

Preface

Computer Accounting with Peachtree Complete Accounting 2009, Release 16, 13th Edition, teaches you how to use Peachtree Complete Accounting 2009 software. Peachtree is widely used by individuals, businesses, and accountants. For more than 30 years, Peachtree by Sage has produced award-winning accounting software. More than 5.7 million small and medium-sized businesses use Sage Software products worldwide (<http://sage.com/ourbusiness/aboutus>). More than 14,500 employees work for Sage Software.

In the United States and Canada, Peachtree is used by about 3.0 million businesses. Each year, tens of thousands of customers choose accountant-recommended Peachtree by Sage for their business needs. Why? Because Peachtree helps you do more to support the success of your business. Industries that use Peachtree include manufacturing; distribution; nonprofit organizations; construction; retail businesses; public utilities; legal, medical, and accounting firms.

System Requirements: Recommended System Configuration

- 1 GHz Intel Pentium III (or equivalent) for single user and 1.8 GHz Intel Pentium 4 (or equivalent) for multiple users
- 512 MB of RAM for single user and 1 GB for multiple concurrent users.

Minimum System Requirements

- 1 GHz Intel Pentium III (or equivalent) for single and multiple users.
- 256 MB of RAM for single user and 512 MB for multiple users. Windows Vista—512 MB RAM (single and multiple users)
- Microsoft Windows Vista (all versions); Windows XP SP2
- 1 GB of disk space for installation.
- Internet Explorer 6.0 required (provided on CD; requires an additional 70 MB); Internet 7.0 supported.
- Microsoft .NET Framework CLR 2.0 (provided on CD; requires an additional 150 MB).
- At least high color (16bit) SVGA video; supports 800X600 resolution with small fonts. Optimized for 1024 x 768.
- Online features require Internet access with at least a 56 Kbps modem.

- CD-ROM drive.
- All online features/services require Internet access with at least 56 Kbps modem.
- Printers supported by Windows Vista/XP.
- Mouse or compatible pointing device.
- *External media for Chapter 1-18 backups:* One USB drive; Zip™ drive disk; CD-R; or, DVD-R. (CD-RW or DVD-RW required for backing up to CD-R or DVD-R.) Or, ten blank, formatted disks. The author suggests that you reformat floppy disks.
- *Optional requirement:* Microsoft Excel, Outlook and Word integration requires 2000 and higher.
- Microsoft Excel, Outlook, and Word integration requires 2000, 2002, 2003, or 2007.
- Adobe Reader 8.1 required and provided on CD (requires an additional 128 MB available hard disk space to install).
- Outlook Sync supported in Exchange 5.5 SP4, 2000 SP2, and 2003.
- In-product demos require Macromedia Flash Player.
- Additional 25 MB available hard disk space is required to install Guided Tour.

Multi-User

- Multi-user mode is optimized for Windows 2000 Server, Windows Server 2003 or Windows Server 2008 client-server networks, and Windows XP/Vista peer-to-peer networks.
- 270 MB of disk space for installation of components on server.

Other

- Customer registration and acceptance of Sage Software License Agreement for Peachtree Accounting Software Products. (Refer to Product Registration, pages xiii-xv.)

NEW *The full version of the software, Peachtree Complete Accounting 2009, is included with the textbook. Software updates are available. For software installation instructions, see pages iii-xiii.*

NEW *Textbook website at www.mhhe.com/yacht2009.*



Read Me: License Agreement

Install the software, Peachtree Complete Accounting 2009, included with the textbook, in the computer lab. This ensures software compatibility between the school and students' off-site installation. The site License Agreement is included on Peachtree's Help menu.

IMPORTANT: Software Registration

After a few times of starting Peachtree, a Register Peachtree Accounting window appears. Or, from the menu bar, select Help; Peachtree

Registration. After installing Peachtree, to obtain a Registration Number and Customer ID, call 1-800-840-7329, 8:30am to 8:30pm, Monday – Friday, Eastern Time. Online registration is available 24 hours a day, 7 days a week at www.peachtree.com/register. (Refer to Product Registration, pages xiii-xv.) *After registering, all users receive 30 days of free unlimited support at 1-800-609-4012.*

PEACHTREE COMPLETE ACCOUNTING 2009



Each textbook includes a copy of the software, Peachtree Complete Accounting 2009. A software site license is included for installation on individual or networked computers. (From Peachtree’s Help menu, select License Agreement.) Install the software included with the textbook in the school’s computer lab to ensure compatibility with the software that your students install on their home or office computers.

