

**Instructions for Using Peachtree Complete Accounting 2008 with
Financial Accounting Fundamentals 2e by John J. Wild
Peachtree Files and Instructions by Carol Yacht**

The chart below shows the Peachtree Problem Files that can be used with end-of-chapter problems in *Financial Accounting Fundamentals 2e*. The Shortened Company Name column shows the file name that Peachtree assigns to each company. The Backup File Names column shows the suggested backup file names. Each time you finish a problem, backup your work using the suggested backup file name.

Serial Problem: The Success Systems serial problem is in almost every textbook chapter. Observe that you can *either* continue the serial problem from previous backups or restore a new file. For example, in Chapter 3, you can restore the November.Success Systems file backed up in Chapter 2, *or* start the serial problem from the Chapter 03 Serial Problem.Success Systems file.

PEACHTREE PROBLEM FILES CHART			
Chapter	Peachtree Problem Files – .ptb extensions	Shortened Company Name	Backup File Names – .ptb extensions
2	Problem 02-2A.Venture Consultants	\venconsu	Problem 02-2A
	Problem 02-3A.Viva Consultants	\vivconsu	Problem 02-3A
	Chapter 02 Serial Problem.Success Systems	\sucsyste	October.Success Systems November.Success Systems
3	<i>Restore</i> November.Success Systems <i>or</i> Chapter 03 Serial Problem.Success Systems	\sucsyste	December 2009.Success Systems EOY 2009.Success Systems
4	Problem 04-1A.Flora Company	\flocompa	Problem 04-1A
	Problem 04-5A.Rusio Company	\ruscompa	Problem 04-5A
	Chapter 04 Serial Problem.Success Systems	\sucsyste	January.Success Systems February.Success Systems March UTB.Success Systems March 2010.Success Systems
6	Problem 06-3A.Dylan Co	\dylco	Problem 06-3A
	Problem 06-5A.Madison Company	\madcompa	Problem 06-5A
	<i>Restore</i> March 2010.Success Systems*	\sucsyste	March Reconciled.Success Systems
7	Problem 07-1A.Bantay Co	\banco	Problem 07-1A
	Problem 07-5A.Chantay Company	\chacompa	Problem 07-5-A
	Chapter 07 Serial Problem-1.Success Systems	\sucsyste	Chapter 07.Success Systems-1A Chapter 07.Success Systems-1B
	Chapter 07 Serial Problem-2.Success Systems	\sucsyste	Chapter 07.Success Systems-2
8	Problem 08-1A.Teness Construction	\tenconst	Problem 08-1A
	Problem 08-8A.Harper Company	\harcompa	Problem 08-8A
9	Problem 09-1A.Montag Co	\monco	Problem 09-1A
	Problem 09-2A.Bram Co	\braco	Problem 09-2A
11	Problem 11-2A.Rocklin Corporation	\roccorpo	Problem 11-2A
TOTALS	18 problem files		25 backups

* In Chapter 6, Success Systems' account reconciliation is based on the January, February, and March 2010 transactions. The Chapter 4 segment of the serial problem includes the transactions for January through March. The January through March transactions need to be recorded and posted before completing account reconciliation in Chapter 6.

The instructions are written with Peachtree Complete Accounting 2008-Educational Version and the Windows Vista Operating System. If you are using Windows XP, your steps will differ slightly. Use the instructions that follow for completing end-of-chapter problems with Peachtree.

GETTING STARTED

Before installing Peachtree Complete Accounting 2008, review the system requirements. Your computer should match what is shown below.

System Requirements: Recommended System Configuration

- 1 GHz Intel Pentium III (or equivalent) for single user and 1.8 GHz Intel Pentium 4 (or equivalent) for multiple concurrent users.
- 512 MB of RAM for single user and 1GB for multiple concurrent users.

Minimum System Requirements

- At least 1 GHz Intel Pentium III (or equivalent).
- 256 MB of RAM for single user and 512 MB for multiple concurrent users.
- Microsoft Windows Vista (all versions); Windows XP SP2 or Windows 2000 SP3.
- 1 GB of disk space for installation.
- Internet Explorer 6 required (provided on CD; requires an additional 70 MB); Internet 7.0 supported.
- Microsoft .NET Framework CLR 2.0 (provided on CD; requires an additional 280 MB).
- At least high color (16bit) SVGA video; supports 800X600 resolution with small fonts. Optimized for 1024 x 768.
- Online features require Internet access with at least a 56 Kbps modem.
- CD-ROM drive.
- Printers supported by Windows Vista/XP/2000.
- Mouse or compatible pointing device.
- Microsoft Excel, Outlook, and Word integration requires 2000, 2002, 2003, or 2007.
- Adobe Reader 7.0 required provided on CD (requires an additional 90 MB hard disk space to install).
- *External media:* One USB drive (1 GB recommended)

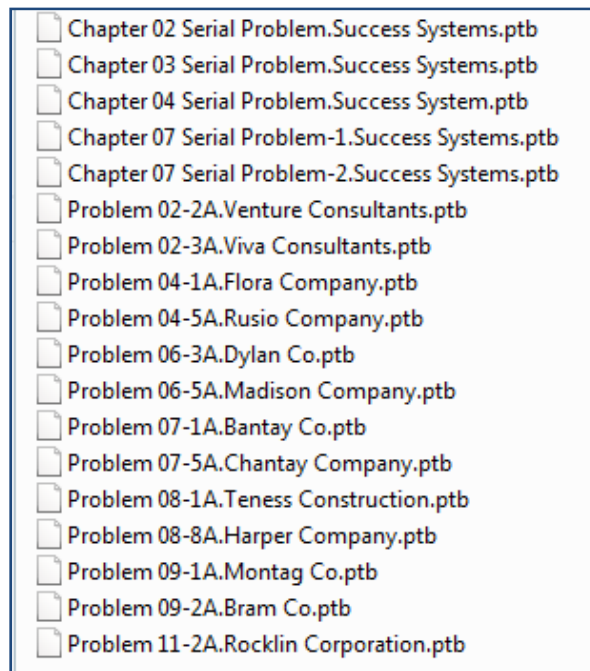
Multi-User

- Multi-user mode is optimized for Windows 2000 Server or Windows Server 2003 client-server networks, and Windows 2000/XP peer-to-peer networks. The maximum number users are 5 or 10.
- The author suggests ghosting the installation; see page 3, Computer Lab Installation.

