDOW**

# STARTING ACCOUNTS PAYABLE

## 5.1- Setting Up the Accounts Payable Defaults:

Setting your defaults for your vendors allows you to monitor the goods and services that you've received from your vendors and the money you've paid to your vendors. You can set payment terms, aging, guidelines, and more for each vendor. When you post to the Accounts Payable, it updates the journal and posts it to the General Ledger. The first part of setting the defaults for the Accounts Payables was done when the Vendor Defaults were set up- since that is done, we can now look at adding vendors.

## 5.2- Adding Vendors:

When you add new vendors, they will have their default information set to match the settings specified by your "Vendor Defaults." You can change this information, if necessary. Then all you will have to enter is information that is unique to each vendor. You add new vendors through the "Maintain Vendors" window in Peachtree. You can access this window by selecting "Maintain Vendors..." from the Menu Bar.

The top of the "Maintain Vendors" window has two text fields and one checkbox. The first text field is the "Vendor ID," which is the code that you enter to uniquely identify your vendors. There is also the "Name" of the vendor. This is the name that you want to show on reports and bills received from the vendor. The checkbox, called "Inactive," is the box that you check to make a vendor inactive.

On the "General" tab, you input the vendor's contact and primary mailing address information into the fields provided. In Peachtree 2006:2007, you can select an address from the address drop-down and then click the "Copy to Remit to Address 1" button or the "Copy from Mail to Address" button to save yourself some data entry work. Also in Peachtree 2006:2007, you can click the "Defaults" button to set the default addresses to be used for payments, purchase orders, and shipments by selecting the desired addresses from their respective drop-downs in the "Address Defaults" window. When you are finished, click the "OK" button to return to the "Maintain Vendors" window.

In Peachtree 2008:2012, that information is now found in the new "Addresses" tab. This new tab, like the one found in the "Maintain Customers" window, is also used to copy the vendor's mailing address to any one of the selected "Remit to:" address lines shown. You can do this by selecting the desired "Remit to" address from the "Copy Mailing Address to:" drop-down, and then clicking the adjacent "Copy" button. You can also manually add or edit the information recorded for the different "Remit to" addresses listed at the bottom of the "Addresses" tab.

Back on the "General" tab in the "Maintain Vendors" window, you can enter a "Vendor Type," which can be used to filter vendors for reporting purposes. You can set the "1099 Type:" for vendors that need a 1099, such as sub-contactors. In Peachtree 2008:2012, the "Expense Account" field shown is the default general ledger account used for transactions with this vendor. You can change this on a per-transaction level, as needed. You then enter any additional contact information for the vendor into the boxes provided.

In Peachtree 2003:2007, you can click the gray arrow for "Beginning Balances" on the "General" tab to enter beginning balances for this vendor, if needed. You do this if you had one or more outstanding bills from this vendor which you owed as of the "start date" of the Peachtree company file. In Peachtree 2008:2012, you can access the "Beginning Balances" window for your vendors by clicking the "Vendor Beginning Balances" button that appears at the bottom of the "History" tab. In this window, you can enter the dates and amounts of bills that you received, but have not yet paid to your vendors as of the date that you started your Peachtree company file. Just click the "Save" button to finish recording these bills when you are done.

In Peachtree 2008:2012, you then enter the data that you wish to record for this specific vendor into the "Customizable Fields" section. These fields are the ones that you created for your vendors when you set your "Vendor Defaults."

# STARTING ACCOUNTS PAYABLE

## 5.2- Adding Vendors (cont.):

The “History” tab tracks and shows your purchases, payments, and last payment information for the selected vendor. This is updated every time you enter a transaction for a vendor. You can enter historical information when creating a new vendor. After that Peachtree will track and show information about your recent transactions with this vendor on this tab.

On the “Purchase Info” tab (“Purchase Defaults” tab in Peachtree 2003:2007), you enter purchase information about the vendor. If using Peachtree 2003:2007, you use this tab to assign the general ledger account used by default when making purchases from this vendor from the “Expense Account” (“Purchase Account” in Peachtree 2003:2006) drop-down.

In all versions of Peachtree you also assign the vendor’s tax id number (if you have to send out 1099’s), your preferred method of shipping from them, and your terms with the vendor. The “Tax ID Number:” field is used for vendors that have a tax number you must input if you plan on sending them a 1099-MISC or 1099-INT form. The “Ship Via” field is used to select the default shipping method used by this vendor to send you products. This is a field that you can always change at the time of purchase, as well.

In Peachtree 2008:2012, you can then set specific terms with this vendor, if they differ from your vendor defaults, by selecting the “Customize terms for this vendor” choice from the “Terms and Credit” drop-down. You can then set your specific terms from this vendor into the area below the drop-down.

In Peachtree 2003:2007, you can set specific terms with this vendor, if they differ from your vendor defaults, by clicking the gray arrow button to change the terms via the “Terms” dialog box. Starting in Peachtree 2004, you can also select how the vendor prefers forms sent to them. You can select either “Paper Form,” or “Email.” When you print items such as “Purchase Orders” from the “Select a Report” window, this choice determines whether the form will be displayed for printing or automatically e-mailed.

In Peachtree 2003:2007, the “Custom Fields” tab contains the custom fields set up through the “Vendor Defaults” window. You can then enter the specific information for the vendor record on that tab.

## 5.3- Adding Beginning Balances for Vendors:

The “Beginning Balances” are the vendor bills that were outstanding as of the “start date” that you entered for the company file when it was created. The balance of the Accounts Payable account in the general ledger should equal the total amount of all vendor beginning balances- as long as no other transactions have been made. To access the vendor’s beginning balances in Peachtree 2008:2012, you click the “History” tab for the selected vendor within the “Maintain Vendors” window and then click the “Vendor Beginning Balances” button to bring up the “Vendor Beginning Balances” window. To access the vendor’s beginning balances if using Peachtree 2003:2007, you click the “General” tab for the selected vendor within the “Maintain Vendors” window and then click the gray arrow for “Beginning Balances:” to bring up the “Vendor Beginning Balances” window.

On the “Vendor Balances” tab, you will find your list of vendors. To adjust the balance of a vendor, just double-click on their name in this list. This will take you to the “Purchases from: (vendor name)” tab to the left of the “Vendor Balances” tab. On this tab, you enter information for each bill from the selected vendor which was unpaid as of the “start date” for the company. You input the bill number, the date of the bill, the purchase order number you gave them (if applicable), the amount of the bill, and the “A/P Account” to which the bill’s amount was posted. This field will not be available if you are using “Cash” accounting. At the bottom of this window you can see the “Account Balance,” the “Number of Transactions,” and the “Current Accounts Payable Balance.”

# STARTING ACCOUNTS PAYABLE

## 5.4- The Purchase Orders Window:

The “Purchase Orders” window is shown below. Use this form to order inventory items from vendors. You can then receive the items as they are shipped in the “Purchases/Receive Inventory” window. Purchase orders can be edited by adding or removing line items and do not actually affect the amount in the “accounts payable” account until you receive the items ordered. You open this window by selecting “Tasks|Purchase Orders...” from the Menu Bar.

Select the “Vendor ID” of the vendor for whom you are creating the purchase order from the drop-down of the same name. If you create purchase orders in an external application, enter the purchase order number into the “PO No.” box. If you plan on printing the purchase order in Peachtree, then leave this field blank, as it will be assigned during the print routine. Enter the “Date:” the purchase order was created and set the “Good Thru:” date, too. Your address information should appear in the “Ship To:” field. If your billing address is different from your shipping address, you can enter the shipping address here. You may also notice a small check box for “Close Purchase Order.” Note that you can check this box to manually close a purchase order you created if you later learn that you won’t be receiving all of the items ordered. It will automatically check itself when all items from a purchase order are received.

Below that are the “Customer SO Number,” “Customer Invoice No.,” “Discount Amount,” “Terms,” “Ship Via,” and “A/P Account” fields. After you have checked and changed that information if needed, enter the goods and/or services you want to purchase into the line item area. Starting in Peachtree 2005, if you are entering a PO for a vendor marked as a “preferred vendor” for a particular item you can use the “Auto Fill” button to automatically add line items to the displayed purchase order for any low-stock items that you routinely order from the currently selected vendor. The “Received” field indicates how many were shipped on previous bills. The “Item” field shows the Item ID of the items, if used. The “Description” shows the description of the selected item. The “GL Account” field shows the item’s inventory account. When ordering items not in inventory, it will default to the vendor’s purchase account. This can be changed, if needed. You also need to enter the “Unit Price” and “Amount.” Starting in Peachtree 2005, you can view the current “Vendor Balance” in the lower left corner. Clicking the right-pointing arrow here will show you to a report on the selected vendor.

# STARTING ACCOUNTS PAYABLE

## 5.5- Entering a Drop Shipment:

In a drop shipment, your vendor ships the items directly to your customer. You still “receive” the bill, but simply indicate that this is a drop-shipment. Starting in Peachtree 2004, you can click the “Drop Ship” checkbox in the upper right corner of the purchase order. Note that doing that makes the “Customer ID:” field appear at the top of the purchase order form. Use it to select to which customer you want to ship the items ordered. Their address will then appear in the “Ship To:” area. You can then enter the customer invoice number into the “Customer Invoice No.” field within the purchase order.

## 5.6- Select for Purchase Orders:

Starting in Peachtree Complete and Premium Accounting 2005 is the “Select for Purchase Orders” feature. While the “Purchase Orders” task is geared to creating orders from vendors one at a time, the “Select for Purchase Orders” feature allows you to order inventory from multiple vendors at the same time.

To open this screen choose “Tasks| Select for Purchase Orders...” from the Menu Bar. First, on the “Select for Purchase Orders – Filter Selection” window, enter the desired criteria by which you want to filter the items to be purchased. If you want to pick only certain selected items to order, you can filter more precisely within this selection window than you can within many of the other windows in Peachtree. You can choose the “Select” option for any of the drop-downs and then choose only certain selections from the drop-down by holding down the “Ctrl” key on your keyboard while clicking on only the entries you wish to select in the drop-down list. When you have selected the items to purchase, click “OK” to open the “Select for Purchase Orders” window.

In case the filter you specified includes items you don't really want to order now, the “Select for Purchase Orders” window lets you choose the exact items you want to turn into purchase orders. You can check or uncheck the specific items you wish to order displayed in this window. You can also click into any of the values shown in the white columns, such as “Order Qty” or “Unit Price” to change those settings, as needed. When you are ready, you can then print or preview the purchase orders which will be created from your selections by clicking either the “Print” button or the “Preview” button (available from the drop-down menu of choices on the “Print” button) to view the selected purchase orders.

Select For Purchase Orders - Filter Selection

Select items with

Item ID:  All  Select: [ ] Item Class:  Stock  
 Assembly  
 Non-stock  
 Service  
 Labor

Item Types:  All  From: [ ]  
To: [ ]

And items with

Vendor ID:  All  Select: [ ]  
Buyer ID:  All  Select: [ ]

Display a list of items

Based on:  
 Quantity Available  
 Quantity On Hand

As of: [ Mar 15, 2007 ]

And stock status:  
 Out of stock  
 Below minimum stock  
 At or above minimum stock

And set order quantity to:  
 Greater of reorder quantity and quantity needed to bring to minimum  
 Bring quantity up to minimum stock  
 Reorder quantity  
 Quantity needed to fill SOs only

OK  
Cancel  
Help

# STARTING ACCOUNTS PAYABLE

## 5.7- The Purchases/Receive Inventory Window:

The “Purchases/Receive Inventory” window is used to enter purchases from vendors and also enter inventory received from purchase orders you have placed. Just as in the “Sales/Invoicing” screen, you have two tabs into which you can input information: the “Apply to Purchase Order No.” tab and the “Apply to Purchases” tab. To access the “Purchases/Receive Inventory” window, select “Tasks, Purchases/Receive Inventory...” from the Menu Bar.

Select the vendor’s ID from the “Vendor ID:” field at the top of the form to show open purchase orders you have entered for the vendor on the “Apply to Purchase Order No.” tab below. If the vendor has no open purchase orders, then the “Apply to Purchases” tab will come forward instead.

At the top of this window is the “Invoice No.:" field where you enter in the invoice number for the vendor’s bill. This can be left blank if the invoice wasn’t received with the items. Just make sure that the “Waiting on Bill” check box is selected, instead. Enter the date of the vendor’s bill into the “Date:” text box. You should also see the vendor’s name and address and your name and address at the top as well. If this shipment you are receiving is fulfilling a purchase order and you are using the form to indicate that you received inventory, the account will be assigned on the purchase order. For all other purchases, it defaults to the last A/P account used on a purchase transaction.

You select the “Apply to Purchases” tab to enter items purchased that are not associated with a purchase order. You can also place items that you received, but didn’t order in the purchase order, on this tab as well. When a vendor without open purchase orders is selected, this tab automatically appears. Here you enter the “Quantity,” “Item,” “Description,” “GL Account,” “Unit Price,” and “Amount” for the items that you purchased or received in addition to items shipped from a purchase order.

You would select the “Apply to Purchase Order No.:" tab to receive items against open purchase

# STARTING ACCOUNTS PAYABLE

## 5.7- The Purchases/Receive Inventory Window (cont.):

orders. This tab will automatically appear when you select vendors that have one or more open purchase orders. The first thing you do here is select which purchase order to receive against by using the drop-down after the “Apply to Purchase Order:” label to select a purchase order from the drop-down list. All open purchase orders for the selected vendor are listed. On this tab you will see the items that were ordered in the selected purchase order, the number remaining to be shipped, the number received, the description, the general ledger account, the unit price, and the line item amount.

At the bottom of this window are fields that affect the balance. The “Other Payments and Credits:” displays the sum of all payments that have been applied to this invoice. This doesn’t include any payments entered in the “Amount Paid at Purchase Field.” The “Amount Paid at Purchase” field allows you to make a full or partial payment when you receive the items. You then enter a “Reference” and “GL Account” that you will use to pay the bill. The “Invoice Total” shows the sum of all lines on the purchase invoice, and the “Net Amount Due” shows the calculated value based on “Invoice Total” minus “Amount Paid at Purchase.”

## 5.8- The Payments Window:

The “Payments” window is used to select and pay individual vendors. To access the “Payments” window, you select “Tasks| Payments...” from the Menu Bar. You can use this window to enter purchases which have been made from vendors that do not have an associated bill or you can use it to apply payments to vendor bills entered through the “Purchases/Receive Inventory” screen. When a “Vendor ID” is selected in the “Payments” window, all unpaid bills associated with that vendor appear on the “Apply to Invoices” tab. For unpaid vendor bills, you can choose to pay the entire amount of the vendor bill or make a partial payment on any vendor bill. You can also apply prepayments and credit memos in this window, as well.

