Chapter 1
Introduction to Bellwether Garden Supply
The Sample Company – Bellwether Garden Supply

The sample company, Bellwether Garden Supply, is shown in Chapters 1-7. You learn about the basic features of Peachtree Complete Accounting 2008 (PCA), Release 15. Completing these chapters will help you become familiar with the software.

The Peachtree CD packaged with the book includes the sample company data.

Computer accounting skills are reviewed in more depth beginning in Chapter 9.
Software Objectives, p. 3

- Start Peachtree Complete Accounting 2008 (PCA).
- Explore the sample company, Bellwether Garden Supply.
- Back up Bellwether Garden Supply data.
- Restore data with Peachtree’s restore Wizard.
- Operate Peachtree’s menus, drop-down lists, toolbar, and navigation bar.
- Work with Windows Explorer.
- Make three backups: 1) Back up starting data for Bellwether Garden Supply; 2) back up Chapter 1 data; and 3) back up Exercise 1-2.
Web Objectives, p. 3

- Use PCA to link to Peachtree’s website at [www.peachtree.com](http://www.peachtree.com).
- Go to the PRESS list and select Recent Press Releases.
- Link to two Peachtree press releases and write an essay about each one.
- Use your Internet browser to go to the book’s website at [www.mhhe.com/yacht2008](http://www.mhhe.com/yacht2008).
- Complete the first web exercise in Part 1.
Peachtree Tips

If you have more than one section of students using the sample company, you should restore the starting data for Bellwether Garden Supply before beginning your next class. Instructions for making the first backup are on textbook pages 18-21. This backup is for Bellwether’s starting data. At this point in Chapter 1, students have not added any information to the sample company. The backup name is bgs.ptb.

The textbook shows detailed steps for backing up to a hard drive location. Peachtree’s backups default to the hard drive. Students can also specify a location for backing up, such as a network location or external media. External media includes USB drive; CD-RW drive; DVD-RW drive; or Zip drive or floppy disk drive. One CD-R, DVD-R, USB media, or Zip disk can be used for backing up.

The textbook steps assume Peachtree’s default hard-drive location is used for backups. If the computer has a USB drive, a USB flash or thumb drive is recommended instead of a floppy disk. (If backups are made to a floppy disk, each Bellwether Garden Supply backup requires three or more blank formatted disks.)
See textbook pages 26 through 30 for using Peachtree’s Restore Wizard. Peachtree’s Restore Wizard allows you to restore An Existing Company (the default); or, restore A New Company. For more information, refer to the Read Me box on textbook page 27.

Students can restore from a back up file even if no Peachtree company exists. From Peachtree’s start up window, select File; Restore. Select the location of the backup file. On the Restore Wizard’s Select Company window, select A New Company. The A New Company selection allows you to restore backup data, bypassing the process of new company set up.
The chart below shows the size of the backups made in Chapter 1. You can 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.

<table>
<thead>
<tr>
<th>Backup Name</th>
<th>Kilobytes</th>
<th>Pages Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>bgs.ptb</td>
<td>3,255 KB</td>
<td>18-21</td>
</tr>
<tr>
<td>Chapter 1.ptb</td>
<td>3,235 KB</td>
<td>40-41</td>
</tr>
<tr>
<td>Exercise 1-2.ptb</td>
<td>3,240 KB</td>
<td>49-50</td>
</tr>
</tbody>
</table>
Chapter 1 Topics

1. Software objectives, p. 3
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From the Windows desktop, double-click on the Peachtree icon. The startup window appears. Select Explore a sample company.
When you select Explore a Sample Company from the startup menu, this window appears. Accept the default for Bellwether Garden Supply. Then, click on OK.
From the menu bar, click on Help, then About Peachtree Accounting. This window is shown on p. 15.
The Navigation Bar appears at the left side of the Peachtree main window and offers access to seven pages called Navigation Centers.
From the Navigation Bar, click . In the Data Maintenance list, link to Back Up. The Back Up Company window appears.

Click Back Up.

Click Back Up.
Observe that the Save in field shows BCS (or the appropriate drive letter) and that the File name field shows the default name. In the File name field, highlight the default file name and then type \texttt{bgs} as the file name. This shown on pp. 19-20.

