

2016 Features

**DO MORE IN
LESS TIME**



More than just software, BillQuick is your billing assistant, project manager and accountant.

Over the last 20 years, BillQuick has evolved from a simple time and billing solution to something much greater - a powerhouse that helps you track your billable hours, create and send effective invoices, perform accurate job costing, manage financially successful projects and much more. At the heart of BillQuick lies a powerful engine that helps service professionals all over the world run their business more efficiently. It understands your needs and works hard to solve those pain points, allowing you to spend more time providing quality service to your clients instead of managing internal processes.

Why choose BillQuick?

Winner of numerous awards and accolades, BillQuick is the top choice for professional services firms looking to use an integrated solution for Time and Expense Tracking, Billing, Project Management and Accounting. It organizes your data and automates repetitive tasks so you can make more informed decisions faster. The powerful system is designed to help your firm increase performance, productivity and profitability.



Welcome to BillQuick 2016

The latest version of the award-winning solution for professional service firms delivers a powerful pack of new automation tools that effortlessly organizes your project data and efficiently manages your accounts payable. Designed to help you optimize business processes for maximum results, BillQuick 2016 simply allows you to do more in less time.

Accounting that works for you

Status	Type	Date	Description
Matched	CCCHARGE	12/05/201	CREDIT-FINA
Matched	CCCHARGE	12/05/201	CITIBANK C
Unmatched	CCCREDIT	01/22/201	UNION 76
Matched	CCCREDIT	01/23/201	IL PASO CA
Unmatched	CCCREDIT	02/07/201	DR *Symante
Matched	CCCREDIT	02/07/201	S E A O S C, I
Unmatched	CCCREDIT	02/07/201	MICROSOFT
Matched	CCCREDIT	02/07/201	ALLTECH ELE
Unmatched	CCCREDIT	02/07/201	ALL SEASON
Unmatched	CCCREDIT	02/07/201	CARLTON C
Unmatched	CCCREDIT	02/07/201	THINGS RE
Unmatched	CCCREDIT	02/07/201	THINGS REM
Unmatched	CCCREDIT	02/07/201	#62 FREDER
Unmatched	CCCREDIT	02/07/201	INVITATION
Matched	CCCREDIT	01/26/201	24.05 AM
Matched	CCCREDIT	01/29/201	25 AM
Matched	CCCREDIT	02/01/201	48 AM
Matched	CCCREDIT	02/03/201	18.78 AM
Unmatched	CCCREDIT	02/04/201	-43.39
Unmatched	CCCREDIT	02/05/201	-9.9
Matched	CCCREDIT	02/08/201	18.67 AM
Matched	CCCREDIT	02/09/201	16 AM
Unmatched	CCCREDIT	02/09/201	-23.9

Import Credit Card Transactions (E+)

In BillQuick 2016, you can now download your credit card transactions and add them automatically to your credit card register. If BillQuick finds a transaction already exists in your company file, it will match the entry to prevent duplication of data. This is a huge time-saver for businesses that use credit cards and have large sets of transactions every month.

- B** - Basic
- P** - Pro
- E** - Enterprise only feature
- +** - Indicates features available only in BillQuick Plus Accounting

Expense Log

Search Item... | Help | Print | Send To | Auto | Filters | Select | View

Log | Filter | More

View by: Project: 09-PV Country Club: | Period: Week | Period Including: 01/22/2016

Date	Employee ID	Expense ID	Description	Units	Cost	Cost	Cost	Credit Card
01/20/2016	AM	Meals:	Meals	1.00	\$50.00	\$50.00	\$50.00	Citibank .XXXXXXXXXXXX7777
01/20/2016	AM	Hotel:	Hotel/Lodging	1.00	\$150.00	\$150.00	\$150.00	Citibank .XXXXXXXXXXXX7777
01/20/2016	BD	Airfare:	Airfare	1.00	\$300.00	\$300.00	\$300.00	Citibank .XXXXXXXXXXXX7777
01/20/2016	BD	Mileage:	Mileage	1.00	\$50.00	\$50.00	\$50.00	Citibank .XXXXXXXXXXXX7777
01/20/2016	BD	Hotel:	Hotel/Lodging	1.00	\$300.00	\$300.00	\$330.00	Citibank .XXXXXXXXXXXX7777
01/21/2016	BD	Meals:	Meals	1.00	\$50.00	\$50.00	\$50.00	Citibank .XXXXXXXXXXXX7777
01/21/2016	BD	MISC:	Miscellaneous	1.00	\$50.00	\$50.00	\$50.00	Citibank .XXXXXXXXXXXX7777
01/21/2016	JD Consulting	Airfare:	Airfare	1.00	\$500.00	\$500.00	\$500.00	Citibank .XXXXXXXXXXXX7777
01/23/2016	AM	Meals:	Meals	1.00	(\$27.00)	(\$27.00)	\$49.99	Citibank .XXXXXXXXXXXX7777
				9.00	\$1,423.00	\$1,544.99		

