

The Sage Peachtree Insider | May/June 2010

An Inside Look at Sage Peachtree and Your Business



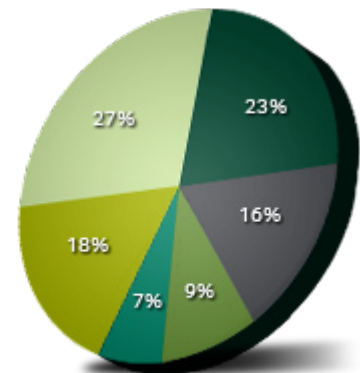
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 You no longer have to wait for the next Insider to get a helpful Sage Peachtree tip!

Last Reader Poll Results

How many active jobs or projects does your business typically manage at one time?

23%	1 to 10
16%	11 to 25
9%	26 to 50
7%	51 to 100
18%	101 or more
27%	Doesn't Apply



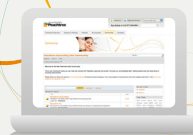
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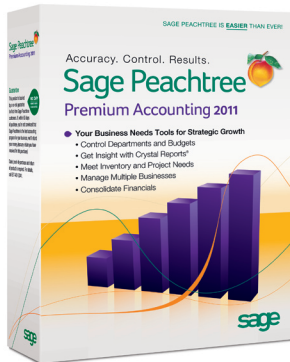
Join the Sage Peachtree Community!

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



FEATURE ARTICLE: Sage Peachtree 2011 – Easier than Ever!

Credit Card Transactions and PCI Compliance



We're very excited to announce the launch of Sage Peachtree 2011. It's the culmination of over a year of work. How much work? If we told you it would sound too much like whining. Instead, let us tell you about the product!

When planning for this release we knew economic conditions had created business issues around reduced resources and the need for more sources of income – doing more with less. So we built features to address these three needs:

- **Easier.** Sage Peachtree 2011 is easier to install with fewer screens and more guidance. Speaking of guidance, there's more of that too, on 12 of the most-used maintenance screens. The Setup Advisor helps new users get a faster start and uncovers more functionality for experienced users. One more thing, we've simplified the process for billing for time and expense tickets. It will save tons of time and shorten your billing cycle, too.
- **More Efficient.** The new Inventory and Services Management Center gives you complete insight into how an individual item or service is performing for your business, which allows you to make critical decisions without running a single report. It's customizable, so your sales manager can have a different view from the purchasing person. If you build complex assemblies, there are four modules that give you a full view of the process: what's built, what's in the assembly, what's it in, and what's on backorder.
- **Improved Profitability.** Change orders! That's really all we need to say to make a lot of you happy. Now you can keep track of every detail on a change order right in Sage Peachtree. Record the change, the impact to dates and estimates, who approved the change -- even attach the signed approval. Never forget to bill for a project change again. And when it's time for a new bid, you can go back through the change orders to make sure your estimates are accurate and profitable.

Most businesses today rely upon credit cards as the payment of choice by their customers. It is a convenient method for both the customer and the business, but how do you know your information is secure? Here are some facts:

- **80%** of credit card data compromises occur at brick-and-mortar businesses (vs. 20% for e-commerce businesses).
- **96%** of credit card data compromises occur at brick-and-mortar locations due to non-PCI compliant payment applications.
- **50%** of credit card data compromises are blamed on third-party negligence.



As these statistics show, the threat against your business is real. Information embedded on a credit card's magnetic stripe is valuable and must be protected. And, the credit card companies are expecting businesses to provide that protection.

Unfortunately, cyber criminals have access to tools that can hack into payment systems and obtain a cardholder's secure information. Businesses not compliant with the Payment Card Industry Data Security Standards (PCI DSS) are at a greater risk of security breaches from cyber criminals.

The PCI DSS outlines fundamental best security practices to help protect businesses and their customers against fraud.

