

CHAPTER 1 INTRODUCTION TO BELLWETHER GARDEN SUPPLY

In Chapter 1 students are introduced to Peachtree Complete Accounting 2005. Throughout the textbook the abbreviation PCA is used to identify the software. Chapter 1 and all subsequent chapters begin with Software Objectives and Web Objectives.

SOFTWARE OBJECTIVES: In Chapter 1, your students will use the software to:

1. Start Peachtree Complete Accounting 2005 (PCA).

Comment

If Peachtree Complete Accounting 2005 is not installed, see Appendix A, Installing the Software, pages 289 - IMK to 295 - IMK. The sample company, Bellwether Garden Supply, must be installed to complete Chapter 1.

2. Explore the sample company, Bellwether Garden Supply.
3. Back up Bellwether Garden Supply data.
4. Restore data with Peachtree's restore Wizard.
5. Operate Peachtree's menus, drop-down lists, lookup fields, toolbar, and navigation aid.
6. Navigate Windows Explorer.
7. Explore Peachtree Today to link to the Internet and learn about software features.
8. Make three backups: 1) Back up starting data for Bellwether Garden Supply; 2) back up Chapter 1 data; and 3) back up Exercise 1-2.¹

¹Refer to the chart on page 2 - IMK, for information about backing up data.

WEB OBJECTIVES: In Chapter 1, your students will do these Internet activities:

1. Use PCA to link to Peachtree's website at www.peachtree.com.
2. Link to Peachtree Software's Press page.
3. Select two Peachtree News articles and write an essay about each one.
4. Use your Internet browser to go to the book's website at www.mhhe.com/yacht2005.
5. Complete the first web exercise in Part 1.

PCA TIPS, CHAPTER 1

- If you have more than one section of students using the sample company, you should restore the starting data for Bellwether Garden Supply before beginning your next class. Instructions for making the first backup are on textbook pages 15-19. This backup is for Bellwether's starting data. At this point in Chapter 1, students have not added any information to the sample company. The backup name is bgs.ptb.
- The textbook shows detailed steps for backing up to a hard drive location. Peachtree's backups default to the hard drive. Students can also specify a location for backing up, such as a network location or external media. External media includes floppy disks; CD-RW drive; DVD-RW drive; USB drive; or Zip drive. One CD-R, DVD-R, or Zip disk can be used for backing up.
- If the instructor's preference is to back up to a floppy disk, each Bellwether Garden Supply backup requires two blank, formatted disks. The textbook steps assume Peachtree's default hard-drive location is used for backups.
- See textbook pages 22 through 26 for using Peachtree's Restore Wizard. Peachtree's Restore Wizard allows you to restore An Existing Company (the default); or, restore A New Company. For more information, refer to the Read Me box on textbook page 24.
- Students can restore from a back up file even if *no* Peachtree company exists. Close Peachtree's start up window. Select File; Restore. Select the location of the backup file. On the Restore Wizard's Select

Company window, select A New Company. The A New Company selection allows you to restore backup data, bypassing the process of new company set up.

It is the goal of the textbook to make learning interactive. Throughout the textbook, numerous window illustrations are used to show the students how to complete the instructions successfully. The window illustrations in the textbook are done with Windows XP and Peachtree Complete Accounting 2005, Educational Version.

Peachtree Complete Accounting for Windows (PCA) is similar to other programs that use Microsoft Windows. If you or your students have used other Microsoft Windows programs, you will see similarities in the menus and windows, entering and saving data, and selecting icons and commands. If your students are not familiar with Microsoft Windows, using PCA will help them become familiar with the Windows operating system.

In Chapter 1, students use the sample company, Bellwether Garden Supply. Bellwether Garden Supply is one of the sample companies included with the Peachtree program. Your students will get a sampling of features that will be developed in greater detail as they complete the textbook. The purpose of the sample company, Bellwether Garden Supply, is to provide software familiarity rather than to test accounting knowledge.