First, select either “Vendor ID” or “Customer ID:” from the drop-down field of the same name and then select the vendor ID of the vendor (or customer) to whom you are issuing the check from the drop-down list next to it. To enter a payment to a vendor who is not in your vendor list, leave this field blank and instead type the vendor’s name into the “Pay to the Order of:” field. You would only choose a Customer ID to issue a customer refund check. Next, enter the “Check Number:” used to pay this vendor or vendor bill into the text box of the same name, if the check has already been issued. Leave it blank if you plan to print the payment checks through Peachtree, as it will be assigned during the print routine.

Also note the “Recur” button in the toolbar at the top of the window. You can click this button and set any payments which you make to recur in this and in future time periods by selecting the frequency with which to automatically have this payment recur in the “Create Recurring Journal Entries” dialog box. Once you have set the payment frequency, click “OK” to create the future payments in Peachtree. This can be a handy time saver for bills which you have to pay on a set schedule with the same amount to the same vendor!

Enter the date that the payment check was created in the “Date:” field. The total cash balance after you pay the selected invoices or payments will display in the “Cash Account Balance:” field. If it says “Uncalculated” in the “Cash Account Balance” field, click the recalculate (\$) button to the right to display the correct total balance. You can also enter in the general ledger account from which the check will be written in the “Cash Account” field.

You would then select the “Apply to Expenses” tab to enter payments to vendors that are not associated with any outstanding invoices or purchases. Use this to enter payments that do not involve bills and cash purchases. When a vendor without any invoices is selected, this tab automatically appears. You can check the “Prepayment” box to create a prepayment, which can then later be applied to one or more



# STARTING ACCOUNTS PAYABLE

## 5.8- The Payments Window (cont.):

invoices for the selected vendor on the "Apply to Invoices" tab. You can also enter the number of items being purchased in the "Items:" field. This should bring up the "Description," and "GL Account" if the item is in our inventory. If not, you can change both. You may need to do the same with the "Unit Price:" field if it is incorrect as well. If you are purchasing an item not tracked in inventory, enter the total price of the item in the "Amount:" field.

You would select the "Apply to Invoices" tab to make payments against open vendor invoices. This tab will automatically appear when you select vendors with whom you have one or more outstanding invoices. On this tab you will see the invoice, the date due, and the amount due. You can enter a description for each invoice in the "Description" field, if desired. If you qualify for a discount, the amount will display here as well. You cannot take a discount on a partial payment, however. You can also enter in the "Amount Paid:" to the invoice in this field, or you can check the checkbox for "Pay:" to pay the selected invoices in full. When all invoices included on a check are selected, click the "Print" button on the toolbar at the top of this window to print up the disbursement check, or click "Save" to print the check later.

If you had selected a Customer ID instead of a Vendor ID when you entered this window, the "Apply to Customer Account" tab appears at the bottom instead. You can use this tab to record customer refunds. Click the "Save" button when you are finished data entry within the "Payments" window.

**Payments**

File Edit Go To Window Help

Close New List Save Print Delete Recur Row Detail Journal Event Reports Attach Help

**Payment** ← →

Electronic Payment      Bellwether Garden Supply      Check Number: 10209

Vendor ID: JACKSON      Date: 5/14/07

Five Hundred and 00/100 \*\*\*\*\* Dollars \$ 500.00

Pay to the Order of: Mail To  
 Jackson Advertising Company  
 1458 Chaseway Circle  
 Address Line 2  
 Atlanta GA 30308  
 USA

Memo: 409-110-00012

Cash Account: 10200 Regular Checking Account

Cash Account Balance: Uncalculated \$

Prepayment

**Apply to Invoices: 500.00**      Apply to Expenses: 0.00

Invoice	Date Due	Amount Due	Description	Discount	Amount Paid	Pay
2456-D22	Apr 3, 2007	650.00			500.00	<input checked="" type="checkbox"/>
10046	Apr 14, 2007	50.00		1.00		<input type="checkbox"/>

Discount Account: 49000

Create virtually unlimited reports with Crystal.

# STARTING ACCOUNTS PAYABLE

## 5.9- The Select for Payment Window:

After you have entered purchases through the “Purchases/Receive Inventory” window, you can select “Tasks| Select for Payment| Paper Checks...” (“Tasks| Select for Payment...” in 2003:2006) from the Menu Bar to use the “Select for Payment” window to pay multiple vendor bills. When you select this option, the “Select for Payment- Filter Selection” window appears first. You can use this window to select the invoice and vendor filter criteria used to select invoices to pay.

The screenshot shows the "Select for Payment - Filter Selection" dialog box. It features a title bar with a close button (X). On the left side, there are three buttons: "OK", "Cancel", and "Help". The main area contains several input fields and sections:

- Check Date:** A date picker set to "Mar 15, 2007".
- Invoices Due Before:** A date picker set to "Mar 15, 2007".
- or Discounts Lost By:** A date picker set to "Mar 15, 2007".
- Include Invoices:** A section with two radio buttons: "All Invoices" (selected) and "Only Invoices" (with a text field for "days past Due Date" and a "with balances over:" field).
- Include Vendors:** A section with two radio buttons: "All Vendors" (selected) and "From:" (with a search icon). Below it are "To:" (with a search icon) and "Type Mask:" (with a dropdown arrow).
- Always Take Discounts regardless of due date:** A checkbox at the bottom.

In the “Select for Payment- Filter Selection” window, you enter the date for the check in the “Check Date:” field. You can then choose to filter for invoices due before a certain date by typing that date into the “Invoices Due Before:” field, or you could choose to filter for invoices by entering a discount date into the “or Discounts Lost By:” field.

You can set additional filter criteria in the “Include Invoices” section. You can set it to include “All Invoices,” or “Only Invoices.” If you select “Only Invoices,” you will need to type in the number of “days past Due Date with balances over” whatever dollar amount you then enter.

You could also filter by vendor and either select “All Vendors,” or vendors that are “From:” a point in the Vendor list “To:” another point in the vendor list. You would just have to fill in the vendor IDs in the “From:” and “To:” fields. You could also select only vendors that match a specific vendor type if you type the vendor type in the “Type Mask:” field.

You can also check the check box for “Always Take Discounts regardless of due date” to always calculate and take the discount for the invoice even if the due date has passed.

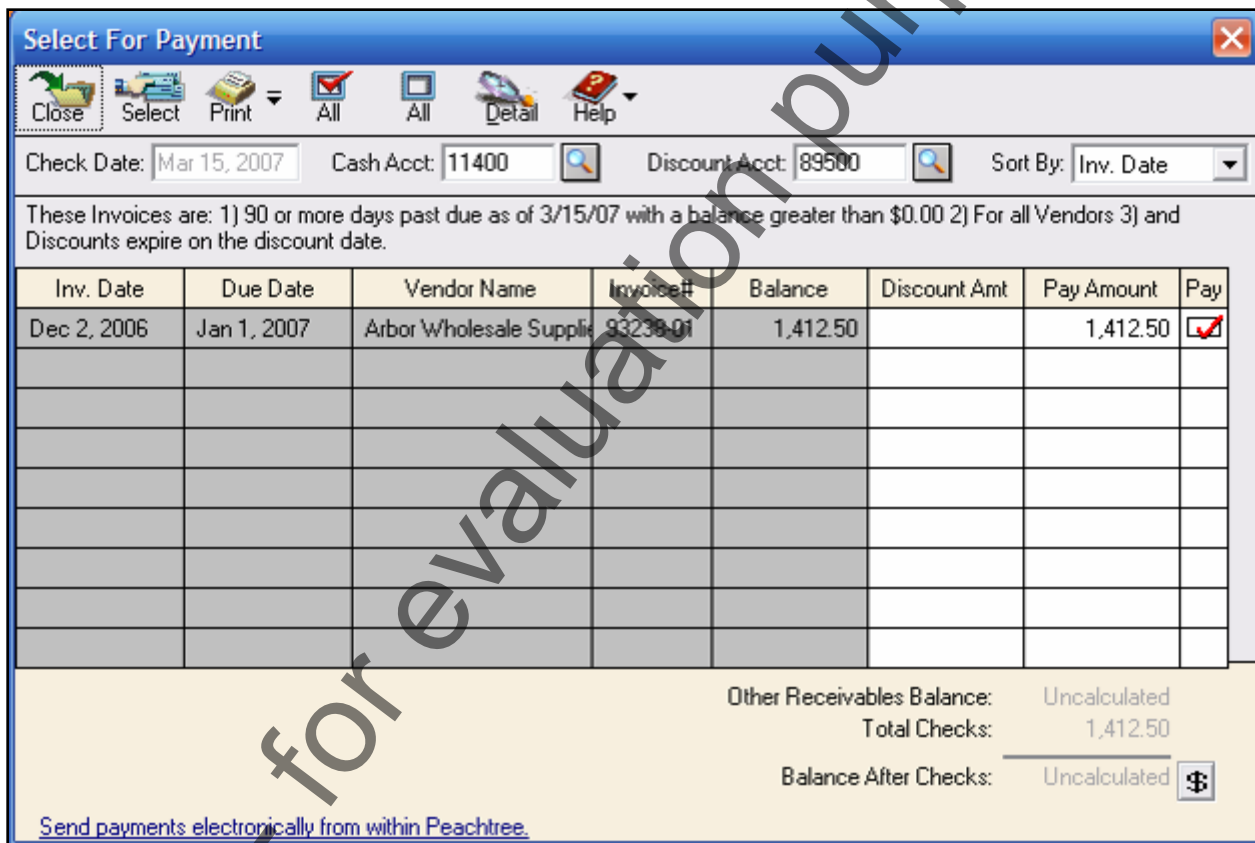
When you are done, click “OK.” This will bring up the “Select For Payment” window, which shows the bills you have entered that match the selection criteria you have input.

# STARTING ACCOUNTS PAYABLE

## 5.9- The Select for Payment Window (cont.):

Once you have entered your criteria in the “Select for Payment – Filter Selection” window and clicked “OK,” the “Select for Payment” window appears. It shows all outstanding invoices, credit memos, and prepayments that match the filtering criteria. It also automatically selects all entries for payment. Click the “Pay” checkbox for any that you **don’t** want to pay, as each bill is set to be marked as paid by default. You can mark all the entries shown to be paid or unpaid by clicking the “Check All” or “Clear All” buttons in the toolbar at the top of the window, if that is easier.

Also, each vendor will be issued a single check no matter how many invoices are being paid. Once you have selected the invoices to pay, make sure that the information at the top of this window is correct. When you are ready to print the checks, just click the “Print” button to print the checks to the selected vendors.



Close Select Print All All Detail Help

Check Date: Mar 15, 2007 Cash Acct: 11400 Discount Acct: 89500 Sort By: Inv. Date

These Invoices are: 1) 90 or more days past due as of 3/15/07 with a balance greater than \$0.00 2) For all Vendors 3) and Discounts expire on the discount date.

Inv. Date	Due Date	Vendor Name	Invoice#	Balance	Discount Amt	Pay Amount	Pay
Dec 2, 2006	Jan 1, 2007	Arbor Wholesale Suppl	83238-01	1,412.50		1,412.50	<input checked="" type="checkbox"/>

Other Receivables Balance: Uncalculated  
 Total Checks: 1,412.50  
 Balance After Checks: Uncalculated \$

[Send payments electronically from within Peachtree.](#)

Starting in Peachtree 2006, you can also send payments electronically with the new Peachtree Bill Pay Service. This service allows you to instantly send payments directly to your vendors without the need to use paper checks, envelopes or stamps. To set up this feature, or to access it if it is already set up, select “Tasks| Select for Payment| Electronic Payments...” from the Menu Bar.

# ACTIONS- STARTING ACCOUNTS PAYABLE

## ADDING A NEW VENDOR- 2008:2012:

1. Select "Maintain| Vendors..." from the Menu Bar to launch the "Maintain Vendors" window.
2. If needed, click the "New" button in the toolbar at the top of the window.
3. Type a new vendor id code into the "Vendor ID:" field, and press "Enter" on your keyboard.
4. Click into the "Name:" field and type a name for this new vendor.
5. Click the "General" tab, if needed.
6. In the "General" tab, enter the contact name into the "Contact:" field.
7. You can enter an account number assigned to this vendor into the "Account Number:" box, if needed.
8. Enter the primary mailing address into the "Mailing Address" fields available.
9. Fill in the "City, ST, Zip:" and "Country:" fields for the mailing address.
10. To copy the mailing address information that you have just entered into the "Remit to Address 1" fields that appear on the "Addresses" tab, simply click the "Copy to Remit To Address 1" button in the "General" tab.
11. You can enter a vendor type into the "Vendor Type:" field.
12. If necessary, select the "1099 Type:" from the drop-down list of choices.
13. Enter the default "Expense Acct:" number for the vendor, which is the General Ledger account you'll use most often for transactions with this vendor.
14. Type the main phone number in the "Telephone 1:" field, and the secondary number in the "Telephone 2:" field.
15. Type the fax number into the "Fax:" field.
16. Type the email address for the vendor into the "E-mail:" field.
17. Type the web site address for the vendor into the "Web Site:" text box, if desired.
18. In the "Customizable Fields" section, enter data into the custom fields that you defined when you set up the "Vendor Defaults" for the company file.
19. Click the "Addresses" tab.
20. If desired, you can copy the information from the vendor's mailing address into any selected "Remit To" address on this tab. To do this, use the "Copy Mailing Address to" drop-down to select the desired "Remit To" address to copy the data into. Then click the adjacent "Copy" button to actually copy it.
21. You can also click into the fields shown next to any "Remit To" address row, and then manually enter the new address information.
22. In the "Address Defaults" section, you can use the drop-downs to select a default "Remit To" address for your vendor "Payments," "Purchase Orders," and "Shipments," if desired.
23. Click the "History" tab.
24. If the vendor has historical transactions not recorded in Peachtree, you can enter them here. Peachtree will update this tab automatically.
25. Click the "Purchase Info" tab.
26. If needed, you can enter the name of the default purchasing rep to assign to this vendor from the "Purchase Rep:" drop-down.
27. If needed, you can enter the vendor's tax id number into the "Tax ID Number:" field.
28. Select the vendor's default method of shipping from the "Ship Via:" field.
29. In the "Form Options" section, you can indicate whether to batch e-mail or print this vendor's forms.
32. If you need to override your accounts payable defaults for this specific vendor, use the "Terms and Credit" drop-down to select the "Customize terms for this vendor" option. You will then be able to set the specific default terms for this vendor's bills by changing the options that will then appear.
33. Click the "Save" button at the top of this window to save the vendor information, but leave the same record displayed. You can click the "Save & New" button to save the record and then start a new record.

