

# DacEasy Conversion Guide

*Converting from DacEasy*

*to*

*Peachtree® by Sage Complete Accounting*  
*Peachtree® by Sage Premium Accounting*  
*Peachtree® by Sage Quantum Accounting*



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# Preparing for the DacEasy Conversion

# 1

## Overview

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# • Preparing for the DacEasy Conversion •

## Overview

You can now easily convert your DacEasy accounting information to Peachtree Accounting. We've designed a DacEasy Conversion wizard that will make converting to Peachtree easier. We'll ask you for all of the information that we need upfront, and then we will be able to convert your data appropriately.

While every effort has been made to convert all of your information, because of program differences all information could not be converted. For example, transaction detail will not be converted.

There are steps that you can take to make the conversion process run smoothly. We recommend that you read this chapter to learn how to get ready for the conversion. We will offer helpful information and tips that will make the transition to Peachtree Accounting run smoothly.



## What Gets Converted and What Does Not?

One major difference between Peachtree and DacEasy is that DacEasy is a modular system that allows you to install individual programs like payroll, job cost, and accounting. Peachtree, on the other hand is an all-inclusive accounting solution. When you install the product, you have access to everything from payroll to job cost to inventory.

In this section, we will explain what DacEasy information will be converted and what will not.

The table below explains what gets converted if you installed the Accounting module of DacEasy.

<b>Program Area</b>	<b>What Is Converted</b>	<b>What Is Not</b>
Company Information	<ul style="list-style-type: none"><li>• Company Name/Address (confirmation required during conversion)</li><li>• Phone Number 1</li><li>• Fax Number</li><li>• Federal ID</li><li>• State ID</li><li>• E-mail Address</li></ul>	<ul style="list-style-type: none"><li>• Phone 2</li></ul>
General Ledger	<ul style="list-style-type: none"><li>• Account Names and Numbers</li><li>• Account Group (category names may change slightly, as in Current Assets becoming Other Current Assets)</li><li>• Account Activity, by period</li><li>• Beginning Balances</li></ul>	<ul style="list-style-type: none"><li>• Transaction Detail</li><li>• General Account types</li></ul>

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<b>Program Area</b>	<b>What Is Converted</b>	<b>What Is Not</b>
Accounts Receivable	<ul style="list-style-type: none"> <li>• Customers, including Names and Codes</li> <li>• Contact</li> <li>• Bill to Address</li> <li>• E-mail Address</li> <li>• Phone Numbers 1 and 2</li> <li>• Fax number</li> <li>• Country</li> <li>• Alternate Customer Addresses (only the first 9 will be converted)</li> <li>• Pricing Level Defaults</li> <li>• Salesperson, located in Maintain Employees/Sales Reps</li> <li>• Payment Terms</li> <li>• Current Customer Balances</li> <li>• Sales Tax Codes</li> <li>• Custom Fields (only 5 will be converted, based on what you select in the Conversion wizard)</li> <li>• Default Credit Status</li> <li>• Default Credit Limit</li> <li>• Default Account Group</li> </ul>	<ul style="list-style-type: none"> <li>• Transaction Detail</li> <li>• Account Type</li> </ul>

*What Gets Converted and What Does Not?*

<b>Program Area</b>	<b>What Is Converted</b>	<b>What Is Not</b>
Accounts Payable	<ul style="list-style-type: none"><li>• Vendors, including Names and Code</li><li>• Contact</li><li>• Vendor Address</li><li>• E-mail Address</li><li>• Tax ID</li><li>• Phone/Fax Numbers</li><li>• Contract Labor (1099 Vendors)</li><li>• Shipping Method</li><li>• Vendor Type</li><li>• Credit Limit</li><li>• Default AP Accounts</li><li>• Custom Fields (only 5 will be converted, based on what you select in the Conversion wizard)</li><li>• Terms</li></ul>	<ul style="list-style-type: none"><li>• Transaction Detail</li><li>• Account Type</li></ul>

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Program Area	What Is Converted	What Is Not
Inventory	<ul style="list-style-type: none"> <li>• Item Defaults</li> <li>• Master Items</li> <li>• Product Code and Description</li> <li>• Bin</li> <li>• Minimum On-hand Quantity</li> <li>• Reorder Quantity</li> <li>• Purchase Measure (<i>only for Peachtree Premium for Manufacturing or Distribution</i>)</li> <li>• Purchase Fraction (<i>only for Peachtree Premium for Manufacturing, Distribution, or Quantum</i>)</li> <li>• Selling Measure (<i>only for Peachtree Premium for Manufacturing, Distribution, or Quantum</i>)</li> <li>• Sell Fraction (<i>only for Peachtree Premium for Manufacturing, Distribution, or Quantum</i>)</li> <li>• Sales price</li> <li>• Weight</li> <li>• Price Breaks</li> <li>• Serial Numbers (<i>only for Peachtree for Premium and Quantum, with some limitations</i>)</li> <li>• Custom Fields (only 5 will be converted, based on what you select in the Conversion wizard)</li> </ul>	<ul style="list-style-type: none"> <li>• Transaction Detail</li> <li>• Cost/Standard</li> <li>• Cost/Average</li> <li>• Weight Code</li> </ul>

*What Gets Converted and What Does Not?*

<b>Program Area</b>	<b>What Is Converted</b>	<b>What Is Not</b>
Payroll	<ul style="list-style-type: none"> <li>• Employee Code (ID)</li> <li>• Employee Name</li> <li>• Address</li> <li>• E-mail Address</li> <li>• Phone Number</li> <li>• Social Security Number</li> <li>• Termination Date</li> <li>• Pay Amount</li> <li>• Overtime 1 &amp; 2</li> <li>• Federal, State &amp; Local Allowances</li> <li>• Additional Federal, State, &amp; Local Withholdings</li> <li>• Custom Fields (only 5 will be converted, based on what you select in the Conversion wizard)</li> </ul>	<ul style="list-style-type: none"> <li>• Vacation Accruals</li> <li>• Sick Accruals</li> </ul>
Sales Taxes	<ul style="list-style-type: none"> <li>• Tax Code (ID)</li> <li>• Tax Description</li> <li>• Tax Rate</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase Tax Codes</li> </ul>
Jobs	<ul style="list-style-type: none"> <li>• Job Code (ID)</li> <li>• Job Description</li> <li>• Job Manager</li> <li>• Customer Code</li> <li>• Contract Number</li> <li>• Percent Complete</li> <li>• Custom Fields (only 5 will be converted, based on what you select in the Conversion wizard)</li> <li>• Phases and Sub-Phases</li> </ul>	

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<b>Program Area</b>	<b>What Is Converted</b>	<b>What Is Not</b>
Salesperson Information	<ul style="list-style-type: none"><li>• Salesperson Name and Code</li><li>• E-mail Address</li></ul>	Employee # Territory Rate Amount

## Detailed Explanation of What Gets Converted

### Company Information

Most company information will be converted or requested during the conversion.

- The company name, address, city, state, zip, and country will be converted, but you will be asked to confirm the information in the Conversion wizard.
- Phone number 2 will not be converted because Peachtree accepts only one phone number per company.
- Since DacEasy only uses the Accrual accounting method, all companies will be set to Accrual in Peachtree.
- Since DacEasy does not have a field that identifies a company's form of business, you will be allowed to choose business type in the Conversion wizard.

### Accounting Periods

Similar to DacEasy, Peachtree allows you to have up to 13 accounting periods in a year and 2 years open at once. All accounting period information will be converted with the following changes or exceptions:

- Your information from periods 1-13 will be converted to ThisPeriod in Peachtree. Period 14-16 information will be converted to NxtYrPer 1-13 in PAW.
- If you only used the Payroll, Order Entry or Point of Sale modules, you will be asked for an accounting period structure in the Conversion wizard.

### Chart of Accounts

In DacEasy, you had two types of accounts, general or detail. General accounts were used for rollups. Only detail accounts will be converted to Peachtree.

- **Account Group:** The Account Group in DacEasy is called Account Type in Peachtree. The account group will be assigned to comparable account types according to the following table.

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DacEasy GL Account Group	Peachtree Account Type
Asset	Other Current Assets
Liability	Other Current Liabilities
Capital	Equity-doesn't close
Revenue	Income
Expense	Expenses
Other Credits	Equity-doesn't close
Other Debits	Equity-doesn't close

- If you are converting from the Accounting module and the account is a default account, we can further classify the account type, according to the following table.

DacEasy GL Account Group	Peachtree Account Type
caAcctNo[0]	Cash
caAcctNo[1]	Accounts Rec
caAcctNo[2]	Accounts Pay
caAcctNo[3]	Inventory
caAcctNo[4]	Cost of Sales

## Defaults

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### AR Defaults

Most AR defaults will be converted to comparable accounts in Peachtree, with the following exceptions or changes.

- **Custom fields:** You will be asked to select five customer custom fields in the Conversion wizard. Custom fields will all be text fields in Peachtree and may be shortened if they exceed field limits in Peachtree.



- **Terms and Discounts:** Since Peachtree handles terms differently than DacEasy, the terms will be translated to match Peachtree's methods for calculating terms. For example, in DacEasy you can offer discounts based on either number of days or day of the month, while in Peachtree you can only offer discounts based on the number of days. Your discounts that were calculated based on the day of the month will be converted to days.
- **Customer Credit Check Status:** Customer Credit Check Status, also known as Credit Status in Peachtree, will be converted based on the following table. If you are converting from DacEasy version 11, the credit status will be set to Notify over limit.