Comment

The work in Chapters 1-7 is cumulative. Students need to complete the activities within the chapter *and* the exercises at the end of the chapter. Completing all the work in Chapters 1-7 will ensure that your students' work agrees with what is shown in the textbook.

BACKING UP BELLWETHER GARDEN SUPPLY

One of the first things that the instructor should do is to back up the sample company data. This will provide you with starting data for Bellwether Garden Supply.

When using PCA, information is automatically saved to the hard drive of the computer. In a classroom setting, a number of different students may be using the same computer. This means that when your students return to the computer lab or classroom, their data will be gone. Backing up data simply means saving it to a floppy disk (hard drive or network location), so that it will be available when the student wants to work again.

Comment

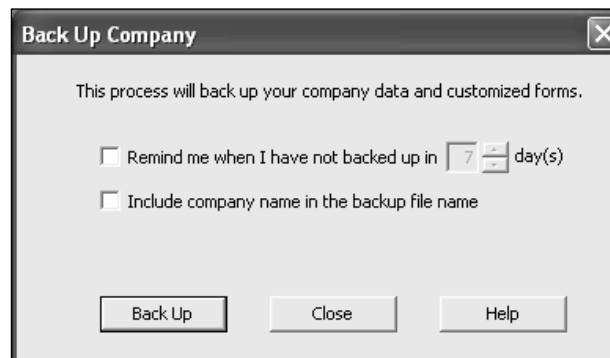
The author suggests backing up the sample company. Since the back up requires 2.24 MB, you will need to back up to the hard drive, network drive, Zip disk, CD (CD-RW drive), DVD (DVD-RW drive) or USB drive. In the textbook, backing up to a drive other than the hard drive or network drive is called backing up to **external media**. The instructions that follow assume you are backing up to the hard drive of your computer.

When you back up, you are saving to the current point in Peachtree. Each time you make a backup, you should type a different backup name (file name) to distinguish between them. In this way, if you need to **restore** an earlier backup, you have the data for that purpose.

In the business world, backups are unique to each business: daily, weekly, monthly. Think of your backups this way and you will see why individual backups at different points in the data are necessary. *You should never leave the computer lab without first backing up your data.*

Follow these steps to back up Bellwether Garden Supply:

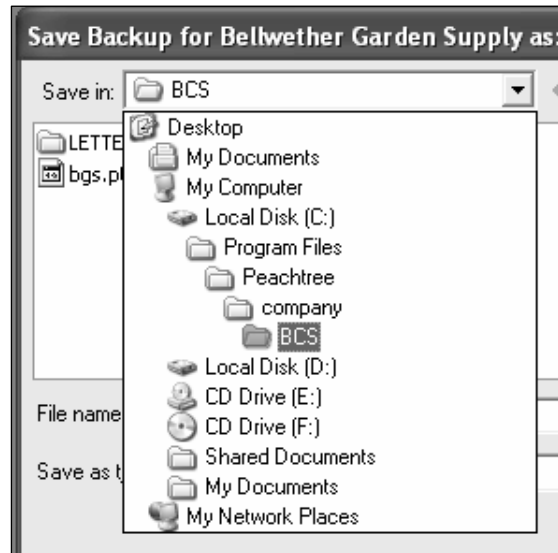
1. The text directions assume that you are backing up to a hard drive location. You can also back up to a network drive location or some other specified location. *If you have a CD-RW disk drive, DVD-RW disk drive, Zip disk drive, or USB drive, you can back up to external media. One CD-R, DVD-R, or Zip disk can be used for all backups in the textbook (Chapters 1 through 18).* The chart on page 2 (Part 1 opener) shows the size of each backup file in Chapters 1-8 (Part 1 of the textbook).
2. From the menu bar, click on File, then select Back Up. The Back Up Company window appears. If necessary, uncheck the box next to Include company name in the backup file name.



