

NEW! Peachtree® Accounting 2004

Peachtree Accounting is the easy-to-use accounting solution packed with everything a small business needs to manage their business as well as business analysis tools to grow their business. It has all the accounting features you need such as: General Ledger, Accounts Payable, Accounts Receivable, Inventory, Payroll¹, Job and Project Tracking, Account Reconciliation, Business Reporting, Invoicing, and Check Writing. Peachtree Accounting also has business analysis tools with the Manager Series, which includes the Financial Manager, the Collection Manager, the Payment Manager and the Cash Manager. With all of the accounting basics and these advanced analysis tools, Peachtree Accounting helps you get the insight behind your numbers.

Fast, Easy Startup

- **NEW!** The **Preparation Checklist** is designed to assist you in making the decisions and assembling the information needed to setup a new business in Peachtree. The checklist covers six setup task areas corresponding to the pages in the Peachtree Setup Guide.
- **IMPROVED!** The **Navigation Aids** are a great way to learn how Peachtree works and how the data flows. And the newest Navigation Aid—the **Setup Guide**—provides you with a graphical view of all the steps needed to setup your new company in Peachtree. Walk through the process of setting up your company information, record data (such as employee, vendor and customer records), and beginning balances, then check each task off your list and track your progress towards completing your accounting setup.
- The updated **QuickBooks conversion** (2000, 2001, 2002) and the **One Write Plus conversion** (version 8) make it easier to move your data to Peachtree.
- The **New Company Setup Wizard** will have your company set-up in minutes! There are also 75 sample companies to choose from in setting up your chart of accounts.
- The **Guided Tour** provides you with a walk-through of setting up your customers, employees and vendors, running financial statements, reports and forms, setting up beginning balances and navigating through Peachtree Accounting.
- Get your hands on helpful tips when you need them most with the **"What's This?" Help** tool.

All the Accounting You Need

Sales and Receivables

- **NEW! Spell check** on description fields!
- **NEW!** Get paid faster with **E-mail² Forms!**
- The Credit Memo screen and ability to void invoices make it easy to record and process returns
- Sales Orders have a 'Ship By' date field for better order management
- Set up Sales Tax calculations for unique requirements per state (i.e. adjust rate after certain dollar amount)
- Automatically check credit limits and calculate early payment discounts for customers Forms printing easy. Choose the form type, number of copies and printer selection---all from one screen!
- Print Invoices with freight charges and backorder information
- Ship and track partial quantities against a sales order

- Analyze cash flow and collection aging with the Manager Series
- Track cash or credit card payments and print deposit slips
- Track and print quotes/, sales orders, back orders, pick lists, invoices and packing slips
- Calculate, track and report multi-level sales taxes
- Calculate finance charges and print Invoice-specific notes on Customer Statements
- Store multiple “Ship-to” addresses
- Indicate drop shipments
- Optionally add freight charges and assign a sales representative to any invoice
- Set-up memorized and recurring transactions for Sales Invoices and Quotes
- Establish global or individualized payment terms for customers
- Invoice templates let you customize how you want to enter data
- Create bank deposit tickets by printing your recorded receipts on a new Deposit Ticket form
- Print Sales Receipts to provide proof of payment to your customers
- Online Credit Card Authorization Service^{3,4} – Extend more payment options to your customers and easily authorize and process credit card payments online with the optional Peachtree Credit Card Service.

Purchasing and Payments

- **NEW! Spell check** on description fields!
- The Vendor Credit Memo screen makes it easy to record and process returns.
- Forms printing is easy. Choose the form type, # copies and printer selection---all from one screen!
- Select or unselect all payments from Select for Payment screen for faster processing.
- Track who you owe, how much and when it's due
- Analyze cash flow and payment aging with the Manager Series
- Select and print which bills to pay, singularly or in batches
- Set-up memorized and recurring transactions for Purchase Orders and Payments
- Calculate early payment discounts
- Prioritize bills by due date, discounts and more
- Receive and track partial shipments against a Purchase Order
- Maintain Purchase Order closing and history
- Receive and record inventory prior to receiving vendor bill
- Record refund checks and keep track of return authorization numbers from vendors
- Enter one-time payments without adding a vendor
- Print 1099s
- Use the Purchases by Vendor Report to save time in reconciling vendor statements and evaluate the best vendors for your business

