Computer Accounting *with* Peachtree®

4th edition

for Microsoft® Windows®

Release 7.0

Carol Yacht

Computer Accounting with Peachtree® for Microsoft® Windows®

Release 7.0

Fourth Edition

Carol Yacht, M.A.

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COMPUTER ACCOUNTING WITH PEACHTREE© FOR MICROSOFT© WINDOWS©

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Carol Yacht is a textbook author and software consultant with a teaching career spanning three decades. She started teaching computer accounting in 1978. Ms. Yacht's teaching experience includes high school, adult school, community college, and university levels. She has worked for IBM Corporation as an educational instruction specialist, and currently serves on the Computer Education Task Force for the National Business Education Association. Ms. Yacht 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 7.0, Fourth 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 processor or higher
- Windows 98, Windows 95, Windows NT 4.0
- 12 MB of RAM (minimum); 16 MB recommended
- 30-50 MB free hard drive space
- 256 color SVGA color display
- CD-ROM drive
- Any Windows supported printer
- Mouse or compatible pointing device
- Peachtree Accounting for Windows, Release 7.0
- 6 blank, formatted disks

NEW *Peachtree Accounting for Windows, Release 7.0 is packaged with the text/workbook.*

NEW *Backup files are compressed or made smaller. You use the Windows 95/98 feature of longer file names.*

Computer Accounting with Peachtree for Microsoft Windows, Release 7.0, Fourth 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.

NEW *The Part 1, 2, 3, and 4 introductions include a chart showing you how many disks are needed to make backups in each chapter.*

Part 1: Exploring Peachtree Accounting

A sample company called Bellwether Garden Supply is included with the software. In Part 1 of the book, you will 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 7.0, Fourth Edition.*

NEW *Bellwether Garden Supply is PAW 7.0's sample company for 2003.*

Part 2: Peachtree Accounting for Service Businesses

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

NEW *Use Peachtree's New Company Setup Wizard.*

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 2000.*

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 *Print a Statement of Retained Earnings.*

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

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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, 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.

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.

V *Use Peachtree's Payroll Setup Wizard.*

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, 17, 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.

Chapter 15, Dynamic Data Exchange, shows you how to share data with Microsoft Excel for Windows.

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

NEW Chapter 17, Using Peachtree with Microsoft Office, shows you how to use Peachtree with the Microsoft Office applications Excel and Word. You need Microsoft Office 97 or a later version to complete the Excel and Word exercises.

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.

NEW Appendix B: Using Peachtree's Help Menus and Web Site. This appendix includes instructions for using Peachtree's help menus and web site.

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.

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