

**Time Billing and Project Management Software**

*Built With **Your** Industry Knowledge*

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# **BillQuick 2009 Quick Start Tutorial**

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**For Accountants**



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# Table of Contents

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<b><u>Introduction</u></b> .....	1
<b><u>BillQuick Basics</u></b> .....	2
<a href="#">Starting Up BillQuick</a> .....	2
<a href="#">Logging into BillQuick</a> .....	3
<a href="#">Navigating BillQuick</a> .....	3
<b><u>Master Information</u></b> .....	6
<a href="#">Company</a> .....	6
<a href="#">Employee</a> .....	7
<a href="#">Client</a> .....	8
<a href="#">Engagement</a> .....	9
<a href="#">Task Codes</a> .....	10
<b><u>Time &amp; Billing</u></b> .....	12
<a href="#">Record Time Entry</a> .....	12
<a href="#">Process Invoices in Billing Review</a> .....	13
<a href="#">Review Invoices</a> .....	15
<a href="#">Record Payments</a> .....	16
<b><u>Reports</u></b> .....	17
<a href="#">Reporting</a> .....	17

# Introduction


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Welcome to BillQuick® from **BQE Software, Inc!**

Accountants and CPAs all over the world use BillQuick to handle their day-to-day time tracking, project management and billing tasks. It offers an easy and efficient way to reduce the overhead of your business, accurately track professional hours, and increase your revenue. Thanks to its open architecture and many add-on modules, BillQuick adapts to fit your business the way you run it, allowing you to rapidly benefit from its capabilities. BillQuick is scalable to any organization size. You can store your company data in a Microsoft Access, Microsoft SQL Desktop Edition (MSDE), SQL Express or Microsoft SQL Server database.

To make accounting and financial management tasks easier, and eliminate duplicate entry, BillQuick smoothly integrates with Intuit QuickBooks®, Microsoft® Office Accounting® (and free Microsoft Accounting Express), Sage Peachtree and MYOB (Australia). Accounting integration is both wide and deep. You can also easily and quickly convert Timeslips® and Wind2® data to BillQuick for free with our built-in conversion tools.

This **BillQuick Quick Start Tutorial** provides an overview of BillQuick's basic functionality (advanced features are not covered here). It guides you through data entry, processing an invoice, recording payments and printing reports from the accountant's perspective. **BillQuick Basics** focuses on the basics of BillQuick- understanding how BillQuick starts, its elements and how to access its features. **Master Information** discusses the master profiles and the flow of data through these BillQuick modules. **Time & Billing** section explains how to make time entries and effectively bill them. Lastly, **Reports** section explains how to utilize the information in BillQuick for effective business management and financial reporting. Thus, this tutorial enables a new BillQuick user from the accounting industry to quickly educate himself/herself on how to run and utilize BillQuick effectively and efficiently.

 *BillQuick Tutorial* is not a complete training solution. It is a guided tour designed to familiarize you with BillQuick. After completing the tutorial, we recommend that you explore the BillQuick Help. In particular, check out the How Do I help items. Based on your preferred learning style and available time, you can choose **Self-Learning** or **Guided Learning**. Guided Learning utilizes role-based and custom training courses. Check out [www.BillQuick.com](http://www.BillQuick.com) and click on the *Training* tab. You can also purchase the detailed *BillQuick Reference Guide*.

# BillQuick Basics

This section focuses on the basics of the BillQuick environment. It covers:

- Starting-up BillQuick
- Logging into BillQuick
- Navigating BillQuick

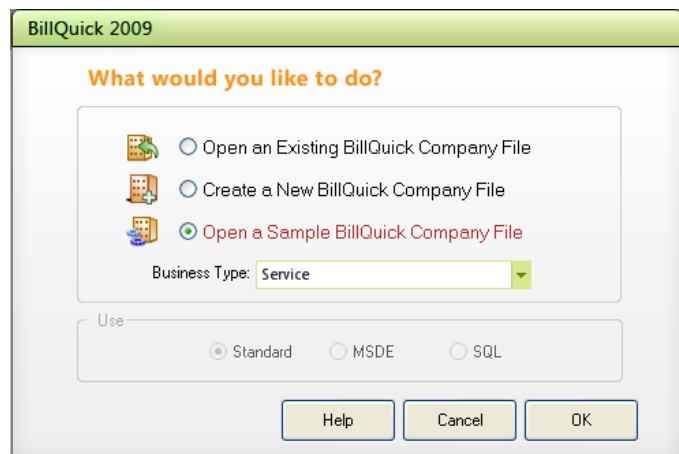
## Start-Up

If you have previously worked with BillQuick on your computer, BillQuick will automatically open the database that you were in the last time you used the software. You can skip to **Log-in** below.


When you start BillQuick for the first time, it prompts you with some options. You can:

- open a company database previously created
- create a new company file
- open a sample company file


When creating a new company database, you can also select the type of database you want to use. You can create a new company file in either a standard database (Microsoft Access), MSDE database (Microsoft SQL Desktop Edition) or SQL database (Microsoft SQL Service). Your options depend on which edition of BillQuick you purchase: Basic, Pro or Enterprise. If you are working with a trial version of BillQuick, it is BillQuick Enterprise Edition by default. For evaluation purposes, most users choose the Standard option. After purchasing BillQuick and when you are ready to 'go live', a company file using the Standard database can be converted to an MSDE or SQL (Microsoft SQL Server) database with only a click.



For now, let's choose the Standard database.

1. Select 'Create a New BillQuick Company File' option and then click OK.
2. Enter a name for your BillQuick database in the dialog box. We suggest using your company name as the file name. Click the  button.
3. The BillQuick Start-Up Interview Wizard launches. Step through it and complete the items to the best of your ability. Click Help to check out the explanation of each option. *Do Not Worry About Your Selections.* They can be easily changed later, if desired. Click Finish and exit.

4. The BillQuick Initial Setup Checklist Wizard launches. You can walk through a few of the various wizards to experience how to set up master information, or click Close and continue with the tutorial. We will cover each major type of master information later in the tutorial.