Inventory

- **NEW! Spell check** on description fields!
- Use the UPC/SKU inventory field to store bar code information and automatically check for duplicates.
- Track item weight with new inventory field.
- You can calculate Quantity Available including items ordered on Purchase Orders and Sales Orders for more detailed inventory counts during order entry
- Record a BUYER for each item with new BUYER ID field on inventory items
- Tracks what's on hand, on backorder, on order and more
- Supports Average, LIFO or FIFO costing methods
- Allows you to enter a Sales and/or Purchase description for items
- Build and track assemblies with option to print all components on invoice
- Maintain five pricing levels for each item
- Maintain stock, non-stock, labor, service and description-only items
- Enter minimum and regular stocking quantities, tax status, and default vendor information
- Assign a location code plus five customized fields per item
- Track items sold subject to commission

Payroll¹

- **NEW! Globally Change Employee IDs.**
- **NEW! Direct Deposit^{3,4}** - Simplify payday for you and your employees. Allocate Direct Deposit amount by % or whole dollar!
- Track vacation and sick time
- Use the Payroll Setup Wizard to establish 401(k), sick and vacation deductions
- Distribute gross pay to employees using up to 20 pay levels
- Specify default for total hours worked and account for hourly, salaried, and tipped employees
- Calculate and deduct federal, state and local taxes, Social Security, and Medicare for employer and employees, cafeteria plans and tips
- Calculate payroll weekly, bi-weekly, semi-monthly, or monthly
- Print payroll checks singularly or in batches
- Enter manual after-the-fact checks
- Print W-2s, 940EZs, and 941s
- Track standard employee information—e-mail address, telephone, hire dates, last raise, termination—plus five custom fields per employee
- Tax Liability Report – Get all the information you need to show your payroll tax liability, all in one report

General Ledger

- **NEW! Globally Change Chart of Accounts IDs**
- **Streamlined Account Reconciliation with drill down on transactions!**
- Set-up memorized and recurring transactions for more efficient data entry
- Shorten General Ledger Reports with the removal of period subtotals
- Use flexible account IDs; allows for account masking up to 15 alphanumeric characters
- All the accounting math and double-entry is done for you automatically with Accounting Behind the Screens™
- Allows up to 13 periods in a fiscal calendar
- Maintain transaction details for up to two years
- Maintain and report on budgets
- Hide or show General Ledger account information by module for easier data entry. All the accounting math and double-entry is done for you automatically with Accounting Behind the Screens™
- Customize your Financial Reports
- Year-End Wizard steps you through the critical process of closing your payroll tax and fiscal years.

Backup

- The Peachtree Online Backup³ service allows you to schedule off-site, secure data backup, right from within Peachtree, at a time convenient for you (after-hours, nights, weekends, etc.)
- Use the Backup reminder so you never forget to backup again
- Back-up company data files and customized forms
- Save backup to hard disk, diskettes, or other data storage device

Customizable Invoices, Statements and Checks

- **NEW in Peachtree 2004 – you can now E-mail² Forms!**
- Improve your collection process and eliminate unnecessary customer billing inquiries by printing line item detail from invoices and payments received directly on Customer Statements. You can even print custom notes to further explain specific invoices.
- In-place editing and ability to insert objects of different types.
- Forms Design allows design flexibility including undo, rulers and a visual grid for better placement, marquee select, alignment and more. You can change fonts, add messages and print your logo on Forms and add, delete and rearrange text fields and columns. Also, you can design multiple customized invoices, statements and forms.
- Print on both plain paper and pre-printed forms. (Pre-printed forms available from Peachtree Checks & Forms)
- Preview before you print forms such as invoices, checks, labels and more

Get the Insight Behind Your Numbers!

