

# BillQuick Help Manual 2017



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## WELCOME TO BILLQUICK!

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Here is what you need to set up your company in BillQuick® and also a few links to help you get started.



- If you are new to BillQuick and want to understand this product, you can check out [Understanding BillQuick](#), [BillQuick Workflow](#) and its [Key Features](#). You might also want to go through the [BillQuick Help](#) in depth.
- If you are an existing user of BillQuick, you might be interested in knowing about the [new features](#) in BillQuick 2017. You can also check out the [What's New in BillQuick 2017](#) list.
- If you are a principal/partner, owner or manager of a company, you might want to check out [Executive Summary](#) that presents the major features of BillQuick useful for managing your projects, billing and overall business.
- If you are a system administrator or IT supervisor, you might want to sign up on our [website](#) or call us to get your [License & Registration](#) keys. You might want to find out which [BillQuick Edition](#) is right for your company. Get started by [creating a new company database](#) and setting up master information. For a quick startup, use the [BillQuick Startup Interview](#) and [Initial Setup Wizard](#).
- If you have been using another time billing or accounting system, you can [convert](#) or [import](#) that data into BillQuick. You can also bring your existing data from an accounting program into BillQuick by [integrating](#) with it. If nothing else, you must enter your opening balances into our system.
- If you are a manager or supervisor, you might want to specify [security settings](#), [global settings](#), [user](#) or [other preferences](#) for your company and individual users.
- If you are a timekeeper or an employee, learn more about logging [time](#) and [expenses](#) for work done on projects.
- If you are a project manager, you might want to know all about tracking and [managing projects](#). You should also check our powerful [reports](#).
- If you are a billing manager or accountant, you might want to know all about [billing](#), [retainers](#) and [invoices](#). BillQuick offers a whole range of [accounts payable](#) and [receivable](#) features.

 Your feedback helps us plan and improve BillQuick releases and associated documentation. Please email your comments, suggestions and ideas about BillQuick and this Help to [BQ-Ideas@bqe.com](mailto:BQ-Ideas@bqe.com).



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## INTRODUCTION

### UNDERSTANDING BILLQUICK

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BillQuick is a time and expense tracking, billing, project and business management solution.

Initially used by architects and engineers, BillQuick has grown to be adopted by every type of service professional. Consultants, programmers, accountants, attorneys, contractors, etc. have all discovered the unmatched features and flexibility of BillQuick and made it their time billing solution. Virtually any company that tracks hours for job costing (and payroll) or bills by fixed fee, recurring amount, hourly, cost plus and variations will find strong value in BillQuick. You can check out various features of BillQuick suitable for the following broad categories:

- BillQuick for Accountants
- BillQuick for Architects & Engineers
- BillQuick for Attorneys
- BillQuick for IT Consultants

#### Benefits

BillQuick offers an easy and efficient way to reduce the overhead of your business and increase your revenue by accurately tracking professional hours, recording expenses and job costs, managing projects, billing your clients and reporting. Companies report saving 10, 25 and more hours monthly because of shortcuts, automatic features and simplified tasks in BillQuick. You can reduce your billing time from days to hours, accessing BillQuick on the desktop, web and smartphones. In addition, you get to integrate BillQuick data with your accounting package. To gain better insight about the basic flow of data throughout BillQuick, see [BillQuick Workflow](#) and to know how it addresses your business concerns, see [Executive Summary](#).

BillQuick adapts to various types and sizes of professional services firms—handling a two-person firm as efficiently as a large multi-office firm. It is scalable to any size organization, from small firms with 1 to 5 employees using the Microsoft Access database to mid-size with 5-20 employees who use the Microsoft SQL Express database, and large firms with 20+ employees using the Microsoft SQL Server database.

BillQuick comes in 4 flavors or editions and is also available in 4 *Plus* editions having the Accounts Payable module. It includes more than 500 reports and 180 invoice templates, allowing you to meet the requirements of your most demanding clients and providing in-depth analytic tools to optimize all aspects of your business. You can check the various editions of BillQuick:

- [BillQuick Lite](#)
- [BillQuick Basic](#) & [Basic Plus](#)
- [BillQuick Pro](#) & [Pro Plus](#)
- [BillQuick Enterprise](#) & [Enterprise Plus](#)

BillQuick also comes in three different versions. Depending upon what suits your company and situation, you can use one or more of these options:

- [BillQuick](#)—flagship product, installed and accessed on desktop computers and laptops
- [Web Suite](#)—web version of BillQuick, accessed from web browsers using Internet/Intranet/local network

- [BillQuick Online](#)—online *hybrid* SaaS version of BillQuick, hosted by us and accessed by subscribers from web browsers using Internet
- [BillQuick Mobile](#)—mobile app, downloaded and accessed on iPhones, Android phones and other compatible mobile devices like Windows phones

## UNDERSTANDING BILLQUICK

---

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- [BillQuick Pro](#) & [Pro Plus](#)
- [BillQuick Enterprise](#) & [Enterprise Plus](#)

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- [BillQuick Online](#)—online *hybrid* SaaS version of BillQuick, hosted by us and accessed by subscribers from web browsers using Internet
- [BillQuick Mobile](#)—mobile app, downloaded and accessed on iPhones, Android phones and other compatible mobile devices like Windows phones

## BILLQUICK WORKFLOW

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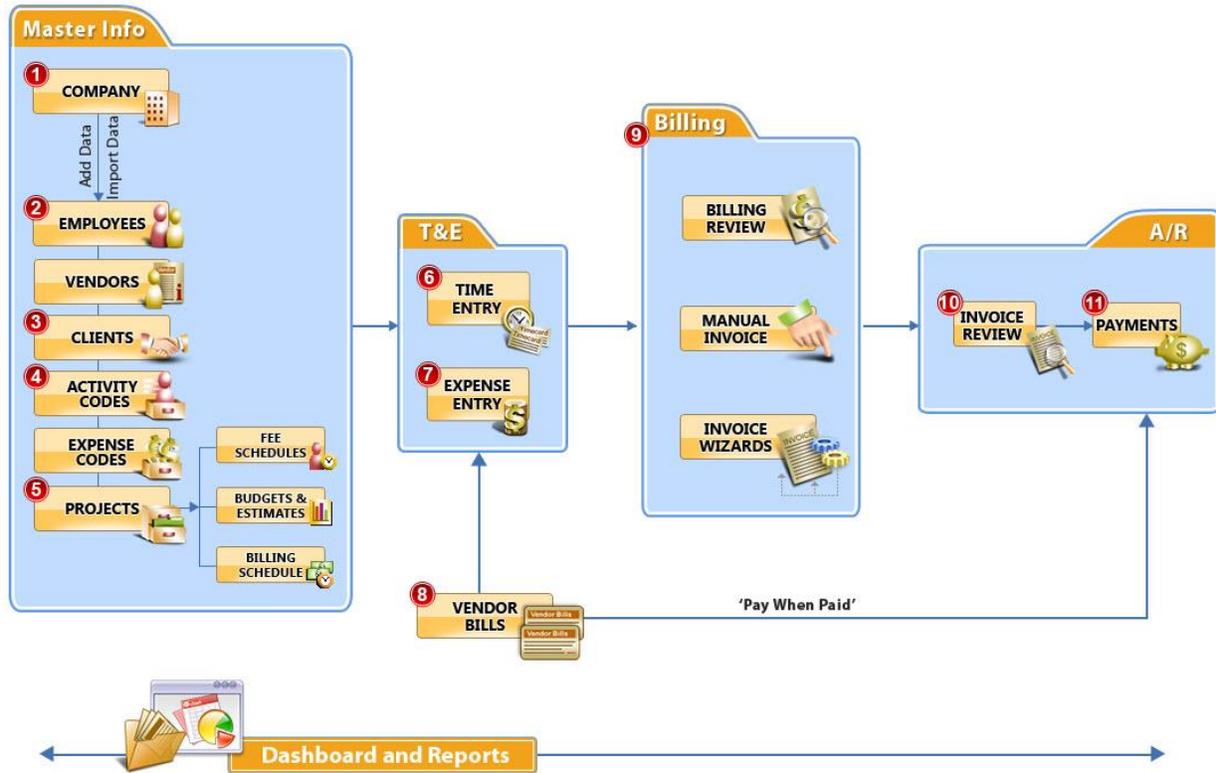
BillQuick is a highly flexible software solution and hence adapts to your business and company preferences.

① To get started with BillQuick, a Supervisor or administrator needs to first set up the Company database. ② You can do this by entering new data, importing it from external sources or integrating it with your accounting packages. This is followed by setting up of master information—employees and vendors, ③ clients, ④ activity and expense items, ⑤ projects and related information such as fee schedules, budgets and estimates, and billing schedules. Time and expense entry requires data input from this master information. Employees or vendors charge ⑥ activities and ⑦ expenses against various projects while recording time and expense entries. ⑧ In addition, you can convert vendor bills into time and expense entries or vice versa. Approved time and expense becomes work-in-progress, ready to bill.

⑨ Billing decisions begin with the client and project setup (master information). When ready to bill, accumulated work-in-progress or pre-defined billing schedule flows to the Billing Review or Manual Invoice. You can also use the wizards to do your billing. After processing and reviewing invoices, ⑩ the manager typically generates final invoices in Invoice Review and sends them to the clients. ⑪ BillQuick tracks accounts receivable and then records payments when received. Some companies prefer linking the payment of vendor bills with the payment received from their clients (*pay when paid*). Throughout the BillQuick workflow, useful reports are available for the staff and management.

Click on the desired areas of the image for details.