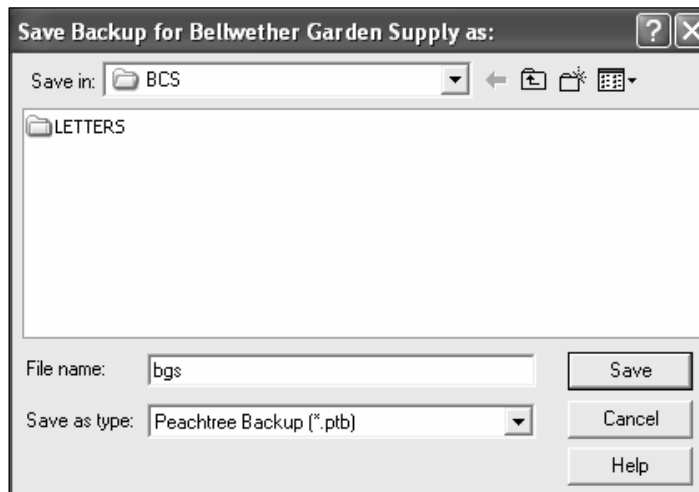
3. Click

Back Up

4. The Save in field shows the default location for your backup. If you do *not* change the Save in location, you will be saving to the hard drive. Click on the down-arrow in the Save in field. The list that displays shows you the location on your hard drive for the sample company files.



5. Since you are backing up to the default hard drive location, follow these steps.² Observe that the Save in field shows BCS (or the appropriate drive letter) and that the File name field shows the default name. In the File name field, highlight the default file name and then type **bgs** as the file name.





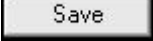
Observe that the Save as type field shows that you are making a Peachtree Backup (*.ptb), which is abbreviated ptb. This is the standard default for Peachtree backups.

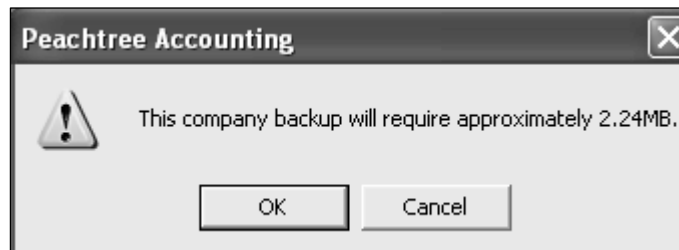
²If you are backing up to a network drive, CD-RW, DVD-RW, USB, or Zip drive, substitute the appropriate drive letter.


Comment

If your Save as type field does *not* show Peachtree Backup (*.ptb), follow these steps:


1. Click on the  button, then All Programs. Select Accessories, then Windows Explorer. (These instructions are for Windows XP.)
2. From the menu bar, click on Tools, Folder Options.
3. Click on the View tab. Make sure the box next to Hide extensions for known file types is *unchecked*.
4. Click . Your PCA files will now have file extensions.
5. Click on File, Close to close your Windows Explorer window.

6. Click .
7. A window pops up that says This company backup will require approximately 2.24 MB.



8. Click . When the Back Up Company scale is 100% completed, you have successfully backed up the sample company. This takes a few moments. Your window is returned to Bellwether's menu bar.

Follow these steps to see the size of the backup file.

1. Click on the  button. Then select All Programs. From the drop-down list, select Accessories, then Windows Explorer. (*Hint: These instructions are for Windows XP; they may differ for other Windows versions.*)
2. In the Address field, click on the down-arrow, then select drive C (or the location where you backed up Bellwether Garden Supply). For example, if you backed up to the default location, select C:\Program

Files\Peachtree\Company\BCS\bgs.ptb.

The Name of the file is bgs.ptb; the Size of the file is 2.42 MB;³ and file Type is PTB File. Compare this information to the bcs folder on your hard drive, network drive, Zip disk, or CD.


Refer to the chart on page 2 for back up and megabyte information. Peachtree backs up to the current point in the data. Since Bellwether's data is too large to fit on one floppy disk, the author suggests backing up to a hard drive location or external media (CD-R; DVD-R; USB, or Zip disk.) If you want to back up to a floppy disk, you will need two blank, formatted disks to make the backup: floppy disks hold 1.44 MB of data; the Bellwether backup is 2.42 MB.

