

"Dost thou love life? Then do not squander time, for that's the stuff life is made of."-- Benjamin Franklin, *The Way to Wealth*.

ILLUSTRATIONS PROVIDED COURTESY OF BQE SOFTWARE.

Project Name	Description	Hours	Rate	Amount				
96-007E	\$93,487.50	\$93,487.50	\$0.00	116	\$1,000.00	\$64.69	\$0.00	\$1,064.69
96-101C	\$47,527.51	\$22,740.10	\$24,787.41	23	\$2,536.00	\$24.58	\$0.00	\$2,560.58
97-000E2	\$880.00	\$282.50	\$587.50	2	\$226.25	\$0.00	\$0.00	\$226.25

## Business Management: Plan Right & Bill Quick!

by Heather Duval Lebus

Today's business owners and managers in all of the various design professions face a multitude of financial tasks, including time billing, project tracking, invoicing and collections. There are many time and billing computer software programs out there on the market (including Quickbooks®, Peachtree® and Timeslips®-- but very few are custom-made for architectural and landscape architectural firms. Lomita, California-based BQE Software, Inc. has developed one such package--BillQuick®, which has quickly become one of the most appealing business management systems available for design professionals.

Like many off-the-shelf software packages, BillQuick® allows users to "keep time" on their desktops; it offers a multitude of reports and billing formats, many of which can be customized; and can handle thousands of clients and their related matters. BillQuick® has very basic system requirements: an IBM Compatible computer with 486 or higher processor; a Windows®95 Operating System; 8 MB of RAM; and at least 20 MB

of free hard disk space.

One of the first things that becomes apparent to the user when loading the software is its ease of familiarity; it doesn't take long to move around the program. Without being a computer wizard, users are quickly able to figure out how to produce a professional invoice, and add any information to a client file that is needed. This program comes stocked with a wide variety of reports and invoices; and if the report isn't there, it only takes a few minutes to create it with the report designer and customized filters. Time clocks/timers help with hourly billing, and a complete history of your firm's projects is easy to create.

BillQuick® offers many features that intrigue architects and Landscape Architects: a single window view shows all projects with incurred time and expenses; invoices may be processed along with statements; contracts may be easily defined as fixed, hourly, hourly not to exceed, etc.; individual clients may be organized with multiple projects; and a built-in report creator that is

easily mastered, and features a vast quantity of pre-designed invoices and reports.

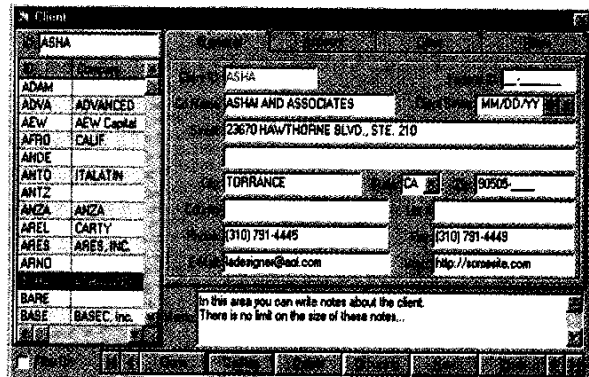
Principal Michael Kollin of Los Angeles, CA-based Kluger Kollin Architects has been using the software for about a year. "Already," he explains, "the program has proved to be very clean and user-friendly; it's one of the first programs out there that really is geared for the design professions." His nine-person office uses the software for all timesheets, project tracking and for measuring productivity.

Likewise, the Torrance, CA-based architectural firm Ashai & Associates uses the package for multiple tasks, including billing, invoicing, and time management.

interviewed for this column recommended BillQuick® for strong, technical customer support, user-friendliness, and product value. BillQuick®'s presence on the web (www.bqe.com) enables potential users to download the program and practice with it a little, and determine how the software can benefit the firm. Perhaps one of the most appealing aspects about this software package is its price: the base cost is \$495, and it allows up to five users.

In addition, the BillQuick® Year 2000 Compliance Certificate guarantees the program will be fine after the new millennium.

Basically, BQE Software has created a product that recognizes



The BillQuick® software package includes Crystal Reports designing software that enables users to create custom invoices, statements and reports with only a simple alteration of the standardized features.

Office Manager Renee Quisanaul enthuses, "Bill Quick® saves me so much time; it has simplified the project management process." Landscape Architect Joseph Harouni of Architectural Structural Consulting describes the software as a "program that not only makes me money but also will not let me lose money-- wasting time on unproductive activities."

Each one of the practitioners

that not everyone conducts business in the same way. BillQuick® contains over fifty standard reports, and allows uses to design any report they desire. Therefore, the basic software package can be tailor-made to suit YOUR business-- and it can free up your precious time for more creative activities... like designing a landscape, for example...

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"Time is money."-- Benjamin Franklin, *Advice to a Young Tradesman*