## BILLQUICK OVERVIEW



### EXECUTIVE SUMMARY

Implementation of BillQuick for time tracking, billing and project management is the right step towards increasing business productivity and investing in technology that helps you manage your business. This executive summary highlights those functions and features of BillQuick that are useful for decision-makers and executives in a company. It focuses on important information needed by owners, principals, partners, executives, project managers, billing managers, company managers and such other people for effective and efficient management of projects, company and business as a whole. In other words, it answers your question "What does BillQuick do for me?"

Depending upon your business type, BillQuick adjusts its terminology and activity codes to your industry:

Industry-Specific Terminology			
Architects & Engineers	IT & Computer Consultants	Accountants & CPAs	Attorneys & Paralegals
Employee	Employee	Timekeeper	Employee
Client	Customer	Client	Client
Project	Job	Engagement	Matter
Activity	Activity	Task/Service	Activity
Company	Company	Company	Firm
Vendor	Vendor	Consultant	Consultant
Budget	Budget	Budget	Estimate

BillQuick provides various solutions and features that enhance the overall productivity and profitability of your business concern—whether you are an architectural, engineering, IT, accounting or any other professional services firm.

- [BillQuick for Architects and Engineers](#)
- [BillQuick for IT/Computer Consultants](#)
- [BillQuick for Accountants/CPAs](#)
- [BillQuick for Attorneys](#)

Some critical aspects of a business are a major concern for all executives in any industry. BillQuick addresses all those concerns in a simple yet smart manner.

## Project Management

BillQuick provides the following solutions and benefits, enabling you to manage your projects in the most efficient way.

- [Project Center](#)
- [Project Merging](#)
- [Project Notes](#)
- [Budgets](#)
- [Estimates](#)
- [Service](#) and [expense fee schedules](#)
- [Project](#) and [employee controls](#)
- [Assign Items to Projects](#)
- [Allocation and Forecasting](#)
- [Workflow](#) Event Tracking
- [Dashboard](#)
- [Automatic Billing](#)
- Project Reports
- [Document Management](#)

## Billing Management

BillQuick provides the following solutions and benefits, enabling you to manage your billing accurately:

- [Time](#) and [Expense](#) Tracking
- [Submit-Approve](#) Process
- [Payment Terms](#)
- [Currency Manager](#)
- [Billing Schedules](#)
- [Accounts Payable](#)
- [Accounts Receivable](#)
- [Write-Up/Down](#)
- [Manual Invoices](#)
- [Memorize Invoices](#)
- Billing Reports
- [Payments](#)
- [Retainers](#)
- [Statements](#)

- [Collection Center](#)

## Company & Business Management

BillQuick provides the following solutions and benefits, enabling you to manage your overall company and business smartly:

- [BillQuick Messages](#)
- [File Linking](#)
- [Memos](#)
- [Filters](#)
- Customizable [Grids](#)
- [Cloning](#)
- [Find](#) or Search
- Batch [Change](#)
- [To-Do Lists](#)
- [Security Settings](#)
- [Log Viewer](#)
- [Reminders](#)
- [Grouping](#)
- [Auto Complete](#)
- [Custom Labels](#)
- [Archive and Restore Data](#)
- [Database Maintenance](#)
- [Emailing](#)
- [Wizards](#)
- [Global Settings](#)
- [User Preferences](#)
- [Data Integration](#)
- [Reports](#)
- [Import-Export Data](#)
- [Data Conversion](#)

## BillQuick Features

### KEY FEATURES

---

BillQuick provides simple, intuitive yet powerful features for your time and expense tracking, billing, project and business management, and reporting needs. Some of the key features of BillQuick are:

- Available in several **editions and versions** to suit your needs and preferences. It is suitable for small to large network-based organizations with various database options (Microsoft Access, SQL Server and SQL Express). You can use the desktop, browser-based, online SaaS or mobile version of BillQuick—anytime and anywhere.
- High **network compatibility** with multiple users.
- Easy-to-use and intuitive interface with multiple **navigation options**. You can access its screens and features using menus, shortcuts, toolbars, sidebars and navigators.

- Highly **customizable** and flexible grids; option to apply smart filters and powerful [search](#) function throughout the program, including reports.
- Highly secure with a complete **built-in security** system. Allows employees to enter their time but limits their access to confidential information.
- Provides user-assistance via **wizards** for all the important functions.
- Suitable for timekeepers and vendors alike. Includes **control features** like project control, security permissions, submission-approval, budgets, project rules and settings.
- Includes **task allocation and revenue forecasting** features to keep timekeepers on track and promote self-policing.
- Easy-to-use **Personal Time Off management** feature.
- Provides up to four levels of **project hierarchy**, with well-defined parent-child relationships. An exclusive [Project Center](#) designed for project managers, partners, principals and owners.
- Complete **project management** tools including scheduling, workload and revenue forecasting, task assignment, project notes, etc.
- **Budgets and estimates** for tracking project progress.
- **Document Management** feature handles client and project file management, folder creation and email review.
- **Automatic reminders and email notifications** regarding time and expense approvals, backup, sync, invoices, etc.
- Offers **file linking and attachments** option in all screens.
- Allows you to create and maintain **to-do lists and tasks**.
- Messaging within the BillQuick network, besides **information tracking** via memos, notes, etc.
- Handles simple as well as complex **time and expense tracking** of employees and vendors in your company. You have several ways to record and review time and expenses.
- Handles multi-task time tracking using **stopwatch timer**. Tracks your activities with precision and ensures no time goes unrecorded and unbilled.
- Fee Schedules to allow **variable billing**. You can bill your clients based on special pre-defined rates. Additional Delayed Service Fee Schedule for retainer-based variable billing.
- Flexible billing with several **billing methods and contract arrangements**. You can choose from 12 contract types and do batch billing, progress billing or regular billing.
- Allows creating of **manual invoices** with or without time and expenses.
- Allows you to set **automatic billing** schedules and memorize invoices on a specified frequency.
- Flexible charging or billing using the **write-up/write-down** feature.
- Tracks retainer history with a complete **retainer management** system.
- Handles **accounts payable** functions such as paying vendor bills, making deposits, writing checks, etc.

- Streamlines the manual process of filling out and tracking **purchase orders**.
- Extremely powerful **reporting** feature. You can run reports, invoices and statements from various places in BillQuick.
- Extremely flexible. All invoices, statements and reports are **customizable** with Crystal Reports; screen and field labels are customizable too.
- **Data exchange and integration** with various accounting software like QuickBooks, Sage 50 (formerly Peachtree), MYOB, etc. Also allows import-export of data.

BillQuick comes with an excellent and reliable technical support via email or phone. You have free access to our support resources and documentation.

## **NEW FEATURES IN BILLQUICK 2017**

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There are hundreds of new and improved features added to BillQuick every year. The major new features in BillQuick 2017 include:

1. **Financial Budget:** In BillQuick 2017 you can create account level budget for your income and expenses. The budget can be monthly, quarterly or annual. Once you have saved the account budget, BillQuick can then track each line items and keep you informed as to the actual amounts earned or spent, whether the account is over budget or under budget.
2. **Routing Numbers for Bank Accounts:** You can now save the actual bank account number (routing number) when adding a new bank account to your chart of accounts. The account number will automatically print on the deposit slips.
3. **Encrypted Social Security Number:** In BillQuick 2017 we have encrypted the social security number to prevent exposing it at the database level.
4. **Rules in Credit Card Transaction Import:** You can now create your own rules when matching the credit card transactions via the Import Transactions screen. The ability to create and save rules automates the matching criteria for your future imports.
5. **Vendor History Tab Shows Vendor Checks:** The Vendor screen History tab will now display all checks written to the vendor. This makes it easy to review all payments made to the vendor, including the ones that are not tied to a vendor bill.
6. **Additional Information when Paying Vendor Bills:** We have made paying vendor bills easier by adding the Credit Available, Aged Days, Attachments and Status columns to the list of unpaid bills.
7. **Brand new Bounced Check Feature:** If a check is bounced, you can now use the brand new "Bounced Check" method in the payment screen. You can specify the cost to you and the amount you want to charge the client. BillQuick will automatically record the cost towards the job and generate an invoice for the charges to the client.

