Product Information

Beautiful Business Intelligence Just for Architects

bqe ArchiOffice

Power Your Office. Empower Yourself. ®

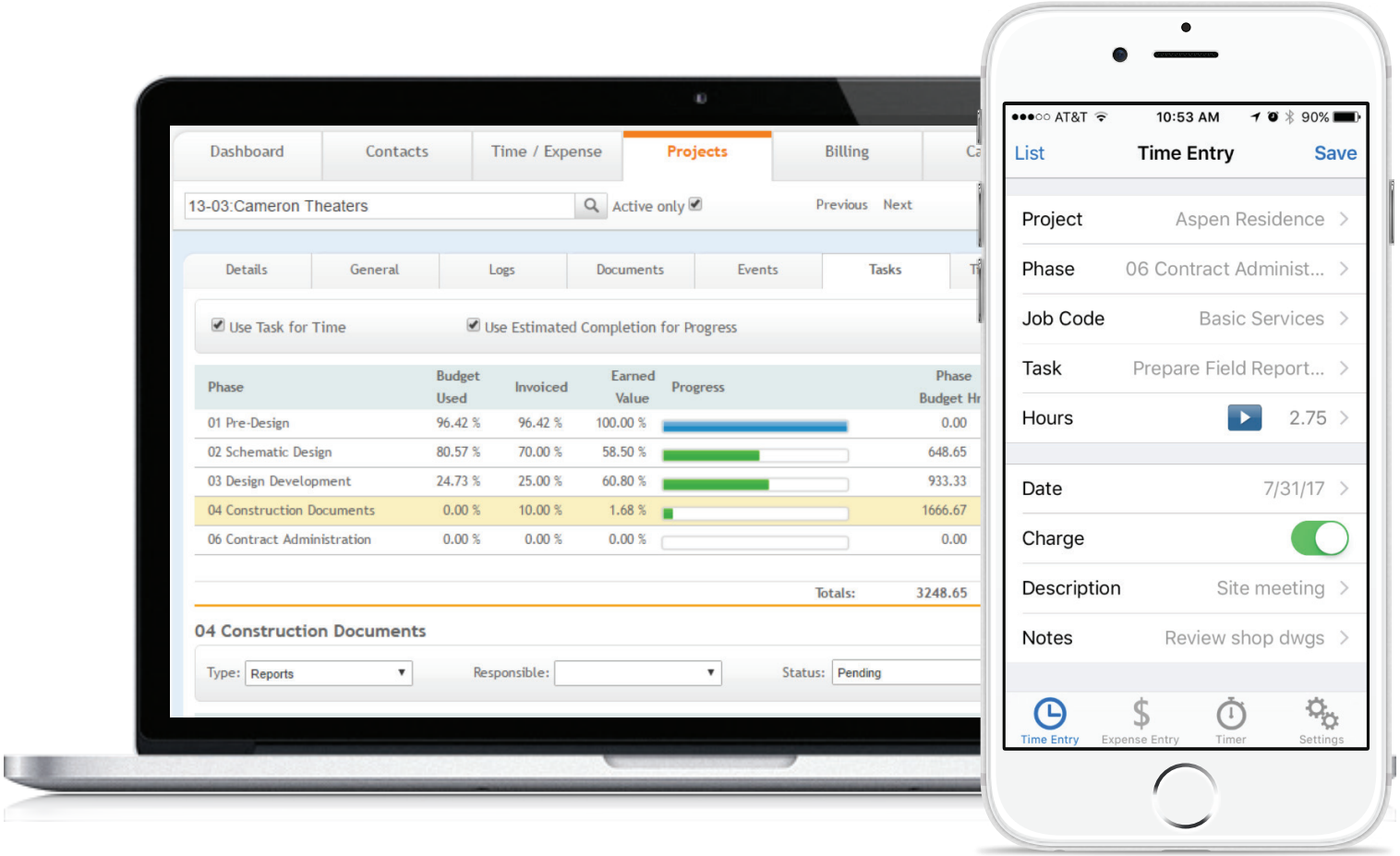
Let ArchiOffice take care of business, while you design great architecture.