Click \texttt{Save}. Complete steps 4 and 5 on pp. 20 and 21. Read the information on page 21 (steps 6 and 7).
Using Windows Explorer, pp. 22-23

Go to Windows Explorer and open the folder for Bellwether Garden Supply: C:\Program Files\Sage Software\Peachtree\Company\BCS, pp. 22-23.
Right-click on the BCS folder. A drop-down menu appears. Left-click on Properties.
Copying the BCS Folder to a CD-RW Drive or DVD-RW Drive, pp. 24-26

On pages 24-25, complete steps 1-9 to copy files to a CD or DVD. (Depending on the software used to copy to external media, the steps may differ from what is shown in the text.)
Using Peachtree’s Restore Wizard, pp. 26-30

Complete steps 1-3 on pp. 26-27. From the Navigation Bar, select ; link to Restore.
Steps for Restoring from External Media, p. 28

- In the Location field, select

- In the Look in field select the appropriate drive and highlight the bgs.ptb file. (Your drive letter may differ.)

- Click
The Select Company window appears.

Click Next >
The Restore Options window appears.

Make sure that a check mark is next to Company Data. Click **Next**. The Confirmation window appears.
Read the information on the Confirmation window; click Finish.
Menu bar: File menu, pp. 30-31

- From the menu bar, click on File.
From the menu bar, select Edit.
Menu bar: Lists menu, p. 32

From the menu bar, click on Lists.
Maintain menu, p. 32

- From the menu bar, click on Maintain.
From the menu bar, click on Tasks.
From the menu bar, click on Analysis.
From the menu bar, click on Options.
Reports & Forms menu, p. 35

From the menu bar, click on Reports & Forms.
Window menu, p. 36

From the menu bar, click on Window.
Help menu, p. 36

- From the menu bar, click on Help.
Becoming an Employee of Bellwether Garden Supply, pp. 37-39

Read pages 37-38. From the Navigation Bar select Employees & Payroll.

Read p. 39.
From the Employees & Payroll Page, click then select New Employee.

Read pages 38-39.
Adding Yourself as an Employee, pp. 39-40

- Read pages 39 and 40.
- Complete steps 1-6.
Backing Up Chapter 1 Data, pages 40-41

- Complete steps 1-6 on pages 40-41 to back up your data.
- The suggested file name is *Chapter 1.ptb*. 
Chapter 1
Glossary of Terms
The Windows operating system uses pictures or icons to identify tasks. For example, the illustration on page 7 shows PCA’s Windows environment.
Graphical user interface (GUI), p. 1

Consists of procedures which enables you to interact with Peachtree and the Windows operating system. The GUI includes windows, icons, and menus.
Shortcut keys enable you to perform some operations by pressing two or more keys at the same time. For example, <Alt> + <F4> closes an application window.
The top line of every window shows Peachtree Accounting and the company name.
Depending on how your computer is set up, various icons appear on your Windows desktop.
In Windows Vista, the Start button and taskbar are located at the bottom of your screen.

In Windows XP, the Start button and taskbar look slightly different.
Peachtree uses common symbols to represent tasks: a disk for saving files; an X for deleting files; a calendar for an event; question mark for Help; an hourglass to show that the program is waiting for a task to be performed; etc.
For the Previous or Next Record, click on either the left arrow for the previous record; or the right arrow for the next record.
There are various tabs shown on Peachtree’s windows. The Maintain Customer/Prospects window shows tabs for General, Addresses, History, Sales Info and Payment & Credit.
The down arrow means that this field contains a list of information from which you can make a selection.
Global options are in effect for all Peachtree companies. See pages 15-17, steps 1-4 for setting PCA’s global options.
The Navigation Bar appears at the left side of Peachtree’s main window.
Navigation Bar selections take you to Peachtree’s Navigation Centers. Bellwether Garden Supply’s Employees & Payroll Navigation Center page is shown.
Backing up your data means saving it to a hard drive, network drive or external media. Refer to pages 18-21 for Backing up Bellwether Garden Supply.
Use Windows Explorer to determine how much disk space is used, and to locate Peachtree’s program and data folders.
Previously backed up data can be restored or retrieved. To start where you left off the last time you backed up, you use the Restore Wizard. You can restore *A New Company* or *An Existing Company*. See pages 26-30, Using Peachtree’s Restore Wizard.
Peachtree’s menu bar has eleven selections: File, Edit, Lists, Maintain, Tasks, Analysis, Options, Reports & Forms, Services (available in commercial version) Window, Help.
A punctuation mark consisting of three successive periods (…). Choosing a menu item with an ellipsis opens a dialog box.
Dialog box, p. 31