NEW *PowerPoint slides for Chapters 1 - 18 on the textbook’s website at www.mhhe.com/yacht2009.*

NEW *Read Me reminders and troubleshooting tips in the textbook and on the website.*

Computer Accounting with Peachtree Complete 2009, 13th Edition, shows you how to set up service, merchandising, nonprofit, and manufacturing businesses. When the textbook is completed, you have a working familiarity with Peachtree Complete Accounting 2009 software. The Part 1, 2, 3, and 4 introductions include a chart showing the chapter number, backup name, size in kilobytes of each file backed up or saved, and page numbers where each backup is made.

Some of the **new features** included in *Computer Accounting with Peachtree Complete 2009, 13e*, are:

- * **NEW!** Full version of Peachtree Complete Accounting 2009 included with every textbook. Software update reminders included at startup and on the Services menu. Registration is required after starting the software 5 times. After registration, 30 days of free technical support from Sage Software.
- * **NEW!** Watch flash videos to review key software features at www.mhhe.com/yacht2009. The textbook uses this icon——to indicate there is a flash video.
- * **NEW!** Each chapter has you check the appropriate place in Peachtree’s data. This icon——reminds you to check.

- * Software installation, including serial number, at the beginning of textbook, pages iii-xiii.
- * **NEW!** Product registration and 30-days of FREE unlimited support from Sage Software. All features of retail version of Peachtree included.
- * Site License Agreement included on Help Menu for standalone and multi-user installations.
- * **NEW!** All chapters include an Analysis Question.
- * **NEW!** All instructions, screen captures, and detailed steps are consistent with the Windows Vista operating system and Windows XP SP2.
- * Navigation Bar includes Business Status; Customers & Sales; Vendors & Purchases; Inventory & Services; Employees & Payroll; Banking; Company.
- * Navigation interface to access information and record transactions; drill down to lists, reports, setup windows, and graphs.
- * Enhanced Excel Integration.
- * **NEW!** Enhanced prior year reports. Information available for general ledger and financial statements for all closed years.
- * **NEW!** Real-time error alerts. Alerts if you try to save a transaction with non-standard account payable or account receivable accounts.
- * **NEW!** Free online backups for one year. 100 MB of off-site storage.
- * **NEW!** Cash flow manager.
- * **NEW!** Improved time and expense tracking.
- * **NEW!** Remote access.
- * **NEW!** Payroll wizard.
- * **NEW!** Improved role-based security features, audit trail and internal controls.
- * Daily customer balances on sales and customers windows.
- * Custom date-range filtering and enhanced report options.
- * Restore Wizard lets you restore An Existing Company or A New Company.
- * Smart sort for account identification.
- * Internal accounting review.
- * **NEW!** E-mail reports, financial statements, and add attachments.
- * **NEW!** Design tools for report customization.
- * Vendor payment terms are tracked in the cost of sales account, Purchase Discounts.
- * Set up 11 **new** service, retail, nonprofit, and manufacturing businesses from scratch.

PART 1: EXPLORING PEACHTREE COMPLETE ACCOUNTING 2009

There are two sample companies included with the software: Bellwether Garden Supply and Stone Arbor Landscaping. Bellwether Garden Supply is a retail business and service company that demonstrates inventory and job tracking capabilities. Stone Arbor Landscaping is a service company that demonstrates time and billing.

In Part 1 of the textbook, you complete eight chapters that demonstrate how Peachtree is used. This introduces you to the procedures that will be used with all the chapters of the textbook.

Each part of the textbook includes an introduction. Refer to pages 1 and 2 for an overview of Part 1.

- NEW** *Chapter 1, Introduction to Bellwether Garden Supply, includes Peachtree's Navigation Centers and Restore Wizard for opening new or existing companies. New menu bar selections are explained. Bellwether is updated to March 2009.*
- NEW** *Chapter 2, Vendors, shows you how to view accounts payable lists and reports from the Vendors & Payables Navigation Center as well as custom date filtering and how to add columns to reports.*
- NEW** *Chapter 3, Customers, shows you how to view customer lists and reports from the Customers & Sales Navigation Center as well as custom date filtering and how to add columns to reports.*
- NEW** *Chapter 5, General Ledger, Inventory, and Internal Control, shows you Peachtree's budget feature, how selected access for security is used, internal controls, and audit trail.*

PART 2: PEACHTREE COMPLETE ACCOUNTING 2009 FOR SERVICE BUSINESSES

Chapters 9, 10, Project 1, and Project 1A are included in this section of the textbook. The work completed in Chapter 9 is continued in Chapter 10. The accounting cycle is completed for the fourth quarter of the year.

For an overview of Part 2, refer to pages 263-265.