Memo

Add Memo on Project Notes
 Show Memo on Invoices

Tax1: 0 | Tax2: 0 | Tax3: 0 | Flag1: | Flag2: | Flag3: | Sub:

Attachments | Send to Excel

Billable: 100 %

Total Expense Entries 9

Track Credit Card Expenses (P+,E+)

Many businesses use credit cards to make project-related purchases. A new expense-level property in BillQuick lets you select the credit card used. Once you specify the credit card, BillQuick automatically creates an entry in the credit card register. This is a huge time saver if you or your employees use credit cards for business expenses and are reconciling your credit card line items manually.

- B** - Basic
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The screenshot shows the 'Purchase Orders' window with a table of line items. A blue circle highlights the 'Line Number' and 'Project ID' columns. The table data is as follows:

Line Number	Project ID	Description	Units/Hrs	Rate	Amount Σ	Type
1	09-PV Country Club:					
2	09-PV Country Club:					
3	09-PV Country Club:	Blue Printing:	3.00	\$25.85	77.55	+
4	10-Dept Of City Services	Cad Plot:	6.50	\$35.00	227.50	+
5	10-Dept Of City Services	Calcs:	5.00	\$40.00	200.00	+
		Blue Printing:	2.00	\$25.85	51.70	+
		Cad Plot:	3.00	\$35.00	105.00	+
					\$661.75	

Organize Purchase Order Lines with Line Numbers (P,E)

If you want your purchase order line items to be sorted in a certain order, you can now control the order by moving lines up and down and letting BillQuick auto-assign line numbers.

- B** - Basic
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The screenshot shows the 'Reviewer' window in BillQuick. The 'View by:' dropdown is set to 'Class' and is highlighted with a blue circle. Below it, 'Active Filters = 1' is also highlighted. The table below shows data for 'Los Angeles' with columns for Date, Employee ID, Item, Description, Hrs/Units, M, Class, S, and V. The total hours for the filtered data is 89.25.

Date	Employee ID	Item	Description	Hrs/Units	M	Class	S	V
09/23/2015	CJ	Client Conf:	Client Conference/Meeting	1	<input type="checkbox"/>	Los Angeles		
12/18/2015	RC	Cad Plot:	CAD PLOTTING	1.25	<input checked="" type="checkbox"/>	Los Angeles		
12/18/2015	RC	BD Liaison:	BUILDING DEPARTMENT LIAISON	8	<input type="checkbox"/>	Los Angeles		
12/18/2015	RC	Client Conf:	Client Conference/Meeting	6	<input checked="" type="checkbox"/>	Los Angeles		
12/10/2015	JD Consu	Client Conf:	Client Conference/Meeting	1.25	<input checked="" type="checkbox"/>	Los Angeles		
02/16/2015		Cost Est:	Preliminary Cost Estimate	4.5	<input type="checkbox"/>	Los Angeles		
02/16/2015	BD	Cad Plot:	Cad Plotting	8	<input type="checkbox"/>	Los Angeles		
02/17/2015	BD	Cad Plot:	Cad Plotting	7.5	<input type="checkbox"/>	Los Angeles		
02/10/2015	AM	AR:DC	Design Calculations	13	<input type="checkbox"/>	Los Angeles		
02/24/2015	WB	Plan Review:	Plan Review	7.5	<input type="checkbox"/>	Los Angeles		
02/19/2015	RC	Inspection:	Site Inspection	2.75	<input type="checkbox"/>	Los Angeles		
12/08/2015	RC	Cad Plot:	CAD PLOTTING	1.25	<input checked="" type="checkbox"/>	Los Angeles		
11/30/2015	CJ	Client Conf:	Client Conference/Meeting	1.25	<input checked="" type="checkbox"/>	Los Angeles		
10/30/2015	Geo Engineering	CAD:	COMPUTER AIDED DRAFTING	14	<input type="checkbox"/>	Los Angeles		
02/23/2015	WB	Plan Review:	Plan Review	5	<input type="checkbox"/>	Los Angeles		
02/15/2015	BD	Cad Plot:	Cad Plotting	7	<input type="checkbox"/>	Los Angeles		
				89.25				

