

Peachtree® Report Instructions

PeachTree Reporting instructions for versions 2002-2010

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1 Past-Due Report Instructions

1. While in the Peachtree Accounting software, click on the “Reports” menu at the top of the screen
2. Click on the “Accounts Receivable” option with the Reports menu
3. Within the “Select a Report” window, choose the “Aged Receivables” report and ‘Double-Click’ on it.
 - a. This will open this report in a new window, the window will be titled “Aged Receivables”
4. Within the “Aged Receivables” report screen, click on the icon that says “Options”
 - a. This will open the “Aged Receivables” option window with 3 tabs; Filter, Fields and Fonts
NOTE: in version 2010, there are no tab’s
5. From the “Filter” tab within the “Aged Receivables” options window, locate the check box that states “Print Report in Summary Format” and place a check mark in it **NOTE: in version 2010 you check a box to “Summarize Report”**
6. Still on the “Filter” tab, locate the “Date” section in the middle of the screen and click on the down arrow to choose “Exact Date”
 - a. The text box to the right, labeled “From” will be activated
 - b. Enter the Previous Months date (approximately 30 days prior to the current date) by clicking on the small calendar icon and choosing the correct date.
7. **NOTE: version 2010 this step does not apply** Do you specify ASI Customers within your software?
 - a. If YES, still within the “Filter” tab, locate the “Filter Range” section and change “Customer Type” to display only those that match your ASI customers
 - b. If NO, skip to the next step
8. Click on the “Apply” button to the right side of the “Filter” options window and then click on the “OK” button
9. The options window will have closed and your report will be displayed on the screen

2 Paid Report Instructions

1. Open your Peachtree software program.
2. Locate and click on the “Reports” button on the Tool Bar of the program
3. Locate and click on the “Accounts Receivable” button within the sub-menu of “Accounts Receivable”.
 - a. This will open a new window within Peachtree
4. Locate the “Reports List” window and locate “Customer List”
5. Click on “Customer List” once with your right mouse button to highlight it.
6. Click the “Design” icon located on the icon toolbar **NOTE: version 2010 chose “Modify”**
 - a. This will open another window within Peachtree
7. **NOTE: step does not apply to version 2010** Click on the “Fields” tab within this window
8. **NOTE: version 2010 pick up from step 6 here** Please make sure the items listed below have check marks within the “Show” column of this window (if not, add the check mark. For items not list that are checked, you can either leave them checked or remove the check)
 - a. CUSTOMER ID
 - b. CUSTOMER NAME
 - c. TELEPHONE
 - d. ADDRESS1
 - e. ADDRESS2
 - f. CITY
 - g. STATE
 - h. ZIP
 - i. TERMS
 - j. SALES PERIODS
 - i. Select the sales period(s)
 - k. RECIEPT PERIODS
 - i. Select the receipt period(s)
9. Click OK, the report will now be open within your screen

3 Exporting your report

- The report will be displayed within Peachtree
- Locate the “Excel” icon on the icon tool bar within the report window and click on it
- Choose to “Create a new Microsoft Excel Workbook” and click OK
 - Excel will open
- Click on “File” and then “Save”
 - Choose a location that is easy to remember
 - Name the file your ASI#
 - EX: 33020.xls
 - 33020 is ASI’s ASI#.
 - “.xls” is the Excel extension
- Save the excel document to location that is EASY to remember
- Click SAVE
- Once saved, you can safely close MS Excel which will take you back to Peachtree.
- Open your e-mail program and create a new mail document
- Attach the report you just saved within Excel and e-mail it to
 - credit@email.asicentral.com