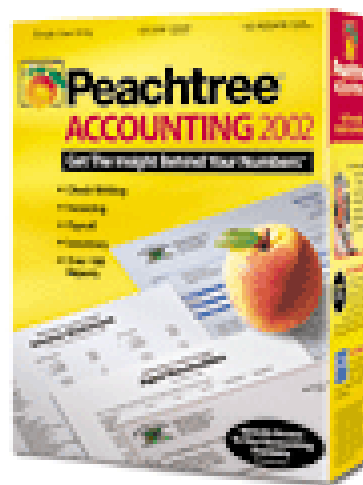
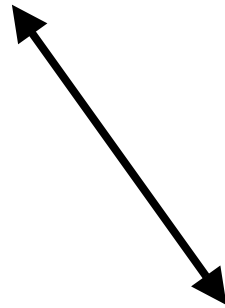
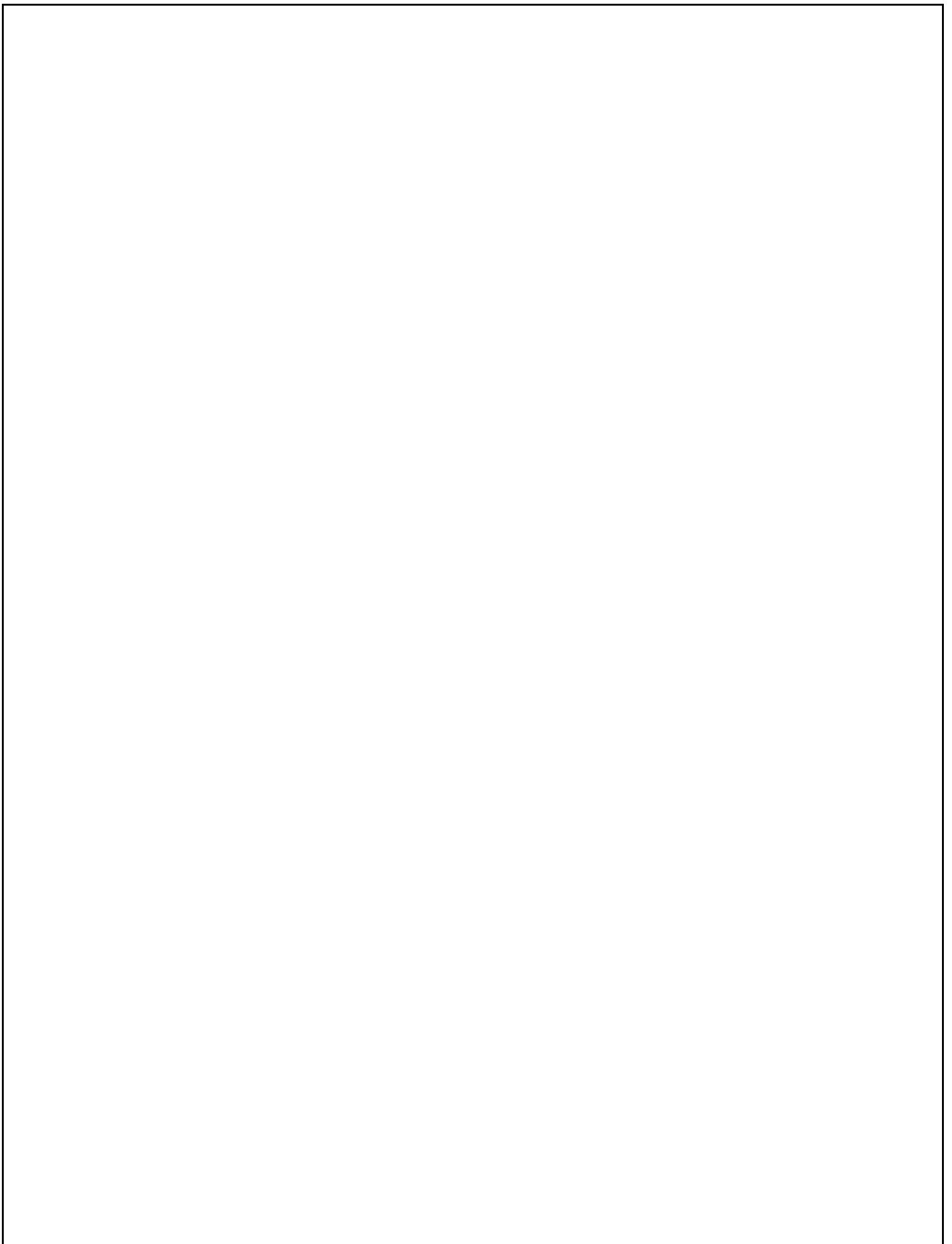


CLIPVisual Peach Tree Link Manual





Peach Tree Link Manual

Introduction

Peach Tree Link was created to summarize and transfer accounting information into *Peach Tree*.

Peach Tree Link will open up account numbers in all financial transactions throughout *CLIP*. In every Job, every debit, every credit, every installment, etc., you will be able to enter a valid *Peach Tree* account number that will help you classify your accounts much more thoroughly than ever before.

Peach Tree Link will summarize this financial activity and create a file that *Peach Tree* can import, eliminating any human errors. The information is received in *Peach Tree* as single line items that show up on your Balance Sheet and Income Statement.

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Preface: Setting up Contract Customers for the Peach Tree Link.

Please read the following article if you have or will ever have monthly installment customers. You may decide to change your chart of accounts in *Peach Tree*. If you are not using contract customers, you may want to disregard this section.

The Linking programs and the problem with contract installments and payments

Or

How do I track both the Charge per Job and the Installments for my Contract customers when I use either *Peach Tree Link* or *Clinker* with *CLIP*?

Over the years we have tried numerous approaches to the idea of linking contract installments over to the General Ledger along with the amounts we charge for each job when the job is performed.

Let's delineate the challenge:

- Customer Jones pays me \$100/month for 8 months in exchange for me servicing his property: What do I place in the *Charge Per Job* of the service?

The formula for this is \$100 times 8 months = \$800 divided by the total number of services in the year (30) equals the *Charge Per Job*:

$$\underline{100 \times 8 = 800 / 30 = \$26.67}$$

In this case, I would place \$26.67 into the *Charge Per Job* field of the installment job.

Now, what would I place in the *Credit* and *Debit* account numbers for linking purposes? For our first decision, we must ask ourselves, which amount would I want to track as my sales amount, the installment or the job?

The customer pays me the installment (\$100) each month, so that would seem to be what I want to track, but we end up with false or at least misleading information if we track only the installment. Let's take a simple example:

Tracking the installment:

<u>Month:</u>	May
<u>Sales:</u>	\$100.00 (from the installment)
<u>Expenses:</u>	\$120.00 (from my labor, supplies and overhead)
<u>Profit:</u>	\$20.00 (A net loss for the month)

By using this P & L, I would start to make decisions to reduce my expenses and panic since I will soon be out of business. This is a false impression since our expenses were higher than normal because of having to service the property 5 times instead of the usual three or four due to weather conditions. Since our obligation to the client is 30 visits per year, we have really performed \$133.35 worth of work for the customers (26.67 x 5). We know that the customer has not paid us for the extra services yet, but we also know that he will pay us later when we slow our services down, but he still pays us the \$100.00/month that we are due.

If we were to track the *Charge Per Job* instead of the installment in the link program, the P & L for the same month would look more like this:

Tracking the *Charge per Job*:

Month: May
Sales: \$133.35 (from the charge per job)
Expenses: \$120.00 (from my labor, supplies and overhead)
Profit: \$13.35 (A profit for the month)

This scenario is much more realistic. We did not receive \$133.35 in cash but we did do the work worth that and our expenses reflect that we incurred that in costs. This P & L will give us less worry and will help us build our company on a better financial basis.

To see this even more starkly, let's look at the two scenarios when the work slows down and we only visit the property once in a month:

Tracking the *Installment*:

Month: August
Sales: \$100.00 (from the installment)
Expenses: \$20.00 (from my labor, supplies and overhead)
Profit: \$80.00 (An unrealistic profit, since we only serviced the customer once.)

Tracking the *Charge Per Job*

Month: August
Sales: \$26.67 (from the charge per job)
Expenses: \$20.00 (from my labor, supplies and overhead)
Profit: \$6.67 (A realistic profit for the month)

Now we can see by this example that the best way to track the sales is by using the *Charge Per Job* and not the *Installments*. But it goes against common sense not to track the actual money that came into the company as the sale. So, wouldn't it be nice to track them both?

If we track the Installments as Installment Sales and the Charge Per Job as sales, our numbers could be way off. For the month of May, we would end up with \$233.35 in sales, \$133.35 from

the Charge Per Job and the \$100.00 from the Installment. We know that this is wrong, so there must be another way. Since we want to track both the *Installments* and the *Charge Per Job*, and we do not want them to “add up” in our sales figures, let’s come up with a new method....

