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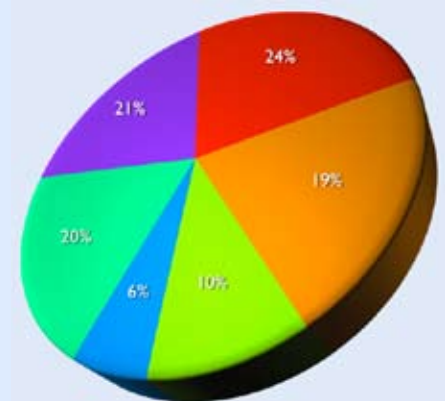
Q. How can I print customer address labels that include the customer contact name?

A. You can add the customer contact name to existing label forms. Right-click on a label form and select **Customize**.

Last Month's Reader Poll Results:

What measures have you taken to reduce your fuel costs?

- **Telecommuting – 24%**
- **Bought a hybrid or alternative fuel vehicle – 19%**
- **Carpooling – 10%**
- **Using mass transit – 6%**
- **Changed air filter, filled tires, and car maintenance – 20%**
- **Haven't made any changes – 21%**



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Getting Started With Peachtree Forms Design

Peachtree comes with a long list of standard forms that will get the job done, but it's important that they be customized to reflect the image of your business and provide your customers with the right amount of detail. These forms can be customized in many ways using the **Forms Design** window. Changing the fonts used, moving objects, resizing objects, and deleting sections of the forms are examples of basic changes that can be made to create a customized form.

Forms Design Window

To access this window, select a form on the **Select a Report or Form** window and click the **Customize** button. The selected form opens in the **Forms Design** window. On this window, you can make changes to the form and save your changes.

Forms Design Toolbars

The Forms Design window displays a variety of toolbars arranged around the perimeter of the window.

Main Toolbar

The Main Toolbar appears by default at the top of the Forms Design window. Each button is described below:



- **Close:** Closes the current window.
- **Save:** Opens the Save As window, on which you can enter a name for the report to save it for later use. A saved report will appear in the Select a Report or Form window as a customized report.
- **Options:** Shows available options for the selected form, including controls for viewing and printing. Go here to set the default number of copies a form will print.
- **Print:** Opens a drop-down menu from which you can print or preview the form, or set up certain printing options, such as a Landscape or Portrait orientation.
- **Undo:** Click this button to undo the last action that you took.

- **Help:** Displays topics related to the current window.

Object Toolbar

The Object Toolbar appears by default on the left side of the Forms Design window. The buttons on the Object Toolbar can be used to modify, add, and delete objects on the form.

- **Select:** Changes to the arrow mouse pointer,



allowing you to click an object to select it, or right-click an object to select from a list of options. You can also click and drag to select multiple objects.

- **Add:** Opens a secondary window from which you can select the following options
 - **Logo or image:** Select this option to add a company logo or other image to the form
 - **Data from Peachtree:** Use this to add Peachtree data to the form. This data may change each time the form is printed.
 - **Text:** Use this for text that remains the same every time the form is printed, such as field labels or company notes.
 - **Shape:** allows you to add various shapes to your form (e.g. rectangle, ellipse, etc.)
 - **Line:** Adds a new line to the form. Click and drag to create a new line.
 - **Column to Table:** You can use this option to add a new column to an existing table or group object.
 - **Other object:** allows you to add OLE objects or command objects

- **Delete:** Click this button to delete a selected object.

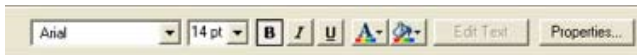
- **Line up:** Select this button to line up or align selected objects on the form.

- **Resize:** Click this button to resize selected objects on the form.

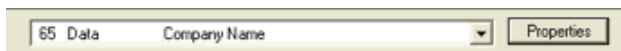
Feature Article

Cursor Position Toolbar

The Cursor Position Toolbar displays the current X and Y position of the mouse pointer on the form, which can help in manually aligning objects. The X position shows the distance the mouse pointer is from the left edge of the page. The Y position shows the distance the mouse pointer is from the top of the page.

