

The Sage Peachtree Insider | April 2011

An Inside Look at Sage Peachtree and Your Business



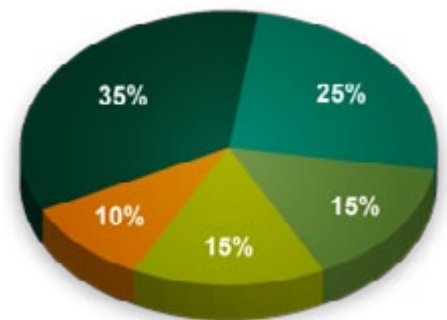
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Previous Poll Results

What do you use to keep track of your business contacts

- 35% Everything's in my trusty Day-Timer (or other paper scheduler)
- 25% I do everything in Sage Peachtree
- 15% Post-It Notes - and I'm overwhelmed!
- 15% I use an online solution like salesforce.com
- 10% I use Sage ACT!



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Feature Article: April is Tax Month

Next Year...

"Next year will be different!" How many times did you mutter this when you were working overtime to prepare your 2010 tax return? It's always a push to meet the April 15 deadline whether you're an individual, business owner, bookkeeper or accountant.

Next year can be different, and this is a good time to make some changes while tax season stress is fresh in your mind. You can put in place processes, build new habits and take advantage of Sage Peachtree features to make 2011 tax time easier.



Ditch the shoe box. This is going to be hard for some of you. There are many different organizational systems out there, but it's hard to resist the urge to dump everything into one container and sort it out later. We call that the Scarlett O'Hara "I'll think about it tomorrow" method. You can cut some of the paperwork clutter by using the Add Attachments feature in Sage Peachtree. Or try capturing everything electronically on a scanner. Many will let you sort and categorize your documents for easy retrieval.

Backup, backup, backup. Take advantage of functionality in Sage Peachtree to back up your company data. You can schedule an automatic backup which will save you valuable time on a regular basis. And don't forget about [online backup/restore](#), which keeps your data safe from hard drive failures, viruses and natural disasters. You get 100MB free with your purchase of the new Sage Peachtree 2012 (also can included with your past purchase of 2011, 2010 and 2009). All of these options are found under the File menu in your software. And please don't let us see you backing up to a flash drive or CD. Your data is not secure since those items can easily be misplaced or lost.

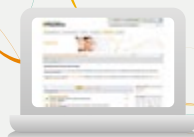
File online. Beginning in 2011, most small businesses are required to file quarterly payroll taxes (Form 941) and unemployment forms electronically. This can be easily done using Sage Peachtree and one of its [Payroll Solutions](#). Be aware that fines for failing to file online and on time can be significant.

Of course, there's always our all-time favorite tip . . . start earlier! (Sorry, we just had to say it.) ☺

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Join the Sage Peachtree Community!

Get answers and advice from the thousands of members of the Sage Peachtree Online Community. Join in the discussion at <http://community.peachtree.com>



Sage News: Sage Summit 2011

Sage Summit

Customer Awards Contest

Planning on attending Sage Summit this year? You should enter the [Sage Customer Awards Program](#) for a chance to win valuable prizes and recognition at the conference for your outstanding achievements.

There are [six categories for submissions](#): Innovation, Community Stewardship, Extraordinary Customer Experience, Best Use of Multiple Sage Products, Healthcare Best Practices and Lifetime Achievement.

Each 2011 Customer Awards Program winner receives:

- Free registration to [2011 Sage Summit customer conference](#) in July
- Free airfare
- Two nights' complimentary hotel accommodations at Sage Summit
- Special VIP access at Sage Summit
- Crystal trophy recognizing outstanding achievement

Enter your business now! You have until May 3 and we'd love to see a Sage Peachtree customer among the winners! Plus, the Sage Peachtree product team will be there to meet you and show you how to get the most out of your software – and your business!

[Comment on this article](#)

Kudos to These Top-Kudo'd Authors

Did you know that in the Sage Peachtree Community you can give a Kudo to a person who provides you with a good solution to your posted problem? It's a great way to recognize someone for their help.

You may not realize that many Community participants are Certified Consultants -- trained professionals who can provide guidance on everything from your initial Sage Peachtree setup through monthly and year-end processing. You can recognize them by the CC icon next to their screen name. [Find one near you](#).

At the risk of leaving someone off the list, here are the top CCs who received Community Kudos over the last year. We appreciate their contributions.

- [pguru](#), Platinum Contributor
- [ShirleyB](#), Silver Contributor
- [StephenC](#), Bronze Elite Contributor
- [Streamline_mm](#), Bronze Elite Contributor
- [KimClement](#), Loyal Listener

Honorable mentions: [HowardE](#), [AnthonyWu](#), [jaxmanjoe](#), [kayflanery](#).