Reports and Financial Statements

- **NEW! Non-contiguous Report Ranges.** Get the data you want the way you need it!
- Drill-down on Financial Statements to get the balance detail you need instantly!
- Shorten General Ledger Reports with the removal of period subtotals
- Check out the Daily Register Report in Peachtree Today. You can see all transaction types on any given day, and drill down to the details!
- Report customization is easy. With four preset report styles which can be set across reporting modules, you'll save time and your reports will look professional instantly.
- The Financial Report Wizard will help you customize your critical financial statements.
- Summarize your General Ledger Report by Journal Type and by Day to significantly shorten the report
- Easily copy customized reports across companies to save time
- Over 100 preset reports, financial statements – even mailing labels

Peachtree Today® – My Business page

- Stay on top of your business easily with the seven onscreen reports showing graphically how your business is doing. Customize your setting preferences to track your critical business information such as: Invoices and Purchases Overdue, Aged Payables and Receivables, Account Balances, Budget Variances, and Net Income.

Financial Manager

- Provides financial measures to gauge business performance
- Business Summary includes: Cost of Sales as % of Sales, Gross Profit as % of Sales, Net Income as % of Sales, Inventory Turnover, Days A/R Outstanding, Return on Total Assets as %, Return on Net Worth as %, Current Assets, Current Liabilities, and Current Ratio
- Key Balances include: Cash, Accounts Receivable, Inventory, Accounts Payable, Open Sales Orders, Open Purchase Orders, Income [current period & YTD], Cost of Sales [current period & YTD], Expense [current period & YTD] and Net Income [current period & YTD]

Export Your Report Data to Microsoft® Excel

- Copy your Peachtree Accounting report data into a new Microsoft Excel spreadsheet with one click! Hit the Excel toolbar button and copy report data from the Select a Report window or from the reports displayed in the Report window. Peachtree Accounting will open the Microsoft Excel program and insert the report data into a new worksheet for you, and will even keep most of your report's original format.

Crystal Reports® version 9 for Peachtree® 5

- Get even more insight into how your business is running! Crystal Reports® version 9 for Peachtree® offers virtually unlimited reporting for detailed analysis of your business. Now you can organize financial and statistical data from your Peachtree software into custom reports to help you make more informed business decisions. Create professional reports, complete with graphics, colors, and logos. Graphically display your results in over 80 types of charts. You can even integrate your reports into Microsoft Office products! With pre-defined and custom reports to sort, analyze and manage your data, Crystal Reports for Peachtree provides the analysis you need to make the most of your numbers. **Crystal 9 provides the ability to export reports to PDF format along with highlights and alerts to monitor business conditions as well as 12 sample reports.**

Action Items

You can use the Actions Items feature to:

- Set-up alerts so that you can track the events that are most important to your business
- See all the events that you have set up for a specific day using the Event Log

Business Management Tools

- **ACT! with ACT! Link for Peachtree⁵**
Peachtree Software has teamed with the makers of ACT! – the world’s best selling contact management solution – to create a powerful tool to help you maximize sales opportunities and strengthen business relationships, while saving time on customer database management. ACT! Link integrates with the Peachtree 2004 products, allowing customer and vendor data synchronization and the ability to view key customer financial data from within ACT!

Online Services and Resources

Direct Deposit^{3,4}

- Peachtree Direct Deposit service automatically deposits your employee's paychecks into the bank account(s) they specify. They can distribute their pay into up to 4 different accounts - even accounts at different financial institutions! Peachtree Direct Deposit is fully integrated with Peachtree 2004 and getting started is easy.

Peachtree Online Backup³

- No More Lost Data Worries! The Peachtree Online Backup Service allows you to protect your company data by storing a backup of your data securely offsite on a remote server. Gain the peace-of-mind you need knowing your data is always protected. Peachtree has partnered with Connected – the industry leader – to offer this subscription service.

Remote Access to Your Accounting Data³

- Have you or your employees ever needed to access your accounting data while away from the office or after hours? **Peachtree Web Accounting™** allows you to easily upload a copy of key Peachtree data from your office computer to a secure Web site, where you and any of the remote users you specify, can access it for printing reports and performing daily tasks. In addition, your online transactions are transferred seamlessly into your Peachtree 2004 software. Now you can have the freedom to work where and when you choose -- from home after hours, a job site, a

client's office or while traveling. And you can give your accountant access for free, eliminating the normal hassles associated with exchanging data.