COPYING PEACHTREE PROBLEM FILES

Follow these steps to copy the Peachtree problem files from the Online Learning Center to your desktop.

1. Go online to www.mhhe.com/wildFAF2e. Link to Student Edition. Choose the appropriate chapter. Then link to Peachtree Files.
2. Drag the Peachtree Problem Files folder to your desktop; *or*, other location where you want the files to reside. Extract the files (right-click on the zipped folder; left-click Extract All). The Peachtree files that can be used with end-of-chapter problems are shown below.



COMPUTER LAB INSTALLATION

These steps are included for computer lab installation. If you are installing on an individual PC or laptop, refer to the steps below – Installing on an Individual Computer. Before computer lab installation, make sure all former versions of Peachtree are deleted.

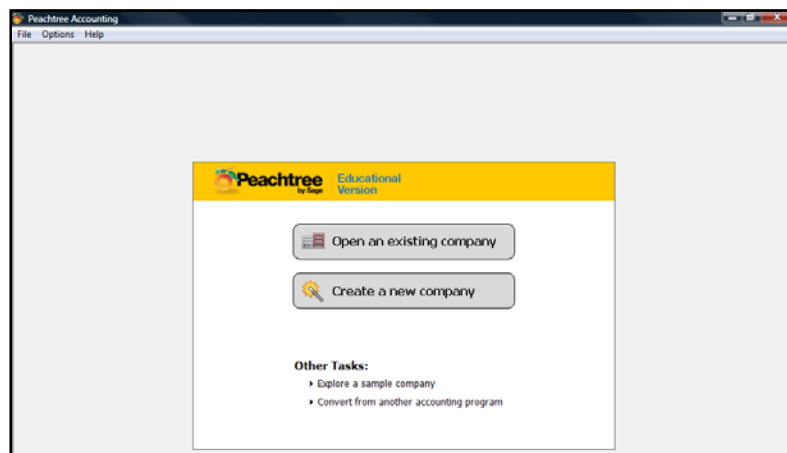
1. Peachtree Complete Accounting 2008-Education Version should be installed locally. Do *not* put on server.
2. Install software on local workstation then ghost (replicate) install.

INSTALLING ON AN INDIVIDUAL COMPUTER

This section gives you instructions for installing Peachtree Complete Accounting 2008 (PCA) software. *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.

Follow the steps below to install PCA 2008 on an individual computer (non-networked). These steps are consistent with the Windows Vista operating system. If you are using a different version of Windows, your steps will differ slightly.

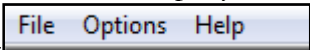
1. Put the Peachtree Complete Accounting 2008 CD in the CD drive. If an AutoPlay window appears, click Run autorun.exe to select it.
2. At the Welcome to Peachtree Accounting window, select Install Peachtree Accounting. If necessary, click Continue.
3. When the window prompts to exit all Windows programs, do that, then click Next.
4. The License Agreement window appears. Select Agree; click Next.
5. If the Change Firewall Detected window appears, read the information; click Yes. The Change Firewall Settings window appears. Read the information. Take the necessary steps described; click OK. (*Hint*: If you need to disable anti-virus software, do that.) Click OK. The Setup Status window shows the installation progress.
6. The Serial Number window appears. Type the Serial number shown on the CD envelope.
7. Click Install. Peachtree starts to install. This will take several minutes.
8. Click Finish to complete installation. The startup window appears. Continue with step 3, Restore Problem Files.




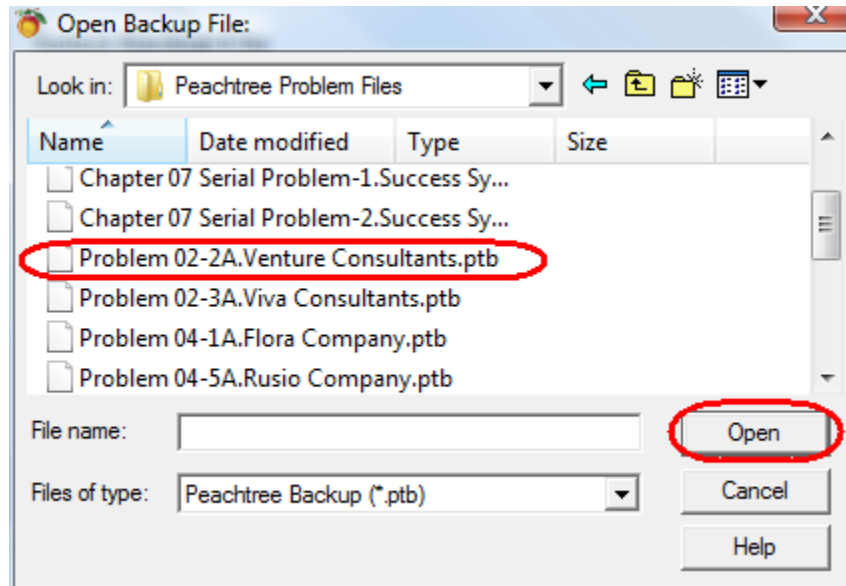
Restore Problem Files


Use the following instructions, restore the problem files. The problem files include starting data.

