2016 BillQuick Edition Comparison Chart

Ease-of-Use	Basic	Pro	Enterprise
Access via Internet/Intranet	✔	✔	✔
Wizards for Easy Setup and Billing	✔	✔	✔
Custom Conversion	✔	✔	✔
Easily Import/Export Data	✔	✔	✔
Single-Click DCAA Compliance	✔	✔	✔
Track Collected and Paid Taxes (GST, PST, HST, VAT, etc.)	✔	✔	✔
Multiple Currencies	✔	✔	✔
Access via iPhone® and Android Devices	✔	✔	✔
To-Do Lists and Tasks		✔	✔
Auto-Open Your Favorite Screens		✔	✔
Customizable Custom Fields			✔

Intelligent Time and Expense

	Basic	Pro	Enterprise
Write Up/Down Entries	✔	✔	✔
Run Simultaneous Timers for Multiple Projects and View on a Single Screen	✔	✔	✔
Track Overtime and Compensation Time	✔	✔	✔
Multiple Screens for Time and Expense Entry	✔	✔	✔
Auto-Apply Standard and Special Bill Rates	✔	✔	✔
Track Both Working and Idle Time with Timers	✔	✔	✔
Back Out Taxes Paid with Expense Items	✔	✔	✔
Record Unlimited Length Notes for Time and Expenses	✔	✔	✔
View Time and Expenses by Either Employee or Project	✔	✔	✔
Shorthand Codes for Memos	✔	✔	✔
Support for Multiple Currencies in Expense Sheets	✔	✔	✔
Auto-Check if Time or Expense Exceed Contract Amount	✔	✔	✔
Create Time Entries From To-Do Items		✔	✔
Submittal, Review and Approval Process		✔	✔

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Intelligent Time and Expense	Basic	Pro	Enterprise
Attach Web References/URLs to Records		✔	✔
Attachment and Memo Indicator in Time and Expense Records		✔	✔
Personal Time Off Management			✔
Analyze Time and Expense Entries for Multiple Projects or Employees on a Single Screen			✔
Track Time and Expense by Class			✔

Robust Project Management

	Basic	Pro	Enterprise
Create Phases and Segments	✔	✔	✔
12 Contract Types Including 'Cost Plus' and 'Hourly'	✔	✔	✔
Custom Cloning of Projects	✔	✔	✔
Easily Monitor Unpaid Retainers on Project Screen	✔	✔	✔
Review Invoices, Vendor Bills & Purchase Orders on a Single Screen	✔	✔	✔
Project Performance Metrics	✔	✔	✔
Retainage per Project	✔	✔	✔
Specify Detailed Contract Amount at Project Phase Levels	✔	✔	✔
Assign Tasks with an Allocated Hour to Complete		✔	✔
Prioritize Scheduled Tasks for a Project and Give Tasks Custom Descriptions		✔	✔
Automatic Rescheduling of Dependent Tasks upon Parent Task Delay		✔	✔
Auto Notifications When Scheduled Tasks are Updated by Staff		✔	✔
Interactive Gantt Charts with Zoom and Print		✔	✔
Attach Contracts, NDAs, Engagement Letters, etc. to Emailed Estimates		✔	✔
Track % Complete in Budgets and Tasks (in Addition to Projects)		✔	✔
Assign Activities, Expenses and Employees to Projects		✔	✔
Employee Workload Forecast Calendar		✔	✔
Revenue Forecaster		✔	✔
Automatically Record Project Journal Entries on Specific Events		✔	✔
Analyze Budgets with Real-time Spent Information		✔	✔
Assign User-Defined Classes for All Transactions		✔	✔
Project Center - Everything You Need to Manage a Project in One Place			✔

Robust Project Management

Robust Project Management	Basic	Pro	Enterprise
Submittal-Approval Workflow Tracking			✔
Real-Time Tracking of Project Schedules			✔
Due Date Alerts			✔
Merge Multiple Clients Into One			✔
Exception for Over Contract, Over Budget and Unprofitable Projects			✔
Quick Update of Project Percentage Complete			✔
Profiltability Analysis Graph			✔
Billability Analysis Graph			✔
Project Efficiency Graph			✔
Earned Value Metrics and Graph			✔
Drill Down into and Analyze Job Cost Details			✔
Assign Accounts at the Project Level			✔
Edit Cumulative Budget at the Parent-Project Level			✔

Streamlined Billing

Streamlined Billing	Basic	Pro	Enterprise
Batch Create Invoices	✔	✔	✔
Global and Detailed Billing	✔	✔	✔
Edit Invoice Descriptions and Memos	✔	✔	✔
Invoice Format Auto-Selected by Contract Type	✔	✔	✔
Assign Special Invoice Format to a Project	✔	✔	✔
Automatic Billing	✔	✔	✔
Customize Billing Screen	✔	✔	✔
Global and Detailed Billing	✔	✔	✔
Percent Complete with Automatic Calculation	✔	✔	✔
Auto Apply Retainers	✔	✔	✔
Send Multiple Invoices in a Single Email		✔	✔
Automatically Create Custom PDF Invoice Names		✔	✔
Progress Billing		✔	✔
Specify Custom Invoice Number per Project			✔

