


## PREFACE

*Computer Accounting with Peachtree Complete 2005, Release 12, Ninth Edition*, teaches your students how to use Peachtree Complete Accounting 2005 software. Peachtree Complete Accounting 2005 is widely used by individuals, businesses, and accountants. For more than 25 years, Peachtree Software has produced award-winning accounting software.

### System Requirements

- IBM PC compatible 300 MHz Pentium II computer minimum; 450 MHz Pentium II or higher recommended.
- Windows XP/2000/ME/98 SE or Windows NT 4.0 with Service Pack 6a. Multi-user optimized for Windows XP/2000/98/Windows NT 4.0 (peer-to-peer network), Windows 2000 Server, Windows Server 2003, Windows Small Business Server 2003, Windows NT server or Novell Netware Network 5.1, 6.0 or 6.5.
- Microsoft Internet Explorer 6.0 required. Internet Explorer 6.0 is included on the Peachtree CD. Requires 70 MB for installation.
- 64MB of RAM (minimum); 128MB of RAM recommended.
- Display settings of at least High Color (16 bit). SVGA video. 800 X 600 resolution with small fonts.
- 110-250MB of free hard disk space.
- CD-ROM drive.
- Printer supported by Windows XP/2000/Me/98/NT 4.0.
- Mouse or compatible pointing device.
- *External media for backups:* One Zip™ drive disk; one CD-R; DVD-R, USB drive. If you have a CD-RW or DVD-RW drive you can use a CD-R or DVD-R to make the backups in Chapters 1-18. Or, ten blank, formatted disks. The author suggests that you reformat floppy disks.
- *Optional requirement:* Microsoft Excel and Word 2000 and higher.

**NEW** *The software, Peachtree Complete Accounting 2005, Educational Version, Release 12, is included with the textbook. See Appendix A, pages 289 - IMK to 295 - IMK for software installation instructions.*

	<b>Read Me</b> <p>Install the educational version of Peachtree Complete Accounting 2005 in the school's 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.</p>
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**NEW** *Textbook website at [www.mhhe.com/yacht2005](http://www.mhhe.com/yacht2005).*

## PEACHTREE COMPLETE ACCOUNTING 2005, RELEASE 12

Each textbook includes a copy of the software, Peachtree Complete Accounting 2005, Release 12, Educational Version. A software site license is included for installation on individual or networked computers. 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/yacht2005](http://www.mhhe.com/yacht2005).*

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

*Computer Accounting with Peachtree Complete 2005, Ninth Edition*, shows your students how to set up service, merchandising, nonprofit, and manufacturing businesses. When your students complete this book they will have a working familiarity with Peachtree Complete Accounting 2005 software.

The Part 1, 2, 3, and 4 introductions include a chart showing you how many disks are needed to make backups in each chapter.

## NEW PEACHTREE COMPLETE ACCOUNTING 2005 FEATURES

- \* Enhanced Help Menu.
- \* Improved Peachtree Start window.
- \* Display customer or vendor balances on Task windows.
- \* **New** sample company, Stone Arbor Landscaping, shows times and billing features.
- \* The Open Company window shows the directory where Peachtree is stored.
- \* Open the previous company from the File menu.
- \* Restore Wizard lets you restore An Existing Company *or* A New Company.
- \* "Find" on reports and financial statements. Search for specific information or drill-down to transaction detail.
- \* Auto-create purchase orders.
- \* Create a purchase order from a sales order.
- \* Mail merge with Microsoft Word integration (Word 2000 or higher) allows you to quickly create mailings or email broadcasts.
- \* E-mail reports and financial statements.
- \* New Peachtree inventory section and trend analysis.

- \* Daily customer balances on tasks windows.
- \* Easy-to-use **checkbook register**.
- \* Drill down from financial statements or ledger to the original transaction.
- \* Spell-check as you type.
- \* Vendor payment terms are tracked in the cost of sales account Purchase Discounts.

## **PART 1: EXPLORING PEACHTREE COMPLETE ACCOUNTING 2005**

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 book, your students complete eight chapters that demonstrate how Peachtree is used. This introduces them to the procedures that will be used with all the chapters of the textbook.

**NEW** *Chapter 1, Exploring PCA 2005, includes steps for using Peachtree's Restore Wizard.*

**NEW** *Chapter 7, Financial Statements, shows your students how to drill down from reports to the original transaction entry.*

**NEW** *Chapter 8, Stone Arbor Landscaping, shows you how to use Peachtree's time and billing features.*

## **PART 2: PEACHTREE COMPLETE ACCOUNTING 2005 FOR SERVICE BUSINESSES**

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

**NEW** *In Chapter 9, Maintaining Accounting Records for Service Businesses, your students set up two service companies with Peachtree's simplified chart of accounts. Students use Peachtree's Account Register to drill down to the Cash Account Register. Students also use Peachtree's enhanced account reconciliation.*

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.

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

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

Project 1A, Student-Designed Service Business, shows your students how to design a service business from scratch. They 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 2005 FOR MERCHANDISING BUSINESSES**

Chapters 11, 12, 13, 14, Project 2, and Project 2A are included in this section of the book. Students set up two merchandising businesses in Chapter 11. The work started in Chapter 11 is continued in chapters 12, 13 and 14.

Chapter 11, Accounts Payable, shows your students how to use Peachtree's accounts payable system.

In Chapter 11, Accounts Payable, vendor defaults/payment terms are set up to automatically track purchase discounts as cost of sales.

In Chapter 12, Account Receivable, use Credit Memos for sales returns.

Chapter 12, Accounts Receivable, shows your students how to use Peachtree's accounts receivable system. Chapter 13, Merchandise Inventory, shows your students how to use Peachtree's perpetual inventory system. Chapter 14, Payroll, shows your students how to use Peachtree's payroll system.

**NEW** *Chapter 14, Payroll includes automatic payroll tax calculations. Example payroll tax withholding tables are included with the educational version software.*

**NEW** *Project 2, Sports Shoppe, 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 2005 APPLICATIONS**

Chapters 15, 16, 17, 18, Project 3, Project 4, and Project 4A are included in this section of the book. Chapter 15, Customizing Forms, shows your students how to use Peachtree's forms designer. Chapter 16, Import/Export, shows your students how to export data from Peachtree Complete Accounting 2005 to a word processing program. Chapter 17, Using Peachtree Complete Accounting 2005 with Microsoft Excel and Word, shows your students how to use Peachtree with two Microsoft Office 2000 or later applications. Chapter 18, Dynamic Data Exchange, shows your students how to share data with Microsoft Excel for Windows.

**NEW** *Chapter 17, Using Peachtree Complete Accounting 2005 with Microsoft Excel and Word, shows you how to combine two financial statements on one Excel worksheet.*

**NEW** *Chapter 18, Dynamic Data Exchange (with Excel), includes steps for downloading files from Peachtree's website.*

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

**NEW** *Project 4, RBW Manufacturing, Inc., is the culminating project in the study of Peachtree Complete Accounting 2005.*

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

The textbook ends with three appendixes: Appendix A, Installing the Software Installation; Appendix B, Review of Accounting Principles; and Appendix C, Glossary. The glossary is also included on the textbook website at [www.mhhe.com/yacht2005](http://www.mhhe.com/yacht2005).

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