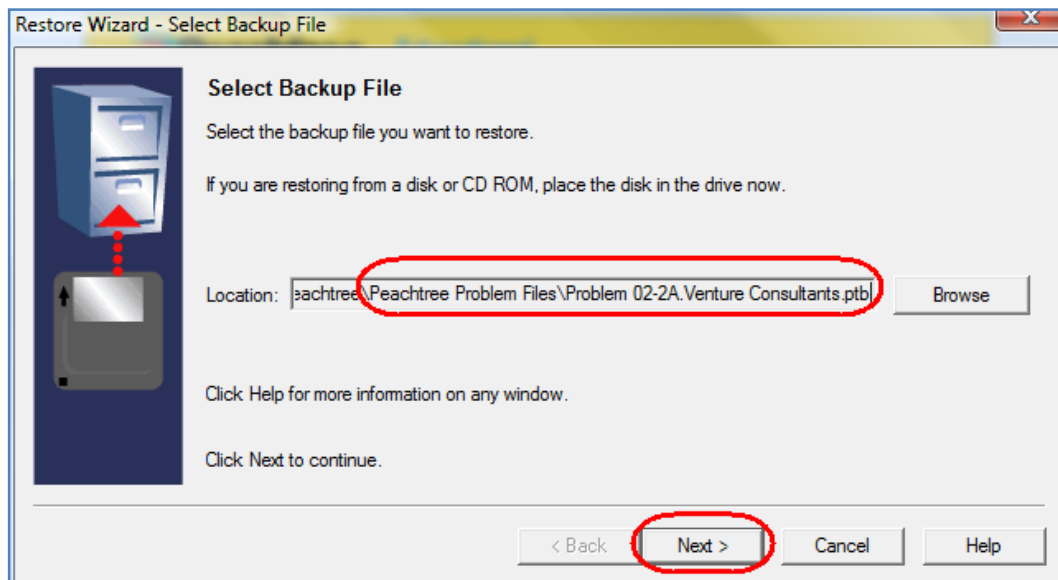
These steps assume the problem file is being restored for the first time.

1. Double-click on the desktop icon for Peachtree Complete Accounting. You can also start Peachtree by clicking Start, All Programs, Peachtree Complete Accounting Educational Version 2008. Then, select Peachtree Complete Accounting Educational Version 2008. (These instructions are consistent with Windows Vista. If you are using Windows XP, your steps will differ slightly.)
2. The startup window appears. It is shown above (below step 8). If the startup window does *not* appear, from the menu bar, select File; Close Company.
3. There are three menu bar options—.

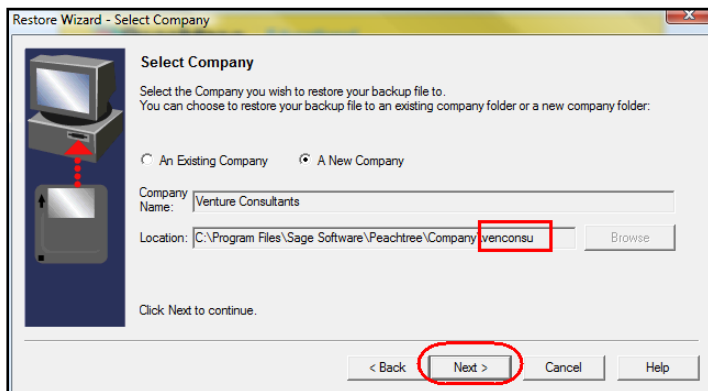
4. Select File; Restore. The Restore Wizard - Select Backup File window appears. Observe that the Location field shows where Peachtree is stored on your computer.
5. Click . The Open Backup File window appears. In the Look in field, go to the location of the Problem 02-2A.Venture Consultants.ptb file. Click on Problem 02-2A.Venture Consultants.ptb to select it.



6. Make sure the Problem 02-2A.Venture Consultants.ptb file is selected. Click .
7. The Select Backup File window appears. Make sure the Location field shows the correct path for the Problem 02-2A.Venture Consultants.ptb.



- Click **Next >**. The Select Company window appears. Click on the radio button next to *New Company*. The Location field indicates the default location where drive C is used to install Peachtree. Your Location field may differ. *Make sure that the Location field ends in venconsu.* (The shortened name that Peachtree assigns to each company is shown on the Peachtree Problem Files chart, page 1. If your shortened name differs; for example, the shortened name ends in venconsv, click Cancel. Refer to Restore an Existing Company on page 11.)

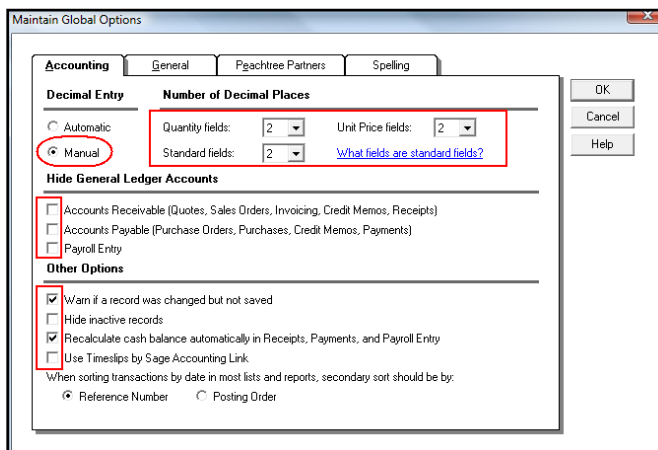


- Click **Next >**. The Restore Options window appears.
- Make sure that the box next to Company Data is *checked*. Click **Next >**.
- The Confirmation window appears. The To field indicates the default program and data path for Peachtree.
- Click **Finish**. When the Restore Company scale is 100% complete, your data is restored and the Peachtree Accounting: Venture Consultants menu bar appears.