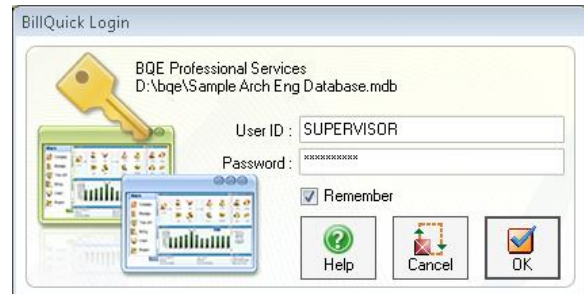
 All of the settings that you choose in the *Start-Up Interview* can be edited later.

Once you have successfully created your database, you may be prompted for login.

## Log-in

When security is turned on, BillQuick requires a User ID and Password. Your BillQuick supervisor or administrator will provide you with an ID and password. For now, use these defaults:

User ID: supervisor  
Password: supervisor



After logging in, the BillQuick *Role Based Navigator* appears.

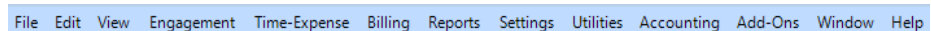
## Navigation

After logging in to BillQuick, you can access important sections and functions of the application using any of the several navigation options provided by BillQuick. There are actually four ways to navigate and use the application:

- Menu bar
- Toolbar
- Sidebar
- Navigators

### Menu Bar

BillQuick organizes functions and reports into menus. After the initial setup, you would mostly be using the Time-Expense, Billing and Accounting menu.



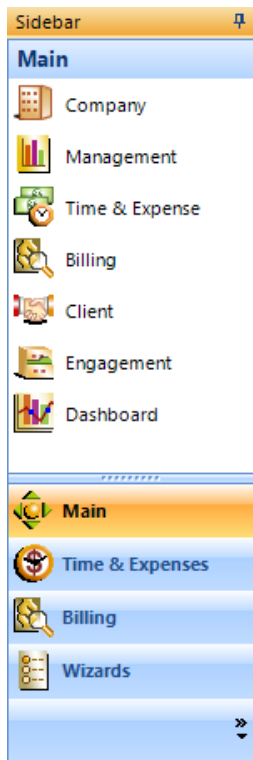
## Toolbar



The toolbar allows you to quickly access BillQuick functions. You can set the Standard BillQuick Toolbar, Add/Remove Buttons or Reset Toolbar to the default setting. You can also customize the commands, keyboard shortcuts and other options using the Customize option.

## Sidebar

On the left side of the BillQuick desktop, you can conveniently access major functions from the Sidebar. The bar is divided into 4 panels, grouping the common functions together under each.



### Main

- Company navigator
- Management navigator
- Time & Expense navigator
- Billing navigator
- Client
- Engagement (Project)
- Dashboard

### Time & Expenses

- Time & Expense workflow navigator
- Time Entry (Sheet View)
- Calendar View
- Timer
- Expense Log
- Simple Expense Log


### Billing

- Billing navigator
- Billing Review
- Manual Invoice
- Invoice Review
- Payments

### Wizards

- Billing Startup Interview
- Employee
- Client
- Engagement/Project
- Phased Invoice
- Task (Activity)
- Expense
- SFS
- EFS
- Invoice
- Timeslips Conversion

## Navigators

 Depending on the screen resolution and the size of your monitor, all panels on the navigator screen may not display. BillQuick 2009 requires a 1024 x 768 or larger resolution display.

BillQuick navigators let you easily understand the workflow and quickly access important features and modules of the application. BillQuick's role-based navigator is a customized navigator giving you easy access to the most often used functions as per your role, such as Time & Expense or Billing. This role is specified by the supervisor depending on what your most frequent tasks are when using BillQuick.

Since you have logged in as the Supervisor, it will display the default navigator. From there, you can access any of the four main navigators – Company, Management, Time Expense and Billing. You can choose a navigator from the Sidebar or from the corresponding menu.



The *Time & Expense Workflow* navigator allows you to access time and expense tracking screens such as Sheet View, Timer, Expense Log, Billing Review, etc. The Charts panel displays various graphical charts (top ten employees/task/ billable and non-billable time, etc) for the specified year. The Submit-Approve panel informs you about the submittal and approval of time and expense entries.




The *Billing* navigator allows you to access billing and invoicing related screens such as Budget, Billing Review, Invoice Review, Invoice Wizard, etc. Reports panel lists the latest billing related reports generated by the logged-in user. The Charts panel displays various graphs (unbilled time, cash flow, billable and non-billable time, etc) for the specified year. The Links panel provides access to other modules of BillQuick such as Fee Schedules, Currency Manager, Task Codes, etc.



# Master Information



Master information is the foundation of any time and billing system. This section covers the basics of master information maintained in BillQuick. It discusses the following:

- Company
- Employee/ Timekeeper
- Clients
- Engagements
- Task/Services Codes


 Basic master information can be set up using BillQuick wizards via the View menu, Wizards. **Blue** field labels on the screens indicate required information.

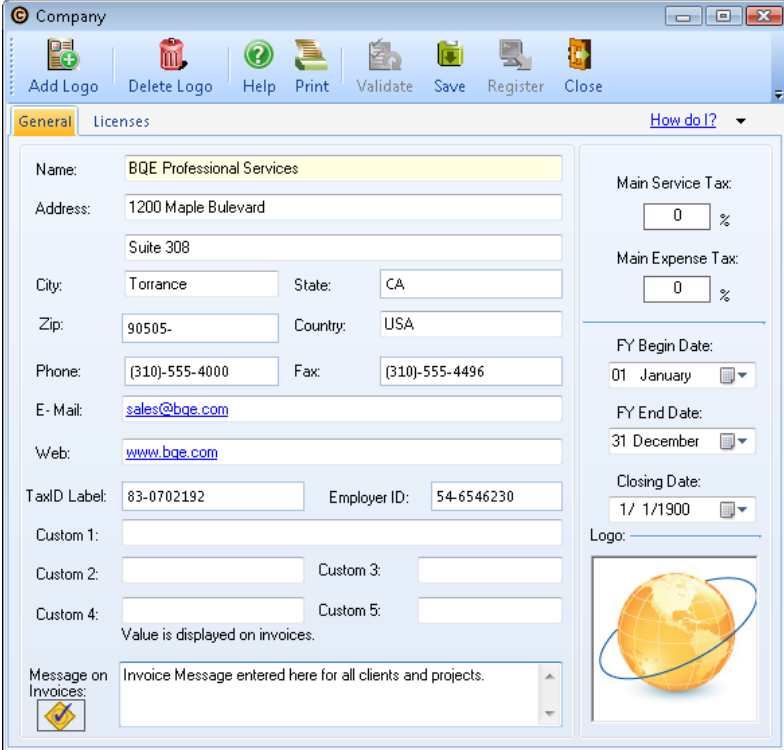
## I. Company Information

The Company screen contains a profile of your company. Information on this screen appears on reports and invoices. It also affects how BillQuick processes your company's information.

