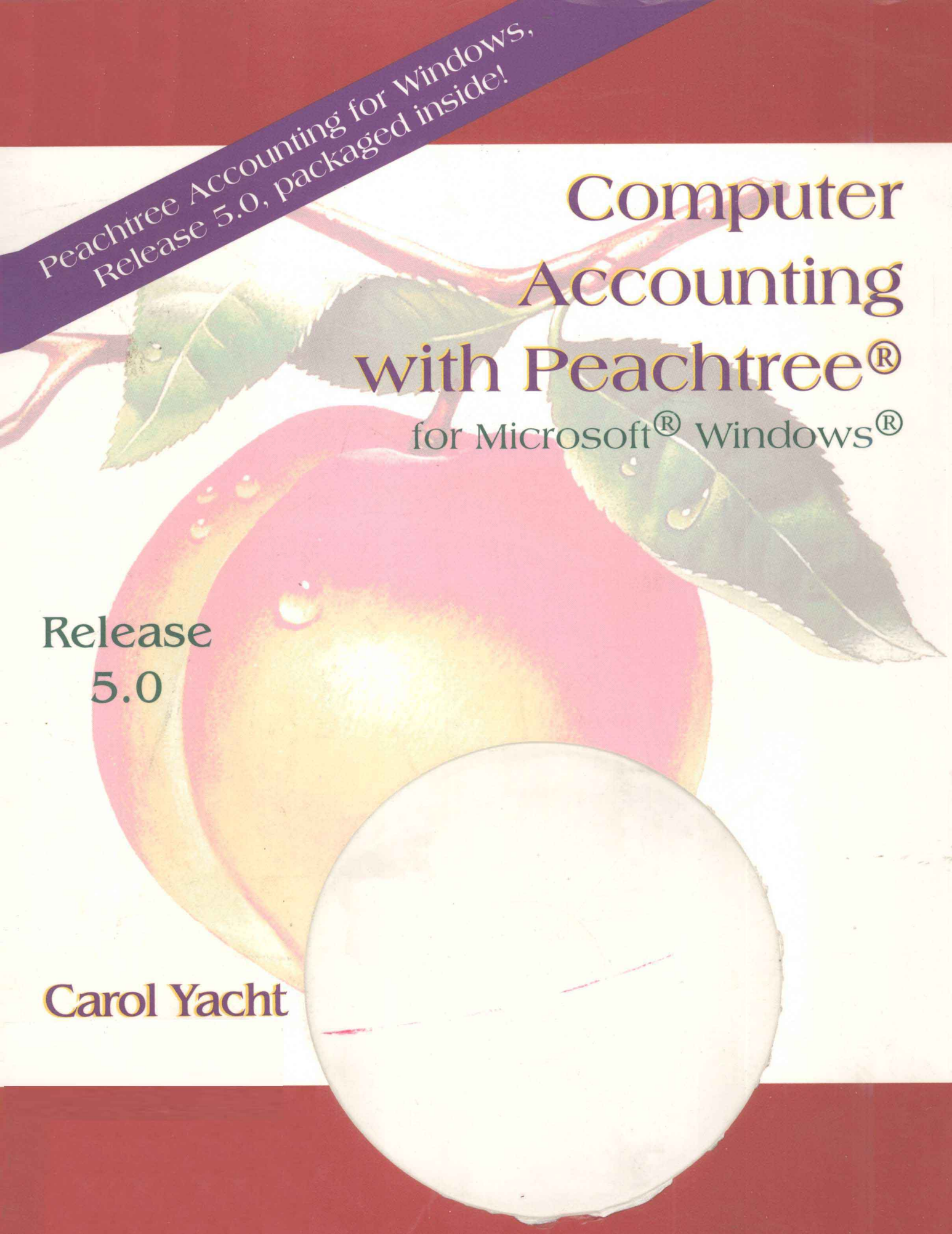




Peachtree Accounting for Windows,
Release 5.0, packaged inside!

Computer Accounting with Peachtree® for Microsoft® Windows®

Release
5.0

Carol Yacht

Computer Accounting with Peachtree[®] for Microsoft[®] Windows[®]

Release 5.0

Third Edition

Carol Yacht, M.A.



Boston, Massachusetts Burr Ridge, Illinois Dubuque, Iowa
Madison, Wisconsin New York, New York San Francisco, California St. Louis, Missouri

Irwin/McGraw-Hill

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COMPUTER ACCOUNTING WITH PEACHTREE® FOR MICROSOFT® WINDOWS®

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Release 5.0

Carol Yacht

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About the Author:

Carol Yacht is an author and software consultant. She started teaching computer accounting in 1978. Ms. Yacht's teaching experience includes high school, adult school, community college, and university levels. She earned her A.S. degree from Temple University, B.S. degree from the University of New Mexico, and M.A. degree from California State University, Los Angeles.