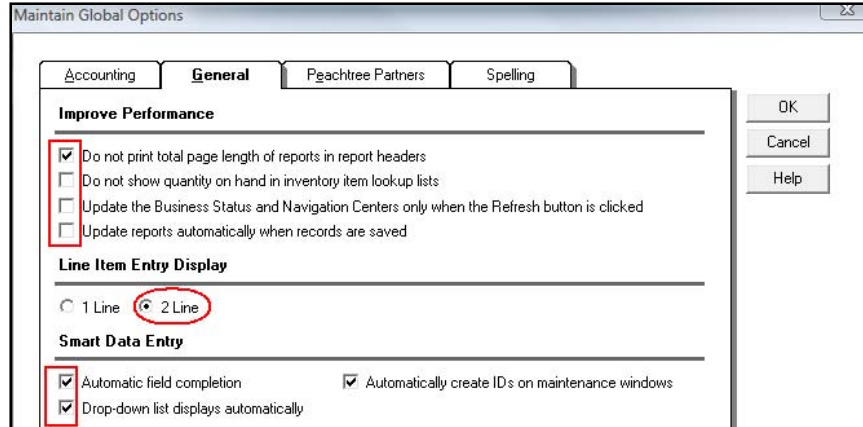
Global Settings


Follow these steps to set Peachtree's Global Options. These options will be in effect for all Peachtree companies.

- From Peachtree's menu bar, select Options; Global. If necessary, select the Accounting tab. Make the selections shown on the Maintain Global Options/Accounting window shown.



- Click the General tab. Make sure your screen matches the one shown below.



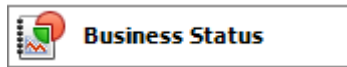
- Click . The selections made in global options are now set for each Peachtree company.
- From Peachtree's menu bar, click File, Exit. You are returned to the Peachtree Complete Accounting 2008 Install window. Click Exit. You are returned to the desktop.


COMPLETING PROBLEM 2-2A

The steps that follow show how to complete Problem 2-2A. The Peachtree Problem Files chart on page 1 lists each end-of-chapter textbook problem that can be completed with Peachtree. Refer to the detailed steps below when completing the Peachtree problems.

Venture Consultants' Account List

Problem 2-2A includes general journal transactions for the month of March. The data that you restored contains starting data for Problem 2-2A. This file includes a chart of accounts, called an account list, for Venture Consultants.

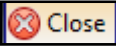


- From the navigation pane, select . Link View Account List. The Account List window appears. You use these accounts to record general journal entries. Compare your account list window to the one shown below.

Account ID #	Description	Type	Running Balance
101	Cash	Cash	\$0.00
106	Accounts Receivable	Other Current Assets	\$0.00
124	Office Supplies	Other Current Assets	\$0.00
128	Prepaid Insurance	Other Current Assets	\$0.00
131	Prepaid Rent	Other Current Assets	\$0.00
163	Office Equipment	Fixed Assets	\$0.00
201	Accounts Payable	Other Current Liabilities	\$0.00
307	Common Stock	Equity-does not close	\$0.00
318	Retained Earnings	Equity-Retained Earnings	\$0.00
319	Dividends	Equity-gets closed	\$0.00
403	Services Revenue	Income	\$0.00
690	Utilities Expense	Expenses	\$0.00

COMMENT





Notice that Peachtree's chart of accounts includes an Account ID column that shows the account numbers. The Description column shows the account names. The Account Type column classifies the general ledger accounts for Peachtree's financial statements. There is also an account called Retained Earnings (Account No. 318). Peachtree *must* have a retained earnings account in order to post to the general ledger.

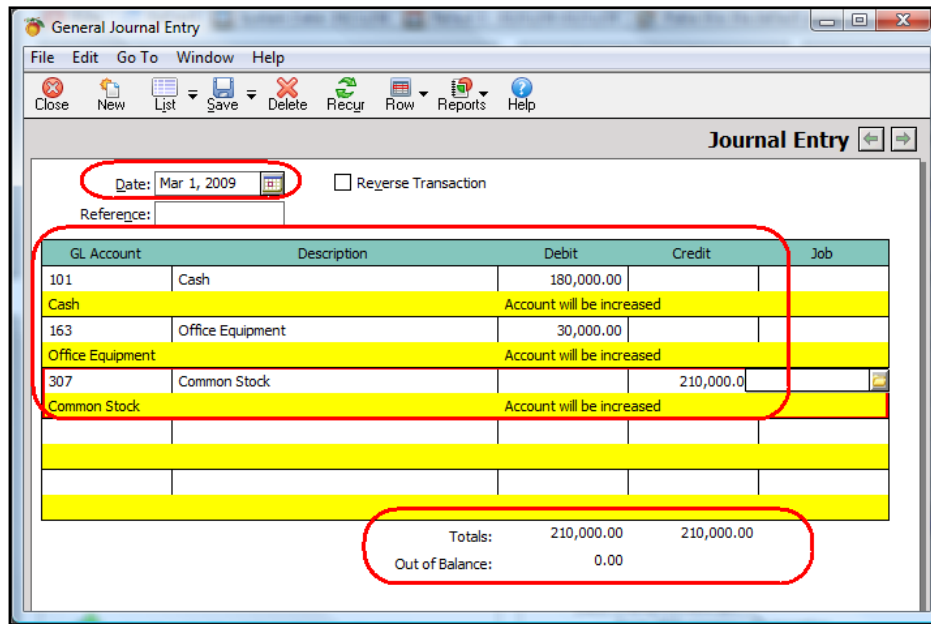
2. Click  to return to the Business Status window.

Peachtree's General Journal

The transactions for Problem 2-2A are shown in your textbook. The instructions that follow explain how to journalize and post the March 1 transaction in Peachtree's general journal. After following these steps for the March 1 journal entry, journalize and post the remaining transactions for March 1 through 31. These transactions are shown in the textbook.

Date	Transaction
March 1	Brooks invested \$180,000 cash along with \$30,000 of office equipment exchange for its common stock.