1. When you exit the BillQuick Initial Setup Checklist wizard, the Company screen automatically opens (if it does not, click View, Company from the menu).
2. Enter your company name, address, tax information, etc in the appropriate fields.
3. When finished, click  and then .

Your company information is now saved in the database. Let's look at the employee's profile.

 The BillQuick screen names can be changed using the Custom Labels feature or customized to suit the industry /business type from the BillQuick Start up Wizard.





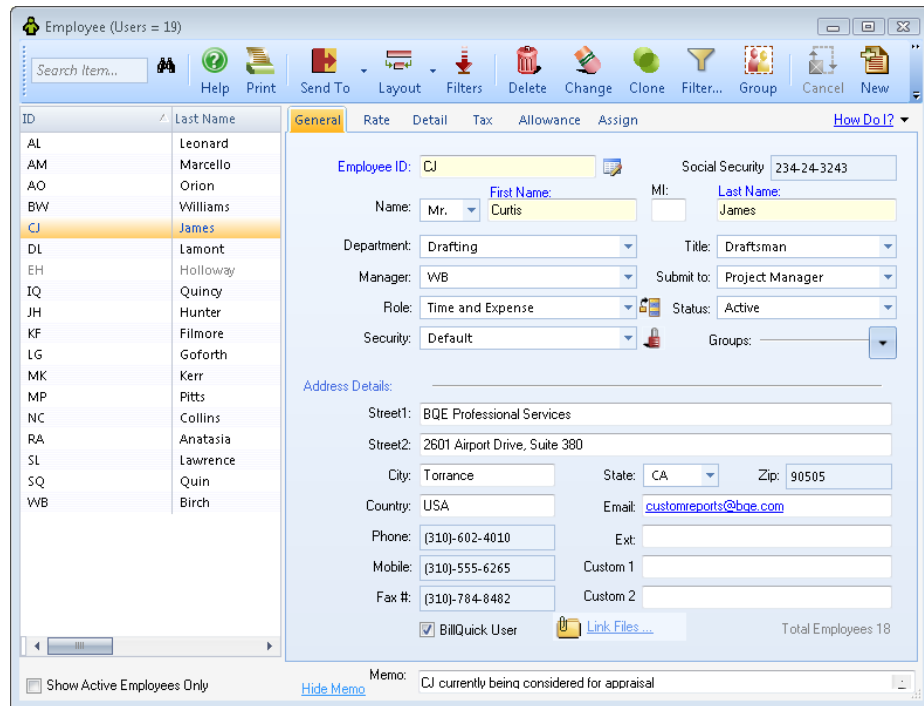
The screenshot shows the 'Company' window in BillQuick. The 'General' tab is active, displaying various fields for company information. The 'Name' field is highlighted in yellow and contains 'BQE Professional Services'. Other fields include 'Address' (1200 Maple Boulevard, Suite 308), 'City' (Torrance), 'State' (CA), 'Zip' (90505-), 'Country' (USA), 'Phone' ((310)-555-4000), 'Fax' ((310)-555-4496), 'E-Mail' (sales@bqe.com), and 'Web' (www.bqe.com). Tax-related fields include 'TaxID Label' (83-0702192) and 'Employer ID' (54-6546230). There are also fields for 'Main Service Tax' and 'Main Expense Tax', both set to 0%. The fiscal year dates are 'FY Begin Date' (01 January) and 'FY End Date' (31 December), with a 'Closing Date' of 1/ 1/1900. A 'Logo' field is present with a globe icon. At the bottom, there is a 'Message on Invoices' field with a text area containing 'Invoice Message entered here for all clients and projects.' The window title bar shows 'Company' and standard Windows window controls.

## 2. Employee Information



Employee screen represents a profile of a person working in a company on engagements, typically a timekeeper. This screen lets you add and edit employee-related data. Employee information, especially his default bill and cost rates, carries to time and expense entry and budgeting, and it prints on reports and invoices.


To create an employee profile:

1. Click on the Employee icon  from the Company navigator or access the screen from the View menu.
2. If this is your first employee, the cursor will default to the Employee ID field. If other employees exist in your company database, click  on the button panel.



This places the cursor in the Employee ID field and you are ready to create a new employee profile.



3. Enter the Employee ID. You can use numbers, letters or a combination of both, up to 65 characters. For example, if the name of the employee is John Doe, you might enter JD as his ID.
4. Complete all relevant and required data fields. Press the Tab key to move from field to field or click on the next desired field.
5. Now, click on the Rate tab. In the Hourly Rate group, enter the default Bill Rate and Cost Rate (Pay Rate x Overhead Multiplier) for the employee. For example, enter \$100 as the Bill Rate, \$40 as the Pay Rate and 2 as the OM.
6. When you finish entering data into the fields, click  and then .

