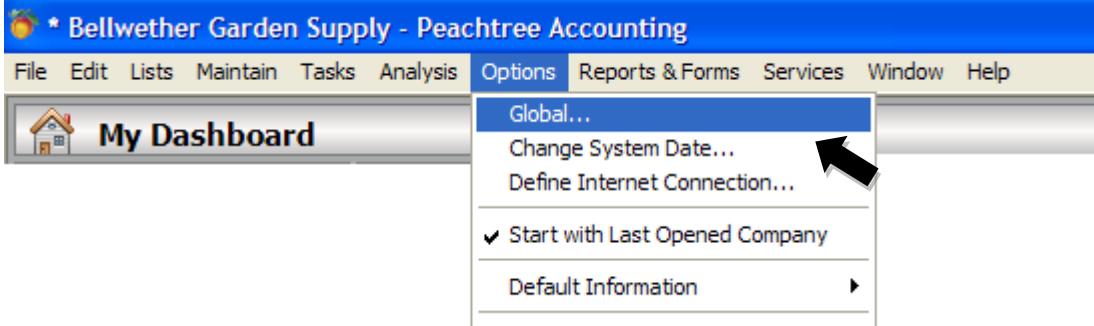




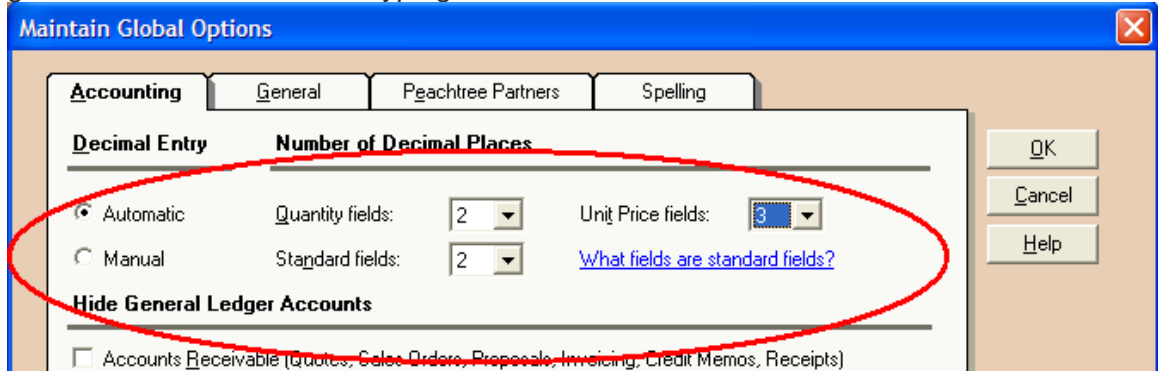
Peachtree Tip: Global Options That Can Make Your Job Easier

Don't be afraid to use global options. These settings can make entering information faster, easier or more informative. From the toolbar, click Options / Global and try some of these features.



Automatic Decimals

1. If your quantities or prices are less than 1, try Automatic Decimals. You won't get a whole number without typing a decimal.



Apply to Sales: 23.59

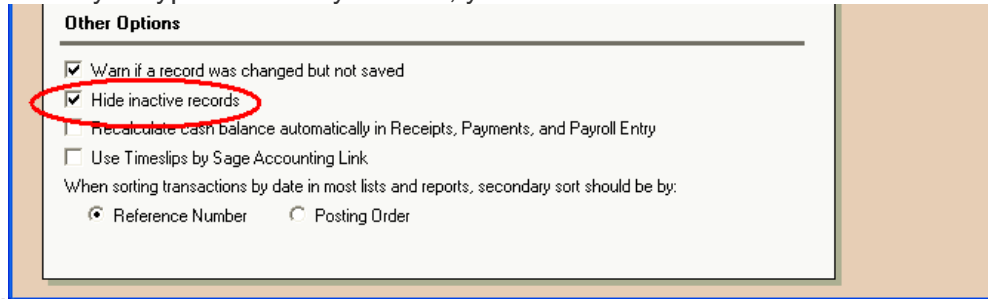
Description	Unit Price	Tax	Amount	Job
5 lb. Bag	0.003	1	0.03	
	Regular		Job Description	
5 lb. Bag w/Oyster Shells and All-Natural Fertilizers	3.000	1	18.00	
	Regular			
Glory Seeds (Scarlet O'Hara); Tall Climbing Vine	1.390	1	2.78	
	Regular			
hemum Daisy Seeds (Polar Star)	1.390	1	2.78	
	Regular			