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Social Media: Be Part of the Conversation

Blogging for Your Business

By Kim Dixon, Sage Peachtree Product Team

By now you've set up your Facebook and Twitter accounts (or at least you're making your social media plan). So, let me introduce you to a new tool that can help you build your brand, improve search engine results, and increase leads. Blogs!

Simply put, a blog is a web-based journal (web log) that allows the author to regularly update the content. But why are they important to you? Doesn't it seem like the Internet is overrun with blogs?

Truth is blogs are still one of the most powerful tools available to small businesses. They allow you to educate your audience, build trust, broaden your network . . . have I convinced you? No? Studies show that consumers prefer to work with businesses that have a strong social media presence. Still not? Consider these facts from The Social Media Examiner:

- **People read blogs.** More than half of Internet users read a blog at least monthly and find them very influential, according to research from Technorati and eMarketer. This is expected to rise to over 60% by 2014.
- **Blogs are #1 priority for marketers.** Marketers indicated increasing blogging activity was their number-one priority, according to the 2010 Social Media Marketing Industry Report.
- **Corporate blogging on the rise.** More than 43% of U.S. companies will market via a blog by 2012, up from 34% in 2010, according to eMarketer. Media companies, marketers, and small business owners are a sampling of businesses driving this growth.
- **Blogs enhance search engine rankings.** A significant 58% of marketers use their blog to improve search engine visibility, according to eMarketer.
- **Small businesses seeing big benefits.** Business websites that have blogs receive 55% more traffic than those that don't, found a HubSpot study.
- **Blogs generate quality leads.** The primary benefit of a blog for most self-employed business owners is generating new leads for their businesses, according to Technorati.
- **Consumers trust blogs.** A significant 47% of consumers will refer a brand they read about through a blog, versus only 28% for a Facebook brand and 22% for Twitter, according to Technorati and Razorfish.

Now what? Just like all social media outlets, you need to create a strategy. Know what you want to achieve. Read other blogs in your industry. In general, avoid trying to directly sell through your blog. To improve your search results, be sure your blog is on your main company website.

As with all social media, you need to be consistent. General guidelines suggest 2-3 blog posts per week. If that's too much, establish what you can do and do it consistently.

If you've decided that blogging is right for your business or if I've piqued your interest, there is no shortage of blogging experts. Check these: [Denise Wakeman](#), [HubSpot Blog](#), [Debbie Weil](#), [Jay Baer - Convince and Convert](#), [The Word of Mouth Blog](#).

Comment on this article

Employer's Corner: Avoid Identity Theft

Helping Employees Avoid Identity Theft

Brought to you by Sage Employer Resources

Identity theft can be a serious problem for an employee that may also affect performance at work. Employee stress and distraction are just a few of the ways identity theft can negatively impact your workplace.

Tax time can be a primary target for identity thieves. Fake emails, phone calls, or other notices claiming to be from the IRS – known as phishing – are designed to trick the recipient into revealing personal and financial information, which can then be used to commit identity theft.

Consider sharing the following [5 tips from the IRS](#) to help your employees avoid falling for these scams:

1. The IRS doesn't ask for detailed personal and financial information like passwords or similar access information for bank or other financial accounts.
2. The IRS does not initiate taxpayer communications through email.
3. The official IRS website is <http://www.irs.gov>. Don't be confused by sites claiming to be the IRS but ending in .com, .net, .org or other designations.
4. If you receive a phone call, fax or letter from an individual claiming to be from the IRS but you suspect they are not an IRS employee, contact the IRS at 1-800-829-1040 to determine if the IRS has a legitimate need to contact you.
5. Details on how to report specific types of scams and what to do if you've been victimized are available at <http://www.irs.gov>, keyword "phishing."

For more tips on preventing identity theft, please see [IRS Tax Tip 2010-11](#).

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FAQ

Q What's the best way to quickly get important details for a single customer?

A [Click here](#) for a list of CPAs, Bookkeepers and Accountants who are active Premier Advisors associated with the Sage Accountants Network.

Q How do I determine if my business is eligible for the Small Business Health Care Tax Credit?

A Recent health care reform includes a tax credit to help small businesses afford the cost of covering their employees. If your business offers health care coverage to your employees, you could get up to 35% back on what you pay for that coverage. The IRS has published a [list of useful FAQs](#) concerning the Small Business Health Care Tax Credit.