For more information on how Sage can help you through these compliance issues, visit www.peachtree.com/pcicompliance

Want to know more? There are two ways to get more information:

- **Watch Ellie,** our new animated "customer," on Peachtree.com. Ellie will give you quick demos of some of the new features so you can really understand the benefits that they can provide for your company.



- **Get a free peek in an online session:** "What's New in Sage Peachtree 2011." You'll get a look at the new job, inventory and service features, as well as other enhancements. What's New in Sage Peachtree 2011 is a 1.5 hour Realtime course – an online, instructor-led course you can attend from the comfort of your home or office. Training dates and times will vary. Visit Sage University and [Register today!](#)

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THE EMPLOYER CORNER – BROUGHT TO YOU BY HR411.COM: Making Sense of Child Labor Laws

With the school year coming to a close, many teenagers are starting to think about summer employment. Given the abundance of child labor requirements under the Fair Labor Standards Act (FLSA), employers must be cognizant of these provisions when employing workers under the age of 18.

Here are nine issues employers should keep in mind when hiring minors:

- 1. Minimum Age.** The FLSA sets the minimum working age for non-agriculture employment at 14, with a few limited exceptions. Those under the age of 14 can work in newspaper delivery, as an actor/actress, as a baby-sitter, or at their parent's place of business.
- 2. Age verification.** While federal law does not require minors to obtain work permits, many states do. Work permits are typically obtained through the minor's school system or through the appropriate state agency, such as the state department of labor. Permit requirements aside, all employers should obtain proof of age whenever hiring minors.
- 3. Minimum pay.** All employees, including minors, must be paid at least the minimum wage per hour, except when opportunity wages or apprenticeship/student learner pay applies. New hires under the age of 20 may be paid an "opportunity wage" of \$4.25 per hour during the first 90 calendar days of employment. Additionally, the federal Wage and Hour Division may issue special certificates allowing employment at wages below the minimum for apprentices, student learners, and messengers.
- 4. Permissible hours.** Under the FLSA, the number of hours a minor can work in a given day as well as at what time of day the minor is permitted to work is dependent upon their age and whether or not school is in session. When school is in session, permissible work hours for 14 and 15 year olds are: 3 hours on a school day; 18 hours in a school week; 8 hours in a non-school day; and between the hours of 7 am and 7 pm. When school is not in session, 14 and 15 year olds may work up to 40 hours a week, 8 hours a day, and between the hours of 7 am and 9 pm. There are no federal limits on working hours for 16 and 17 year olds; however, many states do impose restrictions.
- 5. Types of work.** Minors under the age of 16 are generally excluded from all manufacturing, mining, processing, public messenger, or machine-tending work. They are also excluded from transportation, warehouse work, construction, communications, and public utility occupations, except for office or sales work in connection with these occupations. Children under the age of 18 may not perform mining, logging, meatpacking, brick and tile making, or demolition jobs. Minors under the age of 18 are also prohibited from using saws and power-driven machines.
- 6. Driving restrictions.** Workers 17 years of age and older may drive during daylight hours in a vehicle 6,000 pounds or less. The minor must have a valid driver's license, have no record of moving violations at the time of hire, and have completed a state-approved driving course. The driving may not involve towing vehicles, urgent or time-sensitive deliveries, or the transport of three or more passengers at one time. In addition, 17 year olds may not drive beyond a 30-mile radius of the workplace and the driving must be "occasional and incidental" (i.e., no more than one-third of the workday, and no more than 20% of the workweek, may be spent driving).
- 7. Safety protocol.** It's recommended that in addition to ensuring

minors are restricted from performing certain hazardous work, employers create safety guidelines that are specific to these employees. Consider creating a safety checklist for minor employees that addresses how to properly use approved equipment, what to do in the event of an emergency, and which hazards to stay away from. While company safety and health procedures shouldn't solely focus on your younger staff members, these procedures should certainly be underscored for minors.