In the *Job Credit* account number we could have a GL account that would be “Contract Sales”. Our Debit account number would be the *Accounts Receivable* (AR) account. This would cause the \$133.35 to be placed as a sale in our P & L. When we received the \$100.00 payment it would reduce the *Accounts Receivable* and increase the cash account. Since the AR account went up by 133.35 and then was reduced by 100 because we received a check, we would correctly see on our Balance sheet that there is still \$33.35 in AR. This is the amount that the *Charge per Job* has exceeded the monthly installment. Our P & L would still be correct.

We still want to track the installment itself. One method to do this would be to create *two sales accounts*, one called *Sales Installments Credit* and the other called *Sales Installments Debit*. We could place these into the installment screens of our contract customers. Since *CLIP* will Credit one account and Debit the other we would see the two accounts with exactly the same amount in each, one a positive number the other negative. When they are added together they produce 0.00 which will keep our numbers from being untrue and yet give us the numbers for the installment amounts so that we will be able to see our installments in the P & L. It would look like this:

Tracking the *Charge Per Job* and the *Monthly Installments*

<u>Month:</u>	May
<u>Sales:</u>	\$133.35 (from the charge per job)
<u>Sales Installments:</u>	
<i>Debit</i>	\$100.00 (from the installment)
<u>Sales Installments</u>	
<i>Credit</i>	-100.00 (from the installment)
<u>Expenses:</u>	\$120.00 (from my labor, supplies and overhead)
<u>Profit:</u>	\$13.35 (A profit for the month)

As we get nearer to the end of they year, we will be able to compare the YTD installment amounts with the Sales from *Contract jobs* and see how close we are. If we have estimated our *Charge Per Jobs* correctly, the two sets of numbers should be very close.

You may decide to have two sales accounts for each category, such as *Sales Maintenance* and *Sales Maintenance Contract*. You will need these for any non-contract work, otherwise, when you compare the totals, they will be incorrect

You may need to make a journal entry at the end of the year to correct for the actual money received.

IMPORTANT NOTES:

- The only *Peach Tree*' account types from the **Chart of Accounts** that will transfer to CLIP are **Accounts Receivable, Bank, Income, and Other Current Liabilities.**

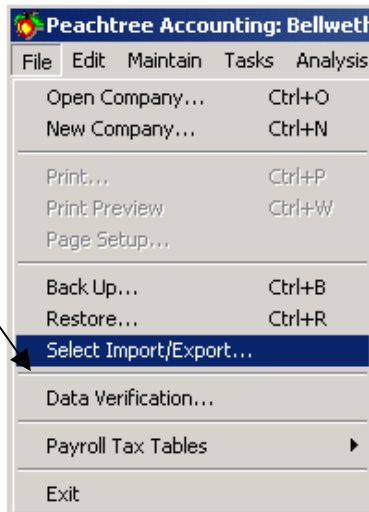
Section 1: Exporting the Chart of Accounts from Peach Tree

You will need to **Export** your **Chart of Accounts** from *Peach Tree* to *CLIP*. The following instructions are for performing the **Export** operation.

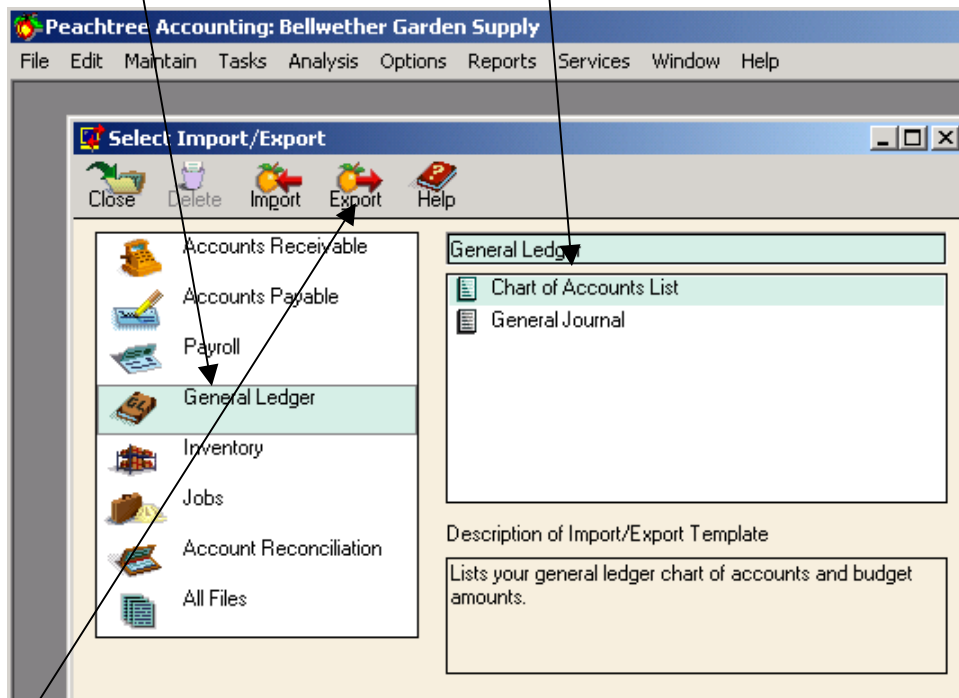
Note: When instructed to “click” or “select” a function or file, this will mean a “left” mouse click unless indicated to “right” click on the function or file.

