

Peachtree COMPLETE Accounting

for Windows 3.1
& Windows 95

Plus Time & Billing



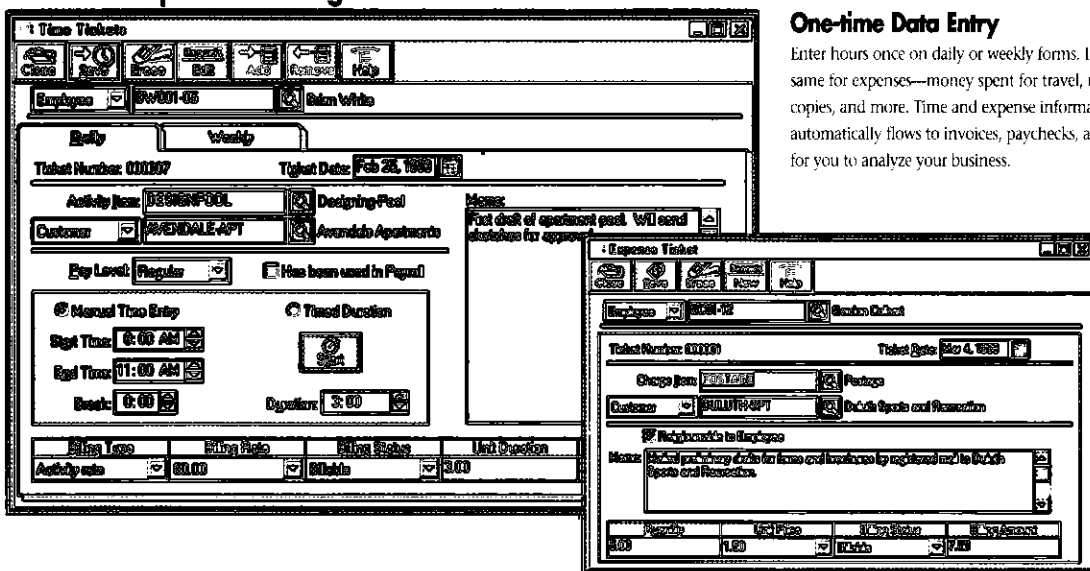
Designed for your business:

- Accounting Firm
- Advertising Agency
- Architectural Firm
- Auto Repair
- Beauty Salon
- Business Management
- Commercial Printer
- Computer Service Bureau
- Construction
- Consulting Firm
- Dance Instruction Studio
- Dentist
- Educational Institution
- Electrical Contractor
- Employment Agency
- Engineering Firm
- General Contractor
- Graphic Artist
- Janitorial Service
- Legal Company
- Medical Practice
- Nightclub
- Nursing Home
- Optician
- Photographer
- Plumbing Contractors
- Property Management
- Service Company
- Real Estate Company
- Veterinarian

**Plus over 50 others
from which to choose!**

The Complete Accounting Solution for Businesses that Track or Bill Time

Time and Expense Tracking



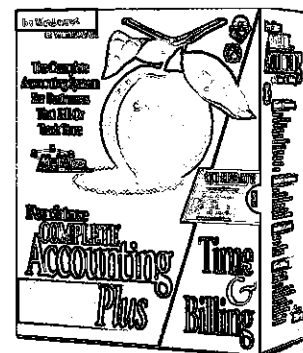
One-time Data Entry

Enter hours once on daily or weekly forms. Do the same for expenses—money spent for travel, meals, copies, and more. Time and expense information automatically flows to invoices, paychecks, and reports for you to analyze your business.

From Peachtree Software—an accounting solution for companies that bill or track employee time. Ideal for lawyers, accountants, consultants, architects, and other service professionals, *Peachtree Complete Accounting Plus Time & Billing* is packed with all the powerful and flexible accounting and business management features you've come to expect from Peachtree. This exciting new addition to the Peachtree family is fully integrated within our Complete Accounting Package. It allows you to take a closer look at how you operate your business so you can pinpoint areas for improvement and better budget your resources. Time & Billing is easy to use and provides the tools required to help direct your business' success.