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Preface

Computer Accounting with Peachtree® for Microsoft® Windows®, Release 5.0, Third Edition, teaches you how to use Peachtree® Accounting for Windows® software. Peachtree Accounting for Windows is widely used by individuals, businesses, and accountants. Peachtree is available in DOS, Windows, and Macintosh formats. This book shows you how to use the Windows format of Peachtree.

System Requirements

- 100% IBM compatible 486 computer or higher
- 12 MB of RAM (minimum); 16 MB recommended
- Hard disk with at least 40MB free disk space
- SVGA monitor set at 256 Color or better. Peachtree does *not* support the Large Font driver.
- Any Windows supported printer
- Mouse
- Windows 3.1x, Windows 95/98, or Windows NT (Version 3.51 or higher)

NEW ■ *Peachtree Accounting for Windows, Release 5.0, Batch 03, is packaged with the text/workbook.*

Computer Accounting with Peachtree for Microsoft Windows, Release 5.0, Third Edition, shows you how to set up service, merchandising, nonprofit, and manufacturing businesses. When you complete this book you will have a working familiarity with Peachtree Accounting for Windows software.

Part 1: Exploring Peachtree Accounting

A sample company called Berkeley Custom Pools & Services, Inc. is included with the software. In Part 1 of the book, you complete seven chapters that demonstrate how Peachtree is used. This introduces you to the procedures that will be used with all the chapters in *Computer Accounting with Peachtree for Microsoft Windows, Release 5.0, Third Edition*.

NEW *Berkeley Custom Pools & Services, Inc. is PAW 5.0's sample company for the year 2000.*

Part 2: Peachtree Accounting for Service Businesses

Chapters 8, 9, Project 1, and Project 1A are included in this section of the book.

Chapter 8, Maintaining Accounting Records for Service Businesses, shows you how to set up a service business for Terrence Brown, Writer.

NEW *Terrence Brown's accounting is completed for the last quarter of 1998. You will use the Cash Payments and Cash Receipts Tasks.*

Chapter 9, Completing Quarterly Activities and Closing the Fiscal Year, shows you how to complete adjusting entries, print the end-of-the-quarter financial statements, and close the fiscal year.

NEW *You close the fiscal year.*

Project 1, Harriet Williams, M.D. is a comprehensive project that reviews what you have learned in Chapters 8 and 9.

Project 1A, Student-Designed Service Business, shows you how to design a service business from scratch. You set up the business, choose a chart of accounts, create a Balance Sheet for the beginning balances, write business transactions, complete the computer accounting cycle, and close the fiscal year.

Part 3: Peachtree Accounting for Merchandising Businesses

Chapters 10, 11, 12, 13, Project 2, and Project 2A are included in this section of the book.

Chapter 10, Accounts Payable, shows you how to use Peachtree's accounts payable system.

NEW *You use the task "Purchases/Receive Inventory."*

Chapter 11, Accounts Receivable, shows you how to use Peachtree's accounts receivable system.

Chapter 12, Payroll, shows you how to use Peachtree's payroll system.

Chapter 13, Merchandise Inventory, shows you how to use Peachtree's perpetual inventory system.

Project 2, Shrader's Shoe Store, is a comprehensive project that incorporates what you have learned in Chapters 10 through 13.

Project 2A, Student-Designed Merchandising Business, asks you to create a merchandising business from scratch.

Part 4: Advanced Peachtree Applications

Chapters 14, 15, 16, Project 3, Project 4, and Project 4A are included in this section of the book.

Chapter 14, Customizing Forms, shows you how to use Peachtree's forms designer.

NEW *You design custom forms.*

Chapter 15, Dynamic Data Exchange, shows you how to use two Windows programs at the same time--Peachtree Accounting for Windows and Microsoft Excel for Windows.

Chapter 16, Import/Export, shows you how to export data from Peachtree Accounting for Windows to WordPerfect for Windows or other word processing program.

Project 3, Club Compute, is a nonprofit business. You use the software to set up and complete the computer accounting cycle for a nonprofit business.

Project 4, Wood Manufacturing, Inc., is the culminating project in your study of Peachtree Accounting for Windows. All the features of the software are reviewed in this project.

Project 4A, Student-Designed Project, allows you to write another month's transactions for one of the four projects that you have completed in this book. You pick which project you want to use and complete the computer accounting cycle.

Appendix A: Software Installation. This appendix includes instructions for installing the software.

Appendix B: Icon Descriptions. A description of the icons used in Peachtree.

Appendix C: Review of Accounting Principles. A review of basic accounting principles and procedures.

Glossary: Terms that are boldfaced and italicized throughout the book appear here.

Index: Each chapter in the book ends with an index. The index at the end of the book is an alphabetic listing of the chapter indexes.

Good luck in learning how to use Peachtree Accounting for Windows. If you have access to electronic mail and would like to contact me, my e-mail address is 5284911@mcimail.com.

Carol Yacht

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