Open *Peach Tree*

Go to **File>Select Import/Export**

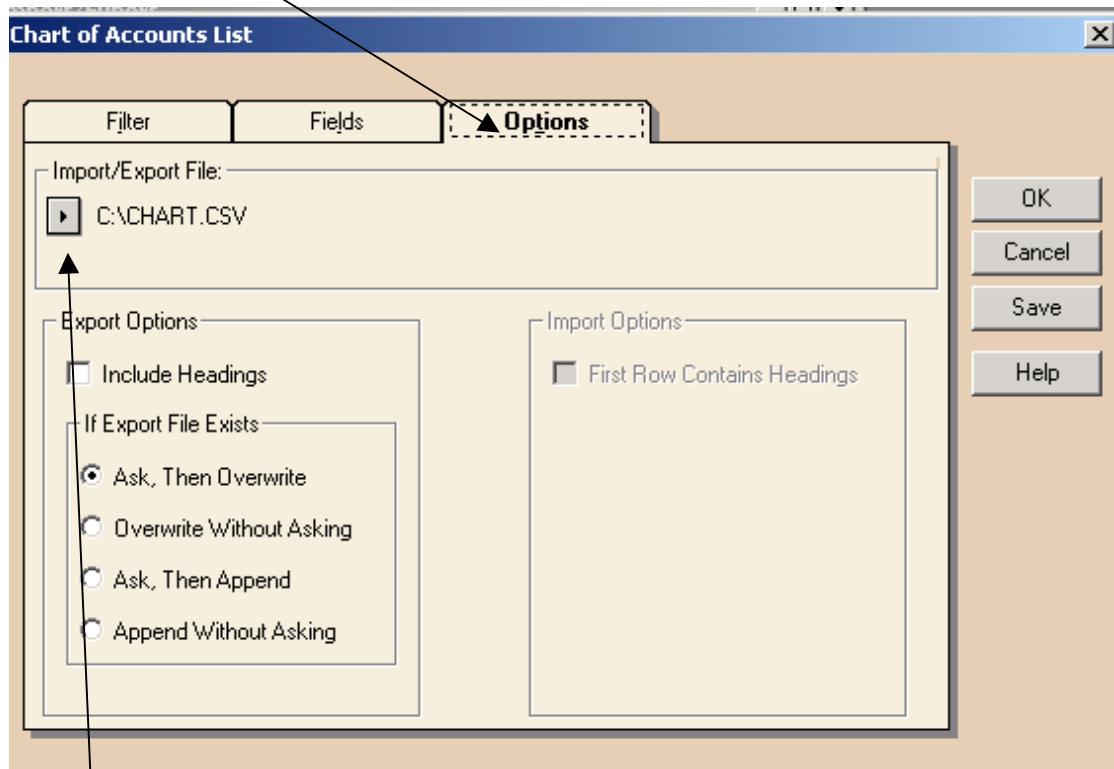


Select the **“General Ledger”** and then the **“Chart of Accounts List”**

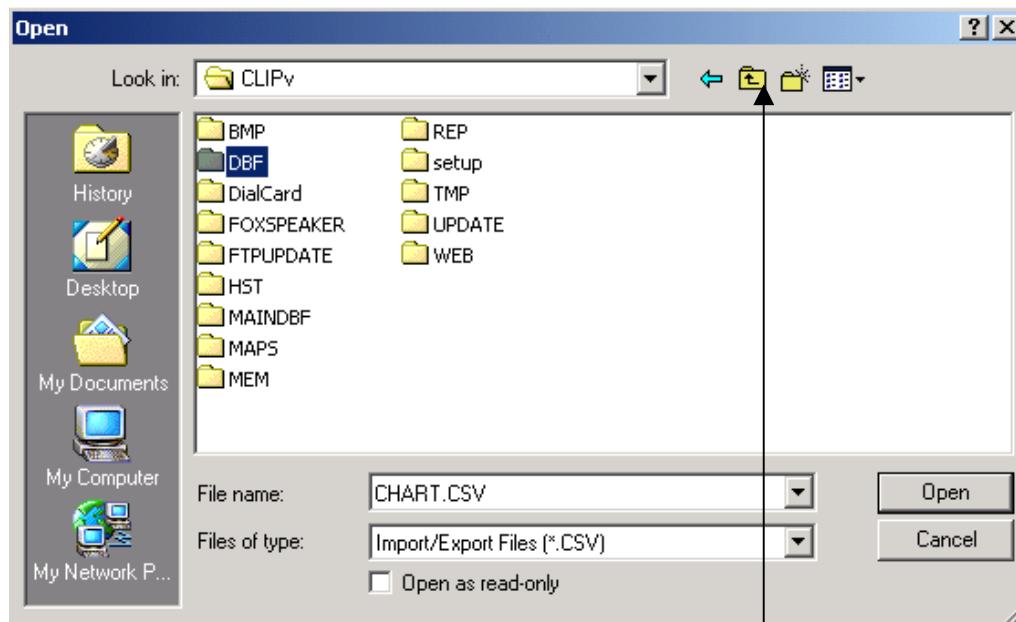


Select **“Export”**

Go to the "Options" tab




Select the arrow button

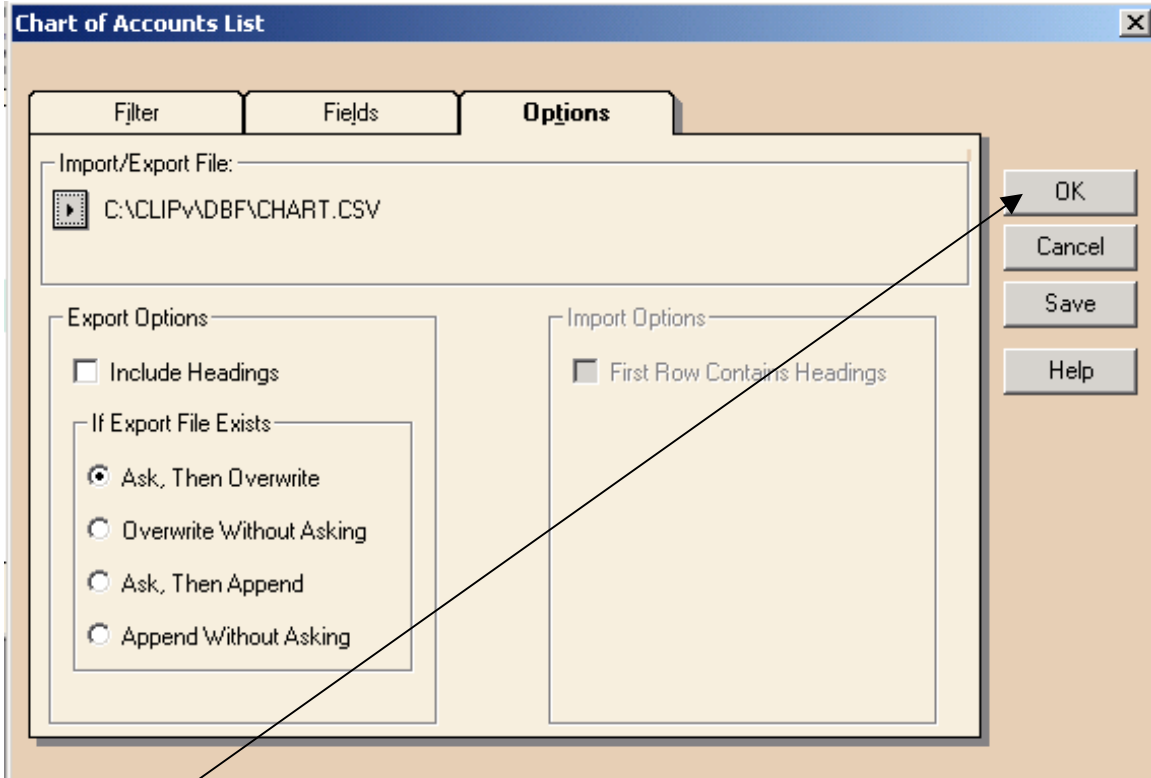


Locate your **CLIPv** folder and **double click** on it. (You can use the **file folder icon** to help you find the CLIPv folder) Then locate the **DBF** folder and **double click** on it. This will normally be on your C: drive. If you are on a network locate the correct drive and folder.

Select "**Open**"

It should now say

 C:\CLIPv\DBF\CHART.CSV



Select "OK"

Peach Tree will save a file called CHART.CSV in the CLIPv/DBF folder. If you are doing this for a second time you will need to answer, "Yes" to overwrite the previous saved file.

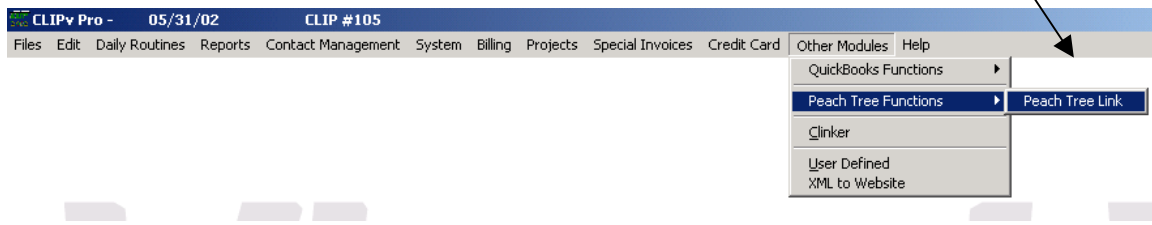
For now, you are done with *Peach Tree*—you may close the program and open *CLIP* to continue with the process.

Section 2: Importing the Chart of Accounts into CLIP

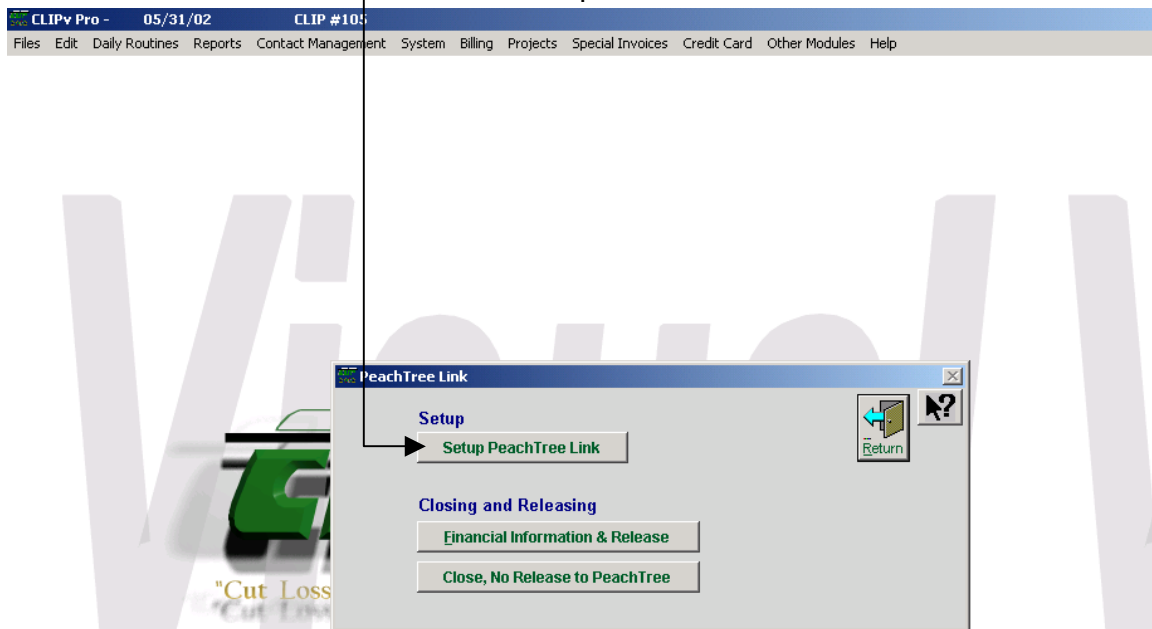
This section will explain the process for importing the Peach Tree Chart of Accounts into the Peach Tree Link Set-up.

Note: At the end of this section are Additional Notes that may prove useful for any problems with this process.

In CLIP, to import the Chart of Accounts, go to the **Other Modules >Peach Tree Functions>Peach Tree Link** option.



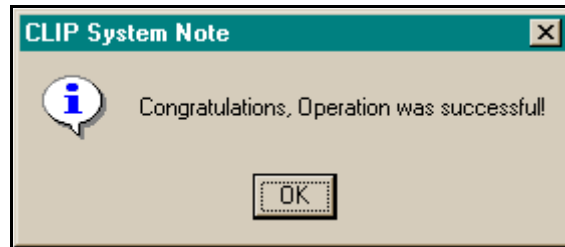
Click the "**Setup Peach Tree Link**" button



This will bring up the **Peach Tree Link** setup screen: Click on the “**Import Account Numbers**” button in the upper right hand corner.