ArchiOffice is a beautiful time tracking, billing and project management software made for the modern architect. Whether you're working remotely or on-site, the software's intuitive and streamlined design allows you to stay organized and up-to-date on projects anytime, anywhere and on any device. It offers the mobility and freedom to run your firm across all major platforms.

We make it easy for you to manage all your information in one place so you can get what you need, whenever you need it. Along with powerful business management tools to help you efficiently track employee workload, project budget and billing schedules, you have everything to speed up productivity while increasing profitability for your firm.

Why choose ArchiOffice?

Created by architects, for architects – ArchiOffice is the simple solution for all your business management needs. It includes a brilliant document management system that organizes your proposals, submittals, RFIs and drawings in one place so you never have to search for disparate data again.



Beautifully Designed with You in Mind

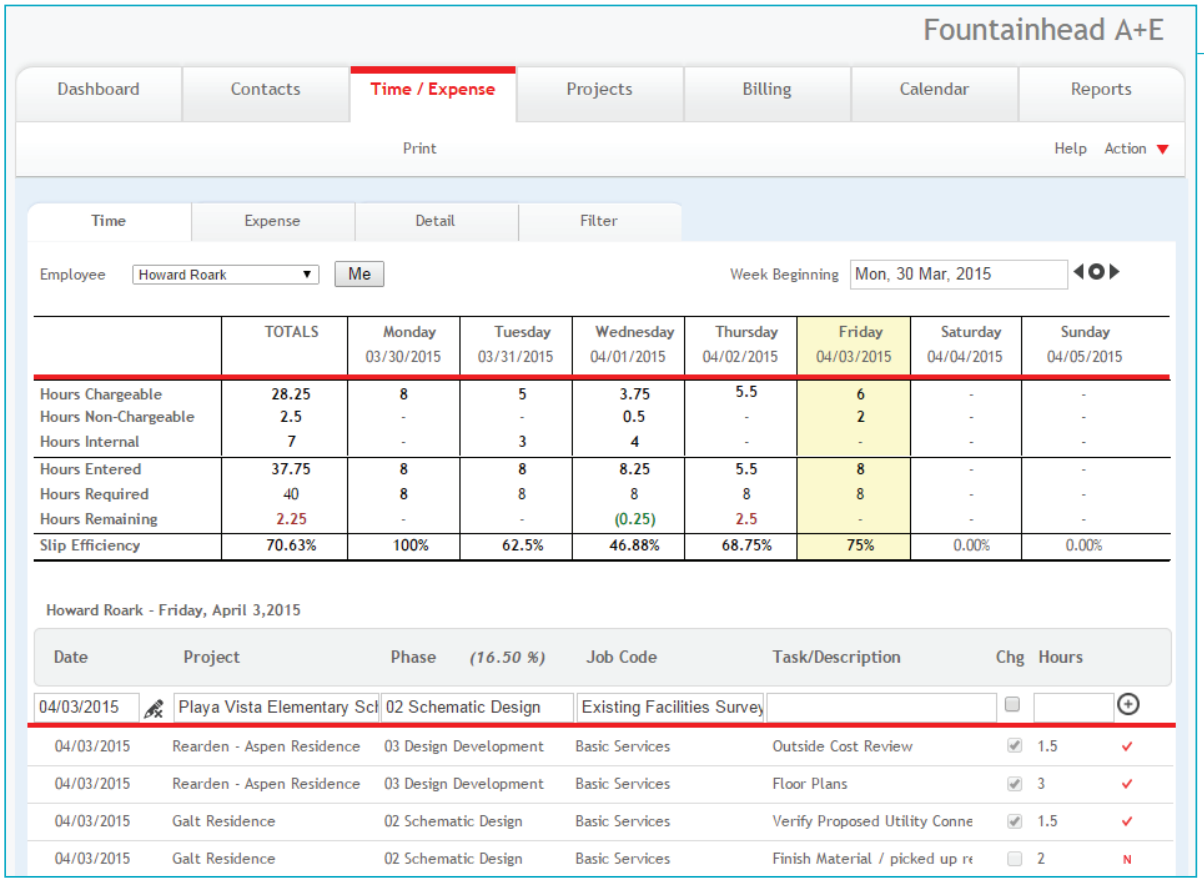
Principals and project leaders can expect to gain full control over their projects and clear visibility into their finances. Improved productivity and cash flow are just some of the immediate results you will see after using the software. ArchiOffice helps you efficiently manage people and plans without sacrificing the time to do what you love.