- NEW** *In Chapter 9, Maintaining Accounting Records for Service Businesses, you set up two service companies—Daniel Mason Designer and Student Name, Design—with Peachtree's simplified chart of accounts. You use Peachtree's new Company Setup Wizard and list feature to drill down to original entries. You also use Peachtree's enhanced account reconciliation and Excel export feature.*

Chapter 10, Completing Quarterly Activities and Closing the Fiscal Year, shows you how to complete adjusting entries, print financial statements, and close the fiscal year.

Exercises 9-1 through 10-2 include three months of transactions, account reconciliation, adjusting entries, financial statements, and Peachtree's closing procedure.

NEW *Project 1, Sharon Clarke, Accounting, is a comprehensive project that reviews what you have learned in Chapters 9 and 10.*

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 COMPLETE ACCOUNTING 2009 FOR MERCHANDISING BUSINESSES

Chapters 11, 12, 13, 14, Project 2, and Project 2A are included in this section of the textbook. Students set up two merchandising businesses in Chapter 11—Joann's Service Merchandise *and* Student Name Sales & Service. The work started in Chapter 11 is continued in Chapters 12, 13 and 14.

In Chapter 11, Vendors & Purchases, use Peachtree's accounts payable system; record inventory purchases and payments from vendors; set up vendor defaults to automatically track purchase discounts; and use vendor credit memos for purchase returns.

In Chapter 12, Customers & Sales, use Peachtree's accounts receivable system; record cash and credit sales and receipts from customers; set up customer defaults; use credit memos for sales returns.

Chapter 13, Inventory & Services, shows you how to use Peachtree's inventory system.

For an overview of Part 3, refer to pages 401-402.

NEW *Chapter 14, Employees, Payroll and Account Reconciliation, shows how to use Peachtree's payroll system and reconcile accounts. After copying the TAXTABLE.DAT file, Peachtree's payroll includes automatic payroll tax calculations. Account reconciliation shows you how Peachtree's Accounts Payable, Accounts Receivable, Inventory, and General Ledger systems work together. Chapter 14 includes bank statements for both the checking account and payroll account.*

NEW *Project 2, Valley Sports, is a comprehensive project that incorporates what you have learned in Chapters 11 through 14.*

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

PART 4: ADVANCED PEACHTREE COMPLETE ACCOUNTING 2009 APPLICATIONS

Chapters 15, 16, 17, 18, Project 3, Project 4, and Project 4A are included in this section of the textbook. Chapter 15, Customizing Forms, shows you how to use Peachtree's design tools. Chapter 16, Import/Export, shows you how to export data from Peachtree Complete Accounting 2009 to a word processing program. Chapter 17, Using Peachtree Complete Accounting 2009 with Microsoft Excel and Word, shows you how to use Peachtree with two Microsoft Office 2000 or later applications. In Chapter 18, Write Letters, Use Templates, and Peachtree Online, you work with Peachtree's templates.

For an overview of Part 4, refer to pages 637-638.

NEW *Chapter 15, Customizing Forms, new design tools for report customization.*

NEW *Chapter 18, Write Letters, Use Templates, and Peachtree Online, includes Peachtree's Write Letters and templates feature.*

NEW *Project 3, Mesa Computer Club, is a nonprofit business.*



NEW *Project 4, JP Manufacturing, Inc., is the culminating project in your study of Peachtree Complete Accounting 2009.*

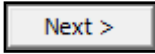

Project 4A, Student-Designed Project, instructs you to write another month's transactions for one of the four projects completed.

CONVENTIONS USED IN TEXTBOOK

As you work through *Computer Accounting with Peachtree Complete 2009, 13e*, you should read and follow the step-by-step instructions. Numerous screen illustrations help you to check your work.

The following conventions are used in this textbook:

1. Information that you are to type appear in boldface; for example, Type **Supplies** in the Account ID field.
2. Keys on the keyboard that should be pressed appear in brackets; for example, <Enter>.
3. When you see this icon , there is a flash video on the textbook website at www.mhhe.com/yacht2009; Student Edition link. Select the appropriate chapter, then link to the video.
4. This icon——reminds you to check Peachtree data.
5. Unnamed buttons and picture icons are shown as they actually appear on the screen.