Track Time and Expenses to Bill, Pay, and Report Accurately

Now you can track your employees' time—billable and non-billable hours. An easy-to-use time card entry lets you enter employees' hours on daily or weekly forms and a built-in timer tracks time spent on the phone and in meetings. You can track activities and time by customer, job or administrative work. You can track subcontractor's time by job, phase or cost codes. Plus, instant reports show you how much time is spent on each job—and you can analyze time and charge estimates against actuals. Need to charge for materials or travel? Time & Billing, tracks charges for everything as they occur.



The Total Accounting Solution to Manage Your Time, Books and Business

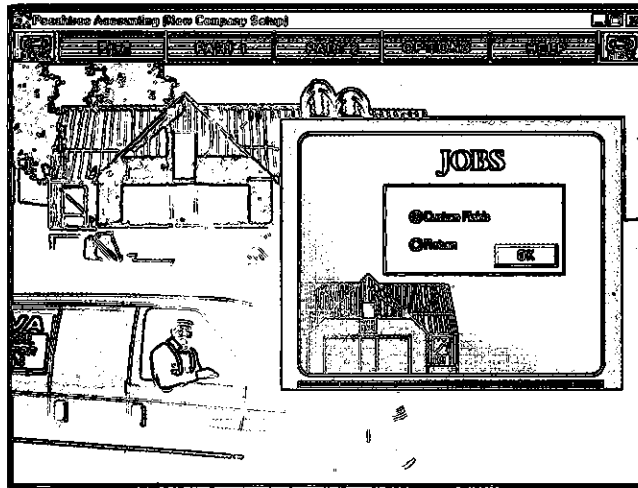
Account for Everything Precisely

All of the accounting features you demand are here to invoice customers, manage receivables, print checks, pay vendors and employees, and track inventory, jobs, and projects. As you grow, you can step-up comfortably to the accounting functions you need. They're already in place. All this comes multiuser and network ready straight out of the box. Peachtree quickly and easily handles any accounting task that may arise.

Manage Business Intelligently

You take your business seriously. So we take our accounting package to a level where it can help you make crucial business decisions. Vital business information is stored correctly and monitored constantly. You're alerted when sales aren't matching projections, when expenses are over budgets, and when inventory falls short. Customized reports and financial statements help you define on-going conditions, identify revenue opportunities and assess risk.

New Company Setup



Easy Startup Gets You Going Fast

Getting started with Peachtree Complete is easy. Our interactive, multi-media setup provides audio and video instruction and is fully integrated. We explain what you need to do, such as how to setup custom fields for your jobs.

Accounting Has Never Been Easier

Even with all of its sophistication, Peachtree gives new meaning to the term "user friendly." Navigational Aids provide graphical overviews of how your transactions are processed, while giving you instant access to the features most used. Smart Guides show you how to complete tasks on every screen so you never make a mistake.

In addition, Peachtree's *Manager Series* provides you with the tools to help you direct

your business' success. For example, *Cash Manager* gives you the power to perform "what if" analysis to understand the impact of changing business conditions. *Payment Manager* provides four levels of analysis so there's never a mystery about who you owe, how much, or when it's due. Need help with collections? *Collection Manager* provides a graphical look at your customers' outstanding invoices and prepares collection letters too.

Inventory Valuation

There's never any guessing about how much you have on hand and how much it's worth. ▼

Income Statement

Choose from standard statements, or customize them to match your needs. ▼

Building Custom Peach & Services, Inc.
Income Statement
For the Three Months Ending March 31, 1998

General Ledger	% of Sales	Year to Date	% of Sales
Revenue	100.00	36,600.00	100.00
Sub-Construction	31.64	11,594.00	31.68
Sales-Retail	0.00	0.00	0.00
Interest Revenue	0.00	0.00	0.00
Total Revenue		36,600.00	
Cost of Sales	15.74	5,762.50	15.74
Product Cost-Retail	5.98	2,180.00	5.98
Direct Labor-Construction	0.31	1,130.00	3.09
Direct Labor-Retail	3.10	1,130.00	3.09
Material Cost-Construction	5.05	1,852.50	5.05
Sub-Construction	29.76	10,850.00	29.64
Total Cost of Sales	70.21	24,735.00	67.56
Gross Profit		11,865.00	32.44
Expenses	1.55	562.50	1.55
Freight	1.00	362.50	1.00
Advertising Expense	0.40	145.00	0.40
Auto Expense	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00
Insurance Expense	0.00	0.00	0.00
Legal and Professional Expense	0.00	0.00	0.00
Maintenance Expense	0.00	0.00	0.00
Payroll Tax Expense	0.00	0.00	0.00
Rent and Lease Expense	0.00	0.00	0.00
Utilities Expense	0.00	0.00	0.00
Telephone Expense	0.00	0.00	0.00
Travel Expense	0.00	0.00	0.00
Other Expense	0.00	0.00	0.00
Total Expenses	1.55	562.50	1.55
Net Income		11,302.50	30.89