# ACTIONS- STARTING ACCOUNTS PAYABLE

## ADDING A NEW VENDOR- 2003:2007:

1. Select "Maintain| Vendors..." from the Menu Bar.
2. Click the "New" button on the toolbar at the top of the window.
3. Enter the vendor id that you want for the vendor into the "Vendor ID:" field.
4. Click into the "Name:" field and type the name of the company.
5. Click the "General" tab.
6. Enter the name of the company contact person into the "Contact:" field.
7. If you have an account number with this vendor, enter in the number in the "Account #:" field.
8. Enter the vendor's address information into the "Address," "City, St, Zip," and "Country:" fields. Starting in Peachtree 2006, you can select an address from the address drop-down and click the "Copy to Remit to Address 1" button or the "Copy from Mail to Address" button to save yourself some data entry work. Also in 2006, you can click the "Defaults" button to set the default addresses to be used for payments, purchase orders, and shipments by selecting the desired addresses from their respective drop-downs in the "Address Defaults" window. When you are finished, click the "OK" button to return to the "Maintain Vendors" window.
9. If desired, type a vendor type into the "Vendor Type:" text box.
10. If necessary, select the "1099 Type:" from the drop-down list of choices.
11. Enter in the telephone and fax numbers in the "Telephone 1:," "Telephone 2:," and "Fax:" fields.
12. Enter in the e-mail address for the vendor in the "E-mail:" field.
13. Enter the web site for the company into the "Web Address:" field.
14. Click the "Purchase Defaults" tab.
15. Enter in the "Expense Acct:" ("Purchase Acct:" in 2003:2006) number, which is the General Ledger account you'll use most often for transactions with this vendor.
16. Enter in your vendor's "Tax ID #:" if you plan to send out 1099- MISC or 1099-INT forms.
17. Enter the method used most frequently for shipping in the "Ship Via:" field.
18. The standard terms for new vendors appears here as well. If your terms are different, click the "Terms:" gray arrow button. This will bring up the "Terms" dialog box, where you can set the terms you have with this vendor. When you are done, click "OK" to return to the "Maintain vendors" window.
19. Click the "Custom Fields:" tab.
20. Enter in the fields that you would like to track for this vendor.
21. Click the "History" tab.
22. If this is a new vendor, there will be fields for "Vendor Since:," "Last Invoice Date:," "Last Invoice Amt:," "Last Payment Date:," and "Last Payment Amount:." After you save this record, this information will be maintained by Peachtree. Adding information to these fields isn't necessary for new vendors that you have no prior history with.
23. Click the "Save" button on the toolbar at the top of the window to save the record.

## MAKING A VENDOR INACTIVE:

1. Select "Maintain| Vendors..." from the Menu Bar.
2. Select the ID of the vendor which you would like to make inactive from the "Vendor ID:" field.
3. With the vendor record displayed, click the "Inactive:" check box.
4. Click "Save" on the toolbar at the top of the window to save it.

# ACTIONS- STARTING ACCOUNTS PAYABLE

## ADDING BEGINNING BALANCES FOR VENDORS:

1. Select "Maintain| Vendors..." from the Menu Bar.
2. If using Peachtree 2008:2012, click the "History" tab and then click the "Vendor Beginning Balances" button on that tab. If using Peachtree 2003:2007, click the "General" tab and then click the gray arrow button next to "Beginning Balances:" on this tab.
3. In the "Vendor Beginning Balances" window, double-click on the vendor name in the "Vendor Balances:" tab for which you want to enter the outstanding bills as of your Peachtree company file's "start date."
4. This will take you to the "Purchases From: (vendor name)" tab.
5. Here you will type in the "Invoice Number:" of the first outstanding invoice for the selected vendor.
6. Then enter the date of the invoice in the "Date:" field.
7. Enter the purchase order number for the invoice in the "Purchase Order Number:" field, if necessary.
8. Type the amount of the invoice in the "Amount:" field.
9. Enter the "A/P Account:" number in this field to enter the account that this invoice's value is tracked in. This will not be available for "Cash" basis accounting companies.
10. Repeat steps 6 through 10 for all the remaining invoices for this vendor.
11. Click "Save" to save the information.

## CREATING A PURCHASE ORDER:

1. Select "Tasks| Purchase Orders..." from the Menu Bar.
2. Select the vendor id for the purchase from in the "Vendor ID:" field.
3. Enter the purchase order number for this purchase in the "PO #:" field.
4. Enter the date that the order was created in the "Date:" field.
5. The "Good thru:" date is automatically set for one month past the "Date:," but you can change that if you want.
6. The "Ship To:" address is the address to which you want the product shipped. It is your address by default, but you can select a different address or a drop shipment by clicking the gray arrow next to the "Ship To:" label and entering in a different address. Click "OK" if you do to return to the "Purchase Order" window.
7. Enter the shipping method in the "Ship Via:" field.
8. The "Discount Amount:" will display according to the vendor's terms with you, but you can enter a different amount if needed.
9. Enter the Accounts Payable account that this purchase order will credit when it is filled into the "A/P Account:" field.
10. Enter the number of the first type of item that you want to purchase under the "Quantity:" column.
11. Enter the Item ID of the goods that you want to purchase into the "Item:" field, if it is set up in inventory.
12. The "Description" field shows the description of the item. You can change this description, if necessary.
13. The "GL Account" field shows the General Ledger account set up for the item. You can change this account, if necessary.
14. The "Amount" field shows the value of the Quantity times the Unit Price. You can manually enter in an amount for items not tracked in inventory. You can change this amount, if necessary.
15. Repeat steps 10 through 14 for all of the other items that you want to purchase from this vendor on this purchase order.
16. Click the "Save" button at the top of the window to save the purchase order.

# ACTIONS- STARTING ACCOUNTS PAYABLE

## CREATING A DROP SHIPMENT:

1. Select “Tasks| Sales/Invoicing...” from the Menu Bar.
2. In the “Sales/Invoicing” window, click the “Drop Ship” checkbox.
3. Complete the invoice.
4. Save the invoice and make note of the sales invoice number.
5. Select “Tasks| Purchase Orders...” from the Menu Bar.
6. In the “Purchase Order” window, click the “Drop Ship” checkbox.
7. Select the customer to receive the drop shipment from the “Customer ID:” drop-down which appears at the top of the window.
8. If you have already invoiced the customer, type the invoice number in the “Customer Invoice No.” field.
9. Select the appropriate shipping address for the customer.
10. Complete the purchase order screen.
11. Save the purchase order.

## SELECT FOR PURCHASE ORDERS- 2005:2012:

1. Select “Tasks| Select for Purchase Orders...” from the Menu Bar to launch the “Select For Purchase Orders – Filter Selection” window.
2. In the “Select items with” section, you can choose to filter by either “Item ID:,” “Item Type:,” or “Item Class.” For the “Item ID:” and “Item Type:” options, you can select either “All” or “Select.” If you choose “Select” for the “Item ID:,” then use the drop-down to select which items to order. If you select the “Select” option for the “Item Type,” then select the first and last range of item types for which to filter. You can check whichever checkboxes you need to in order to filter by “Item Class:” in this section.
3. In the “And items with” section, you can further refine and restrict the items ordered by choosing either “All” or “Select” for the “Vendor ID:” or the “Buyer ID:” options. If you choose “Select,” then you must use the drop-downs to the right to select which vendors or buyers you wish to choose as the filtering criteria. In the list drop-downs within this window you may hold down the “Ctrl” key on your keyboard and then click on each entry in the drop-down list which you would like to select to choose non-adjacent options.
4. In the “Display a list of items” section, choose the option buttons you wish to enforce as filtering criteria under the “Based on:,” “And stock status:,” and “And set order quantity to:” sections. If you choose to filter by either the “Quantity Available” or the “Quantity On Hand” under the “Based on:” section, then specify the date by which you want to measure the quantity selected from the “As of:” calendar drop-down.
5. Once you have set the filtering options to select the items you would like to order, click “OK” to launch the “Select For Purchase Orders” window.
6. In this window, you can uncheck any individual items that you do not wish to order.
7. You can also click on any white field (like “Order Qty,” for example) to edit the value contained within it, if needed.
8. Once the desired items are selected, click the “Print” button to print the individual purchase orders for the items from the selected vendors.

# ACTIONS- STARTING ACCOUNTS PAYABLE

## USING THE PURCHASES/RECEIVE INVENTORY WINDOW:

1. Select "Tasks| Purchases/Receive Inventory..." from the Menu Bar.
2. Enter the vendor id for the transaction into the "Vendor ID:" field.
3. Enter the invoice number from the vendor's invoice into the "Invoice No." field.
4. Enter the date on the vendor's invoice into the "Date:" field.
5. If you are waiting on a bill from this vendor, click the "Waiting on Bill" checkbox.
6. Enter the Accounts Payable account that this purchase will credit in the "A/P Account:" field.
7. If you select a vendor with no open purchase orders, you will see the "Apply to Purchases" tab appear. You will fill in the information that follows next on this tab. If not, you can skip down to step 14.
8. Enter the number of the first type of item that you purchased into the "Quantity:" field in the first row.
9. Enter the Item ID of the item that you purchased, if it is set up in your inventory, in the "Item:" column in the first row.
10. The description of the selected item will appear in the "Description:" field if it is in your inventory. If not, you can enter a description here.
11. If the item is in your item list, then the general ledger account set up for the selected item will display in the "GL Account:" field. If not, you can enter a different account, if necessary.
12. The last purchase cost of the item entered will display in the "Unit Price:" field, if your item is in your inventory. If it isn't correct, you can change it to a different amount.
13. The Quantity times the Unit Price will display in the "Amount:" field if the item is in your inventory. If it isn't, enter the total cost of the item(s) in this field. Now skip to step 20.
14. If you selected a vendor with an open purchase order, you will see the "Apply to Purchase Order #:" tab appear automatically.
15. Click the drop-down arrow to the right of the label on this tab to select a purchase order from the vendor to receive against.
16. Enter the quantity of each item that you received in the "Received:" field.
17. The description of the selected item will appear in the "Description:" field. If not, you can enter a description here.
18. The general ledger account set up for the selected item will display in the "GL Account:" field. If not, you can enter a different account if necessary.
19. The cost of the item entered in the purchase order will display in the "Unit Price:" field. If it isn't correct, you can change it to a different amount.
20. Click the "Save" button when you are done to save the information.



# ACTIONS- STARTING ACCOUNTS PAYABLE

## USING THE PAYMENTS WINDOW:

1. Select "Tasks| Payments..." from the Menu Bar.
2. From the drop-down box in the upper right, select either "Vendor ID:" or "Customer ID:." If you selected a "Customer ID:" for a refund check, skip to step 19.
3. Enter the vendor id of the vendor to pay in the "Vendor ID:" text box.
4. If you plan on printing checks, do not place anything into the "Check Number:" field. If you already wrote the check, enter the number of the check you used into this field.
5. Enter the date the check was created in the "Date:" field.
6. Enter the cash account from which fund will be withdrawn to pay this vendor in the "Cash Account:" field.
7. If you selected a vendor with no outstanding invoices, you will see the "Apply to Expenses" tab appear. If you selected a vendor with outstanding invoices, you can jump to step 15.
8. If you are making a prepayment on an invoice to come later, click the "Prepayment" check box.
9. Enter the number of the first type of item that you purchased into the "Quantity:" field in the first row.
10. Enter the Item ID of the item that you purchased, if it is set up in your inventory, in the "Item:" column in the first row.
11. The description of the selected item will appear in the "Description:" field if it is in your inventory. If not, you can enter a description here.
12. The General Ledger Account set up for the selected item will display in the "GL Account:" field, if it is in your inventory. If not, you can enter a different account if necessary.
13. The last purchase cost of the item entered will display in the "Unit Price:" field, if your item is in your inventory. If it isn't correct, you can change it to a different amount.
14. The Quantity times the Unit Price will display in the "Amount:" field if the item is in your inventory. If it isn't, enter the total cost of the item(s) in this field. Now skip to step 23.
15. If you selected a vendor with outstanding invoices, the "Apply to Invoices" tab appears.
16. You can enter a description for each invoice in the "Description:" field.
17. If you are making a partial payment, type the partial amount to pay in the "Amount Paid:" field.
18. To pay the invoice, click the "Pay" check box to the right of the invoice that you want to pay.
19. If you selected a Customer ID in the second step, enter the Customer ID of the customer to issue the refund to in the "Customer ID:" field.
20. Enter a description for the payment in the "Description:" field.
21. Enter the GL account for the payment in the "GL Account:" field. It will default to Accounts Receivable.
22. Enter the amount of the payment in the "Amount:" field.
23. To save the information and not print any checks, click the "Save" button, and close the window.
24. To print checks, click the "Print" button.

# ACTIONS- STARTING ACCOUNTS PAYABLE

## USING THE SELECT FOR PAYMENT WINDOW:

1. Select "Tasks| Select for Payment| Paper Checks..." from the Menu Bar ("Tasks| Select for Payment..." in 2003:2005).
2. Enter the date that should print on the checks in the "Check Date:" field in the "Select for Payment- Filter Selection" window.
3. If you wish, you can enter a date in the "Invoices Due Before:" to view only invoices due before the date you enter.
4. If you wish, you can enter a date in the "or Discounts Lost By:" to view only invoices that lose their discounts before the date you enter.
5. You could also select either the "All Invoices" or "Only Invoices (blank) days past Due Date with balances over (blank)" to filter invoices by. If you select the second option, be sure to fill-in the blanks.
6. You could also select either the "All Vendors" or "From: (blank) To: (blank)" to filter vendor ID's by. If you select the second option, be sure to fill-in the blanks.
7. You could also select a type of vendor if you are tracking that information by typing the "type" in the "Type Mask:" field.
8. You could also click the "Always Take Discounts regardless of due date" to calculate discounts even if the date has passed.
9. Click "OK" when you are ready to continue.
10. If needed, you can change the cash account to pay these invoice with in the "Cash Acct:" field at the top of the "Select for Payment" window that appears.
11. To make partial payments on an invoice, enter the partial amount in the "Pay Amount:" column for the invoice you want to pay a part of.
12. If you do not want to pay an invoice in this window, click the "Pay" check box for the invoice that you do not want to pay to clear it.
13. To print checks, click the "Print" button.

**NOTE:** Starting in Peachtree 2006, you can also send payments electronically with the new Peachtree Bill Pay Service. This service allows you to instantly send payments directly to your vendors without the need to use paper checks, envelopes or stamps. To set up this feature, or to access it if it is already set up, select "Tasks| Select for Payment| Electronic Payments..." from the Menu Bar.

# **CHAPTER 6-**

## **ADDING INVENTORY**

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**6.1- ADDING INVENTORY**

**6.2- REMOVING INVENTORY**

**6.3- ENTERING INVENTORY BEGINNING BALANCES**

**6.4- BUILDING AND UNBUILDING ASSEMBLIES**

**6.5- MAKING INVENTORY ADJUSTMENTS**

**6.6- CHANGING ITEM PRICES**

Sample- for evaluation purposes only!

# ADDING INVENTORY

## 6.1- Adding Inventory:

Peachtree's inventory features track the goods and services that your company purchases and sells to others. As you make inventory-related transactions, Peachtree posts the information to the General Ledger and adjusts the quantities and costs of goods accordingly.

