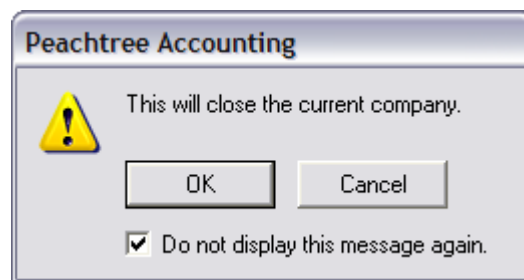


PEACHTREE COMPLETE 2008

AN INTRODUCTION TO PEACHTREE COMPLETE ACCOUNTING

Opening a Company Database

To change the open company in Peachtree, click **File** on the main menu and select **Open Company**. If the prompt illustrated next appears, check the option shown and click **OK**. (Note: Whenever you want to turn off a particular message in the software then select the “Do not display this message again” option before clicking OK.)



A window will open for you to highlight a company name and click **OK** to open the company. (Note: You can also open a company by double clicking its name.)

*Note: Should the Peachtree Setup Guide appear after opening a company, mark the do not show option at the bottom of the window, click **Close**, and then click **OK** in the setup guide window that opens.*

Note: You must always open the software to access a company file. In other words, you cannot open a company by clicking on the company file name listed in a folder on your computer.

The Peachtree Desktop

The next figure illustrates the Peachtree Desktop for The Paint Place. We have labeled this illustration so that you can identify elements of the desktop. The table that follows explains these elements.

Business Status

System Date: 03/01/08 | Period 3 - 03/01/08-03/31/08

Account Balances

Account Description	Account ID	Balance
Cash	1110	\$23,872.94
Accounts Receivable	1120	\$8,259.95
Accounts Payable	2110	(\$4,142.12)

Revenue: Year to Date

Total Revenue	\$0.00
Cost of Sales -	\$0.00
Gross Profit	\$0.00
Expenses -	\$0.00
Net Income	\$0.00

Customers Who Owe Money

Customer ID	Customer Name	Amount Due	Due Date
ANDERSON	Elaine Anderson	\$2,293.05	3/23/2008
KERNS	Jake Kerns	\$2,675.95	3/27/2008
YOUNG	Wes Young	\$3,290.95	3/29/2008

Shortcuts

- Sales Invoice
- Receive Money from Customer
- Bills - Pay Bill
- Customer List
- Vendor List
- Find Transactions
- General Journal Entry

Aged Receivables

Key	Days Overdue	Amount	Percent
0-30		\$8,259.95	100.0 %
31-60		\$0.00	0.0 %
61-90		\$0.00	0.0 %
Over 90 days		\$0.00	0.0 %
Total		\$8,259.95	

Vendors to Pay

Vendor ID	Vendor Name	Amount Due	Due Date
PAINTERS	Painter's Supply	\$975.34	3/16/2008
VANTAGE	Vantage Tints	\$1,116.33	3/29/2008
WHOLESALE	Wholesale Paints	\$2,050.45	3/29/2008

Aged Payables

Key	Days Overdue	Amount	Percent
0-30		\$4,142.12	100.0 %
31-60		\$0.00	0.0 %
61-90		\$0.00	0.0 %
Over 90 days		\$0.00	0.0 %

Category: Select a Category

Clicking activates a center

The next table explains elements labeled on the previous illustration.

PEACHTREE DESKTOP ELEMENTS		
Section	Name	Description
1	Title Bar	Name of the active company. Use this bar to verify opening the correct company.
2	Main Menu	Peachtree's main menu.
3	Center Name	Name of the active center.
4	Toolbar	Access to Peachtree operations such as changing the system date and closing the accounting period.
5	Center Contents	The page content on a center displays hyperlinks and icons frequently used to process that activity.
6	Navigation Bar	Buttons for activating navigation centers and shortcuts for opening frequently performed tasks.

The following lists information about Peachtree centers.

CENTERS	
Name	Description
Business Status	Customizable snapshots of important company financial data.
Customers & Sales	Icons and links to manage customer accounts and to record and report on customer activities.
Vendors & Purchases	Icons and links to manage vendor accounts and to record and report on vendor activities.

CENTERS	
Inventory & Services	Icons and links to manage inventory and service items and to record and report on inventory activities.
Employees & Payroll	Icons and links to manage employee accounts and to record and report on employee activities.
Banking	Icons and links to record, reconcile, and report on banking activities.
Company	Icons and links to year-end wizards, data maintenance procedures, software updates, and company financial reports.

The following explains commands found on the main menu.

