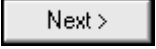# APPENDIX A: INSTALLING THE SOFTWARE

INSTALLING ON A SINGLE MACHINE

This section gives you instructions for installing Peachtree Complete Accounting 2005 (PCA) software on an IBM-PC or compatible computer. *You may need to check with your instructor to see if Peachtree has already been installed in the classroom or computer lab.* The site license for using the software is included on the Help menu. From Peachtree's menu bar, select Help; License Agreement. The Peachtree License Agreement appears. PCA may be used with Windows XP/2000/Me/98SE, or Windows NT 4.0 with Service Pack 6a.

Follow these steps to install PCA 2005 on an individual computer (non-networked).

Step 1: Turn on your computer. 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 2005 CD that came with this book.

Step 2: After a few moments, the Welcome to the Peachtree Accounting Educational Version 2005 window appears. Click on Peachtree Accounting, and continue with the next step. If the Welcome window does not appear automatically, click on Start, then Run. Type x**:\setup** and select OK. (Substitute the appropriate CD drive letter for x.)

Step 3: At the Peachtree Complete Accounting Educational Version 2005 Welcome window, click Next > . Read the Licensing Agreement, then click on the radio button next to I accept the terms in the License Agreement. Click Next > .

Step 4: The Peachtree Accounting Setup Options window appears. Click on the Standard Setup radio button to select it. (If you do *not* have Standard Setup as an option, then you have a previous version of Peachtree installed. The author suggests that you delete the earlier version. See pages 666-667, Deleting Peachtree.) Click Next > . If necessary, click on the radio button next to Yes, install the Peachtree shortcuts to my desktop. Click Next > . Peachtree starts to install.

Step   5: When the Finish window appears, accept the default for Yes, I would
            like to start Peachtree Complete Accounting Educational Version by
            clicking on [Finish]. After a few moments, the startup menu
            appears.

Step   6: To exit the program, select Close this window. Then, click on File,
            Exit. If you need to install Adobe Acrobat Reader, go page 664 and
            follow the Installing Adobe Acrobat Reader instructions. If you do not
            need to install Adobe Acrobat Reader, click on Exit.

Step   7: Remove the CD from your drive.

Comment: When I start Peachtree, I receive a Btrieve error

For this message: Btrieve version 5.10 is being used by another application . . .
follow these steps to copy the necessary file.
1.   Click on OK. Then exit the Installation program.
2.   Exit Windows and go to the DOS prompt.
3.   At the c:\win directory, type **cd. .** then press the <Enter> key.
4.   Type **cd peachw** then press <Enter>.
5.   At the peachw directory, type **copy wbt*.* c:\windows\system** then press
     <Enter>.
6.   Select **(a) all files to be copied**. Five files should be overwritten.
7.   Type **win** to return to Windows.
8.   Exit Windows. Power off for at least 10 seconds.
9.   Restart your system in the normal way. Start installation again.

NETWORK INSTALLATION

In order to obtain network installation guides, you need to access the Peachtree
Knowledge Center. Before accessing Peachtree's Knowledge Center, you need
to become a Peachtree Passport member. After setting up your Peachtree
Passport account, you can access information from Peachtree's support
database.

Peachtree's Knowledge Center

Use the Peachtree Knowledge Center to search for useful information about the software. To use the Knowledge Center, you need to create a Peachtree Passport account first.

Access the Peachtree Knowledge Center to find useful hints for using the software. To use the Knowledge Center, you need to create a Peachtree Passport account.

1. Go to this website http://www.peachtree.com/login/newusersignup.cfm to create a Peachtree Passport account. Complete the e-mail address, password (8 to 20 characters), and confirm fields. Complete the contact information. You will be sent a confirmation email.

2. To activate Peachtree Passport, go to your email account. Link to the email from Peachtree Online Subscriptions, Welcome to Peachtree Passport, to activate your account.   When the Account Activation page appears, type your password.

3. The Peachtree Passport Login Page appears. Type your E-Mail Address and Password, then click **Log In** .

4. The Welcome to Peachtree Passport page appears. Link to Get online support via the Peachtree Knowledge Center. From the Peachtree Knowledge Center page, link to LOG IN TO THE KNOWLEDGE CENTER, then link to PROCEED TO THE KNOWLEDGECENTER.