The first step in the process is to add the items that you will need to track into Peachtree. As you add items, you can change the default information that you set up in the "Inventory Item Defaults" as needed. To add inventory items, just select "Maintain| Inventory Items..." from the Menu Bar to view the "Maintain Inventory Items" screen. Notice that there are five tabs into which you enter information in this window: "General," "Custom Fields," "History," "Bill of Materials," and "Item Attributes."

You begin by assigning the item an "Item ID:." Then enter a short description for the item into the "Description:" field. Next, select an item class from the drop-down list. Every item will fall under one of the classes defined.

**Maintain Inventory Items**

File Edit Go To Window Help

Close List Save Delete ChangeID New Detail Note Reports Attach Help

Item ID: AVRY-10050-LG-CSL Item Class: Substock item  
Description: Prefabricated Birdhouse  
Attributes: Size: Large Shape: Castle  
 Inactive  
 Subject to Commission

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

Description: Prefabricated Birdhouse-Large Castle  
for Sales  
Price Level 1: 79.99  
Last Unit Cost: 17.25  
Cost Method: FIFO  
UPC / SKU: 2323460  
Item Type: SUPPLY  
Location: Row 9  
Stocking U/M: 1  
Weight: 2.30

GL Sales Acct: 40000-AV Sales - Aviary  
GL Inventory Acct: 12000 Inventory  
GL Cost of Sales Acct: 50000 Product Cost  
Item Tax Type: 1

Qty on Hand: -3.00000 Qty Available: -3.00000 Minimum Stock: 10.00  
Qty on SOs: 0.00000 Qty on POs: 0.00000 Reorder Quantity: 15.00  
Preferred Vendor ID: ABNEY  
Buyer ID: MTROTTER  
Beginning Balances:

# ADDING INVENTORY

## 6.1- Adding Inventory (cont.):

Item classes define the type of item that you are creating. Item classes determine how an item's costing information is recorded. Once you save an item as a class of item, you cannot change the item class. The different classes of items that we can set in the "Maintain Inventory Items" screen are shown below.

<b>Class:</b>	<b>Description:</b>
<b>Stock Item</b>	Use this class to track our traditional "inventory" items. Tracks the quantity, average cost, vendors, stock reorder point, and quantity on hand.
<b>Master Stock Item</b>	A special class of stock item that contains attribute information about several types of sub stock items contained within it. You can go here to maintain the sub stock, as you cannot directly change sub stock items.
<b>Non-Stock Item</b>	Use this for items you sell but don't place into inventory. Doesn't track "quantity on hand" for these items. There is no costing method.
<b>Description Only</b>	Used for line item comments in an invoice. Nothing is tracked.
<b>Service</b>	Use this class to represent services you apply to your salary and wages account. Useful for services provided by your employees, and you can enter a cost for the service.
<b>Labor</b>	Use this class to represent labor that you apply to your salary and wages account. Useful for labor provided by subcontractors, and you can enter a cost for the labor.
<b>Assembly</b>	Use this to represent items in your inventory that can be assembled or disassembled from the stock items in your inventory.
<b>Activity Item (Peachtree Complete only)</b>	Use this item class to indicate how time is spent when performing services for a customer. Used in employee or vendor time tickets when you plan on billing customers for activities performed by employees or vendors (sub-contactors).
<b>Charge Item (Peachtree Complete only)</b>	Use this item class to identify reimbursable charges incurred when performing services for a customer. Used in employee or vendor time tickets when you plan on billing customers for reimbursable expenses.

# ADDING INVENTORY

## 6.1- Adding Inventory (cont.):

On the “General” tab, you enter in the specific information for each item. Depending on the class of inventory item, some fields may not be available on the “General” tab. You also enter in the beginning balances on this tab. In the “Description” field, you select either “for Sales” or “for Purchases.” You can enter two descriptions per item, one which appears in the “sales” forms and one which appears in the “purchase” forms. Enter the sales price into the “Price:” field. For your stock and assembly items, enter in the last purchase price paid for the item. Once a beginning balance or transaction is entered using this item, this field is updated by Peachtree. For your non-stock, service, and labor items, enter the “Cost of Sales” amount that should be posted when the item is sold. Next, select one of the three available costing methods from the drop-down list of choices: “FIFO,” “LIFO,” and “Average.” This cannot be changed after the item has been saved. It will only be available, however, for stock and assembly items.

Continue by entering in the “UPC/SKU” code for the item. Then select an “Item Type:” of your choosing. This is used for filtering reports. You can enter in a description of the item’s physical location in the “Location:” field. Then, enter in how the item is sold in the “Stocking U/M:” field. This is optional, as it is never used in calculations. You can also enter in a “Weight:” for the item. Weight totals can actually be printed on reports, providing you use the same unit of measurement for each item.

Next, enter in the income account that will be credited when the item is sold in the “GL Sales Acct:” field. Enter the inventory account that will be debited when the item is bought and credited when it is sold into the “GL Inventory Acct:” field. You then enter the expense account that will be credited when a non-stock item is sold in the “GL Salary/Wages Acct:” field. This account will be reduced and the cost of sales account will be increased when a non-stock item is sold. Enter the cost of goods account that will be debited when the item is sold in the “GL Cost of Sales Acct:” field. Assign the item an “Item Tax Code.”

Finally, enter in the “Minimum Stock:” number in the field of the same name. This is the quantity at which you reorder stock. It’s used for stock and assembly items only. Also enter in the “Reorder Quantity:,” which is the number of item usually purchased when the minimum stock level is reached. Also, specify the preferred vendor for this item in the “Preferred Vendor ID:” box. If you have a buyer, you can specify the employee id of the buyer in the “Buyer:” field. When you are ready to enter beginning balances for your items (assuming you are setting up your company), you will click the “Beginning Balances:” arrow. We will discuss this later. For now, congratulations on getting through the “General” tab!

Click the “Custom Fields” tab. Here you will enter in any information for this item into the fields that you decided to set up when you set the values in the “Inventory Item Defaults” window.

Click the “History” tab. You can’t make changes to this window, but it does show useful information. It will display the period history date and for that date the number of units sold, dollar sales, number of units received, and the total cost for the item.

Click the “Bill of Materials” tab. Here you enter information about your “assembly” class items. If the item you are entering information for is not of the “assembly” class, then you can skip this tab. An “assembly” is a group of products which you sell as a unit. To create an assembly item, you must select the required component items, and enter the quantities needed of each on the “Bill of Materials” tab. If you want the items that make up an assembly to print as separate line items in invoices, then click the “Print Components on Invoice” check box. Then, select the “Item ID:” of the first item used in the assembly. You can use any stock, non-stock, description, assembly, labor or service item. Next, enter a short description for the item for reference in the “Description:” field. Next, type in the “Quantity Needed:” of the item in order to build the assembly. You can also use the “Add” and “Remove” button on the right of this tab to add and remove item components for an assembly. Make sure that you enter in all of the items needed for the assembly.

# ADDING INVENTORY

## **6.1- Adding Inventory (cont.):**

Click the “Item Attributes” tab only if you set up the item as a “Master Item” in the “Item Class” drop-down. On this tab, you set the “Primary attributes” and “Secondary Attributes” for the master stock item. These attributes could include things like size, style, and color, for instance. As you set the attributes, Peachtree will create “sub-stock” items of every possible combination between your “Primary” and “Secondary” attributes.

Under the “Primary Attributes:” section, enter the name of the primary attribute you have set. Then give the first specific instance of the set an ID code by typing it into the “ID:” field. Type the description for the specific instance into the “Description:” field and click the “Add” button to add the attribute to the list of primary attributes. You can also select an attribute in this list, and click the “Remove” button to remove it.

Under the “Secondary Attributes:” section, enter the name of the secondary attribute set. Then give the first specific instance of the set an ID code in the “ID:” field. Type the description for the specific instance in the “Description:” field. Click the “Add” button to add the attribute to the list of secondary attributes. You can also select an attribute in this list, and click the “Remove” button to remove it.

Once you save a “Master Stock” item, it will generate every possible combination of primary and secondary attributes as separate stock items called “sub-stock.” These will display in the “Created Substock Items:” list. The “Item ID:” of substock is the combination of the ID code for the master item, plus the ID codes of their primary and secondary attributes. You cannot delete a substock item without removing its attribute ID, but you can check the “inactive” checkbox for any created substock item to inactivate it. Make sure that you click “Save” when you are done entering any new item information to save it.

## **6.2- Removing Inventory:**

To remove inventory you don’t use (with the exception of the substock as noted above), you just open up the “Maintain Inventory Items” list, and select the inventory item that you want to remove. Click the “Delete” button to permanently delete it. If you’ve used it in transactions, though, you must not delete it. You have to make it inactive instead by selecting the check box for “Inactive” at the top of the window, and then clicking the “Save” button on the toolbar at the top of the window.

## **6.3- Entering Inventory Beginning Balances:**

When you are ready to enter the beginning balances for your inventory items into Peachtree, you will need to open up an item in the “Maintain Inventory Items” window, and click the “Beginning Balances:” arrow on the “General” tab to open the “Inventory Beginning Balances” window.

Here you select the items that you had in stock as of the date you started using Peachtree. Select the first item that you have in stock and enter in the “Quantity:” and “Unit Cost:” of each item. The total beginning balances amount should equal the amount entered as the beginning balance in the General Ledger inventory account. Click the “OK” button when you are done.

# ADDING INVENTORY

## 6.4- Building and Unbuilding Assemblies:

After you enter assembly items into your inventory and have created the bill of materials for them, you can then use the “Build/Unbuild Assemblies” window to build or unbuild the assembly items. When you build an assembly, the quantities of the component items are decreased and the quantity on hand of the assembly item is increased. When you unbuild an assembly, the opposite occurs. Once you unbuild an assembly, you can then sell the individual components.

To build an assembly, select “Tasks| Assemblies...” from the Menu Bar. This will bring up the “Build/Unbuild Assemblies” window, where you can build and unbuild the assembly items.

Build/Unbuild Assemblies

File Edit Window Help

Close New Open Save Delete Reports Help

Item ID: TOOL-35600

**Build/Unbuild Assembly** ← →

Description: Garden Hoe Kit Date: Mar 3, 2003 Qty Available: 0.00

Action:  Build  Unbuild Reference: 101 Qty on Hand: 0.00

Qty: 6.00 Qty to Build: + 6.00

New Qty on Hand: 6.00

Components Used in Build

Item ID	Description	Qty Required	Qty on Hand
TOOL-35400	Gardening Hoe - Gooseneck	6.00	18.00
TOOL-35280	Garden Hand Trowel	6.00	36.00
TOOL-35110	Garden Gloves - Canvas	6.00	14.00

Supervisor: Reason: Spring Catalog Sales

First off, to build or unbuild assembly items, select the item ID of the assembly item which you would like to build or unbuild from the “Item ID:” drop-down. Then enter in a unique reference code for the assembly adjustment into the “Reference:” field. Enter the date of the adjustment into the “Date:” text box.

In Peachtree 2004, you then entered the quantity to build as a positive number into the box displayed. If you were unbuilding an item, you simply entered the number as a negative number. Starting in Peachtree 2005, enter the number of items to either build or unbuild into the “Qty:” field and then select the “Action:” you wish to perform by choosing the correct option button- either “Build” or “Unbuild.” You can also enter in a reason to either build or unbuild assemblies into the “Reason:” field. When you are done, just remember to click the “Save” button in this window to save your record and update the inventory amounts.

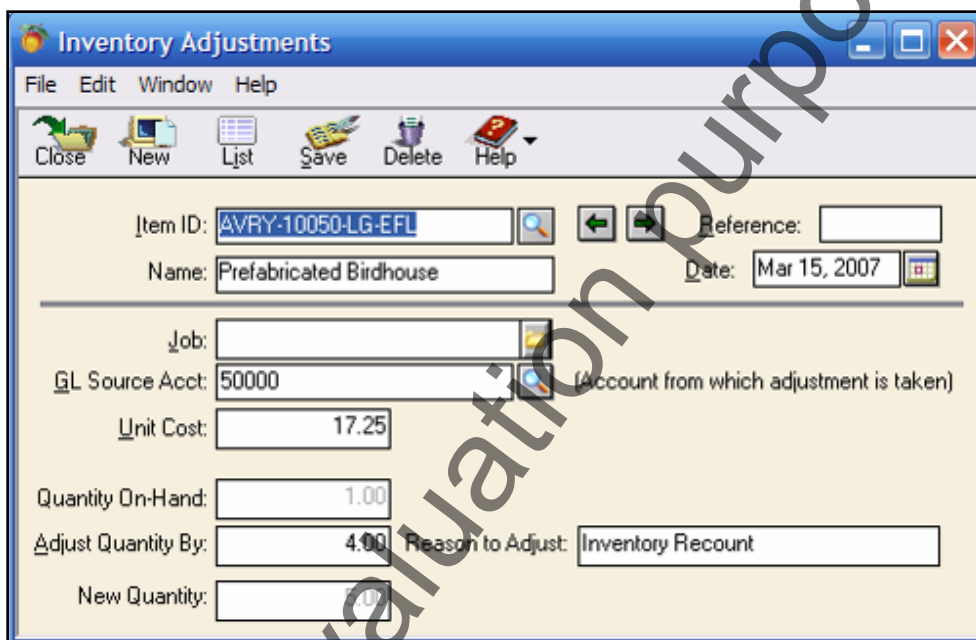


# ADDING INVENTORY

## 6.5- Making Inventory Adjustments:

Sometimes, you have to make inventory adjustments so that the amount shown in Peachtree agrees with your physical count. To enter an inventory adjustment, select “Tasks| Inventory Adjustments...” from the Menu Bar. You can increase or decrease inventory using this same window.

If you want to increase the quantity on hand, enter in a positive number into the “Adjust Quantity By:” field. To record a decrease in the quantity on hand, enter a negative number into the “Adjust Quantity By:” field. Inventory adjustments affect the account assigned in the “GL Source Acct:” field. If the adjustment you are making is an increase, you can enter in the cost of the item in the “Unit Cost:” field.



The screenshot shows the 'Inventory Adjustments' window in Peachtree. The window title is 'Inventory Adjustments'. The menu bar includes 'File', 'Edit', 'Window', and 'Help'. The toolbar contains icons for 'Close', 'New', 'List', 'Save', 'Delete', and 'Help'. The form fields are: Item ID: AVRY-10050-LG-EFL, Reference: (empty), Name: Prefabricated Birdhouse, Date: Mar 15, 2007, Job: (empty), GL Source Acct: 50000 (Account from which adjustment is taken), Unit Cost: 17.25, Quantity On-Hand: 1.00, Adjust Quantity By: 4.00, Reason to Adjust: Inventory Recount, and New Quantity: (empty).