Follow these steps to exit Peachtree:

1. Close any opened windows. From the menu bar, click on File, Exit.
2. You are returned to your Windows desktop. If you do not want to reformat disks, you will need 14 blank, formatted disks to back up Chapters 1–8. Remember to refer to the chart on page 2 - IMK to see how many disks you will need for backing up Part 1 of the book.

USING WINDOWS EXPLORER

The instructions on pages 15–19 show you how to use Peachtree's Back Up feature. Peachtree's Back Up feature works with their Restore feature, which is shown on pages 22–26. *What if your instructor prefers that all of the company files be copied or saved?*

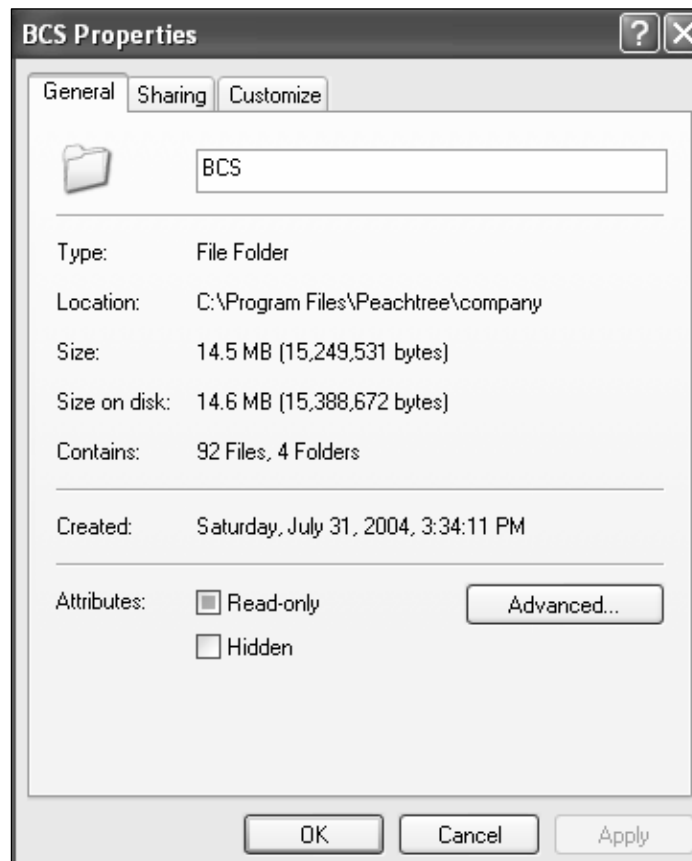
1. Your Windows desktop should be displayed.
2. If your desktop has a Windows Explorer icon double-click on it. Or, click on the  button; select All Programs, then Accessories; then Windows Explorer.
3. In the Address field, select drive C. Then, open the folder for Bellwether Garden Supply: C:\Program Files\Peachtree\Company\BCS





³You may notice that the size of your backup file differs. This is okay.

(this is the default location for Peachtree; your location may differ).

4. Right-click on the BCS folder. A drop-down menu appears. Left-click on Properties.



5. Observe that the size of the BCS folder is 14.5 MB (or 15,249,531 bytes). The size of your BCS folder may differ; this is OK. If you want to copy the entire folder to a disk, you will need to have a Zip drive or CD-RW drive. The steps in the Copying the Bcs folder to a Zip Drive or CD-RW Drive explain how to do that. Peachtree folders need read and write access in order to be used. Floppy disks, USB drives, Zip disk drives and CD-RW disk drives are read/write.
6. Click  to close the BCS Properties window. Click  on the C:\Program Files\Peachtree\Company title bar to close Windows Explorer.

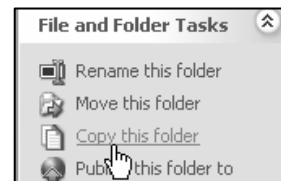
Copying the Bcs Folder to a Zip Drive or CD-RW Drive

Follow the steps to copy the BCS folder to a Zip disk or to a CD-RW drive. If the Zip drive or CD-RW drive is located in a different location, substitute that drive letter. Depending on the software you are using to copy data to a CD, your instructions may differ.

