

SEPTEMBER 2010

## Go Back to School With Peachtree's Educational Tools

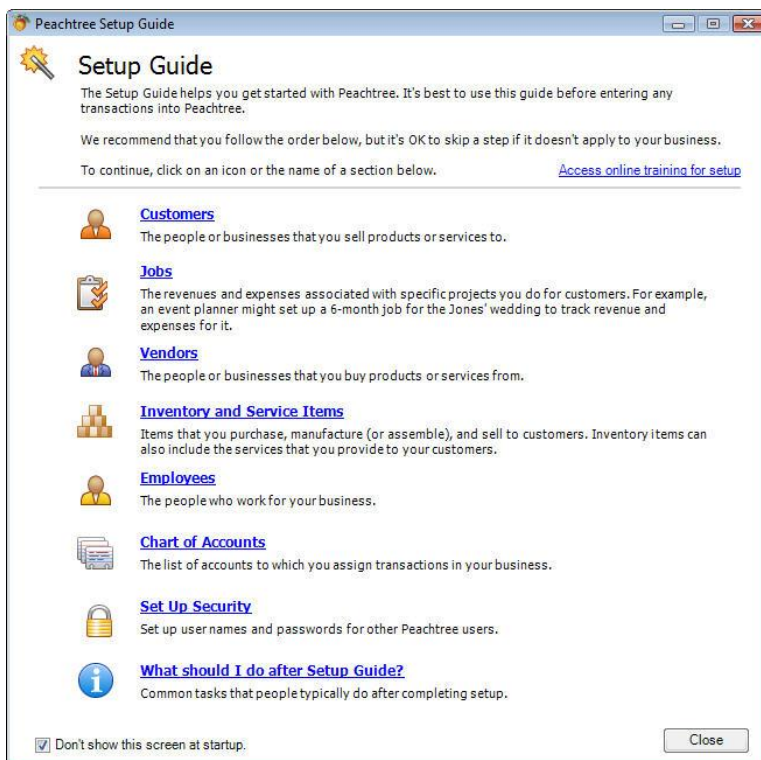
The kids are back in school, reviewing old material and learning new content. It's the perfect time to assess your own knowledge of Peachtree's accounting tools. Are you wasting time trying to puzzle out features on your own?

If you're just starting with Peachtree, it's a good idea to consult with us as you go through the initial setup and data population procedures. Even businesses that have been using Peachtree for awhile can benefit from some expert help in using Peachtree to its fullest.

Peachtree's simple, intuitive design lets you dive in and start generating forms and reports quickly. But you'll save time and probably even learn things you didn't know about the program's broad capabilities if you explore the in-depth guidance offered.

### Solo Setup

Peachtree offers a good amount of help on setting up your books on your own. After installation, you can go through the **Peachtree Setup Guide**, as pictured here (you can get to it anytime by clicking **Help | Setup Guide**).

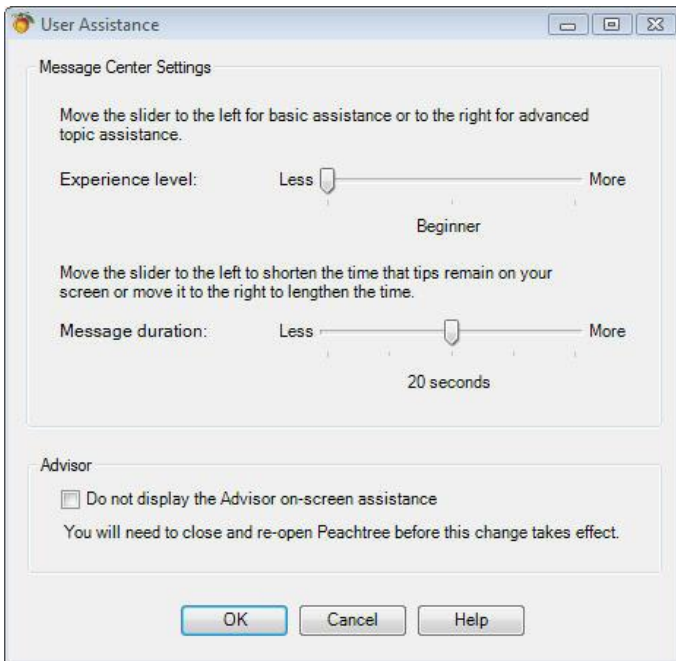


The **Peachtree Setup Guide** outlines important first steps, and walks you through them.

Links here take you to mini-wizards that assist you in doing the groundwork suggested for a smooth launch. It's not required, but it's highly recommended. Click on the **Access online training for setup** link to view multimedia setup tutorials (Internet access is required).