## 6.6- Changing Item Prices:

If you are using Peachtree Complete or Premium Accounting, you can re-calculate item prices for a range of selected items at once. To do this, select “Maintain| Item Prices...” from the Menu Bar. In the “Maintain Item Prices – Filter Selection” screen that appears, set the desired filters to select the items or range of items for which you want to adjust the prices. Once you have used the drop-downs available to choose for which range of items you wish to adjust pricing, click “OK” to continue to the “Maintain Item Prices” window. Here you select the price levels for which you wish to recalculate pricing by checking the levels to adjust and unchecking the levels to not adjust in the “Select which price levels to adjust” list in the upper left corner of the screen. Note that if you uncheck a level, all item pricing shown for that level (column) in the pricing section below will become “grayed-out.” This exempts those prices from changing. You can also manually check or uncheck any box in the “Select” column to exempt an item in the list from having its price changed. Note that this “grays-out” the item’s row in the pricing grid.

Next, select one of the options to set the new pricing from the methods of adjustment displayed and enter a new calculation, if necessary. Once you have done this, you can click the “Recalculate” button in the toolbar at the top of the window to set the new pricing. You can also manually enter prices into the “New Price” field, if that is easier. Just click the “Save” button when you are finished to set the new item prices.

# ACTIONS- ADDING INVENTORY

## ADDING INVENTORY:

1. Select “Maintain| Inventory Items...” from the Menu Bar to view the “Maintain Inventory Items” screen.
2. Enter an “Item ID:” into the field of the same name.
3. Enter a short description for the item into the “Description:” field.
4. Select an item class from the drop-down list.
5. In the “Description” field, you select either “for Sales” or “for Purchases.” You can enter two descriptions per item, one for sales and one for purchases.
6. Then enter the sales price in the “Price:” field.
7. For your stock and assembly items, enter in the last purchase price paid for the item in the “Last Unit Cost:” field. Once a beginning balance or transaction is entered using this item, this field is updated by Peachtree. For your non-stock, service, and labor items, enter the “Cost of Sales” amount that should be posted when the item is sold.
8. Next, select one of the three available costing methods from the drop-down list of choices: “FIFO,” “LIFO,” and “Average.” This cannot be changed after the item has been saved. It will only be available, however, for stock and assembly items.
9. Continue by entering in the “UPC/SKU” code for the item.
10. Select an “Item Type:” of your choosing.
11. You can enter in a description of the item’s physical location in the “Location:” field.
12. Enter in how the item is sold in the “Unit/Measure:” field. This is optional, as it is never used in calculations.
13. You can also enter in a “Weight:” for the item. Weight totals can actually be printed on reports, providing you use the same unit of measurement for each item.
14. Next, enter in the income account that will be credited when the item is sold in the “GL Sales Acct:” field.
15. Enter the inventory account that will be debited when the item is bought and credited when it is sold into the “GL Inventory Acct:” field.
16. You then enter the expense account that will be credited when a non-stock item is sold in the “GL Salary/Wages Acct:” field. This account will be reduced and the cost of sales account will be increased when a non-stock item is sold.
17. Enter the cost of goods account that will be debited when the item is sold in the “GL Cost of Sales Acct:” field.
18. Assign the item an “Item Tax Code:.”
19. Enter in the “Minimum Stock:” number in the field of the same name. This is the quantity at which you normally order more stock. It’s used for stock and assembly items only.
20. Also enter in the “Reorder Quantity:,” which is the number usually purchased when the minimum stock level is reached.
21. Also, specify the preferred vendor for this item in the “Preferred Vendor ID:” box.
22. If you have a buyer, you can specify the employee id of the buyer in the “Buyer:” field.
23. Click the “Custom Fields” tab. Here you will enter in any information for this item into the fields that you decided to set up when you created the Inventory Defaults.
24. Click the “History” tab. You can’t make changes to this window, but it does show useful information. It will display the period history date and for that date the number of units sold, dollar sales, number of units received, and the total cost for the item.
25. Click the “Bill of Materials” tab. Here you enter in information about your assemblies. If the item you are entering information for is not an assembly, then you can skip this tab.

(cont.)

# ACTIONS- ADDING INVENTORY

## ADDING INVENTORY (CONT.):

26. To create an assembly item, you must select the required component items, and enter the quantities needed of each on the “Bill of Materials” tab.
27. If you want the items that make up an assembly to print as separate line items in invoices, then click the “Print Components on Invoice” check box.
28. Select the “Item ID:” of the first item used in the assembly. You can use any stock, non-stock, description, assembly, labor or service item.
29. Enter a short description for the item for reference in the “Description:” field.
30. Type in the “Quantity Needed:” of the item in order to build the assembly.
31. You can also use the “Add” and “Remove” button on the right of this tab to add and remove item components for an assembly. Make sure that you enter in all of the items needed for the assembly.
32. Click the “Item Attributes” tab if you set up the item as a “Master Item” in the “Item Class” drop-down.
33. On this tab, you set the “Primary attributes” and “Secondary Attributes” for the Master item. These attributes could include things like size, style, and color, for instance. As you set the attributes, Peachtree will create “sub-stock” items of every possible combination between your “Primary” and “Secondary” attributes.
34. Under the “Primary Attributes:” section, enter the name of the primary attribute set.
35. Then give the first specific instance of the set an id code in the “ID:” field.
36. Type the description for the specific instance in the “Description:” field.
37. Click the “Add” button to add the attribute to the list of primary attributes.
38. You can also select an attribute in this list, and click the “Remove” button to remove it.
39. Under the “Secondary Attributes:” section, enter the name of the secondary attribute set.
40. Then give the first specific instance of the set an id code in the “ID:” field.
41. Type the description for the specific instance in the “Description:” field.
42. Click the “Add” button to add the attribute to the list of secondary attributes.
43. You can also select an attribute in this list, and click the “Remove” button to remove it.
44. Click “Save” when you are done entering any new item to save it.

## REMOVING INVENTORY :

1. Select “Maintain| Inventory Items...” from the Menu Bar to view the “Maintain Inventory Items” screen.
2. Select an “Item ID:” from the field of the same name.
3. Click the “Delete” button to permanently delete it. If you’ve used it in transactions, though, you will not be allowed to delete it.
4. You can inactivate it instead by selecting the check box for “Inactive” at the top of the window.
5. Click the “Save” button on the toolbar at the top of the window.

## ADDING INVENTORY BEGINNING BALANCES:

1. Select “Maintain| Inventory Items...” from the Menu Bar to view the “Maintain Inventory Items” screen.
2. Click the “Beginning Balances:” arrow in the lower right corner of the “General” tab.
4. Select the first item that you had in stock on your start date and enter in the “Quantity:” and “Unit Cost:.”
5. Repeat step 4 for all of your inventory that you had as of your Peachtree start date.
6. Click “OK” when you are done entering information.

# ACTIONS- ADDING INVENTORY

## BUILDING AND UNBUILDING ASSEMBLIES:

1. To build or unbuild an assembly item, select “Tasks| Assemblies...” from the Menu Bar.
2. Select the item ID of the assembly item to build or unbuild from the “Item ID:” drop-down.
3. Enter a unique reference code for the build/unbuild into the “Reference:” field.
4. Enter the date of the build/unbuild into the “Date:” text box.
5. In the “Qty:” field, enter in the number of assembly item to either build or unbuild if using Peachtree 2005. If using Peachtree 2004, enter the number to build as a positive number or the number to unbuild as a negative number.
6. Starting in Peachtree 2005, select whether or not you are going to “Build” or “Unbuild” the selected item by choosing the desired option from the “Action:” section.
7. You can also enter in a reason to either build or unbuild assemblies into the “Reason:” field.
8. When you are done, just remember to click the “Save” button in this window to save your record.

## MAKING INVENTORY ADJUSTMENTS:

1. Select “Tasks| Inventory Adjustments...” from the Menu Bar.
2. If you want to increase the quantity on hand, enter in a positive number in the “Adjust Quantity By:” field.
3. To record a decrease in the quantity on hand, enter a negative number into the “Adjust Quantity By:” field.
4. Inventory adjustments affect the account displayed in the “GL Source Acct:” field. Make sure that you have the correct account entered in here.
5. If the adjustment you are making is an increase, you can enter in the cost of the item in the “Unit Cost:” field.
6. Click “Save” when you are done.

## CALCULATING NEW ITEM PRICES:

1. Select “Maintain| Item Prices...” from the Menu Bar.
2. In the “Maintain Item Prices – Filter Selection” screen that appears, set the desired filters to select the items or range of items for which you want to adjust the prices.
3. Once you have used the drop-downs available to choose for which range of items you wish to adjust pricing, click “OK” to continue to the “Maintain Item Prices” window.
4. Select the price levels for which you wish to recalculate pricing by checking the levels to adjust and unchecking the levels to not adjust in the “Select which price levels to adjust” list in the upper left corner of the screen.
5. You can manually check or uncheck any box in the “Select” column to exempt an item in the list from having its price changed.
6. Select one of the options to set the new pricing from the methods of adjustment displayed and enter a new calculation, if necessary.
7. Once you have done this, you can click the “Recalculate” button in the toolbar at the top of the window to set the new pricing.
8. You can also manually enter prices into the “New Price” field, if that is easier.
9. Click the “Save” button when you are finished to set the new item prices.

# **CHAPTER 7-**

## **CREATING PAYROLL**

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**7.1- ADDING EMPLOYEES- 2009:2012**

**7.2- ADDING EMPLOYEES- 2003:2008**

**7.3- ADDING EMPLOYEE BEGINNING BALANCES**

**7.4- PAYING A GROUP OF EMPLOYEES**

**7.5- PAYING AN EMPLOYEE**

**7.6- CREATING PAYROLL FORMULAS- 2003:2008**

**7.7- CREATING PAYROLL FORMULAS- 2009:2012**

**7.8- ELEMENTS OF PAYROLL FORMULAS**

Sample- for evaluation purposes only!

# CREATING PAYROLL

## 7.1- Adding Employees- 2009:2012:

Before you can issue a paycheck to an employee, you must have the employee entered into Peachtree. We looked at the process of setting up payroll and entering the employee defaults back in Chapter 2. Now, we will look at actually entering the individual employee records. To do this, select “Maintain| Employees/Sales Reps...” from the Menu Bar. This invokes the “Maintain Employees/Sales Reps” window where you can add new employees and edit employee information.

The screenshot shows the "Maintain Employees & Sales Reps" window in Peachtree. The "Employee ID:" field contains "ACHESTER". The "Name:" field is split into "Amanda", "W", and "Chester" with a "Suffix" field. The status is set to "Employee". The "General" tab is active, showing fields for Address (4599 West Paces Ferry Road), Social Security No. (111-22-1337), Birth Date, City, ST, Zip (Atlanta GA 30328), Type (ADMIN), Gender, Country, Hired (May 1, 2003), Rehired, Telephone 1 (404-555-7447), Last Raise (Dec 2, 2002), Terminated, and E-mail (achester@sample.peachtree.com). There is an "Employee Beginning Balances" button. A "Customizable Fields" section lists: 1. Position (Office Administration), 2. Birthday (30-Jul), 3. Spouse, 4. Emerg. Contact (Rick Chester), and 5. Review Date (1-Jun-03). A link "Customize these fields for your business" is at the bottom. A footer note says "Online payroll processing and tax filing available".

At the top of the window, enter the ID you want to assign to the employee into the “Employee ID:” field. Next, type the first name, middle initial and last name of the employee into the three fields to the right of the “Name:” label. Then select an option button to indicate the employee’s status: “Employee,” “Sales Rep,” or “Both.” If you select “Employee,” the individual will appear on employee-related reports and the “Payroll Entry” window. If you select “Sales Rep,” they will appear in the Sales Rep lookup list and on Accounts Receivable sales rep reports. Paychecks cannot be issued to these individuals. “Both” allows for both aspects at once. To make an employee inactive after they have been entered, you can click the “Inactive” check box.

Click the “General” tab to view the basic information for the employee. Enter in the address of the employee into the “Address:” fields. Then enter in the “City, ST Zip:” into the three fields across from the label of the same name. Enter the country of the employee into the “Country:” field. Also enter the social security number of the employee into the “Social Security No.:" field. You can assign the employee an employee type in the “Type:” field by typing whatever code you want to use into the box provided. This can then be used as a report filter, or as a way of selecting for which employees you wish to process paychecks when performing payroll entry later.

# CREATING PAYROLL

## 7.1- Adding Employees- 2009:2012 (cont.):

You can also enter their phone numbers into the phone fields provided. Enter the employee's e-mail addresses in the E-mail fields. In Peachtree 2004:2010, under the "Dates:" section, enter in the date that the employee was "Hired:," their "Last Raise:" date, and their "Terminated :." date, if applicable. You can also enter the "Birth Date," "Gender," and "Rehired" date into the fields available starting in Peachtree 2009. To enter employee beginning balances for accurate W-2 and payroll reporting, you can click the "Employee Beginning Balances" button. We will examine doing this in a later section of this chapter. At the bottom of this tab, in the "Customizable Fields" section, you can enter information into the fields available for the employee. Starting in Peachtree 2011, you can also add a photo of an employee, if desired. You can also click the "Additional Info" tab in this version to enter additional employee information. This tab includes emergency contact info, employment details, and demographic info.

Next, click the "Pay Info" tab. Here you will enter information about how you pay the employee. Select an option from the "Pay Method:" drop-down: "Salary," "Hourly- Hours per Pay Period," or "Hourly-Time Ticket Hours." Enter a dollar amount to bill customer by the hours for time recorded on time tickets into the "Hourly Billing Rate:" field. Then, select the frequency with which you pay your employees from the "Frequency:" drop-down. If you selected the "Hours- Hours per Pay Period:" choice above, you can enter the common number of hours the employee works in a payroll period.

Next you will set the different pay levels available for this particular employee. Enter all of the different types of pay and the associated amounts that this employee can earn into the pay type list shown. Click the "Use Defaults" check box to clear it if you do **not** want to use the standard General Ledger payroll expense account for the employee. If you do that, you would then have to select a different General Ledger account from the adjacent "Account" field. After entering the types of pay and indicating the pay rates, you can check either of the two checkboxes at the bottom of this tab in order to indicate that the employee is eligible for health insurance and/or receives their W-2 electronically, if necessary.

Next, click the "Withholding Information" tab to enter the employee's withholding information. Use the list to enter some of the basic payroll withholding information for the employee. Select the appropriate status of the employee using the drop-down for the "Filing Status:" field for each "Payroll Field Name:" shown. Enter the number of allowances this employee is taking for the "Federal," "State," and "Local" tax lines under the "Allowances" field. You can also enter any additional withholding amounts if employees elect to have additional money withheld from their paychecks under the "Addl Withholding" field. Some state tax formulas use the "Allowances" and "Addl Withholding" fields for tax calculation purposes.

In the same list, enter the two letter abbreviation for the state in which the employee lives in the "State" tax line in the "State/Locality" field. Enter the locality name where the employee pays local income tax in the "State/Locality" field, if needed. You can also check the "Retirement Plan" check box if the employee participates in a 401(k) or other plan. This will place a check in the check box for the field of the same name in the employee's W-2 form. Click the check box for "Statutory Employee:" if the employee qualifies as a statutory employee according to the current IRS guidelines.

