

## APPENDIX B HOW TO USE THE CHAPTER 1-18 SOLUTIONS FILES

The Chapter 1-18 solution files contain all the backups made in *Computer Accounting with Peachtree Complete 2005, Release 12, Ninth Edition*. The solutions files are online at [www.mhhe.com/yacht2005](http://www.mhhe.com/yacht2005), Instructor Edition link; and on the *Instructor's Resource CD* (ISBN No. 007-299-3952). To use the password-protected Instructor Edition link, you first need to obtain a username and password from your McGraw-Hill sales representative. Go online to [www.mhhe.com/catalogs/rep](http://www.mhhe.com/catalogs/rep) to find your school's sales rep.

When you or one of your students backs up data in Peachtree, the extension .ptb is automatically added to the file name. The .ptb files are compressed. This means that you must use Peachtree's Restore Wizard utility to load these files onto the hard drive of the computer. Once these files are restored, you can start using company data.

It is possible that students may make mistakes while using Peachtree that you do not want them to edit or correct. The solutions files contain the data from each backup. You may feel that it is best to help students with correct data instead of having them start over or edit their data. Or, you may want to use these files for purposes of printing additional Peachtree reports.


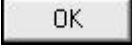





There are *two* ways to restore data using Peachtree's Restore Wizard:

1. Restore **An Existing Company**: Use this selection when you have already set up the company. For example, when you start Peachtree, select Open an Existing Company from the startup window. If the company you want to restore is listed, open it. Then, restore the appropriate back up file.
2. Restore **A New Company**: When you start Peachtree the company is *not* listed either on the company name list or when you select Browse. When the company has not been set up in Peachtree, use the selection to restore A New Company. When you select A New Company to restore, you bypass the process of setting up the new company. Using the appropriate backup file, and the selection for A New Company, you are able to start at that point in the data.

The steps on the next page show you how to restore the Chapter 9 Begin.ptb, the first back up for Jessica Wood Graphics. This backup was made in Chapter 9 on textbook pages 262-265. The solutions files are on the password-protected Instructor Edition link which is accessed online at [www.mhhe.com/yacht2005](http://www.mhhe.com/yacht2005); or from the *Instructor's Resource CD*, Chapters 1-18 Solution Files folder. Open the Part 2 folder for backup files in Chapters 9, 10 and Project 1.

1. Start Peachtree in the usual way.
2. On the startup window, click on Open an existing company. (You can also click File, New Company from the menu bar.)
3. When the Open an Existing Company window appears, select Jessica Wood Graphics.

➤ **Troubleshooting: What if Jessica Wood Graphics (or another name, Graphics) is not shown on the Open an Existing Company window; Company Name list?**





- a. Click  to open another existing company. The Open Company window pops up.
- b. If Jessica Wood Graphics (or, other name Graphics) is shown select it, and then click . Go to textbook page 299 - IMK step 4, and follow the steps to restore your data.
- c. If no Graphics company is shown, click . Then, select ; Close this window.
- d. There are three menu bar options: File, Options and Help. Click File; Restore.
- e. The Select Backup File window appears. Click . If necessary, put the *Instructor's Resource CD* in your CD drive. In the Look in field, select the location of your backup file.
- f. Select the Chapter 9 Begin.ptb backup file; click .
- g. Make sure the Location field shows the correct path for the Chapter 9 Begin.ptb file. Click .
- h. The Select Company window appears. Click on the radio button next to A New Company.

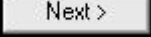
**Read Me**



Observe that there are two options on the Select Company window: An Existing Company *and* A New Company. If you select A New Company, then the company will be named exactly as the backup file you selected. You can restore to an existing company—one that is previously set up—*or* you can restore to a new company, bypassing the process of setting up a new company.

Let's say you wanted to restore a backup file for a company that was *not* set up in Peachtree. Some computer labs delete subdirectories from the hard drive; for example, you have a back up file but the company, in this case Jessica Wood Graphics, is *not* listed as a Peachtree company.

If you start Peachtree and *cannot* select the appropriate company, use the Restore Wizard to select A New Company. Using the backup file, and the selection for A New Company, you are able to start from that point in the data.

- i. The Company Name field shows Jessica Wood Graphics. The Location field shows C:\Program Files\Peachtree\Company\jeswoogr. Click . Continue with step 10 on page 300 - IMK.
4. From the menu bar, click File, Restore. The Restore Wizard – Select Backup File window appears. Click .
5. Click on the down-arrow in the Look in field. Select the location of the backup file.
6. Click on the Chapter 9 Begin.ptb file to highlight it. The File name field displays Chapter 9 Begin.
7. Click .
8. Make sure that the Location field shows the appropriate location for the Chapter 9 Begin.ptb backup file. Click .
9. From the Select Company window make sure that the radio button next to An Existing Company is selected. The Company name field shows your first and last name, Graphic Artist; the Location field shows C:\ProgramFiles\Peachtree\Company\jeswoogr (or the

appropriate location on your computer). Click .

10. The Restore Options window appears. Make sure that the box next to Company Data is *checked*. Click .
11. The Confirmation window appears. Check the From and To fields to make sure they are correct. Click . When the Restore Company scale is 100% complete, your data is restored and you are returned to the menu bar. The Peachtree Accounting: Jessica Wood Graphics menu bar appears.
12. If necessary, remove the *Instructor's Resource CD*.

