COMPUTER ACCOUNTING
ESSENTIALS

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ACHTREE®

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Computer Accounting Essentials Using ePeachtree®

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Preface

Computer Accounting Essentials Using ePeachtree teaches you how to use the web-based accounting program ePeachtree. In this book, you will sign up for a 30-day free trial of ePeachtree. Then, you will start a merchandising business from scratch and enter all the business transactions for a jewelry store.

Comment

The activities in this text will take you about 25 hours to complete. Try to set aside those 25 hours within the 30-day free trial period. There is a Timetable for Completion of the activities in this book on page xi.

The 30-day trial version of ePeachtree has full accounting capabilities: accounts payable, inventory, accounts receivable, and banking. If you decide to upgrade ePeachtree to the subscription price of $9.99/month, you can also include fully integrated payroll.

Comment

In order to register for ePeachtree, a credit card number must be entered. You will *not* be billed for 30 days. Two weeks before the 30-day period expires, you will receive an email that contains a pre-billing notice. If you desire to cancel the service, then cancellation instructions are included. Peachtree bills quarterly. If you do not cancel before the 30-day period expires, your credit card will be billed $29.97 for the next three months (9.99/month X 3 = $29.97).

Browser Requirements

If you can access ePeachtree's web site at www.peachtree.com/epeachtree, you already have what you need – a computer, a browser, and a modem. To see a complete list of ePeachtree's system requirements, access this web site: http://www.peachtree.com/epeachtree/html/system_requirements.cfm.

Computer Accounting Essentials Using ePeachtree has six parts and three case problems:

1. Downloading ePeachtree

2. New Company Setup

3. Setting Accounting Defaults

4. Fourth-Quarter Transactions

5. End-of-Year & Beginning-of-Year Transactions

6. Advanced Features

Case Problem 1: February and March Transactions

Case Problem 2: End-of-Quarter Adjusting Entries and Reports

Case Problem 3: Student-Designed Project

Each part of *Computer Accounting Essentials Using ePeachtree* includes:

➢ Software objectives

➢ Web objectives

➢ Computer accounting essentials web site

➢ Step-by-step instructions with screen captures

➢ Transactions and reports

➢ Exporting data to Excel

➢ Check Your Progress: Internet homework

➢ Writing assignments

➢ Multiple-Choice Questions

➢ True/False Questions

➢ End-of-part exercises

In *Computer Accounting Essentials Using ePeachtree,* you learn how to set up a merchandising business. When you finish this book, you will have a working familiarity with ePeachtree, a web-based accounting program.

Part 1: Downloading ePeachtree

In Part 1, you will download ePeachtree software from the Internet. The step-by-step instructions show you how to do that.

Part 2: New Company Setup

In Part 2, you will learn how to use the software to set up a jewelry store. New Company Setup includes selecting a chart of accounts, entering opening balances, and printing a beginning balance sheet.

Part 3: Setting Accounting Defaults

In Part 3, you learn how to set defaults for accounts payable, inventory, accounts receivable, and cash transactions that follow in Part 4. Defaults are information or commands that the software automatically uses. You also learn how to change default settings.

Part 4: Fourth-Quarter Transactions

In Part 4, you record transactions for the fourth quarter of the year: October, November and December. You will record accounts payable, inventory, accounts receivable, and cash transactions. At the end of each month's transactions, you will reconcile the bank statement.

Part 5: End-of-Year & Beginning-of-Year Transactions

In Part 5, you will complete end-of-quarter adjusting entries and print financial statements. Part 5 also includes transactions for the start of the new year – January 1 - 31, 20XX.

Part 6: Advanced Features

In Part 6, you will customize reports and graphs, and copy text to a word processing program.

Case Problem 1

Case Problem 1 includes two more months of transactions for your jewelry store – February and March. You will complete the accounting cycle for the first quarter and print reports.

Case Problem 2

Case Problem 2 includes adjusting entries for the first quarter and end-of quarter reports.

Case Problem 3

Case Problem 3 is a student-designed project. You are instructed to write transactions for the next month and complete the accounting cycle showing a net loss for your jewelry store.

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

Index: The Introduction and each Part of the book ends with an index. The index at the end of the book is an alphabetic listing of these individual indexes.