Code	Description	Credit	Acct. Name	Debit	Acct. Name
C	Cash	<input type="text"/>	Linking not Activated	<input type="text"/>	Linking not Activated
D	Sales (non-tax debits)	<input type="text"/>	Linking not Activated	<input type="text"/>	Linking not Activated
R	Sales Returns	<input type="text"/>	Linking not Activated	<input type="text"/>	Linking not Activated
%	Service Charge	<input type="text"/>	Linking not Activated	<input type="text"/>	Linking not Activated
B	Bad Debts	<input type="text"/>	Linking not Activated	<input type="text"/>	Linking not Activated
L	Taxable Labor	<input type="text"/>	Linking not Activated	<input type="text"/>	Linking not Activated
M	Taxable Materials	<input type="text"/>	Linking not Activated	<input type="text"/>	Linking not Activated
n/a	Monthly Installme	<input type="text"/>	Linking not Activated	<input type="text"/>	Linking not Activated
n/a	Default for New Jobs (or portion)	<input type="text"/>	Linking not Activated	<input type="text"/>	Linking not Activated
n/a	Sales Taxes Acct.	<input type="text"/>	Linking not Activated	<input type="text"/>	Linking not Activated

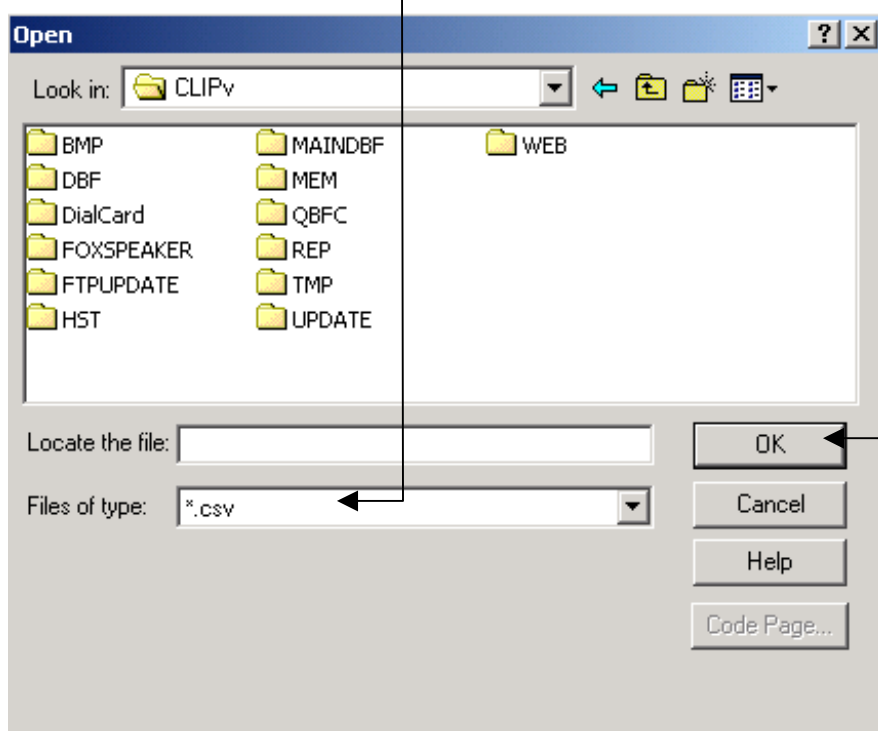
If you've correctly imported your *Peach Tree Chart of Accounts*, you will see a dialog box...



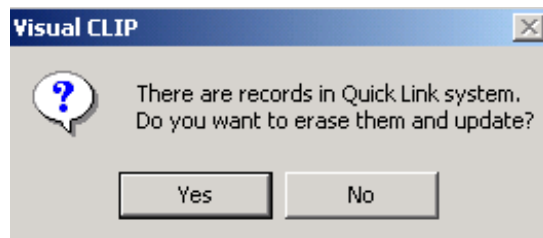
...Indicating that the import was successful. Go ahead and click “**OK.**” If you have reached this point, you have successfully imported your **Chart of Accounts** into CLIP and can proceed to the next section to start setting up the Peach Tree Link. If you do not receive the above message, see the next page for **Additional Notes** for continuing with the importing of the **Chart of Accounts**.

ADDITIONAL NOTES:

- If you saved the **Chart of Accounts** to a location other than the *CLIP* “Dbf” folder, a window will appear asking you to locate the “**CHART.CSV**” file. You will need to manually find the “**CHART.CSV**” file to finish the importation process. **Locate**, click, select the file, and then click **Open**. This will import the “**CHART.CSV**” file.



- If you have imported the **Chart of Accounts** previously, a message will appear asking if you would like to continue with the procedure:



You should only click “**Yes**” continue with this procedure if you are re-importing your **Chart of Accounts** from *CLIP*. This would be done if, for example, you’ve added accounts to your *Peach Tree Chart of Accounts* and would like for this new account to appear in your *Peach Tree Link* set-up. If this is not your intention and you do not want to re-import your **Chart of Accounts**, you shouldn’t continue with this procedure, and would therefore click “**No**”.

Section 3: Filling in your default accounts in Peach Tree Link

Clip requires you to fill in all the account fields, even account fields that you may not use. (These numbers will be assigned as default to all existing jobs.) If you have multiple income accounts, choose the one that will cover most of all the jobs that you currently have. You can then change the number in the individual job or transaction. Simply enter the account number into each field.

If you do not know the account numbers, **click** in the account field and hit the <Enter> key. (This is the method that we recommend.)

Code	Description	Credit	Acct. Name	Debit	Acct. Name
C	Cash		Linking not Activated		Linking not Activated
D	Sales (non-tax debits)		Linking not Activated		Linking not Activated
R	Sales Returns		Linking not Activated		Linking not Activated
%	Service Charge		Linking not Activated		Linking not Activated
B	Bad Debts		Linking not Activated		Linking not Activated
L	Taxable Labor		Linking not Activated		Linking not Activated
M	Taxable Materials		Linking not Activated		Linking not Activated
n/a	Monthly Installme		Linking not Activated		Linking not Activated
n/a	Default for New Jo (or portion)		Linking not Activated		Linking not Activated
n/a	Sales Taxes Acct.		Linking not Activated		Linking not Activated

A screen will appear with the imported **Chart of Accounts**—select the desired account(s). Click the **account** in the list and click <Enter> for the account to appear in the fields.

1200	Accounts Receivable
1000	CLIP Sales Tax
1100	Checking
4000	Construction
4500	Construction:Discounts given
4100	Construction:Labor
4200	Construction:Materials
4400	Construction:Miscellaneous
4300	Construction:Subcontractors
4700	Contract Sales Maintenance

Go ahead and select--into each **Credit** and **Debit** field--the desired account numbers.

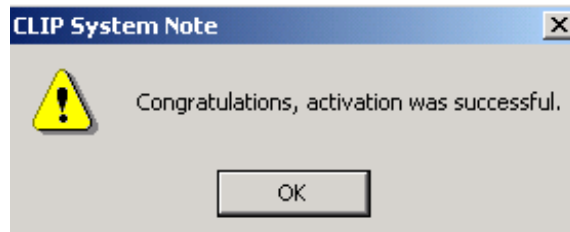
Code	Description	Credit	Acct. Name	Debit	Acct. Name
C	Cash	11000	Accounts Receivable	10500	Nations Checking Account
D	Sales (non-tax debits)	40000-Mowing	Mowing	11000	Accounts Receivable
R	Sales Returns	11000	Accounts Receivable	40000-Mowing	Mowing
%	Service Charge	40000-Serv Ch	Service Charges	11000	Accounts Receivable
B	Bad Debts	11000	Accounts Receivable	40000-Mowing	Mowing
L	Taxable Labor	40000-Mowing	Mowing	11000	Accounts Receivable
M	Taxable Materials	40000-Mowing	Mowing	11000	Accounts Receivable
n/a	Monthly Installme	40000-Cont Cr	Contract Credit	40000-Cont De	Contract Debit
n/a	Default for New Jo (or portion)	40000-Mowing	Mowing	11000	Accounts Receivable
n/a	Sales Taxes Acct.	23100	Sales Tax Payable	11000	Accounts Receivable

NOTE: You *must* have an account number in every account field, even if you're not using that particular code or account in your operation of CLIP. CLIP requires, by default, an account number in every field in the **Peach Tree Link** set-up.

When all the accounts are filled out you can proceed to the **"Save and Activate"** button.

This will start the process of collecting data from *CLIP* to be transferred to *Peach Tree* and any data that you have in *CLIP* before you activate the link will not be sent to *Peach Tree*. Only new data from this point of time will be transferred.