Customized reports and financial statements

Building Custom Peach & Services, Inc.
Inventory Valuation Report
As of March 31, 1998

Item No.	Item Description	Unit	Qty	Unit Cost	Unit Value	Qty Sold	% of Inventory
1001	Iron-Punching-Appliances (Dist)	Each	100	15.00	1,500.00	0.04	
1002	Painted Steel for Dry-Airline	Each	100	11.00	1,100.00	3.07	
1003	12-Pinch Chisel-Blade for Mills	Each	100	7.00	700.00	0.77	
1004	4-Pinch Chisel-Blade for Mills	Each	100	0.00	0.00	0.00	
1005	Aluminum-Block-Well-Block	Each	100	31.00	3,100.00	0.84	
1006	Painting-Charcoal	Each	100	36.00	3,600.00	0.24	
1007	Collimator-Metal-Block	Each	100	14.00	1,400.00	0.13	
1008	Iron-Clay-Block for Mills	Each	100	14.00	1,400.00	0.06	
1009	Iron-Pool-Cover	Each	100	30.00	3,000.00	0.50	
1010	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	
1011	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	
1012	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	
1013	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	
1014	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	
1015	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	
1016	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	
1017	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	
1018	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	
1019	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	
1020	Iron-Clay-Block for Mills	Each	100	30.00	3,000.00	0.50	

Job Profitability


Instantly know results for each job—including exact expenses, income, and profits. ▼

Building Custom Peach & Services, Inc.
Job Profitability Report
For the Period from March 1, 1998 to March 31, 1998


Job No.	Job Name	Est. Cost	Actual Cost	Est. Profit	Actual Profit
1001	Job 1001	1,500.00	1,500.00	0.00	0.00
1002	Job 1002	1,100.00	1,100.00	0.00	0.00
1003	Job 1003	700.00	700.00	0.00	0.00
1004	Job 1004	0.00	0.00	0.00	0.00
1005	Job 1005	3,100.00	3,100.00	0.00	0.00
1006	Job 1006	3,600.00	3,600.00	0.00	0.00
1007	Job 1007	1,400.00	1,400.00	0.00	0.00
1008	Job 1008	1,400.00	1,400.00	0.00	0.00
1009	Job 1009	3,000.00	3,000.00	0.00	0.00
1010	Job 1010	3,000.00	3,000.00	0.00	0.00
1011	Job 1011	3,000.00	3,000.00	0.00	0.00
1012	Job 1012	3,000.00	3,000.00	0.00	0.00
1013	Job 1013	3,000.00	3,000.00	0.00	0.00
1014	Job 1014	3,000.00	3,000.00	0.00	0.00
1015	Job 1015	3,000.00	3,000.00	0.00	0.00
1016	Job 1016	3,000.00	3,000.00	0.00	0.00
1017	Job 1017	3,000.00	3,000.00	0.00	0.00
1018	Job 1018	3,000.00	3,000.00	0.00	0.00
1019	Job 1019	3,000.00	3,000.00	0.00	0.00
1020	Job 1020	3,000.00	3,000.00	0.00	0.00

Enhance Your Productivity with these Special Features:


Expedite Payroll by Time Tracked.

 Peachtree Complete Plus gives you everything you need to quickly and easily pay your employees by the time and expenses they track on daily or weekly forms.


Bill Your Customers more Efficiently and Accurately

 Peachtree makes it easier than ever to invoice your customers the minute the job is finished—so you'll get paid faster! Generate accurate customer invoices directly from time and expense information as soon as the work is completed.