Formatting Toolbar

The buttons on the Formatting Toolbar can be used to change the font and color of objects. You can also use the Properties button to open the Properties dialog for the selected object.

Properties Toolbar

The Properties Toolbar displays the properties of the selected object. You can use the drop-down list to select a different object on the form.

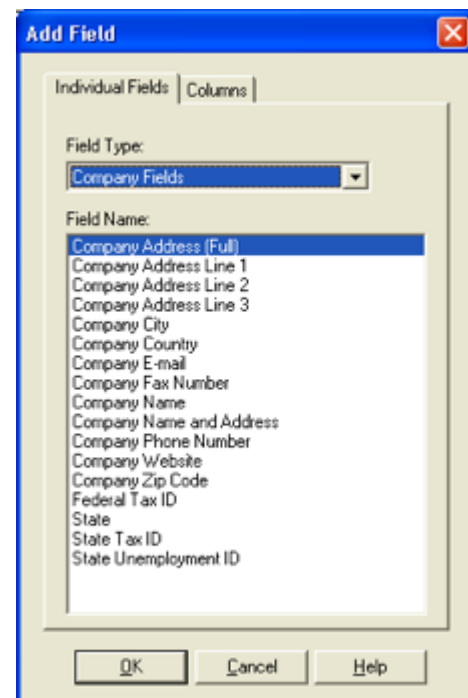
Adding a Text Field

A Text field is static text that appears on the form and is the same no matter what other information appears on the form. To add a Text field:

1. Place your cursor on the form at the point where you want the text to appear.
2. Click the **Add** button on the Main Toolbar and select **Text**.
3. On the **Add Text** Confirmation window, select Add text field. Click **OK**.
4. Type in the text for the new field. To change the font of the text, you can use the Formatting Toolbar at the top of the window.

Adding a Data Object

Peachtree Data Objects are objects that will access Peachtree data before printing the form. For instance, the Customer Name Data Object will access and print the customer's name at this point in the form. The information printed will vary, depending on the field. To add a Data object:



1. Place your cursor on the form at the point where you want the text to appear.
2. Click the **Add** button on the Object Toolbar. Then, select **Data from Peachtree**.
3. On the **Add Data** Confirmation window, select **Add data from Peachtree**. Click **OK**.
4. On the Add Field window, select which data you want to put on the form. Click **OK**.

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Featured Article

Individual Fields and **Columns** are data fields. These fields populate the form with data from the Peachtree database. They are different than text fields, which populate the form with the text that was entered in the forms design window.

Individual Fields are data fields that only have one possible value on each form. Examples of individual fields on an invoice are the invoice number, invoice date, and customer name. An invoice can have only one invoice number, one invoice date, and one customer name.



Columns are data fields that appear in a column (or list) on a form. Examples of column fields on an invoice are quantity, item description, and unit price. You can sell multiple items on one invoice so these fields can appear multiple times on the invoice.

Adding a Logo or Image

You can easily add a **logo** or **image** to a form. To do so, simply select Add, then Logo or image from the Object toolbar on the left. After that, find the logo you want to add and select it. You can then move it and resize it as you want.

For more specific help on any of these forms design topics, open Peachtree Help and type Forms Design into the index.

How To Use LinkedIn® To Help You Do Business

[LinkedIn](#) is more than a contest to see who can gather the most connections. When used to its fullest, it's a good tool for growing and running your business.



Connections are important and building them should be a priority. The more varied and robust your list, the more value you get from your connections. However, to get the most out of your network, try using some of these other features from LinkedIn.

- **Can you recommend someone for this job?** This is a great resource when you have an open position at your company. In addition to the other channels you use for recruiting, send a description of the position out to your LinkedIn connections entitled, "Can you recommend someone for this job?" You may be surprised by the response you get and the quality of the candidates. After all, these are from people you know and trust.
- **Introductions.** Looking for a contact at a particular business and just can't get your foot in the door? Check your list of connections. Perhaps there's someone who has a contact at that business and can make an introduction for you through LinkedIn.
- **Answers.** If you find that you need more information before tackling a new project, post a question here. You'll find lots of people willing to share their expertise. From marketing to patents to technology, the questions are many and varied, as are the answers. It's like having your own round-the-clock business consultant.
- **Groups.** Browse the long list of groups and connect with people who share your interests. There are alumni groups, corporate and professional groups, and conference and networking groups. You can even start a group of your own – perfect for networking and development.