DacEasy Customer Credit Check Status	Peachtree Credit Status
No-do not notify	No credit limit
Warn-warn but allow the user to continue	Notify over limit
Enforce—Display error, password override possible	Hold over limit

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### AP Defaults

Most AP Defaults will be converted or requested in the Conversion Wizard.

- **Custom fields:** You will be asked to select five vendor custom fields in the Conversion wizard. Custom fields will all be text fields in Peachtree and may be shortened if they exceed field limits in Peachtree.
- **Terms and Discounts:** Since Peachtree handles terms differently than DacEasy, the terms will be translated to match Peachtree's methods for calculating terms. For example, in DacEasy you can offer discounts based on either number of days or day of the month, while in Peachtree you can only offer discounts based on the number of days. Your discounts that were calculated based on the day of the month will be converted to days.

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### Item Defaults

The majority of your Inventory item defaults will be requested in the Conversion wizard.

- In Peachtree, you can create up to 10 ship methods. Since you could set up more than 10 shipping methods in DacEasy, the shipping methods will be converted as follows:

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- If you have 10 or less shipping methods set up in Dac, all of these will be converted to Peachtree. However, if you have more than 10 shipping methods, the first 9 will be converted and the ship method 10 will be set to Other in Peachtree.

## Vendor Information

Most of your vendor information will be converted to Peachtree. However, some of the following fields may be shortened if they exceed Peachtree field limits:

- Vendor name, Address Line 1, Address Line 2, State, and Country
- Contact

## Customer Information

The majority of your customer information will be converted, with the following exceptions or changes.

- **Fields may be shortened:** Customer name, Contact name, Address Lines 1 and 2, State, and Country fields will be shortened if they exceed field limits in Peachtree.
- **Price Group:** Price Group, or Pricing Level as it is called in Peachtree, will be converted according to the following table.

DacEasy Price Group	Peachtree Pricing Level
None	Price Level 1
A	Price Level 2
B	Price Level 3
C	Price Level 4
D	Price Level 5
E	Price Level 6
F	Price Level 7

- **Salesperson on customer record:** If a customer record contains a salesperson that does not have a salesperson record in DacEasy, then an employee record will be generated in Peachtree and classified as Sales Rep. For more information on salespeople, see [“Salesperson Information” on page 13.](#)

- **Custom fields:** You will be asked to select five customer custom fields in the Conversion wizard. Custom fields will all be text fields in Peachtree and may be shortened if they exceed field limits in Peachtree.

## Sales Tax Information

Most of your sales tax information will be converted, with the following exceptions or changes.

- **Sales Tax Authorities and Sales Tax Codes:** Peachtree handles sales taxes in two separate areas: sales tax agencies and sales taxes. In DacEasy, all of the sales tax information is stored in one table. Since all tax codes in DacEasy must have at least one liability account, we'll treat each liability account listed in the table as a sales tax agency in Peachtree. Unfortunately, we will only be able to convert up to five liability accounts per tax code.

The new tax agency will be named based on the tax code and the row number of liability account. For example if the tax code is 5 and the table has two liability accounts listed, the new agency IDs in Peachtree will be 5-1 and 5-2, respectively.

## Salesperson Information

In Peachtree, Salespeople or Sales Reps are set up as employees, allowing you to classify a sales rep as either an employee, sales rep, or both. Therefore, all of your Salespeople from DacEasy will be converted to employees. We will add "-Sales Rep" to the end of the salesperson code to help distinguish salesperson records from employee records. For example, if the salesperson code for Betty Brown is BB, then the new employee ID in Peachtree will be BB-Sales Rep.

## Inventory Information

Most of your inventory information will be converted with the following changes or exceptions.

- **Fields may be shortened:** The Product Description, Weight, Description for substock items, and Warehouse Description for master items may be shortened if they exceed field limits in Peachtree.
- **Custom fields:** You will be asked to select five inventory custom fields in the Conversion wizard. All custom fields in Peachtree are text fields. DacEasy custom fields may be shortened if they exceed field limits in Peachtree.
- **Master and Substock items:** Master and substock items will not be converted to Peachtree.

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- Serialized Inventory:** Serialized Inventory is only available in the Premium and Quantum lines of Peachtree, which includes the following products: Peachtree Premium Accounting, Peachtree Premium Accounting for Manufacturing, Peachtree Premium Accounting for Distribution, Peachtree Premium Accounting for Construction, Peachtree Premium Accounting for Non-profits, Peachtree Premium Accountant’s Edition, and Peachtree Quantum Accounting. If you are converting to Peachtree Complete Accounting and you have serialized inventory in your Dac company, these items will be converted to Stock items.
- How will items be converted?** The way that an item will be converted in certain cases will be determined by the Peachtree product that you’re converting to. The following table explains how your items will be classified once they are converted to Peachtree.

If in Dac	Dac Item Characteristics	Peachtree Product You’re Converting to	New Item Classification
1-Normal or 3-Negative	<ul style="list-style-type: none"> <li>• May or may not have serial numbers</li> <li>• No components</li> <li>• No Master item</li> </ul>	Peachtree Complete	Stock
1-Normal	<ul style="list-style-type: none"> <li>• No serial numbers</li> <li>• No components</li> <li>• No Master item</li> </ul>	Peachtree Premium Peachtree Premium for Manufacturing Peachtree Premium for Distribution Peachtree Premium for Construction Peachtree Premium for Non-Profits Peachtree Premium Accountant’s Edition Peachtree Quantum Accounting	Stock

If in Dac	Dac Item Characteristics	Peachtree Product You're Converting to	New Item Classification
1-Normal or 3-Negative	<ul style="list-style-type: none"> <li>• Has serial numbers</li> <li>• No components</li> <li>• No Master item</li> </ul>	Peachtree Premium Peachtree Premium for Manufacturing Peachtree Premium for Distribution Peachtree Premium for Construction Peachtree Premium for Non-Profits Peachtree Premium Accountant's Edition Peachtree Quantum Accounting	Serialized Stock
1-Normal or 3-Negative	<ul style="list-style-type: none"> <li>• No serial numbers</li> <li>• Has components</li> <li>• No Master item</li> </ul>	All Peachtree products	Assembly
1-Normal or 3-Negative	<ul style="list-style-type: none"> <li>• Has serial numbers</li> <li>• Has components</li> <li>• No Master item</li> </ul>	Peachtree Complete	Assembly
1-Normal or 3-Negative	<ul style="list-style-type: none"> <li>• Has serial numbers</li> <li>• Has components</li> <li>• No Master item</li> </ul>	Peachtree Premium Peachtree Premium for Manufacturing Peachtree Premium for Distribution Peachtree Premium for Construction Peachtree Premium for Non-Profits Peachtree Premium Accountant's Edition Peachtree Quantum Accounting	Serialized Assembly

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If in Dac	Dac Item Characteristics	Peachtree Product You're Converting to	New Item Classification
2- Non-Inventory	<ul style="list-style-type: none"> <li>• May or may not have serial numbers</li> <li>• No components</li> <li>• No Master item</li> </ul>	All Peachtree products	Non-stock

- **Purchasing/Selling Measure/Fraction :** In DacEasy, you could buy and sell items in different units according to the purchasing or selling fraction that was set up. In Peachtree, buying or selling in different units or units of measure is only available in Peachtree Premium for Manufacturing, Peachtree Premium for Distribution, and Peachtree Quantum Accounting
- If you are converting to Peachtree Complete or Peachtree Premium, your items will be converted to the lowest selling or purchasing measure.
- **Bill of Materials for Assemblies:** In DacEasy, you could enter an unlimited number of components for assembly items. You could also have serialized items as components in an assembly. Peachtree does not allow unlimited components or serialized items as components. The number of components that are allowed is based on the Peachtree product that you are converting to. If you are converting to Peachtree Premium for Manufacturing or Distribution or Peachtree Quantum Accounting, an assembly can have up to 300 components. For Peachtree Complete and Peachtree Premium, up to 100 components are allowed. When these limits are met during conversion, no more components will be added to the assembly.
- **Services:** All DacEasy Services will be converted and given the item class of service in Peachtree. If you had services that had serial numbers, these numbers will not be converted because Peachtree doesn't allow services to be serialized.

## Jobs Information

Most of your jobs information will be converted with the following exceptions or changes.

- **Job Defaults:** Custom fields that are listed as job defaults may be converted if you choose to convert them in the Conversion wizard. If the custom field exceeds Peachtree field limits, it will be shortened.

- **Phases and Sub-Phases:** All phase and sub-phase information will be converted, except Pay Type. Since Peachtree's Cost Type is not user-defined, you will be asked to select comparable matches in the Conversion wizard.

## Payroll Information

### Payroll Defaults

Most of your payroll and employee information will be converted with the following exceptions or changes:

- **Fields may be shortened.** The State field will be shortened if it exceeds Peachtree's field limits.
- **Custom fields:** You will be asked to select five payroll custom fields in the Conversion wizard. All custom fields in Peachtree are text fields. DacEasy custom fields may be shortened if they exceed field limits in Peachtree.
- **Earnings, Deductions, Liabilities:** DacEasy allowed you to have an unlimited number of earnings, deductions, and liabilities. Peachtree limits these options as follows:
  - Pay Rates 20
  - Deductions/Earnings 30
  - Employer Liabilities 10
- **Pay Type:** DacEasy had three pay types, hourly, salaried, and contract. Peachtree only has two pay methods, hourly and salary. Your pay types will be converted according to the following table:

DacEasy Pay Type	Peachtree Pay Method
Hourly	Hourly
Salaried	Salary
Contract	Salary

- **Vacation and Sick time Accruals:** Vacation and sick time accruals will not be converted. You will be asked to set up calculations for vacation and sick time accruals in the Conversion wizard.