1. From the navigation pane, select  **Company**. Link to General Journal Entry.
2. The General Journal Entry window appears. The date defaults to March 1, 2009.
3. Click on the GL Account field. Observe that the GL Account field has a magnifying glass icon. Click  and an account list appears. Since you are going to debit Cash for this transaction, and Cash is highlighted, accept the default by pressing <Enter>. (The word Cash should appear below 101. If it does *not*, refer to the global option settings for Line Item Entry Display above.)
4. Type **Cash** in the Description column (*or* type a transaction description) and press <Enter>.
5. Your cursor is in the Debit column. Type **180000** in the Debit column. (If 1,800.00 displays instead of 180,000.00 refer to the global option settings for Decimal Entry, step 4. Make the appropriate changes, then click . Type **180000** again in the Debit column. Your entry should appear as 180,000.00.) Press <Enter> three times.
6. Your cursor is in the Account No. column. Click  and double-click Account No. 163, Office Equipment. Type **Office Equipment** in the Description column. Press <Enter>.
7. Type **30000** in the Debit column. Press <Enter> three times.
8. Select Account No. 307, Common Stock. Type **Common Stock** in the Description column. Press <Enter> two times. Your cursor is in the Credit Column.
9. Type **210000** in the Credit column. Observe that the Out of Balance column shows 0.00. This means your debits equal your credits.






Posting to the General Ledger


After each transaction is recorded you need to post to the general ledger. Notice that there is a




icon on the General Journal Entry window. After each transaction is entered on the General

Journal Entry window, select  to post to the general ledger.

1. The General Journal Entry window shown above should be displayed. Click .
2. Your General Journal Entry window is ready for the March 2 transaction. Using the transactions in the textbook for Problem 2-2A, journalize and post each transaction from March 2 through March 31. To change the Date field, type the appropriate day of the month; *or* click the calendar icon , then select the appropriate day of the month. For the

description column, type the name of the account. *Remember to click*  *after each transaction to post to the general ledger.*


3. After completing the general journal transactions, click  to return to the Company Tasks window.

Printing the General Journal


1. From the Company page's Company Reports area, link to View All Company Reports. The Select a Report or Form window appears.

1. From the Reports list, select General Ledger. Then, double-click General Journal. The Venture Consultants General Journal report appears. (*Hint:* When necessary, select Options. Then type the appropriate date range.)



2. Click . The report prints.

COMMENT

Observe that the General Journal report includes Email, Excel, and PDF icons—. If your instructor would like to collect a report, you can use one of these formats for that purpose.

3. Close the General Journal report window

Printing the General Ledger

1. If necessary, from the Reports list, select General Ledger. In the General Ledger: Account Information area, double-click General Ledger. The General Ledger report appears.
2. Make the selections to print.
3. Close the General Ledger report.

Printing the Trial Balance

1. Double-click General Ledger Trial Balance. The General Ledger Trial Balance appears.
2. Make the selections to print.
3. Close the General Ledger Trial balance.
4. Close the Select a Report or Form window.

Back Up Peachtree

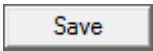
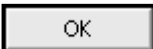
Before you end your work *or leave the computer lab*, remember to back up your data. When you back up data in Peachtree, you are saving to that point. Peachtree's back up files are identified with the extension .ptb. .PTB extensions are added automatically to Peachtree back up files. This is the *same* extension as the Peachtree Problem Files.

The instructions that follow show how to back up data. You may back up to the hard drive, network location, or external media. If necessary, substitute the appropriate drive letter for the location of your back up. *Refer to the chart on page 1 for backup file names.*

These steps use the Problem 02-2A file as the example. Refer to the chart on page 1 for backup file names for subsequent end-of-chapter problems completed with Peachtree.



1. If necessary, from the navigation pane, select . Link to Back up.
2. The Back Up Company window appears. Click .


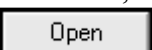


3. The Save Backup for Venture Consultants (or other company name) as window appears. Accept the default for backing up, *or* in the Save in field go to the location for backing up. For example, you may want to back up to USB media.
4. Type **Problem 02-2A** in the File name field. (Refer to page 1 for suggested backup file names.)
5. Click .
6. When the window prompts that This company backup will require approximately 3.20MB, click . (Backup files sizes may differ depending on which file you are backing up.)
7. When the Back Up Company scale is 100% complete, you have successfully backed up your data.
8. Click File; Exit to exit Peachtree.



Restore an Existing Company

Once you back up, you can use Peachtree's Restore Wizard to start where you left off the last time you used Peachtree. Peachtree's Restore Wizard allows you to retrieve information that was previously saved or backed up. Remember, you have two choices when you restore: 1) Restore *An Existing Company*; or 2) Restore *A New Company*.

When you start Peachtree, if Venture Consultants is listed as one of the companies, you should restore *An Existing Company*. Restoring An Existing Company is Peachtree's default. If you are using a computer that does *not* have Venture Consultants listed, then you should restore *A New Company*.

These steps show how to restore the Problem 02-2A file. Refer to the chart on page 1 for the files name of the backed up files.

1. Start Peachtree. If necessary, on the startup window, select Open an Existing Company. The Open an Existing Company window appears.
2. In the Company Name list, double-click Venture Consultants (or the appropriate company). The menu bar for Venture Consultants (or other company name) appears.
3. If you backed up to USB media, insert it into your USB drive. (*Hint:* The instructions assume you backed up to a hard drive location. You may restore from a hard-drive location, network location, or external media location.)
4. From the navigation pane, select Company, then link to Restore. The Restore Wizard – Select Backup File window appears.
5. Click . In the Look in field, browse to the location of your Problem 02-2A.ptb file (or appropriate file). Click .
6. Make sure the Location field shows the correct path for the Problem 02-2A.ptb file (or other file name). Click .
7. The Select Company window appears. Accept the default for An Existing Company. The Company name field shows Venture Consultants and the Location field shows C:\Program Files\Sage Software\Peachtree\Company\venconsu. (Refer to the chart on page 1 for the appropriate shortened name.) Click .

8. Make sure that a check mark is next to Company Data. Click .
9. The Confirmation window appears. Click . Your backup data starts to restore. When the scale is 100% completed, the backup data is restored; and you are ready to start where you left off the last time you worked with Problem 2-2A (or other end-of-chapter problem).
10. Complete your work on Problem 2-2A (or other appropriate end-of-chapter problem). When through, back up using the file name Problem 02-2A.ptb. (Refer to the chart on page 1 for suggested backup file name.) Exit Peachtree.