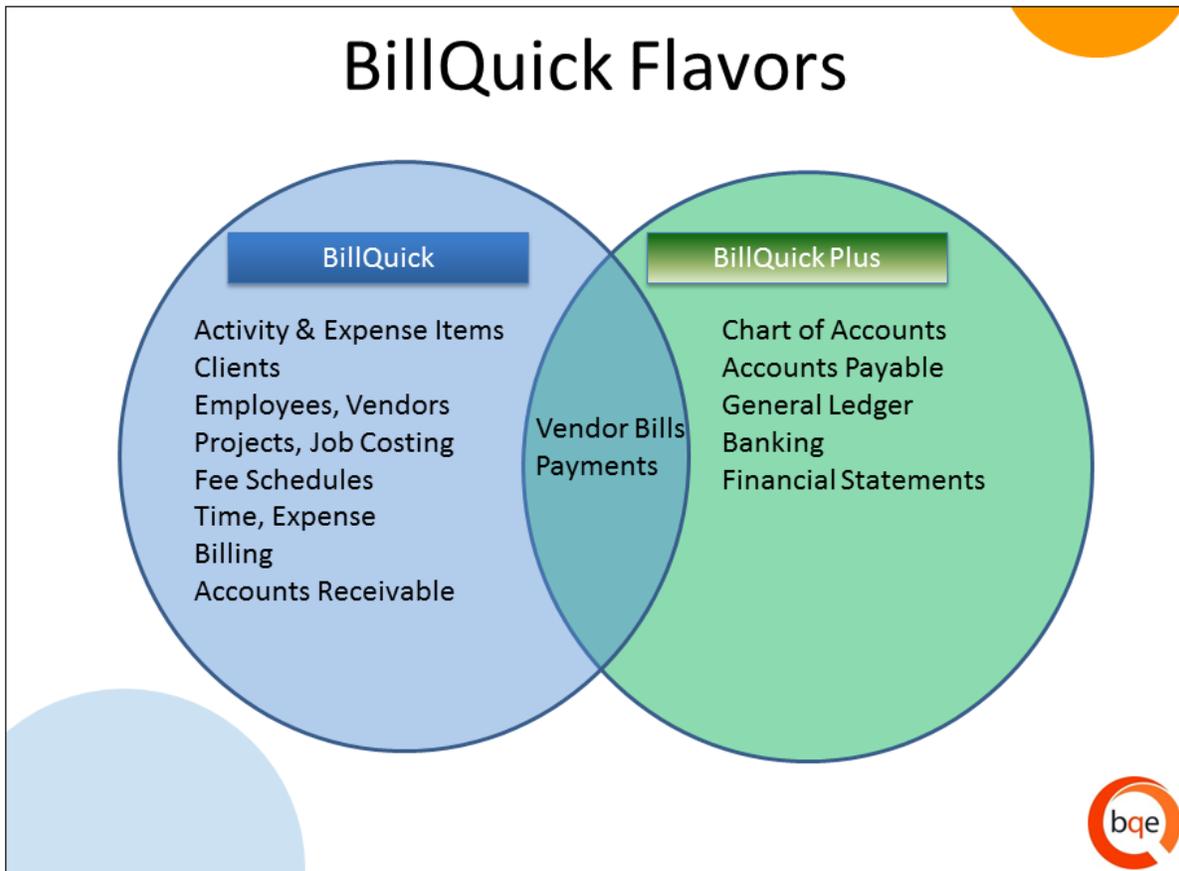
8. **Automatic Time Entry for Approved PTO Requests:** When a personal time off request is approved via the PTO workflow, BillQuick 2017 will automatically make the appropriate time entry in the employee’s time sheet.
9. **Allow Retainer Invoice for Main Project:** In BillQuick 2017 you can now create a retainer invoice for projects of type Main and later apply the retainer to its sub-projects or phases.
10. **Batch Change Vendor Data:** We have added the popular batch-change feature to the Vendor screen. Now you can change data for multiple vendors in a single operation.

## BillQuick Editions

### BILLQUICK EDITIONS OVERVIEW

BillQuick comes in four flavors or editions: Lite, [Basic](#), [Pro](#) and [Enterprise](#). It is also available in three *Plus* editions having the Accounts Payable module. Depending upon your requirements, you can choose the edition that fits you best.

Edition	Description	Database Type
BillQuick Lite	Free, limited edition of BillQuick. It is suitable for a one-man company that requires only capture of time and expenses and basic billing.	Microsoft Access (Standard)
BillQuick Basic	Low-end, paid edition of BillQuick. It is suitable for small companies with few users. Offers time and expense tracking, invoicing, billing, and reporting features.	Microsoft Access (Standard) Microsoft SQL Express
BillQuick Pro	Professional edition of BillQuick suitable for medium-sized companies. Offers more features than Basic but less than the Enterprise.	Microsoft Access (Standard) Microsoft SQL Express
BillQuick Enterprise	Top-of-the-line edition for large companies with many users or those who need very robust features. Offers all the advanced and new features.	Microsoft Access (Standard) Microsoft SQL Express Microsoft SQL Server



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 See the [BillQuick Editions Comparison Chart](#) for more.

### BILLQUICK BASIC

BillQuick Basic is one of the editions or flavors of BillQuick designed for small firms with basic requirements. It best serves one-person or small offices. Some features in the full-version of BillQuick might not be available in this basic edition. You can enhance BillQuick with [Add-On Modules](#) and customize it to the unique needs of your profession and office.

Invoices, statements and reports are customizable with Business Object's Crystal Reports. Invoices and Statements can be specified for individual projects, enabling you to meet the demands of any client. You do not need to change the way you run your business. BillQuick Basic will adjust to fit your business the way you run it!

#### Key Features

- Network compatible with multiple users
- Microsoft Access/JET compatible database
- Time and expense tracking
- Project management including multiple contract types, budgets, and more
- Billing and payments
- More than 180 customizable invoices and statements
- Reporting capabilities including memorized reports, statements, and more

- Import/export and data conversion
- Export reports and invoices to PDF and other file formats
- Data integration with QuickBooks, Sage 50 Accounting (formerly Peachtree—US Edition) and MYOB (Australia)
- Telephone and email technical support
- 15-day free trial for evaluation

## **BILLQUICK BASIC PLUS**

---

BillQuick Basic Plus is an edition or flavor of BillQuick that has all the features of [BillQuick Basic](#) and also includes the Accounts Payable module.

BillQuick Basic Plus allows you to manage your time, expenses, projects, billing, reporting as well as multiple A/P accounts. You can [pay your bills](#), [write checks](#), [enter credits](#), [transfer funds](#) and do much more with the bundle of features available with this edition.

BillQuick Basic Plus is designed for small firms with basic time and billing requirements in addition to their accounting needs. It best serves one-person or small offices. Some features in the full-version of BillQuick might not be available in this basic edition. You can enhance BillQuick with [Add-On Modules](#) and customize it to the unique needs of your profession and office.

### **Key Features**

- Network compatible with multiple users
- Microsoft Access/JET compatible database
- Time and expense tracking
- Project management including multiple contract types, budgets, and more
- Billing and payments
- More than 180 customizable invoices and statements
- Full Accounts Payable module
- Reporting capabilities including memorized reports, statements, and more
- Import/export and data conversion
- Export reports and invoices to PDF and other file formats
- Data integration with QuickBooks, Sage 50 Accounting (formerly Peachtree—US Edition) and MYOB (Australia)
- Telephone and email technical support
- 15-day free trial for evaluation

## **BILLQUICK PRO**

---

BillQuick Pro is a professional edition or flavor of BillQuick. It is a higher version of BillQuick employing the Microsoft Access/JET Engine and Microsoft SQL Express database for a comparatively high-demand environment.

You can enhance BillQuick with [Add-On Modules](#) and can customize it to the unique needs of your profession and your office. Implementing BillQuick reduces overhead, helps produce more accurate time tracking and increases profits.

Invoices, statements and reports are customizable with Business Object's Crystal Reports. Invoices and statements can be specified for individual projects, enabling you to meet the

demands of any client. You do not need to change the way you run your business. BillQuick Pro will adjust to fit your business the way you run it!

## Key Features

- Network compatible with multiple users
- Microsoft Access/JET Engine and SQL Express compatible database
- Time and expense tracking
- Submittal-approval workflow
- Project management including multiple contract types, budgets, estimates, allocation, dashboard, document management, to-do lists, and more
- Event-driven messaging and file linking
- Billing including automatic billing, progress billing, memorized invoices, and more
- Retainer management and payments
- More than 180 customizable invoices and statements
- Accounts payable such as vendor bills and chart of accounts
- Reporting capabilities including memorized reports, statements, and more
- Import/export and data conversion
- Data integration with QuickBooks, Sage 50 Accounting and MYOB (Australia)
- Telephone and email technical support
- 15-day free trial for evaluation

## BILLQUICK PRO PLUS

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BillQuick Pro Plus is an edition or flavor of BillQuick that has all the features of [BillQuick Pro](#) and also includes the Accounts Payable module. It allows you to manage your time, expenses, projects, billing, reporting and accounting tasks. You can [pay your bills](#), [write checks](#), [enter credits](#), [transfer funds](#) and do much more!

BillQuick Pro Plus is a higher version of BillQuick employing the Microsoft Access/JET Engine and Microsoft SQL Express database for a comparatively high-demand environment.

You can enhance BillQuick with [Add-On Modules](#) and can customize it to the unique needs of your profession and your office. Implementing BillQuick reduces overhead, helps produce more accurate time tracking and increases profits.

Invoices, statements and reports are customizable with Business Object's Crystal Reports. Invoices and statements can be specified for individual projects, enabling you to meet the demands of any client. You do not need to change the way you run your business. BillQuick Pro Plus will adjust to fit your business the way you run it!

## Key Features

- Network compatible with multiple users
- Microsoft Access/JET Engine and SQL Express compatible database
- Time and expense tracking
- Submittal-approval workflow
- Project management including multiple contract types, budgets, estimates, allocation, dashboard, document management, to-do lists, and more
- Event-driven messaging and file linking
- Billing including automatic billing, progress billing, memorized invoices, and more
- Retainer management and payments

- More than 180 customizable invoices and statements
- Full accounts payable module
- Reporting capabilities including memorized reports, statements, and more
- Import/export and data conversion
- Data integration with QuickBooks, Sage 50 Accounting and MYOB (Australia)
- Telephone and email technical support
- 15-day free trial for evaluation

## **BILLQUICK ENTERPRISE**

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BillQuick Enterprise is a high-end edition or flavor of BillQuick employing the Microsoft SQL Express or SQL Server database for high-demand environments. BillQuick Enterprise is an enterprise solution and best serves huge offices with huge data needs. This top-of-the-line edition is for larger companies with many users. It comes with all advanced and new features of BillQuick.

You can enhance BillQuick with [Add-On Modules](#) and customize it to the unique needs of your profession and office.

Designed using the native SQL or SQL Express database driver, this program can handle a large user base without any stress. The SQL database in BillQuick is extremely stable and can be maintained via your SQL server maintenance program. This ensures proper backup and quick restoration in case of hardware/software failure.

Invoices, statements and reports are customizable with Business Object's Crystal Reports. Invoices and Statements can be specified for individual projects, enabling you to meet the demands of any client. You do not need to change the way you run your business. BillQuick Enterprise will adjust to fit your business the way you run it!

