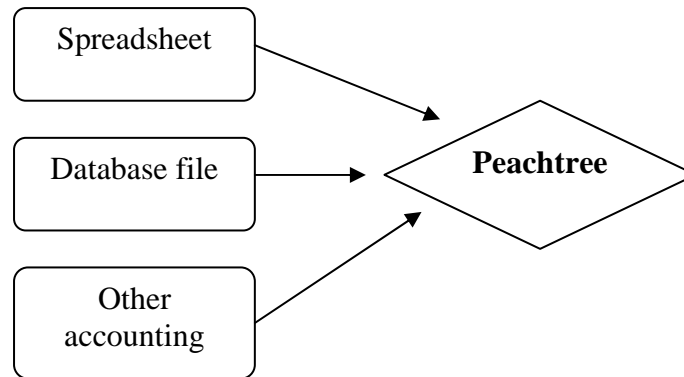


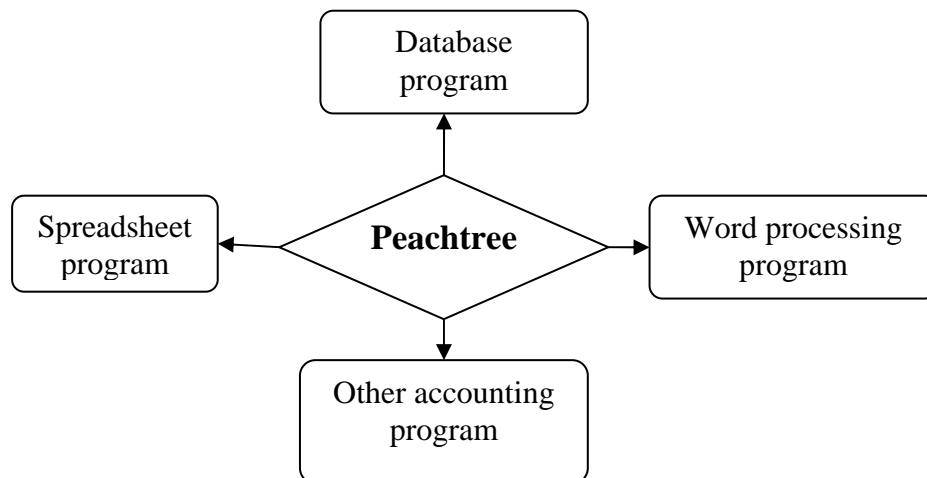
CHAPTER 16 IMPORT/EXPORT

In this chapter your students learn about the import and export process. Importing translates data from other programs into a format that Peachtree can use.

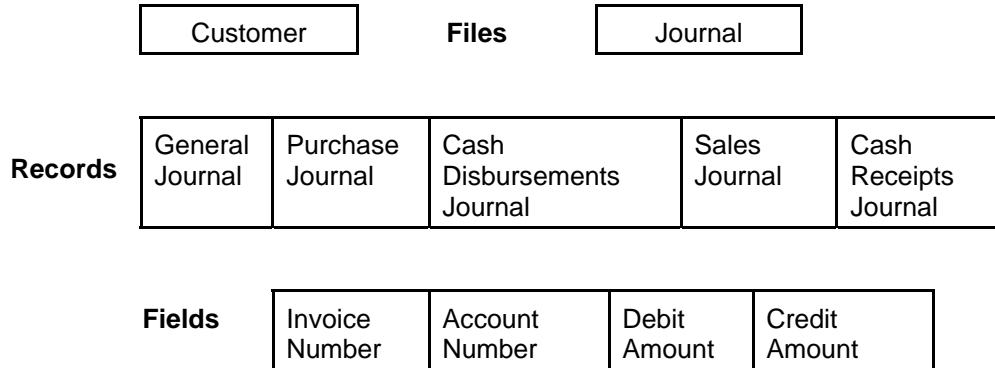
The flowchart below shows how importing works.



Exporting copies Peachtree data into a format that other programs can read and use. The flowchart below shows how exporting works.



The chart below shows how Peachtree organizes data.