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Heads Up: Regulatory Issues We're Watching

More 2011 Payroll Tax Quarterly Reporting Changes

The first quarter of 2011 has come to a swift close; the year seems to be flying by. There have been changes to payroll tax quarterly reporting that you (or your tax preparer) should be aware of.

Starting with the first quarter of 2011, employers will begin filing new:

- Quarterly Contribution Return and Report of Wages (Form DE 9)
- Quarterly Contribution Return and Report of Wages (Continuation) (Form DE 9C).

Other changes include the fact that employers will report their Unemployment Insurance, Employment Training Tax, and State Disability Insurance contributions, along with the Personal Income Tax withholdings, quarterly on the DE 9 instead of annually on the Annual Reconciliation Statement (DE 7).

Also, detailed wage items for each worker will be reported on the DE 9C instead of the Quarterly Wage and Withholding Report (DE 6). Employers will still use the DE 6 and DE 7 for years prior to 2011.

There's a good reason for these changes. They allow employers and the Employment Development Department (EDD) to identify overpayments more quickly, which will result in faster refunds. In addition, EDD will be able to promptly notify employers of any amounts due.

The quarterly reporting change will not affect deposit and return due dates. Note: California businesses should refer to the [California Employer's Guide \(DE 44\)](#) for deposit and reporting requirements in that state.

Updates and changes like this may seem overwhelming. However, Sage Peachtree Payroll Solutions can help keep you up to date. There are [several options](#) for you, from basic payroll and tax calculation to e-filing and W2 delivery to complete tax filing, compliance and payment – all designed to help you spend less time on payroll and more time managing your business.

Next month's topic?

We'll dive into the new Healthcare Reform Act.

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Sage Peachtree Tweet of the Month

Last month's most popular [@PeachtreebySage](#) Tweet:

[@SagePeachtree](#) The dependent takes the cake ;) RT [@CPA_Trendlines](#): The 10 funniest tax deductions <http://j.mp/gnYGe4>

Welcome to Twitter

Welcome [@JimsPianos](#) – Tallahassee, FL business and Sage Peachtree customer! Interesting tweets; we recommend following. Our favorite tweet from them so far? "[@SagePeachtree](#): So glad to have user-friendly software w/ excellent customer service! You make my job easy!! Thank YOU!"



PeachtreeBySage

[Follow us](#) to get daily tips and news about Sage Peachtree, small business resources, and social media information.

Retirement Readiness: Dispelling 401(k) Myths

Dispelling 401(k) Myths

Brought to you by Retirement Services for Sage Customers

Many small businesses don't offer a retirement plan; according to a [recent study](#) 72% don't. Unfortunately, the most common objections to offering a 401(k) plan are rooted in misinformation. Allow us to clarify the five most common misconceptions.

Myth #1: 401(k)s are too expensive.

Truth: 401(k) plans are not as expensive as you may think. Many providers offer online services at a fraction of the cost of traditional paper-based providers. Pair those savings with tax incentives, and a plan can practically pay for itself.

Myth #2: There aren't any tax benefits.

Truth: Offering a 401(k) plan comes with multiple distinct tax advantages. When a 401(k) is first implemented, the employer can generally receive a \$500 IRS tax credit for the first three plan years. Plus, employer contributions, such as a discretionary match or profit sharing, are generally tax deductible.

What's more, contributions limits for both employees and employers are higher than other types of retirement plans, meaning additional tax benefits. Consult your accountant or tax preparer to learn how these savings can be applied to your plan.

Myth #3: 401(k) plans are too complicated.

Truth: Online 401(k) plans, like those offered by [Retirement Services for Sage Customers](#), are easy for business owners and their employees to utilize. Online setup and enrollment programs help manage the 401(k) plan. Interactive web support and high-touch customer service make these offerings even easier to operate.

Myth #4: There aren't any employee retention benefits.

Truth: Offering a 401(k) plan to your employees demonstrates that you care about their future and their well being. Additionally, retirement plans help retain quality workers. Retirement plans can reduce turnover and expenses associated with training new employees. At the same time they reward loyal long-term employees. 401(k) plans are also a great tool to recruit high value employees.

Myth #5: Retirement plans are for large companies.

Truth: You're never too small to offer a 401(k) plan. Plans are available for companies of all sizes. Today's small business plans come with the same flexibility and features available to large organizations.

Find additional common myths and other information [here](#).

Follow [Retirement Services for Sage Customers](#) on Twitter.

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Customer Quote

"Hallelujah!"