## **Payroll Tax Update Service**

If you are a current Tax Update Service subscriber for DacEasy, you will receive the equivalent tax updates when you convert to Peachtree. However, the tax tables will only be updated after you register your Peachtree product. Therefore, we recommend that you register your Peachtree product prior to converting your DacEasy company. If you do convert before you register, you will need to get a tax registration number when you register your Peachtree product.



## **How are Companies Listed in the Open Company window?**

DacEasy is a modular accounting system and as such offers a wide variety of potential installation configurations. For example, a user may have just the Accounting module, or just the Payroll module, or a combination of the two. This section will help you understand how your companies will be presented for selection in the Open company window.

Let's start with the Accounting module. If any other module is integrated with the Accounting module, the Accounting Company name will be listed. In the event that you have two or more payroll companies integrated with an accounting company, then the accounting company will be listed several times, one time for each payroll company. If you have two or more job cost companies integrated with accounting, only the first job company will be eligible for conversion.

If you only have Order Entry, Point of Sale, or Payroll, the corresponding company names will be listed in the Open Company window.

Finally, Payroll companies that are integrated with Job Cost, but not with accounting will be listed separately in the Open Company window.

## **Before the Conversion**

Before you convert to Peachtree Accounting, you need to perform the following tasks in the Before Conversion Checklist.

### **Before Conversion Checklist**

- 1** Post to the General Ledger before conversion.  
Posting prior to conversion is paramount to a more accurate conversion.
- 2** Make sure that any Accounting, Point of Sale, or Order Entry company has a chart of accounts set up in DacEasy.
- 3** If you used Payroll in DacEasy, make sure that at least one department is set up.
- 4** In DacEasy, print the following reports:
  - Income Statement
  - Balance Sheet
  - Trial Balance
  - Chart of Accounts
  - General Ledger
  - Customer Directory
  - Vendor Directory
  - Employee Directory
  - Payroll Journal
  - Product Listing
  - Accounts Payable and Accounts Receivable reports

Some of these reports will be used to verify records and enter information into Peachtree after the conversion.

- 5** Disable your virus protection software after you have verified that your hard drive and any backups are virus free.
- 6** Turn off your screen saver.

- 7 Don't immediately delete DacEasy files! You may want to refer to a transaction or other detailed information over the course of the next few weeks as you begin using Peachtree Accounting.
- 8 Back up all of your DacEasy files. In case you have any problems during the conversion, you will want a good backup. See "[Backing Up All DacEasy Data Files](#)" on page 21 for more information.
- 9 Register your Peachtree product.

## **Backing Up All DacEasy Data Files**

Before you begin the conversion process, make a complete backup.

Follow these steps to backup your DacEasy data files

- 1 Select Back Up from the Tools menu. The Backup Wizard appears.
- 2 Select the profile and modules you want to back up, and then click Next. The default backup location appears.
- 3 Edit the location if necessary, and then click Next. A Summary screen appears.
- 4 Click Finish to make the backups.

# **1** *Preparing for the DacEasy Conversion*

*DacEasy Conversion Guide*

# Converting DacEasy Company Data

# 2

## Overview

### Starting the Conversion

From the Peachtree Startup Screen [25](#)

From the Open Company Window [26](#)

### Using the Conversion Wizard to Convert a DacEasy Company

# • **Converting DacEasy Company Data** •

## **Overview**

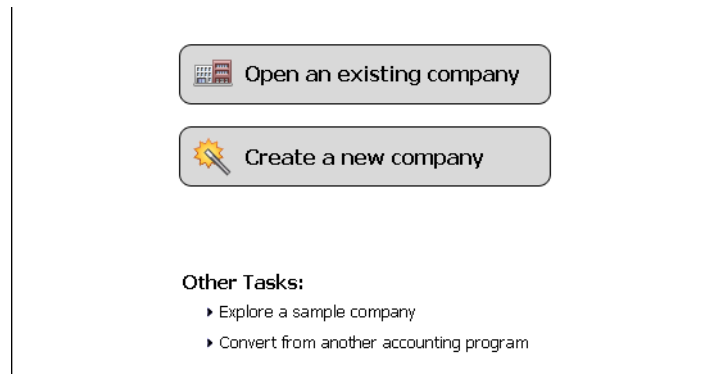
Peachtree has made it easy for you to convert your DacEasy company data to the Peachtree format. With our easy-to-use Conversion Wizard, most of the work associated with conversion is done for you. The DacEasy Conversion Wizard guides you through the conversion process. The wizard asks for key information about your accounting and costing methods. The wizard also requests default purchase and sales account numbers as well as inventory account numbers. The accounting information and account numbers that you provide will be used to create your new company in Peachtree.

## Starting the Conversion

You can start the conversion in two places in Peachtree: the Peachtree Startup screen and the Open Company window. If you are just starting Peachtree and haven't opened a company yet, we suggest that you start the conversion from the Peachtree Startup screen. However, if you have a company open, we suggest that you start the conversion from the Open Company window. Each option is explained below.

### From the Peachtree Startup Screen

The Peachtree Startup screen is the first screen that appears after you open Peachtree.

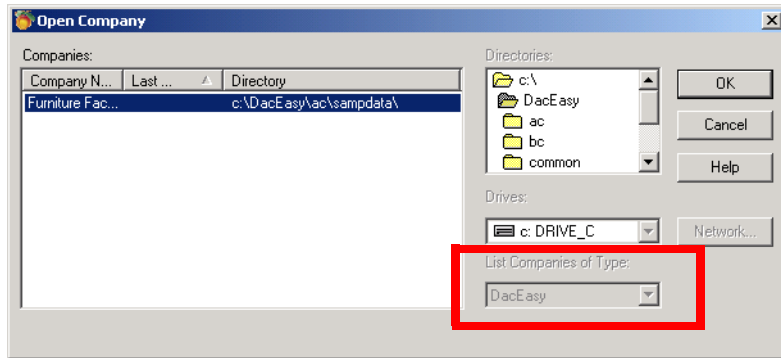


- 1 To start the conversion, select **Convert from another accounting program**. After you select the conversion option, the **Convert a Company** window appears.
- 2 Select the DacEasy option and click **OK**. After you select the DacEasy option, the Open Company window appears, displaying only DacEasy companies.
- 3 Select the company you want to convert and click **OK**. After you click OK the Conversion Wizard appears. Follow the steps of the wizard to begin the conversion process. For more information, go to ["Using the Conversion Wizard to Convert a DacEasy Company" on page 27](#).

## From the Open Company Window

You can also start the conversion from the Open Company window. Follow the steps below to start the conversion from the Open Company window.

- 1 From the **File** menu, select **Open Company**. After the Open Company window appears, select **DacEasy** from the **List Companies of Type** field.



- 2 Select the company you want to convert from the list and click **OK**. After you click OK, the Conversion Wizard appears. Follow the steps of the wizard to begin the conversion process. For more information, go to ["Using the Conversion Wizard to Convert a DacEasy Company"](#) on page 27.

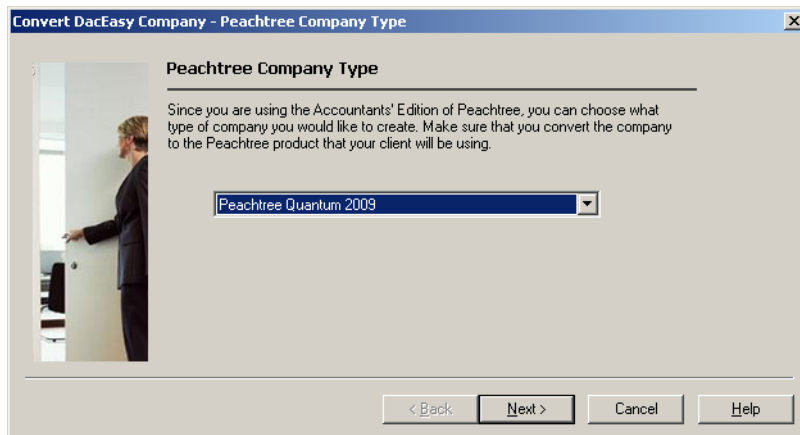


## Using the Conversion Wizard to Convert a DacEasy Company

After you have selected the DacEasy company that you want to convert to Peachtree, the Conversion Wizard appears. The wizard will ask you questions about your company's accounting and costing methods. It will also request account information for inventory items, customers, and vendors being converted to Peachtree. The account information that you select will be used only for the records being converted, and not as the defaults for your company.

Throughout this section, there may be instructions that do not apply to the company that you are converting or vary depending on the version of Peachtree that you have installed. For example, if you installed Peachtree Premium/Quantum Accountants Edition, the following window will appear prior to the DacEasy Conversion Wizard Welcome window. This window allows you to select the Peachtree product that you will be converting this company to.

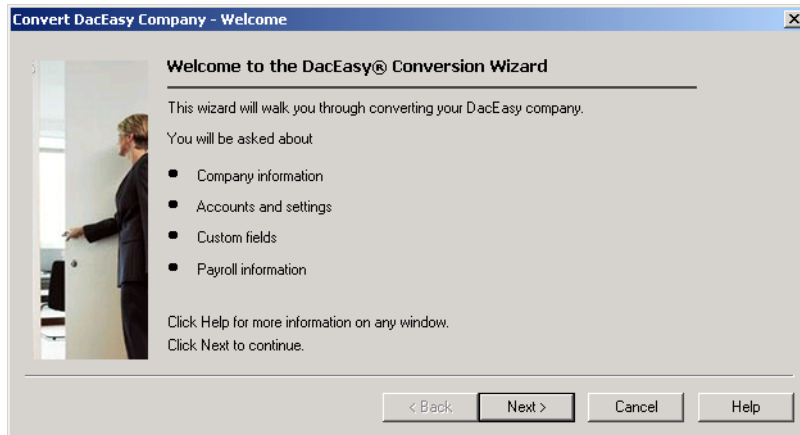
PPAA Only



## 2 Converting DacEasy Company Data

DacEasy Conversion Guide

Let's take a look at the DacEasy Conversion Wizard. The window displayed below is the Welcome window.



