



Peachtree

by Sage

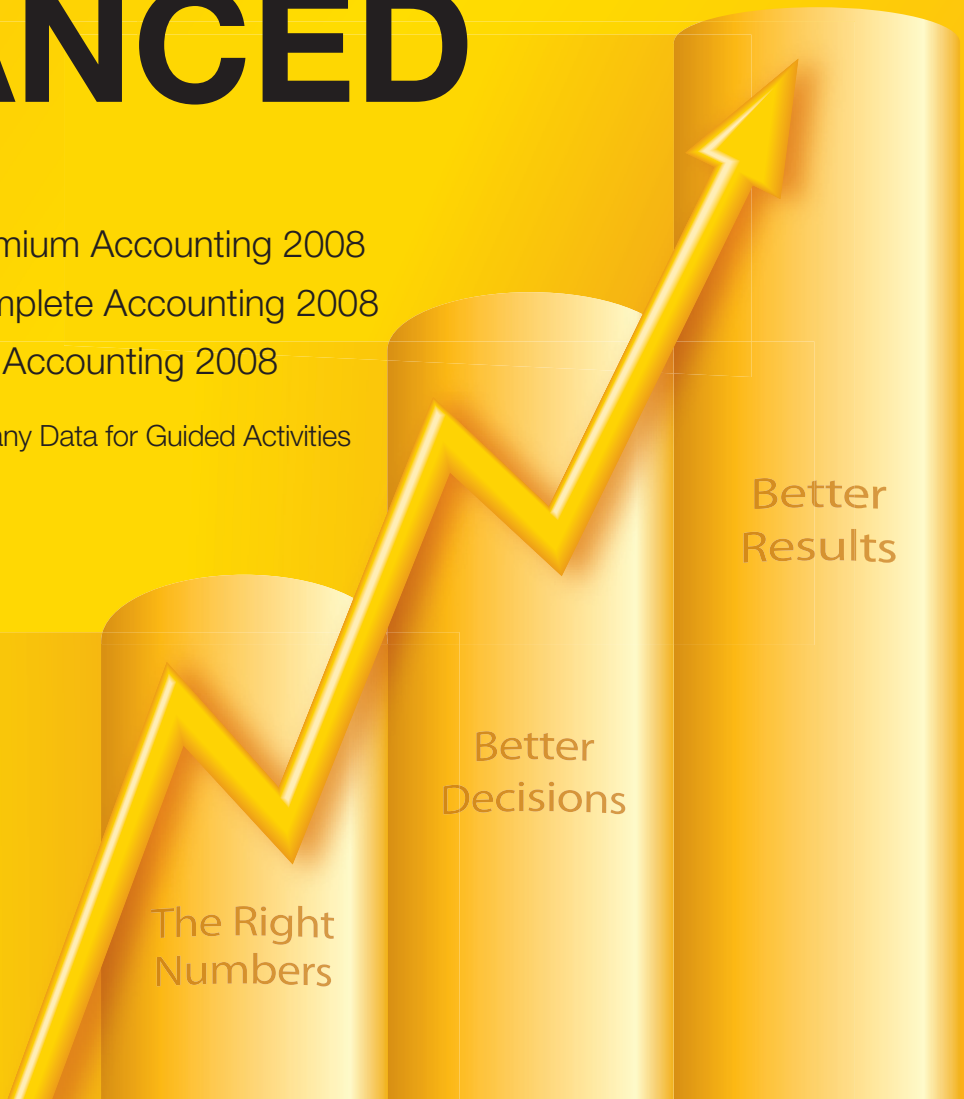
2008 SELF-STUDY GUIDE

ADVANCED

For use with:

- Peachtree by Sage Premium Accounting 2008
- Peachtree by Sage Complete Accounting 2008
- Peachtree by Sage Pro Accounting 2008

Includes CD with Sample Company Data for Guided Activities



PEACHTREE BY SAGE 2008 ADVANCED SELF-STUDY GUIDE

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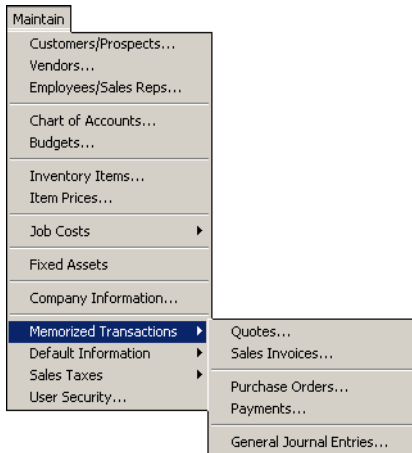
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MEMORIZED TRANSACTIONS



Using the memorized transactions feature, you can enter common transactions for later use. You can also save an existing transaction as a memorized transaction.

Each memorized transaction contains information that is used to create a new transaction. Using memorized transactions can save time in repetitive data entry tasks. You can memorize quotes, sales invoices, purchase orders, payments, and general journal entries.

For example, you may place an office supply order as needed throughout the month. You can memorize the common office supplies ordered using a memorized purchase order. When you need to place an order, you can use the memorized purchase order, remove any items that do not need to be ordered, add any additional items that need to be ordered, and enter the quantities to order.

Creating Memorized Transactions

There are two ways to create memorized transactions. The first is to enter the memorized transaction manually. The second is to save a posted transaction as a memorized transaction.

