

Taxes 24/7/365

How often do you think about your company's income taxes? If your answer is, "When they're due," you're not alone. Even if we prepared them for you, your regular work is bound to be put on hold as you pull numbers and documents together.

But tax preparation should be an element of your daily financial tasks. Have taxes in mind as you work with the data that eventually flows into those confusing tax forms, and filing will be a less onerous job. Peachtree—and our office—can help.

Track your receivables closely

The best time to start thinking about upcoming obligations is the day after you write a check for taxes. If you stay on top of your receivables, your cash flow will improve, making it easier to meet your government commitments. We can offer tools to facilitate this ongoing process.

One is the **Business Status** page. To get there, click the **Business Status** tab:

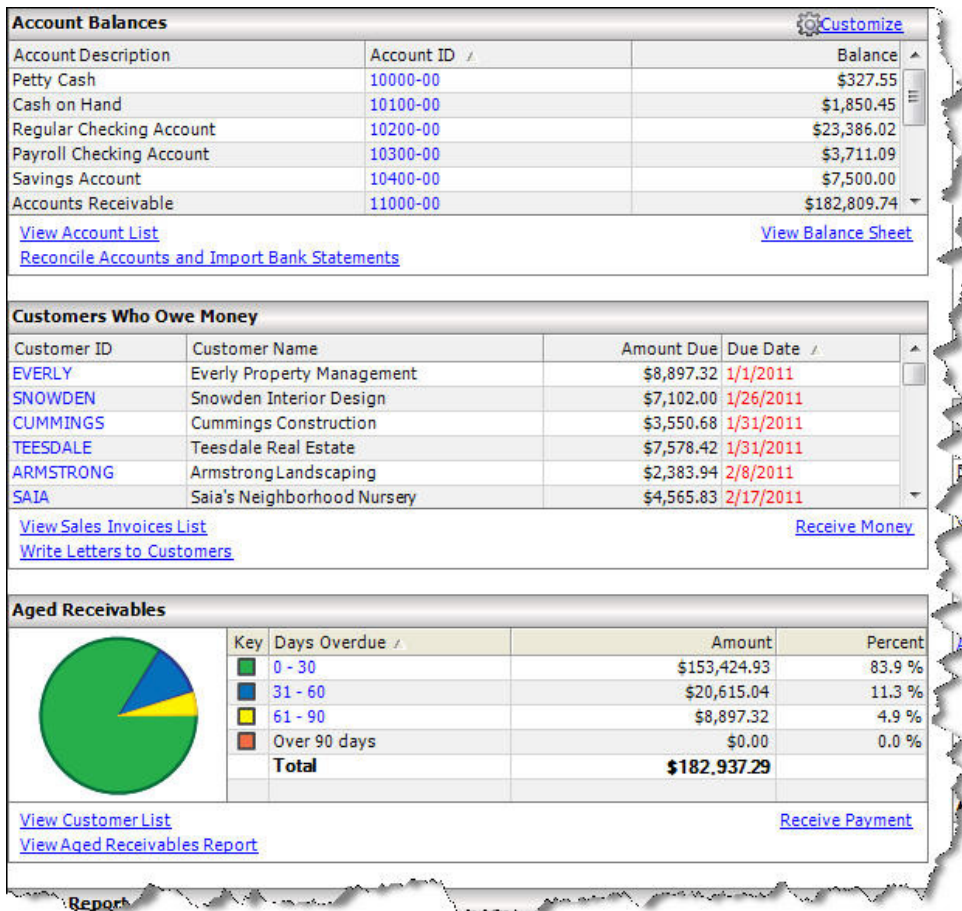


Figure 1. Peachtree's **Business Status** page gives you a quick look at your receivables.

Beyond providing an overview of customers and aging, this screen contains links to related activities, so you can jump on outstanding balances.

Talk to us about invoicing customers immediately, not on a schedule. The sooner customers get an invoice, the sooner they'll start thinking about paying it. You may also get paid faster if you sign up to accept credit cards in Peachtree. And consider sending **Statements**, a process that we automate nicely.

Zero in on the problems

Be proactive with collections. One of the **Business Status** page links, **Write Letters to Customers**, takes you to **Select a Report or Form**. Click **Forms** to see the collection letter templates. Highlight one, and click **Edit Letter Template** if you want to modify the boilerplate text. Otherwise, click **Send Letter**. This window appears:

Filter	Type	From	To
Customer ID	All		
Customer Type	All		
Sales Rep ID	All		
Customer Zip Code	All		
Customer State	All		

Figure 2. It's easy to create a targeted collections mailing.

Select your choices from the criteria presented in this window to shape your mailing. To print letters in Microsoft Word, click the **Word** button. To dispatch via email, click the **E-Mail Options** tab to select your preferred mail format, then click the **E-Mail** button to begin processing.

Another tool: Click **Analysis | Collection Manager** to use the automated resources there.

If you need a closer look at a delinquent customer, click the **Customer and Sales** tab, then select the customer. In the record that opens, click **Log** to see a table of financial interactions. If you're using Peachtree Complete 2010 or above, you can use the **Customer Management Center**, which provides a table outlining customer obligations. And don't forget the **Aged Receivables** report.