Time and Expense by Class (E)

Here is another powerful use of the Class attribute in BillQuick. We added a brand new “View by Class” filter to the Reviewer screen to allow you to view all the time and expense data specific to the selected class or a range of classes.

- B - Basic
- P - Pro
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- + - Indicates features available only in BillQuick Plus Accounting

Hendricks Consulting LLC		Balance Sheet - Accrual By Class		
2601 Airport Drive, Suite 380 Los Angeles, CA 90505 Tel: (310) 555-1212 Fax: (310) 555-2121		Printed on: 1/27/2016 Page 1 of 1		
Filters Used:				
- Class:	Selected Items			
Accrual Basis	New York	Los Angeles	es	Total
10000- Checking	\$82,493.03	\$23,381.84		\$105,874.87
Bank				\$105,874.87
11000- Accounts Receivable	\$82,493.03	\$23,381.84		\$18,346.81
Accounts Receivable				\$18,346.81
12000- Undeposited funds	\$10,410.00	\$7,936.81		\$5,549.05
12010- Legacy Payments	\$10,410.00	\$7,936.81		\$73,416.24
Other Current Assets				\$4,206.23
Total Assets		\$95,524.88		\$203,186.97
ASSETS		\$95,524.88		\$203,186.97
20000- Accounts Payable		\$197.95	\$3,821.16	\$4,019.11
Accounts Payable		\$197.95	\$3,821.16	\$4,019.11
2200- Customer Deposits/Retainers		\$25.00		\$25.00
25400- Expense Tax Payable		\$0.04		\$0.04
Other Current Liability		\$25.04		\$25.04
Total Liability		\$222.99	\$3,821.16	\$4,044.15
Net Income		\$107,439.10	\$91,703.72	\$199,142.82
Equity		\$107,439.10	\$91,703.72	\$199,142.82
Total Equity		\$107,439.10	\$91,703.72	\$199,142.82
LIABILITY & EQUITY		\$107,662.09	\$95,524.88	\$203,186.97

Balance Sheet by Class (P+,E+)

If you are using the Class feature in BillQuick to track multiple companies or profit centers, this report is a must to provide a complete picture of your company financials.

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Vendor Bills

General Previous Vendor Bills Filter

Bill No: 1010
 Reference:
 Payment Term: Net 30
 Memo: January Rent
 Accounts Payable: 20000 . Accounts Payable
 Amount: \$2,502.00 Paid