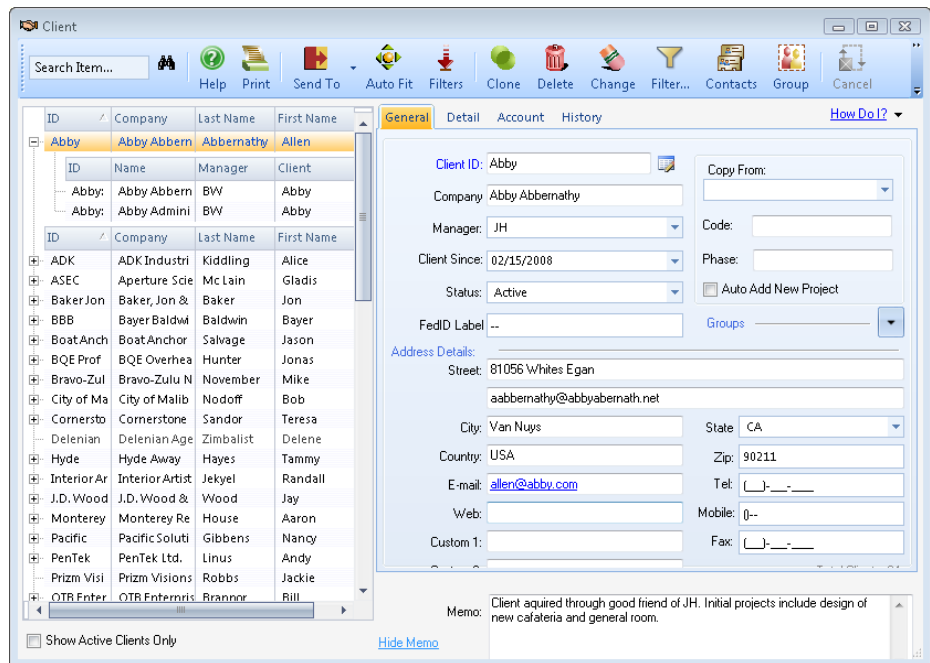
 Similarly, you can create a consultant or sub-contractor profile in the Vendor/Consultant screen. Accountants often require services of other consultants to complete the engagements. BillQuick has the ability to track your invoices from your sub-consultants and then bill to the client with agreed markup.


### 3. Client Information

The Client profile contains company name, address, and other client information, plus you can maintain an unlimited number of contacts per client. You can define custom fields as well as unique processing options for the client. Also, you can view summary information for hours, expenses, billable amounts, cost amounts, invoices and payments for a client. Like the Employee screen, you can easily access clients already in your database by selecting or searching for them in the grid on the left of the screen.

To create a client profile:

1. Click  on the Company navigator or select the screen from the View menu.
2. If this is your first client, the cursor is automatically placed in the Client ID field. Otherwise, click  to create a new client.
3. Select easy to remember letters or numbers as the ID for the client. E.g., BQE for BQE Software, Inc.



 Many users make the Client ID similar to the Company name. Rather than numbers or a cryptic abbreviation, they use more of the 65 available characters for the ID. For example, rather than APM or 4519 for the Client ID, the ID would be Acme Performance Management.

4. Press the Tab key to move from field to field or click on a desired field.



5. When done, click  and then .

## 4. Engagement Information

Using the Engagement (Project) screen, you can create and maintain profiles for each engagement that you work on. An Accountant might divide a large engagement into phases such as Audit, Tax, Bookkeeping etc. BillQuick engagement phases give you the power to track and report for each phase separately as well as a consolidated report for all phases of an engagement.

Engagement information affects how data is processed and flows to various reports and invoices. For example, engagement information defines the billing arrangement for an engagement and hence affects its billing. You can select an engagement from the grid list on the left. If you have a large number of engagements, you can use the Find option or Filter to fine-tune and shorten the list.

To create an engagement:



1. Click  on the Company navigator or select it from the Engagement (Project) menu.
2. If this is your first engagement, the cursor is automatically placed in the Code field. Otherwise, click  at the top of this screen to create a new engagement.
3. Enter a code for the engagement, such as 2009-

0100. When you save the engagement, BillQuick automatically combines the Engagement Code and Phase fields into a single Engagement ID.

**i** An expanding best practice is to utilize the 65-character length of the Engagement ID field to make it easier and faster for users to recognize what the engagement is for and for whom it is being done. The best practice is to repeat the Client ID as part of the Engagement Code. For example, Acme Performance-09 Payroll or AcmePerformance-NewHQ-Phase I.

4. Move from field to field by pressing the Tab key or clicking on the desired field. Be sure to enter the required fields: ID, Name, Client, Manager, Status, and Contract Type.

- Under Contract Type, select the type of contract used in this engagement (hourly, fixed, cost plus, etc.). If a lump sum contract type is selected, be sure to fill in the Contract Amount.

- Once you have finished, click  and then .



**i** Service Fee Schedules are used in BillQuick to create unique fee structures for engagements that override Employee and Service Bill Rate and Cost Rate. SFS is commonly used for hourly-based, rather than lump sum billing. Multiple bill rates can be assigned to one or many employees based on the activities performed.

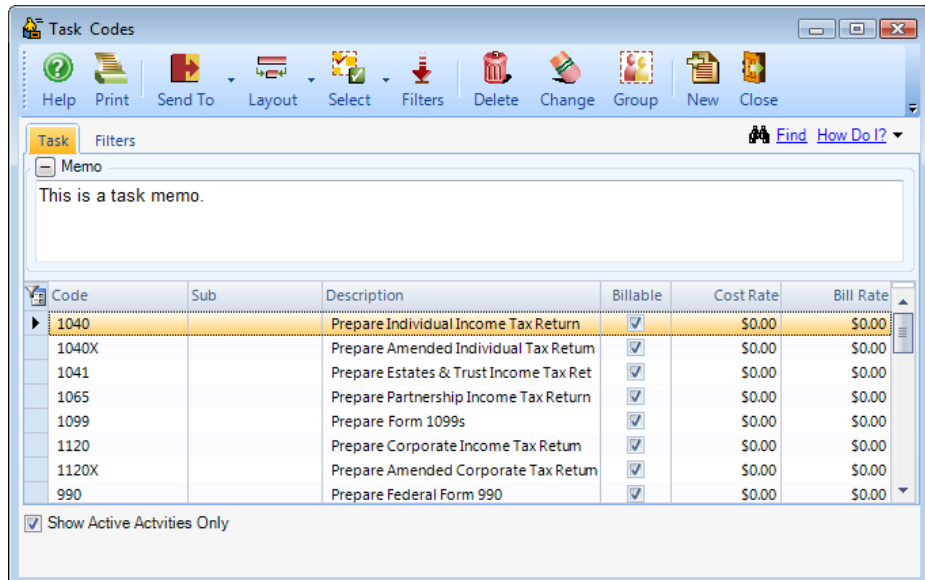
## 5. Task Codes

On the Task (Activity/ Service) Codes screen, you can create and maintain a list of standard activities or tasks offered. A task is simply a type of work or activity performed by employees (or consultants and sub-consultants) on engagements. Depending on your industry and company preferences, you may refer to activity codes as task codes, service codes or work codes. Task codes are required to record time entries to an engagement; task information flows to the invoices and reports.