Monitor Key Performance Indicators like Project Performance, Time and Expense and Profitability on an organized Dashboard.

- Manage documents in one place and never lose track of information
- Color code your data and easily identify “No-charge” time
- Transfer retainers between projects without any hassle
- Customize Start of the Week on timecards and reports
- Track time and expenses on-the-go via free native apps for iPhone, iPad and Android devices

Simple Usability

We all understand that a beautifully designed building isn’t just a pretty thing to look at – it must be well-organized, have efficient flow, and be easy and intuitive to navigate. A well-designed building understands balance, rhythm, color and most importantly, it should be timeless. Architects are an important part of our design team and the same principles used to make great architecture are applied to making great software.

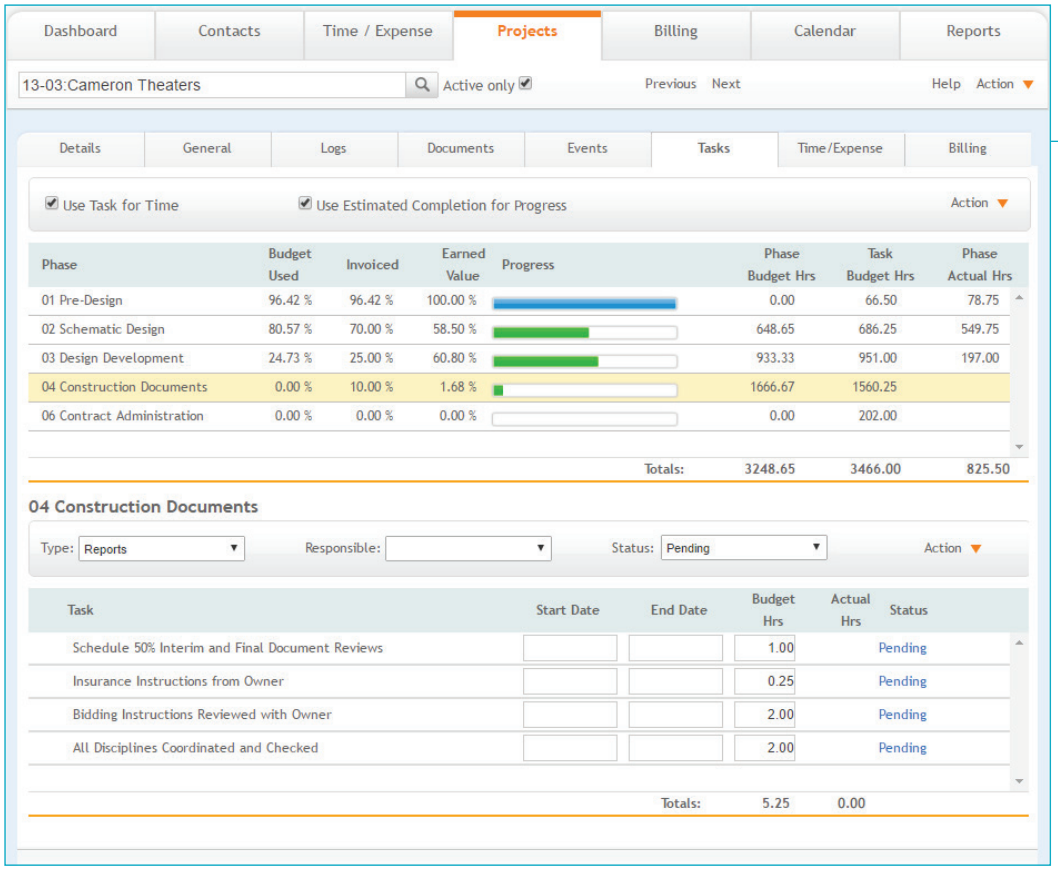


Clearly track employees' time and expenses on a single screen in real-time.