That's what Ray at [A.S.A.P. technologies, inc.](#) said when we gave him a sneak peek at a new Sage Peachtree 2012 feature: Copy Transactions. [Learn more](#)

Tip of the Month

Add Item Location Information to a Picking List

If you record location information with your inventory item records using the item's Location field, you can actually print the location of each item printed on a picking list. Doing so may help speed up the processing of your orders. Here's how to do it:

1. In Peachtree, select **Reports & Forms** from the file menu, select **Forms**, and then select **Sales Orders, Proposals, and Quotes**.
2. In the Forms list, right-click on the **Sales Order Picking List** and select **Customize**. The **Forms Designer** window will appear.
Most of the columns of the picking list are grouped together using a *group design object*.
3. Right-click anywhere in the **Description** column of the form and select **Properties**. The **Column Data Options** window for the group object will display.
4. Click the **Add Field** button.
5. In the Add Field window, make sure that the **Columns** tab is highlighted, and then select **Other Fields** from the **Field Type** dropdown menu.
6. Select **Item Location** from the **Field Name** list and then click **OK** to return to the Column Data Options window.
7. With the Item Location row highlighted, use the **Move Up** and **Move Down** buttons to place the field in the desired location.
8. Click the **OK** button to return to the forms designer window.
The Item Location column will now be visible on the form. However, you will need to resize the width of the columns in the forms designer window so that they all fit inside the red margin lines that border the form.
9. Starting with the first column and moving right, resize each column by dragging the column border using your mouse (This action is similar to resizing the columns of a spreadsheet).
Important Note: There is a standalone column named "This Shipment" that is used to manually record ("write in") how many of each item shipped. This column is not connected to the rest of the column group object and should remain as the last column. Take care not to move it as you reposition the columns of the group object.
10. Once all of the columns are positioned within the red margin lines, and are positioned to the left of the standalone "This Shipment" column, click **Save**.
11. Enter a custom name for the form, such as "My Packing List", click **Save** again, and then click **Close** to exit the forms designer window.

Your new packing list is now ready for printing! Item locations will now print with each item when you print a picking list. Note that because this is a new form, remember to select it in the Sales Order Print dialog box before printing a picking list.

Want more tips like this?

Follow [Peachtree Sage U](#) on Twitter.

Excel Tips & Tricks

Easy Upper Case to Title Case Tip

Have you ever exported data into Excel for further analysis, only to find that names or descriptions appear in upper case?

There is a function in Excel to convert them to lower case and then capitalize each word so that it's in the proper format. And the good news is that it applies to almost every version of Excel: Excel 2010, 2007, 2003, XP, 2000, and 97.

If your exported list looks like this:



Product ID	Product Name	Product Name/New Format
M011	MANILARDI	
M011	SMOCCHE DI NONNA ALICE	
T011	TURNBROD	
P011	PAVLOVA	
S011	SINGAPOREAN HOKKEN FRIED MEE	
B011	BOSTON CRAB MEAT	
I011	INLAND HILL	
C011	CHAI	
G011	GLOBRANDSALSOST	
Q011	QUESO CABRALES	
T011	TEATIME CHOCOLATE BISCUITS	
O011	ORIGINAL FRANKFURTER GRUINE SOSE	
T011	TEATIME CHOCOLATE BISCUITS	
R011	ROD KUMAR	

You can easily convert the product name from all caps to a format that's easier to read by following these steps:

1. Select cell E4 and type; =proper (D4)
2. Press Enter and copy the formula down
3. By using this one simple function the products names are now formatted correctly (see below).



Product Name	Product Name/New Format
MANILARDI	Manilardi
SMOCCHE DI NONNA ALICE	Smocche Di Nonna Alice
TURNBROD	Turnbrod
PAVLOVA	Pavlova
SINGAPOREAN HOKKEN FRIED MEE	Singaporean Hokken Fried Mee
BOSTON CRAB MEAT	Boston Crab Meat
INLAND HILL	Inland Hill
CHAI	Chai
GLOBRANDSALSOST	Globrandalsost
QUESO CABRALES	Queso Cabrales
CHAI	Chai
TEATIME CHOCOLATE BISCUITS	Teatime Chocolate Biscuits
ORIGINAL FRANKFURTER GRUINE SOSE	Original Frankfurter Gruine Sose

Coming soon!

Sage Peachtree Business Intelligence, customizable Microsoft Excel-based reports, automatically updated with real-time data. [Learn more](#)

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Top Online Community Discussions

The most viewed discussions at the Sage Peachtree Online Community over the past month:

- [Can't email purchase orders, etc. with Outlook 2010](#)
- [Outlook 2010](#)
- [Peachtree Accounting 2011 Start-up Problem](#)
- [Peachtree 2011 Service Release 2 \(SR2\) Update](#)
- [Peachtree Complete Accounting 2010](#)

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