1. If necessary, click on File, Exit to exit Peachtree and return to your desktop. Put the CD-R disk in your CD-RW drive (or other external media in the appropriate drive). In this example, drive F is to identify the CD-RW drive. (Substitute the correct drive letter for your computer.)



If you are copying files to a CD, a window may pop-up that asks What do you want Windows to do? In this example, the Open writable CD folder using Windows Explorer was selected.

2. Locate the BCS folder on your hard drive. The default location is C:\Program Files\Peachtree\Company\BCS. Click on BCS to select it. On the left side of the window, there is a File and Folder Tasks list. Click on Copy this folder.



3. When the Copy Items window pops up, select the appropriate Zip drive or CD-RW drive to copy to. In this example CD Drive (F:) is shown. Select the correct drive on your computer for the external media that you are using.



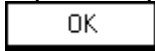
4. Click on . A window pops up showing the files are being copied. If you are copying the files to a CD, make the selections to write the files to your CD.
5. To check that the file was copied, make sure your CD disk or other external media is in the drive, then go to the appropriate drive right-click on the BCS folder and select Properties. The BCS Properties window should look similar to the one shown on page 20.
6. Click  on the title bar to close the windows.

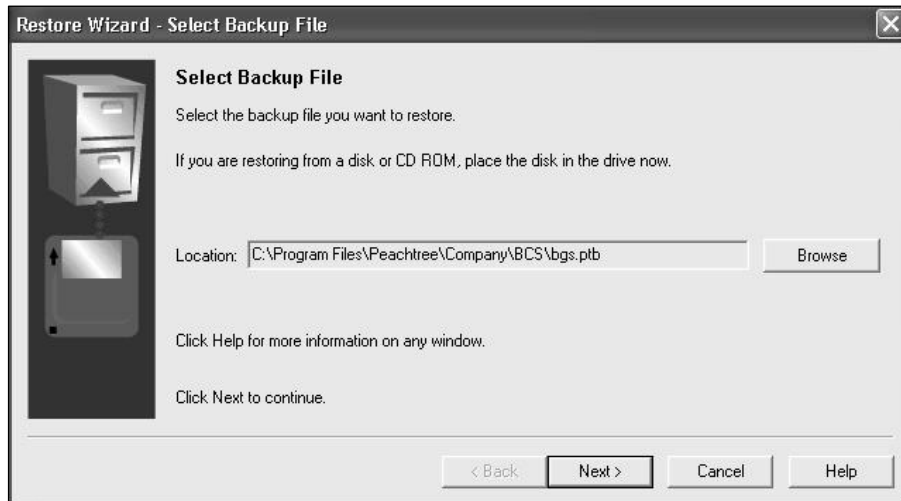
When you copy the BCS folder from drive C to a CD-RW drive or other external media, you are copying all the files contained in the folder. Remember, backing up files compresses the data (or makes the file smaller). Copying the entire folder allows you to have all the BCS files on external media. When you want to return to where you left off, you can use Windows Explorer to copy and paste these files from your CD (or other external media) to Peachtree's program path and Bellwether's folder on drive C— C:\Program Files\Peachtree\Company\BCS.

USING PEACHTREE'S RESTORE WIZARD

In order that your students start where they left off the last time they backed up, the Restore Wizard is used. Your school may prefer that you use Windows Explorer to copy/paste instead of Peachtree's Restore feature. The textbook uses Peachtree's Restore feature.

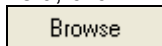
Follow these steps to use Peachtree's Restore feature.

1. Start Peachtree in the usual way.
2. On the startup window, click on Explore a sample company. Make sure Bellwether Garden Supply is selected. Click .
3. To restore Bellwether's files, do the following:
 - a. If necessary put your CD-R, DVD-R or other external media in the appropriate drive. The steps that follow assume that you are restoring from Peachtree's default hard drive location.
 - b. From the menu bar, click on File, then Restore. The Restore Wizard – Select Backup File window appears. The window below shows Peachtree's default location for backing up.