TIMETABLE FOR COMPLETION		Hours
Part 1	Downloading ePeachtree	1.0
Part 2	New Company Setup	1.5
Part 3	Setting Accounting Defaults	3.0
Part 4	Fourth-Quarter Transactions	6.0
Part 5	End-of-Year & Beginning-of-Year Transactions	4.0
Part 6	Advanced Features	2.0
Case Problem 1	Complete First Quarter Transactions	2.5
Case Problem 2	End-of-Quarter Adjusting Entries and Reports	1.5
Case Problem 3	Student-Designed Project	2.0
Final Exam		1.5
	TOTAL HOURS	25.0

Table of Contents

Introduction

Computer Accounting Essentials Using ePeachtree teaches you how to use ePeachtree, an online accounting package for small business. From any computer connected to the ***Internet***[1], ePeachtree users can work on their business's finances anytime, anywhere. Owners, employees and financial advisors can work simultaneously in different locations.

To use ePeachtree, you need a connection to the Internet and a ***browser***. A browser is the software used on a computer to connect and display information from a Web site called a server. Commonly used web browsers are Microsoft® Internet Explorer® and Netscape Navigator®.

The Internet is the worldwide electronic communication network that allows for the sharing of information. The Internet is also called the World Wide Web (WWW) or Web.

ePeachtree works on computers with Windows, Macintosh and Linux. You need Version 4 or higher of either Netscape Navigator or Microsoft Internet Explorer for an Internet connection to ePeachtree.

To make an Internet connection, your computer must be equipped with a ***modem***. The word modem is an abbreviation of **Mo**dulator/**Dem**odulator. A modem is a device that translates the digital signals from your computer into analog signals that can travel over telephone lines.

Once you set up your modem to dial the appropriate phone number to an ***Internet Service Provider*** (ISP), you can connect to the Internet. ISPs can be companies such as America OnLine™ (AOL), CompuServe™, Earthlink™, or local providers. Because telephone lines were designed for voice communication, not electronic data from a computer, modem connections via telephone lines are usually slow.

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[1]Words that are boldfaced and italicized are defined in the Glossary.

Faster connections to the Internet are possible using *an **Integrated Services Digital Network*** (ISDN) or leased lines. An ISDN line is a digital network that provides faster transmission of voice, video, and text. Leased lines, referred to as T-1 and T-3, are available for faster connections, too. The backbone of the Internet consists of T-3 lines. Leased lines are expensive and used by companies that need to transfer massive amounts of data.

Faster Internet connections are also being offered via cable, wireless radio modems, and satellite TV. A digital subscriber line (DSL) is another way to access the Internet faster. DSL lines are always connected to the Internet (are always *on*) so there is no need to dial up.

In the next section, Downloading ePeachtree, you will learn how to go to ePeachtree's web site at www.peachtree.com/epeachtree. You will also start using ePeachtree to record business transactions.

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1 Downloading ePeachtree

In Part 1 of *Computer Accounting Essentials Using ePeachtree,* you will download the ePeachtree software from the Internet. The step-by-step instructions that follow show you how to do this.

SOFTWARE OBJECTIVES: In Part 1, you use the software to:

1. Start ePeachtree.
2. Become a Peachtree Passport member.
3. Select "Retail" as the company type.
4. Assign a password.
5. Complete activities for Part 1, Downloading ePeachtree.

WEB OBJECTIVES: In Part 1, you use the Internet to:

1. Access the Computer Accounting Essentials web site at www.mhhe.com/yachtessentials1e to check for updates.
2. Access ePeachtree's web site at www.peachtree.com/epeachtree.
3. Record information to create an account.
4. Log in to your ePeachtree account.
5. Receive an email to activate your Peachtree Passport account.
6. Log off from ePeachtree.
7. Complete Internet homework.

Comment

In Part 2, New Company Setup, pages 20 - 22, you will register for ePeachtree. In order to register for ePeachtree, a credit card number must be entered. You will *not* be billed for 30 days. Two weeks before the 30-day period expires, you will receive an email that contains a pre-billing notice. If you desire to cancel the service, then cancellation instructions are included. If you cancel before the 30-day period expires, you will not be billed. If you do not cancel before the 30-day period expires, your credit card will be billed $29.97 for the next 3 months.