- 1 Read the information on the **Welcome** window and click **Next** to continue. The Company Information window appears.

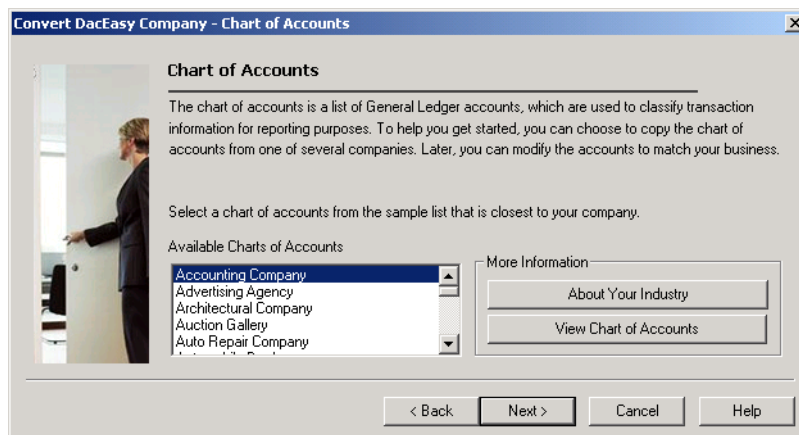
The company information listed is brought over from DacEasy, so make sure the information is correct and make changes where necessary.

**Business Type**—Since DacEasy didn't classify by business type, by default all companies are set to corporation. You can change the business type now if your business is not a corporation. You can choose from the following business types: Corporation, S Corporation, Partnership, Sole Proprietorship, or Limited Liability Corporation.

- 2 Verify your company information and select a business type. Then, select **Next** to continue.

The Chart of Accounts window appears.

**Note:** The Chart of Accounts window will only appear if you are converting a stand-alone Payroll company. If the company you are converting is not a stand-alone payroll company, the Payroll Information window will appear. Go to page [32](#) if the Chart of Accounts window does not appear.



Peachtree requires that you select a chart of accounts even if you are only planning to use payroll. You have several chart of accounts from which to choose. We suggest that find a chart of account that best matches your business. To learn more about a chart of accounts, select (highlight) the account in the list and click either the **About Your Industry** or **View Chart of Accounts** button.

If you click the About Your Industry button, you will receive information about the specific business type that is selected in the Available Charts of Accounts window. If you click the View Chart of Accounts button, you will be able to view any of the listed charts of accounts prior to selecting one for your company.

- 3 Once you have decided on a chart of accounts, select the account from the Available Charts of Accounts list and select Next to continue.

The Accounting Periods window appears.

**Note:** The Accounting Periods window only appears if you are converting any type of stand-alone company, which includes payroll, order entry, or point of sale. If the company that you are converting was interfaced with accounting in DacEasy, the Payroll Information window may appear and you can skip this step. Go to page [32](#) for further instructions.

## 2 Converting DacEasy Company Data

DacEasy Conversion Guide

**Convert DacEasy Company - Monthly Accounting Periods**

**Monthly Accounting Periods**

You have chosen monthly accounting periods. Peachtree Accounting will automatically set up your first two fiscal years based on the information provided below.

Usually, a company's fiscal year begins in January and ends in December.

When do you want your first fiscal year to start?

Month Year

What is the first month you will be entering data?

Month Year

What is the first year you will be entering payroll?

< Back Next > Cancel Help

On the Accounting Periods window, you select the period structure for your company. You can select either 12 monthly accounting periods or Accounting periods that do not match the calendar months.

- 4 Select an accounting period structure and click Next to continue.

The window that appears next depends upon the accounting period structure you selected. If you selected 12 monthly accounting periods, the Monthly Accounting Periods window will appear. If you selected Accounting periods that do not match the calendar months, the Custom Accounting Periods window will appear.

Monthly  
Accounting  
Periods window

**Convert DacEasy Company - Custom Accounting Periods**

**Custom Accounting Periods**

Since you do not use monthly accounting periods, you can specify the structure of your first two fiscal years here.

How many accounting periods do you want in a fiscal year? 12

What is the start date of your first fiscal year? Jan 1, 2008

What is the first year you will be entering payroll data? 2008

What is the first period you will be entering data? 1

Period	From	To
1	Jan 1, 2008	Jan 31, 2008
2	Feb 1, 2008	Feb 29, 2008
3	Mar 1, 2008	Mar 31, 2008
4	Apr 1, 2008	Apr 30, 2008
5	May 1, 2008	May 31, 2008
6	Jun 1, 2008	Jun 30, 2008

< Back   Next >   Cancel   Help

On the Monthly Accounting Periods window, you will enter the following information:

- **When do you want your first fiscal year to start?**—Enter or select the month and year you want the fiscal year to start. Typically, a company's fiscal year starts in January and ends in December. However, some companies start their fiscal year in July and end in June.
- **What is the first month you will be entering data?**—Enter or select the first month and year you will begin entering data. The date that you enter here is very important because it represents the first accounting period in which you will enter your first transactions in Peachtree.
- **What is the first year you will be entering payroll?**—Enter or select the first year you will be entering payroll. This date determines which payroll taxes should be used during payroll entry. If you do not intend to use payroll, enter the same date as your first fiscal year.

## 2 Converting DacEasy Company Data

DacEasy Conversion Guide

Custom Accounting Periods window

Period	From	To
1	Jan 1, 2004	Jan 31, 2004
2	Feb 1, 2004	Feb 29, 2004
3	Mar 1, 2004	Mar 31, 2004
4	Apr 1, 2004	Apr 30, 2004
5	May 1, 2004	May 31, 2004
6	Jun 1, 2004	Jun 30, 2004

On the Custom Accounting Periods window, you enter the following information:

- **How many accounting periods do you want in a fiscal year?**—Enter or select the number of accounting periods you want in a fiscal year. You can enter up to 13 accounting periods per fiscal year.
- **What is the start date of your first fiscal year?**— Use the calendar button to select the first date of your fiscal year.
- **What is the first year you will be entering payroll data?**—Select the first year you will be entering payroll data. This date determines which payroll taxes should be used during payroll entry. If you do not intend to use payroll, enter the same date as your first fiscal year.
- **What is the first period you will be entering data?**—Enter or select the first period you will be entering data.

The accounting period table shows the custom accounting period you have set up with the choices that you have made on this window. You can change dates in the table if you want to further customize your accounting periods.

- 5 After you have set up either Monthly or Custom Accounting Periods, select Next to continue.

The Payroll Information window appears.

**Note:** The Payroll Information window only appears if you are converting any company that did not use payroll in DacEasy. If the company that you are converting used payroll in DacEasy, the Default Accounts and Inventory Costing window will appear and you can skip this step. Go to page [34](#) for further instructions.

**Convert DacEasy Company - Payroll Information**

**Payroll Information**

One DacEasy payroll department will be converted as the Peachtree employee defaults.

Choose the department you use most often:

In what state do you pay your employees?

In order to track vacation and sick time in Peachtree, default fields must be established with a single accrual rate. Employees who do not use this rate and require unique vacation/sick tracking can be modified after the conversion. Select the default number of hours that can be accrued each year.

Vacation:   Balance of vacation hours carries forward to the new year.

Sick:   Balance of sick hours carries forward to the new year.

< Back   Next >   Cancel   Help

Since Peachtree is a fully-integrated accounting solution, you will be required to set up payroll even if you didn't use it in DacEasy. The information that you enter here will be used to set up defaults for records that are converted from DacEasy. On this window, you enter information to set up employee payroll and vacation and sick time defaults.

#### Payroll Department and State

**Choose the department you use most often**—Use the drop-down list to select a default department for all of your employees. The departments in the list are brought over from DacEasy. When selecting the department, choose the one that you used for the majority of your employees in DacEasy.

**In what state do you pay your employees?**—Select the state in which you pay most of your employees. The state that you select here will be used as the default payroll state in Peachtree.

#### Vacation and Sick time Accrual

**Vacation**—In the vacation field, enter the total number of hours vacation time an employee can accrue each year. Select the check box if you allow unused vacation hours to roll over to the next year.

**Sick**—In the sick field, enter the total number of sick time (in hours) an employee can accrue each year. Select the check box if you allow unused sick time to roll over to the next year.

- 6 Select your Payroll Department and State defaults and set up vacation and sick time accruals, if necessary. Then, click Next to continue.

The Default Accounts and Inventory Costing Method window appears.

Convert DacEasy Company - Default Accounts and Costing Method

**Default Accounts and Inventory Costing Method**

Select the accounts you will use most often for the following categories.

Sales Acct:	<input type="text"/>	<input type="button" value="🔍"/>	Expense Acct:	<input type="text"/>	<input type="button" value="🔍"/>
Inventory Acct:	11071	<input type="button" value="🔍"/>	Purchase Discount:	<input type="text"/>	<input type="button" value="🔍"/>
Cost of Sales Acct:	<input type="text"/>	<input type="button" value="🔍"/>	A/R Acct:	<input type="text"/>	<input type="button" value="🔍"/>
Salary / Wages Acct:	<input type="text"/>	<input type="button" value="🔍"/>	A/P Acct:	<input type="text"/>	<input type="button" value="🔍"/>
Retained Earnings:	<input type="text"/>	<input type="button" value="🔍"/>			

Select your default inventory costing method:

< Back   Next >   Cancel   Help

This window allows you to select specific default accounts to be used in the company you are converting to Peachtree. In addition, you will be asked to select a default inventory costing method.