- Files are a group of related records, for example, customer files and journal files.
- Records are a group of fields that contain information on one subject; for example, the general journal, purchase journal, cash disbursements journal, sales journal, or cash receipts journal.
- Fields are an individual piece of data; for example, invoice numbers, account numbers, debit amount, credit amount.

When your students import or export files; templates are used to format data. The templates included in Peachtree are:

- Accounts Receivable: Customer list, Sales Journal, and Cash Receipts Journal
- Accounts Payable: Vendor List, Purchase Journal, and Cash Disbursements Journal
- Payroll: Employee List
- General Ledger: Chart of Accounts and General Journal
- Inventory: Inventory Item List
- Job Reports: Jobs List

When your students select a file to export, they can define which information they want. For instance, in the Customer List, they can select

which customers they want to export.

When your students export in Peachtree, they export individual fields of information. They can see which fields are exported by selecting the "Format" folder tab. They can uncheck fields to exclude them from being exported or move fields around to change their order.

When information is exported, the information is in a comma-separated format. This means that the fields for each record are written in one line, with commas between them. Your students will see how this works when they export the customer list for Bellwether Garden Supply into Microsoft Word 2003. (Any word processing program that supports the ASCII format can be used.)

The file that is created during the export process is an ASCII file, which contains only text characters. Each record is on a separate line. ASCII is an acronym for American Standard Code for Information Interchange. It is one of the standard formats used for representing characters on a computer. Most word processing, spreadsheet, and database programs can read ASCII files.

SOFTWARE OBJECTIVES: In Chapter 16, your students use the software to:

1. Export information from Peachtree to a word processing program. (In this chapter Microsoft Word 2003 and Windows XP are used.)
2. Select the customer list from Bellwether Garden Supply to export.
3. Save two files.

WEB OBJECTIVES: In Chapter 16 your students do these Internet activities:

1. Use their Internet browser to go to the book's website.
2. Went to the Internet Activity link on the book's website. Then, selected WEB EXERCISES PART 4. Completed the second exercise in Part 4—"Women's Business Center."

3. Used a word processing program to write summaries of the websites that they visited.

PCA TIPS, CHAPTER 16

- The word processing program used to illustrate PCA's exporting feature is Microsoft Word 2003.
- Students may use any word processing program that supports ASCII to complete Chapter 16.
- Students export data from Bellwether Garden Supply in Chapter 16.

LECTURE OUTLINE FOR CHAPTER 16

- A. Software Objectives, page 581
- B. Web Objectives, page 581
- C. Getting Started: Exporting, pages 584-589
- D. Importing, pages 589-590
- E. Internet Activity, page 590
- F. Summary and Review, pages 590-591
 1. Going to the Net, page 591
 2. Multiple-choice questions, pages 591-593
 3. Exercise 16-1, page 594
 4. Exercise 16-2, page 594
 5. Chapter 16 index, page 595

ANSWERS TO GOING TO THE NET

1. Products were scored in five areas:
 - a. Expandability;
 - b. Modules and Scalability;
 - c. Training & Support;
 - d. Reporting;

- e. Audit Trail, Integrity and Accountant Control tools.
- 2. The *CPA Technology Advisor* provides practicing public accountants with the knowledge they need to make informed software purchasing decisions.
- 3. The circulation is 50,000 practicing public accountants.
- 4. For more than 25 years, Best Software has delivered easy-to-use, scalable and customizable applications.

ANSWERS TO MULTIPLE-CHOICE QUESTIONS

- 1. a (File)
- 2. b (Record)
- 3. c (Field)
- 4. e (All of the above)
- 5. e (All of the above)
- 6. b (Exported)
- 7. e (None of the above)
- 8. a (Template)
- 9. c (ASCII file)
- 10. a (Comma separated)

SOLUTION TO EXERCISE 16-1

Students are instructed to open a company with a vendor list and export this file to a word processing program. The solution to this exercise will vary.

SOLUTION TO EXERCISE 16-2

Students are instructed to open a company with a customer list and export this file to a word processing program. The solution to this exercise will vary.