- Quickly review time and expenses by project or employee
- Configure settings so employees see only their assigned projects
- Write unlimited length notes for time and expenses
- Link receipts, pictures and files to expenses
- Instantly learn which team members are overloaded or underutilized

Intuitive Time and Expense Tracking

One of the most common problems architectural firms have is getting their staff to complete their timecards on-time. ArchiOffice makes time tracking simple, fast and fun so your staff can't complain about the process anymore. And for those who are still resisting properly accounting for their time, ArchiOffice allows you to have custom triggers built that will automatically email any staff member who hasn't completed their timecard when you expect it to be done.



Watch the status of tasks by phase

Schedule, budget and assign tasks as you see fit

Easily schedule start and end dates for project phases

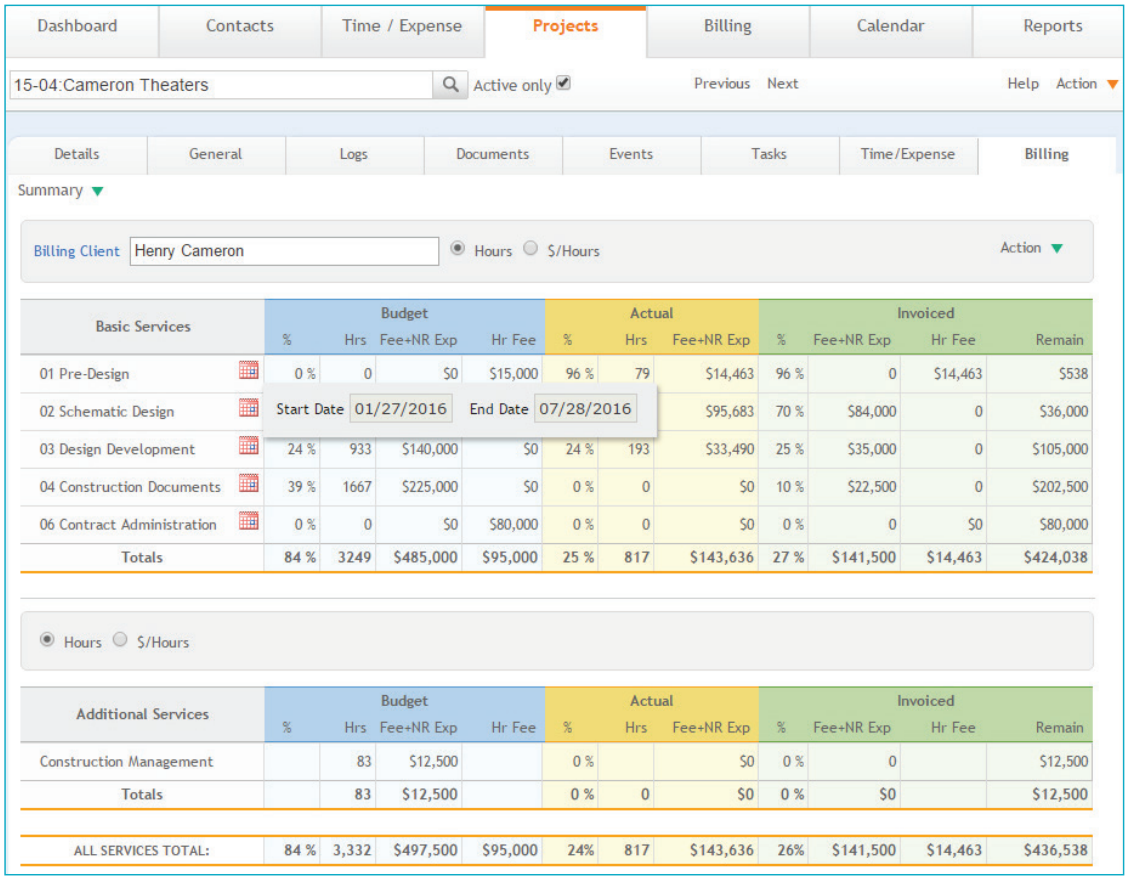
Track budget vs. actual hours and costs in real-time