You have completed Problem 2-2A. Refer to these steps for completing the end-of-chapter problems with Peachtree. The Peachtree Problem Files chart on page 1 lists each textbook problem that can be completed with Peachtree Complete Accounting 2008. The Additional Instructions below are specific to individual end-of-chapter problems.

ADDITIONAL INSTRUCTIONS

Additional instructions are shown for the following Peachtree tasks and individual problems.

- a. Printing Financial Statements, pages 12-13.
- b. Chapters 2 and 3, Change Accounting Period, Success Systems Serial Problem, pages 13-14.
- c. Chapter 3, Adding Accounts to the Chart of Accounts, Success Systems Serial Problem, pages 15-16.
- d. Chapter 4, Success Systems Serial Problem, pages 16-17.
- e. Chapter 6: Account Reconciliation, Problem 6-5A, page 18.
- f. Chapter 6: Account Reconciliation, Success Systems Serial Problem, page 18.
- g. Chapter 7: Problem 7-5A, page 19.
- h. Chapter 7: Success Systems Serial Problem, page 19.
- i. Chapter 11: Problem 11-2A, page 19.

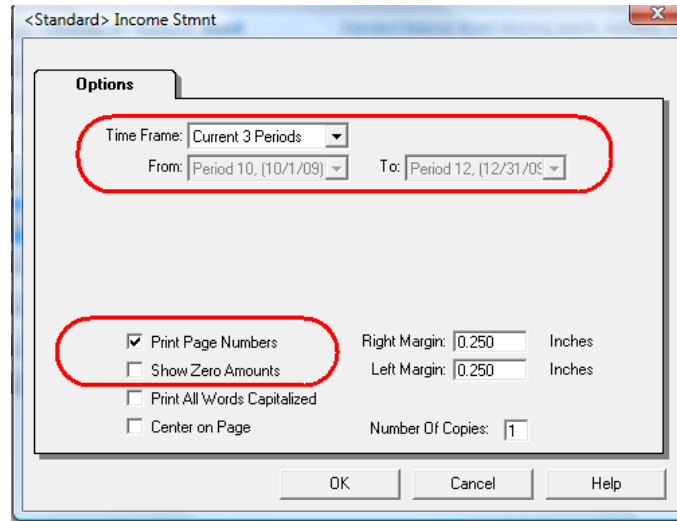
Printing Financial Statements

These steps explain how to print the Balance Sheet and Income Statement. In some cases, the Balance Sheet's equity section can be substituted for one of the textbook's required reports.

Income Statement

1. From the Business Status page's Revenue: Year to Date area, link to [View Income Statement](#).
2. Make the selections to print.
3. Close the <Standard> Income Statement window.

For Chapter 3's income statement, select the Current 3 Periods as the Time Frame. This includes From Period 10, (10/1/09) To Period 12, (12/31/09.) Uncheck Show Zero Amounts.



Balance Sheet

1. From the Business Status page's Account Balances area, link to [View Balance Sheet](#).
2. Make the selections to print. The Total Capital balance shows Common Stock, minus Dividends, plus Net Income.
3. Close the >Standard> Balance Sheet window.

You can also print financial statements and other reports from the Reports & Forms menu. For example, from the menu bar, select Reports & Forms. To print general ledger reports, select General Ledger. To print financial statements, select Financial Statements.

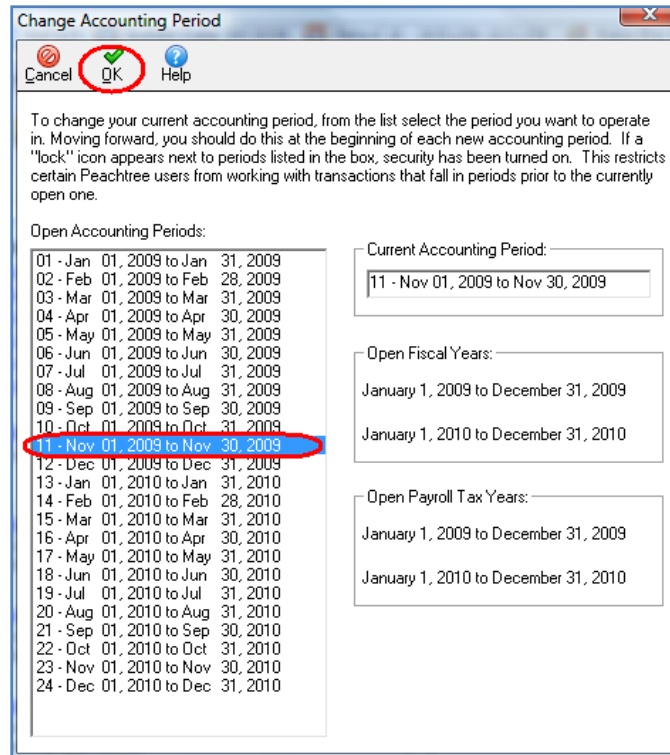
Statement of Retained Earnings



1. From the Financial Statements list, select <Standard> Retained Earnings.
2. Make the selections to print.

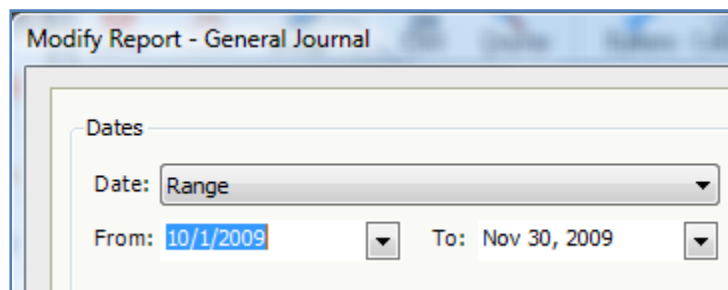
Chapters 2 and 3: Change Accounting Period, Success Systems Serial Problem

After completing the October transactions, backup your data. The suggested file name is **October.Success Systems.ptb**. Before starting the November transactions, follow these steps to change accounting periods.

