



Schenck
SC

CPAs AND SO MUCH MORE.

Peachtree by Sage News & Views

4th Quarter 2009

Users Group Session

Don't miss the upcoming
Peachtree Users Group meetings!

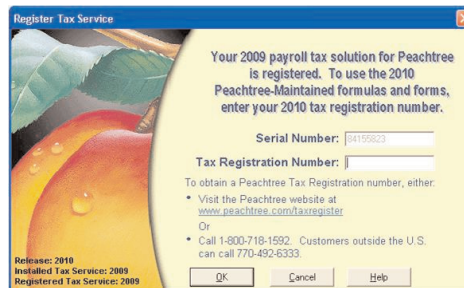
Wednesday, December 2, 2009
at Schenck's Fond du Lac office
located at 373 N. Pioneer Road
from 8:00 a.m. – 10:00 a.m.

Thursday, December 10, 2009 at
Schenck's Green Bay office
located at 2200 Riverside Drive
from 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@schencksc.com. You may also register online at schencksc.com/events. 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.

2010 Peachtree by Sage Simple Payroll Tax Service

Before you can process year end 2009 tax filings and process payroll in January 2010, you must purchase or renew your annual subscription with Peachtree. Your one-year subscription to the 2010 Peachtree Simple Payroll Tax Service provides you with the initial tax service in December in time for your first 2010 payroll and 2009 year-end payroll processing. 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, UCT101 Form, W-2's, 1099's, etc.).



Remember, you must register your tax service with Peachtree and enter that registration number in Peachtree by going to Help | Tax Service Registration before the tax tables will be activated.

Print-N-Sign Tax Forms. Peachtree 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 W-2's! It also includes over 180 state forms for all 50 states.

Schenck 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 inexpensive. 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 apply.

The 2010 Peachtree Simple Payroll Tax Service is available only for Peachtree versions 2008, 2009 and 2010. If you have an earlier version, you must upgrade to the latest version. Please

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Peachtree by Sage News & Views is published four times a year and is available to clients and friends of Schenck SC 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@schencksc.com.

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

schencksc.com 800-236-2246



Attention Peachtree Version 2007 Users

If you are currently using Peachtree Version 2007 or prior, we strongly recommend that you upgrade your software soon to the newest release, Peachtree 2010. Peachtree has informed us that they will no longer be supporting Version 2007 or prior after this year and will not release payroll tax table updates for the year 2010 for Version 2007 or prior.

All software manufacturers upgrade and update their products periodically. Typically, the software vendor will discontinue support of old versions about three years after a new version is released. It is your choice whether to upgrade your software. Schenck will generally not provide support for a software package after support has been discontinued by the software vendor. We may be able to assist you with discontinued and unsupported software; however, our experience has shown that this type of assistance can become cost-prohibitive, due to the extended time taken to resolve issues without the assistance of the software manufacturer.

To check the version of your Peachtree software, go to **Help | About Peachtree Accounting**. Please contact your support specialist at Schenck soon for assistance with upgrading so that you are sure to have the upgrade completed by the end of the year.

Your Peachtree Support Team

Appleton • 800-236-2246

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2010 Payroll Tax Service

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contact your Peachtree Support Specialist for assistance with upgrading your software version.

To order the 2010 Peachtree Simple Payroll Tax Service, call Peachtree sales at 800-336-1420, or order online at peachtree.com.

Preparing Your Peachtree for Year-End

The end of the year is quickly approaching and now is the time to prepare for the hustle and bustle. Peachtree holds 24 periods of data open. If you are in or near period 22, now is the time to close fiscal and payroll years if needed. For example, if December 2009 is your period 24, you will need to close the year of 2008 (periods 1 – 12). The same holds true with the payroll year. **Be sure all 2008 year-end journal entries that were provided by your accountant are posted and make two back-ups of your data before closing. Store one back-up on-site and one off-site. Label these back-ups “Before Closing 2008” and keep them in a safe place.** To check which fiscal and payroll years are open, go to **Tasks | System | Change Accounting Period**.

Now is also a good time to verify and review all employee names, addresses and social security numbers for accuracy before processing your W-2's at year-end. Insert a note in your employees' paychecks asking them to verify their information. Your third quarter payroll reports also provide a good opportunity to check your numbers for accuracy. Add up each line on the first three quarters' 941 reports, and verify that they match the Peachtree Yearly Earnings Report.

If you need assistance with closing years, backing up data or any other procedures, please contact your Peachtree support specialist.

Schenck SC 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 schencksc.com, or call 800-236-2246.