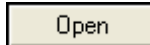
Steps for Restoring from External Media

1. In the Location field, click

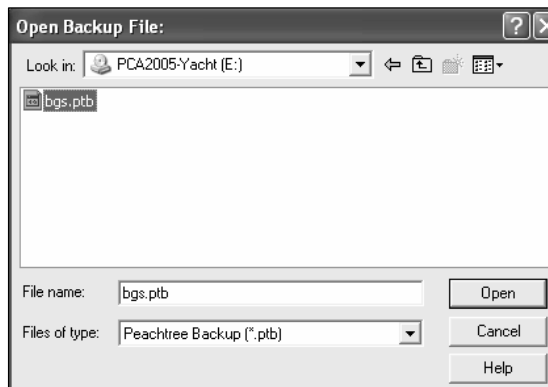



2. In the Look in field, select the appropriate drive. The illustration shows drive E. Highlight the bgs.ptb file.

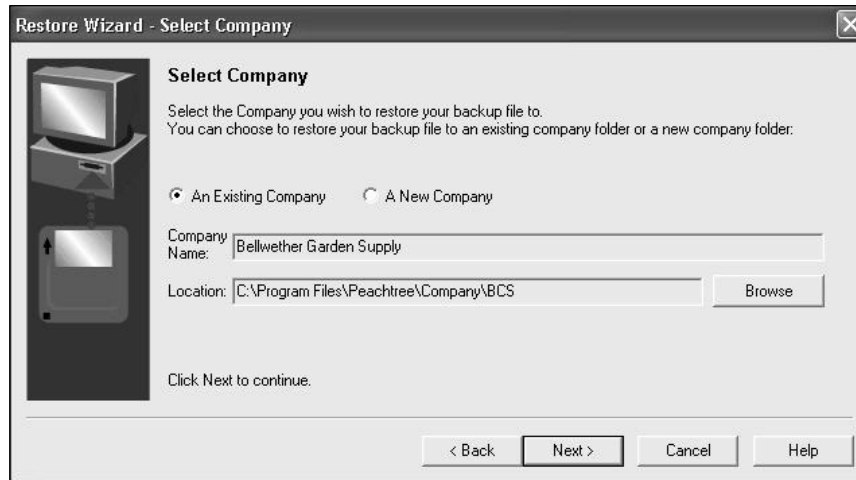
3. Click



4. Observe that the location field shows the drive location and the name of the file (bgs.ptb). Continue with step c. on the next page. Remember, the textbook steps assume you are restoring from a hard drive location.



- c. Click . The Select Company window appears. Observe that An Existing Company is the default. The Company Name field shows Bellwether Garden Supply and the Location shows Bellwether's location.




Read Me

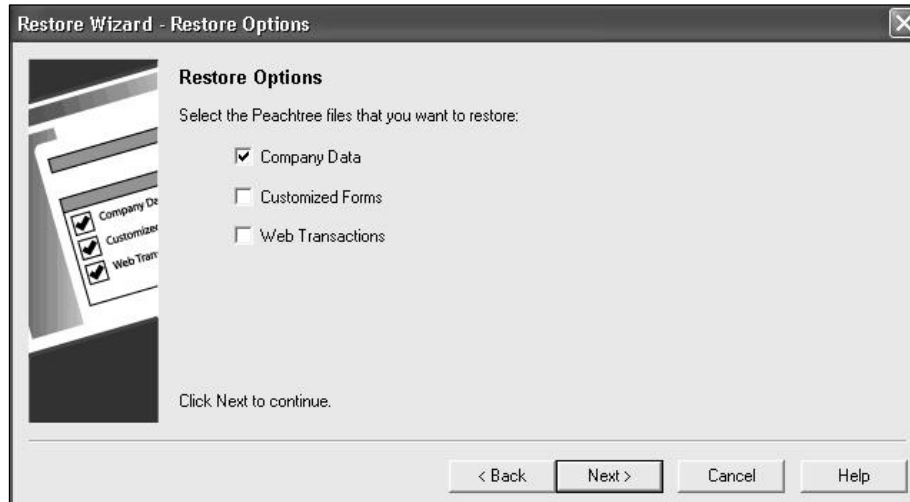
Observe that there are two options on the Select Company window: An Existing Company (which is the default) *and* A New Company. If you select A New Company, then the company will be named exactly as the backup file you selected. Here is how that works.


