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ACCOUNTING
WITH PEACHTREE

Carol Yacht, M.A.

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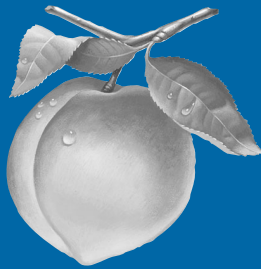
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South-Western Accounting with Peachtree Complete® 2003
Carol Yacht

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Preface

South-Western Accounting with Peachtree shows you how to use Peachtree software with *Century 21 Accounting and Fundamentals of Accounting* textbooks. You will complete selected exercises from your textbook with Peachtree Complete Accounting 2003 software. For more than 25 years, the Peachtree Software company has produced award-winning accounting software for use by individuals, businesses, and accountants.

SYSTEM REQUIREMENTS

- IBM-PC compatible 233 MHz Pentium computer minimum; 350 MHz Pentium II or higher recommended.
- Windows XP/2000/Me/98/Windows NT 4.0 with Service Pack 5 or 6. Multi-user optimized for Windows XP/2000/98/95/Windows NT 4.0 (peer-to-peer network), Windows NT server, or Novell Netware Network 4.x–5.x.
- Windows 95 users required to have Internet Explorer 5.x pre-installed.
- Internet Explorer 6.0 provided on CD requires 70 MB. Online features require Internet access.
- 48 MB of RAM (minimum); 128 MB of RAM recommended.
- 80–110 MB of disk space.
- At least 256-color, 64K colors (or higher); SVGA video; 800 × 600 resolution with small fonts.
- CD-ROM drive.
- Windows supported printer.
- Mouse or compatible pointing device.
- 15 blank, formatted disks. One Zip™ drive disk; or one CD if you have a CD-RW disk drive.

The software, Peachtree Complete Accounting 2003, Educational Version, is available for use with this book. The steps that follow show you how to install the Peachtree CD.

INSTALLING ON A SINGLE MACHINE

This section gives you instructions for installing Peachtree Complete Accounting 2003, Educational Version (PCA 2003), on an IBM-PC or compatible computer. *You may need to check with your teacher to see if Peachtree has already been installed in the classroom or computer lab.*

Follow these steps to install PCA 2003 on an individual computer (non-networked).

1. Turn on your computer and start Windows. Exit all programs and disable virus-protection and screen saver programs on your computer. This frees up memory and avoids interference with the Peachtree Complete Accounting setup process. Insert the Peachtree Complete Accounting 2003 CD that is available for use with this book.

2. After a few moments, a Welcome to Peachtree Accounting (Educational Version) screen appears. Click Peachtree Accounting and continue with the next step. If the Welcome screen does not appear automatically, click Start, then Run. Type x:\setup and select OK. (Substitute the appropriate CD drive letter for *x*.)

3. At the Peachtree Complete Accounting Educational Version Setup Welcome screen, click the **Next** button. Read the Licensing Agreement, then click **Yes.**

4. The Select Setup Type window appears. Click Standard. If you do *not* have Standard as an option, then you have a previous version of Peachtree installed. Exit installation, then delete the earlier version. After deleting the earlier version of Peachtree, restart installation.

5. The Select Location window appears. Accept the default for the Program Path and Data Path (c:\Peachw) by clicking the **Next** button.

6. When the Select Peachtree Accounting Folder window appears, click Next to accept the default folder, or, if you prefer, change the folder. When you click Next, Peachtree begins to install. It will take a few moments to get to step 7.

7. When the Peachtree Accounting Setup Complete screen appears, accept the default for Yes, I would like to start Peachtree Complete Accounting by clicking the **Finish** button. After a few moments, the startup menu appears.

8. To exit the program, select Close this window. Then, click File, Exit.

9. Remove the CD from your drive.

NETWORK INSTALLATION

Peachtree Software's Knowledge Center includes information about network installation. To use the Knowledge Center, you need to create a Peachtree Passport account. Follow these instructions to create a Peachtree Passport account.

