Chapter 08
Stone Arbor Landscaping: 
Time & Billing

Sage Peachtree
Stone Arbor Landscaping

When you installed Peachtree Complete Accounting 2012, 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 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 customers. For example, there are daily services that you perform for 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.
To complete Chapter 8, use the sample company data for Stone Arbor Landscaping. Peachtree includes *two sample companies*: Bellwether Garden Supply (Chapters 1-7), and Stone Arbor Landscaping (Chapter 8).
Peachtree Tips

If you are using the Student Version of PCA 2012 included with the textbook, a Peachtree Accounting window appears that says "You can use this company in the student version of Peachtree for the next 14 months and then it will expire. The company's expiration date can be found in the Company Information section of the System Navigation Center." For more information about the expiration date, refer to page xv-xvi, Expiration Date, Student Version, PCA 2012.
Start Peachtree. From the startup window, select Explore a sample company, then Stone Arbor Landscaping.

Click on <OK>.
### Backing Up Chapter 8

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Glossary of Terms
Chapter 8
Time tickets, p. 252

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. This Time Ticket is shown on page 258.
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.
The chart below illustrates how time and billing works.

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<th>Inventory Item Class</th>
<th>Examples</th>
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<td>Time Ticket</td>
<td>Activity item</td>
<td>Research Consultants, Writing Reports</td>
<td>Billing Rate Times Activity Divisions</td>
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<tr>
<td>Expense Ticket</td>
<td>Charge Item</td>
<td>Copying, Faxing, Court Fees</td>
<td>Unit Price of the Charge Item Times Quantity</td>
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</table>
A special inventory item class for time and billing. Activity items are used on time tickets.
Charge items, p. 254

Charge items are used on expense tickets.
Access this website to compare Peachtree products.
www.peachtree.com/productsServices/compare/.

Answer the following questions:

1. How many users can Peachtree Complete Accounting support?
2. What new features does Peachtree Complete Accounting 2012 include?
3. How many users does Peachtree Quantum support?
What is the purpose of Peachtree’s time and billing feature? Briefly explain time and billing.

The purpose of PCA’s time and billing feature is to provide the tools to record customer-related work or expenses. Time & Billing gives you a way to track expenses and time when working with customers. Time and expenses can be recorded for customers, jobs, or administrative tasks.
### Task | Navigation Center and Menu | Window
--- | --- | ---
**Timesheet** | Inventory & Services; Inventory Items, View and Edit Inventory Items. From the Inventory List, select an Item ID. On the Time Tickets window, select Timesheet | Time Ticket Weekly Timesheet Entry
**Sales Invoice** | Customer & Sales; Sales Invoices, View and Edit Sales Invoices. From the Sales Invoice List, select a Customer ID. From the Sales/Invoicing window, select Apply tickets/expenses. | Apply Tickets/Reimbursable Expenses.
**Payroll** | Employees & Payroll; Employees, View and Edit Employees. From the Employees list, select an Employee ID. | Maintain Employees & Sales Reps. Pay Info tab shows paycheck information.
Online Learning Center

  - Interactive Testing
  - Glossary of Terms
  - PowerPoints
  - Assessment Rubric
  - Going to the Net
  - QA Templates