We recommend that you select accounts that you used most often in DacEasy as your defaults for Peachtree. By selecting defaults, you can save data entry time. Select or enter a default account number for the following accounts:

- Sales Account
- Inventory Account
- Cost of Sales Account
- Salary/Wages Account
- Retained Earnings Account
- Expense Account
- Purchase Discount
- A/R Account
- A/P Account

**Note:** The accounts that listed in the look-up list are your accounts from DacEasy.



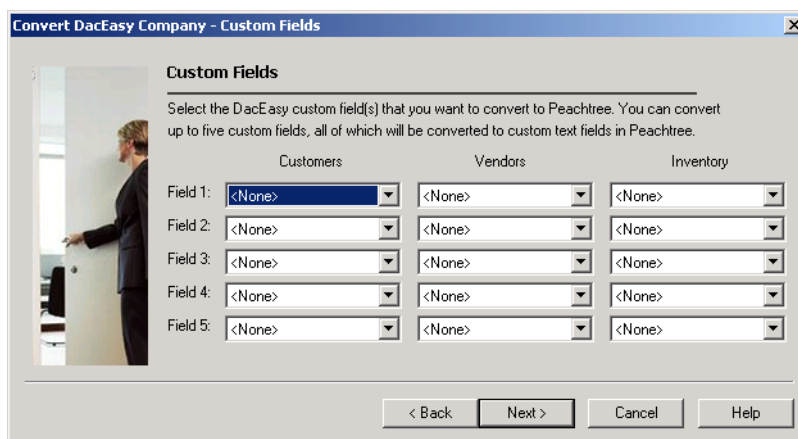
For the default inventory costing method, you can choose one of the following costing methods:

- **FIFO (First In, First Out)**—Select this method if you want the cost determined by assuming that the oldest items are to be sold first.
- **LIFO (Last In, Last Out)**—Select this method if you want the cost determined by assuming that the newest items are to be sold first.
- **Average**—Select this method if you want the cost determined by the average price of all items.

If you had a default costing method set up in DacEasy, a comparable default will be selected, but you can change it if you like. If you used standard costing in DacEasy, the costing default is set to FIFO.

- 7 When you have finished making your selections, click Next to continue.

The Custom Fields window appears.



On this window, you will select the custom fields that you want to convert from DacEasy. You can select up to five custom fields for customers, vendors, and inventory. The fields that you select here will be used as the default custom fields for the company that you are converting to Peachtree.

The majority of the selections in the list come from your user-defined text, numeric, and date fields from DacEasy. In addition, we've included some fields DacEasy that may not have a comparable counterpart in Peachtree, but may include information that you want to convert.

## 2 Converting DacEasy Company Data DacEasy Conversion Guide

Select up to five custom fields for each of the following record types:

- Customers
- Vendors
- Inventory

**Note:** You do not have to make any selections for custom fields if you choose. You can select as many or as few custom fields up to 5 for each record type.

- 8 When you have finished making your selections, click Next to continue.

The Custom Fields Part 2 window appears.

**Convert DacEasy Company - Custom Fields**

**Custom Fields, Part 2**

Select the DacEasy custom field that will be mapped to one of Peachtree's five text custom fields.

	Employees	Jobs
Field 1:	<None>	
Field 2:	<None>	
Field 3:	<None>	
Field 4:	<None>	
Field 5:	<None>	

< Back   Next >   Cancel   Help

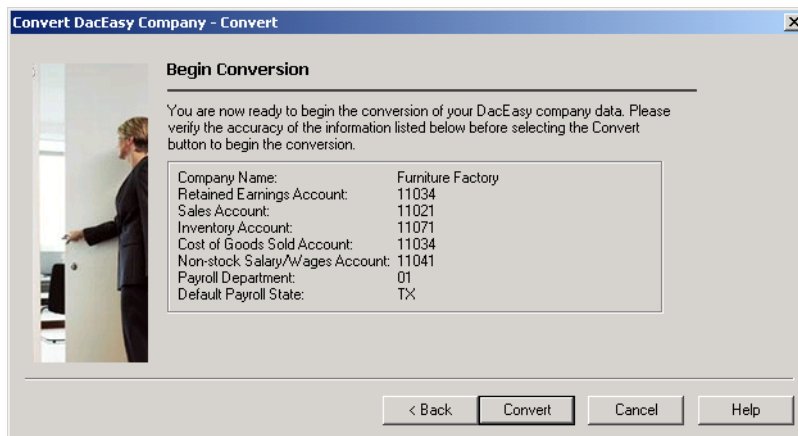
On this window, you will select the custom fields that you want to convert from DacEasy. You can select up to five custom fields for employees and jobs.

Select up to 5 custom fields for each of the following record types:

- Employees
- Jobs

- 9 When you have finished making your selections, click Next to continue.

The Convert window appears.



The Convert window is the final window you will see before the conversion process begins. It displays all the options you have chosen in the other windows of the Conversion Wizard.

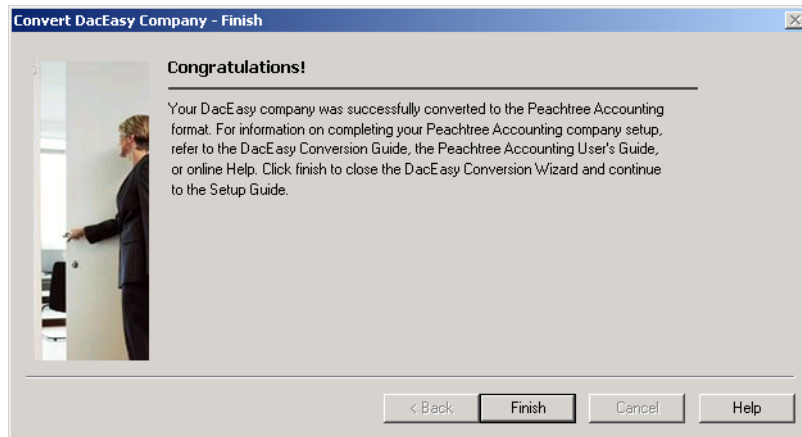
- 10 Verify that the information is correct, and then select **Convert** to begin the conversion process. Or, if any of the displayed information is not as desired, select **Back** to return to earlier windows, and then make any needed corrections.

After you select **Convert**, the conversion process begins. Your DacEasy company data gets automatically converted to the Peachtree format. For more information about what data gets converted, see [“What Gets Converted and What Does Not?” on page 3.](#)

## 2 Converting DacEasy Company Data

DacEasy Conversion Guide

Once the conversion is complete, the finish window appears.



This is the final window in the DacEasy Conversion Wizard. You have successfully converted your DacEasy company to the Peachtree format.

- 11 Select **Finish** to close the conversion wizard and begin using your Peachtree company.

# What to Do After the Conversion

# 3

## Overview

### Using the Setup Guide to Set Up Your Company

Setting Up Customers	<a href="#">42</a>
Setting Up Jobs	<a href="#">45</a>
Setting up Vendors	<a href="#">46</a>
Setting Up Inventory	<a href="#">49</a>
Setting Up Employees	<a href="#">51</a>
Setting up Chart of Accounts	<a href="#">54</a>

# • What to Do After the Conversion •

## Overview

Now that your company has been converted to Peachtree Accounting, you have the final setup work to complete. As mentioned in the previous chapter, the Setup Guide is a great place to start when you're setting up a company. In this chapter, we will use the Setup Guide to complete the final setup work for your company.

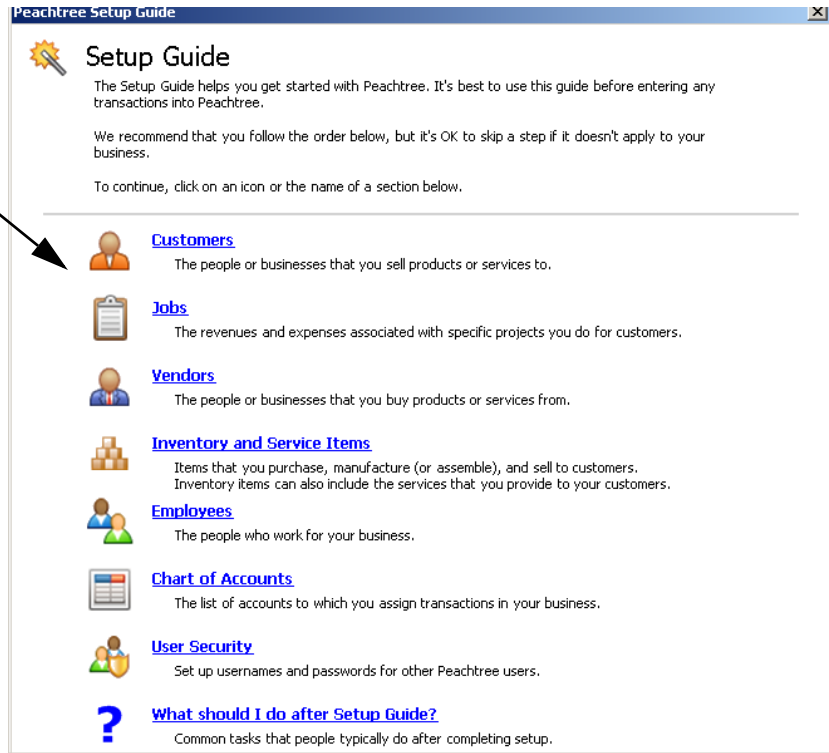
If you have further questions, or want more detail about the procedures listed here, consult the Peachtree *User Guide* or online Help.