Perform Earned Value Analysis

- Track submittal-approval, drawing and RFI workflows
- Identify inefficient employees and profit sources

Smart Project Management

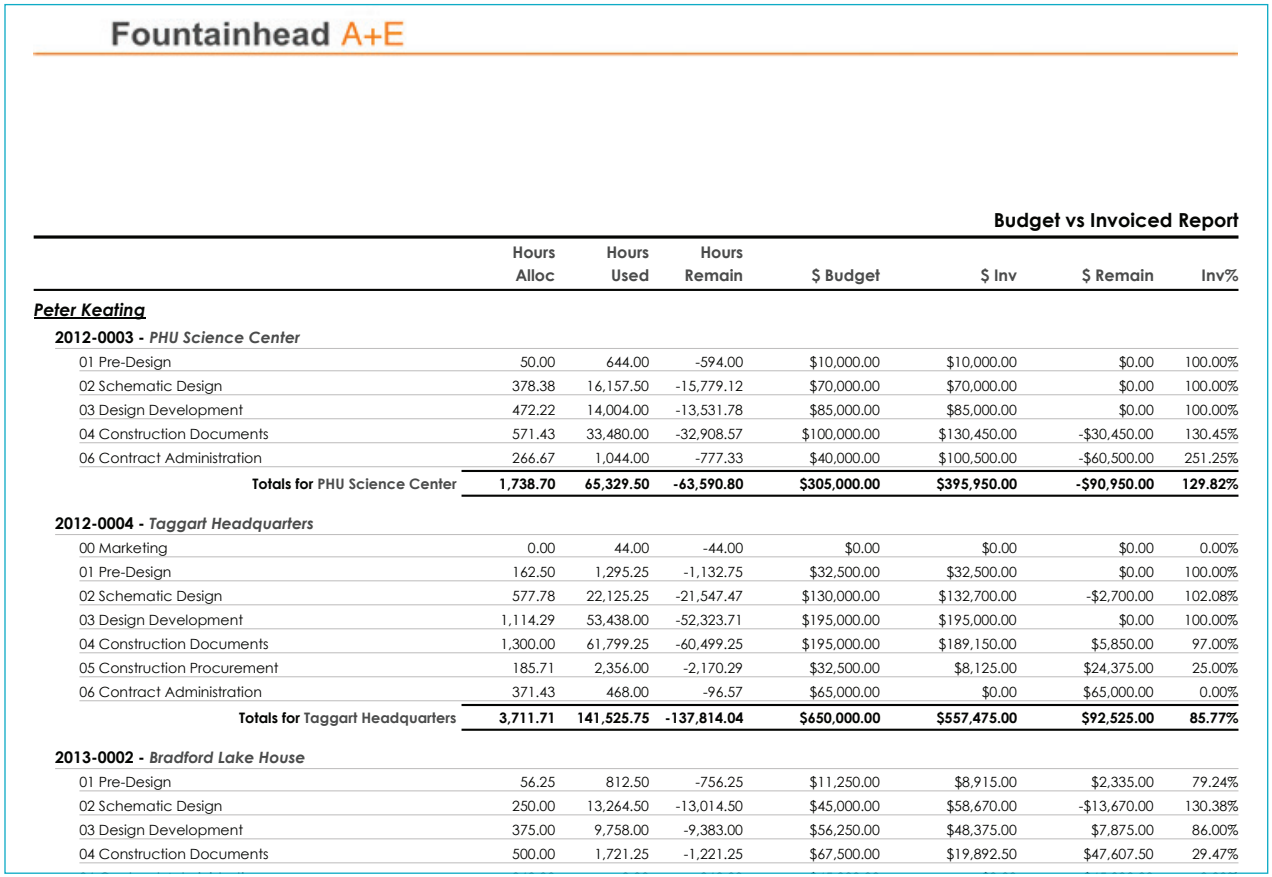
Are you spending the better part of your day sitting behind a desk and putting together spreadsheets to help you figure out how to manage your projects and staff? ArchiOffice was designed to take care of this burden for you. The data is always in real-time so you have all the information you need to quickly make informed decisions. Not only will it keep you well organized and informed about project milestones and deadlines, but it's also highly customizable to work the way you want.



