

Table of Contents

<i>Introduction</i>	1
About This Book.....	1
What You Can Safely Ignore.....	1
Foolish Assumptions.....	2
The Flavors of Peachtree.....	2
How This Book Is Organized.....	3
Part I: Getting Started.....	4
Part II: The Daily Drudge.....	4
Part III: The Fancy Stuff.....	4
Part IV: The Part of Tens.....	4
The Peachtree For Dummies Web Site.....	5
Icons Used in This Book.....	5
Where to Go from Here.....	6
<i>Part 1: Getting Started</i>	7
Chapter 1: Mastering Peachtree Basics	9
Starting the Program.....	9
Choosing opening options.....	10
Exploring a sample company.....	11
Getting around town.....	11
Choosing menu commands.....	13
Opening a Company.....	14
Opening a Peachtree company from within Peachtree.....	14
Opening a recently used Peachtree company.....	14
Opening a company from the Peachtree Start Screen.....	15
Exploring Peachtree's Windows.....	15
Managing window sizes and placement.....	15
Exploring fields and records.....	16
Looking up information.....	16
Just browsing.....	17
Making a date.....	18
Using the window toolbar.....	18
Multitasking.....	19
Chapter 2: Setting Up Your Company	21
Starting the New Company Setup Wizard.....	21
Introducing Your Business to Peachtree.....	22
Selecting a Chart of Accounts.....	24
Selecting an Accounting Method.....	25

Selecting a Posting Method.....	26
Selecting Accounting Periods.....	27

Chapter 3: Designing the Chart of Accounts 29

Understanding the Chart of Accounts.....	29
Understanding account types.....	30
Numbering accounts.....	34
Handling departments or locations	34
Modifying the Chart of Accounts	39
Adding new accounts.....	39
Editing accounts	40
Deleting accounts.....	41
Identifying the rounding account	41
Opening balances.....	42
The B word — Budgeting	44

Chapter 4: Setting Up Background Information 47

Setting Purchasing Preferences.....	47
Establishing default payment terms and accounts.....	48
Aging vendor bills	49
Creating custom fields for vendors.....	51
1099 Settings	51
Setting Sales Preferences	52
Establishing default payment terms and accounts.....	52
Aging customer invoices	54
Creating custom fields for customers.....	55
Setting up finance charges	55
Establishing payment methods	56
Setting Payroll Preferences	57
Using the Payroll Setup Wizard	58
Establishing general employee defaults	60
Setting pay levels.....	61
Employee fields and employer fields	61
Setting Inventory Preferences	63
Inventory items and ordering defaults	64
Inventory items and General Ledger accounts	65
Taxes and shipping	67
Custom fields	68
Price levels	68
Setting Preferences for Printing Statements and Invoices.....	70

***Part II: The Daily Drudge* 73**

Chapter 5: Buying Goods 75

Working with Vendors	75
Adding vendors	76
Changing vendor information.....	79

Viewing vendor history	80
“De-activating” a vendor	80
Working with Purchase Orders	81
Entering purchase orders	81
But there’s an easier way	84
Editing and erasing purchase orders	86
Entering Bills	89
Purchasing without using a purchase order	89
Receiving goods against a purchase order	93
When the bill arrives . . . finally	95
Shipping Directly to Customers	95
Entering Credits	96
Reporting on Purchasing	98

Chapter 6: Paying Bills101

Paying a Group of Bills	102
Printing Checks	105
Paying One Bill at a Time	107
Editing Payments	110
Handling Repeat Bills and Payments	111
Voiding Checks	113
Paying Sales Tax	114
Using Reports to Track Money You Paid	116

Chapter 7: Selling Products and Services117

Working with Sales Taxes	117
Yielding to the agencies	118
Single rate sales tax	119
Sales tax formulas	122
Working with Customers	123
Adding customers	123
Where to begin? Beginning balances	128
Bidding with Quotes	130
Entering quotes	130
Converting a quote to a sales order or an invoice	134
Working with Sales Orders	135
Generating an Invoice	138
Invoicing against a sales order	138
Invoicing against sales	140
Shipping the UPS Way	142
Editing a Sales Transaction	144
Voiding an Invoice	144
Recurring Invoices	145
Broadcasting Invoices	147
Reviewing Customer Reports	149



Chapter 8: Collecting the Money	153
Recording Receipts	153
Applying receipts to an invoice	154
Entering receipts from non-established customers	157
Applying receipts at the time of sale	157
Handling Credit Card Receipts	158
Laughing All the Way to the Bank	160
Boing! Handling Bounced Checks	162
Giving Credit Where Credit Is Due	163
Creating a credit memo	163
Issuing refund checks for a credit memo	165
Entering Finance Charges	168
Applying finance charges	169
Producing Statements	170
Reporting on Money Your Customers Owe	172
Chapter 9: Paid Employees Are Happy Employees	173
Understanding Payroll Basics	174
Employees and sales representatives	174
When should you start to use payroll?	175
Working with Employee Information	176
General employee information	177
Payroll information	178
Withholding information	181
Employee and Employer fields	182
Writing and Printing Payroll Checks	183
Paying a group of employees	183
Paying employees individually	188
Paying commissions, bonuses, or other additions	190
Writing the Payroll Tax Liability Check	194
Exploring Payroll Reports	196
Chapter 10: Billing for Your Time	199
Creating Time and Expense Items	200
Entering Time Tickets	201
Entering Expense Tickets	204
Paying Employees	205
Using Tickets to Bill Customers	206
Tracking Ticket Traffic	209
Chapter 11: Counting Your Stuff	211
Creating Inventory Items	211
General options	214
Custom fields	218
History	218
Serial numbers	219