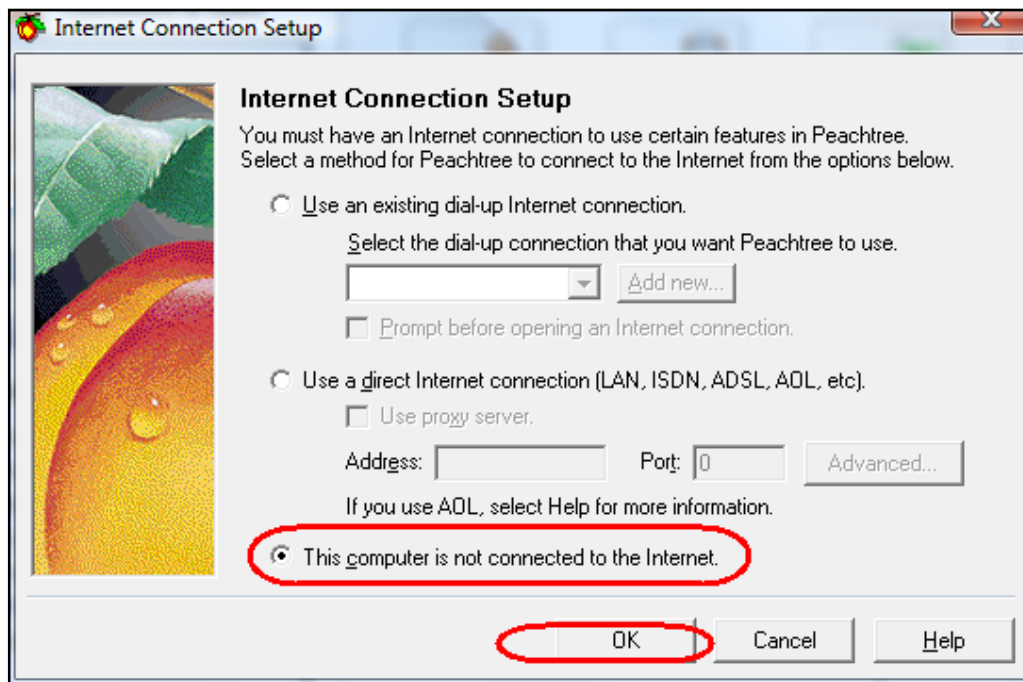
Examples:  (Next button)
 (Display icon)

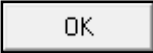
PEACHTREE'S GLOBAL OPTIONS ¹

Follow these steps to set global options for Peachtree. These options will be in effect for all Peachtree companies. Software Installation, Setting Global Options, pages xi-xiii, also includes these steps.

1. Start Peachtree. Open any company. For example, see Getting Started, pages 12-15, for detailed steps to open the sample company, Bellwether Garden Supply.
2. From the menu bar, select Options, Define Internet Connection. The Internet Connection Setup window appears. Select This computer is not connected to the Internet. Compare your Internet Connection Setup window to the one shown on the next page.

¹To watch the flash video for Setting Global Options, go online to www.mhhe.com/yacht2009; Student Edition link, select Chapter 1.



3. Click .
4. From Peachtree's menu bar, select Options; Global. If necessary, select the Accounting tab. (*Hint: In the Decimal Entry area, Manual and 2 decimal places should be selected in each field; the boxes in the Hide General Ledger Accounts area *must* be unchecked; Warn if a record was changed but not saved and Recalculate cash balance automatically in Receipts, Payments, and Payroll Entry should be checked.*). Compare your Maintain Global Options/Accounting window to the one shown on the next page.

Maintain Global Options

Accounting | General | Peachtree Partners | Spelling

Decimal Entry **Number of Decimal Places**

Automatic Quantity fields: 2 Unit Price fields: 2

Manual Standard fields: 2 [What fields are standard fields?](#)

Hide General Ledger Accounts

Accounts Receivable (Quotes, Sales Orders, Invoicing, Credit Memos, Receipts)

Accounts Payable (Purchase Orders, Purchases, Credit Memos, Payments)

Payroll Entry

Other Options

Warn if a record was changed but not saved

Hide inactive records

Recalculate cash balance automatically in Receipts, Payments, and Payroll Entry

Use Timeslips by Sage Accounting Link

When sorting transactions by date in most lists and reports, secondary sort should be by:

Reference Number Posting Order

OK
Cancel
Help

5. Click the General tab. Compare your Maintain Global Options/General window to the one shown below.

Maintain Global Options

Accounting | **General** | Peachtree Partners | Spelling

Improve Performance

Do not print total page length of reports in report headers

Do not show quantity on hand in inventory item lookup lists

Update the Business Status and Navigation Centers only when the Refresh button is clicked

Update reports automatically when records are saved

Line Item Entry Display


1 Line **2 Line**

Smart Data Entry

Automatic field completion Automatically create IDs on maintenance windows

Drop-down list displays automatically

OK
Cancel
Help

6. Click . The selections made in global options are now set for each Peachtree company.

The textbook ends with three appendixes: Appendix A, Troubleshooting; Appendix B, Review of Accounting Principles; and Appendix C, Glossary. The glossary is also included on the textbook website at www.mhhe.com/yacht2009.

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

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