Chapter 8
Stone Arbor Landscaping: Time & Billing
Stone Arbor Landscaping

When you installed Peachtree Complete Accounting 2008, Release 15, two sample companies were included with the software: Bellwether Garden Supply and Stone Arbor Landscaping. In Chapters 1-7, you worked with Bellwether Garden Supply. In this chapter, you will focus on how the second sample company, Stone Arbor Landscaping, uses Peachtree’s time and billing feature.
Time & Billing

Time & Billing gives you a way to track expenses and time when working with your customers. For example, there are daily services that you perform for your customers like making copies, designing a proposal, and out-of-pocket expenses. These expenses can be tracked and documented using PCA’s time and billing feature. The purpose of PCA’s time and billing feature is to give you the tools to record customer-related work or expenses.
Software Objectives, p. 229

- Start the sample company, Stone Arbor Landscaping.
- Explore Peachtree’s time and billing feature.
- Make one backup in Chapter 8.
Use your Internet browser to go to the book’s website www.mhhe.com/yacht2008.

Complete the Internet activity for Search Engines.

Complete the steps shown for this activity.
Peachtree Tips

To complete Chapter 8, use the other sample company, Stone Arbor Landscaping.
# Backing Up Chapter 8

<table>
<thead>
<tr>
<th>Backup Name</th>
<th>Kilobytes</th>
<th>Page Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 8</td>
<td>1,876 KB</td>
<td>239-240</td>
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Chapter 8 Topics

1. Software & web objectives, p. 229
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Select Stone Arbor Landscaping, p. 231

Start Peachtree. From the startup window, select Explore a sample company. Select Stone Arbor Landscaping.

Click on <OK>.
From the Inventory & Services page, click then select View and Edit Inventory Items. The Inventory List appears. Double-click INSTL HARD-COMM. The Maintain Inventory Items window appears for INSTL HARD–COMM, Install Hardscape – Comm.

Close all windows.
From the Employees & Payroll page, click then select New Time Tickets. Make sure that the Daily tab is selected. Click on the Abc Open icon. Then, click on Reference 282 for Alan Hardman.

Click on <OK>. The Time Tickets window appears. Complete the steps on pages 235 and 236.
Click on the Weekly folder tab.

Close the Weekly Time Tickets window.
Sales Invoice, pp. 236-237

Complete steps 1, p. 237.

Complete steps 2 and 3 on pp. 237-238.
Apply Tickets/Reimbursable Expenses window, p. 238

After completing step 4, p. 237, this window appears.

Read p. 238, complete steps 5-6.
Complete steps 1 and 2 on pp. 238-239.
Backing Up Chapter 8 Data, pp. 239-240

- Complete steps 1 -7, pp. 239-240.
- The back up file name is Chapter 8.
Chapter 8
Glossary of Terms
Time tickets, p. 230

Time tickets are used to record time-based activities such as research or consultations. They record the activities of either an employee or a vendor. The two methods of entering time ticket information are weekly or daily.
Expense tickets are used to track and aid in the recovery of customer-related expenses. These expenses are *not* based on time. Expenses can be based on the various charges related to the service being offered. For example, if you were an accountant, you might charge your client for copying fees or faxing fees.
Activity items, p. 231

A special inventory item class for time and billing. Activity items are used on time tickets.
A special inventory item class for time and billing. Charge items are used on expense tickets.
# Internet Activity, p. 241

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<tr>
<td><strong>2</strong></td>
<td>Link to Student Edition</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>In the Course-wide content list, link to Internet Activities; then link to Part 1 Internet Activities for Chapters 1-8. Open or Save. (In the Choose a Chapter field if you select Chapter 8 observe that chapter-specific links are available; for example, Multiple Choice Quiz, True or False, PowerPoint Presentations and Going to the Net Exercises.) The Course-wide Content also includes a Glossary link.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Scroll down the window to SEARCH ENGINES – Chapter 8. Read steps 1 and 2.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Follow the steps shown on the textbook’s website to complete this Internet activity.</td>
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<tr>
<td><strong>6</strong></td>
<td>Use a word processing program to write a short summary of what you found. Your summary should be no more than 75 words.</td>
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Answer the following questions.

What are the differences between the Peachtree 2008 products? Link to Compare Products. Select three products, then click Compare Now!. Close the Comparison Results window. (If necessary, click Back to go back to Frequently Asked Questions.)

What features are available in Peachtree 2008 to get me started quickly?