Note: This takes some getting used to. It is an all or nothing setting. All

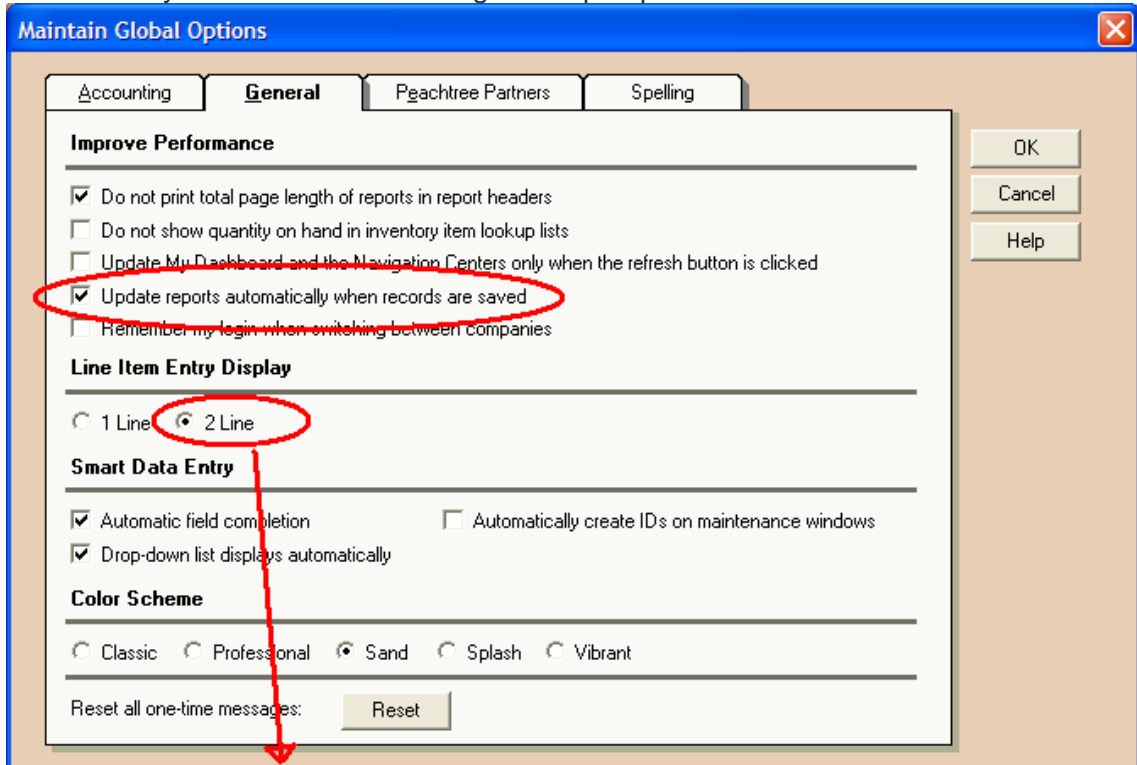


numbers, prices and quantities, will be on Automatic Decimal Entry. To enter a quantity of 3, with settings as they are displayed above, one would enter “300.”

- 2. Are your lists cluttered with old customers, vendors and items? Mark them inactive and hide them. Make sure that under the Accounting tab of Global Options, you have checked ‘Hide inactive Records.’ The records still exist, but unless you type them in by their ID, you will not see them.



- 3. Did you know you can enter transactions with a report open and it will refresh automatically? Note: Auto-refreshing can impair performance.