As you work through the BillQuick Start-Up Interview wizard, you chose a standard list of task codes for your industry. If you skip this step, please select Utilities menu, Add Industry Codes and select a standard list. This list can be edited and expanded as needed.

To create task codes:

- Click  on the Company navigator or select it from the View menu.
- BillQuick automatically adds GEN: HOL, GEN: SICK and GEN: VAC task codes to every Task Codes table. Task Codes for these special items can be customized in Global Settings screen.
- Press the Tab key or click on a field to move to a desired field. As you edit tasks, make certain that each billable task has a check in the Billable column and non-billable items are left unchecked.
- To add a new task, click .



Code	Sub	Description	Billable	Cost Rate	Bill Rate
1040		Prepare Individual Income Tax Return	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1040X		Prepare Amended Individual Tax Return	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1041		Prepare Estates & Trust Income Tax Ret	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1065		Prepare Partnership Income Tax Return	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1099		Prepare Form 1099s	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1120		Prepare Corporate Income Tax Return	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1120X		Prepare Amended Corporate Tax Return	<input checked="" type="checkbox"/>	\$0.00	\$0.00
990		Prepare Federal Form 990	<input checked="" type="checkbox"/>	\$0.00	\$0.00

Type in the desired Code and, optionally, sub-code in the grid. Enter other data as desired.

5. To save a task record, click on another row or press the Tab key through the end of the row.



6. To delete a task, select the row and click [Delete](#). More than one row can be deleted at a time by holding the Shift or Ctrl key when selecting rows.

If you do not charge taxes for your tasks, use the Field Chooser () option at the top left of the grid to hide the Tax 1/2/3 fields by unmarking the checkboxes.

Similar to Task Codes, you can create expenses in the Expense Codes screen.

# Time & Billing

This section focuses on time entry and billing capabilities of BillQuick. It helps users to understand the basics of how to enter, edit and review time entries and how to bill it effectively. This section covers the following:

- Time Entry
- Billing Review
- Invoice Review
- Payments


## 6. Time Entry

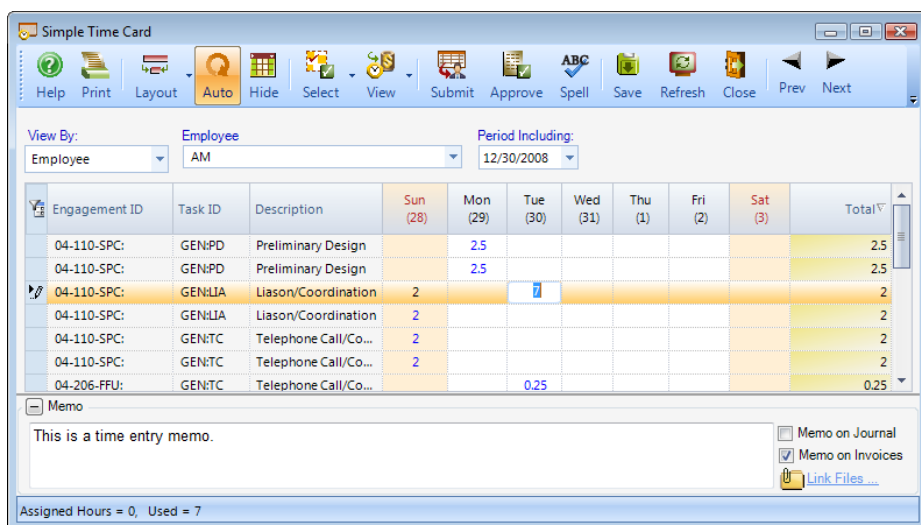
Hours worked performing activities charged to an engagement are recorded on a time entry screen. There are four time entry options in BillQuick:

- Sheet View
- Simple Time Card
- Calendar View
- Timer

All time entries are saved in the same database. You can edit and review entries on the Sheet View, Simple Time Card and Calendar View screens.

To make time entries using the Simple Time Card:

1. Click  on the navigator or select it from the Time-Expense menu.
2. The Simple Time Card lets you view time entry by Employee or Consultant (Sheet View lets you view entries by Engagement also).
3. In the Employee



Engagement ID	Task ID	Description	Sun (28)	Mon (29)	Tue (30)	Wed (31)	Thu (1)	Fri (2)	Sat (3)	Total
04-110-SPC:	GEN:PD	Preliminary Design		2.5						2.5
04-110-SPC:	GEN:PD	Preliminary Design		2.5						2.5
04-110-SPC:	GEN:LIA	Liason/Coordination	2		1					2
04-110-SPC:	GEN:LIA	Liason/Coordination	2							2
04-110-SPC:	GEN:TC	Telephone Call/Co...	2							2
04-110-SPC:	GEN:TC	Telephone Call/Co...	2							2
04-206-FFU:	GEN:TC	Telephone Call/Co...			0.25					0.25


Memo  
This is a time entry memo.


Memo on Journal  
 Memo on Invoices  
[Link Files...](#)


Assigned Hours = 0, Used = 7

field, select the desired employee from the drop-down list.



- Next, select the period (week) for which you want to record or review hours. If any time was recorded in that week, it displays automatically.
- Point to the Engagement ID field in an empty row and select an engagement from the drop-down list. (BillQuick also supports selecting engagements by name.)
- Press the Tab key to move to the Task ID field. Select a task item from the drop-down list. The Description automatically displays.


 Whether or not a time entry is billable depends on the default value that you assign to the task earlier in the Task Codes screen (see *Task Codes* above).