PEACHTREE MAIN MENUS	
Commands	Description
File	Basic operations such as opening and closing companies, printing, and data backup and recovery operations.
Edit	Basic data manipulation features such as cut, copy, paste, delete, and undo. Submenus are active based on the task being performed.
Lists	Submenus for listing general ledger accounts, customers, vendors, employees, and transactions.
Maintain	Data maintenance submenus for manipulating accounts; creating default sales tax tables, payment terms, and budgets; and defining default transaction entry settings.
Tasks	Transaction entry submenus and other activity windows. Most of these submenus also appear as icons or links on navigation centers.


PEACHTREE MAIN MENUS	
Analysis	Submenus for generating graphical depictions of company forecasts based on historical transactions.
Options	Submenus for setting global software preferences affecting software behavior and for changing the system date.
Reports & Forms	Submenus for customizing data entry forms and for printing a variety of reports to analyze company performance.
Services	Access to Peachtree's online resources and software updates.
Window	Menu access for activating a particular window when performing multiple tasks.
Help	Peachtree help files, license agreement, and software version.

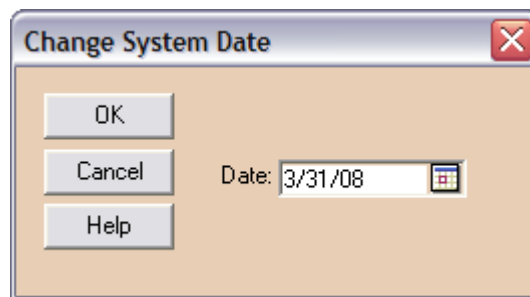
The following explains icons on the icon bar.

TOOLBAR	
Name	Description
Hide	Toggle button for hiding or displaying navigation centers.
Refresh	Recalculates account balances displayed on a center.
Print	Prints information appearing on the Business Status center, thus available only when this center is active.
System Date	Sets the default transaction and reporting date. Click the icon to change the date.

TOOLBAR	
Period	Displays the company's current accounting period. Click the icon to close the accounting period.
This is the default page	Is present only if the active center is also the default center that appears when opening the company data file.
Make this the default page	Is present only if the active center can become the default center.
Customize this page	Appears only on the Business Status center and is used to customize data displayed on that center.

Setting the System Date

You will make fewer mistakes if you set the system date to match the timeframe listed on workshop transactions. To set this date, click this  System Date: icon to open the window illustrated next. You then type in a date or use the calendar icon to select a date. Click OK to store the change.



(Note: Always pay attention to the system date because it determines account balances that display on a center and the default date used by transaction windows and reports. You will need to set this date each time you open the software.)

Customizing Company Names

You must customize each company's name so that reports and other output will be identified as yours. To customize a name, click **Maintain** on the main menu and select **Company Information** to open the window illustrated next. You then type your name or initials at the end of the Company Name and click **OK** to store the changes.

The screenshot shows the 'Maintain Company Information' dialog box. The 'Company Name' field is highlighted with a callout box that says 'Add name or initials to end of company name'. The 'Company Name' field contains the text 'The Paint Place'. Other fields include 'Address', 'City, ST Zip', 'Country', 'Telephone', 'Web Site', 'Fax', 'E-mail', 'State Employer ID', 'Fed Employer ID', 'State Unemployment ID', 'Form of Business' (set to 'Sole Proprietorship'), and 'Directory'. At the bottom, there are dropdown menus for 'Posting Method' (Real-time), 'Direct Deposit' (Inactive), and 'Peachtree Payroll Service' (Inactive), along with 'Accounting Method' (Accrual).