5. The Peachtree Knowledge Center screen appears showing your name in the Logged in as field. Link to Find Answers. From the Answers page you can do Peachtree Knowledge Center searches.

Once you have a Peachtree Passport account, the website for logging in to the Peachtree Knowledge Center is

https://www.peachtree.com/passportsecurity/login.cfm?PassThrough=/passport/welcome.cfm

Or, from Peachtree's website at www.peachtree.com; select SERVICES; Peachtree Passport Services, Login to Passport.

Comment

Peachtree Complete Accounting 2005, Release 12, Educational Version, was used to write the textbook. All the illustrations and Peachtree printouts were done using Windows XP. You may install the CD that is packaged with the textbook on individual computers or on a network. **If you have an earlier release of Peachtree installed (Peachtree Complete Accounting Release 8.0 or PCA 2002, Release 9.0); or Peachtree Accounting for Windows 3.0, 3.5, 5.0, or 7.0, see the Deleting Peachtree steps on pages 666-667.**

INSTALLING MICROSOFT INTERNET EXPLORER

Microsoft Internet Explorer 6.0 is included on the Peachtree Complete Accounting 2005 CD. An Internet connection is *not required* to run Peachtree. Peachtree *does not* require that Microsoft Internet Explorer be your default browser. Peachtree *requires* that Microsoft Internet Explorer 5.x (or higher) be installed on your computer. Peachtree uses components of the Microsoft Internet Explorer Web browser in its application (for example, Peachtree Today).

INSTALLING ADOBE ACROBAT READER

Electronic versions of the Peachtree manuals are automatically installed during the standard Peachtree setup process. To display or use these manuals, you must have Adobe Acrobat 4 (or higher) installed on your computer. Adobe Acrobat Reader can be installed from the Peachtree Complete Accounting 2005 CD or downloaded for free at www.adobe.com. Follow these steps to install Adobe Acrobat Reader from the Peachtree Complete Accounting 2005 CD packaged with the book.

1. Insert the Peachtree Complete Accounting 2005 CD in your CD-ROM drive. The Peachtree Welcome window automatically appears.
2. Click the Adobe Acrobat Reader option. If the Peachtree Welcome menu does not automatically appear, do the following: From Windows Explorer, browse to the Acrobat folder on the Peachtree CD. Then double-click the Acrobat Reader setup file.
3. Follow the prompts to install Adobe Acrobat Reader.

DISPLAYING THE PEACHTREE ONLINE MANUALS

Adobe Acrobat reader must be installed in order to use Peachtree's online manuals.

1. Start   Windows Explorer. Open the folder where Peachtree is stored; for example, C:\Program Files\Peachtree\Doc.
2. Double-click on PAWGS.pdf to open the Getting Started Guide.
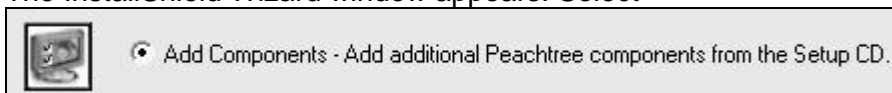3. Double-click on PAWUG.pdf to open the User's Guide.

Or, you can access the Getting Started Guides or User's Guide from Peachtree's Help menu.

**INSTALLING STARTING DATA FOR THE SAMPLE COMPANIES:
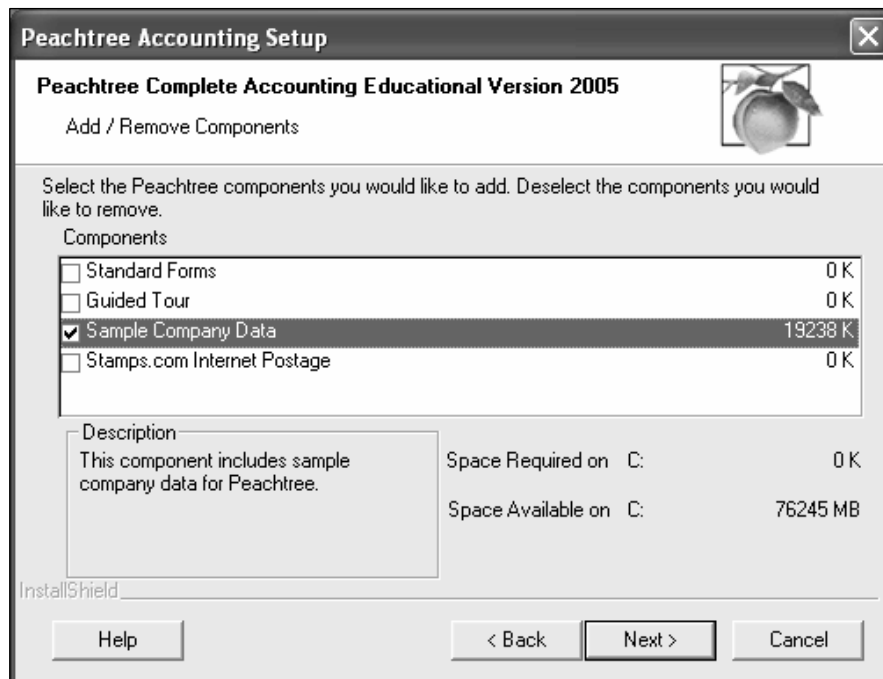BELLWETHER GARDEN SUPPLY AND PAVILION DESIGN GROUP**