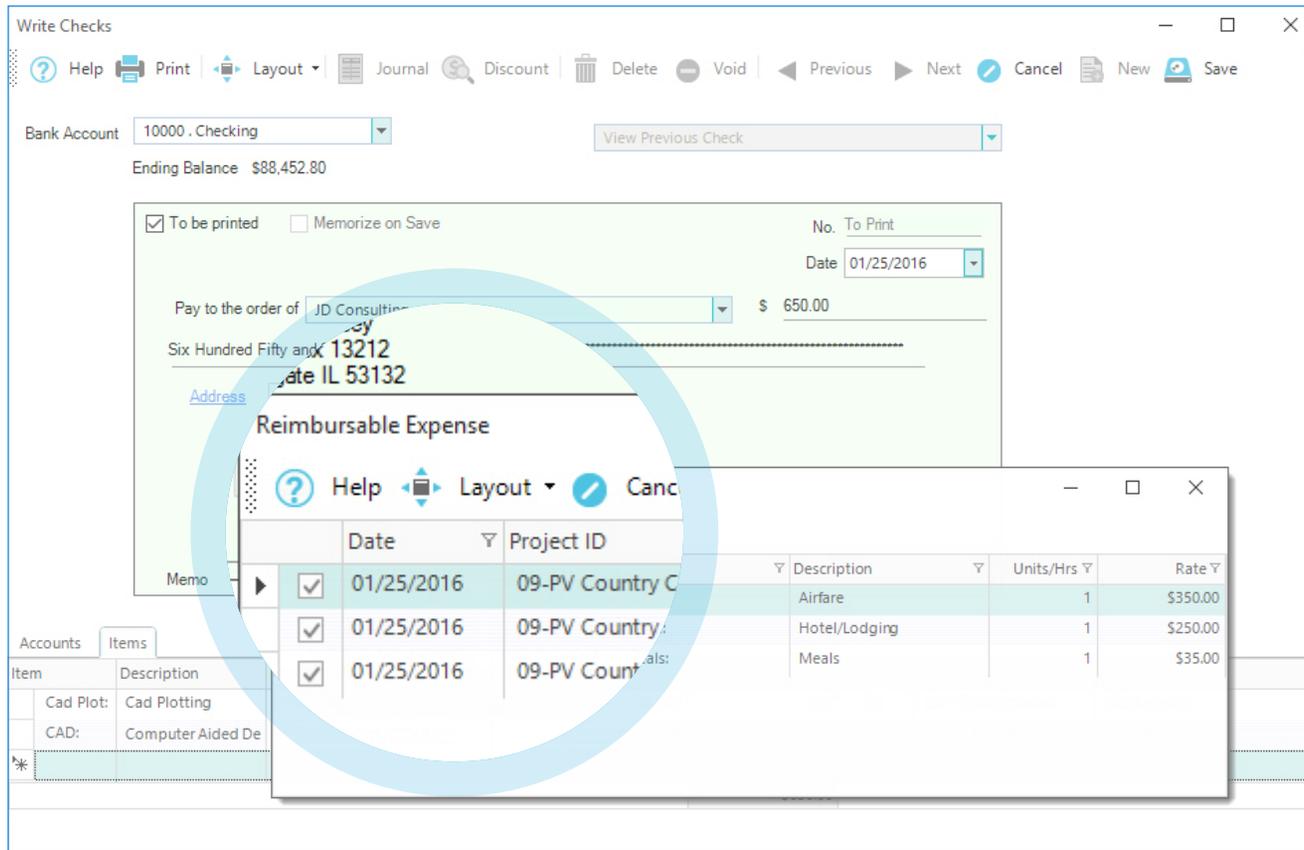
Account	Amount Σ	Memo	Class
6295 . Rent	\$1,500.00	January Rent	Los Angeles
6250 . Office Equipment	\$752.00	New chairs	Los Angeles
6000 . Other Expense	\$250.00	Misc. Expenses	Los Angeles
	\$2,502.00		

Copy Paste

Line Items by Account in Vendor Bills (P+,E+)

In BillQuick 2016, you can now have the vendor bill line items link directly to a specific chart of account and therefore, bypass the need to specify the expense item.

- B** - Basic
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Detail View of Unpaid Expenses (P+,E+)

When you are writing a check to a vendor with unpaid expenses, BillQuick 2016 will alert you of the unpaid vendor expenses and lets you select the ones you want to pay. A huge time saver when the expenses are already in the system.

- B** - Basic
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The screenshot displays the 'Pay Bills' interface. At the top, there is a toolbar with icons for Help, Print, Auto, Layout, Select, View Payment, Discount, Credit, Save, Refresh, and Close. Below the toolbar is a 'Show bills' section with filters for 'From:' (1/20/2016), 'To:' (1/20/2016), and 'Payee ID' (ABC Property). A 'WB' filter is also present. The main area contains a table with the following data:

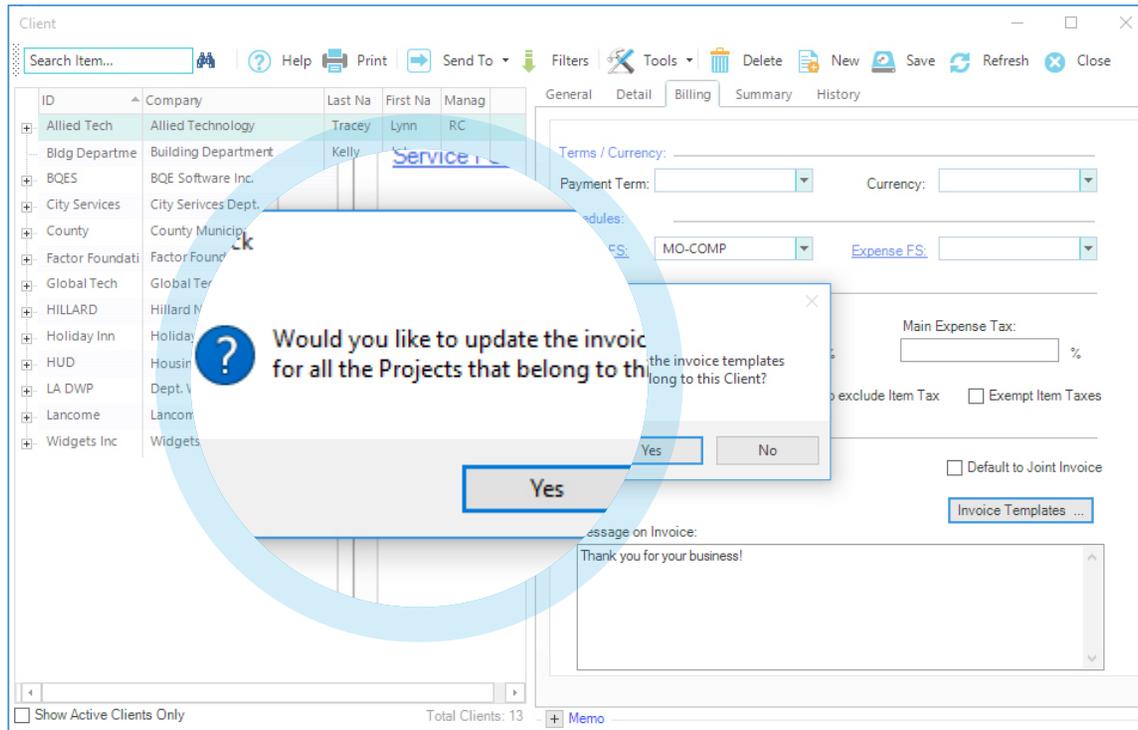
Type	Check Number	Payment Date	Payee	Am/ID	Memo	Bill Number	Due Date	Cash Account
To Print		01/20/2016	ABC Property	property	January Rent	1008	02/19/2016	10500 . Savings
To Print		01/21/2016	ABC Property	property	February Rent	1010	02/20/2016	10500 . Savings
To Print		01/20/2016	JD Consulting	ulting		1005	05/05/2014	10500 . Savings
To Print		01/20/2016	JD Consulting	\$1,925.00		1007	10/30/2014	10500 . Savings
To Print		01/20/2016	Geo Engineering	\$123.50		1006	04/16/2014	10500 . Savings
To Print		01/20/2016	Geo Engineering	\$830.00	Geo Engineering	1003	10/30/2014	10500 . Savings
To Print		03/08/2015	JD Consulting	\$1,500.00	JD Consulting	1004	04/16/2014	10000 . Checking
To Print		03/08/2015	Geo Engineering	\$15,000.00	Geo Engineering	1007	03/08/2015	10000 . Checking
To Print		04/22/2014	Geo Engineering	\$4,519.95	Geo Engineering	1001	04/20/2014	10000 . Checking
				\$28,633.09				

Memo on Pay Vendor Bills Screen (B+,P+,E+)

Want to add a check or EFT memo to the bills paid through the Pay Vendor Bills screen? We added a new Memo attribute to this screen that automatically populates the memo field on the associated check. No more double editing.

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Manage your projects with ease



Auto-Update Project Data from the Client Screen (P,E)

Here is an easy way to change the invoice templates, fee schedules, payment terms or currency on all projects for a specific client; make the change in the Client screen and let BillQuick update the associated projects automatically.