When you have **"Saved and Activated"** the link, you will see a dialog box...



...Indicating the activation was successful. You may press the **"Return"** button to enter back into *CLIP*.

At this point, your *Peach Tree* Link is set-up. It's vital, though, that you make sure you are using the numbers that are correct for your *Peach Tree* set-up. The next section will discuss some theory behind the proper set-up of the *Peach Tree* accounts in the *Peach Tree Link* set-up.

Peach Tree Link Setup

Code	Description	Credit	Acct. Name	Debit	Acct. Name
C	Cash	11000	Accounts Receivable	10500	Nations Checking Account
D	Sales (non-tax debits)	40000-Mowing	Mowing	11000	Accounts Receivable
R	Sales Returns	11000	Accounts Receivable	40000-Mowing	Mowing
%	Service Charge	40000-Serv Ch	Service Charges	11000	Accounts Receivable
B	Bad Debts	11000	Accounts Receivable	40000-Mowing	Mowing
L	Taxable Labor	40000-Mowing	Mowing	11000	Accounts Receivable
M	Taxable Materials	40000-Mowing	Mowing	11000	Accounts Receivable
n/a	Monthly Installme	40000-Cont Cr	Contract Credit	40000-Cont De	Contract Debit
n/a	Default for New Jo (or portion)	40000-Mowing	Mowing	11000	Accounts Receivable
n/a	Sales Taxes Acct.	23100	Sales Tax Payable	11000	Accounts Receivable

Note: *The above picture is for example purposes only. Consult your accountant for the best setup for your company.*

Important Note: You CANNOT use the *same account numbers* for both the Credits and Debits of the *same code*. Using the above example, you wouldn't have account (1200) Accounts Receivable for both the Credits and Debits of the "C" Cash. It should be mentioned again that this only applies, per line, for the same code type.

Double Accounting Entry System

For accuracy, CLIP uses a "**Double-Entry Accounting System**". This means *that every activity in CLIP will affect at least two Peach Tree accounts*.

For example:

You mowed a job for Mr. Smith. This mowing job, Mow and Trim, has a Charge Per Job of \$40.00, and is considered a "L" taxable labor. Since, per the above example, your Taxable Labor Credit is set up for the (4700)—Contract Sales account, the \$40.00 will go into this account.

Mow and Trim Job = \$40.00 charge = \$40.00 credit = (4700)—Contract Sales Maintenance

You now have \$40.00 credit in your Peach Tree' (4700) Contract Sales Maintenance account.

The following is a typical example of a double-entry transaction. If you mowed the lawn for Mr. Smith you would now have more money in Receivable and you want to credit Sales. Your Receivable has gone up by \$20.00 because he now owes you \$20.00. Your sales will be credited by \$20.00 to show you that you have done \$20.00 in sales. As you go through the year

you will find that your sales continue to increase in negative numbers. When Mr. Smith gives you \$20.00 in payment your Account Receivable will be reduced because you have received the money and your as will increase because you deposited it into your account. When you buy gas for your trucks at the local gas station for \$20.00 your cash will decrease by \$20.00 and your gas expense account will increase by \$20.00. *CLIP*, of course would only be concerned with the first two sets of transactions. In order to use *CLIP* with *Peach Tree* you will have to tell *Peach Tree Link* which accounts to credit and debit for each type of transaction. (If you classify your sales by "type," you can get detailed in these transactions.) If you need more accounts, you will have to add them in *Peach Tree* and then transfer them to *Peach Tree Link* again in the same manner as described above.

The example is set up for a company with installment customers. Notice the installment account numbers do not affect A/R or income accounts.

Section 4: Checking your Jobs for proper Account Information

After setting up the Peach Tree Link, per the previous instructions, your jobs and all financial activities in *CLIP* will be activated. But, you may want to adjust your jobs so that you can get more specific with your sales. Also, you can add account numbers in *Peach Tree* at any time and go through the import process once again.

Note: Remember to change your pattern jobs so that all your new jobs will reflect the correct new account numbers. This much easier when you first install CLIP because you can assign the correct income numbers in your Pattern jobs. When jobs are added to real customers they will already have the correct income account number.

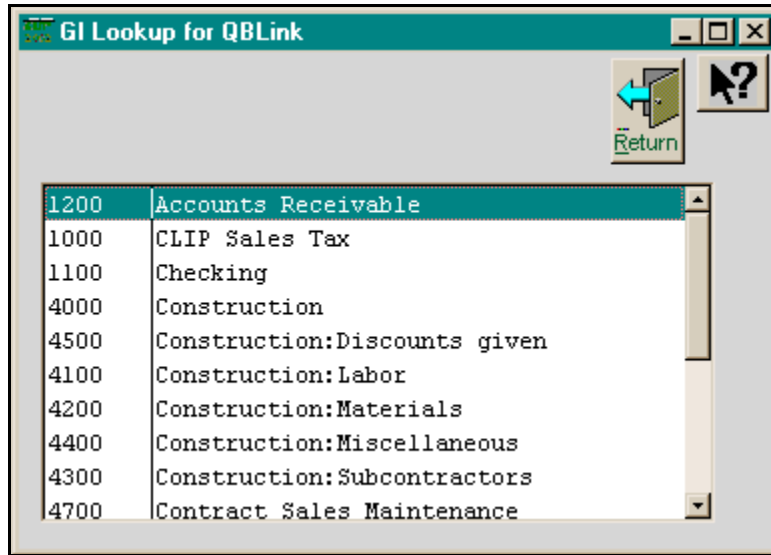
If you are intending to track different types of income you will need to change the account numbers for each job(s) that should be coded to another income account. Normally only the Credit account will need to be changed.

These need to be entered into the Job Details of each job. This can be performed by going to Files>File Maintenance>(Select Customer)>Jobs>See Details. You can also use the Global Replacement function to help you replace/change many jobs at once.

Once inside the Job Details screen, click the **Credit** or **Debit** fields located near the bottom of the **Job Details** screen and click <Enter>.

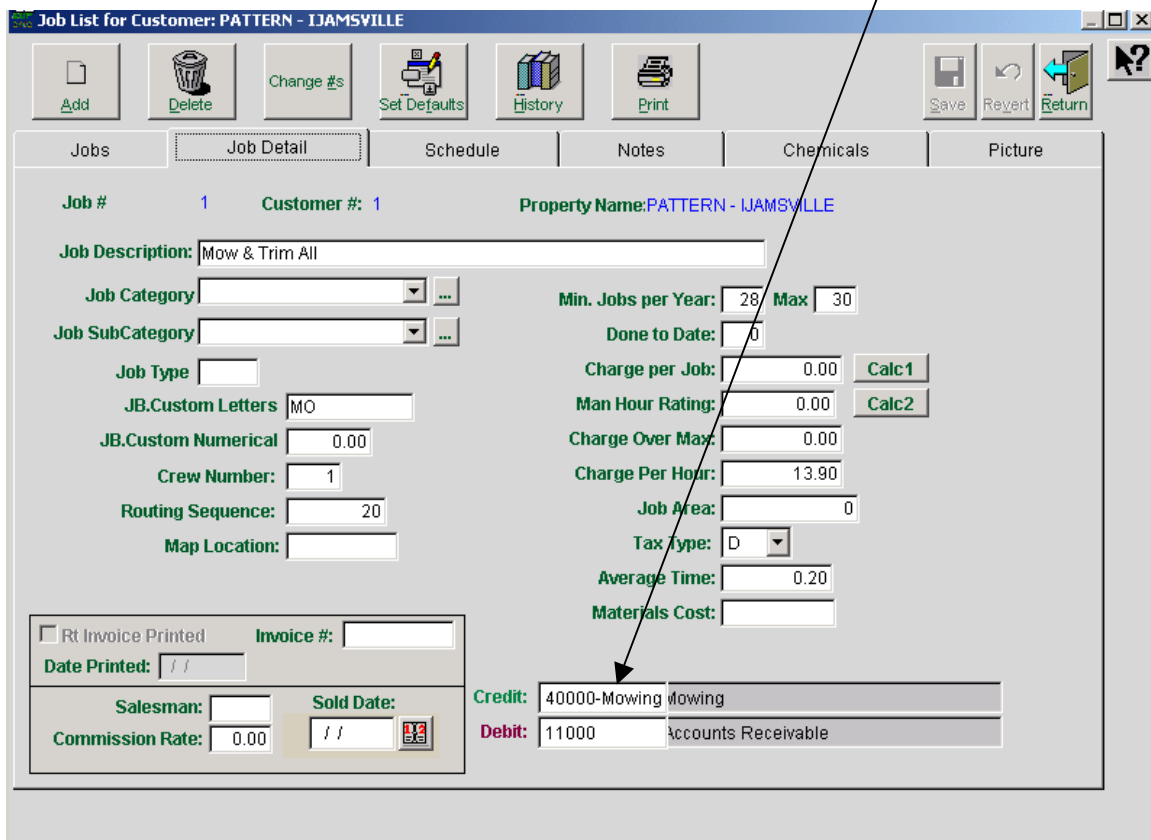
The screenshot shows the 'Job List for Customer: PATTERN - RESIDENTIAL' window. The 'Job Detail' tab is selected. The job information includes Job # 1, Customer # 1, and Property Name PATTERN - RESIDENTIAL. The Job Description is 'Mow & Trim All'. The 'Credit' field is set to 1200 and 'Debit' to 4000. The 'Accounts Receivable' and 'Construction' account names are visible next to these values. The interface includes various input fields for job details, calculation buttons (Calc1, Calc2), and a bottom toolbar with buttons like Add, Delete, Change #s, Set Defaults, History, Print, Save, Revert, and Return.