- Press Tab or click the hour field under the desired day of the week. Enter the amount of time spent on the engagement for this date. Use decimals if needed.
- To add a memo, press Ctrl+M to open the Memo box or click  to open it. Enter as much text as you wish; then press Ctrl+M again to return to the grid. You can spell-check, edit or date-time stamp your time memo if desired.

 Depending on the invoice format chosen, a time entry memo can appear on your invoices. Memos also print on various reports.

- After entering all your hours, select the entries and then submit them by clicking the Submit button. Employees can submit their time and expense data to their supervisors, project managers, client managers or to any other person in the firm. BillQuick also supports a multiple level approval process. See *BillQuick Help for the full Submit-Approve process*.

- When done, click  and then  (moving to the next row will automatically save the time entry).

 In a similar way, you can record expense entries in the Expense Log or Simple Expense Log screen.

## 7. Billing Review

BillQuick lets you quickly generate invoices by client, engagement, manager, contract type and by whatever billing period you wish. On the Billing Review screen, you can define the unbilled and approved time and expense entries you want to review, execute your billing decisions, and process invoices individually or in batch mode. You can then display as much or as little detail as you wish on your invoices when you print and mail and/or email them to your clients.

To generate invoices:

- On the Billing navigator, click  or select it from the Billing menu.
- Using the View By drop-down, select Client. You can also select other options.

- Using the 'Client From' and 'Client To' fields, select relevant clients from the drop-down lists.
- In the Period From/To fields, select your billing period. If you bill by month, select a range of a month. You can also call up information by week, day or any other time period you wish.

J	Inv #	Engagement ID	Hrs	Billable	Expense	Disc	Ret	Net Bill	B	% Complete
	1119	04-098-AC:	9	\$952.50	\$0.00	\$0.00	\$0.00	\$952.50	<input type="checkbox"/>	0.00
	1120	04-110-SPC:	24.5	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	<input checked="" type="checkbox"/>	10.00
		04-146-DCS:	0.5	\$17.50	\$0.00	\$0.00	\$0.00	\$17.50	<input type="checkbox"/>	0.00
		05-025-WWNS:	211	\$17,215.00	\$0.00	\$0.00	\$0.00	\$17,215.00	<input type="checkbox"/>	0.00
		05-056-GTSS:	71.5	\$5,768.75	\$98.47	\$0.00	\$0.00	\$2,098.47	<input type="checkbox"/>	0.00
		05-063-CHD:	699.25	\$53,547.50	\$87.14	\$0.00	\$0.00	\$53,634.64	<input type="checkbox"/>	0.00
		05-065-CBW.SUPT:	74.25	\$5,685.00	\$0.00	\$0.00	\$0.00	\$5,685.00	<input type="checkbox"/>	0.00
		05-361:B42	18	\$1,428.75	\$289.01	\$0.00	\$0.00	\$1,717.76	<input type="checkbox"/>	0.00
		05-399-MOD:	87	\$6,847.50	\$159.50	\$0.00	\$500.00	\$19,659.50	<input type="checkbox"/>	0.00
		05-399-MOTS:	34.5	\$2,950.00	\$0.00	\$0.00	\$0.00	\$2,950.00	<input type="checkbox"/>	0.00
		05-455:A	31	\$2,485.00	\$0.00	\$0.00	\$0.00	\$2,485.00	<input type="checkbox"/>	0.00
		05-455:MC	0.5	\$17.50	\$0.00	\$0.00	\$0.00	\$17.50	<input type="checkbox"/>	0.00
		05-455:NY	73.25	\$4,995.00	\$0.00	\$0.00	\$0.00	\$4,995.00	<input type="checkbox"/>	0.00
		05-455:QW	329	\$23,935.00	\$0.00	\$0.00	\$0.00	\$23,935.00	<input type="checkbox"/>	0.00

- After setting the filters, click . BillQuick displays all billing records that meet your criteria. The information displayed can be customized by turning on/off various fields in the grid using the Field Chooser .
- Review all entries before continuing. To drill down to individual time and expense entries for a billing record, select the row and click . From the list, select Time Details or Expense Details as needed.
- The amount in the Net Bill column is the amount to be billed on the invoice. Depending on the contract type you chose for the engagement (see **Engagement** above), the Net Bill amount may be the total of time and expenses charged to the engagement, a fixed fee amount, a scheduled bill amount, a recurring amount or a percent complete computation. Also, you can adjust the Net Bill amount by applying a discount, retainer on account, or writing up or down individual time entries. Or if desired, you can simply adjust the Net Bill amount itself to any value you wish by clicking in the field and changing the value. This generates a Write-up/Down in invoices.
- To process a billing record into an invoice, first check the B (bill) box in the row. If desired, you can 'batch bill' multiple billing records at one time. Highlight the rows to bill by pressing Ctrl-Click; then click .
- Finally, click and select 'Process Final'. If you want to produce a draft invoice, click the 'Process as Draft' option from the dropdown. The selected billing records disappear and move to the Invoice Review screen.
- Click to close the Billing Review screen.

If your client prefers a single invoice for all his active engagements rather than multiple invoices, BillQuick has the ability to create a single


consolidated Joint Invoice with details about each engagement separated neatly.

Now you are ready to review and print your invoices before sending them to your clients.

## 8. Invoice Review






From the Invoice Review screen, you can view new and past invoices; print, email, reverse or make them void and print statements. Invoices created using the Billing Review or Manual Invoice screens display in the Invoice Review grid.