Stewart Technologies, Inc.



Certified Consultant

- 4. What does the 2 line entry circled above do? This setting displays more information (in gray) when you enter sales orders or invoices. Transactionally, nothing changes.

Apply to Sales Order: 0.00		Apply to Sales: 23.59						
Quantity	Item	U/M	Description	GL Account	Unit Price	Tax	Amount	Job
10.00	FERT-16160	Bag	Bell-Gro Pot Ash 5 lb. Bag	40000-FF	0.003	1	0.03	
	Pot Ash 5 lb.		Sales - Food/Fert		Regular			
6.00	FERT-16120	Bag	Bell-Gro Bulb Food 5 lb. Bag w/Oyster Shells and All-Natural Fertilizers	40000-FF	3.000	1	18.00	

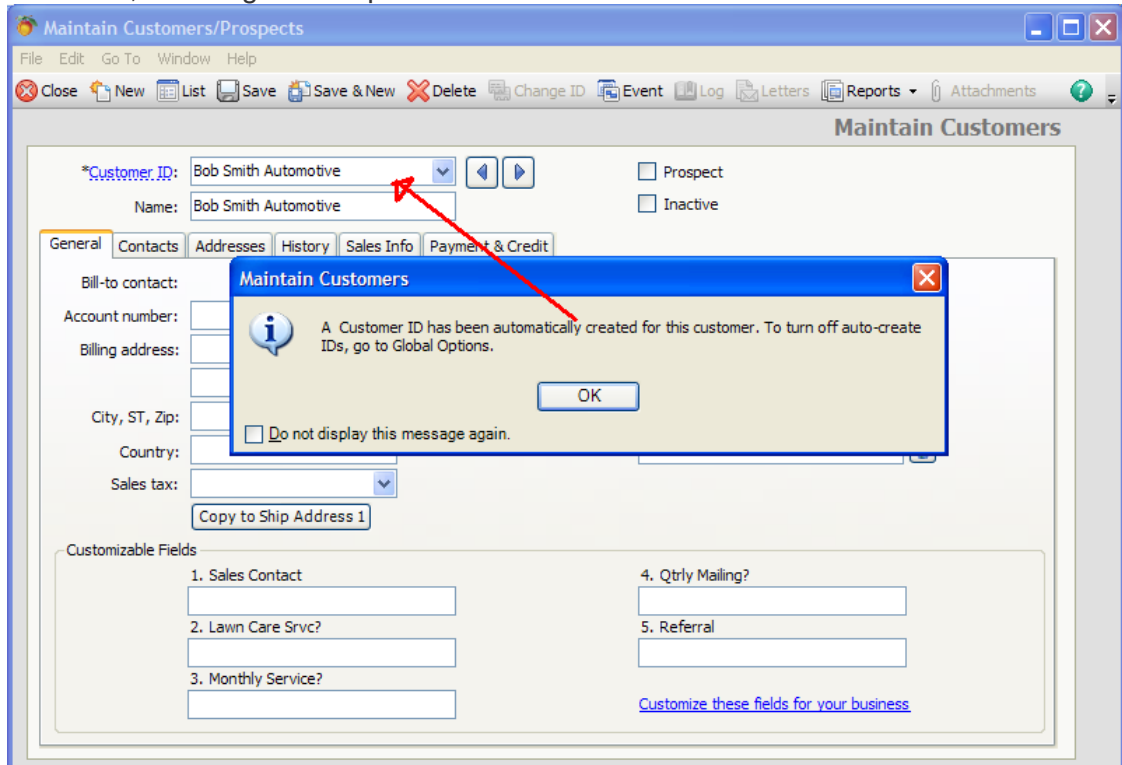
Item Description

Income Account

Price Level

Job Description

- 5. Too busy to make up a customer number for every customer? Let Peachtree make IDs for you. Leave the ID field blank and Peachtree will create an ID from the name, ensuring it is unique.



All screen shots are from Peachtree 2010 Quantum. For more information, contact STI at (410) 309-9550 x-102.