### **Key Features**

- Network compatible with multiple users
- Microsoft Access/JET Engine, SQL Express and SQL Server compatible database
- Time and expense tracking
- Submittal-approval workflow
- Project management including multiple contract types, budgets, estimates, allocation, dashboard, document management, to-do lists, and so on
- Event-driven messaging and file linking
- Billing including automatic billing, progress billing, memorized and electronic invoices, and more
- Retainer management and payments
- More than 180 customizable invoices and statements
- Accounts payable such as purchase orders, vendor bills and chart of accounts
- Reporting capabilities including memorized reports, statements, and more
- Import/export and data conversion
- Data integration with QuickBooks, Sage 50 Accounting (formerly Peachtree—US Edition) and MYOB (Australia)
- Telephone and email technical support
- 15-day free trial for evaluation

## BILLQUICK ENTERPRISE PLUS

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BillQuick Enterprise Plus is an edition or flavor of BillQuick that has all the features of [BillQuick Enterprise](#) and also includes the Accounts Payable module. It allows you to manage your time, expenses, projects, billing, reporting as well as multiple A/P accounts. You can [pay your bills](#), [write checks](#), [enter credits](#), [transfer funds](#) and do much more with the bundle of features available with this edition.

BillQuick Enterprise Plus is a high-end edition or flavor of BillQuick employing the Microsoft SQL Express or SQL Server database for high-demand environments. It is an enterprise solution and best serves huge offices with huge data needs. This top-of-the-line edition is for larger companies with many users. It comes with all advanced and new features of BillQuick. Designed using the native SQL or SQL Express database driver, this program can handle a large user base without any stress. The SQL database in BillQuick is extremely stable and can be maintained via your SQL server maintenance program. This ensures proper backup and quick restoration in case of hardware/software failure.

You can enhance BillQuick with [Add-On Modules](#) and customize it to the unique needs of your profession and office.

### Key Features

- Network compatible with multiple users
- Microsoft Access/JET Engine, SQL Express and SQL Server compatible database
- Time and expense tracking
- Submittal-approval workflow
- Project management including multiple contract types, budgets, estimates, allocation, dashboard, document management, to-do lists, and more
- Event-driven messaging and file linking
- Billing including automatic billing, progress billing, memorized and electronic invoices, and more
- Retainer management and payments
- More than 180 customizable invoices and statements
- Full Accounts Payable module
- Reporting capabilities including memorized reports, statements, and more
- Import/export and data conversion
- Data integration with QuickBooks, Sage 50 Accounting (formerly Peachtree—US Edition) and MYOB (Australia)
- Telephone and email technical support
- 15-day free trial for evaluation

### BillQuick Products & Services

#### BILLQUICK ADD-ONS

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BQE Software offers other stand-alone products and add-on modules that can help you effectively and efficiently manage your company. They expand the core capabilities of BillQuick, providing you with smart tools and features.

To take benefit of these products, you need to purchase and install them separately. After installation, you can access them from within BillQuick (Add-Ons menu).

 To learn more about other BQE products, please visit [www.BQE.com/Products](http://www.BQE.com/Products). 15-day trial versions of add-on modules and stand-alone programs are available here. To check out related support documents for each, please visit [www.bqe.com/Support](http://www.bqe.com/Support). To purchase, contact Sales at (310) 602-4020.

The BillQuick Family includes various software modules. All modules are available as downloadable trial software (15-day evaluation period).

Product/Edition	Trial	Lite	Basic	Pro	Enterprise
BillQuick	Yes	Yes	Yes	Yes	Yes
BillQuick Online	Yes	—	—	Yes	Yes <sup>1</sup>
Web Suite	Yes <sup>2</sup>	—	Yes	Yes	Yes
Agent	Yes	—	Yes	Yes	Yes
Outlook Add-In	Yes	—	Yes	Yes	Yes
BillQuick HR <sup>3</sup>	Yes	—	3	3	3

<sup>1</sup>It offers Enterprise and Enterprise Plus plans.

<sup>2</sup>BQE Software maintains a test server on the web for prospects to evaluate Web Suite. If desired, they can download Web Suite and install it on their local network.

<sup>3</sup>BillQuick HR is not segmented into editions like other modules. This module includes all features available for the software.

This section briefly highlights the core capabilities and benefits offered by major BQE Software products. Accordingly, you can decide to use the ones better suited for your company and situation.

### **BillQuick Online – online version of BillQuick**

- It is a subscription-based, hybrid Software-as-a-Service (SaaS) model of BillQuick desktop that is hosted by us.
- It provides you with a secure, hassle-free, investment-free time tracking, billing, project management and accounting software.
- It not only stores data solely at the hosted site (called 'cloud') but also at your local site. If you have been using BillQuick desktop on a computer or laptop, whenever Internet connection is available, you can sync that data with the BillQuick Online database using the synchronization tool.
- You do not have to worry about backups. Data backups are automatically taken by us.

 To learn more about BillQuick Online, please check out the [BillQuick Online Help](#). In addition, check out [www.BillQuickOnline.com](http://www.BillQuickOnline.com).

### **Web Suite– browser-based version of BillQuick**

- It allows you to access BillQuick through a web browser, via your local company network/server, an Intranet or Internet.
- It is useful for companies with satellite offices or with staff, managers or consultants who work remotely.
- Some companies also deploy Web Suite inside their company to cut the total cost of ownership.

- It allows you to track time and expenses, bill your clients and generate reports anywhere, anytime.
- Security and other settings in BillQuick carry to Web Suite, but you can overwrite them to suit your needs.

 To learn more about Web Suite, please check out the Web Suite Help. In addition, see the [Web Suite Getting Started Guide](#) for installation instructions and main procedures.

### **BillQuick Mobile—mobile app for BillQuick**

- It can be downloaded and accessed on iPhones, Android phones and Windows phones.
- It allows you to enter time and expenses quickly from your smartphones.
- Data can be entered even without wireless or data connectivity.
- It syncs all your entries seamlessly with the server.

### **BillQuick Agent—workflow automation tool**

- It allows time sheet and expense sheet monitoring. Agent checks employee and subcontractor time cards and expense log daily or weekly to make sure they record their hours according to company policy. It sends email reminders to delinquent timekeepers and their supervisors.
- It schedules any standard or custom report in BillQuick for automatic generation and delivery to anyone inside or outside the firm via email or on-screen. You can also print reports.
- It is useful for setting up and generating business alerts. Agent automatically tracks the changes in the database that signal a special situation or an event that requires your immediate attention. It then sends an email or instant message to your BillQuick desktop.

 To learn more about Agent, please check out [BillQuick Agent Getting Started Guide](#) for installation instructions and main procedures.

### **BillQuick Outlook Add-In—integration with Microsoft Outlook**

- Outlook Add-In is embedded in Microsoft Outlook and captures time from appointments, tasks and emails.
- It allows you to send Outlook data to BillQuick such as tasks and appointments.
- It allows you to exchange contacts between BillQuick and Microsoft Outlook.

 To learn more about Outlook Add-In, please check out [BillQuick Outlook Add-In Getting Started Guide](#) for installation instructions and main procedures.

### **BillQuick HR – management of employees**

- It enables you to manage your employees and fulfill the associated human and legal obligations.

- You can maintain employee profiles, track employee benefits, incidents and vacation time, conduct performance reviews, generate related reports and much more.
- You can import employees from BillQuick and exchange data with BillQuick without any special setup.

 To learn more about BillQuick HR, please check out [BillQuick HR Getting Started Guide](#) for installation instructions and main procedures.

## **BILLQUICK SERVICES**

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To maximize the productivity of your in-house resources, BillQuick recommends following your initial purchase with an assessment of your unique training and deployment needs. Our experts bring over a decade of expertise and proven best practices to ensure your BillQuick deployment works smoothly.

Involving BillQuick professional services early in your deployment can dramatically reduce cost by helping to shape efficient organizational processes that proactively accelerate your key business functions. Our training services empower your employees to make the most of your BillQuick investment. We can even customize a program just for you.

### **Deployment Services**

Our [deployment services](#) are designed to assist in the initial deployment, complementing your existing resources and accounting software packages, covering primary installation and configuration of BillQuick software and add-ons in your specific environment. We get your new time tracking and project management system operational cost-effectively and your staff up to speed rapidly.

### **Customization Services**

Enhancement and [customization services](#) extend and tailor the core functionality of the BillQuick platform to address specific customer needs and requirements. Need a report for a specific client? Perhaps you have a wide range of customers, each with their own invoice and billing requirements. We can get you up and running with custom reports, statements and other documents tailored to your business. BQE guarantees that a custom invoice or report will work with future versions of BillQuick. You can call 888-245-5669 for a free business needs assessment or quote.

### **Training Services**

BQE Software offers various online and on-site [training courses](#). These trainings help you to maximize your investment in BillQuick and bring your staff up-to-speed on various aspects of BillQuick, such as timekeeping, billing, data integration, and more. Our certified trainers can help you with installation, setup and configuration of BillQuick according to your company needs and preferences.

### **Consulting Services**

BQE Software offers professional [consulting services](#) to help our new and existing customers install, implement and deploy our products in a cost-effective and professional manner. Our Consulting Service is designed with a 'single point of contact' model that allows our customers to work with a dedicated *BQE Analyst* throughout the consulting process.

 See [BillQuick Services](#) for more.