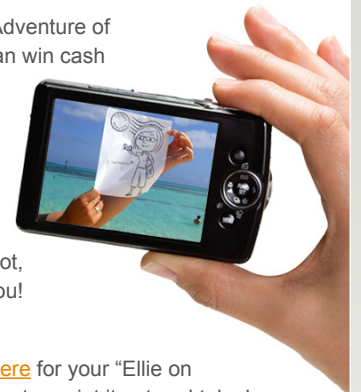
- 8. Training.** Ensure your managers are aware of child labor laws by conducting training sessions explaining company responsibilities pertaining to the employment of minors. Managers should be knowledgeable of permissible work hours so that work schedules can be written accordingly. In addition, managers should be aware of the types of duties that are off-limits for minors.
- 9. Check state and local laws.** State and local laws may differ from the guidelines outlined above. Employers are urged to check their state requirements prior to hiring minors.

\$150 off Employee Handbook Wizard | Published policies makes it clear to your employees that you're holding everyone to the same standards. Create and manage your policies with the HR411 Employee Handbook Wizard -- for a limited time only \$249.95 (\$150 off regular price). [Learn more here](#) or [click to buy now](#) (you'll see your discount in the shopping cart). Offer ends June 30, 2010.

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Participate in our "Ellie's Excellent Adventures Contest" and you could win \$500!

Just "picture" Ellie on an Excellent Adventure of your choice this summer and you can win cash for your own adventure! It's time for Ellie (your friendly Sage Peachtree 2011 tour guide) to take a summer vacation – with you! From now to July 31, 2010, take a picture of Ellie anywhere - on vacation, out to dinner, at your local tourist spot, at school – the adventure is up to you!



Just [click here](#) for your "Ellie on vacation" poster, print it out and take her someplace fun or interesting, creative or exotic! The more interesting and creative the better!

It's so easy to enter, all you have to do is post your Ellie photo on the contest tab on the [Sage Peachtree Facebook Fan page](#). See the [contest page](#) for the official rules and prizes!

HOW TO: Record Receipts with a Transaction Fee

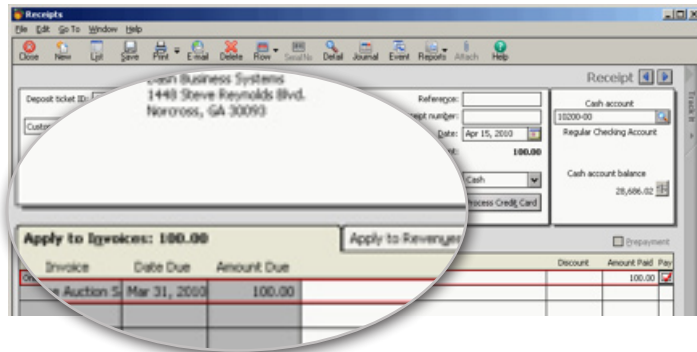
Q: How do I record online receipts from customers in Sage Peachtree when a transaction fee is charged?

A: Seller's fees are typically deducted from payments received for merchandise sold on online auctions such as eBay. As a result, the seller receives a reduced payment amount, even though the customer has paid in full. The following scenario outlines this type of transaction:

- You sell an item for \$100.00.
- The online merchant deducts \$5.00 as a seller's fee.
- Only \$95.00 will be deposited into your account.

Follow these steps to record this transaction:

1. In Sage Peachtree, select **Tasks, Sales Invoicing**. Enter the sales information and **Save** the transaction.
2. Click **Tasks, Receipts** and select the **Customer ID**.
3. The sales invoice should appear in the **Apply to Invoices** tab.