1. From the menu bar, select Tasks; System, Change Accounting Period. The Change Accounting Period window appears.
2. Select Period 11 – Nov 01, 2009 to Nov 30, 2009.



3. After selecting Period 11, Click . When the Would you like to print your reports before continuing? window appears, click No. When the Would you like to run an Internal Accounting Review? Window appears, click No. Complete the November transactions. Observe that the General Journal Entry window is ready for the 11/1/2009 transaction.
4. After completing the October and November transactions, print the general journal from October 1, 2009 to November 30, 2009. From the menu bar, select Reports & Forms; General Ledger, General Journal. Click , From October 1, 2009 To November 30, 2009.



5. If you restore the November.Success Systems file to complete the Chapter 4 serial problem, change accounting periods to 12 – Dec 01, 2009 to Dec 31, 2009.

Chapter 3, Adding Accounts to the Chart of Accounts, Success Systems Serial Problem

If you restored the November.Success Systems.ptb file to continue work with the Serial Problem, you need to add accounts to the chart of accounts. The steps that follow show how to add the first account, Accumulated Depreciation-Office Equipment. Then, the table that follows provides the information needed for adding the remaining accounts. (NOTE: If you restored the Chapter 03 Serial Problem.Success Systems file you do *not* need to add accounts.)

1. From the navigation pane, select Company; Chart of Accounts, New Account. The Maintain Chart of Accounts window appears.
2. In the Account ID field, type **164** and press **<Enter>**.
3. In the Description field, type **Accum. Depr.-Office Equipment** and press **<Enter>**.
4. In the Account Type field, click on the down arrow. A list of account types appears. Select Accumulated Depreciation.

Period History	Debits	Credits	Period Activity	Running Balance
Nov 30, 2009				
Oct 31, 2009				
Sep 30, 2009				
Aug 31, 2009				
Jul 31, 2009				
Jun 30, 2009				
May 31, 2009				
Apr 30, 2009				
Mar 31, 2009				
Feb 28, 2009				

5. Click . Add the accounts shown below.

Acct. ID	Account Description	Account Type
168	Accum. Depr.-Computer Equipmen	Accumulated Depreciation
210	Wages Payable	Other Current Liabilities
236	Unearned Computer Services Rev	Other Current Liabilities
612	Depr. Exp.-Office Equipment	Expenses
613	Depr. Exp.-Computer Equipment	Expenses
637	Insurance Expense	Expenses
640	Rent Expense	Expenses
652	Computer Supplies Expense	Expenses
901	Income Summary	Equity-gets closed

6. When through, close the Maintain Chart of Accounts window.

Chapter 4: Success Systems Serial Problem

1. There are three months of transactions to record for the Chapter 4 segment of the serial problem. Remember to backup each month and change accounting periods.
2. In the Description field of the General Journal Entry window, type a description of the entry. When a description is typed for the debit part of the entry, it will appear automatically for each subsequent entry. Typing a description, instead of each account name, speeds up transaction entry. The January 4, 2010 General Journal Entry window is shown below.

General Journal Entry

File Edit Go To Window Help

Close New List Save Delete Recur Row Reports Help

Journal Entry ◀ ▶

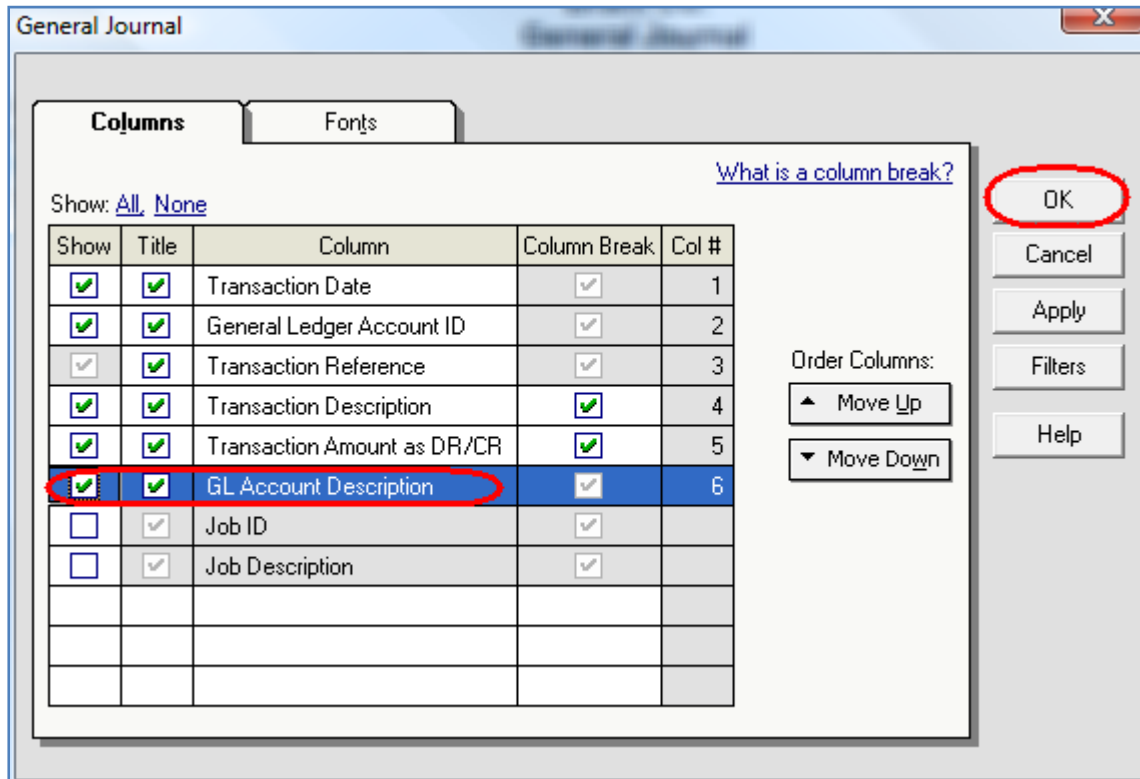
Date: 1/4/10 Reverse Transaction

Reference:

GL Account	Description	Debit	Credit	Job
623	Paid employee	125.00		
Wages Expense			Account will be increased	
210	Paid employee	500.00		
Wages Payable			Account will be decreased	
101	Paid employee		625.00	
Cash			Account will be decreased	
Totals:		625.00	625.00	
Out of Balance:		0.00		

- After recording the January through March transactions, backup. The suggested file name is **March UTB.Success Systems.ptb**. (UTB is an abbreviation of Unadjusted Trial Balance.)
- Record and post March 31 2010 adjusting entries.
- Print the March 31, 2010 general journal. If you typed an account description and not the account name, you can print the general journal to show account names. When the General

Journal report is displayed, click Columns . Click on GL Account Description to place a checkmark in the Show column. Click OK.



When you display or print the general journal, an additional column is added that shows the Account Description. For example, the account name Wages Expense; Wages Payable is shown on the added Account Description column.

- Print the income statement. (*Hint:* In the Time Frame field, select Current 3 Periods from Period 13, 1/1/10 To Period 15, 3/31/10.) The serial problem includes transactions for the fourth quarter of 2009 (Periods 10, 11, and 12) and the first quarter of 2010 (Periods 13, 14, and 15).
- Print the statement of retained earnings and balance sheet.
- Backup. The suggested file name is **March 2010.Success Systems.ptb**. This file is used for the Chapter 6 segment of the serial problem.

Chapter 6: Account Reconciliation

Problem 6-5A: Follow these steps to reconcile the bank statement balance to Account No. 101, Cash.

1. Restore the Problem 06-5A.Madison Company file.
2. Read Problem 6-5A in the textbook. Record the journal entries to adjust the book balance of cash to the reconciled balance. This is shown as Required step 2 in the textbook. In Peachtree, you need to do these journal entries first. Do *not* record an adjusting entry for interest. Peachtree's account reconciliation task includes a field to record the \$12.50 of interest income.
3. From the navigation pane, select Banking; Reconcile Accounts.
4. In the Account to Reconcile field, select Account No. 101, Cash.
5. Type **23** in the Interest income field. Select Account No. 413, Interest Earned.
6. In the Statement Ending Balance field, type **20164**. (This is the Current Balance shown on Madison Company's September 30 bank statement shown in the textbook.)
7. In the Status column, place a checkmark next to each deposit and check that has cleared the bank. Refer the textbook's September 30 bank statement.

Comment

Observe that the Unreconciled Difference field on the Account Reconciliation window shows zero (0.00)

= Unreconciled Difference	0.00
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. This zero balance is proof that Account No. 101, Cash, is reconciled.

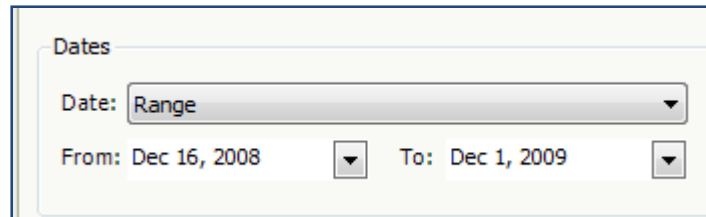
8. Click OK when you are finished.
9. Back up. The suggested file name is Problem 06-5A.

Success Systems Serial Problem: Follow these steps to complete account reconciliation for the Chapter 6 segment of the serial problem.

1. Restore the March 2010.Success Systems file.
2. Read the information in the textbook about the Serial Problem. Journalize and post the entries *before* completing account reconciliation.
3. Refer to the textbook for more information about Success Systems' bank statement. If necessary, add Account No. 404, Interest Revenue. Remember that interest is recorded on the Account Reconciliation window. (In Peachtree, skip the information shown for step a. in the textbook.)
4. Complete account reconciliation. Type **77854** in the Statement Ending Balance field. Assume that all checks and deposits have cleared *except* for those that the textbook says have not. (*Hint:* You may ignore instruction a. in the textbook. The Statement Ending Balance, \$77,854, includes the bank error.)
5. Print the account reconciliation report.
6. Back up. The suggested file name is **March Reconciled.Success Systems.ptb**.

Chapter 7: Problem 7-5A

1. You do not need to change accounting periods for the 2008 and 2009 entries. Type the appropriate date for each entry, *or* select the date using the calendar icon.
2. Print the general journal from December 16, 2008 through December 1, 2009. (*Hint:* Select Reports & Forms; General Ledger, General Journal. Options From 12/16/2008 To 12/1/2009.)



Chapter 7: Success Systems Serial Problem

There are two Peachtree problem files for the Chapter 7 segment of the serial problem. To complete the textbook steps for Part 1, restore the Chapter 07 Serial Problem-1.Success Systems. To complete Part 2, restore the Chapter 07 Serial Problem-2.Success Systems. For backup files names, refer to the Peachtree Problem Files chart on page 1. Print the general journal for the appropriate date range.

Chapter 11: Problem 11-2A

Use these steps for the Problem 11-2A.

1. Restore the Problem 11-2A.Rocklin Corporation.ptb file.
2. Read the information for Problem 11-2A in the textbook.
3. Journalize and post the entries for 2010. You do *not* need to journalize the December 31 entry. Peachtree automatically credits net income to retained earnings.
4. Print the January 1 through October 28, 2010 general journal.
5. Print the January 1 through December 31, 2010 statement of retained earnings. (*Hint:* On the <Standard> Retained Earnings Options window, change the Time Frame field to Range. Then select the appropriate periods.) Peachtree's statement of retained earnings differs slightly from the textbook illustration. The Ending Retained Earnings amount is the same.
6. Print the January 1 through December 31, 2010 balance sheet. Peachtree's balance sheet's capital section shows the information for stockholders' equity.
7. Back up. The suggested file name is **Problem 11-2A.ptb**.