Peachtree Keyboard Shortcuts

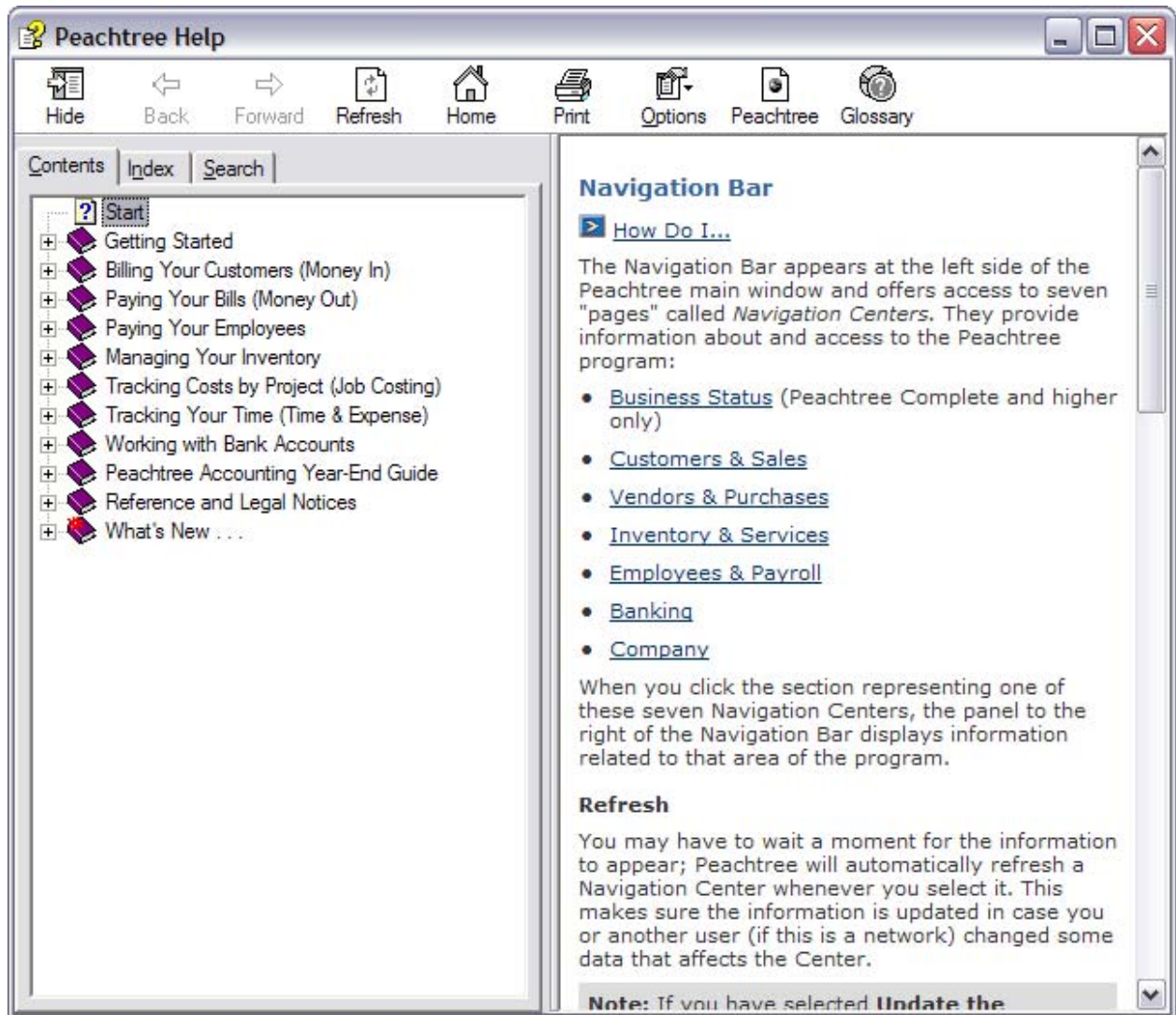
Keyboard shortcuts are methods of executing software commands without selecting commands from a menu. You may already be familiar with keyboard shortcuts by using other software applications. Peachtree will often list the keyboard shortcut for a command alongside its menu command. For instance, if you click **Edit** on the main menu, you will find that the **Copy** command lists **Ctrl + C** as the keyboard shortcut for copying. To execute this shortcut, highlight the text to be copied, press and hold the Ctrl key on your keyboard, and then press the letter "C".

The following table lists frequently used keyboard shortcuts.

Editing Commands	Keyboard Action	Activity Commands	Keyboard Action
Cut highlighted text	Ctrl + X	Open help files for the active window	F1
Copy highlighted text	Ctrl + C	Find a transaction	Ctrl + F
Paste copied text	Ctrl + V	Open a company	Ctrl + O
Undo editing	Ctrl + Z	Backup a company	Ctrl + B
Delete character to right of cursor	Del	Restore a company	Ctrl + R
Delete character to left of cursor	Backspace	Open the list of open windows	F10
Delete a transaction	Ctrl + E	Open dropdown list for an item	Ctrl + L
Save a transaction	F5	Show list	Ctrl + S
Spell check	F7	Print	Ctrl + P
Move to next field	Tab		
Move to previous field	Shift + Tab		
Move to beginning of field	Home		
Move to end of field	End		
Move up or down a line	Up arrow or down arrow		

Using Peachtree Help

Help on using Peachtree is only one click away. To open the help window illustrated next, press **F1** on the keyboard or select **Help** on the main menu and click **Peachtree Accounting Help**.