Starting in 2009, you can enter the employee's specific vacation and sick time tracking by clicking the new "Vacation/Sick Time" tab within the "Maintain Employees & Sales Reps" window. Here you can change the specifics of this employee's vacation and sick time tracking, if they differ from the defaults that you created when you initially created your payroll defaults. If you wish to change the values for this employee, then first uncheck the "This employee uses the company default settings" checkbox for either the vacation tracking, or sick time tracking. Then enter the employee's specific vacation and/or sick time tracking into the area below the checkboxes.

Click the "Employee Fields" tab to enter deductions specific to the employee. Depending on the payroll fields you are using, you may have employee whose payroll deductions differ from the

# CREATING PAYROLL

## 7.1- Adding Employees- 2009:2012 (cont.):

company-wide ones that you set up in the employee defaults. You can enter specific employee deductions on this tab. Uncheck the “Use Defaults” field if you do **not** want to use the standard payroll field information for this employee. You can then change the “Account:” field where the tax liability will be tracked.

You can also change this account when a payroll check is entered. You can also clear the “Calculated” check box to enter a flat rate amount into the adjacent “Amount:” field for that line. Otherwise, it will automatically calculate the payroll field using the calculation given.

If you are calculating your deductions, select the name of the calculation used to calculate the deduction from the “Formula” field. Use the list drop-down, as an incorrect tax name will cause errors during payroll entry. Enter the deduction or addition amount to apply a specific amount per pay period into the “Amount” field as either a negative or positive value. For some fields, you can click the “Adjust” arrow button to display the “Calculate Adjusted Gross” window. Here you decide which fields should be added or subtracted from the gross prior to calculating the tax, if necessary.

Click the “Company Fields” tab to change the default employer company taxes. Uncheck the “Use Defaults” field if you do **not** want to use the standard payroll field information for the employee. Then you can make changes to the field.

Under “Liability,” you can then select the liability account to which the employer liability will be posted. Under the “Expense” column, you can select the account to which the employer expenses incurred when paying an employee will be posted. You can also clear the “Calculated” check box to **not** calculate this payroll field, if needed. If you are calculating your deductions, select the name of the calculation used to calculate the deduction from the “Formula” field. Use the list, as an incorrect tax name will cause errors during payroll entry. For some fields, you can click the “Adjust” arrow button to display the “Calculate Adjusted Gross” window. Here you decide which fields should be added or subtracted from the gross prior to calculating the tax, if necessary.



# CREATING PAYROLL

## 7.2- Adding Employees- 2003:2008:

Before you can issue a paycheck to an employee, you must have the employee entered into Peachtree. We looked at the process of setting up payroll and entering the employee defaults back in Chapter 2. Now, we will look at actually entering the individual employee records. To do this, select “Maintain| Employees/Sales Reps...” from the Menu Bar. This invokes the “Maintain Employees/Sales Reps” window where you can add new employees and edit employee information.

The screenshot shows the "Maintain Employees & Sales Reps" window. The "Employee ID:" field is set to "ACHESTER". The "Name:" field is split into three parts: "Amanda", "W", and "Chester". The status is set to "Employee". The "General" tab is selected, showing fields for "Address:", "Social Security Number:", "City, ST, Zip:", "Country:", "Telephone 1:", "E-mail:", "Type:", "Hired:", "Last Raise:", and "Terminated:". The "Customizable Fields" section includes "1. Position" (Office Administration), "2. Birthday" (30-Jul), "3. Spouse", "4. Emerg. Contact" (Rick Chester), and "5. Review Date" (1-Jun-03). A button labeled "Employee Beginning Balances" is present. A link at the bottom right says "Customize these fields for your business".

At the top of the window, enter the ID you want to assign to the employee into the “Employee ID:” field. Next, type the first name, middle initial and last name of the employee into the three fields to the right of the “Name:” label. Then select an option button to indicate the employee’s status: “Employee,” “Sales Rep,” or “Both.” If you select “Employee,” the individual will appear on employee-related reports and the “Payroll Entry” window. If you select “Sales Rep,” they will appear in the Sales Rep lookup list and on Accounts Receivable sales rep reports. Paychecks cannot be issued to these individuals. “Both” allows for both aspects at once. To make an employee inactive after they have been entered, you can click the “Inactive” check box.

Click the “General” tab to view the basic information for the employee. Enter in the address of the employee into the “Address:” fields. Then enter in the “City, ST Zip:” into the three fields across from the label of the same name. Enter the country of the employee into the “Country:” field. Also enter the social security number of the employee into the “Social Security #:” field. You can assign the employee an employee type in the “Type:” field by typing whatever code you want to use into the box provided. This can then be used as a report filter, or as a way of selecting for which employees you wish to process paychecks when performing payroll entry later.

# CREATING PAYROLL

## 7.2- Adding Employees- 2003:2008 (cont.):

You can also enter their phone number into the “Telephone 1:” field. Enter in the employee’s e-mail address in the “E-mail:” field. Under the “Dates:” section, enter in the date that the employee was “Hired:,” their “Last Raise:” date, and their “Terminated :” date, if applicable. Then when we are ready to enter in employee beginning balances for accurate W-2 and payroll reporting, we would click the “Beginning Balances:” gray arrow if using Peachtree 2003-2007. In Peachtree 2008, you simply click the “Employee Beginning Balances” button, instead. We will examine doing this later.

If you are using Peachtree 2008, then in the “Customizable Fields” section, you can enter the date into the fields available for the employee. If using Peachtree 2003, you would then complete the “Withholding Information:” section in the “General” tab.

If you are using Peachtree 2004 or later, you instead click the “Withholding Information” tab to enter the employee’s withholding information. Use the list box to enter some of the basic payroll withholding information for the employee. Select the appropriate status of the employee using the drop-down for the “Filing Status:” field for each “Payroll Field:.” Enter the number of allowances this employee is taking for the “Federal,” “State,” and “Local” tax lines. You can also enter any additional withholding amounts if employees elect to have additional money withheld from their paychecks. Some state tax formulas use the “Allowances” and “Additional Withholding” fields for tax calculation purposes. Before using these fields, read any comments associated with your state income tax formula in the Global Tax Table. If the comment discusses the proper use of these fields, you should follow the steps listed. To find your state income tax formula, select “File| Payroll Tax Tables| Edit Global...” from the Menu Bar in Peachtree 2003, or select “File| Payroll Tax Tables| Peachtree Maintained...” from the Menu Bar if using Peachtree 2004 or later.

In the same location, enter the two letter abbreviation for the state in which the employee lives in the “State” tax line in the “State/Locality:” field. Enter the locality name where the employee pays local income tax in the “Locality” line. You can also check the “Retirement Plan” check box if the employee participates in a 401(k) or other plan. This will place a check in the check box for the field of the same name in the employee’s W-2 form. Click the check box for “Statutory Employee:” if the employee qualifies as a statutory employee according to the current IRS guidelines.

If using Peachtree 2003-2007, click to the “Custom Fields” tab. Here you will enter in any fields that you decided to track for your employees when you were setting up the employee defaults.

Next, click to the “Pay Info” tab. Here you will enter information about how you pay the employee. Select an option from the “Pay Method:” drop-down: “Salary,” “Hourly- Hours per Pay Period,” or “Hourly-Time Ticket Hours.” Enter a dollar amount to bill customer by the hours for time recorded on time tickets into the “Hourly Billing Rate:” field. Then, select the frequency with which you pay your employees from the “Frequency:” drop-down. If you selected the “Hours- Hours per Pay Period:” choice above, you can enter the common number of hours the employee works in a payroll period.

Next you will set the different pay levels available for this employee. Enter all of the different types of pay that they can earn into the pay type list for your hourly and salaried positions. Click the “Use Defaults” (“Std:” in Peachtree 2003-2007) check box to clear it if you do **not** want to use the standard General Ledger payroll expense account for the employee. If you do that, you would then have to select a different General Ledger account from the adjacent “Account” field.

Click the “Employee Fields:” tab to enter deductions specific to the employee. Depending on the payroll fields you are using, you may have employee whose payroll deductions differ from the company-wide ones that you set up in the employee defaults. You can enter specific employee deductions on this tab. You cannot enter new payroll field information here, you can only do that through the employee defaults. Click the “Use Defaults” (“Std:” in Peachtree 2003-2007) field if you do **not** want to use the standard payroll field information for this employee. Then you can makes changes to these fields. You can

# CREATING PAYROLL

## 7.2- Adding Employees- 2003:2008 (cont.):

then change the "Account:" field where the tax liability will be tracked. You can also change this account when a payroll check is entered. You can also clear the "Calculated" ("Calc:" in Peachtree 2003-2007) check box to enter a flat rate amount in the "Amount:" field. Otherwise, it will automatically calculate the payroll field.

If you are calculating your deductions, select the name of the calculation used to calculate the deduction from the "Tax Name:" field. Use the list drop-down, as an incorrect tax name will cause errors during payroll entry. Enter the deduction or addition amount to apply a specific amount per pay period in the "Amount:" field as either a negative or positive value. Click the "Adjust:" arrow button to display the "Calculate Adjusted Gross" window. Here you select the "Use" check box for fields that should be added or subtracted from the gross prior to calculating the tax.

Click the "Employer Fields:" tab to change the default employer company taxes. Take the check out of the "Use Defaults" ("Std:" in Peachtree 2003-2007) fields if you do not want to use the standard payroll field information for the employee. Then you can make changes to the field.

Under "Liability:," you can then select the account to which the employer liability will be posted. Under the "Expense:" column, you can select the account to which the employer expenses incurred when paying an employee will be posted. You can also clear the "Calculated" ("Calc:" in Peachtree 2003-2007) check box to **not** calculate this payroll field, if you need to for some reason. If you are calculating your deductions, select the name of the calculation used to calculate the deduction from the "Tax Name:" field. Use the list, as an incorrect tax name will cause errors during payroll entry. Click the "Adjust:" arrow button to display the "Calculate Adjusted Gross" window. Here you select the "Use" check box for fields that should be added or subtracted from the gross prior to calculating the tax.

## 7.3- Adding Employee Beginning Balances:

If you enter your employee's beginning balances when you start your company, you will ensure that your payroll reports and W-2's print with the correct figures. You can enter a beginning balance for each employee that you had when you started entering information into Peachtree and edit it at any time. These amounts don't affect the General Ledger, but do affect the year-to-date totals for each payroll field. Therefore, you should enter the beginning balances before posting paychecks. You enter employee beginning balances for the quarters of the year, assuming you started after the first quarter. Then, for the current quarter, you enter the amount for each pay period within the current quarter.

To access this information, you can open up the "Maintain Employees/Sales Reps" window by selecting "Maintain| Employees/Sales Reps..." from the Menu Bar. On the "General" tab, click either the "Employee Beginning Balances" button or the gray arrow button for "Beginning Balances:" (depending upon your version of Peachtree) in order to open the "Employee Beginning Balances" window.

In this window you select an employee to enter beginning balances for from the "Employee ID:" field at the top. Then in the "Dates:" row, enter the date reflecting the pay period ending date, the quarter ending date, or the year ending date as needed. In the "Payroll Field:" column, enter in the payroll field amount for each period ending date. Deductions should be entered as negative amounts. In the "Total:" field, you will see the year-to-date total for the payroll field for the selected employee. At the bottom, the "Net Check:" row reflects the net pay for the pay period and is calculated automatically. Just click "Save" when you are done.

# CREATING PAYROLL

## 7.4- Paying a Group of Employees:

Use the “Select for Payroll Entry” window to issue paychecks to multiple employees at once. You can use the filter selection window to select which employees to pay. To print paychecks for a group of employees, select “Tasks| Select for Payroll Entry” from the Menu Bar. This will launch the “Select Employees- Filter Selection” window. Here you select what types of employees to pay. This includes selecting specified employees with the same pay frequency and pay types who should be paid on the same day.

**Select Employees - Filter Selection**

OK  
Cancel  
Help

Include Time Tickets for  
Pay End Date: Mar 15, 2007

Include Pay Frequencies  
 Weekly  Monthly  
 Bi-Weekly  Annually  
 Semi-Monthly

Include Pay Methods  
 Hourly  Salary

Include Employees  
Employees: All  
From:    
To:    
Type: All

Enter the payroll period ending date if you are paying employees based on time ticket hours. All unused time ticket hours dated within the time period will be used. You can then filter by selecting one or more check boxes in the “Include Pay Frequencies:” section. You could also filter by selecting either or both pay methods in the “Include Pay Methods:” section. You could also filter further in the “Include Employees” section by selecting either “All” or “Range” from the “Employees” drop-down. If you select “Range,” then you will need to select two employee id’s from the “From:” and “To:” drop-downs to select all employees that meet the other criteria and in the range specified. You can further filter by selecting an employee type from the “Type:” drop-down. Click “OK” when you are ready to pay the selected employees. This will bring up the “Select Employees to Pay” window.

The second part of paying your employees is to print the paychecks using the “Select Employees to Pay” window. You can make any changes to the paychecks for the individuals you selected in the previous “Select Employees- Filter Selection” screen. You can exclude individuals from the payroll by clicking the “Pay” check box on their record to clear it.

# CREATING PAYROLL

## 7.4- Paying a Group of Employees (cont.):

In the "Check Date:" field, enter the date that will print on the paychecks. In the "Pay End Date:" field, you enter in the date for the end of the payroll. It will take its value from the date you entered into the "Select Employees- Filter Selection" window. In the "Cash Acct:" field, the last account used for a paycheck will display. You can change this account, if necessary.

Then you can enter the number of hours to pay your hourly employees in the "Hours:" column. This field will only be available for your hourly employees. For salaried employees, the salary rate for the employee for each pay level will appear. You can change this amount when an employee should be paid a different salary. If you should not pay an employee, you can click the "Pay" checkbox to clear it.

Click the "Print" button in the toolbar at the top to print the selected paychecks.

**Select Employees to Pay** ✖

Close Select Print All All Detail Jobs Help

Check Date:  Pay End Date:  Cash Acct:

These Employees have: 1) Pay Frequencies of Weekly, Bi-Weekly, Semi-Monthly, Monthly, and Annually 2) Pay Types of Hourly or Salaried.

Employee ID	Employee Name	Check Amount	Field Names	Hours	Salary	#Weeks	Pay
ACHESTER	Amanda W. Chester	809.22	Regular	80.00		2	<input checked="" type="checkbox"/>
			Overtime				<input type="checkbox"/>
			Special				<input type="checkbox"/>
ADUKE	A.L. Duke	379.50	Regular	40.00		1	<input checked="" type="checkbox"/>
			Overtime				<input type="checkbox"/>
			Special				<input type="checkbox"/>
AHECTER	Anthony H. Hecter	787.54	Regular	80.00		2	<input checked="" type="checkbox"/>
			Overtime				<input type="checkbox"/>
			Special				<input type="checkbox"/>

Payroll Checking Account Balance: Uncalculated  
 Total Checks: 34,285.19  
 Balance After Checks: Uncalculated \$

# CREATING PAYROLL

## 7.5- Paying an Employee:

When you want to issue a single paycheck to a single employee, you can enter it into the “Payroll Entry” window. You can also use it to enter handwritten payroll checks. To open this window, select “Tasks | Payroll Entry...” from the Menu Bar.