After clicking <Enter>, the “Choose Valid Account” screen will appear.



If you want to add an account, click in the account's field to **select** the desired account and click <Enter>.

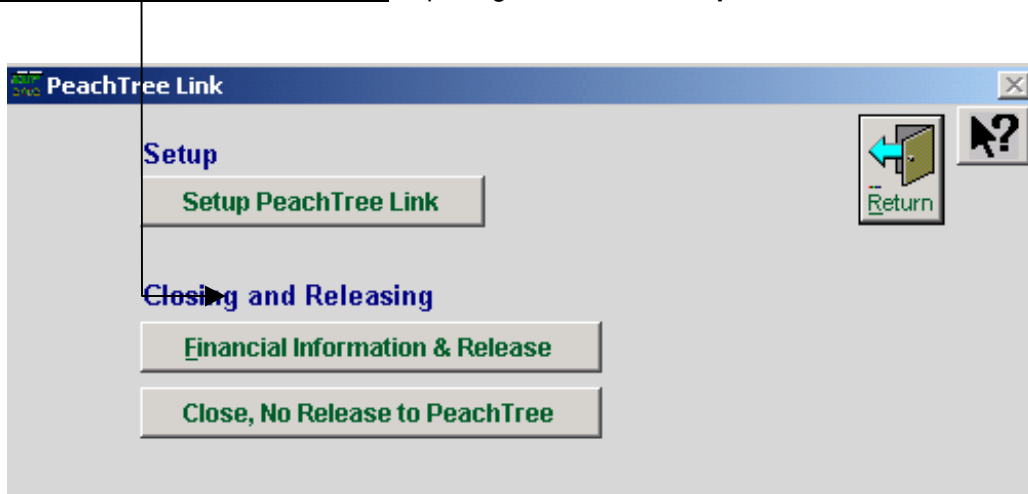
After selecting the account, the account's number will appear in the **Credit** or **Debit** account.



Section 5: Releasing the Financial Information

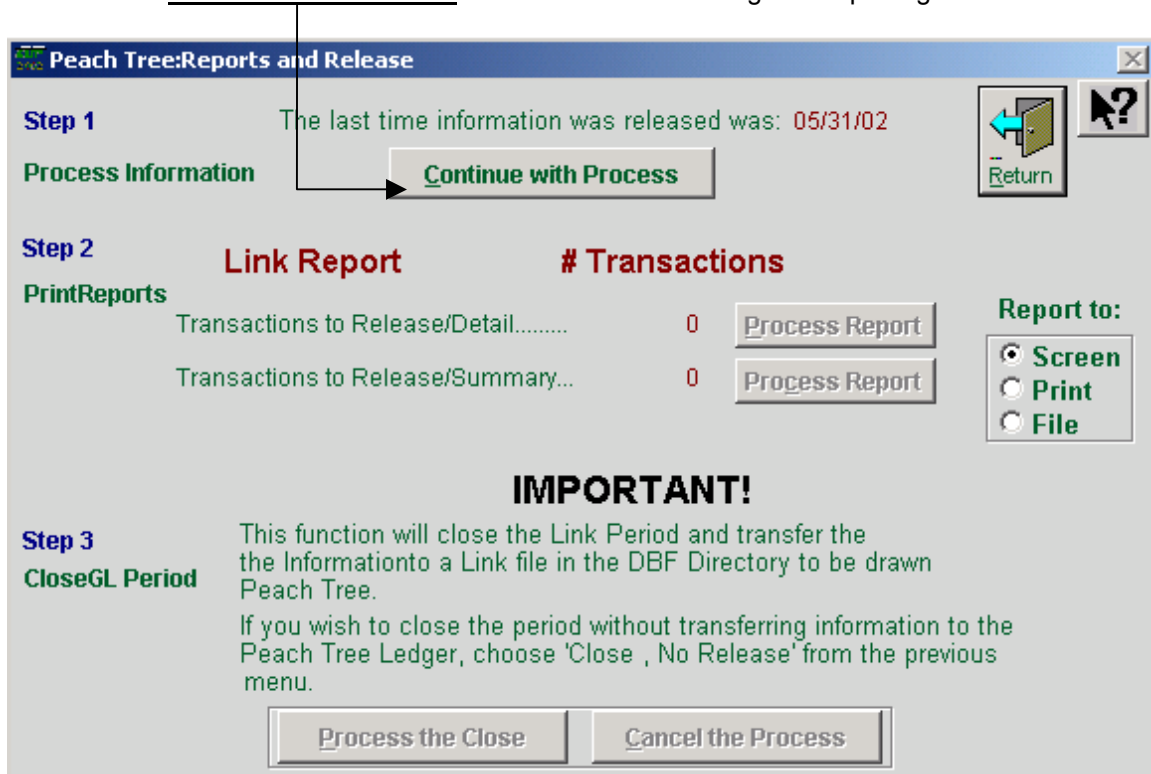
As you go through the month, you will begin to accumulate financial information in your files in *CLIP*. When you are prepared to transfer the financial information, you will have to tell *Peach Tree Link* to summarize, export, and release the financial information to *Peach Tree*, a process that you can perform as often as you desire.

This process can be easily accomplished by going into the *Peach Tree Link* menu and choosing **Financial Information and Release**, opening **Peach Tree: Reports and Release**.



STEP 1: Process Information

Click **Continue with Process** to start the summarizing and exporting of the data.



STEP 2: Print Reports

After clicking “**Continue with Process**,” the *Peach Tree Link* will go through all of your financial information and summarize it into only the accounts that have been used. The detailed transactions could number in the thousands, but when they are all summarized, there will probably be only a few accounts.

The information will be summarized in the **Link Report**. You have the choice of two different types of reports to view the information that is being released:

- Transactions to Release/Detail
- Transactions to Release/Summary

Step 1 The last time information was released was: 05/31/02

Process Information

Step 2 **Link Report** **# Transactions**

Print Reports		
Transactions to Release/Detail.....	23	<input type="button" value="Process Report"/>
Transactions to Release/Summary...	1	<input type="button" value="Process Report"/>

Report to:

Screen
 Print
 File

IMPORTANT!

Step 3 **Close GL Period**

This function will close the Link Period and transfer the the Information to a Link file in the DBF Directory to be drawn Peach Tree.

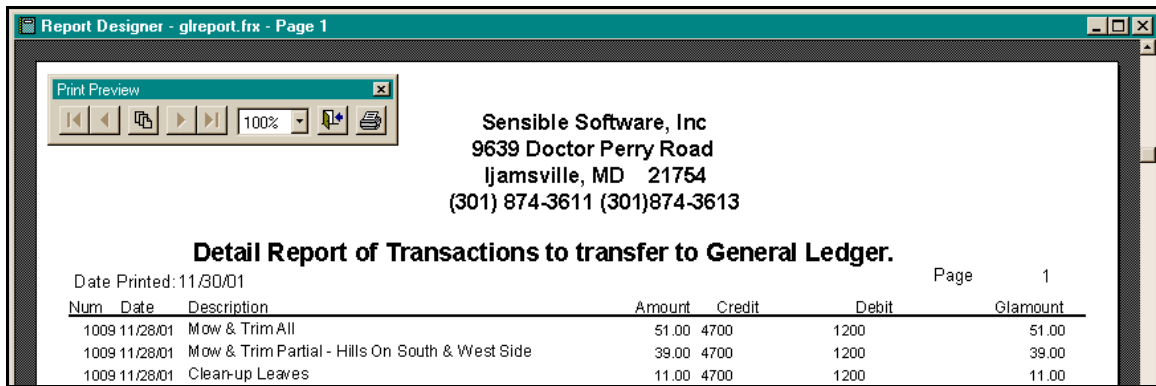
If you wish to close the period without transferring information to the Peach Tree Ledger, choose 'Close , No Release' from the previous menu.

This step will allow you to examine the number of transactions that are being released. You can examine a report on what is occurring by pressing the **Process Report** button. You also have the option to change the destination of the report:

- **Screen:** This will display the Link Report on the screen.
- **Print:** This option will allow you to print a copy of the Link Report; this is recommended for future record-keeping purposes.
- **File:** This option will allow you to save a copy of the Link Report in a file format. **It's recommended that you save a copy of the report for future record purposes.**

If you select “**Transactions to Release/Detail**,” the following screen will appear.