These steps allow you to start on textbook page 269, Recording Entries in the Cash Receipts Journal and Cash Disbursements Journal. You have restored data from the beginning of Chapter 9 which means you can continue from that point. Once Jessica Wood Graphics, is set up on the hard drive of your computer, use the Restore Wizard's selection to restore An Existing Company to work from different backup for Chapters 9 and 10.

Detailed steps for using Windows Explorer to see the file size is shown on textbook pages 261 and 272. Detailed steps for backing up to external media or the hard drive are textbook pages 262-266. Detailed steps for restoring data from students' backup disks are shown on textbook pages 266-268. See textbook page 246 for removing the Peachtree Today window at startup.

The chart on pages 301 - IMK to 303 - IMK shows you the Chapter number, Company Name, Backup Name, and Text Page Nos. where each back up was made in the textbook. The solutions files use the same back up or file name that is shown in the textbook. Use this chart to identify the appropriate file name when you want to restore files from the Chapters 1-18 Solutions Files.

Observe that Peachtree backups have a .ptb extension; Excel files have an .xls extension; and Word files have a .doc extension.

Chapter	Company Name	Backup Name	Text Page Nos.
<b>Part 1: Exploring Peachtree Complete Accounting 2005</b>			
1	Bellwether Garden Supply	bgs.ptb	15-19
		Chapter 1.ptb	39-40
		Exercise 1-2.ptb	47
2	Bellwether Garden Supply	Chapter 2.ptb	78
		Exercise 2-2.ptb	85
3	Bellwether Garden Supply	Chapter 3.ptb	119
		Exercise 3-2.ptb	124
4	Bellwether Garden Supply	Chapter 4.ptb	145
		Exercise 4-2.ptb	150
5	Bellwether Garden Supply	Chapter 5.ptb	174
		Exercise 5-2.ptb	179
6	Bellwether Garden Supply	Chapter 6.ptb	191
		Exercise 6-2.ptb	195
7	Bellwether Garden Supply	<i>Chapter 7.ptb (optional backup)</i>	213-214
8	Stone Arbor Landscaping	Chapter 8.ptb	230
<b>Part 2: Peachtree Complete Accounting 2005 for Service Businesses</b>			
9	Jessica Wood Graphics	Chapter 9 Begin	263-265
		<i>Chapter 9 Check Register October.ptb (optional backup)</i>	276
		Chapter 9 October.ptb	289
	Student Name, Designer	Exercise 9-1.ptb	296
		Exercise 9-2.ptb	299
10	Jessica Wood Graphics	Chapter 10 November.ptb	312-313
		Chapter 10 December UTB.ptb	319-320
		Chapter 10 December.ptb	329-330

Chapter	Company Name	Backup Name	Text Page Nos.
10	Jessica Wood Graphics	Chapter 10 EOY.ptb	336-337
	Student Name, Designer	Exercise 10-1.ptb	344
		Exercise 10-2.ptb	346
		Exercise 10-2 Unadjusted Trial Balance	346
		Exercise 10-2 Financial Statements	346
		Exercise 10-2 End of Year	346
Project 1	Sharon Watson, MD	Sharon Watson Begin.ptb	352
		Sharon Watson UTB.ptb	354
		Sharon Watson December.ptb	355
		Sharon Watson EOY.ptb	355
<b>Part 3 Peachtree Complete Accounting 2005 for Merchandising Businesses</b>			
11	Richard's Sales & Service	Chapter 11 Begin.ptb	384
		Chapter 11.ptb	414-415
	Student Name Service Merchandise	a:\Exercise 11-1.ptb	406-407
		a:\Exercise 11-2.ptb	419
12	Richard's Sales & Service	Chapter 12 Begin.ptb	430-431
		Chapter 12.ptb	458-459
	Student Name Service Merchandise	Exercise 12-1.ptb	465
		Exercise 12-2.ptb	466
13	Richard's Sales & Service	Chapter 13 Begin. ptb	477-478
		Chapter 13.ptb	488-489
	Student Name Service Merchandise	Exercise 13-1.ptb	493

Chapter	Company Name	Backup Name	Text Page Nos.
14	Richard's Sales & Service	Chapter 14 Begin.ptb	512-513
		Chapter 14.ptb	526
	Student Name Service Merchandise	Exercise 14-1.ptb	532
		Exercise 14-2.ptb	533
Project 2	Sports Shoppe	Sports Shoppe Begin.ptb	546
		Sports Shoppe January.ptb	549
<b>Part 4: Advanced Peachtree Complete Accounting 2005 Applications</b>			
16	Bellwether Garden Supply	customer.csv	587-588
		customer.txt.lst	589
17	Bellwether Garden Supply	balance sheet.xls	601
		balance sheet & income statement.xls	604
		Bellwether Garden Supply.doc	605
18	Bellwether Garden Supply	Bgsapie2.xls	620
		bgsbar1.xls	620
		balsht.bgs.xls	621
		Exercise 18-1	625
		Exercise 18-2	625
Project 3	Verde Computer Club	Verde Computer Club Begin.ptb	632
		Verde Computer Club January.ptb	634
Project 4	RBW Manufacturing, Inc.	RBW Mftg Begin.ptb	650
		RBW Mftg January.ptb	655