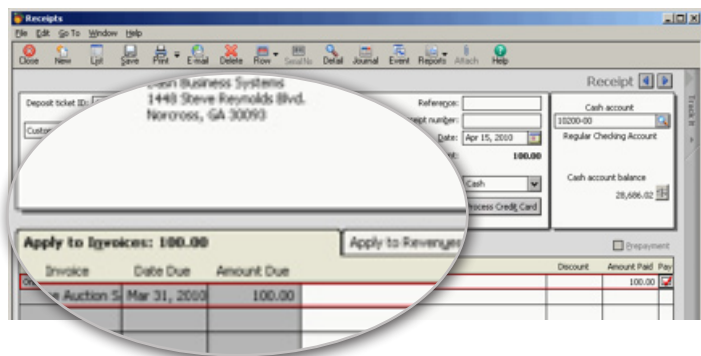


5. Click the **Apply to Invoices** tab. The receipt amount is \$95.00.

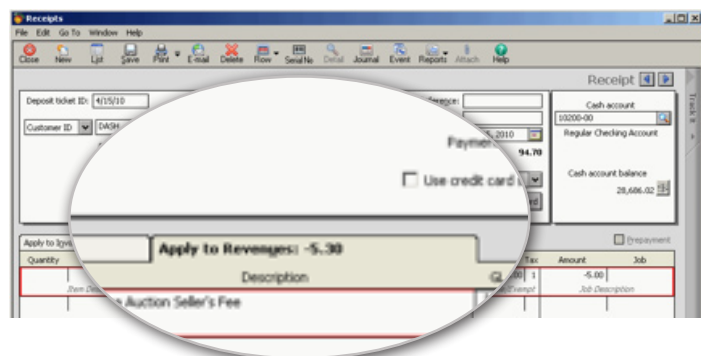
6. Save this transaction.

Visit the [Sage Knowledgebase](#) to see screen shots for each step and to find more FAQs like this one.

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4. Click the **Apply to Revenues** tab and enter a line item, recording the amount of fees that was charged for this transaction. It should be entered as a negative amount. Select the appropriate general ledger expense account in which the fees are tracked.



Sage Peachtree Tweet of the Month

The most popular [@PeachtreebySage](#) Twitter post of the past month:

[@TaxTimeLLC](#) <http://ow.ly/Yh6J> Here you can find information about the advantages of Peachtree. Please let us know if you have any ?s



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

Sage Cares

Whenever there's a need, Sage employees are some of the first to step up. That's especially true on the Atlanta campus, home of Sage Peachtree. Within the last year we've collected food for local food banks, held on-campus Red Cross blood drives, donated to Make-A-Wish Foundation, and more. Our latest campaign . . . [Care Packages for U.S. Troops!](#)



It all started when we received a letter from an airman serving in Iraq. He had never received a care package and was so appreciative of what a few Sage employees sent to him. This turned into a rally cry for the Atlanta campus.

We collected over \$400.00 from one round of donations, and many employees donated items and more cash in a second round. When it was time to package up the boxes, Sage had enough items to fill 54 care packages!

These packages went to troops overseas – including 16 family members or friends of Sage employees. Letters of appreciation for the troops were included in each box – written and drawn by Sage employees and family members.

What about the airman in the first letter who had never received a care package? Well . . . we decided to send him two!



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Tip of the Month

Can't wait a whole month to get your next Sage Peachtree tip in the Insider? Receive free Sage Peachtree tips and tricks along with instructor insight when you follow Sage University on Twitter. The first 100 Twitter followers will receive a FREE 30-day subscription to the Sage Peachtree Essentials Library. [Follow us today!](#)

Examples of recent Tweets:

- Protect your company data by backing up regularly. Press CTRL+B to quickly access the Sage Peachtree Backup Utility.
- Invoicing multiple customers for the same exact item or service? Click Broadcast to create the same invoice for a custom range of customers.
- Keep your inventory account and valuation report in sync by making sure only stock/assembly transactions are hitting your inventory acct.

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Top Online Community Discussions

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

1. [Creating a Sales Quote Register in Crystal Reports®](#)
2. [Transferring cash between cash accounts](#)
3. [Are your mobility needs growing?](#)
4. [Missing users guide](#)
5. [Same serial number?](#)