Whoa, Nellie! Working with Master Stock Items.....220
 In the Beginning (Balance, That Is).....222
 Putting 'Em Together, Taking 'Em Apart223
 Creating a bill of materials224
 Building assemblies225
 Making Inventory Adjustments227
 Adjusting Prices228
 When Does Peachtree Assign a Cost to Items?231
 Reporting on Your Inventory233

Chapter 12: Tracking Project Costs237

Understanding Job Costing.....237
 Creating custom fields for jobs.....238
 Reviewing job examples238
 Creating Cost Codes239
 Establishing Phases240
 Creating Jobs and Estimates.....241
 Assigning Jobs When You Buy.....244
 Invoicing Customers' Jobs246
 Progress Billing.....248
 Adding Overhead to a Job.....251
 Reporting on the Job252

Part III: The Fancy Stuff.....255

Chapter 13: Working with Forms257

Printing Forms257
 Previewing forms in the document window258
 Printing from the document window259
 Printing forms in a batch.....260
 E-mailing Forms262
 Customizing Forms264
 Exploring the Form Design window264
 Modifying screen options266
 Selecting objects.....267
 Moving form objects268
 Deleting form objects.....268
 Adding data field objects.....268
 Adding text objects269
 Resizing an object270
 Formatting field properties270
 Aligning objects273
 Adding a logo273
 Creating a grouped data table274
 Saving forms.....276

Chapter 14: Making Reports Work for You	277
Previewing Standard Reports	277
Printing Reports	278
Finding the Facts	280
Customizing Reports	281
Using filters	281
Adding, deleting, and moving report fields.....	284
Changing column width.....	285
Keeping in style	286
Saving a customized report	288
Mail Merge.....	288
Excel with Peachtree	291
Stay in a Group, Now	292
Chapter 15: Reviewing the Financial Picture	295
Reviewing Standard General Ledger Reports.....	295
Using Segments and Masking	297
Producing Financial Statements.....	298
Modifying Financial Statements	301
Using the Financial Statement Wizard	301
Creating customized financial statements	303
Copying Reports and Financial Statements.....	305
Chapter 16: When the Bank Statement Arrives	307
Understanding the Concept of Balancing	308
Before You Start Reconciling	309
Manually Marking Cleared Transactions	310
Automatically Marking Cleared Transactions	314
When the Account Doesn't Balance	318
Items to review	318
Making adjustments	319
Printing the Reconciliation Summary.....	320
Chapter 17: When Accounting Cycles End . . . and Other Miscellaneous Stuff	323
Changing Accounting Periods	323
Making General Journal Entries	326
Accounting Behind the Screens	328
Batch Posting.....	329
Preparing the Payroll Quarterly Report (941).....	330
Printing W-2s.....	333
Printing 1099s	334
Updating Payroll Tax Tables	335
Understanding Closing	336
Payroll housekeeping tasks.....	337
Non-payroll area housekeeping tasks	337

Checking your data for common accounting mistakes339
 Archiving your data.....340
 Using the Year-End Wizard.....341
 Closing the payroll year.....342
 Closing the fiscal year.....343
 Purging.....345
 When Stuff Doesn't Purge.....348

Chapter 18: Keeping Your House Safe351

Backing Up Your Data351
 Restoring Information.....354
 Securing Your Data from Prying Eyes.....356
 Setting up users356
 Customizing user rights.....358
 Removing users361
 Logging on as a user361
 Using the Audit Trail Report to Track Actions.....362

Chapter 19: Real-Life Ways to Use Peachtree363

Handling Customer Prepayments363
 Creating a Prior-Year Company365
 Handling Retainage367
 Paying for Purchase Orders by Credit Card369
 Real-Life Payroll Situations372
 Payroll deductions, in general.....372
 Employee loans.....373
 Garnishments.....376
 Health insurance376
 Union dues377
 Showing employer contributions on paycheck stubs381
 Adding a 401(k) plan to an existing company382
 Multiple state withholdings384
 Local taxes385

Part IV: The Part of Tens389

**Chapter 20: Ten or So Common Peachtree Messages
 (And What You Can Do About Them)391**

Missing Buttons in Peachtree Windows392
 Period Changed to ## Due to Unposted Entries There
 or Cannot Change Accounting Periods
 Due to Unposted Entries392
 The Record You Are Trying to Access Is Currently in Use393
 No Forms to Print.....393
 This Program Has Performed an Illegal Operation.....394

GL Does Not Foot	394
Could Not Find the xxx Single (Or Married) Calculation	394
General Error in Module 4.....	395
I/O Errors.....	395
Unable to Determine Security Privileges	396
The Account Reconciliation Screen Shows No Entries	396
Chapter 21: Ten or So Things You Can Get From the Web	397
Peachtree Software	397
Peachtree For Dummies, 3rd Edition, Extra Information	398
The (Infernal) Internal Revenue Service	398
PeachtreeUsers Forum	398
Small Business Administration.....	399
Checks and Forms	399
Look It Up!	399
Is This for Real?	399
Stamps.com.....	400
Just for the Fun of It.....	400
Our Own Web Sites	400
<i>Index</i>.....	401