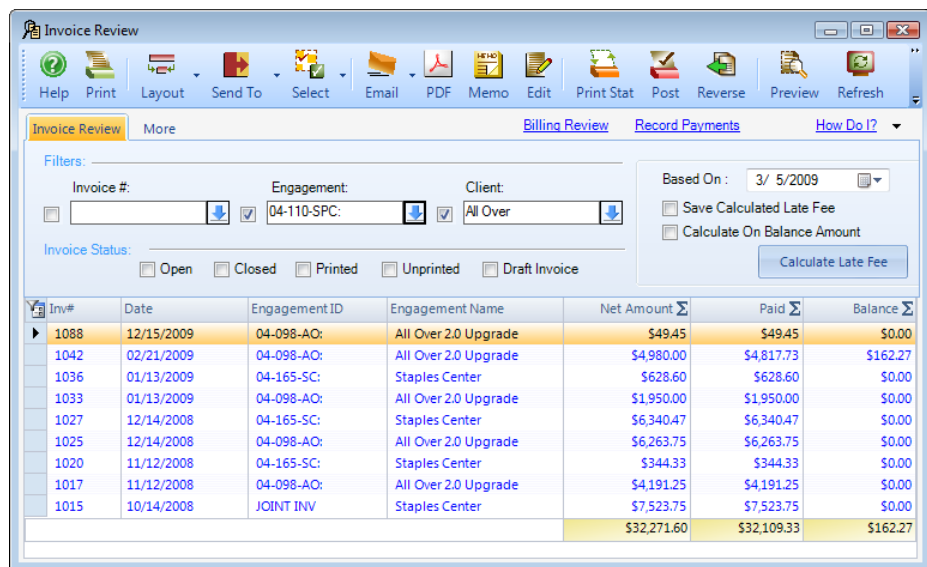
To review and print your invoices:

1. Click  on the Billing Navigator or select it from the Billing menu.
2. The top panel of the screen is a filter section, letting you view selective invoices. You can select a subset of invoices by choosing one or more filters, then clicking



Refresh. For now, let's just look at all invoices of an engagement.

3. Click to the left of the invoice you want to select (if you created a draft invoice, check the Draft checkbox and click Refresh).
4. Click  to produce a hard copy of the invoice. You can also preview the invoice before you print it. To do so, highlight an invoice and click .
5. Select the invoices you want to distribute, then click  or . When you select more than one invoice, BillQuick batch prints or batch emails them.
6. When done, click  to exit.






Inv#	Date	Engagement ID	Engagement Name	Net Amount	Paid	Balance
1088	12/15/2009	04-098-AO:	All Over 2.0 Upgrade	\$49.45	\$49.45	\$0.00
1042	02/21/2009	04-098-AO:	All Over 2.0 Upgrade	\$4,980.00	\$4,817.73	\$162.27
1036	01/13/2009	04-165-SC:	Staples Center	\$628.60	\$628.60	\$0.00
1033	01/13/2009	04-098-AO:	All Over 2.0 Upgrade	\$1,950.00	\$1,950.00	\$0.00
1027	12/14/2008	04-165-SC:	Staples Center	\$6,340.47	\$6,340.47	\$0.00
1025	12/14/2008	04-098-AO:	All Over 2.0 Upgrade	\$6,263.75	\$6,263.75	\$0.00
1020	11/12/2008	04-165-SC:	Staples Center	\$344.33	\$344.33	\$0.00
1017	11/12/2008	04-098-AO:	All Over 2.0 Upgrade	\$4,191.25	\$4,191.25	\$0.00
1015	10/14/2008	JOINT INV	Staples Center	\$7,523.75	\$7,523.75	\$0.00
				\$32,271.60	\$32,109.33	\$162.27

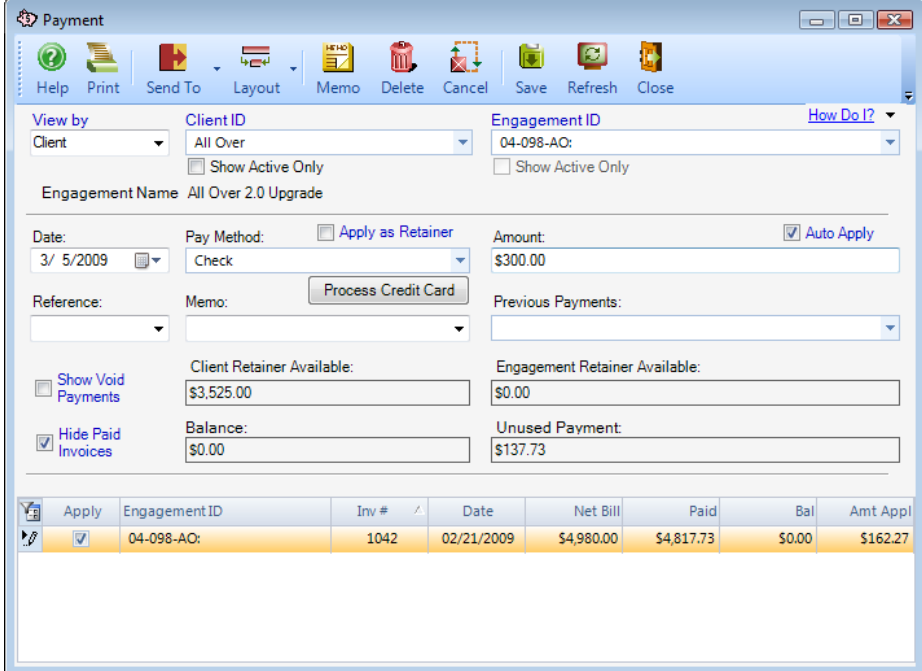
## 9. Payment

On the Payment screen, you can record amounts received from clients. These payments can be applied to invoices or recorded as retainers (funds on account). When recording payments, you can distribute the amount over multiple invoices. In addition, the Payment screen allows you to apply available retainer, debit and credit memos to invoices.

To apply payments:

1. Click  on the Billing navigator or select it from the Billing menu.
2. Select the View by Client option and choose the desired Client ID.
3. Select the desired Engagement ID and Date.
4. Select the Pay Method to be used for recording payments.
5. Enter the total amount of payment in the Amount field. This payment may be applied to more than one invoice.
6. Now decide which invoices should receive the payment. To Auto-Apply the amount (oldest to newest invoice), check the Auto Apply box. To apply the payment to individual rows, check the Apply box to the left of each invoice row in the grid.
7. BillQuick automatically updates the balance due for the listed invoices as you apply the payment.
 

After checking that the payment, click . BillQuick asks if you want to save any unapplied amount remaining at the end of a session as a 'retainer'.
8. Close the Payment screen by clicking .