Peachtree Credit Card Authorization Service^{3,4}

- With the Peachtree Credit Card Service you can accept, authorize and process credit card transactions online right from inside your Peachtree software. Once you've set up your online merchant account, you can accept credit cards for payments, with no need for a credit card swipe terminal, and all funds collected from credit card payments are deposited directly into your business bank account. Integrate the process of accepting credit cards into your business operations and offer additional payment options to your customers without adding any hardware to your system—all with the Peachtree Credit Card Service!

Peachtree Internet Postage³

- Save time in your daily correspondence and shipping by buying and using stamps online right from within Peachtree! Print directly from the check writing, vendor payments, and invoicing screens in your Peachtree software using this service, available through a partnership with Stamps.com.

Peachtree Web Site Tools³

Everything you need to build and manage a professional-quality online presence for your business:

Design and Manage Your Own Web Site

With ***Peachtree® WebsiteCreator™ Pro*** you can design a customizable, professional-quality Web site that includes an online catalog to showcase up to 2000 of your products and services—all without having to know HTML. Add custom pages, create forms for capturing customer data and feedback like online surveys, and set up downloadable files such as contracts or job applications. You can even create and distribute an e-mail newsletter and easily manage your subscribers. And you can upload item details from your Peachtree 2004 inventory to save time and reduce errors when creating your online catalog.

Sell Your Products and Services Online

Add a secure full-featured Web Store to your Peachtree-hosted Web site using ***Peachtree WebsiteTrader™***, which allows customers and prospects to securely place orders from your online catalog. Easily synchronize orders into Peachtree 2004 as new sales orders and quickly add new customers from order information. Peachtree WebsiteTrader automatically adds customizable “Buy Now” buttons to your catalog and allows you to specify sales tax calculations, and acceptable shipping and payment methods. It will also automatically send order confirmations and internal notifications every time an order is placed.

Choose The Right Domain Name

Whether you are ready to build your first company Web site or just want to secure a unique Web address for future use, the ***Peachtree Domain Name Registration*** service provides you with everything you need to obtain a unique Internet domain name.

Peachtree Today – My Resources page

- Get access to real-time information and small business resources direct from the Internet that can help you grow your business and all without leaving Peachtree Accounting! With the My Resources page in Peachtree Today,

you've got a wealth of dynamic information at your fingertips.

Online Updates

- Learn about new Peachtree product maintenance releases and download directly to your desktop in real time.

System Requirements

- Customer registration and acceptance of the Peachtree Software License Agreement required.
- IBM Compatible 233 MHz Pentium computer minimum, IBM Compatible 350 MHz Pentium II or higher recommended.
- Windows XP, Windows 2000, Windows Me, Windows 98 or Windows NT 4.0 with Service Pack 6. Product will not operate in a Windows Terminal Server Environment using Windows Terminal Services.
- 64MB RAM Minimum, 128 recommended
- Display settings of at least High Color (16bit). SVGA video. 800 x 600 resolution with small fonts.
- CD-ROM Drive
- Mouse or compatible pointing device
- 80MB- 140MB free hard disk space
- Printers supported by Windows XP/2000/ME/98/NT 4.0
- Internet Explorer 5.x or 6.0 required. Microsoft Internet Explorer 6.0 is included on the Peachtree CD. Requires 70MB (or higher) for installation.
- Online Services require Internet Access. Minimum connection speed depends on service.
- To use Microsoft Excel with Peachtree products, Excel 97, Excel 2000, or Excel 2002 is required. Please refer to Microsoft Excel for hardware and memory system requirements.

Additional System Requirements to install Audio Tutorial and Online Documentation:

- 60-70MB Additional free hard disk space

¹ Additional fees may be required. See www.peachtree.com/taxinfo for more details

² Works with Microsoft Outlook®, Outlook ® Express and other MAPI compliant e-mail programs

³ Additional fees apply. Internet access required.

⁴ Subject to approval

⁵ Additional fees apply

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