



Comparison Chart

This comparison matrix provides a checklist of features supported in current versions of BillQuick.	Basic	Professional	Enterprise
Recommended based on number of employees.	1-4	5-40	>40
TIME & EXPENSE			
Create Time & Expense entries	✓	✓	✓
Copy & paste (including paste special) entries	✓	✓	✓
Track Overtime & Compensation time	✓	✓	✓
Write up/down entries	✓	✓	✓
Submittal, review and approval workflow	x	✓	✓
Record unlimited length notes for time & expense	✓	✓	✓
Track Sick, Vacation & Holiday	✓	✓	✓
Single Screen Review/Approve Time & Expenses for Multiple Projects or Employees	x	x	✓
EMPLOYEE & VENDORS			
Create & manage employee & vendor info	✓	✓	✓
Group employees & vendors	✓	✓	✓
Clone employees & vendors	✓	✓	✓
Assign Projects, Activities and Expense Items to Employees/ Vendors	x	✓	✓
PROJECTS			
Create & manage projects, and phased projects	✓	✓	✓
Change multiple projects at once	✓	✓	✓
Track over budget projects	✓	✓	✓
Lock projects at contract amount	✓	✓	✓
Group projects	✓	✓	✓
Automatically create projects for clients	✓	✓	✓
Allocate hours per employee per activity for a project	x	✓	✓
Assign activities, expenses and employees to specific projects	x	✓	✓
Clone projects	✓	✓	✓
Create Budget	✓	✓	✓
Create Estimate	x	✓	✓
Maintain Project Journal	x	✓	✓
Track % complete in Budget	x	✓	✓
Project, Phase, Segment and Sub-Segment Hierarchy	✓	✓	✓
Track Purchase Orders and Received Items	x	✓	✓
Track Vendor Bills and Fulfillment	x	✓	✓



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CLIENTS			
Create & view clients	✓	✓	✓
Save contact details for clients	✓	✓	✓
Group clients	✓	✓	✓
BILLING, ACCOUNTS RECEIVABLE AND PAYMENTS			
Create invoices in Batch mode	✓	✓	✓
Create invoices in Manual mode	✓	✓	✓
Create retainer invoices from Retainer History screen	✗	✓	✓
Create Recurring invoices	✓	✓	✓
Create % complete invoices	✓	✓	✓
Create Fixed invoices	✓	✓	✓
Create Hourly invoices	✓	✓	✓
Create Hourly Not To Exceed invoices	✓	✓	✓
Create billing schedule	✓	✓	✓
Create budget from estimate and vice versa	✗	✓	✓
Email Invoices	✓	✓	✓
Save invoices as PDF's	✗	✓	✓
Record historical account balances	✓	✓	✓
Accept credit card payments	✗	✓	✓
Service Fee Schedule	✓	✓	✓
Expense Fee Schedule	✓	✓	✓
Delayed Fee Schedule	✗	✓	✓
Create Invoice from Estimate	✗	✓	✓
Create Invoice from Budget	✗	✓	✓
Credit Memo	✗	✓	✓
Retainer Invoice Tracking	✗	✓	✓
Retainer Management	✗	✓	✓
Project Journal - Document Billing Decisions	✗	✓	✓
Item Billing - Select Activities and Expenses from Drop-Down	✓	✓	✓
Bill % of Budget/Estimate	✗	✓	✓
Edit a Processed Invoice	✗	✓	✓
Reverse or Void Invoices and Payments	✗	✓	✓



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REPORTS			
Generate reports using 350 report templates	✓	✓	✓
Store reports as PDFs	✗	✓	✓
Print pre-billing reports	✓	✓	✓
Create memorized reports	✓	✓	✓
Assign Security by Report	✗	✓	✓
DATA EXCHANGE			
Timeslips conversion	✓	✓	✓
Wind2 Conversion	✓	✓	✓
Import Export	✓	✓	✓
Intuit payroll integration		✓	✓
BQ-Peachtree integration ¹	✓	✓	✓
BQ-MYOB integration	✓	✓	✓
LEDES Export feature	✗	✓	✓
BQ-QuickBooks integration ²	✓	✓	✓
BQ-MS Office Accounting integration ³	✓	✓	✓
OTHERS			
Wizards	✓	✓	✓
Messages	✗	✓	✓
Reminders	✓	✓	✓
Document Management	✗	✓	✓
Multi Currency	✗	✓	✓
Audit Trail	✓	✓	✓
Chart of Accounts	✗	✓	✓
DATABASE SUPPORT			
Microsoft Access compatible	✓	✓	✓
Microsoft SQL Express 2005 or MSDE	✗	✓	✓
Microsoft SQL Server	✗	✗	✓

¹ Peachtree integration requires Peachtree Complete or Premium Accounting 2005, 2006, 2007 or 2008.

² QuickBooks integration requires QuickBooks 2002, 2003, 2004, 2005, 2006, 2007 or 2008.

³ MS Office Accounting integration requires MS Office Accounting 2007 or better.