ENTERING MEMORIZED TRANSACTIONS

You can enter a memorized transaction for later use by selecting an option from the **Maintain, Memorized Transactions** submenu. Use these steps to enter a new memorized transaction:

- From the **Maintain** menu, select **Memorized Transactions**; then select the type of transaction desired.
- Enter a **Transaction ID** and **Description** that identifies the transaction.
- Enter the transaction information in the fields. All fields are optional and can be changed at any time.
- When finished, select **Save** to record the memorized transaction for later use.

SAVING MEMORIZED TRANSACTIONS

You can save a posted transaction as a memorized transaction by clicking the drop-down arrow next to the Save button on the transaction toolbar, then selecting Memorize. Use these steps to save a posted transaction as a memorized transaction:

- From the transaction window, select **List** to display a list of transactions.
- On the list window, double-click the transaction you want to memorize. The transaction displays in the transaction window.
- Click the drop-down arrow to the right of the Save button and select Memorize. The transaction is copied into the **Maintain Memorized Transaction** window.
- Enter a **Transaction ID** and **Description** that identifies the transaction.
- Edit the transaction information in the fields. All fields are optional and can be changed at any time.
- When finished, select **Save** to record the memorized transaction for later use.

Creating New Transactions

You can create new transactions from memorized transactions in two ways. The first is to use the transaction from the **Maintain Memorized Transactions** window. The second is to select from a list of memorized transactions while using a task window.

USING MEMORIZED TRANSACTIONS

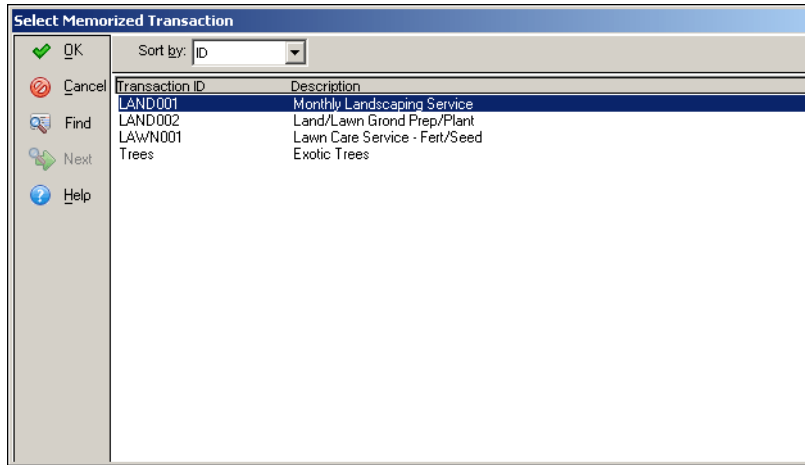
Memorized transactions can be used at any time to create new transactions. Follow these steps to use a memorized transaction:

- From the **Maintain** menu, select **Memorized Transactions**; then select the type of transaction desired.
- Enter or select the **Transaction ID** you want to use.
- Select the **Select** button.
- Peachtree displays the transaction in the corresponding task window. Make any changes needed to the transaction, and post it. Changes made to the transaction will not affect the memorized transaction.

SELECTING MEMORIZED TRANSACTIONS

You can select from a list of memorized transactions while using a task window. Follow these steps to select a memorized transaction:

- From the appropriate Task window, click the drop-down arrow to the right of the **List** button.
- Then click **Select**.
- Double-click the memorized transaction you want to use.



- Peachtree displays the transaction in its corresponding task window. Make any changes needed to the transaction, and post it. Changes made to the transaction will not affect the memorized transaction.



ACTIVITY 49 - ENTERING A MEMORIZED TRANSACTION

Office supplies are ordered as needed. A memorized purchase order will be entered that includes common items. Follow these steps to enter a memorized transaction:

- 1 Select **Maintain, Memorized Transactions, Purchase Orders**.
- 2 Enter a **Transaction ID** of Office and a **Description** of Office Supply Order.
- 3 Select the magnifying glass to display the **Vendor ID** lookup list, and select the **New** button on the toolbar at the bottom of the list.
- 4 Enter the following information on the **Maintain Vendors** window:

Vendor ID	01office
Name	Office Warehouse
Address	112 10th St. Atlanta, GA 30293
Expense Acct	71000
Telephone 1	404-555-7986

- 5 Click **Save** to record the information; then click **Close**.
- 6 Enter 01office for the **Vendor ID**.
- 7 Enter the following information. The **Quantity**, **Item**, **Amount**, and **Job** fields will remain blank:

Description	GL Account	Unit Price
Black ball point pens (box of 12)	71000	9.85
Printer ink cartridge model number H2939	71000	23.45
Legal Pads (10 pack)	71000	7.30
Colored Dry Erase Markers	71000	12.10

- 8 Click **Save**, then **Close**.


ACTIVITY
ACTIVITY 50 - USING A MEMORIZED TRANSACTION

The memorized purchase order for office supplies will be used to place an order. Follow these steps to use a memorized transaction:

- 1 Select **Tasks, Purchase Orders**.
- 2 Click the drop-down arrow to the right of the **List** button. Click **Select**.
- 3 Highlight the Office transaction, and click **OK**.
- 4 Enter a **Date** of 02/28/07.
- 5 The order was phoned in to Office Warehouse. Enter a **PO #** of 1003.
- 6 Enter the following quantities:

Quantity	Description
2.00	Black ball point pens (box of 12)
1.00	Printer ink cartridge model number H2939
	Legal Pads (10 pack)
1.00	Colored Dry Erase Markers

- 7 Highlight the Legal Pads line, and select **Row, Remove** from the toolbar.
- 8 Click **Save**, then **Close**.