



Schenck
Business Solutions

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Peachtree by Sage News & Views

4th Quarter 2007

Users Group Sessions

Don't miss the upcoming Peachtree Users Group meetings!

Wednesday, December 5, 2007
at Schenck's Fond du Lac office located at 373 N. Pioneer Road
8:00 a.m. – 10:00 a.m.

Thursday, December 13, 2007
at Schenck's Green Bay office located at 2200 Riverside Drive
8:30 a.m. – 10:30 a.m.

The topics discussed will include year end payroll processing. Bring your specific questions and challenges for the group's input. Space is limited, so please register early by calling 920-455-4239, or e-mail kim.smurawa@schencksolutions.com. You may also register online at schencksolutions.com. There is no cost to attend, so bring a co-worker or business associate with you! Please contact your support specialist with any questions regarding the user group. Their names and telephone numbers are listed on page 2 of this newsletter.

Peachtree by Sage News & Views is published four times a year and is available to clients and friends of Schenck Business Solutions at no charge. For name and address corrections, or to receive the newsletter electronically, please call Kim Smurawa at 800-676-0829, or email kim.smurawa@schencksolutions.com.

All dates for events are subject to change; please call for confirmation.

2008 Payroll Tax Update Service

Before you can process year end 2007 tax filings and process payroll in January 2008, you must purchase or renew your annual subscription with Peachtree. Your one-year subscription to the 2008 Payroll Tax Update Service provides you with the initial tax service in December in time for year-end payroll closing. In addition, any time there is a federal or state change enacted, you will receive the updated changes for your Peachtree accounting program. You will also receive quarterly updates to the formats of the various tax-reporting forms supported in your Peachtree software (i.e. 941 Form, UC101 Form, W-2's, 1099's, etc.).

You must register your tax service with Peachtree and enter that registration number in Peachtree by going to Help | Tax Service Registration (see Figure A) before the tax tables will be activated.

Print-N-Sign Tax Forms. Peachtree now compiles the payroll data for your 940, 941/941 Schedule B, 943, 945, W-2 and W-3 forms and carries your data directly into your federal and state filings so you can print signature-ready tax filings on blank paper. Just review it, print it, sign it and mail it. No more aligning

W2's! It also includes over 180 state forms for all 50 states.

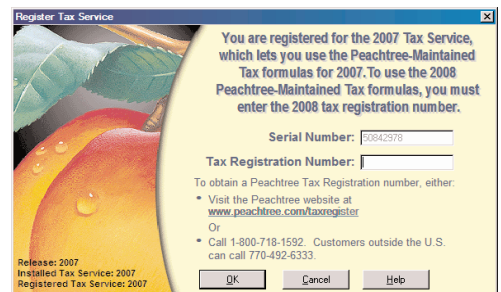


Figure A: Register your tax service with Peachtree to activate the new tax tables.

Schenck Business Solutions does not provide this payroll tax service update—it must be purchased directly from Peachtree. When you order you will have the choice for how the tax tables are delivered:

Online-Only delivery option: Receive tax updates online through the Peachtree Accounting program. It's fast, easy and less expensive. No more waiting for a CD to arrive in order to install.

CD-ROM delivery option: Receive and install tax updates via CD-ROM. Additional shipping charges may apply.

Call and order early to take advantage of special pricing being offered by Peachtree for a limited time.

The 2008 Peachtree Payroll Tax Update

Continued on page 2...

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Payroll Tax Update Service

Continued from page 1...

Service is available only for Peachtree versions 2006, 2007 and 2008. If you have an earlier version, you must upgrade to the latest version in order to take advantage of this service. Please contact your Peachtree Support Specialist with assistance in upgrading your software version.

To order the 2008 Peachtree Payroll Tax Update Service, call Peachtree sales at 800-336-1420, or order online at peachtree.com.

W-2 Form Changes for Peachtree Users

If you order your own W-2 and W-3 forms, please be aware that the forms you need to purchase have changed. With the new Print-N-Sign capabilities, the Federal, State and Employer copies of the W-2 and the W-3 can be printed and submitted on stock blank paper. Employees' copies of Form W-2 (Copies B, C, and 2) have to be printed on IRS approved perforated paper, with individual filing instructions pre-printed on the back. The paper is perforated vertically and horizontally printing 4 copies of an employee's W-2 on one sheet, making this the only form that needs to be purchased. Please contact your Peachtree Support Specialist at Schenck for questions regarding which forms you should order.

Your Peachtree Support Team

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Peachtree Tip

Rather than filter a report by a range of data, such as all customers from A through H, you may want to select specific, non-contiguous items. In Peachtree 2007 and earlier, select the report and click preview or print. Set the filter type to Equal to and click the Lookup button in the ID field. While holding down the CTRL button, click the individual items within the Lookup List to select them, and click OK. In Peachtree 2008 you can do this by selecting Options for a specific report. Select a filter such as Client ID, Job ID, or General Ledger ID. Select One or more as the filter option, and then check off specific items from the list.

Peachtree FAQs

Q: How can I get the G/L account name to display for each line item entry?

A: Select Options | Global and select the General tab. Select 2 line as the option for Line Item Entry Display.

Q: When printing transaction reports, the detail is cut off. How can I include the full line item description?

A: Select the report and click on Preview or Print, and uncheck the box marked "Truncate Long Description" within the filter tab. In Peachtree 2008, uncheck the box marked "Shorten Description."

Q: Is there a way to hide the "Clear" and "Unclear" checkboxes that pop up in the Account Reconciliation window?

A: Yes. Right click on any transaction in the window and uncheck Quick Action Buttons.

Q: How can I tell if I have the latest Online Tax Update installed?

A: To verify the installed tax version, select Help | About Peachtree Accounting. If you have registered and installed the tax service, the installed tax version will be displayed. To check for a newer update, select Services | Check for Updates.

Schenck Business Solutions provides a full range of services including accounting, tax, payroll, information technology, business consulting, retirement planning, investment and human resource solutions for today's business, government and personal challenges. To learn more about our full line of solutions and how we can help, visit us online at schencksolutions.com, or call 800-236-2246.