

**CAREER
PATHS**

Accounting

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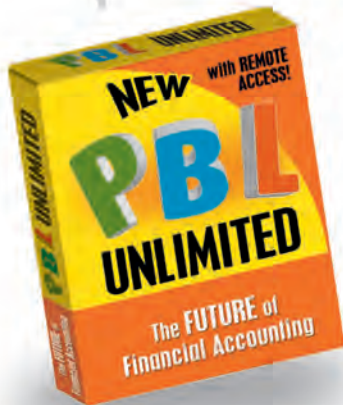
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PBL UNLIMITED

It's here! The new version of PBL's complete accounting software offers the same **ease of use**, **security**, and **functionality** as our previous version, plus **updates** to launch your business into the future of financial accounting.

PBL Unlimited features:

- Up to 50 **user licenses**
- Cash flow manager
- Automatic inventory tracking
- Audit trail report
- **Remote access**
- **Data mining**
- Unlimited customer accounts
- Two years of free updates
- And so much more ...



Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are the advantages to using accounting software?
- 2 What are some different types of accounting software?

Reading

2 Read these advertisements. Then, mark the following statements as true (T) or false (F).

- 1 ___ Multiple users can operate PBL Unlimited.
- 2 ___ The Virtual Accountant features self-teaching tools.
- 3 ___ The Virtual Accountant is best for large firms.

HANFORD

Virtual
Accountant

Are you tired of paying hundreds of dollars in accountant fees? Do you wish there was a simpler and cheaper way?

With the Virtual Accountant, there is!

The Virtual Accountant is Hanford Enterprises' new **user-friendly** accounting software designed especially for individuals and small businesses. This simple program will help you get your accounting operations **up and running**. It includes simple tutorials to show you how to manage your data and avoid "garbage in, garbage out."

Call today to talk to a Hanford representative!



Vocabulary

3 Match the words (1-5) with the definitions (A-E).

- | | |
|-------------------------------|---------------------|
| 1 ___ ease of use | 4 ___ functionality |
| 2 ___ updates | 5 ___ data mining |
| 3 ___ garbage in, garbage out | |

- A the result of flawed input is flawed output
- B improvements created by a program's designers
- C analyzing information and finding patterns in it
- D the degree to which a program is simple to operate
- E the degree to which a program is practical and useful

4 Fill in the blanks with the correct words and phrases: *user licenses, remote access, up and running, tutorials, user-friendly.*

- 1 Large firms need software with a lot of _____.
- 2 The business will be _____ soon.
- 3 Don is travelling and wants a program with _____.
- 4 Individuals may want a program that is _____.
- 5 People who are new to accounting should use _____.

5 Listen and read the advertisement again. How many people are allowed to use one copy of PBL unlimited?

Listening

6 Listen to a conversation between two accountants. Choose the correct answers.

- 1 What is the dialogue mostly about?

A choosing software	C PBL's latest update
B the number of users	D using outdated software
- 2 What are the accountants likely to do?

A stop using software	C shop for other programs
B select PBL Unlimited	D update their current software

7 Listen again and complete the conversation.

Accountant 1: So, Tim, have you thought about which
1 _____ we should get?

Accountant 2: Well, I'm thinking about getting PBL Unlimited.

Accountant 1: Hmm ... I 2 _____ PBL Unlimited. I like the Virtual Accountant, though.

Accountant 2: This 3 _____ PBL Unlimited has some
4 _____.

Accountant 1: But the Virtual Accountant is really easy to use. It has tutorials on 5 _____.

Accountant 2: That's cool. But I 6 _____ for homes, not businesses.

Accountant 1: You don't think it would work for the business?

Accountant 2: Well, I would 7 _____ something with more features.

Accountant 1: What features does PBL Unlimited have?

Accountant 2: Oh, it has everything! It has inventory tracking, data mining and a lot more.

Speaking

8 With a partner, act out the roles below based on Task 7. Then switch roles.

USE LANGUAGE SUCH AS:

Have you thought about which software ...?
I'm thinking about getting ...
What features does ... have?

Student A: You are an accountant. Talk to Student B about:

- software
- features
- preferences

Student B: You are an accountant. Answer Student A's questions.

Writing

9 Use the advertisement and the conversation from Task 8 to complete the email.

FROM: _____, CPA
TO: _____, Accounting Manager

I know you want to buy new software for our department. I just wanted to let you know about a really great program that I used at a previous job. _____

Thanks for your time!