B - Basic

P - Pro

E - Enterprise only feature

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The screenshot shows the 'Invoice Review' window. At the top, there are navigation buttons: Help, Print, Send To, Submit, Post, Approve, Reverse, and Refresh. Below these are filter options: Invoice Number, Project (set to 10-Hillard), Invoice Date (1/20/2016), and To (1/20/2016). There are also checkboxes for Open, Closed, Posted, and Unposted. A 'More Filters' section is visible. The main table has columns: Inv#, Date, Project ID, Description, Net Amount, Paid, and Balance. The table contains several rows of invoice data, with the row for invoice 1121 highlighted in green. A blue circle highlights the 'Project' dropdown menu and the 'Posted' and 'Unposted' checkboxes.

Inv#	Date	Project ID	Description	Net Amount	Paid	Balance
1208	01/21/2016	10-Hillard:4-CA	Hilliard Residence-CA	\$14,234.00	\$0.00	\$14,234.00
1207	01/21/2016	10-Hillard:3-CD	Hilliard Residence-CD	\$3,200.00	\$0.00	\$3,200.00
1206	01/21/2016	10-Hillard:2-DD	Hilliard Residence Design Develo	\$1,500.00	\$0.00	\$1,500.00
1205	01/21/2016	10-Hillard:1-SD	Hilliard Residence-Schematic De	\$9,085.00	\$0.00	\$9,085.00
1158	07/27/2015	10-Hillard:2-DD	Hilliard Residence Design Develo	\$437.50	\$0.00	\$437.50
1173	06/21/2015	10-Hillard:4-CA	Hilliard Residence-CA	\$21,351.00	\$0.00	\$21,351.00
1122	01/10/2015	10-Hillard:1-SD 10-Hillard:2	Hilliard Residence-Schematic De	\$41,495.00	\$41,000.00	\$495.00
1121	12/10/2014	10-Hillard:4-CA 10-Hillard:3	Hilliard Residence-Schematic De	\$7,500.00	\$7,500.00	\$0.00
				\$98,802.50	\$48,500.00	\$50,302.50

Auto-Include Phases (P,E)

When reviewing time, expenses or invoices for a project with phases, simply select the parent project and BillQuick will automatically include all the phases and sub-phases. An efficient way to preview your project data with one click.