There are two ways to obtain beginning data for the sample companies. The first way is to restore the first back up made in Chapters 1 and 8. In Chapter 1 you were instructed to back up beginning data for Bellwether Garden Supply. Restore the bgs.ptb file to start Bellwether with beginning data. In Chapter 8 you backed up Pavilion Design Group. Restore the Chapter 8.ptb file to start Pavilion with beginning data.
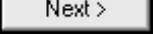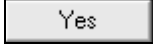
The second way to obtain beginning data for the sample companies is to install it from the CD that accompanies this textbook. Follow these steps to install starting data for the sample companies.

1. All programs should be closed. Insert the Peachtree Complete Accounting 2005 CD in your CD drive.
2. At the Welcome to Peachtree Accounting Educational Version 2005 window, select Peachtree Accounting.
3. The InstallShield Wizard window appears. Select

4. Click . The Add / Remove Components window appears. Click on the boxes next to Standard Forms and Guided Tour to uncheck them. *Observe that* Sample Company Data *has a check mark next to it.* Compare your Add / Remove Components window to the one shown on the next page.

5. Click [Next >]. When the window pops up that says "Components that you have unchecked will be removed? Are you sure you want to continue? Click [Yes]. Follow the prompts to install the sample company data.

6. When the Maintenance Complete window appears, click [Finish]. You are returned to the Welcome window. Click Exit.

7. Remove the PCA 2005 CD from your CD drive.

DELETING PEACHTREE

To check your software version, start Peachtree, open any company, and then click on Help, About Peachtree Accounting. To delete Peachtree Complete Accounting Release 8 and higher, do the following:

Step   1: Make a backup of any data files that you have created.

Step   2: Close Peachtree Complete Accounting.

Step   3: From the Start menu, select Control Panel, then Add or Remove Programs.

Step   4:   Select Peachtree Complete Accounting from the list; then click Add/Remove Programs.

Step   5:   Select remove to confirm that you want to remove Peachtree Complete accounting program files. (If necessary, click Yes to All to delete shared files.)

Step   6:   Once the program has been removed, click [Finish].

Step   7:   If necessary, delete the c:\windows\pcwXXX.ini file. (Substitute the appropriate numbers for XXX; for example PCA 2004, Release 11.0, is c:\windows*pcw110.ini*.)

To delete an earlier version of Peachtree (3.0, 3.5, 5.0 or 7.0), follow these steps:

Step   1:   Delete the PAWxx.ini file. The xx stands for a number; for example, PAW35.ini; PAW36.ini, PAW50.ini, PAW70.ini. The PAWxx.ini file is a subdirectory of Windows; for example, c:\windows\PAW70.ini.

Step   2:   Delete the program path; for example, c:\paw7edu. If you do not know where the Peachtree is installed, follow these steps.

> a.   Right-click on Peachtree's desktop icon. Then, left-click on Properties.
>
> b.   If necessary, select the Shortcut folder tab. The Target box shows where Peachtree is installed; for example, C:\paw7edu. The subdirectory identified as \peachw.exe is the executable file for the program.

Step   3:   Empty the Recycle bin.

Step   4:   Restart your computer.

Once you have deleted the one or more .ini file(s), install Peachtree Complete Accounting 2005, Release 12, Educational Version. If you do not get the Standard install option, you did not delete the two files shown in steps 1 and 2.