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Real-Time Accounts Receivable

Real-Time Accounts Receivable	Basic	Pro	Enterprise
Reverse or Void Invoices and Payments	✔	✔	✔
Standard and As-Of Aging Reports with Contact Info and Collection Notes	✔	✔	✔
Auto, Selective and Manual Apply Payments	✔	✔	✔
Customer and Project Statements	✔	✔	✔
Electronic Invoices	✔	✔	✔
Automatic Notifcations of Invoice Approval by Manager		✔	✔
Accept Credit Card Payments		✔	✔
Retainer Management		✔	✔
Automatically Attach Files to Invoices, Print/Email Them with the Invoice			✔
Collection Center - Key Information to Enhance Your Collection Efforts			✔
Automatic Payment Receipts			✔
Submittal and Approval of Invoices			✔
Printable Custom Fields for Invoices			✔
Attach Files to Payments Received (Ex: Scanned PDF of a Check)			✔
Support for Multiple A/R Accounts			✔

BillQuick Plus Accounting

(Optional accounting module available for purchase)

	Basic	Pro	Enterprise
Balance Sheet: Cash and Accrual, Current Year and Comparison	✔	✔	✔
Profit and Loss Report: Cash and Accrual, Current Year and Comparison	✔	✔	✔
Statement of Cash Flows	✔	✔	✔
Trial Balance: Cash and Accrual	✔	✔	✔
Chart of Accounts with Easy Number Changes	✔	✔	✔
General Ledger	✔	✔	✔
General Journal Entries and Journal Report	✔	✔	✔
Deposits and Transfers	✔	✔	✔
Bank Reconciliation	✔	✔	✔
Vendor Expenses, Balances and Paid/Unpaid Bills	✔	✔	✔
Automatic Check Generation for Retainer Refunds	✔	✔	✔
Immediate or Batch Print of Deposit Slips	✔	✔	✔
Pay Vendor Bills	✔	✔	✔

BillQuick Plus Accounting
(Optional accounting module available for purchase)

	Basic	Pro	Enterprise
Write and Print Checks	✔	✔	✔
Ability to Run Financial Reports by Class		✔	✔
Purchase Orders		✔	✔
Automatically Create Vendor Bills on a Specified Frequency		✔	✔
Automatically Write Checks on a Specified Frequency		✔	✔
Specify Vendor Level Payment Terms		✔	✔
Track Credit Card Expenses		✔	✔
Purchase Order History			✔
Vendor-Based A/P Account Assignment			✔
Assign Accounts at the Project Level			✔
Import Credit Card Transactions			✔

Powerful Reporting

	Basic	Pro	Enterprise
Report Center - Access to a Library of over 500 Report Templates	✔	✔	✔
500+ Standard Reports	✔	✔	✔
Favorite and Memorized Reports	✔	✔	✔
Report Customization: Change Fonts and Colors	✔	✔	✔
Customize Reports and Invoices using Crystal Reports®	✔	✔	✔
Performance Metrics (Realization, Utilization, Profit) on Single Screen	✔	✔	✔
View Available Vacation/Holiday/Sick Time in Real-Time	✔	✔	✔
Memorize Reports and Add to a Report Group	✔	✔	✔
Make Memorized Reports Private	✔	✔	✔
Change the Organization of Reports On-The-Fly	✔	✔	✔
Search for Reports by Keyword	✔	✔	✔
Preview Sample Report Without Running a Report	✔	✔	✔
List of Similar Reports for Each Standard Report	✔	✔	✔
Description for all Standard Reports	✔	✔	✔
Re-Run Recent Reports for Up To Several Months	✔	✔	✔
Add Custom Reports to Report Groups with Unique Names	✔	✔	✔
Email/Store Reports as PDFs		✔	✔
Dashboard Display of Key Performance Indicators		✔	✔

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Smart Security	Basic	Pro	Enterprise
Role-based Security with Profiles	✔	✔	✔
Audit Trail	✔	✔	✔
Assign Projects, Activities and Expenses to Employees		✔	✔

Seamless Integration

	Basic	Pro	Enterprise
QuickBooks® Integration (QuickBooks 2002 or better)	✔	✔	✔
Peachtree® Integration (Complete/Premium 2005 or better)	✔	✔	✔
MYOB® (Australia) Integration	✔	✔	✔
Export Invoices to LEDES® Format		✔	✔

Database Support

	Basic	Pro	Enterprise
Microsoft Access®	✔	✔	✔
Microsoft SQL Express®	✔	✔	✔
Microsoft SQL Server®			✔

Optional Add-Ons for Purchase

	Basic	Pro	Enterprise
BillQuick Online: Cloud-based Version of BillQuick	✔	✔	✔
BillQuick Web Suite: Customer-hosted, Browser-based Version of BillQuick	✔	✔	✔
BillQuick Outlook® Add-In: Convert Appointments, Tasks and Emails into Time Entries	✔	✔	✔
BillQuick Agent: Time Card Monitoring and Report Scheduling	✔	✔	✔
BillQuick HR: Human Resource Management	✔	✔	✔
BillQuick Mobile: Free Mobile App for iOS and Android Devices	✔	✔	✔

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