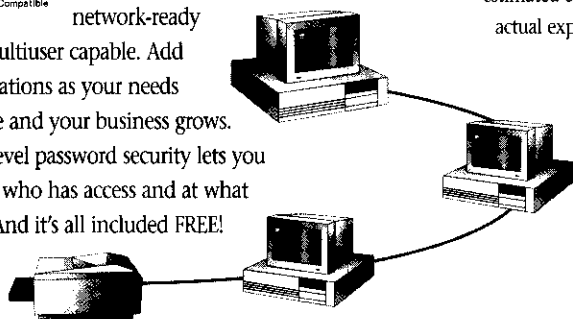
Reports That Show You the Big Picture!

 With Peachtree Complete Plus you'll always know how much time you spend on each job, how your employees are spending their time, and how well you're budgeting your time. Plus, each report will help you understand how effectively you are running your business so you can pinpoint areas for improvement.

Network Ready/Multiuser

 Peachtree Complete Plus comes fully network-ready

and multiuser capable. Add workstations as your needs change and your business grows. Multilevel password security lets you decide who has access and at what level. And it's all included FREE!



Sales Orders

Quantity	Item	Description	GL Account	Unit Price	Tax	Amount	Job
2	INSTALLER	Inst/Job-Pkg	40000	11.35		22.70	
2	217	ADD/PAINT	40000	71.35		142.70	

Improve Customer Service and Satisfaction

Sales Orders give you everything you need—including many report options and the ability to handle backorders or ship partial quantities against an order.

More Flexibility in Fulfillment

Purchase Orders let you receive partial shipments against a purchase order, receive inventory before you get a bill and keep you informed of what's on hand, on back order, and what's been ordered.

Purchase Orders

Quantity	Received	Date	Description	Vendor	Unit Price	Amount	Job
1000			Water Chlorine (10 gal)		1.70	170.00	
1000			Water Chlorine (10 gal)		0.60	60.00	
4			4 Post Lead Shimmer		0.60	2.40	

Inventory

Item Name: WATER CHLORINE
Description: Water Chlorine (10 gal) - Concentrated
Unit Price: 1.70
Inventory: 1000
Quantity on Hand: 2000
Minimum Stock: 500
Reorder Quantity: 500

Know What's On Hand and What's On Order

You can easily track quantity on hand and reorder quantities; cost inventory using LIFO, FIFO, or Average costing methods; create assemblies; assign multiple price levels; and define preferred vendors.

Job Costing

Phase	Description	Quantity	Expense	Amount
02-Plan	020-Subcontractor		250.00	18,000.00
04-Inst	010-Labor	1,500.00		
04-Inst	020-Material	1,200.00		
04-Inst	030-Subst	800.00		
04-Inst	010-Labor	1,100.00		
04-Inst	020-Material	800.00		
Totals:			6,800.00	18,000.00

Control Costs More Effectively

Analyze your expense, revenue and profitability for each job by phase and cost code. Comparing estimated expenses against actual expenses is a snap.

Time & Billing

Comprehensive tracking of time and expenses streamlines recordkeeping, payroll and billing.

- Track billable and non-billable employee hours on daily or weekly forms.
- Track expenses such as travel, copies and meals for invoicing and reporting.
- Create invoices and reports automatically from time and expenses tracked.
- Create payroll checks, from time tracked.
- Built-in, on-screen timer clocks exact time spent on the phone and in meetings.
- Choose from multiple billing rates.
- Choose from 4 multiple billing statuses.
- Assign time and expenses to job costing.
- Maintain accurate ticket history with time and expense information linked to invoices.
- Select from 10 standard time and expense reports or create custom reports.
- Drill-down to the original record by double-clicking on time reports.
- Select tickets by job, activity or date range when billing clients.
- Choose to consolidate time and expense information with a variety of options when billing clients.
- Write up/down tickets for billing by amount or percent based on job, activity, or date range.
- Enter detailed notes on time and expense tickets (up to 2,000 characters).
- Record time and expenses for subcontractors.
- Track employee administrative hours for reporting and payroll.

General Ledger

Your comprehensive and complete accounting system starts here.

- Use flexible account IDs; allows up to 15 alphanumeric characters.
- Allows up to 13 periods in a fiscal calendar.
- Record reversing/repeating entries.
- Maintain transaction details for up to two years.
- Maintain and report on budgets.

Sales and Receivables

Simplify Accounts Receivable!