A window that appears when the system requires further information. Some dialog boxes display warnings.
Defaults are commands that PCA automatically selects. You can change the default by choosing another command.
Manual vs. Computerized Accounting, p. 43

<table>
<thead>
<tr>
<th>Manual Accounting Cycle</th>
<th>PCA’s Computer Accounting Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Analyze Transactions.</td>
<td>1. Create a new company or restore A New Company.</td>
</tr>
<tr>
<td>3. Post to the ledger.</td>
<td>3. Journalize entries.</td>
</tr>
<tr>
<td>4. Prepare unadjusted trial balance.</td>
<td>4. Post to the ledger.</td>
</tr>
<tr>
<td>5. Prepare worksheet.</td>
<td>5. Print general ledger trial balance (unadjusted).</td>
</tr>
</tbody>
</table>
### Manual vs. Computerized Accounting (concluded), p. 43

<table>
<thead>
<tr>
<th>Manual Accounting Cycle</th>
<th>PCA’s Computer Accounting Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Adjust the ledger accounts.</td>
<td>7. Journalize and post adjusting entries.</td>
</tr>
<tr>
<td>8. Close the temporary accounts.</td>
<td>8. Print the general ledger trial balance (adjusted).</td>
</tr>
</tbody>
</table>

Interpret accounting information.
The Internet is the worldwide electronic communication network that allows for the sharing of information. The World Wide Web (WWW) or Web is a way of accessing information over the Internet. To read about the differences between the Internet and the Web, go to www.webopedia.com/DidYouKnow/Internet/2002/Web_vs_Internet.asp

To make an Internet connection, your computer must be equipped with a *modem*. The word modem is an abbreviation of Modulator/Demodulator. A modem is a device that translates the digital signals from your computer into analog signals that can travel over telephone lines. There are also DSL (digital subscriber lines), wireless, and cable modems, as well as T-1 lines for faster connections.
1. Start PCA. Open Bellwether Garden Supply. If necessary, connect to your Internet browser.

2. From Bellwether’s menu bar, select Help; Peachtree on the Web, Product News to go online to [www.peachtree.com/peachtreeaccountingline/](http://www.peachtree.com/peachtreeaccountingline/). *(Hint: You must be connected to the Internet.)*

3. Websites are time and date sensitive. When using the Internet, be aware that changes will likely take place. For purposes of this assignment, link to Peachtree’s press releases. When you place your cursor over Press, the cursor changes to a hand symbol ( explosives ); then select Recent Press Releases. The Press Release page appears. The website address is [www.sagesoftware.com/newsroom/news/index.cfm](http://www.sagesoftware.com/newsroom/news/index.cfm).
### Internet Activity (concluded), p. 44

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<tr>
<td><strong>4.</strong></td>
<td>Select two links from the Peachtree’s Press Releases page. Using a word processing program, write an essay about each site you selected. Remember to include the website address of each link. Your summary for each site selected should be no more than 100 words or less than 75 words.</td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>In the Course-wide Content list, link to Part 1 Internet Activities for Chapter 1-8. Open or save. (You can also choose Chapter 1, then link to Internet Activities (In the Choose a Chapter field, if you select Chapter 1 observe that other chapter-specific links are available; for example, Multiple Choice Quiz, True or False, PowerPoint Presentations and Going to the Net Exercises.) Also observe that Course-wide Content includes a Glossary link.</td>
</tr>
<tr>
<td><strong>8.</strong></td>
<td>Complete the first activity, ACCOUNTING MONOPOLY – Chapter 1. This is a group activity. Check with your instructor regarding this assignment.</td>
</tr>
</tbody>
</table>
Access the Career Development website at
www.net-temps.com/careerdev/index.htm?type=careertalk&channel=fin&topic=careers

Read the article Careers in Accounting & Finance.

* What three skills are essential for those seeking careers in accounting and finance?
* What is the preferred educational background for an accountant?
* List five career opportunities in accounting and finance.