## Using the Setup Guide to Set Up Your Company

After the conversion is complete, the Setup Guide will appear. The Setup Guide presents a comprehensive outline of how to set up your company. While some of the steps were completed during conversion, like entering vendor, customer, item, and employee records, we suggest that you follow the Setup Guide step-by-step. When the Guide suggests that you add records, you should verify that all of your data records converted properly.

The Setup Guide is shown below.

Each area of setup is listed. Click the area to walk through the steps of setting up that part of Peachtree.



You may not need to set up each area of Peachtree for your company. For example, if you don't use Inventory, then you should skip that section of this chapter.

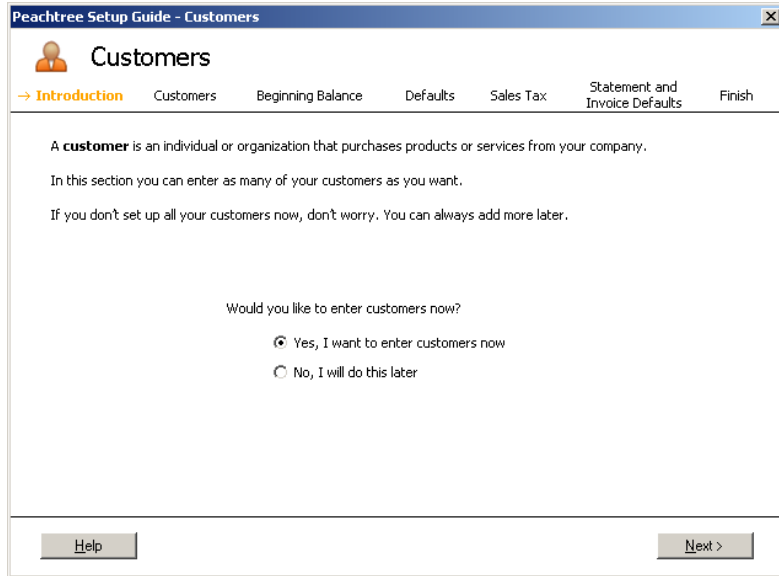


Tip

You can reopen the Setup Guide at any time by selecting the Company page of the Business Status navigation bar, and then selecting the Setup Guide icon. Or you can select, File, Setup Guide.

## Setting up Customers

The Customers page of the Setup Guide helps you set up Peachtree to track amounts owed to you by customers for items or services you sold to them. You can open this page by clicking the Customers link on the Setup Guide page. There are six steps listed to set up customers. The steps are shown below.



As mentioned earlier in this guide, the conversion may have already completed some of the steps listed. Let's take a look at the steps needed to set up your customers.

### 1 Set up Your Customers

On the opening screen, select **Yes, I want to enter customers now** and then click **Next**. The new screen will display a list of existing customers, if any. Scroll through this list and make sure that all of your customers appear. If so, select **Next** to continue to the next step. If not, click **Add New Customer** to open the **Maintain Customers** window. In the **Maintain Customers** window, you can enter, change, and store information about companies and people you sell goods and services to. You can also enter information about companies and people you would like to do business with (prospects). Information about customers is stored on six different tabs. Click the tab to enter the additional customer information. When you have finished adding any customers, close the **Maintain Customers** window and you will return to the **Customer Setup Page**.





Tip

If you printed the Customer Directory Report from DacEasy, use it to compare and verify the customer information that was converted to Peachtree.

## 2 Enter Your Customer Beginning Balances

In this step, verify that your beginning balances from DacEasy converted properly. Select Yes and click Next. Then click Enter Customer Beginning Balances. If you need to change information, select the customer name on the Customer Balances tab; then enter amounts for outstanding invoices on the Invoices from tab.

**Tip:** You can use the Customer Directory Report from DacEasy to compare and verify your customer beginning balances.

When you are done, close the Customer Beginning Balances window and select Next on the Customer Setup page.

## 3 Select Your Customer Defaults

Peachtree will display the current customer defaults for you. If you do not need to change them, click Next. If you want to make changes, click Change Customer Defaults. In the Customer Defaults window, you can set up default information for customers. You enter the most common information. Then, when you set up new customers and enter transactions, the default information is automatically included.

The Customer Defaults window has five tabs:

- **Payment Terms**—On this tab, you set up default (standard) payment terms for your customers and default sales and discount G/L accounts.
- **Account Aging**—On this tab, you set up how sales invoices are aged and what aging brackets will be used for accounts receivable.
- **Custom Fields**—On this tab, you set up custom field names for your customer records. This information is brought over during the conversion. Verify that the custom fields are correct.
- **Finance Charges**—On this tab, you set up when and how finance charges are calculated for your customers.
- **Pay Methods**—On this tab, you set up payment methods for your customers or deposit ticket ID properties.

For more information about what to enter on the tabs in this window, select the Help button.

When you are done, close the Customer Defaults window and click Next on the Customer Setup Page.

## 4 Create Sales Taxes

### 3 *What to Do After the Conversion* *DacEasy Conversion Guide*

Your sales tax information should have converted from DacEasy properly. However, if you want to verify it, select **Yes, I collect Sales Tax from my customers**. Then click **Next**. Peachtree will walk you through four screens of sales tax setup. You can use the lists to verify the completeness of the information. If you need to add sales tax vendors, sales tax agencies, sales taxes, or assign sales taxes to customers, you can do so from the setup.

If you do not need to verify sales taxes, click **Next**.

#### 5 Select Your Statement and Invoice Defaults

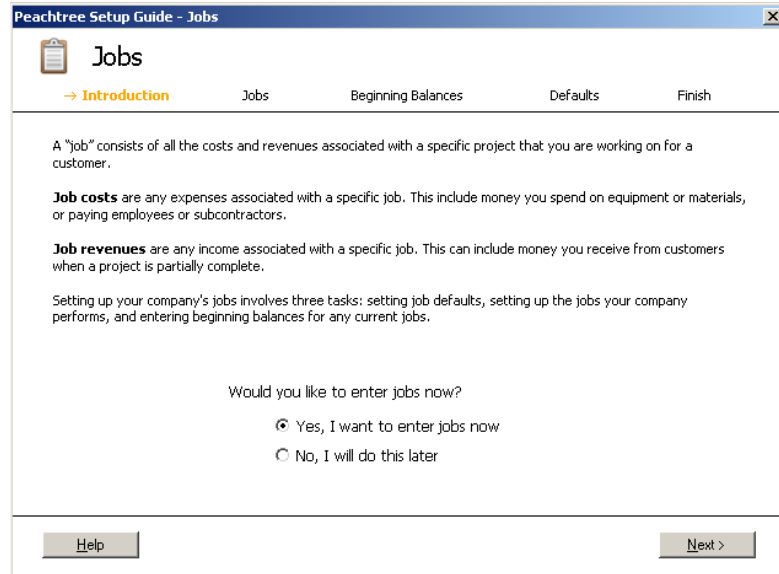
The Customer Setup page will show you the current statement and invoice defaults. If you are satisfied with these, click **Next** to continue. Otherwise, click **Change Statement and Invoice Defaults**. This will open the Statements/Invoices Defaults window. In this window, you set up default information for printing customer statements and sales invoices. These options let you customize your customer statements and invoices including print options and dunning messages. The defaults you enter here are used throughout Peachtree.

Select the information desired on the Statement Print Options tab, then select the Dunning message tab to enter text for dunning messages. If you are not sure what to select or enter on either of these tabs, click **Help** for more information.

When you are done, close the Statement and Invoice Defaults window and click **Next**. Select one of the options to continue.

## Setting up Jobs

The Jobs page of the Setup Guide helps you set up Peachtree to track all the costs and revenues associated with a specific project. You can open this page by selecting Jobs from the Setup Guide main page. There are four steps listed to set up jobs. The steps are shown below.



Select **Yes, I want to enter jobs now** and click **Next** to get started. As mentioned earlier in this guide, the conversion may have already completed some of the steps listed. Let's take a look at the steps needed to set up your jobs.

### 1 Set Up Jobs

Any jobs that were converted will appear in the list on the screen. Verify that this list is complete and click **Next** if you do not need to create any jobs now. Otherwise, click **Add New Job** to add a new job. This will open the **Maintain Jobs** window. In the **Maintain Jobs** window, you can track the costs associated with the completion of a job or project. These can include expenses associated with purchasing materials or paying for labor, equipment, or subcontractors. Information about jobs is stored on three different tabs. Click the tab to view the additional job information.

Also, if there is information that you want to add to the job item record, enter it as you verify your records. Use the **Back** or **Next** (arrow) buttons next to the **Job ID** field to go to the previous or next record. Be sure to verify data on every tab for each job.

### **3** *What to Do After the Conversion* *DacEasy Conversion Guide*

When you are done, close the Maintain Jobs window and click Next on the Job Setup page.

#### **2** Enter your Jobs Beginning Balances

Since Peachtree and DacEasy handle jobs differently, none of your beginning balances were converted. You will have to enter them manually.

On the window, select Yes if you must enter beginning balances for your jobs. Select No if you do not. Then click Next. If you selected Yes, follow the steps to enter your job beginning balances. To enter job beginning balances, select the job name on the Job Balances tab; then enter dates and amounts for expenses and revenue on the Job Entries for tab. Repeat this step for all of the jobs that were converted from DacEasy.

When you are done, click Next.