1. Click on the radio button next to A New Company.
2. Look at the Location field. The subdirectory for Bellwether has changed to `\belgarsu`. (When you accepted the default for An Existing Company the subdirectory showed `\BCS`.)

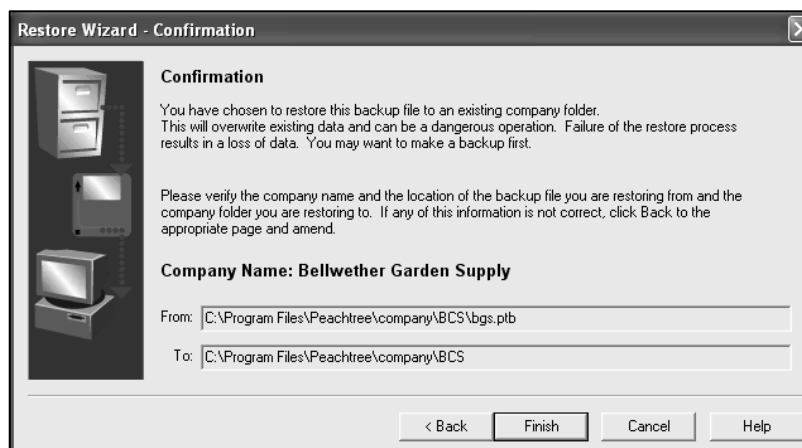
This is an important distinction. You can restore to an existing company—one that is previously set up—or you can restore to a new company, bypassing the process of setting up a new company. (Setting up a new company is shown in Chapter 9.) Let's say you wanted to restore a backup file for a company that was *not* set up in Peachtree. Some schools delete subdirectories from the hard drive; for example, you have a back up file but the company, in this case Bellwether Garden Supply, is *not* listed as a Peachtree company. If you start Peachtree and you *cannot* select Bellwether, use the Restore Wizard to select A New Company. Using your backup file, and the selection for A New Company, you are able to get started where you left off the last time you used Peachtree.



Remember to select An Existing Company before continuing with step d.

- d. Read the information on the window, then click . The Restore Options window appears. Make sure that the check mark is next to Company Data.



- e. Click . The Confirmation window appears. Remember, the textbook steps assume you are restoring from Peachtree default hard drive location (C:\Program Files\Peachtree\company\BCS\bgs.ptb). If you are restoring from external media. The From field will show the appropriate drive letter.



- f. Read the information on the Confirmation window, then click . Your backup data starts to restore. When the scale is 100% completed, the Bellwether Garden Supply data is restored. On Peachtree Today's title bar, click  to close the Peachtree Today window.

Now that Bellwether's files are restored, students are ready to continue using the sample company. *Remind students to make a backup of their work **before** they exit Peachtree.*

You may find a lecture outline helpful in organizing your presentation of Chapter 1. The instructor's manual and key includes a lecture outline for each chapter in the textbook, answers to the end-of-chapter questions, and solutions for the end-of-chapter exercises.

LECTURE OUTLINE FOR CHAPTER 1: INTRODUCTION TO BELLWETHER GARDEN SUPPLY

- A. Software Objectives, page 3 (page numbers refer to the student textbook).
- B. Web Objectives, page 3
- C. Mouse and Keyboard Basics, page 4
 - 1. Using the Mouse, page 4
 - 2. Using the Keyboard, page 4
 - 3. Using Shortcut Keys, pages 4-5
- D. PCA's Startup Window, pages 5-6
- E. The Windows Environment, pages 6-9
- F. Typical Windows Used in PCA, pages 9-11
- G. The Sample Company: Bellwether Garden Supply, page 12
- H. Getting Started, pages 12-14
- I. Displaying Product Information, pages 13-14