**Payroll Entry**

File Edit Window Help

Close New List Save Print Delete Jobs Journal Event Reports Help

Bellwether Garden Supply

Employee ID:

Check Number:  Date:  Cash Account:

\$  Cash Account Balance:

Pay Period Ends:  Weeks in Pay Period:

Pay to the Order of: Amanda W. Chester  
4599 West Paces Ferry Road  
Atlanta, GA 30328

Hours Worked		Taxes - Benefits - Liabilities		
Hourly Fields	Hours	Name	Amount	Memo
Regular	80.00	Fed_Income	-131.86	<input type="checkbox"/>
Overtime	0.00	Soc_Sec	-69.44	<input type="checkbox"/>
Special	0.00	Medicare	-16.24	<input type="checkbox"/>
		State	-48.44	<input type="checkbox"/>
		K401	-44.80	<input type="checkbox"/>
		VAC_Accrue	3.08	<input checked="" type="checkbox"/>
		VAC_Taken	0.00	<input checked="" type="checkbox"/>
		VAC_Remain	3.08	<input checked="" type="checkbox"/>
		Sick	0.00	<input checked="" type="checkbox"/>
		Medical	0.00	<input type="checkbox"/>
		Dental	0.00	<input type="checkbox"/>
		Soc_Sec_ER	69.44	<input type="checkbox"/>
		Medicare_ER	16.24	<input type="checkbox"/>
		FUTA_ER	8.96	<input type="checkbox"/>
		SUI_ER	33.60	<input type="checkbox"/>
		K401_ER	0.00	<input type="checkbox"/>

Gross Pay: 1,120.00

Maximize your results with help from Peachtree experts.

You select the Employee ID of the employee for whom you are creating the paycheck from the “Employee ID:” drop-down. If you plan on printing the check, leave the “Check Number:” field blank, as you will be asked to assign the check number during the printing routine. If you don’t plan on printing the check, then enter the number of the paycheck that was issued into the “Check Number:” field.

Enter the date that you want to print on the paychecks in the “Date:” field. In the “Cash Acct.,” field, the last account used for a paycheck will display. You can change this account, if necessary. In the “Pay Period Ends:” date field, enter the date that the pay period ended. Below in the “Salary Amounts/ Hours Worked” section, you will see the hourly rates or salary amounts for the selected employee. In the “Account” column, you can set the general ledger account assigned to the row. You can change this, if necessary. You can enter in the amount to pay your salaried employees here, or enter the number of hours worked per pay level type in the “Salary/Hours” column. You will also see the employee and employer deductions, additions, and contributions to the right. You can change the “Account:” and the “Amount:” in these fields, if needed. Then if you need to print the paycheck, just click the “Print” button on the toolbar.

# CREATING PAYROLL

## 7.6- Creating Payroll Formulas- 2003:2008:

You can create payroll fields to hold paycheck data. Payroll fields can hold either “flat-rate” amounts or “calculated” amounts. A “flat-rate” payroll field would collect the same amount from every paycheck. A “calculated” payroll field uses a formula to calculate the amount to collected from a paycheck. Payroll fields can affect all employee paychecks or only selected employee paychecks. However, in order to use a payroll field in any paycheck, you will first need to create it in within the “Employee Defaults” window. If the field will only be used by a few employees, you have to update the specific employee payroll fields for the selected employees in the “Maintain Employees/Sales Reps” window to indicate the proper payroll field settings for the chosen employees.

A “calculated” payroll field is one that uses a formula to derive its value. These formulas may also refer to the tax tables stored in Peachtree to derive the necessary values. There are two sets of payroll tax tables used in Peachtree. If using Peachtree 2003, you can select “File | Payroll Tax Tables| Edit Global...” to view the “Maintain Global Tax Tables” window. In Peachtree 2004 or later, you select “File| Payroll Tax Tables| Peachtree-Maintained...” to view the same table. These are one set of tables. These tax tables include federal and state taxes and are shared by all companies.

If you select “File| Payroll Tax Tables| Edit Company...” from the Menu Bar in Peachtree 2003 or “File| Payroll Tax Tables| User-Maintained...” in Peachtree 2004 or later, you will view the company tax tables. These are the second set of tables. Company taxes are taxes that are specific to your company, like state unemployment insurance or union dues. The global tax tables are typically set up through Peachtree’s Tax Service, while the company tax tables are updated by you.

You can use the company tax tables window to set up calculated garnishments, union dues, or local income taxes. Here you can see calculated company taxes, additions, or accruals that were created during the “Payroll Setup Wizard,” like 401(k), and vacation and sick time tracking. Below that you can add new calculated payroll calculations. First enter a tax, deduction, or accrual id into the “Tax ID:” field. Then you enter the name of the calculation, followed by a required space, and then the two digit payroll year (e.g. 04). Peachtree uses the name of the field to associate a payroll tax with an employee or employer field. The calculation name defines what will appear in the “Tax Name” column in the “EmployEE Fields” tab or the “EmployER Fields” tab. The payroll year is simply the last two digits of the payroll year. Peachtree will then ensure that the correct tax is used based on the check date year.

Then you select a filing status from the “Filing Status” drop-down. If the calculation is to be used for all employees, regardless of filing status, select “All Filing Statuses.” If you click the “Appear on Payroll Reports Menu” check box you make the calculation amount available in the Payroll Tax Report. This option, however, can only be selected when the “TAXABLE\_GROSS” variable appears on the formula in the left side of the equation. That is because the “Payroll Tax Report” lists Taxable Gross figures based on the formula entered for each tax. So, the term “TAXABLE\_GROSS” must appear in the formula.

Next, select the government to which this calculation applies. Note that you can fill-in the specific state (two character abbreviation) or locality name next to those options if the calculation should only apply to a single state or locality. For the locality to function, it must match the entry in the “State” or “Locality” field for the employee’s record to whom the calculation applies.

Then select the “Type” of calculation. You can create either a “Deduction,” which subtracts the calculated amount from the gross amount. These are always preceded by a minus on the payroll check; “Addition,” which adds the calculated amount to the net amount; or “Exception,” which allows both positive and negative values. Used for vacation or sick accruals. Choosing an addition or deduction lets Peachtree know what type of positive or negative value to expect from the calculation result. So, make sure that you use a negative sign (-) after the “ANSWER =” portion of the formula if you need to indicate a deduction. Next, enter the payroll calculation into the “Formula:” text box. Finally, click the “Save” button to save it.

# CREATING PAYROLL

## 7.7- Creating Payroll Formulas- 2009:2012:

You can create payroll fields to hold paycheck data. Payroll fields can hold either “flat-rate” amounts or “calculated” amounts. A “flat-rate” payroll field would collect the same amount from every paycheck. A “calculated” payroll field uses a formula to calculate the amount to be collected from a paycheck. Payroll fields can affect all employee paychecks or only selected employee paychecks. However, in order to use a payroll field in any paycheck, you will need to create it in within the “Employee Defaults” window. If the field will only be used by a few employees, you will then have to update the specific employee payroll fields for the selected employees in the “Maintain Employees/Sales Reps” window to indicate the proper payroll field settings for the chosen employees.

A “calculated” payroll field is one that uses a formula to derive its value. These formulas may also refer to the tax tables stored in Peachtree to derive the necessary values. There are two sets of payroll tax tables used in Peachtree. If you subscribe to the Peachtree Tax Update Service, the payroll fields and formulas needed for federal and state payroll taxes will be available in one set of tables. If you select “File| Payroll Formulas| Peachtree-Maintained...” from the Menu Bar, you can access these tax payroll fields. These fields are updated by Peachtree, and are shared by all company files within Peachtree. You cannot access this table without a current subscription to the Peachtree Tax Update Service.

If you select “File| Payroll Formulas| User-Maintained...” in Peachtree, you will view the company tax formulas that are available. This is the second payroll tax table available for use. Company taxes are taxes that are specific to your company, like state unemployment insurance or union dues. You can use and update the company tax tables yourself by creating custom formulas for use within custom, calculated payroll fields that you set up in the “Employee Defaults” window. For users who do not subscribe to the Peachtree Tax Update Service, all of your payroll formulas will be created within this tax table.

You can use the company tax table window to set up payroll field **formulas**. The purpose of the payroll field formula that you create could include, but is not limited to, purposes such as calculating garnishments, collecting union dues, or collecting local income taxes. In this window you can see calculated company taxes, additions, or accruals that were created during the “Payroll Setup Wizard,” like 401(k), and vacation and sick time tracking. You can add new payroll field formulas to this list.

To create a new formula, first enter a tax, deduction, or accrual id into the “Formula ID:” field. This formula ID can be up to 8 characters in length. Next, you must enter a name for the formula into the “Name:” field. You do this by entering the name of the formula, followed by a required space, and then the two digit payroll year (e.g. 09). You can click the adjacent “Guidelines for creating a name” hyperlink to view the help file on this topic, if needed. Peachtree uses the formula name to associate a payroll formula with a payroll field when you later create the payroll field within either the “Employee Fields” or “Company Fields” tabs within the “Employee Defaults” window. The name defines what will appear in the “Formula” column within the “Employee Fields” tab or the “Company Fields” tab.

Next, select the impact that this formula is to have on the gross pay by selecting a choice from the “Effect on gross pay:” drop-down. You can then select a filing status that this should affect from the “Filing status:” drop-down. If the formula is to be used for all employees, regardless of filing status, select “All.”

Next, use the “How do you classify this formula?” drop-down to select the type of formula that you are creating. If you select “Tax,” then you can use the “Tax agency:” drop-down that appears to further specify the taxing agency. For state and local taxes, you will then have to further refine your selection using the drop-downs that appears for those specific choices.

You can check the “Use this formula as a filter on the Payroll Tax report” checkbox to allow this formula to appear within the “Payroll Tax Report” menu, or to have the payroll field that uses this formula appear on the Exception Report. Note that you should only choose this option when the “TAXABLE\_GROSS” identifier appears on the formula in the left side of the equation. That is because the



# CREATING PAYROLL

## 7.7- Creating Payroll Formulas- 2009:2012 (cont.):

“Payroll Tax Report” lists Taxable Gross figures based on the formula entered for each tax. So, the term “TAXABLE\_GROSS” must appear in the formula.

Next, enter the actual payroll formula calculation into the “Formula:” text box. Finally, click the “Save” button to save the payroll formula. Once you have created the formula, you can then click the “Next Step:” hyperlink to open the “Employee Defaults” window where you can create the calculated payroll field that uses the payroll formula that you just made.

## 7.8- Elements of Payroll Formulas:

When creating payroll formulas, you enter the actual formula calculation into the “Formula:” text box. You should be extremely familiar with how Peachtree creates its formulas before attempting to create your own. Many users will not have to perform this action, as most of the necessary equations are provided by Peachtree. For additional lists of formula terms and items, you can look in the “Help” menu of Peachtree for “formulas.” We will list some of the common elements of formula equations here to help get you started.

<i>Element:</i>	<i>Use/Purpose:</i>
<b>Equations</b>	Each payroll calculation consists of one or more equations. If a formula has multiple equations, they are always separated by semi-colons. For example: <b>ANSWER = -250.</b>
<b>Constants</b>	The numbers used in the equations. They can only appear on the right side of the equal sign in an equation. They can contain only numbers and a decimal point.
<b>Variables</b>	Numbers and/or letters that represent numerical values. During an equation, an expression is calculated and the result is stored to a variable. There are also several standard variables listed in the “Help” files. They can appear on either side of an equation, and have a few rules as to their use. <ol style="list-style-type: none"><li>1. If you want to <b>set</b> a variable’s value, then the variable must appear on the <b>left</b> side of the equation.</li><li>2. To use the value assigned to a variable, the variable must appear on the <b>right</b> side of the equation.</li><li>3. The variable <b>ANSWER</b> is required in every formula, and must appear at the beginning of the last equation in the formula.</li></ol>
<b>Identifiers</b>	Similar to a variable, in that they are words that stand for values. However, the value of an identifier is known before the formula is evaluated. There are several standard identifiers listed in the “Help” files. An example would be <b>ADJUSTED_GROSS</b> , which uses the employee’s adjusted gross as defined in the setup of the “Adjust” section for the tax being calculated. Each payroll field and each pay level can also be used as an identifier. For example, <b>Fed_Income</b> .
<b>Functions</b>	Mathematical operations that perform functions on variables, identifiers, or constants to arrive at a value used in an equation. They can only appear on the right side of an equation. For example the “YTD()” function could be used as <b>A = YTD(Fed_Income)</b> to determine the year to date value of the federal income tax payroll field, which is then stored to a variable identified as <b>“A”</b> .
<b>Operators</b>	Your standard mathematical operators. Uses the standard order of operations. You can use the plus sign (+) to add, the minus sign (-) to subtract, the asterisk (*) to multiply, etc....

# ACTIONS- CREATING PAYROLL

## ADDING EMPLOYEES- 2009:2012:

1. Select "Maintain| Employees/Sales Reps..." from the Menu Bar
2. Enter the employee ID into the "Employee ID:" field.
3. Enter the name of the employee into the three fields to the right of the "Name:" label.
4. Select an option button to indicate the employees' status: "Employee," "Sales Rep," or "Both."
5. To make an employee inactive, click the "Inactive" check box.
6. Click the "General" tab and enter the address of the employee into the "Address:" fields.
7. Then enter in the "City, ST Zip:" into the three fields across from the label of the same name.
8. Enter the country of the employee into the "Country:" field.
9. Also enter the social security number of the employee into the "Social Security #:" field.
10. You can assign the employee an employee type in the "Type:" field.
11. You can also enter their phone numbers into the phone fields provided.
12. Enter the employee's e-mail addresses in the E-mail fields.
13. In Peachtree 2004:2010, under the "Dates:" section, enter in the date that the employee was "Hired:," their "Last Raise:" date, and their "Terminated :," date, if applicable.
14. You can also enter the "Birth Date," "Gender," and "Rehired" date into the fields available starting in Peachtree 2009.
15. To enter employee beginning balances for accurate W-2 and payroll reporting, you can click the "Employee Beginning Balances" button.
16. At the bottom of this tab, in the "Customizable Fields" section, you can enter information into the fields available for the employee.
17. Starting in Peachtree 2011, you can also add a photo of an employee, if desired.
18. You can also click the "Additional Info" tab in Peachtree 2012 to enter additional employee information. This tab includes emergency contact info, employment details, and demographic info.
19. Next, click the "Pay Info" tab. Here you will enter information about how you pay the employee.
20. Select an option from the "Pay Method:" drop-down: "Salary," "Hourly- Hours per Pay Period," or "Hourly- Time Ticket Hours."
21. If needed, enter a dollar amount to bill customer by the hours for time recorded on time tickets into the "Hourly Billing Rate:" field.
22. Select the frequency with which you pay your employees from the "Frequency:" drop-down. If you selected the "Hours- Hours per Pay Period:" choice above, you can enter the common number of hours the employee works in a payroll period.
23. Enter all pay levels and amounts this employee can earn into the pay type list shown. Click the "Use Defaults" check box to clear it if you do **not** want to use the standard General Ledger payroll expense account for the employee. If you do that, then select a different General Ledger account from the adjacent "Account" field. After entering the types of pay and indicating the pay rates, you can check either of the two checkboxes at the bottom of this tab in order to indicate that the employee is eligible for health insurance and/or receives their W-2 electronically, if necessary.
24. Next, click the "Withholding Information" tab to enter the employee's payroll withholding information.
25. Select the appropriate status of the employee using the drop-down for the "Filing Status:" field for each "Payroll Field Name:" shown.
26. Enter the number of allowances this employee is taking for the "Federal," "State," and "Local" tax lines under the "Allowances" field. You can also enter any additional withholding amounts if employees elect to have additional money withheld from their paychecks under the "Addl Withholding" field. Some state tax formulas use the "Allowances" and "Addl Withholding" fields for tax calculation purposes.