#### **3** Select Your Job Defaults

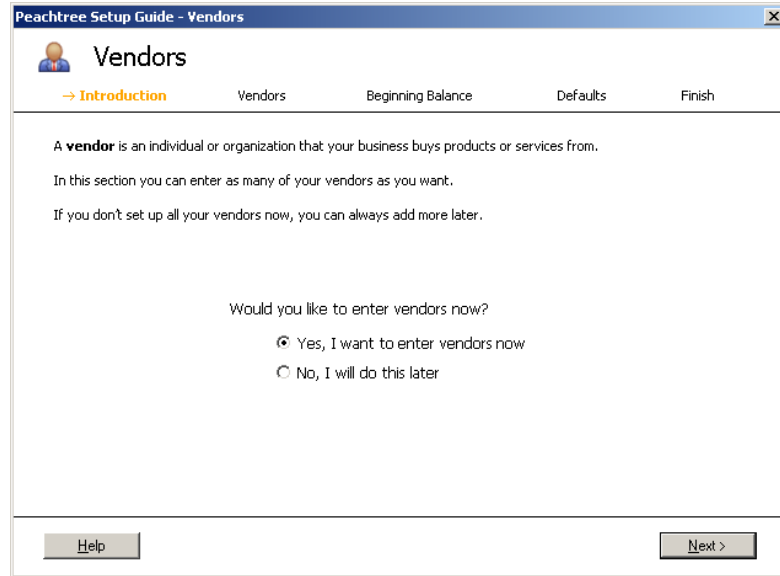
If you want to set up custom fields, click Change Job Defaults. In the Job Defaults window, you can set up custom field names for your job records. Custom fields offer you a way to keep track of specific information about the people who supply you with goods and services. We have provided some common custom field names; however, you may change them to better suit your business needs.

When you are done, close the Job Defaults window. Note that if you want to enter specific information for these custom fields for each job, you must reopen each job record and add the information. The field labels will appear but not the information specific to each job.

Click Next to proceed to the next setup area.

## **Setting up Vendors**

The Vendors page of the Setup Guide helps you set up information for balances you owe to vendors for good, supplies, and services that you've purchased. You can open this pages by clicking Vendors from the Setup Guide. There are four steps listed to set up vendors. The steps are shown below.



As mentioned earlier in this guide, the conversion may have already completed some of the steps listed. Let's take a look at the steps needed to set up your vendors.

## 1 Set up Your Vendors

If you want to add vendors or check that all of your vendors converted properly, select Yes, I want to add vendors now; then, click Next. The next screen will show you the vendors that transferred. Examine this list. If it is complete, click Next to continue to the next step. If not, click Add New Vendor to open the Maintain Vendors window. In the Maintain Vendors window, you can enter, change, and store information about the companies and people you purchase goods and services from. Information about vendors is stored on four different tabs. Click the tab to view the additional vendor information.

If there is information that you want to add to the vendor record, for example an e-mail or Web address, enter it as you verify your records. Use the Back or Next (arrow) buttons next to the Vendor ID field to go to the previous or next record.



Tip

If you printed the Vendor Directory Report from DacEasy, use it to compare and verify the vendor information that was converted to Peachtree.

When you are done adding vendors, close the Maintain Vendors window and click Next on the Vendors page.

## 2 Enter Your Vendor Beginning Balances

In this step, verify that your beginning balances from DacEasy converted properly. You can do this by selecting Yes and then clicking Next. On the new page, click Enter Vendor Beginning Balances. If you need to change information, select the vendor name on the Vendor Balances tab; then enter amounts for outstanding invoices on the Purchases from tab.

When you are done, close the Vendor Beginning Balances window and click Next on the Vendor Setup page.

## 3 Select Your Vendor Defaults

The Setup Guide displays the current vendor defaults. If these are acceptable, click Next to continue to the next part of the Setup Guide. Otherwise, click Change Vendor Defaults to open the Vendor Defaults window. In the Vendor Defaults window, you can set up default (common) information for vendors. Enter basic setup information that applies to most of your vendors and purchases. Then, when you set up new vendors and enter transactions, the default information is automatically included. This can save a great deal of time during data entry.

The Vendor Defaults window has four tabs:

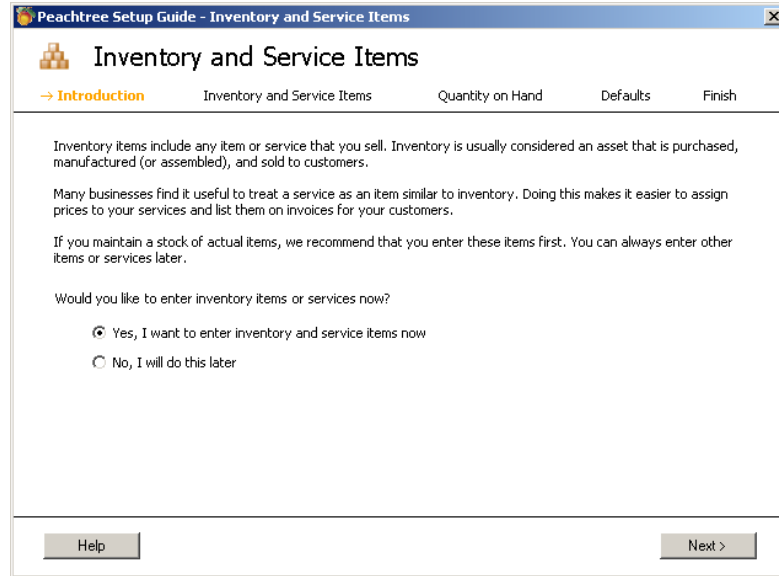
- **Payment Terms**—On this tab, you set up default (standard) payment terms for your vendors and default purchase and discount G/L accounts.
- **Account Aging**—On this tab, you set up how purchase invoices are aged and what aging brackets will be used for accounts payable.
- **Custom Fields**—On this tab, you set up custom field names for your vendor records. This information is brought over during the conversion. Verify that the custom fields are correct.
- **1099 Settings**—On this tab, you establish how 1099 calculations will be made for each of the general ledger accounts in your chart of accounts.

For more information about what to enter on the tabs in this window, select the Help button.

When you are done modifying vendor defaults, close the Vendor Defaults window and click Next on the Vendor Setup page.

## Setting up Inventory

The Inventory page of the Setup Guide helps you set up Peachtree to track the quantity (value) of goods on hand and available for sale. You can open this page by clicking Inventory on the Setup Guide. There are three steps listed to set up inventory. The steps are shown below.



As mentioned earlier in this guide, the conversion may have already completed some of the steps listed. Let's take a look at the steps needed to set up your inventory.

### 1 Set up Your Inventory Items

If you want to verify that your inventory converted properly, select Yes, I want to enter inventory and service items now; then click Next. Peachtree will list the items that converted. Examine this list to make sure that everything converted. If you do not need to make any changes, click Next to continue to the next screen. If you must add items or change information, click Add New Item or Service. This will open the Maintain Inventory Items window. In the Maintain Inventory Items window, Peachtree tracks the inventory items you buy and sell and automatically updates the quantities after each posted transaction. Information about inventory items is stored on five different tabs. Click the tab to view the additional inventory item information.

**Note:** Quantity on Hand amounts did not get converted from DacEasy. You can either enter them here or in the next step when we enter beginning balances.



If you printed the Product Listing Report from DacEasy, use it to compare and verify the inventory item information that was converted to Peachtree.

When you are done, close the Maintain Inventory window and click Next.

### 2 Enter Inventory Beginning Balances.

As mentioned earlier, the quantity-on-hand for inventory items did not get converted from DacEasy. You will need to enter these quantities manually for each inventory item.

Select Yes on the window and click Next. Then click Enter Inventory Beginning Balances. This will open the Inventory Beginning Balances window. Beginning Balances for inventory items includes the quantity, unit cost, and total cost of the inventory.

Select an item from the list and enter the quantity and the unit cost. The total cost will be calculated automatically. Repeat this step for all inventory items.

When you are done, close the Inventory Beginning Balances window and click Next.

### 3 Select Your Inventory Defaults

Peachtree will show you the current inventory defaults. If these are acceptable, click Next. If not, click Change Inventory Defaults. This will open the Inventory Defaults window. In the Inventory Defaults window, you can set up default information for inventory items. You enter the most common information. Then, when you set up new inventory items and enter transactions, the default information is automatically included.

The Inventory Defaults window has six tabs:

- **General**—On this tab, you make basic choices about how inventory items will be handled in Peachtree.
- **Ordering**--Use this tab to specify how Peachtree will handle out of stock situations.
- **GL Accts/Costing**—On this tab, you set up the default or most common General Ledger accounts for each item class in inventory.
- **Taxes/Shipping**—On this tab, you set up default tax type categories and shipping methods for your inventory items.
- **Custom Fields**—On this tab, you set up custom field names for your inventory item records. We have provided field names for common business data, but you can change these to match your business needs.
- **Price Levels**—On this tab, you set up sales price levels for your items. Price levels offer you a way to charge different prices to different customers.



When you are done, close the Inventory Defaults window and click Next.

## Setting up Employees

After the conversion, Employees is the area in Peachtree where you will have to do the most setup work. Since Peachtree handles payroll differently than DacEasy, much of your payroll information did not get converted, including beginning balances.

The Employees page of the Setup Guide will help guide you through the process of setting up your employees. You can open this page by clicking the Employees link on the Setup Guide. There are several steps listed to set up payroll. The steps are shown below.

Peachtree Setup Guide - Employees

Employees

→ Introduction Employees Salary History Defaults Finish

Which payroll solution do you play to use?