Apply	EngagementID	Inv #	Date	Net Bill	Paid	Bal	Amt Appl
<input checked="" type="checkbox"/>	04-098-AO:	1042	02/21/2009	\$4,980.00	\$4,817.73	\$0.00	\$162.27

# Reports

BillQuick understands how important it is for you to have all kinds of reports to manage your business, evaluate staff performance and identify bottle-necks in your business processes. Reports contain information to help you understand what exists in your company database, what is due to you, the status of work being performed, utilization of resources, unbilled and billed work, and much more. BillQuick ships with over 350 reports and 95 invoice templates. All of them are fully customizable.



BQE Software develops all reports using Crystal Reports Writer, the most widely used report writer software. Also, all your reports and invoice formats can be customized by BQE Reports Team.

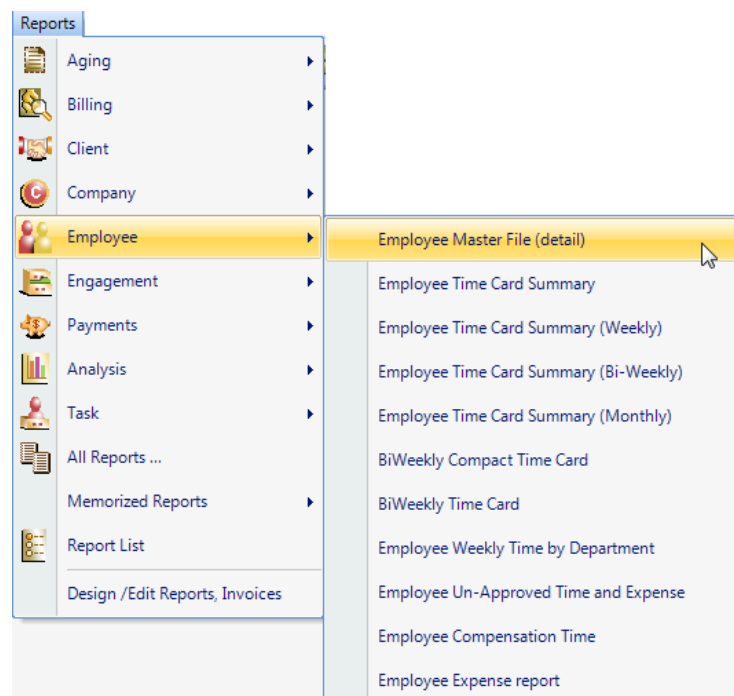
**i** BillQuick Agent is a workflow automation tool that uses any BillQuick report (standard or custom) and produces it on demand and/or schedule to automatically generate and be delivered to computer screens, printers or through email as an attachment. For details, check [www.bqe.com/ProductOverview](http://www.bqe.com/ProductOverview)

## 10. BillQuick Reports

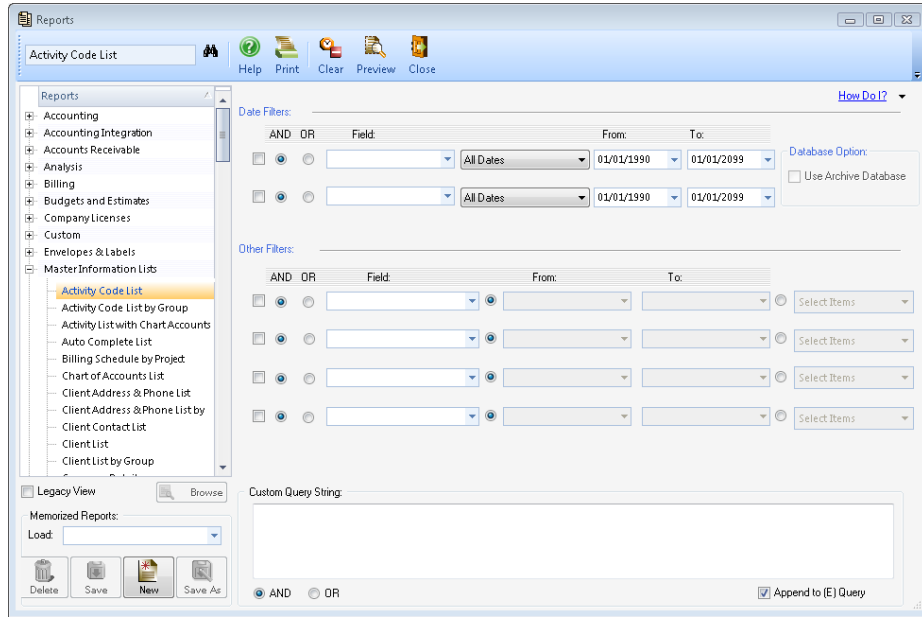
Reports can be produced by selecting one from the Reports menu, All Reports screen or any BillQuick module (in-context reports). You can filter any of the pre-defined reports in BillQuick according to your needs in the Report Filters and All Reports screen.


To view or print a report:

1. Click on the Reports menu and select a report from the list, say Employee Master File.
2. On the Report Filters screen, filters allow you to restrict data included in the report.
3. After applying filters, click  or  to view it.
4. Next, open the Reports menu again and choose All Reports.



5. In the category list on the left, click  to open the list of reports. Select a report.
6. If desired, apply Date and Other Filters by selecting from the drop-down lists.
7. Click  or  as per your requirement.
8. Click  to exit.



 BillQuick comes with several sample databases. Select one from the File menu, Open Sample Company. Use it to preview reports to better understand the information within each.

*Congratulations!* You now have an understanding of the basics of BillQuick. To learn more about this software, check the BillQuick 2009 Help or purchase the detailed BillQuick Reference Guide.

BillQuick smoothly integrates with Intuit QuickBooks®, Microsoft® Office Accounting® (and free Microsoft Accounting Express), Sage Peachtree and MYOB (Australia). You can also easily and quickly convert Timeslips® and Wind2® data to BillQuick for free with our built-in conversion tools.

For more information, visit us at [www.bqe.com](http://www.bqe.com). If you have any trouble in using BillQuick, please contact BillQuick Support at (310) 602-4030 or [Support@bqe.com](mailto:Support@bqe.com). For other questions, please call us at (888) 245-5669 (US and Canada) or (310) 602-4020; or email [Sales@bqe.com](mailto:Sales@bqe.com).