1. Start your Internet browser, then go to http://www.peachtree.com/support.

2. Read the paragraph about the Peachtree Knowledge Center. Then, select ▷ Access the Peachtree Knowledge Center .

3. The Welcome to the Peachtree Knowledge Center screen appears. Read the information on this screen.

4. Select **Click here to Sign in Now!** .

5. Select **Create a new Peachtree Passport Account** .

6. Follow the screen prompts to create a Peachtree Passport account. As a final step, you will need to access your email account to activate your Peachtree Passport account. Once you become a Peachtree Passport member, you can access Peachtree's Knowledge Center.

7. Go to this Web site https://www.peachtree.com/passportsecurity/login.cfm?Pass Through=/support/rightnow/login.cfm to log in to your Peachtree Passport account. After entering your E-Mail Address and Password, click **Log In** . Select **Click here to Continue Now!** .

8. To find network setup guides, click Find Answers.

Find Answers
We've got answers to your most frequently asked questions! We store all resolved problems in our solution database. Simply Search by product, category, keywords, or phrases.

When you select Find Answers, Peachtree's Knowledge Center's Answers tab is selected.

9. Follow these steps to do a search for Peachtree's network setup guides.

    a. In the Products and Services field, select Peachtree Complete Accounting.

    b. In the Category field, select Networks.

    c. Click the **Search** button.

    d. The screen lists a number of answers. Click the appropriate link for your network.

    e. When you have completed your search, close your browser.

CONVENTIONS USED IN THIS TEXT

As you work through the problems and activities in this text, you will be expected to read and follow the step-by-step instructions. Numerous screen captures allow you to check your work.

The following conventions are used in this text:

1. Information that you are to type appears in a different font.

    Examples: AP05-1XX

                       Cash

                       Deters Duplicating

2. Names of buttons appear in **bold.**

3. Keys on the keyboard that should be pressed appear in a keyboard font.

    Example: Enter

4. Unnamed buttons and picture icons are shown as they actually appear on the screen.

    Examples:

                        [Save]

PROBLEM CORRELATION WITH TEXTBOOKS

South-Western Accounting with Peachtree shows students how to use Peachtree software with *Century 21 Accounting* and *Fundamentals of Accounting* textbooks. The charts below specify which problems from these texts are used.

Century 21 Accounting General Journal

Textbook Exercise	Company Name
Application Problem 5-1	Deters Duplicating
Mastery Problem 5-4*	Derner Cleaning
Application Problem 6-2	Parties Plus
Reinforcement Activity 1—Part A	The Fitness Center
Mastery Problem 9-4	Jane's Sewing Machine Repair
Reinforcement Activity 1—Part B (Use backup from the end of Reinforcement Activity 1—Part A.)	The Fitness Center
Mastery Problem 11-3*	Neat Look
Challenge Problem 12-8*	Custom Golf Land
Mastery Problem 14-5	Travis Athletics
Reinforcement Activity 2—Part A	ClearView Optical
Application Problem 17-5	Custom Marble Company
Mastery Problem 17-6	Deco Paint Supplies
Mastery Problem 18-7	City Plumbing Supply
Reinforcement Activity 3—Part A	Sunshine Gardens
Application Problem 20-3	Wister Co.

Century 21 Accounting Multicolumn Journal and Fundamentals of Accounting

Textbook Exercise	Company Name
Application Problem 5-1	Deters Duplicating
Mastery Problem 5-5*	Derner Cleaning
Application Problem 6-2	Parties Plus
Reinforcement Activity 1—Part A	The Fitness Center
Mastery Problem 9-4	Jane's Sewing Machine Repair
Reinforcement Activity 1—Part B (Use backup from the end of Reinforcement Activity 1—Part A.)	The Fitness Center
Mastery Problem 11-5*	Neat Look
Challenge Problem 12-6*	Custom Golf Land
Mastery Problem 14-5	Travis Athletics
Reinforcement Activity 2—Part A	ClearView Optical
Application Problem 17-5	Custom Marble Company
Mastery Problem 17-6	Deco Paint Supplies
Mastery Problem 18-7	City Plumbing Supply
Reinforcement Activity 3—Part A	Sunshine Gardens
Application Problem 20-3	Wister Co.

* Problem number may vary depending on your textbook.