- J. Backing Up Bellwether Garden Supply, pages 15-19
- K. Using Windows Explorer, pages 19-20
 - 1. Copying the Bcs folder to a Zip drive or CD-RW drive, pages 21-22
- L. Using Peachtree's Restore Wizard, pages 22-26
- M. Using Peachtree Today, pages 26-29
- N. Menu Bar, page 29
 - 1. File menu, pages 29-30
 - 2. Edit menu, pages 30-31
 - 3. Maintain menu, page 31
 - 4. Tasks menu, page 32
 - 5. Analysis menu, page 33
 - 6. Options menu, page 33
 - 7. Reports menu, page 34
 - 8. Services menu (commercial version only), pages 34
 - 9. Window menu, page 35
 - 10. Help menu, pages 35-36
- O. Becoming an Employee of Bellwether Garden Supply, pages 36-38
 - 1. Adding Yourself as an Employee, pages 38-39
- P. Backing Up Chapter 1 Data, pages 39-40
- Q. Manual vs. Computerized Accounting, pages 40-41
- R. Internet Activity, page 42
- S. Summary and Review, pages 42-43
 - 1. Going to the Net, page 43
 - 2. True/Make True Questions, pages 44-46
 - 3. Exercise 1-1, pages 46-47
 - 4. Exercise 1-2, page 47
 - 5. Chapter 1 Index, pages 48-49

Each chapter ends with an Internet activity, summary and review, a Going to the Net exercise, two PCA exercises, and a chapter index. The Internet activity includes links to the textbook's website and a writing assignment. The summary includes the objectives achieved in the chapter; the review includes an Internet exercise (Going to the Net) and questions to be answered by the student; the exercises apply Peachtree features learned in the chapter; and the chapter index includes key terms used in the chapter. The review questions in subsequent chapters are in the following formats: true/make true questions, multiple choice, and short answer.

In Chapter 1, true/make true questions are included in the summary and review section at the end of the chapter. In a true/make true question, students are required to either respond to the statement as true or, if the statement is not true, write an answer that would make it true.

ANSWERS TO GOING TO THE NET⁴

1. The three skills required for a career in accounting and finance are: 1) well-honed people skills; 2) excellent writing and verbal communication skills; 3) computer proficiency and Internet research ability.
2. The preferred educational background is: B.S. in Accounting; MBA; CPA (this distinction is extremely valuable).
3. Five career opportunities in Accounting and Finance include: 1) Chief Financial Officer; 2) Chief Information Officer; 3) Public Accountant; 4) Business Management Consultant; 5) Financial Analyst. More career opportunities are shown on this website at

<http://www.net-temps.com/careerdev/index.htm?type=careertalk&channel=fin&topic=careers>

ANSWERS TO TRUE/MAKE TRUE QUESTIONS, CHAPTER 1

1. True.
2. True.
3. Shortcut keys enable students to perform common operations by using two or more keys together.
4. True.
5. True.
6. True

⁴The textbook website at <http://www.mhhe.com/yacht2005> has a link to Textbook Updates. Check this link for updated Going to the Net exercises.

7. True
8. The Navigation Aid is at the bottom of the window (not at the top).
9. There are *two* options when restoring Peachtree backup files: 1) restore An Existing Company, or 2) restore A New Company. (See the Read Me box on page 14 - IMK for more information.)
10. The extension used for Peachtree backups is .PTB.

SOLUTION TO EXERCISE 1-1

Students are asked to restore the Chapter 1.ptb file. This backup was made on textbook pages 38 and 40. After restoring data, students continue with Exercise 1-2.

SOLUTION TO EXERCISE 1-2

Students add the following new employee:

Employee ID:	KLEE
Name:	Katherine Lee
Address:	2012 Aspen Circle
City, ST Zip:	Norcross, GA 30093

The directions for adding a new employee are on textbook pages 38 through 40. Students are also reminded to back up Exercise 1-2. The author suggests using Exercise 1-2 as the file name for the backup.