## BillQuick Help

### HELP OVERVIEW

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#### **Navigation** *Help menu, Contents*

When you buy a software program, you want to know what the program offers, how it benefits you and how to use it in the simplest and fastest way possible. The BillQuick Help meets these expectations by covering all the features and functionality of BillQuick at the *basic level* (for the first-time users) as well as at the *advanced level* (for existing users). It answers all your important questions —*What is this? What does it do? How do I do it?*

The BillQuick Help is organized into books and topics covering everything about a feature or screen in the form of *Understanding* topics (explanation of concepts), *Overview* (introduction of screen), *Reference Information* (description of fields and options on screen), and *How Do I* (procedure to do a task).

You have access to many help and support options in BillQuick.

- You can access the in-context BillQuick Help by clicking the  Help button on the screens. You can also press F1 in any screen or dialog box to access the Help.
- You can access various help and other support resources from the main [Help menu](#).
- You can access our website [www.bqe.com](http://www.bqe.com) and search through our online [Knowledge Base](#), [e-Letter Archives](#), [FAQs](#) or [Support Documents](#). It also provides information on other products, services and business solutions.
- You can contact our Technical Support to get answers to specific questions at 310-602-4030 or [Support@bqe.com](mailto:Support@bqe.com).
- You can undergo standard or customized one-on-one training courses. BillQuick Certified Trainers can train you on using BillQuick and add-on modules. Check out the Training Services at (310) 602-4020 or [www.bqe.com/Services](http://www.bqe.com/Services).
- BQE also offers professional Consulting Services to help you install, implement and deploy our products in a cost-effective and professional manner. Find more at (310) 602-4020 or [www.bqe.com/Services](http://www.bqe.com/Services).
- You can use our Report Customization Services to efficiently develop custom reports and invoice templates for you according to your specifications. Find out more at (310) 602-4020 or [www.bqe.com/Services](http://www.bqe.com/Services).
- You can use our premium services to get exclusive consultation and assistance on implementing and optimizing BillQuick in your organization. Find out more about our [Promise Package](#), [Productivity Package](#) and [Implementation Kits](#).
- You can also check [BillQuick Implementation Path](#) to familiarize yourself with the process of implementing and deploying BillQuick in your company.

## Help File Conventions

The BillQuick Help follows some presentation conventions, making it easier and faster for you to scan and review information. Most of the topics have been organized into four parts:

- Understanding: giving a comprehensive overview of the concepts and features.
- Overview: giving a general introduction to the feature or screen.
- Reference Information: providing descriptions of field names and options on screen.
- How Do I: providing step-by-step instructions or procedures for performing a task.

Other conventions employed in the BillQuick Help include:

Item	Presentation
<b>Field Name</b>	Initial cap for each word,
<b>Field Group Name</b>	Bold text
<b>TOPIC TITLE</b>	All caps for each word, Bold text
<i>Minor emphasis</i>	Italics
<b>Significant emphasis</b>	Italics and bold text
Special information or notes	 Callout within topic
Help Information	 Callout within topic
Warnings and caution	 Callout within text
Buttons and icons	Initial capital for each word,  within text/sentences
Reference selection from a menu	Each menu item is separated with a comma. For example, 'Project menu, Document Management' means to select the Project menu and then choose Document Management from it.
Keys on the keyboard	Key begins with a capital letter. For example, Shift, Ctrl, <Tab>
Reference to selecting an icon or button	'Click' means to mouse over the item and press the left mouse button. Click and another action or keystroke uses a plus sign. For example, Ctrl+click
<a href="#">Hyperlinks</a>	Click link to jump to the topic or web page
<b>Navigation</b>	Click to find the location of a screen in BillQuick

 Your feedback helps us plan and improve BillQuick releases and associated documentation. Please email your comments, suggestions and ideas about BillQuick and its Help to [BQ-Ideas@bqe.com](mailto:BQ-Ideas@bqe.com).

## How Do I

### HOW DO I ACCESS HELP?

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Your BillQuick program comes with an in-context or context-sensitive help file. To access the BillQuick Help, you can choose any of the following options:

To access the main help:

1. From the Help menu, select Contents.
2. Use the tabs, buttons and links to navigate the help file.

To access the context-sensitive (in-context) help:

1. Click the  Help button on any screen or dialog box. Else, press F1.

### HOW DO I USE THE HELP?

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The BillQuick Help provides detailed procedures, reference information, tips, and links to resources that answer your questions or clear your doubts. For assistance while you work, click the Help button on any BillQuick screen or use the Help menu.

The main Help information can be accessed from the Contents tab, which organizes topics into books () and pages (), allowing you to understand and choose the desired topics. The table of contents displayed on the left allows you to understand the hierarchy of information and also the relationship between features. It displays a tree-like structure. To expand a book and reveal its pages, you must click  or the book name itself. To collapse a book and hide its pages, click  or the book name itself.

The Index tab provides a predefined list of keywords and their topics. You can choose a keyword and click Display to jump to that help topic. The Search tab allows you to search for help topics by your own keywords.

In the BillQuick Help file, do the following:

Click	To
<b>Contents</b>	View the table of contents for the Help. Click each book to display pages under it that link to related topics. Click each page to display the corresponding topic in the right pane.
<b>Index</b>	Search for specific words or phrases or select from a list of index keywords. Choose a keyword and click Display to view the corresponding topic in the right pane.
<b>Search</b>	Locate words or phrases within the content of your topics and type those in the text field. Click List Topics and select the topic you want to view from the list. Then click Display to view the corresponding topic in the right pane.

When viewing information in one topic you can easily look up a word by pressing Ctrl+F keys simultaneously on your keyboard. This opens up a dialog box, where you can search for a specific word.

## HOW DO I PRINT HELP?

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You can print BillQuick Help topics right from the Help screen. Else, you can use and print the [BillQuick Help Manual](#).

To print a Help topic:

1. Open the BillQuick Help and locate the topic you want to print.
2. Right-click in the right pane and select Print. Else, use the Print option on the button panel.
3. The Print Topics dialog box opens. It prompts you to print either the selected topic or all the topics and sub-topics under that book/heading. Click OK.
4. In the Print screen, select the desired printer. You can choose to print the Help on paper or as a PDF.
5. Click Print. The topic is printed to the specified printer (paper or PDF).

## CONTACT INFO

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BQE Software, Inc. is a California based C Corporation, founded in 1995. It first introduced its flagship product, BillQuick, in May 1996 and since then BQE has developed a host of programs and solutions for your specific needs.

You can contact us for information about the latest products and services; ordering products; training and consulting; technical support; report customization or any other business query.

### Corporate Office

<b>Address:</b>	BQE Software 3825 Del Amo Blvd. Torrance, CA 90503 USA
<b>Telephone:</b>	+1 (310) 602-4010
<b>Fax:</b>	(310) 784-8482
<b>Office Hours:</b>	Monday to Friday 8 AM to 5 PM Pacific Standard Time
<b>Website:</b>	<a href="http://www.bqe.com">www.bqe.com</a>
<b>BQE Blog:</b>	<a href="http://blog.bqe.com">blog.bqe.com</a>
<b>User Forum:</b>	<a href="#">BillQuick Yahoo Group</a>
<b>Services:</b>	<a href="http://www.bqe.com/Services">www.bqe.com/Services</a>

## Sales

Contact our sales representative for information about the latest products and services.

<b>Telephone:</b>	1 (855) 237-1238 (Within USA) +1 310-602-4020 (Outside USA)
<b>Website:</b>	<a href="http://www.bqe.com">www.bqe.com</a>
<b>Email:</b>	<a href="mailto:sales@bqe.com">sales@bqe.com</a>

## Technical Support

For technical support, you can contact our Support Team. Before you call, email or fax us, please provide the following information for the fastest possible service:

- Product serial number (registration number)
- Your name, company name and phone number
- Exact product name and version number (To find the version of BillQuick, click Help, About BillQuick)
- Type of operating system (say, Windows XP)
- Complete description of the issue, including steps to reproduce it
- Exact wording of any messages displayed when you encountered the problem
- Steps taken to resolve the problem
- All previous email threads with BQE Software about the issue, if any

<b>Telephone:</b>	+1 (310) 602-4030
<b>Knowledge Base:</b>	<a href="http://kb.bqe.com">kb.bqe.com</a>
<b>Email:</b>	<a href="mailto:support@bqe.com">support@bqe.com</a>
<b>Website:</b>	<a href="http://www.bqe.com/Support">www.bqe.com/Support</a>
<b>Hours:</b>	7 AM to 3 PM Pacific Standard Time

## Australia Office

<b>Address:</b>	BQE Software 255 Broadway Suite 7 Glebe, N.S.W 2037 Australia
<b>Telephone:</b>	1300-245-566 +61 (02) 9249 7327 (Outside Australia)
<b>Fax:</b>	+61 02-8323-4615
<b>Sales Hours:</b>	Monday to Friday 8:30 AM to 5:30 PM Eastern Time
<b>Website:</b>	<a href="http://www.bqe.com.au">www.bqe.com.au</a>
<b>Email:</b>	<a href="mailto:aus-Support@bqe.com">aus-Support@bqe.com</a> <a href="mailto:aus-sales@bqe.com">aus-sales@bqe.com</a>
<b>Support Hours:</b>	Monday to Friday 8:30 AM to 5:30 PM Australian Eastern Standard Time

**Europe Office**

<b>Address:</b>	BQE Software
<b>Telephone:</b>	+44 20 3318 8111
<b>Website:</b>	<a href="http://www.bqe.co.uk">www.bqe.co.uk</a>
<b>Email:</b>	<a href="mailto:uk-support@bqe.com">uk-support@bqe.com</a> <a href="mailto:uk-sales@bqe.com">uk-sales@bqe.com</a>