- Ship and track partial quantities against a sales order.
- Always know what is backordered through the Sales Backorder Report.
- Track and print quotes/estimates; convert quotes to sales orders or invoices.
- Print Sales Orders, Pick List and Packing Slips.
- Indicate drop shipments.
- Establish global or individualized payment terms for each customer.
- Check customer credit limits automatically on each sale.

- Assign one of five pricing levels to inventory items for each customer.
- Store a ship-to addresses plus five custom fields.
- Optionally add freight charges to any invoice.
- Apply partial payments and enter prepayments on invoices.
- Write checks to customers.
- Keep track of every message, phone call, and customer contact.
- Enter one-time cash sales.
- Know when selling out-of-stock items.
- Perform sales tax reporting for multi-level sales tax calculations.
- Calculate finance charges on overdue invoices.

Accounts Payable

Make paying bills easier than ever!

- Print Purchase Orders.
- Record repeating entries for purchases and payments.
- Maintain Purchase Order histories.
- Track who you owe, how much, and when it's due.
- Prioritize bills by selecting due date, discounts, and other criteria.
- Prevent paying the same vendor invoice twice.
- Calculate early payment discounts.
- Enter one-time payments without adding a vendor.
- Receive money from vendors.
- Manually close a Purchase Order.

Inventory

Maintain Inventories like never before.

- Be informed of what is on hand, backorder, on order, and below minimum stocking levels.
- Use Average, LIFO, or FIFO costing methods.
- Allows up to 20-characters for alphanumeric item ID.
- Maintain five pricing levels per item.
- Maintain stock, non-stock, labor, service, description-only, activity and charge items.
- Combine multiple components into assemblies and print all components on an invoice.
- Adjust inventories.
- Track items sold subject to commission.

Job & Project Costing

Effortlessly measure your profitability.

- Determine which jobs are most profitable by comparing Actual Cost versus Actual Revenue.
- Break each job phase down to a particular type of cost, such as labor, materials, contractors, etc.
- Create expense and revenue estimates by job.
- Perform a one-time setup of phases and cost codes to be used with any job.
- Provides a Copy Estimate feature.
- Calculate mark up for specific purchases and payroll on an invoice for a job.
- Maintain job information—start/end dates, supervisor name, estimated expense and revenue amounts, etc.

Payroll

Painless Payroll.

- Account for hourly, salaried, and tipped employees.
- Calculate and deduct federal, state and local taxes, Social Security, and Medicare for employer and employees; supports 401(k), cafeteria plans, and tips.
- Track vacation, sick time and 10 different pay types.
- Calculate payroll weekly, bi-weekly, semi-monthly, or monthly.
- Print payroll checks singularly or in batches.
- Enter manual after-the-fact checks.
- Print W-2s, 940EZs, 1099s and 941s.
- Track standard employee information—telephone, hire dates, last raise, termination—plus five custom fields per employee.

Fixed Assets

Manage the complex details easily and confidently.

- Calculate depreciation instantly and accurately.
- Manage your fixed assets in full compliance with depreciation rules and regulations.
- Calculate for a short tax year.
- Keep track of your significant investments with six books of information.

Plus Much More...

- Compatible with these Internet and electronic services—*Peachtree Business Internet Suite, e-CHECK, e-TIME, and e-TAX.*
- Choose from 75 customizable Charts of Accounts.
- Type in the first few characters and the Smart Fill feature fills in the rest from memory.
- Print plain paper or pre-printed forms.
- Add your own logo with custom forms design.
- Stay GAAP compliant.
- Print shipping and mailing labels.
- Control access through password security.



Satisfaction Guarantee

Every Peachtree product is backed by an unconditional, no-risk guarantee. If, within 60 days from the date of purchase, you're not convinced that Peachtree Complete Plus Time & Billing is worth every penny, we'll refund your money.

System Requirements

IBM compatible 386 or higher, DOS 3.3 or higher running Windows 3.1 in enhanced mode or Windows 95 and Windows NT 3.51 and above. Requires 8MB RAM with 26-40MB free hard disk space and a mouse. Supports VGA or higher monitor and Windows 3.1 or Windows 95 printers.

To View Multimedia

IBM compatible 486 or higher with 15MB additional free hard disk space. Requires SVGA monitor that supports 256 colors and an 8-bit or higher Sound Blaster-compatible sound card.

For More Information
or for a Dealer Near You Call:

1-800-247-3224

Online <http://www.peachtree.com>