Other self-help options are available. You've doubtless noticed the **Balloon Help** that appears throughout Peachtree; small balloons that open when you mouse over certain areas of the screen. You know that these provide brief explanations of that specific function, but did you know that you can adjust the balloons' levels of difficulty and duration?

To do so, click **Help | User Assistance**. This window opens:



*You can modify the difficulty level and duration of balloon messages – or turn them off.*

Simply move the sliders to adjust for your **Experience Level** and **Message Duration**. When you've been working with Peachtree long enough that you don't need them anymore, click the box near the window's bottom. Click OK, then close and re-launch Peachtree to activate your changes.

## Meaty Resources

As you move through your accounting day, it's likely you'll come across unfamiliar procedures or simply need to know how to find a feature. Peachtree's built-in help system does a tremendous job of educating simply and understandably. Simply click **F1** on a screen and the Help pane opens. You can view its contents and index or search for the desired term or phrase.

When your query goes beyond what's discussed in Help, you can benefit from a variety of resources, some free and other available for a fee. To access these, click **Help | Customer Support and Service**. These include:

- Live chat assistance
- A searchable Knowledgebase
- An online community of users
- Paid support plans

Be sure to explore Peachtree's entire universe of help and support options on the Web site ([www.peachtree.com/supportTraining/](http://www.peachtree.com/supportTraining/)). For example, there's an **Accounting 101** section and a guide to closing out your fiscal year.

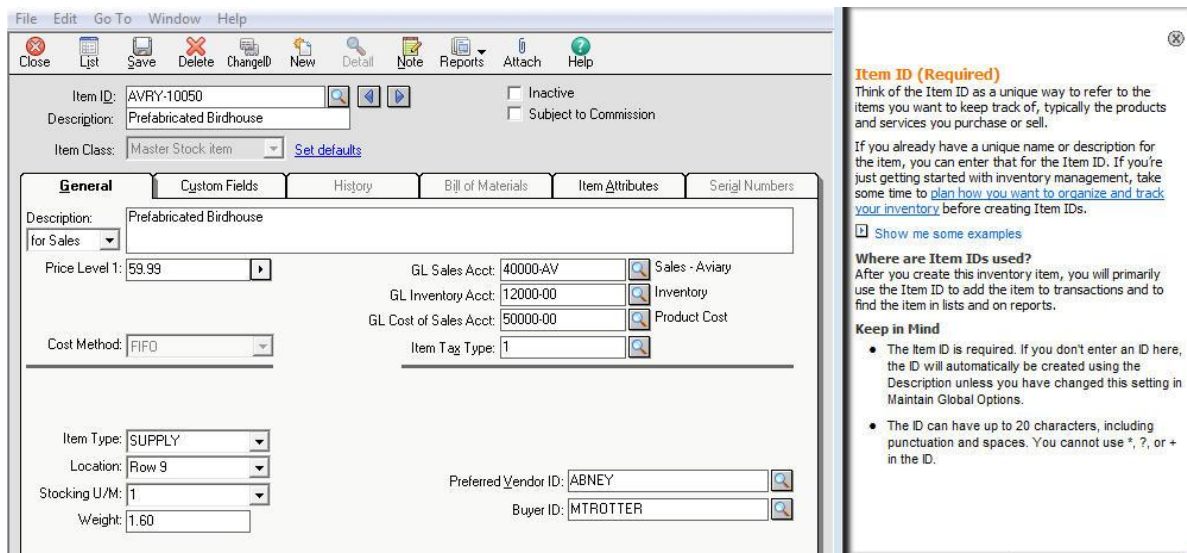


*Peachtree's Web-based support offers myriad resources.*

## Onward and Upward

Peachtree 2011 features another new guidance tool: the **Setup Advisor**. Found on maintenance screens, this slide-out window changes as you move from field to field, providing tips, suggestions, and definitions of terms. Links take you to more in-depth sources.

Once you're comfortable with maintenance screens, you can turn the Advisor off.



*Peachtree 2011's Setup Advisor guides you through maintenance screens.*

## Peppered With Help

Beyond the major help features that Peachtree offers, you'll find smaller pockets of help throughout the program. Here's one such time-saver. You know that Peachtree opens new windows as you click away through its many levels. Instead of closing each one individually, simply click **Window | Close All**.

Peachtree's **Journals** are always hard at work in the background, creating corresponding entries for your transactions. Want to see them? Click **Journal** on a transaction screen to see Peachtree's **Accounting Behind the Screens**.

Finding a specific transaction in a jam-packed accounting system can be like finding the proverbial needle. Click **Edit | Find Transactions** to search by a variety of filters.

These helpful features—and many more—make your hours with Peachtree more productive and efficient, leaving you free to work on other aspects of your business. Spending some time upfront to master the program's intricacies is a good investment that will pay off.