## START-UP

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### Installation

#### INSTALLATION OVERVIEW

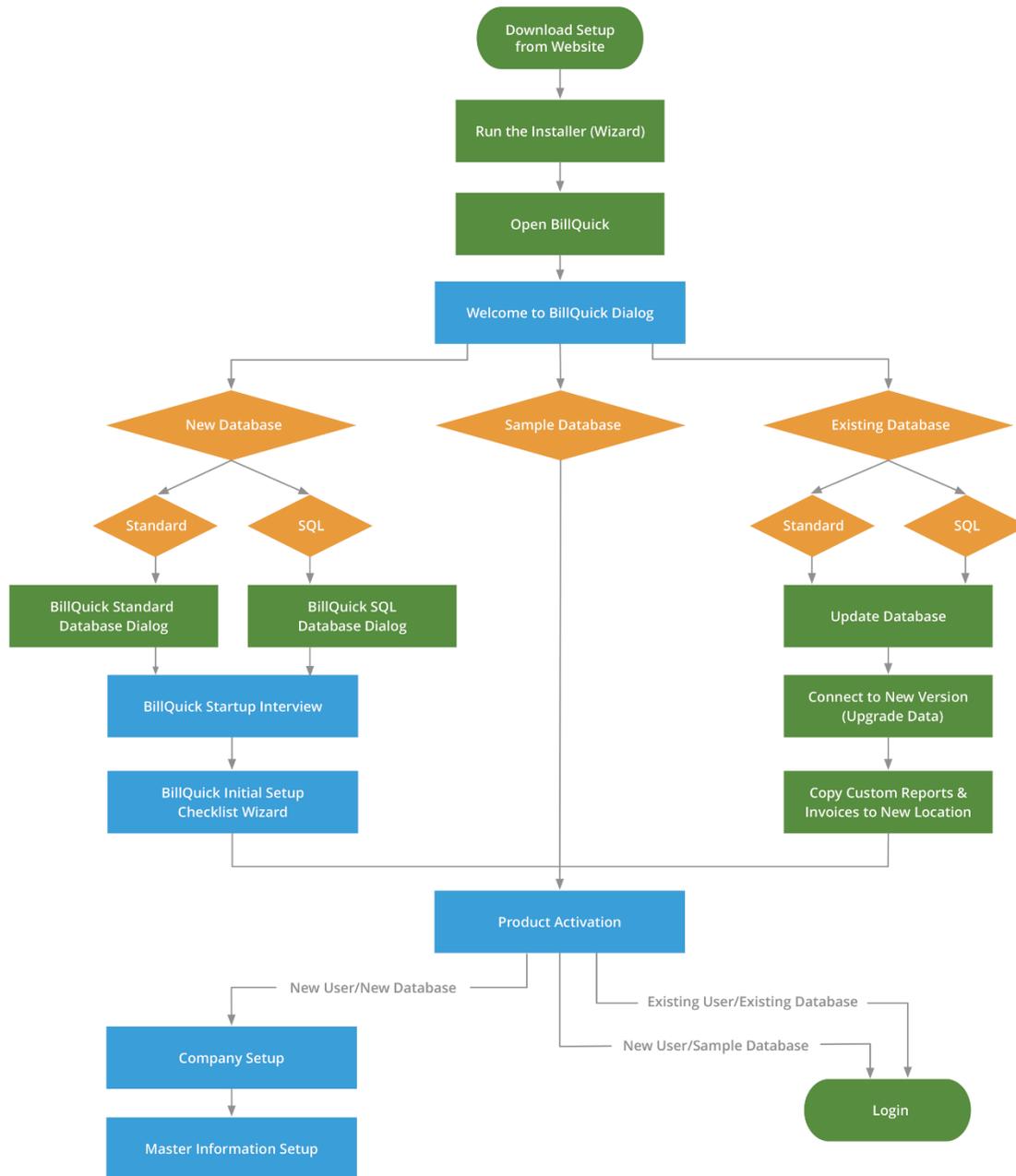
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A BillQuick Supervisor is responsible for planning and implementing the initial setup and deployment of BillQuick. You should follow a plan, ideally a written plan, to ensure all preliminary and necessary tasks are completed and checked off (see *Appendix*). Please read the [BillQuick Getting Started Guide](#) for the installation details.

 Before installing the software, please read the [End User License Agreement \(EULA\)](#).

You can see the basic installation steps in the below flowchart. Click on the desired areas of the image for more.

BillQuick Startup



## BILLQUICK COMPANY FILE OPTIONS

If you have previously used BillQuick on your machine, it will automatically open the last used database. The first time you start BillQuick, it will prompt you to select a company file and database type. Creation of BillQuick database requires system administrative privileges.

Typically, a BillQuick Supervisor (or an IT administrator) handles this task and then informs the other users about its location, User ID and Password (if applicable).

- **Create a New Company File**

You can create a new company file in either a Standard database (Microsoft Access) or SQL database (Microsoft SQL Express or SQL Server). Your options depend on which edition of BillQuick you purchase: Basic, Pro or Enterprise. Database name can be different from Company Name.



When creating a new company, enter the Company name exactly as it appears on the email containing the license and registration keys.

- **Open a Sample Company File**

You can select any of the sample industry-specific databases available. Select the desired option from the Your Business Type drop-down list. The options include Service, Architectural, Accounting, Consulting, Engineering and Legal samples. Depending upon your selection, you will have customized labels and lexicon available in BillQuick.

- **Open an Existing Company File**

You can select an existing BillQuick database. Choose the type of database and then open an existing database from the Open dialog box to proceed further.



Read the [BillQuick Getting Started Guide](#) for procedures and details.

## Button Panel

### Help:

Opens the BillQuick Help in the BillQuick Company File Options section.

### Cancel:

Closes the screen and the BillQuick program.

## SQL Database

### SQL DATABASE OVERVIEW

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Over time, most database applications grow, become more complex and need to support more users. At some point in the life of your BillQuick database, consider upsizing to Microsoft [SQL Server](#) or [SQL Express](#) to optimize database and application performance, scalability, security, reliability, recoverability and availability. SQL Server is capable of handling hundreds of concurrent users and growing databases to sizes beyond 1 terabyte (TB). Upsizing to SQL Server can fulfill scalability needs without necessitating costly and time-consuming changes to existing programs. All BillQuick editions support and use the Microsoft Access database while as BillQuick Enterprise uses Microsoft SQL Server. When upsizing to a SQL Server database or when upgrading to a higher version, BillQuick security settings are transferred to the new database.

General guidelines for database selection are:

Users	BillQuick Edition	Recommended Database
2 to 4	BillQuick Basic	Microsoft Access/Standard Microsoft SQL Express
5 to 50	BillQuick Pro	Microsoft Access/Standard Microsoft SQL Express
50 or more	BillQuick Enterprise	Microsoft Access/Standard Microsoft SQL Express Microsoft SQL Server

- High Performance and Scalability**  
 In many situations, Microsoft SQL Server offers better performance than the Microsoft Jet engine. SQL Server also provides support for very large databases, which is much larger than the current limit for an MDB database of 2 GB (gigabytes). Finally, SQL Server works very efficiently on Microsoft Windows NT by processing queries in parallel (using multiple native threads within a single process to handle user requests) and minimizing additional memory requirements when more users are added.
- Increased Availability**  
 Using Microsoft SQL Server, you can do a dynamic backup, either incremental or complete, of the database while it is in use. Consequently, you do not have to force users to close the database to back up data. This means your database can be running up to 24 hours a day, 7 days a week.
- Improved Security**  
 Microsoft SQL Server can integrate with the Windows NT operating system security to provide a single logon to the network and database. This makes it much easier for you to administer complex security schemes. The SQL Server database on a server is also better protected because unauthorized users cannot get to the database directly but must first access the server.
- Immediate Recoverability**  
 In case of system failure (such as an operating system crash or power outage), Microsoft SQL Server has an automatic recovery mechanism that recovers a database to the last state of consistency in a matter of minutes, with no database administrator intervention. Critical programs can be up and running again within no time.
- Reliable Distributed Data and Transactions**  
 Transaction processing is a vital requirement for a system that is designed to support critical programs, such as BillQuick. Microsoft SQL Server supports atomic transactions with transaction logging, which guarantees that all changes performed within a transaction are either committed or rolled back.

Consistency and recoverability of a database transaction are guaranteed even in the case of system failure and in the middle of complex updates by more than one user. SQL Server treats all database changes inside a transaction as a single unit of work. By definition, either an entire transaction is completed safely and all resulting changes are reflected in the database, or the transaction is rolled back and all changes to the database are undone. Using a two-phase commit protocol, SQL Server can even support synced transactions that span more than one server ensuring that all servers on the network are maintained in a consistent state.

- **Server-based Processing**

Microsoft designed SQL Server as a client-server database. Data and indexes reside on a single server computer that is often accessed over the network by many client computers. SQL Server reduces network traffic by processing database queries on the server before sending results to the client. Thus, your client-server application can do processing where it is done best—on the server.

## SQL EXPRESS DATABASE

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*Microsoft SQL Express* is the freely downloadable and distributable version of Microsoft SQL relational database management system. It offers a database solution specifically targeted for embedded and smaller-scale programs. Unlike its predecessor, MSDE, there is no concurrent workload governor, which limits performance if the database engine receives more work than is typical of a small number of users. It does, however, have a number of technical restrictions, which make it undesirable for large-scale deployments, including:

- Maximum database size of 4 GB (compared with 2 GB for MSDE). The 4 GB limit is per database (log files excluded) and can be extended in some scenarios through the use of multiple interconnected databases.
- Hardware utilization limits:
  - Single physical CPU, multiple cores
  - 1 GB RAM (runs on any size RAM system but uses only 1 GB)
- Absence of SQL Server Agent Service

Although its predecessor MSDE was virtually devoid of basic GUI management tools, SQL Express includes several GUI tools for database management. Among these tools are:

- SQL Server Management Studio Express
- SQL Server Configuration Manager
- SQL Server Surface Area Configuration tool
- SQL Server Business Intelligence Development Studio

A relatively late addition to the SQL Express product line is a reduced functionality version of SQL Server Reporting Services but features such as Analysis Services, Integration Services and Notification Services are only available in the Standard and higher editions.