- B** - Basic
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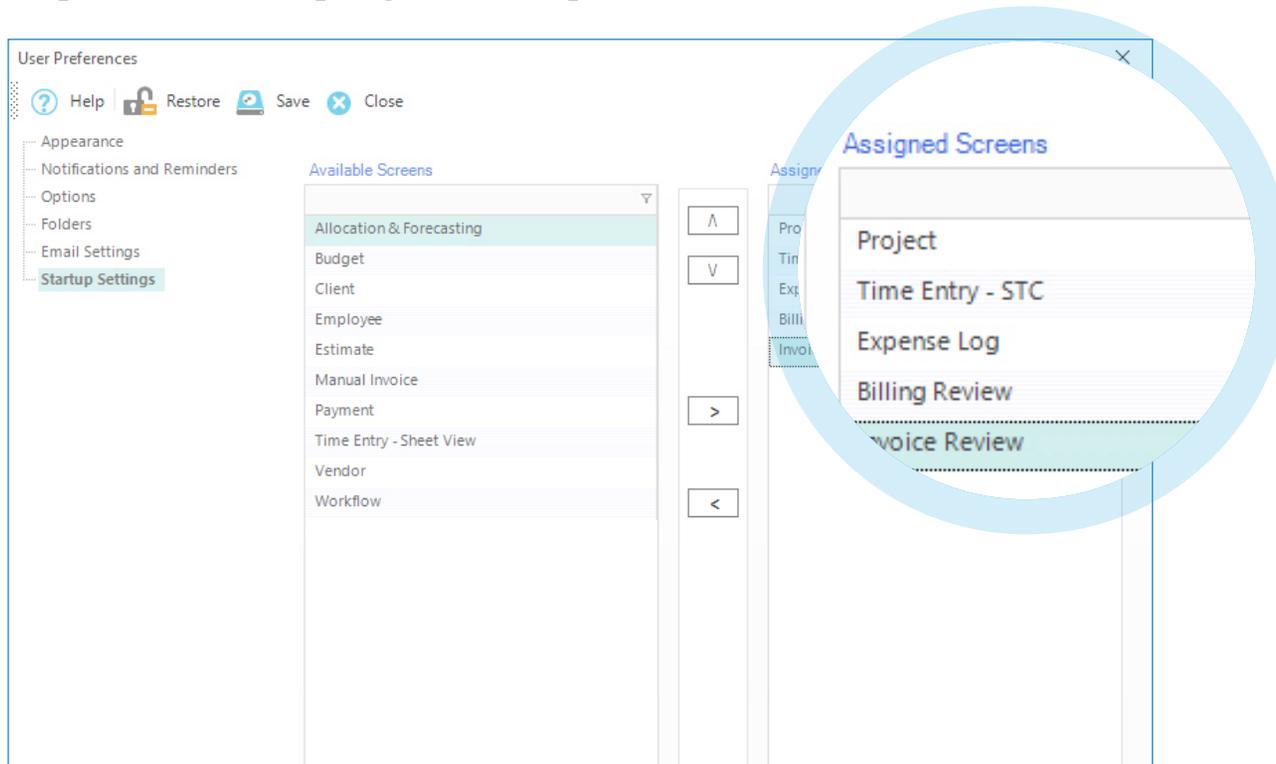
J	Inv #	Project ID	Hrs	Billable	Expense	Ret Avail(C)	Ret Avail(Parent P)	Ret Retainer	Net Bill	Bill	% Complete
		10-Hillard:1-SD	38.75	\$2,985.00	\$6,100.00	\$18,000.00	\$3,500.00	\$0.00	\$9,085.00	<input type="checkbox"/>	50
		10-Hillard:2-DD	2.5	\$437.50	\$1,500.00	\$18,000.00	\$3,500.00	\$0.00	\$1,937.50	<input type="checkbox"/>	25
		10-Hillard:3-CD	0	\$0.00	\$3,200.00	\$18,000.00	\$3,500.00	\$0.00	\$3,200.00	<input type="checkbox"/>	50
		10-Hillard:4-CA	267.5	\$35,585.00	\$0.00	\$18,000.00	\$3,500.00	\$0.00	\$35,585.00	<input type="checkbox"/>	25
		10-HUD Add Services:	9	\$700.00	\$0.00	\$18,000.00	\$3,500.00	\$0.00	\$700.00	<input type="checkbox"/>	0
		10-HUD NY:	93.75	\$6,785.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,785.00	<input type="checkbox"/>	0
		10-HUD Richmond:	79.5	\$5,990.00	\$2,644.82	\$0.00	\$0.00	\$0.00	\$8,634.82	<input type="checkbox"/>	0
		10-Long Beach Harbor:	119	\$9,156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	<input type="checkbox"/>	0
		10-MAIN:1-SD	262	\$20,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,240.00	<input type="checkbox"/>	10
			872.00	\$81,878.50	\$13,444.82				\$87,167.32		

Project-Level Retainer (P,E)

While BillQuick always supported Project Retainer, it was not possible to receive a retainer for a parent project and then let its phases use it. With BillQuick 2016, you can now receive the retainer at the project-level and then apply all or a portion of that retainer to its phases and sub-phases.

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Speed up your performance



Auto-Open Your Favorite Screens (P,E)