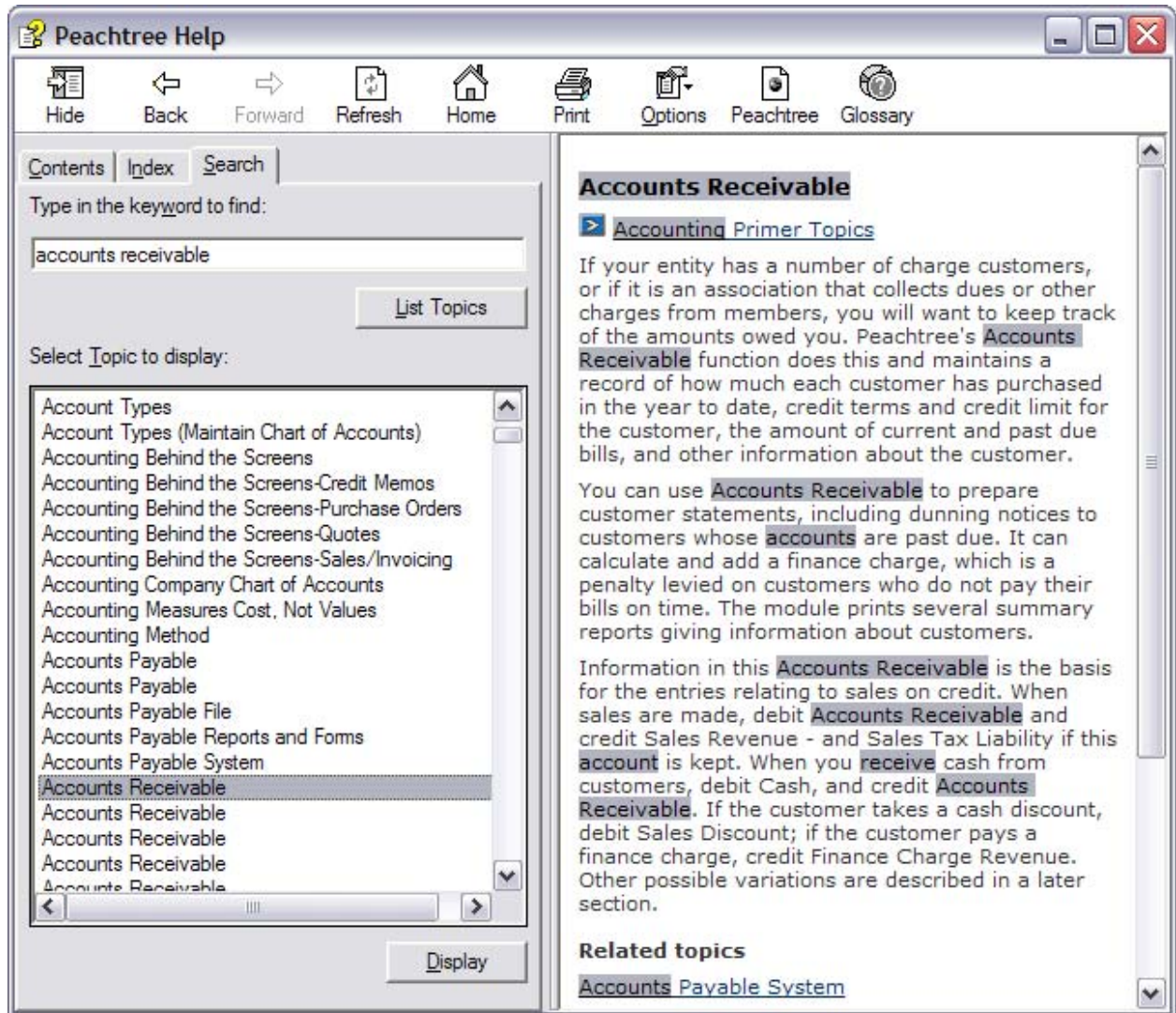


The **Contents** tab provides general help by topic. Unless you want to start with a general overview on a topic, this method of targeting specific help can be very time consuming.

The **Index** tab functions similar to the index for a book. If you click this tab and type "c" in the keyword search box then topics beginning with this letter will be displayed beneath the search box. You can then open a particular topic by double clicking it.

If you click the **Search** tab then you can search for a term or series of terms appearing in any topic. If you typed **accounts receivable** in the search box for this tab and then clicked **List Topics**, Peachtree would display results to the left that contained these terms.

If you then scrolled down the topic list and double clicked the first topic named Accounts Receivable, contents for this topic will display to the right with search terms highlighted as illustrated next.



You can also click the Peachtree icon at the top of the help window to access online help at Peachtree's website. When using online help for the first time, you will need to create a Passport account. Peachtree provides on-screen prompts for creating this account.

Clicking **X** will close the help window.