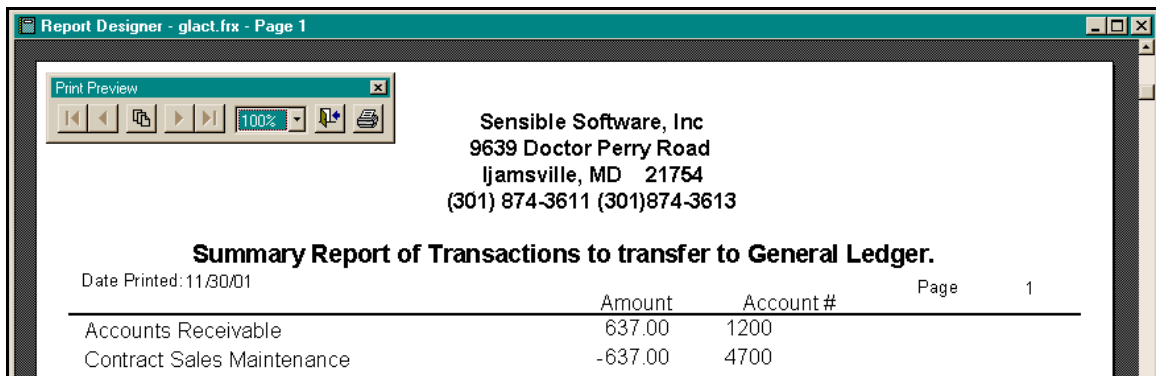
At the top of the screen, you'll notice a "Print Preview" print window. This window allows you to scroll through the pages of the report, if the report has more than one page, to increase the viewing size of the report, and to send the report to your printer.



...And the information will be displayed in the below format.

Detail Report of Transactions to transfer to General Ledger.							Page	1
Date Printed: 11/30/01								
Num	Date	Description	Amount	Credit	Debit	Glamount		
1009	11/28/01	Mow & Trim All	51.00	4700	1200	51.00		
1009	11/28/01	Mow & Trim Partial - Hills On South & West Side	39.00	4700	1200	39.00		
1009	11/28/01	Clean-up Leaves	11.00	4700	1200	11.00		

If you select "Transactions to Release/Summary," the following information will be displayed.



This report will display the General Ledger information that is being transferred: Description, amount, and account number.

Summary Report of Transactions to transfer to General Ledger.				Page	1
Date Printed: 11/30/01					
	Amount	Account #			
Accounts Receivable	637.00	1200			
Contract Sales Maintenance	-637.00	4700			

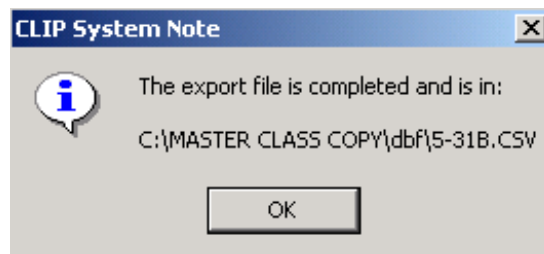
Step 3:

The final step in the process is to **“Process the Close.”** You will see the following message in Step 3, explaining its function:

“This function will close the Quick Books Period and transfer the Information to Quick Books file in the DBF directory to be drawn into Quick Books.”

“If you wish to close the period without transferring the information to the Quick Books ledger, choose ‘Close, No Release to QB from the previous menu.”

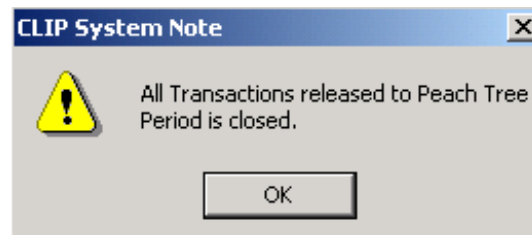
When you press **“Process the Close,”** *Peach Tree Link* will take the summary and create an **“.iif”** file that *Peach Tree* can read to import into the accounting system.



Peach Tree Link will tell you where the file is being saved, and its name.

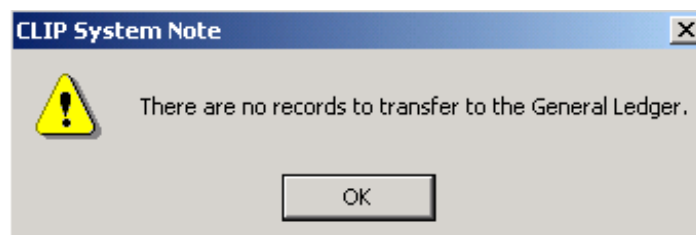
Important Note: Make sure you know exactly where the file is being saved!

The name of the file is the same as the date that the file is transferred, followed by an “A” if it is the first transfer of the day. *Any subsequent transfers the same day will have the next available alphabetical letter assigned to it.* Make sure you take note of the file name, you’ll need to be aware which **“.iif”** file you are importing into *Peach Tree*.



Next you will see the note that the Peach Tree' period has been closed. This does not affect your *CLIP* period closings. All new data entered into *CLIP* will start accumulating again so that *Peach Tree Link* will be ready to release again. You can release information as often as you like. This has no effect on your *CLIP* system.

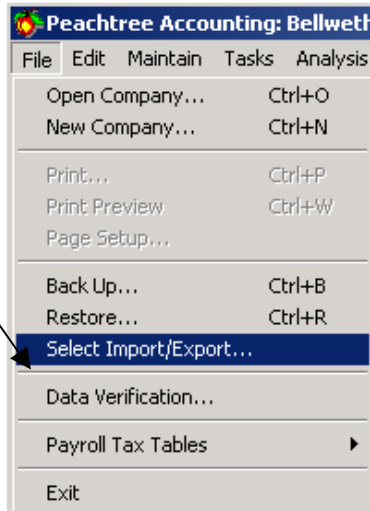
If there are no new records to process, then the following message will display.



Section 6: Importing into Peach Tree

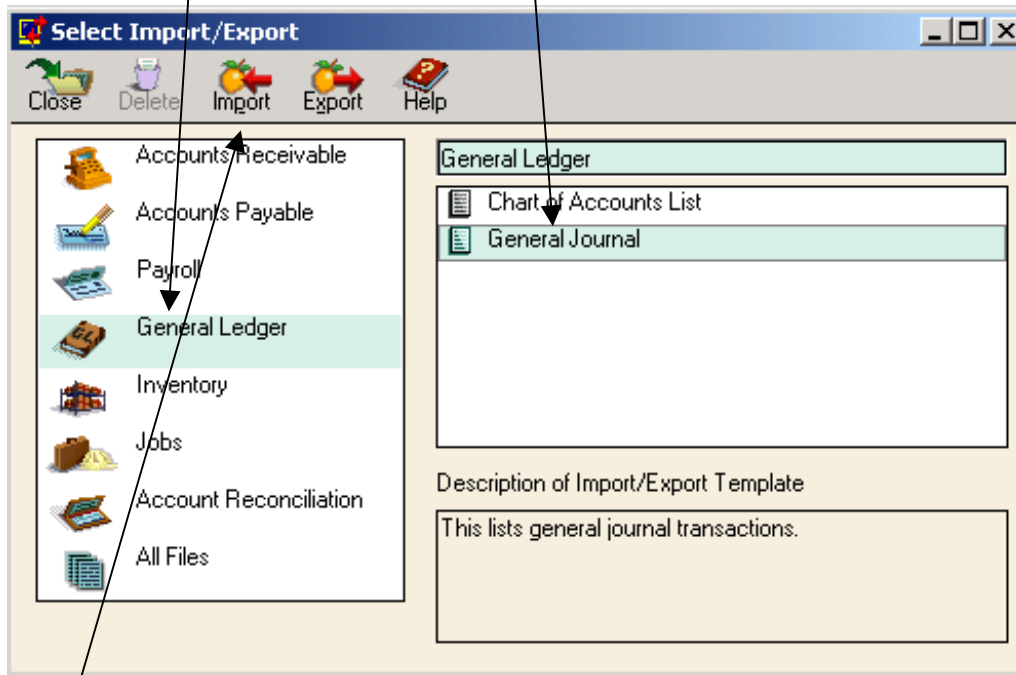
Once you have released the information from *CLIP*, you will now have to import the information into *Peach Tree*.

