

Comparison Chart



This comparison matrix provides a checklist of features supported in different editions of BillQuick.	Basic	Pro	Enterprise
Recommended based on number of employees.	1-4	5-20	>20
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		✓	✓
Record unlimited length notes for time & expense	✓	✓	✓
Track Sick, Vacation & Holiday	✓	✓	✓
Single Screen Review/Approve Time & Expenses for Multiple Projects or Employees			✓
EMPLOYEE & VENDORS			
Create & manage employee & vendor info	✓	✓	✓
Group employees & vendors	✓	✓	✓
Clone employees & vendors	✓	✓	✓
Assign Projects, Activities and Expense Items to Employees/ Vendors		✓	✓
PROJECTS			
Create & manage projects, and phased projects	✓	✓	✓
Change multiple projects at once	✓	✓	✓
Track over budget projects	✓	✓	✓
Lock projects at contract amount	✓	✓	✓
Group projects	✓	✓	✓
11 Contract types including "Cost + Fixed fee" and "Cost + Percentage"	✓	✓	✓
Allocate hours per employee per activity for a project		✓	✓
Assign activities, expenses and employees to specific projects		✓	✓
Clone projects	✓	✓	✓
Create Budget	✓	✓	✓
Create Estimate		✓	✓
Maintain Project Journal		✓	✓
Track % complete in Budget		✓	✓
Project, Phase, Segment and Sub-Segment Hierarchy	✓	✓	✓
Track Purchase Orders and Received Items		✓	✓
Track Vendor Bills and Fulfillment		✓	✓

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	Basic	Pro	Enterprise
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		✓	✓
Specify custom invoice numbers per project			✓
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	✓	✓	✓

Comparison Chart



	Basic	Pro	Enterprise
REPORTS			
Generate reports using 350 report templates	✓	✓	✓
Store reports as PDFs		✓	✓
Print pre-billing reports	✓	✓	✓
Create memorized reports	✓	✓	✓
Assign Security by Report		✓	✓
Dashboard to display business Key Performance Indicators		✓	✓
In-built Report Customization: change fonts, colors and email reports/invoices as word, excel or PDFs	✓	✓	✓
An exclusive screen for previewing and printing statements	✓	✓	✓
DATA EXCHANGE			
Timeslips Conversion / Wind2 Conversion	✓	✓	✓
Import Export	✓	✓	✓
BQ-Peachtree integration ¹	✓	✓	✓
BQ-MYOB integration	✓	✓	✓
LEDES Export feature		✓	✓
BQ-QuickBooks integration ²	✓	✓	✓
BQ-MS Office Accounting integration ³	✓	✓	✓
DATABASE SUPPORT			
Microsoft Access compatible	✓	✓	✓
Microsoft SQL Express 2005 or MSDE		✓	✓
Microsoft SQL Server			✓
OTHERS			
Wizards	✓	✓	✓
Event driven Messages among users		✓	✓
Reminders	✓	✓	✓
Document Management		✓	✓
Multi Currency		✓	✓
Audit Trail	✓	✓	✓
Chart of Accounts		✓	✓
Link files, images to Time & Expense and Master records		✓	✓
Spell check Memo and Description fields in Time and Expense data	✓	✓	✓
Send emails directly from BillQuick using SMTP	✓	✓	✓

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.