

PART 1: EXPLORING PEACHTREE COMPLETE ACCOUNTING 2005

Part 1 shows your students how to get started using Peachtree Complete Accounting 2005 (PCA). The students learn about the basic features of PCA. The aim of Part 1 is to provide software familiarity rather than to test accounting knowledge. The sample companies, Bellwether Garden Supply and Stone Arbor Landscaping, are used for this purpose. The sample companies have prestored transactions that demonstrate the features of the software. Bellwether Garden Supply and Stone Arbor Landscaping are not intended to teach these features in depth. Computer accounting skills, setting up companies from scratch, and completing the accounting cycle are shown in Chapters 9–18 and Projects 1, 1A, 2, 2A, 3, 4 and 4A.

Part 2 covers service businesses and the use of the Cash Disbursements Journal, Cash Receipts Journal, General Journal for adjusting entries, and General Ledger. Part 3 shows your students how to use Peachtree's Accounts Payable and Accounts Receivable subsidiary systems for merchandising businesses. Part 4 explains Peachtree's advanced features: customizing forms, import/export, using Excel and Word with Peachtree, and dynamic data exchange.

At the end of Part 2, there are two comprehensive projects: Sharon Watson, MD, and a Student-Designed Service Business. At the end of Part 3, there are two comprehensive projects: Sports Shoppe and a Student-Designed Merchandising Business. At the end of the Part 4, there are three comprehensive projects: Verde Computer Club; RBW Manufacturing, Inc.; and a Student-Designed Project.

Throughout the textbook key terms are **boldfaced** and *italicized*. This indicates words that are defined in the Glossary, which is available on the textbook's website at www.mhhe.com/yacht2005. Remind your students to use the Glossary for unfamiliar terms.

Part 1 includes eight chapters:

- Chapter 1: Introduction to Bellwether Garden Supply
- Chapter 2: Vendor Transactions
- Chapter 3: Customer Transactions
- Chapter 4: Employees
- Chapter 5: General Ledger and Inventory
- Chapter 6: Job Cost
- Chapter 7: Financial Statements
- Chapter 8 Stone Arbor Landscaping: Time & Billing

The chart below shows the size of the backups made in Part 1, Chapters 1-8. The textbook steps show your students how to back up the sample company data to Peachtree's default hard drive location at C:\Program Files\Peachtree\Company\BCS\[filename] for Bellwether, C:\Program Files\Peachtree\Company\!PDG\[filename] for Stone Arbor Landscaping.

You can also specify a hard drive location; or, back up to external media, such as, a CD-RW drive, DVD-RW drive, USB drive, or Zip drive.

Chapter	Backup Name	Kilobytes ¹	Page Nos.
1	bgs ²	2,480 KB	15-19
	Chapter 1	2,481 KB	39-40
	Exercise 1-2	2,481 KB	47
2	Chapter 2	2,475 KB	78
	Exercise 2-2	2,480 KB	85
3	Chapter 3	2,482 KB	119
	Exercise 3-2	2,477 KB	124
4	Chapter 4	2,484 KB	145
	Exercise 4-2	2,491 KB	150
5	Chapter 5	2,483 KB	174
	Exercise 5-2	2,479 KB	179
6	Chapter 6	2,490 KB	191
	Exercise 6-2 ³	2,479 KB	195
7	No backups in Chapter 7	--	--
8	Chapter 8	1,200 KB	230

¹Student backup sizes may differ slightly. This is okay.

²This is the first backup and includes beginning data for Bellwether Garden Supply.

³This back up file will be used in Part 4, Chapters 15, 16, 17, and 18.