These are just a few of the features that LinkedIn offers. Choose one and give it a try. It's easy to get started and can be a cost effective resource for your business.

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Peachtree Tip of the Month

Understanding Error Messages, Part 1

Have you encountered the following message and been baffled as to the cause:



There are a few scenarios that can cause this message to appear, and knowing them may keep you from encountering it in the future.

The most probable cause of this message is that Peachtree did not shut down normally and the database engine kept running. In this case, you can manually shut down the database engine and then open Peachtree normally. Please refer to [Knowledgebase Article 7166](#) for more information.

There are a couple of other scenarios that can cause this message to be displayed, and they have to do with the way Peachtree secures files in a multi-user (networked) environment. For instance, if one user has the Maintain Company window open when another user tries to log in, the second user will get the message. Similarly, if a user is in the process of running the Payroll Settings Wizard (new in Peachtree 2009) – particularly the Enter Company Information page – other users will get the message when attempting to open the company. For these scenarios, trying again once or twice will usually get the second user into the company.

In rarer cases, we have also seen where data corruption is the culprit and restoring the last known good backup can resolve it. This is another good reason to make sure you back up your data on a regular basis!

Tips for Managing Your Small Business during an Economic Downturn

- 1. Understanding the tax benefits from the 2008 Economic Stimulus Package.** Learn about how to improve the bottom line of your small business by taking advantage of tax benefits. A fact sheet describing ways to reduce your tax bill, including a tool to calculate depreciation can be found at <http://www.sba.gov/stimulus>.
- 2. Maintain marketing efforts.** Historically, many businesses reduce advertising and promotional expenditure rather than slash fixed costs during hard times. However, studies have shown that those who maintain or increase advertising outlays during slowdowns wind up outselling rivals who cut back.
- 3. Now is the time to be prudently aggressive in the marketplace.** Actively seek out new business, and perhaps add a salesperson or two or an extra service to give you an edge over competition.
- 4. Utilize social media.** During a downturn, you will likely have to reach out to a greater number of prospects in order to obtain a satisfactory level of sales. A low-cost way to do this is to utilize social media such as blogs, Facebook, Twitter, and LinkedIn. These tools enable you to connect with potential customers or suppliers for new business opportunities and with others in your industry for insight, networking and support.

For more tips, check out, [Surviving in an Economic Downturn](#) from smallbusinessnotes.com.

If you'd like to share your thoughts and ideas on this topic, read the blog, [What keeps you up at night?](#) on our new community site.

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Frequently Asked Questions



Q: How can I print customer address labels that include the customer contact name?

A: You can add the customer contact name to existing label forms. Right-click on a label form and select **Customize**. Select **Add; Data from Peachtree**, and add "Customer Contact Name" from the *Customer Contact Fields* list. Position the contact field appropriately and repeat for the remainder of the labels. To make it easy on you, we created a [3x10 label form that you can download](#) and use. Save this form into your *Company\Forms* folder. If you already have form of the same name, rename this file. This form will then appear as the custom form, "Customer Labels 3x10 w/contact" in your forms list.

Q: Is there a way to change the currency symbol on checks from the U.S. dollar to another sign?

A: Yes, you can change the currency symbol on forms from within Peachtree Forms Designer. Take a look at [Knowledgebase article 21023](#) for detailed instructions.

Q: How can I get a detailed purchase and sales history for specific inventory items?

A: Try printing the Item Costing Report found in the Inventory report group. Click the **Options** button for this report to report on a range or specific inventory items.

Q: How do you charge the customer a fee for restocking a returned item?

A: This is a question that was recently posted in the Peachtree Community. [Read the answers](#) provided by Peachtree Certified Consultants.

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Data conversion represents the biggest unknown for any software implementation. During this 60-minute presentation, Sage Software product experts explain how your customer lists, vendor lists, general ledger accounts and balances, and even histories can be converted completely and accurately.



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- July 29, 2008 10am PT / 1pm ET
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