Attach related documents

Peachtree does a stellar job of managing tax-related financial data. But what about all of the other documents you'll want to track, like paper receipts?

If you can scan these papers (or if they already exist in your computer files), you can attach them to forms in Peachtree. Look in the toolbar of many screens, and you'll see an **Attach** icon. Click on it, and click **Add**, select the needed file from your system directory, and click **OK**. The **Attach** icon changes to indicate that there's supporting documentation.



Figure 3. Attach a scanned paper document like a receipt to a transaction, and the toolbar icon changes.

Use reporting tools – and plan ahead

Peachtree is very skilled at capturing and tracking the myriad details that makes up your accounting records, but it's equally good at presenting the big picture to you, in a variety of ways. For example, as deadlines loom, you'll build a lot of standard **Reports** for your tax filings. Your advisor will tell you what he/she needs.

Other tools can help:

- **What-if scenarios** in the **Cash Flow Manager** (click the **Analysis** menu) can help you see how an upcoming tax payment might affect cash flow, so you can plan accordingly.

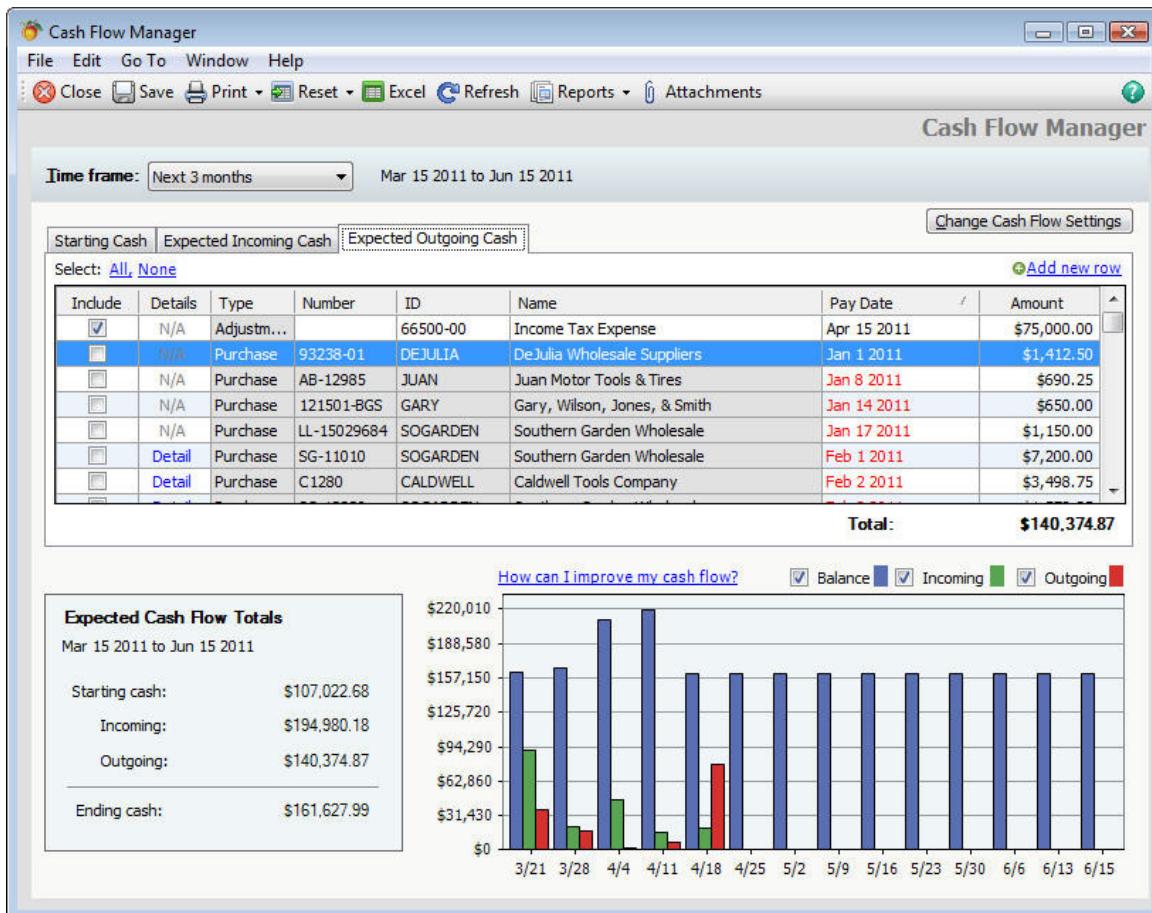


Figure 4. Use Peachtree's **Cash Flow Manager** to employ what-if scenarios, like planning for an impending tax payment.

- Ask us to help you estimate taxes periodically, then include these totals in your Peachtree **Budget**.
- We can also help you set up **Custom Fields** to filter groups of data for tax purposes.
- Use Peachtree to print forms like **1099s** and **1096s**.

Means to an end

All of the work you do every day to keep your financial engines running culminates in your periodic reports (and payments) to tax agencies. While you can't avoid that obligation, together we can take steps throughout the year so that tax preparation isn't such a dreaded event.