BQE Software offers professional consulting services to help our new and existing customers install, implement and deploy our products in a cost-effective and professional manner. Our Consulting Service is designed with a 'single point of contact' model that allows our customers to work with a dedicated *BillQuick Consultant* throughout the consulting process.

## System Requirements for SQL Express

### Software Requirements

- Microsoft .NET Framework 2.0
- SQL Server Setup requires Microsoft Data Access Components (MDAC) 2.8 SP1 or later. *You can download MDAC 2.8 SP1 from Microsoft website.*
- Microsoft Internet Explorer 6.0 SP1 or later (prerequisite for .NET Framework)

### **Hardware Requirements**

- 1 GB RAM (2 GB or higher recommended)
- 1 GB free hard disk space
- Pentium 4 Compatible or higher processor (2 GHz or higher)

### **Operating System Requirements**

- Windows Server 2003
- Windows Small Business Server 2003
- Windows XP/Windows Vista/Windows 7

## **Installation**

SQL Express runs as a service on the machine where it is installed. It only needs to be installed once as the service can host multiple databases from different programs.

You can create a new SQL Express database in BillQuick from the [File](#) menu, New Company. You must enter the Server Name, User ID (system administrator), Password and Database Name. For details on SQL Server Express installations, please read these guides:

[BillQuick-SQL-Server-2008-Express-Installation-Guide](#)

[BillQuick-SQL-Server-2012-Express-Installation-Guide](#)



You can also get BillQuick professionals to install BillQuick for you. Please check our [Deployment Services](#) for more information.

## **SQL Server**

### **SQL SERVER DATABASE**

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SQL Server is a client-server database management system. Unlike file-based databases, client-server database engines manage read/write operations for the database. Because of this, client-server databases such as SQL Server can handle more concurrent users and greater amounts of data. SQL Server is designed to meet the most demanding database application requirements for the enterprise, including operational and decision support systems implemented today and in the future. SQL Server is offered in different editions based upon data, user and hardware requirements.



SQL Server supports BillQuick Enterprise edition only.

### **Specifications of SQL Server Database**

- Creates primary database using primary file path of master database
- Database size = 100 MB
- File growth = 5 MB
- Creates database primary file with same name as database with an extension .mdf
- Creates database transaction log file with same name with an extension .ldf
- Log file size = 10 MB
- Growth = 2 MB
- Creates archive database using primary file path of master database
- Archive database has same name as the primary database with an extension .ark
- Archive database creates the database and transaction log files with the same settings. File names have an extension .ark

You can create a new SQL Server database from the [File menu](#), New Company. The BillQuick SQL Database screen displays where you must enter the Server Name, User ID (system administrator), Password and Database Name. You can check the Use Windows Authentication option to log in via the Windows authentication mode (see [Log In and Authentication](#) for details).

### **Testing Connectivity to SQL Server**

An ODBC System data source stores information about how to connect to a data provider. You can use the ODBC Administrator to test connectivity to SQL Server. Follow these steps to do so:

1. Open your ODBC Data Source Administrator (Control Panel, ODBC data sources).
2. Go to the System DSN tab and click Add.
3. On the wizard, select SQL Server driver and click Finish.
4. Enter a Name for the data source name, Description and SQL Server to which you want to connect.
5. Select the option 'With SQL Server authentication using a login ID and password entered by you'.
6. Click on Client Configuration. Select TCP/IP network libraries.
7. Dynamically determine port and select Server Alias and Server Name. Try using TCP/IP. Click Next.
8. Select the default database and click Next.
9. Click Finish. A dialog box appears displaying some settings.
10. Click Test Data Source. If it displays 'Tests Completed Successfully!', your machine is able to see the SQL Server.

### **Backup**

BillQuick Enterprise only handles backup for a Microsoft Access database. For SQL Server databases, this feature is more efficiently handled using the SQL Server backup tool. You can use it to have complete, or differential and scheduled backups.



Make sure you back up both the primary database and archive database.

## **SYSTEM REQUIREMENTS FOR BILLQUICK ENTERPRISE (SQL SERVER)**

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Over time, most database applications grow, become more complex and need to support more users. At some point in the life of your BillQuick database, consider upsizing to Microsoft SQL Server or SQL Express to optimize database and application performance, scalability, security, reliability, recoverability and availability. To do so, ensure you meet the system requirements:

### **Server Requirements**

- Microsoft SQL Server (2005 or later) with latest service pack installed
- Microsoft Windows (2008 or later) server with latest service pack installed
- Network Connectivity to SQL Server using a 100/1000 Mbps network
- 10 GB of free hard disk space\*
- SQL System Administrator User ID and Password

\*Creating a new database requires a minimum of 100 MB of free disk space. When upsizing an existing BillQuick database, you should have twice as much free space on SQL Server/Express compared with the size of your BillQuick (.mdb) database.

### Client Requirements

- Windows 7 or better (with latest service pack installed)
- 2 GB RAM (4 GB recommended)
- 10 GB of free hard disk space
- Permission to log in as an administrator
- Network Connectivity to SQL Server/Express via TCP/IP or named pipes
- 3 GHz processor or faster

## SQL LOGIN AND AUTHENTICATION

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### Log In

Login IDs are the account identifiers that control access to any SQL Server system. SQL Server will not complete a connection unless it has first verified that the login ID you entered is valid. This verification of the login is called authentication. When BillQuick Enterprise creates or up-sizes the database on the SQL Server, two log-ins are created in the SQL Server:

- BillQuickSQL with password *admin*
- BillQuickGuest with password *Guest*

The above login names are also assigned as BillQuick database users. The BillQuickGuest user has read-only access to the database and can access only the BillQuick settings table (BQS Table). This user has only a public database role. The BillQuickSQL user has a public and a db-owner database role. This user can perform all the operations on the database that it owns.

When you open the BillQuick database on the SQL Server, you can log in as BillQuickSQL and use the default password 'admin'. If the password does not match or is incorrect, it gets the password from BQS Table by logging in as BillQuickGuest. If the stored password fails, you are prompted to enter the correct password. You can change the password of BillQuickSQL user in the BillQuick program from Global Settings (Settings menu). You should also provide the system administrator name and password. It is very important that no one deletes or changes these two log-ins and their privileges. If deleted, the program will not be able to connect to the database.

BillQuick allows you to connect to SQL Server via Windows Authentication (also called as Trusted Connection). Using this mode, client application establishes the connection to the SQL Server using the Windows Logon credentials (that is, Windows User and Password). The Windows Logon credentials are automatically passed to SQL Server for authentication. SQL Server allows any client application to connect to the server and database via two different modes:

- **SQL Server Authentication Mode/Standard Security**  
A member of the sysadmin fixed server role first specifies all the valid SQL Server login accounts and passwords to SQL Server. These are not related to your Microsoft Windows account or network account. You must supply both the SQL Server login and password when you connect to SQL Server. You are identified in SQL Server by your SQL Server login.

- **Windows Authentication Mode/Trusted Connection**

A member of the SQL Server sysadmin fixed server role must first specify to SQL Server all the Microsoft Windows NT® accounts or groups that can connect to SQL Server. When using Windows NT Authentication, you do not have to specify a login ID or password when you connect to SQL Server. Your access to SQL Server is controlled by your Windows NT account or group, which is authenticated when you log on to the Windows operating system on the client machine. When connecting, the SQL Server client software requests a Windows trusted connection to SQL Server.

Windows NT will not open a trusted connection unless the client has logged on successfully using a valid Windows NT account. The properties of a trusted connection include the Windows NT group and user accounts of the client that opened the connection. Because it is impossible for a trusted connection to be completed without Windows NT having first authenticated the user, SQL Server does not have to do anything to authenticate your accounts. SQL Server gets the user account information from the trusted connection properties and matches them against the Windows NT accounts defined as valid SQL Server log-ins. If SQL Server finds a match, it accepts the connection. Your Windows NT group or user account identifies you on SQL Server.

When SQL Server is running on Windows NT, members of the sysadmin fixed server role can specify one of the two authentication modes:

- **Windows NT Authentication Mode:** Only Windows NT Authentication is allowed. Users cannot specify a SQL Server login ID.
- **Mixed Mode:** If you supply a SQL Server login ID when connecting, it is authenticated using SQL Server Authentication. If you do not supply a SQL Server login ID, it is authenticated using Windows NT Authentication.

These modes are specified during setup or with SQL Server Enterprise Manager. The Windows 95/98 operating system does not support the server side of the trusted connection API. When SQL Server is running on Windows 95/98, it does not support Windows NT Authentication. Every user must supply a SQL Server login when they connect. When SQL Server is running on Windows NT, Windows 95/98 clients can connect to it using Windows NT Authentication.

One of the properties of a login is the default database. When a login connects to SQL Server, this default database becomes the current database for the connection, unless the connection request specifies that another database be made the current database. For any query, please contact [support.microsoft.com](http://support.microsoft.com)

We can save the credential settings for SQL login in a file using 'Save Settings to' option. You can browse to a location and save the file to that location. You can use this anytime by using the 'Load from a file' hyperlink on the screen.

## How Do I

### HOW DO I INSTALL BILLQUICK ON A NETWORK?

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Please read the [BillQuick Getting Started Guide](#) for this information. You can also get our BQE professionals to install BillQuick for you. Please check our [Deployment Services](#) for that.