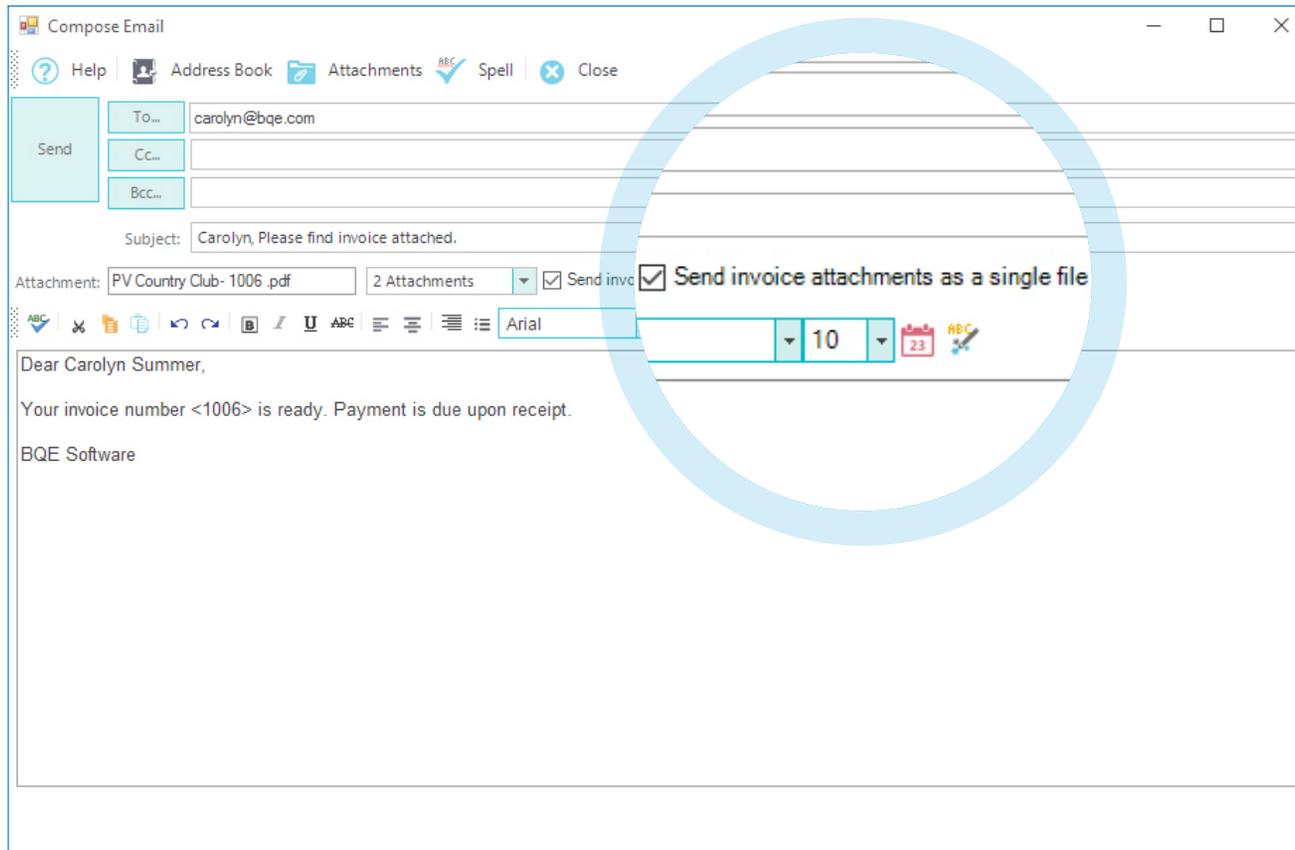
A simple yet powerful startup section is added to the User Preferences screen lets you can specify up to five of your favorite screens to be opened automatically every time you log in to BillQuick.

B - Basic

P - Pro

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Send Multiple Attachments as a Single File (P,E)

If you attach receipts and other documents to your invoices and send them by email to clients, you may be overloading your client with too many email attachments. In BillQuick 2016, you can send all invoice-related attachments as a single .zip file. This not only minimizes the email attachments, but also makes it easy for your clients to find all the backup documents in a single file. Your clients will thank you for this and hopefully pay their invoices faster.

B - Basic

P - Pro

E - Enterprise only feature

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Back-Up SQL Database (P,E)

No need to call your IT person or remote into your SQL Server to back up your BillQuick SQL database. In BillQuick 2016, we added the capability to initiate the backup within the application. Safe and simple.

Brand New Engine (B,P,E)

BillQuick 2016 uses the latest and most powerful Dot Net 4.5 engine. Not only will it work with the latest version of the operating system such as Windows 10, you will also notice significant performance improvements.

B - Basic

P - Pro

E - Enterprise only feature

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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 350,000 users worldwide, BQE software is trusted by leading accountants, architects, attorneys, engineers, IT specialists and business consultants.

Want the inside scoop?

Join our Facebook and LinkedIn user groups.

- [Facebook.com/groups/billquickusers](https://www.facebook.com/groups/billquickusers)
- [Linkedin.com/groups/1359617](https://www.linkedin.com/groups/1359617)

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