- Select any of the 5 invoice methods:
  - + Stipulated Sum
  - + Hourly Rate
  - + Percent of Construction
  - + Unit Cost
  - + Multiple of DPE/DSE
- Designate certain phases to bill hourly
- Batch invoicing and batch invoice printing
- Reverse or void invoices and payments
- Bill clients now with Progress Billing
- Create detailed draft invoices with a "Draft" watermark
- Email invoices to clients directly from ArchiOffice

Flexible Invoicing

Do you have a project where some fees are billed hourly while other fees are fixed? Do some of your hourly fees have caps while others are billed out at a service rate and not based on the employee doing the service? Do you bill based on a percentage of construction cost? No matter how complex your contract, ArchiOffice can handle your billing issues and create beautifully organized and accurate invoices that will be paid quickly.



Fountainhead A+E

Budget vs Invoiced Report

	Hours Alloc	Hours Used	Hours Remain	$ Budget	$ Inv	$ Remain	Inv%
Peter Keating							
2012-0003 - ***PHU Science Center***							
01 Pre-Design	50.00	644.00	-594.00	$10,000.00	$10,000.00	$0.00	100.00%
02 Schematic Design	378.38	16,157.50	-15,779.12	$70,000.00	$70,000.00	$0.00	100.00%
03 Design Development	472.22	14,004.00	-13,531.78	$85,000.00	$85,000.00	$0.00	100.00%
04 Construction Documents	571.43	33,480.00	-32,908.57	$100,000.00	$130,450.00	-$30,450.00	130.45%
06 Contract Administration	266.67	1,044.00	-777.33	$40,000.00	$100,500.00	-$60,500.00	251.25%
Totals for PHU Science Center	**1,738.70**	**65,329.50**	**-63,590.80**	**$305,000.00**	**$395,950.00**	**-$90,950.00**	**129.82%**
2012-0004 - ***Taggart Headquarters***							
00 Marketing	0.00	44.00	-44.00	$0.00	$0.00	$0.00	0.00%
01 Pre-Design	162.50	1,295.25	-1,132.75	$32,500.00	$32,500.00	$0.00	100.00%
02 Schematic Design	577.78	22,125.25	-21,547.47	$130,000.00	$132,700.00	-$2,700.00	102.08%
03 Design Development	1,114.29	53,438.00	-52,323.71	$195,000.00	$195,000.00	$0.00	100.00%
04 Construction Documents	1,300.00	61,799.25	-60,499.25	$195,000.00	$189,150.00	$5,850.00	97.00%
05 Construction Procurement	185.71	2,356.00	-2,170.29	$32,500.00	$8,125.00	$24,375.00	25.00%
06 Contract Administration	371.43	468.00	-96.57	$65,000.00	$0.00	$65,000.00	0.00%
Totals for Taggart Headquarters	**3,711.71**	**141,525.75**	**-137,814.04**	**$650,000.00**	**$557,475.00**	**$92,525.00**	**85.77%**
2013-0002 - ***Bradford Lake House***							
01 Pre-Design	56.25	812.50	-756.25	$11,250.00	$8,915.00	$2,335.00	79.24%
02 Schematic Design	250.00	13,264.50	-13,014.50	$45,000.00	$58,670.00	-$13,670.00	130.38%
03 Design Development	375.00	9,758.00	-9,383.00	$56,250.00	$48,375.00	$7,875.00	86.00%
04 Construction Documents	500.00	1,721.25	-1,221.25	$67,500.00	$19,892.50	$47,607.50	29.47%