- In-house payroll, where I do everything myself
- Peachtree Payroll Service, where payroll professionals handle my payroll
- I'm not sure, tell me more
- I don't plan to use Peachtree for payroll or I want to skip this for now

Help Next >

### 1 Select the initial payroll option

If you don't use payroll or employees at all, you can select **I don't plan to use Peachtree for payroll or I want to skip this for now**. If you want to set up Peachtree, select **In-house payroll, where I do everything myself**. The Peachtree Payroll Service option will lead you to screens, on which you can sign up to have your Payroll handled by Peachtree Payroll Services.

On the next screen, select Run Payroll Setup Wizard. This wizard will walk you through the setup of your state taxes, vacation and sick time, and 401k plans. Most of the setup information here will have converted, but you can follow the steps of the Payroll Setup Wizard to check it. Then you can return to the Employee Setup page. Click Next to move to the next step.

### 3 What to Do After the Conversion

DacEasy Conversion Guide

#### 2 Set up Your Employees

Select **Yes, I want to enter employees now** to display a list of the employees that converted from DacEasy. Review the list and click **New Employee** or **Sales Rep** if the list is incomplete. If you click this option, you will open the **Maintain Employees/Sales Reps** window. In the **Maintain Employees/Sales Reps** window, you can enter, change, and store information about your company employees and sales reps. Information about employees or sales reps is stored on six different tabs. Click the tab to view the additional employee information.



Tip

If you printed the **Employee Directory Report** from DacEasy, use it to compare and verify the employee information that was converted to Peachtree.

When you are done, close the **Maintain Employees** window and click **Next** on the **Employee Setup** page.

#### 3 Enter your Employee Beginning Balances

Employee beginning balances do NOT convert, so you must perform this step if you are starting to use Peachtree in the middle of the year and have outstanding annual amounts for each employee. Select **Yes** on this page and click **Next**. Then, click **Enter Employee Beginning Balances**. This will open the **Employee Beginning Balances** window. Entering your employee beginning balances correctly ensures that your monthly, quarterly, and year-end reports will print correctly. You can enter a beginning balance for each employee and edit it at any time—it does not affect the general ledger. We suggest that you enter beginning balances for employees before entering any payroll transactions.

To enter a beginning balance for an employee, click the magnifying glass (lookup) button next to **Employee ID** field. Then, select an employee. Set up dates for the balances you're going to enter. You can enter up to 52 dates for paychecks or you can enter quarterly dates, so that quarterly reports and W-2s will compute properly.

Note: when you are entering dollar amounts, you should enter earnings as positive dollar amounts and deductions as negative dollar amounts. Check the **Net Check** value at the bottom of each column to make sure you have entered everything correctly.

When you have finished entering beginning balances for an employee, click the **Save** button and then select another employee. When you are done, close the **Employee Beginning Balances** window. Then, click **Next** on the **Employee Setup** page.

#### 4 Select Your Employee Defaults

This page will display the employee defaults, such as pay levels and custom fields, that converted from DacEasy. If you want to make changes, click the Change Employee Defaults button. This will open the Employee Defaults window. In the Employee Defaults window, you can set up default (common) information for employees. Enter basic setup information that applies to most of your employees and payroll transactions. Then, when you set up new employees and enter paychecks, the default information is automatically included. This can save a great deal of time during data entry.

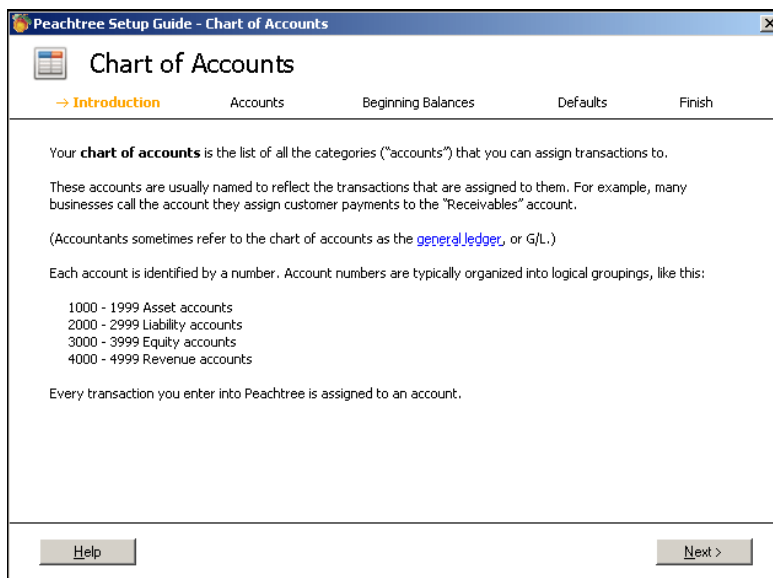
The Employee Defaults window has three tabs:

- **General**—On this tab, you set up basic default information for your employees, including a locality and custom field names. Custom field names are brought over during the conversion. Verify that they are correct. Some names may be shortened because of field limits in Peachtree.
- **Employee Fields**—On this tab, you set up defaults for how Peachtree handles employee-paid taxes and other deductions.
- **Company Fields**—On this tab, you set up defaults for how Peachtree handles employer-paid taxes and contributions.

For more information about what to enter on the tabs in this window, select the Help button.

## Setting up Chart of Accounts

You can open the Chart of Accounts page of the Setup Guide by clicking the Chart of Accounts link on the Setup Guide. There are three steps listed to set up the general ledger. The steps are shown below.



To start, click Next. Let's take a look at the steps needed to set up your general ledger.

### 1 Set up Your Chart of Accounts

The first page will display the chart of accounts that converted. Examine this list and make sure that all of your accounts are present. If they are, click Next to continue to the next step. If not, click Add New Accounts. This will open the Maintain Chart of Accounts window. The Maintain Chart of Accounts window is used to:

- add a new account
- define an account type
- modify the description of an existing account
- delete an account

**Note:** select Budgets from the Maintain menu to view your budget information.

When you are satisfied, click Next on the Accounts setup page.

## **2** Enter your Account Beginning Balances

Instead of entering G/L Account Balances, you should verify the general ledger account balances that were converted from DacEasy. Select Yes on this page and click Next. Click Enter Account Beginning Balances. Then select a period to display. This period should be the period just prior to when you will begin entering transactions in Peachtree. After you select a period to display, the Chart of Accounts Beginning Balances window will appear. If any information is incorrect, update the beginning balances with the correct information.

If you prefer to verify your information by report only, you can compare the General Ledger Report from DacEasy with the General Ledger Report from Peachtree. When you are comparing reports, make sure that you are comparing the same period. To print the General Ledger Report in Peachtree, select General Ledger from the Reports menu. Then, double-click the General Ledger Report in the Report list. Select the Print button to print the report.

## **3** Select Your General Ledger Defaults

Click Next on the Accounts setup page to see the defaults page. You will see the Rounding Account listed. This was part of the conversion. If you want to change that account, click Change General Ledger Defaults. Select the Rounding Account tab and enter a different account.

Since Peachtree has the ability to round financial statements either to whole dollars or to whole thousands of dollars, an account is needed to collect the rounding difference when you choose to round totals. The rounding account is used by Peachtree to store rounding differences for financial statements; it can be either a balance sheet account or an income statement account. However, we recommend that you use a Retained Earnings account.

When you are done, close the General Ledger Defaults window and click Next on the Accounts Setup page.

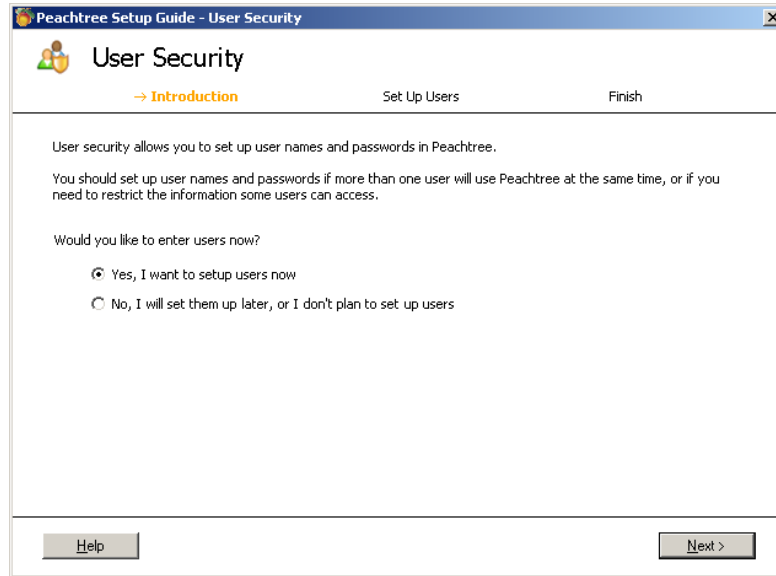
## **Setting up User Security**

The last step of setting up Peachtree is to create users and passwords. This step is not necessary, so if you will not be setting up different users, you have finished the Setup Guide.

To create users, select User Security from the Setup Page. There is just one step to setting up Users. It is described below.

### 3 What to Do After the Conversion

*DacEasy Conversion Guide*



#### 1 Set Up Users

On the User Security page, you will see a list of users, if any. To set up users, select **Yes, I want to set up users now**. Then click Next.

On the new page, click Set Up Users. This will open the User Security window. Use this screen to create user IDs, passwords, and access rights to different parts of the program.

When you are done, close the User Security window and click Next on the User Security Setup page. If you want to see what you could do next, click **Show me what I might do next** and click Next.

Now that you have completed the setup work for Peachtree, you can begin using Peachtree to enter transactions. We suggest that you review your *Peachtree User Guide* or the online Help to learn more about how things work in Peachtree.