Go to **File>Select Import/Export**



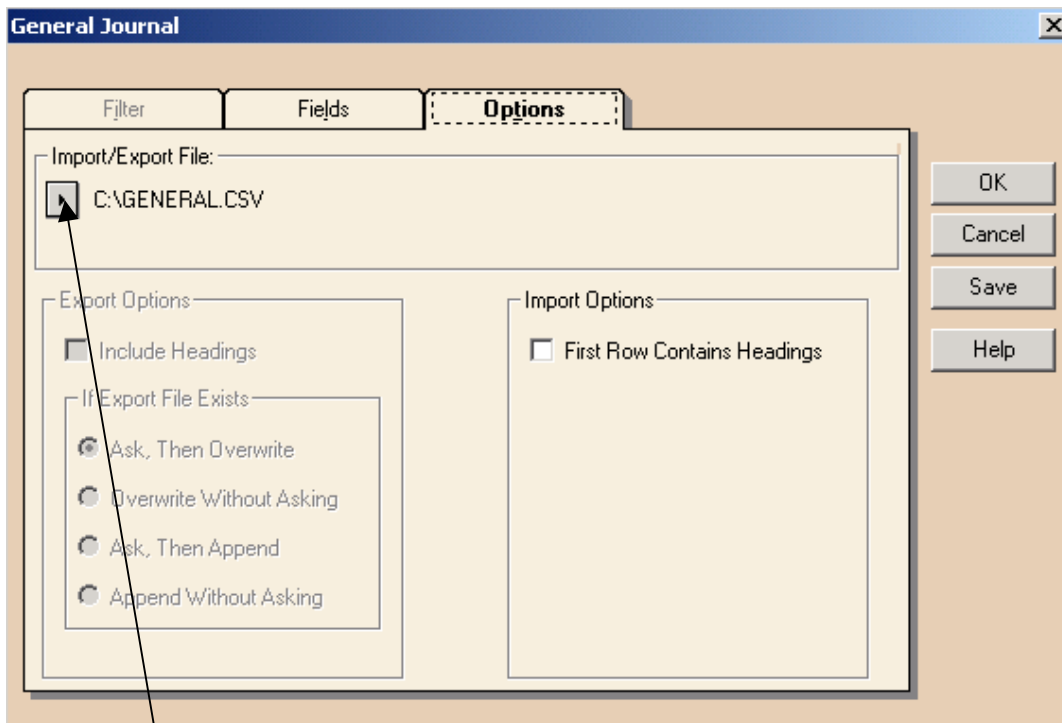
Open Peach Tree

.Select the “**General Ledger**” and then “**General Journal**”

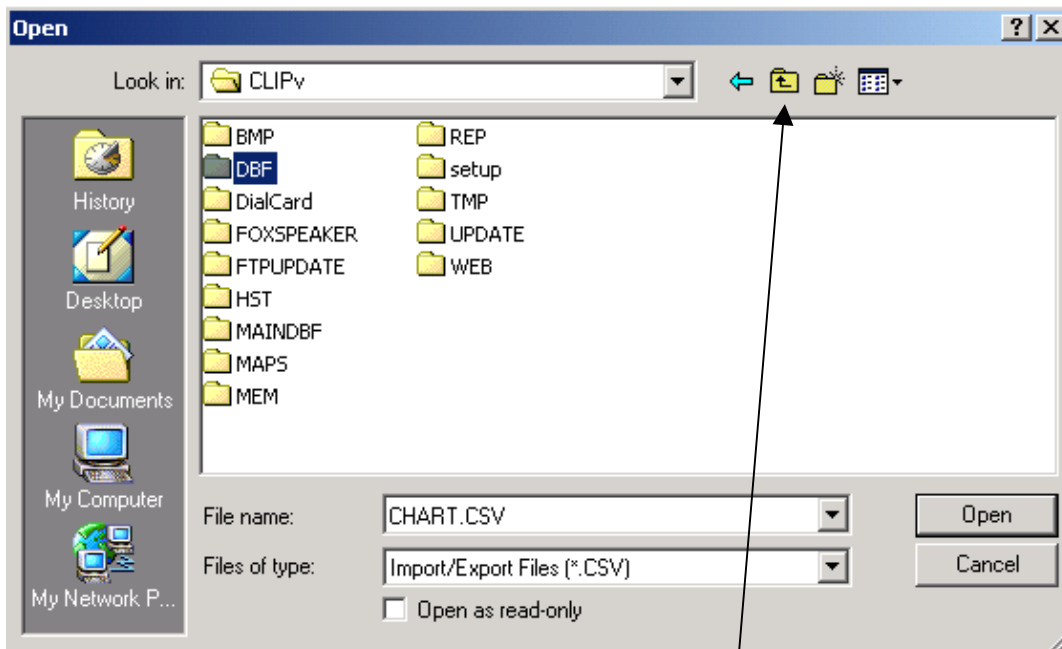


Select “**Import**”

Select the “Options” Tab




Select the arrow button

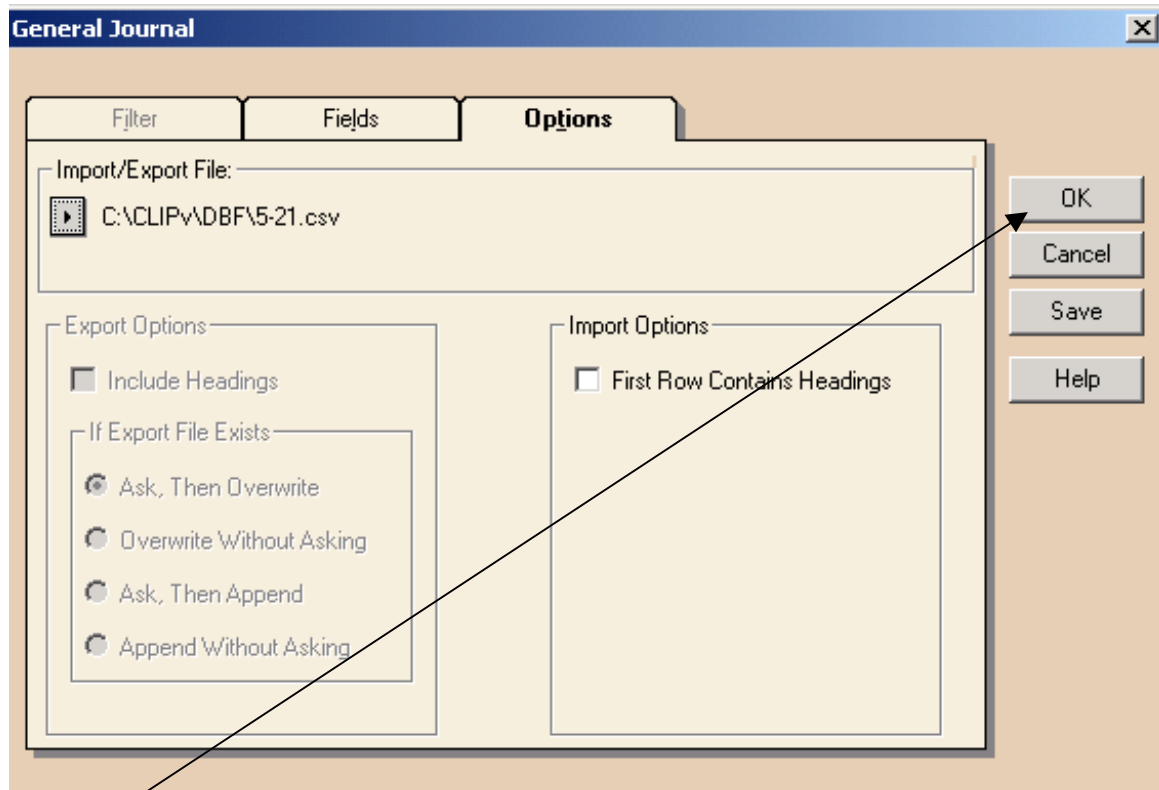


Locate your **CLIPv** folder and **double click** on it. (You can use the **file folder icon** to help you find the CLIPv folder) Then locate the **DBF** folder and **double click** on it. Then locate the file that the link created. This will have the date of the transfer and a letter. If you transfer more then once a day, the letter will alphabetically increase each time.

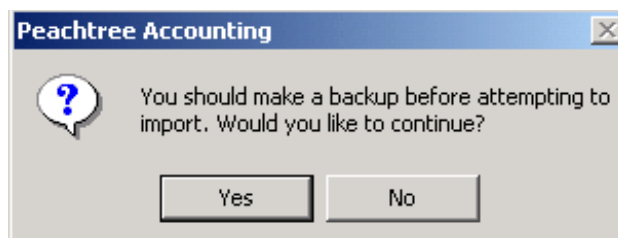
This will normally be on your C: drive. If you are on a network locate the correct drive and folder.

Select **“Open”**

It should now say  C:\CLIP\DBF\5-21.csv (You number will be different)



Select **“OK”**



Select **“Yes”** (assuming you have a backup)

Peach Tree will import the information in.

You will see that the Balance Sheet and the Income Statement have been affected by the information from *CLIP*.

You can export from *CLIP* and import into *Peach Tree* as often as you like (daily, weekly, monthly). Most people do a transfer after each batch of checks that they have entered. This makes reconciling the bank statement much easier at the end of the month.

Other Reports you can use.

Under the Reports>Sales Report>Sales by Account Type function you can ask *CLIP* to list out your transactions by account number. This gives you better financial information.

Under the **User Defined Lists** (Reports>Custom Reports>User Defined List), you can now get a report based on the credit and debit account numbers. This helps you get better business information.