(cont.)

# ACTIONS- CREATING PAYROLL

## ADDING EMPLOYEES- 2009:2012 (CONT.):

25. In the same list, enter the two letter abbreviation for the state in which the employee lives in the “State” tax line in the “State/Locality” field.
26. Enter the locality name where the employee pays local income tax in the “State/Locality” field, if needed.
27. You can also check the “Retirement Plan” check box if the employee participates in a 401(k) or other plan. This will place a check in the check box for the field of the same name in the employee’s W-2 form.
28. Check the check box for “Statutory Employee:” if the employee qualifies as a statutory employee according to the current IRS guidelines.
29. Starting in 2009, you can enter the employee’s specific vacation and sick time tracking by clicking the new “Vacation/Sick Time” tab within the “Maintain Employees & Sales Reps” window. Here you can change the specifics of this employee’s vacation and sick time tracking, if they differ from the defaults that you created when you initially created your payroll defaults. If you wish to change the values for this employee, then first uncheck the “This employee uses the company default settings” checkbox for either the vacation tracking, or sick time tracking. Then enter the employee’s specific vacation and/or sick time tracking into the area below the checkboxes.
30. Click the “Employee Fields” tab to enter deductions specific to the employee. Depending on the payroll fields you are using, you may have employee whose payroll deductions differ from the company-wide ones that you set up in the employee defaults. You can enter specific employee deductions on this tab.
31. Uncheck the “Use Defaults” field if you do **not** want to use the standard payroll field information for this employee. You can then change the “Account:” field where the tax liability will be tracked. You can also change this account when a payroll check is entered.
32. You can also clear the “Calculated” check box to enter a flat rate amount into the adjacent “Amount:” field for that line. Otherwise, it will automatically calculate the payroll field using the calculation given.
33. If you are calculating your deductions, select the name of the calculation used to calculate the deduction from the “Formula” field. Use the list drop-down, as an incorrect tax name will cause errors during payroll entry.
34. Enter the deduction or addition amount to apply a specific amount per pay period into the “Amount” field as either a negative or positive value. For some fields, you can click the “Adjust” arrow button to display the “Calculate Adjusted Gross” window. Here you decide which fields should be added or subtracted from the gross prior to calculating the tax, if necessary.
35. Click the “Company Fields” tab to change the default employer company taxes. Uncheck the “Use Defaults” field if you do **not** want to use the standard payroll field information for the employee. Then you can make changes to the field.
36. Under “Liability,” you can then select the liability account to which the employer liability will be posted.
37. Under the “Expense” column, you can select the account to which the employer expenses incurred when paying an employee will be posted.
38. You can also clear the “Calculated” check box to **not** calculate this payroll field, if needed. If you are calculating your deductions, select the name of the calculation used to calculate the deduction from the “Formula” field. Use the list, as an incorrect tax name will cause errors during payroll entry.
39. For some fields, you can click the “Adjust” arrow button to display the “Calculate Adjusted Gross” window. Here you decide which fields should be added or subtracted from the gross prior to calculating the tax, if necessary.
40. Click the “Save” button on the toolbar of the window to save the data when you are finished entering the new employee record.

# ACTIONS- CREATING PAYROLL

## ADDING EMPLOYEES- 2003:2008:

1. Select "Maintain| Employees/Sales Reps..." from the Menu Bar
2. Enter the employee ID into the "Employee ID:" field.
3. Enter the name of the employee into the three fields to the right of the "Name:" label.
4. Select an option button to indicate the employees' status: "Employee," "Sales Rep," or "Both."
5. To make an employee inactive, click the "Inactive" check box.
6. Click the "General" tab and enter the address of the employee into the "Address:" fields.
7. Then enter in the "City, ST Zip:" into the three fields across from the label of the same name.
8. Enter the country of the employee into the "Country:" field.
9. Also enter the social security number of the employee into the "Social Security #:" field.
10. You can assign the employee an employee type in the "Type:" field.
11. You can also enter their phone number into the "Telephone 1:" field.
12. Enter in the employee's e-mail address in the "E-mail:" field.
13. Under the "Dates:" section, enter in the date that the employee was "Hired:," their "Last Raise:" date, and their "Terminated :," date, if applicable.
14. If using Peachtree 2008, you can then enter the data into the available custom fields for employees that appear in the "Customizable Fields" section.
15. If using Peachtree 2003, stay on the "General" tab. If using Peachtree 2004 or later, select the "Withholding Info" tab. In either place, select the appropriate status of the employee using the drop-down for the "Filing Status:" field for each "Payroll Field."
16. Enter the number of allowances this employee is taking for the "Federal," "State," and "Local" tax lines.
17. If needed, use the "Allowances" and "Additional Withholding" fields for tax calculation purposes.
18. Enter the two letter abbreviation for the state in which the employee lives in the State tax line in the "State/Locality:" field.
19. Enter the locality name where the employee pays local income tax in the "Locality" line.
20. You can check the "Retirement Plan" check box if the employee participates in a 401(k) or other plan.
21. Click the check box for "Statutory Employee" if the employee qualifies as a statutory employee according to the current IRS guidelines.
22. If using Peachtree 2003-2007, click to the "Custom Fields" tab. Here you will enter in any fields that you decided to track for your employees when you were setting up the employee defaults.
23. Click the "Pay Info" tab.
24. Select an option from the "Pay Method:" drop-down: "Salary," "Hourly- Hours per Pay Period," or "Hourly- Time Ticket Hours."
25. Enter a dollar amount to bill customer by the hours for time recorded on time tickets into the "Hourly Billing Rate:" field.
26. Select the frequency with which you pay this employee from the "Frequency:" drop-down. If you selected the "Hours- Hours per Pay Period:" choice, you can enter the common number of hours the employee works in a payroll period.
27. Click the "Use Defaults" ("Std." in Peachtree 2003-2007) checkbox to clear it if you do **not** want to use the standard General Ledger payroll expense account for the employee. Then, select a different General Ledger account from the "G/L Account" field.
28. Click the "Employee Fields:" tab. You can enter specific employee deductions on this tab.
29. Click the "Use Defaults" ("Std." in Peachtree 2003-2007) field if you do **not** want to use the standard payroll field information for this employee. Then you can make changes to these fields.

(cont.)

# ACTIONS- CREATING PAYROLL

## ADDING EMPLOYEES- 2003:2008 (CONT.):

30. You can then change the "Account:" field where the tax liability will be tracked. You can also change this account when a payroll check is entered.
31. You can also clear the "Calculated" ("Calc:" in Peachtree 2003-2007) checkbox to enter a flat rate amount in the "Amount:" field. Otherwise, it will automatically calculate the payroll field.
32. If you are calculating your deductions, select the name of the calculation used to calculate the deduction from the "Tax Name:" field, if needed.
33. Enter the deduction or addition amount to apply a specific amount per pay period in the "Amount" field as either a negative or positive value.
34. Click the "Adjust:" arrow button to display the "Calculate Adjusted Gross" window. Here you select the "Use" check box for fields that should be added or subtracted from the gross prior to calculating the tax.
35. Click the "Employer Fields" tab to change the default employer company taxes.
36. Click the "Use Defaults" ("Std:" in Peachtree 2003-2007) field if you do **not** want to use the standard payroll field information for the employee. Then you can make changes to the field.
37. Under the "Liability" column, you can select the account to which the employer liability will be posted.
38. Under the "Expense:" column, you can select the account to which the employer expenses incurred when paying an employee will be posted.
39. You can also clear the "Calculated" ("Calc:" in Peachtree 2003-2007) checkbox to **not** calculate this payroll field, if you need to for some reason.
40. If you are calculating your deductions, select the name of the calculation used to calculate the deduction from the "Tax Name:" field.
41. Click the "Adjust:" arrow button to display the "Calculate Adjusted Gross" window. Here you select the "Use" check box for fields that should be added or subtracted from the gross prior to calculating the tax.
42. Click the "Save" button on the toolbar of the window to save the record when you are through.

## ADDING EMPLOYEE BEGINNING BALANCES:

1. Select "Maintain| Employees/Sales Reps..." from the Menu Bar.
2. On the "General" tab, click either the "Employee Beginning Balances" button if using Peachtree 2008, or click the gray arrow button for "Beginning Balances:" if using Peachtree 2003-2007, in order to bring up the "Employee Beginning Balances" window.
3. Select an employee for whom you wish to enter beginning balances from the "Employee ID:" drop-down.
4. Then in the "Dates:" row, enter the date reflecting the current pay period ending date, the quarter ending date, or the year ending date- as needed.
5. In the "Payroll Field:" column, enter in the payroll field amount for each period ending date. Deductions must be entered as negative numbers.
6. In the "Total:" field, you will see the year-to-date total for the payroll field for the selected employee.
7. Just click "Save" when you are done.

# ACTIONS- CREATING PAYROLL

## PAYING A GROUP OF EMPLOYEES:

1. To pay a group of employees, select “Tasks| Select for Payroll Entry...” from the Menu Bar.
2. Enter the payroll period ending date in the “Pay Ending Date:” field.
3. You could filter which employees to pay by selecting either or both pay methods in the “Include Pay Methods:” section.
4. You could also filter in the “Include Employees” section by selecting either “All” or “Range” from the “Employees” drop-down.
5. If you select “Range,” then you will need to select two employee id’s from the “From:” and “To:” drop-downs to select all employees that meet the other criteria and in the range specified.
6. You can further filter by selecting an employee type from the “Type:” drop-down.
7. Click “OK” when you are ready to pay the selected employees. This will bring up the “Select Employees to Pay” window.
8. You can exclude individuals from the payroll by clicking the “Pay” check box on their record to clear it.
9. In the “Check Date:” field, enter the date that will print on the paychecks.
10. In the “Pay End Date:” field, you enter in the date for the end of the payroll.
11. In the “Cash Acct:” field, the last account used for a paycheck will display. You can change this account, if needed.
12. Then you can enter the number of hours to pay your hourly employees in the “Hours:” column. This field will only be available for your hourly employees.
13. For salaried employees, the salary rate for the employee for each pay level will appear. You can change this amount when an employee should be paid a different salary.
14. If you should not pay an employee, you can click the “Pay” checkbox to clear it.
15. Click the “Print” button in the toolbar at the top to print the selected paychecks.

## PAYING ONE EMPLOYEE:

1. To open this window, select “Tasks| Payroll Entry...” from the Menu Bar.
2. Select the employee id of the employee to pay from the “Employee ID:” drop-down.
3. If you plan on printing the check, leave the “Check Number:” field blank, if not, then enter the number of the paycheck that was issued here.
4. Enter the date that you want to print on the paychecks in the “Date:” field.
5. In the “Cash Acct:” field, the last account used for a paycheck will display. You can change this account, if necessary.
6. In the “Pay Period Ends:” date field, enter the date that the pay period ended.
7. Below in the “Salary Amounts/ Hours Worked” section, you will see the hourly rates or salary amounts for the selected employee.
8. In the “Account” column, you can set the General Ledger account assigned to the row. You can change this, if necessary.
9. You can enter in the amount to pay your salaried employees here, or enter the number of hours worked per pay level type in the “Salary/Hours” column.
10. You will also see the employee and employer deductions, additions, and contributions to the right. You can change the “Account:” and the “Amount:” in these fields, if needed.
11. Then if you need to print the paycheck, just select the “Print” button on the toolbar.

# ACTIONS- CREATING PAYROLL

## CREATING PAYROLL FORMULAS- 2003:2008:

1. If using Peachtree 2003, select “File| Payroll Tax Tables| Edit Company...” from the Menu Bar. If using Peachtree 2004 or later, select “File| Payroll Tax Tables| User-Maintained...” from the Menu Bar. Peachtree displays the company payroll tax tables window.
2. Type the information needed to create your tax from the available fields. Set up your new formula in the “Formula” text box.
3. Click “Save” after making your changes.
4. When finished, click “Close.”

## CREATING PAYROLL FORMULAS- 2009:2012:

1. Select “File| Payroll Formulas| User-Maintained...” from the Menu Bar in Peachtree 2009 to view the company tax formulas that are available.
2. To create a new formula, first enter a tax, deduction, or accrual id into the “Formula ID:” field.
3. Next, you must enter a name for the formula into the “Name:” field. You do this by entering the name of the formula, followed by a required space, and then the two digit payroll year (e.g. 09). You can click the adjacent “Guidelines for creating a name” hyperlink to view the help file on this topic, if needed.
4. Next, select the impact that this formula is to have on the gross pay by selecting a choice from the “Effect on gross pay:” drop-down.
5. You can then select a filing status that this should affect from the “Filing status:” drop-down.
6. Next, use the “How do you classify this formula?” drop-down to select the type of formula that you are creating. If you select “Tax,” then you can use the “Tax agency:” drop-down that appears to further specify the taxing agency. For state and local taxes, you will then have to further refine your selection using the drop-downs that appears for those specific choices.
7. You can check the “Use this formula as a filter on the Payroll Tax report” checkbox to allow this formula to appear within the “Payroll Tax Report” menu, or to have the payroll field that uses this formula appear on the Exception Report. Note that you should only choose this option when the “TAXABLE\_GROSS” identifier appears on the formula in the left side of the formula equation. That is because the “Payroll Tax Report” lists Taxable Gross figures based on the formula entered for each tax. So, the term “TAXABLE\_GROSS” must appear in the formula.
8. Next, enter the actual payroll formula equation into the “Formula:” text box.
9. Click the “Save” button to save the payroll formula.
10. Once you have created the formula, you can then click the “Next Step:” hyperlink to open the “Employee Defaults” window where you can create the calculated payroll field that uses the payroll formula that you just made.