Robust Reporting

ArchiOffice has robust reporting features that allow you to easily understand everything about your projects, staff and finances. And while ArchiOffice comes bundled with all the typical reports any architectural firm would ever need, it doesn't end there. If you need a report that's not included, it's easy to have custom reports built with your project, staff and billing information in any format you want. There is no limit to what you can do with our reporting tools.

- Choose from over 50 reports, including:
  - + Work-in-Hand
  - + WIP with A/R Aging
  - + Bi-Weekly Timecard
  - + Time and Expense
  - + Payroll
  - + Profitability
  - + Earned Value
- Create memorized reports from previously used templates
- Customize reports and invoices using Crystal Reports®
- Filter reports by Status, Task, Project, Project Leader, etc.
- Run Profitability reports based on a date range
- Create Project Performance Accrued and Cash reports

Key Benefits

Feature	Benefit
Web-Accessible	Remotely update your information and access it anytime, anywhere from your computer, iPhone, iPad or Android devices.
Visual Cues	Easily spot items that need attention or do a quick comparison.
Document Tracking	Always know where Submittals, Drawings and RFIs are in your project workflow.
Document Management	Create new documents from professional templates, attach existing files to documents and organize them in a central location on the file server.
Customizable Reports	Change reports to fit your firm's needs.
Memorized Reports	Memorize your favorite reports with search criteria.
Checklists and Tasks	Never miss an important task again by viewing the status of each task by phase.
User Permissions	Securely protect data and control access that is appropriate by role.
QuickBooks Integration	Expand the capabilities of your QuickBooks software and seamlessly sync your data to the application.
Email Integration	Access your contacts, calendar appointments and emails, no matter where you are. Microsoft Outlook, Entourage, Apple Mail, Apple Contacts and Apple Calendar Integration
Mobile Apps	Keep track of your time and expenses on the go by using the native mobile app available on the iPhone and Android devices.

Anywhere, Anytime, Any Device

Enjoy the freedom and flexibility to run a successful architecture firm from your mobile device, anywhere in the world.

Seamless Integration

Seamlessly sync ArchiOffice with other applications.

QuickBooks®
Integration (QuickBooks® 2008 Pro or better)

Microsoft Outlook®
Contacts and Calendar Events with Microsoft Outlook (PC only)

Apple Mail®
Contacts and Calendar (Apple Mail, Apple Contacts, Apple Calendar)

Entourage®
Contacts and Calendar Events with Entourage (Mac)

About BQE Software

BQE Software develops innovative practice management software for professional services firms. Its products, including BQE BillQuick®, BQE ArchiOffice® and BQE EngineerOffice®, simplify the way firms enter and use information for time tracking, billing, project management and accounting. This allows them to make informed decisions faster, improve productivity and increase performance. With more than 400,000 users worldwide, BQE software is trusted by leading accountants, architects, attorneys, engineers, IT specialists and business consultants.

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