### HOW DO I UPGRADE BILLQUICK?

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If you are an existing BillQuick user, you can upgrade to the new BillQuick 2017 version. Before you begin the upgrade process, you must download and install BillQuick 2017 (see the [BillQuick Getting Started Guide](#) for details or click [BQE Product Overview](#)).



For instructions on how to upgrade your old version of BillQuick to the new BillQuick 2017 version, please read the [Upgrade to BillQuick 2017](#) whitepaper.

### HOW DO I CREATE A NEW COMPANY DATABASE?

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The first time you start BillQuick, it will prompt you to select a company file and database type.

1. Click on 'Create a New Company File' option.
2. Select the correct database option. (To choose SQL, make sure you have already installed and configured a SQL Server/Express database.)
3. Navigate to the folder where you want to store your company database. *If you are in a network environment, this should be a shared folder.* Place this file in a safe location such as My Documents.
4. Enter a name for your BillQuick company database and click Open.
5. You will receive a message confirming the successful creation of your database. Clicking OK will open the BillQuick Start-Up Interview wizard.
6. You can skip it or step through it without worrying about your selections. You can change them later. Click Finish and close.



In specific situations, you might have to close the BillQuick database connection for a logged-in user. For example, If a user is logged into BillQuick for more than 48 hours, use the 'Force Close DB Connection' option (from Utilities menu) to force the BillQuick connection to close.

After you have created the company database, you need to add master information to it. You can do so from the wizards or manually from the screens. See the [Company Setup Checklist](#) in the Appendix section for more.



For detailed procedures, check out the [BillQuick Getting Started Guide](#).

## HOW DO I GET STARTED IN BILLQUICK?

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When you start BillQuick for the first time, the security feature is automatically turned on. Use the default User ID and Password, Supervisor, to log in. The first thing you should do is to [create a new database](#) for your company. After creating a new database, you can add your company information in the following way:

1. When you create a new database, it prompts you with a BillQuick Start-Up Interview. Else, select it from the View menu or Sidebar.
2. On the BillQuick Start-Up Interview screen, click Next.
3. On the Business Type screen, choose your industry type, such as Business Consultant, Accounting, Computer Programming, etc. BillQuick copies industry-specific activity (service) and expense codes into your company database. Click Next.
4. Custom Labels allow you to change key business terms to suit your professional and company preferences in BillQuick. Select your preferred terms from the drop-down lists, such as Customer instead of Clients, Jobs instead of projects and so on. When you have finished, click Next.
5. On the Company Name page, enter your company name. Spell it exactly as it appears in your License and Registration email.
6. Click Next to accept the defaults on the remainder of the wizard. *You can update these options later in the Global Settings and User Preferences screen.* On the last page, click Finish.
7. The BillQuick Initial Setup Checklist screen displays. It enables the *first time user* to create master information (employee, client, project, activity, etc.) by clicking on the relevant option.
8. If you have older or historical balances from a manual system or software accounting system, you need to enter the opening balances to use the accounting features. To enter project specific balances, use the Opening Balances option on the Project-History screen.
9. When you are done, click Close.

We recommend that you enter the master information in the following order:

1. [Company](#) information
2. [Employee](#) information
3. [Vendor](#) information
4. [Activity](#) Codes
5. [Expense](#) Codes
6. [Client](#) information
7. [Project](#) information
8. [Service Fee Schedule](#)
9. [Expense Fee Schedule](#)
10. [Budget/Estimate](#)

You can do so from the wizards or manually from the respective screens. See the [Company Setup Checklist](#) in the Appendix section for more.

## HOW DO I UPSIZE TO SQL DATABASE?

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For better performance, SQL Express database can be scaled up to SQL Server without code modifications. BillQuick includes a tool to convert your Microsoft Access database to Microsoft SQL but requires a new license key. All editions of SQL Server 7.0 can be upgraded from an existing MSDE solution. Another way to upgrade an MSDE solution is to use SQL Server 7.0 Enterprise Manager from a SQL Server machine to connect to the MSDE. After connecting, data can be transferred from the MSDE installation to SQL Server. This is a good method when upgrading to SQL Server using a different machine.

 If you are not comfortable installing and configuring SQL on the server or computer, a BQE Consultant can help you for a nominal fee. Please contact BQE sales at (888) 245-5669 (outside USA +1 (310) 602-4020) or check our [Consulting Services](#) for more information.

Prior to upsizing your BillQuick database to SQL, please do the following:

- Back up your database. Although the wizards do not remove any data or database objects from your Access database, it is a good idea to create a backup of your BillQuick database prior to upsizing.
- Ensure you have adequate disk space. You must have adequate disk space that will contain the up-sized SQL Server database. The upsizing wizard works best when there is plenty of disk space. Multiply the size of your BillQuick database by two and reserve that amount of space on your SQL Server. This ensures enough space to upsize your database and also gives it some room to grow. If you expect to add a lot of data to the database, make the multiplier a larger number.

 If the upsizing wizard runs out of disk space on the server, the process stops, leaving a partial database created on the server. If this happens, you can drop (delete) databases and tables using Microsoft SQL Server Enterprise Manager.

To upsize to BillQuick Enterprise:

1. After installing Microsoft SQL and BillQuick Enterprise, open your existing BillQuick 2017 database.
2. From the File menu, select 'Upsize to SQL Server'.
3. In the BillQuick SQL Database screen, enter the SQL Server Name, User ID, Password and Database Name of the new BillQuick Enterprise database. *The User ID must have system administrative (SA) rights on the SQL Server.*
4. Enter or browse for the location where these SQL database settings will be saved. Click OK.
5. A progress bar and message indicates the upsizing activity. You will receive messages if the connection is not established. Sometimes, due to slow network speed or server, the upsizing might not be successful. If so, use SQL Server Enterprise Manager to delete the database and try again.

Upon completion, BillQuick creates a log file (*bqsqlerr.txt*) containing the details of the success events and errors encountered during the upsizing process. Please review the file to determine the severity of the errors.

## HOW DO I UPDATE BILLQUICK?

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When you purchase BillQuick, periodic updates containing minor improvements, software updates, service packs, and new features are available free. A secure connection protects client-sensitive information during an update. Under no circumstances do BillQuick servers access or read any information on your computer. During an update, BillQuick downloads only the necessary files to your system.

To update your BillQuick software:

1. If you have an Internet connection on your computer, BillQuick automatically checks for an update each time you start it. If a new update is available, it prompts you to download the update. You can disable automatic updates on the User Preferences-Options screen. When disabled, you must manually check for updates using the Help menu, Get Updates option.
2. You can view the download size and the detailed list of changes made in the update. Click on the link provided to read the associated log file (Release Notes). Else, click the Download button to start the download.
3. After BillQuick downloads an update, it prompts you to install it. Click Yes to do so.



You or a system or network administrator can install the update by running the latest BQUpdate.exe program on each workstation.

## License & Registration

### LICENSE AND REGISTRATION OVERVIEW

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On installation, BillQuick can run in evaluation mode for 7 days. After that, you need to activate the product by applying the license and registration keys to it or using it for a 15-day evaluation period. Licensed and evaluation software can run together. You can choose to subscribe to BillQuick by clicking the 'I am Ready to Buy' option on the Product Activation screen.

License keys determine the number of unique login IDs or subscribed users that can access BillQuick. Besides the license keys, you also need to apply for the registration keys to continue using BillQuick on each workstation or computer. Both the license and registration keys are provided to you when you subscribe to BillQuick.

You can apply the license and registration keys via any of the following:

- [Product Activation](#) screen
- [Company-License](#) screen
- [Product Licensing and User Management](#) screen

 **Please store the License and Registration Keys for BillQuick and its add-on modules in a secure location.**

 Please see the [BillQuick Getting Started Guide](#) for more.

## PRODUCT ACTIVATION

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When you start BillQuick and it is either not yet activated or in the evaluation mode, the Product Activation screen displays. For continued use of BillQuick in evaluation mode, activation is required. Else, you can just subscribe to it for unlimited use. In a network environment, this task can be performed from any computer on which BillQuick is installed.

The Product Activation screen provides four options.

- **Activate Now**

If you want to evaluate BillQuick before making your subscription decision, you can use BillQuick in the evaluation mode by clicking on Activate Now option. You will be asked to enter your company name, address, phone number and email address. After you have finished, the evaluation key will be sent to you. You can get the free evaluation key via email/phone/[internet](#).

You can continue to use BillQuick in evaluation mode for a period of 15 days and after the expiry of that period, BillQuick program is locked. After 15 days, the database must be licensed and BillQuick must be registered for further use. For more information, call (310) 602-4020 or visit [www.bqe.com](http://www.bqe.com).

- **Activate Later**

You have an option to activate the BillQuick program in order to start the 15-day evaluation period. Else, you can activate the product later. Activating the product later starts a 7-day activation period during which the product can be activated for 15-days or subscribed to for unlimited use.

- **I am Ready to Buy**

This option takes you to the [BQE website](#) where you can purchase the license and registration keys for BillQuick. You can also purchase the keys by calling 310-602-4020 or emailing [sales@bqe.com](mailto:sales@bqe.com).

The license key is based on your company name, and hence, if you change your company name or the number of authorized users, a new key must be obtained. Registration is based on product code and hence to be done once per user.

- **Already Purchased**

If you have already subscribed to BillQuick, enter the exact License Key and Registration Key provided to you. The license key is based on your company name, and hence, if you change your company name or the number of authorized users, a new key must be obtained. Registration is based on product code and hence to be done once per user.

 Read the [BillQuick Getting Started Guide](#) for procedures and details.

## Product Licensing & User Management

### PRODUCT LICENSING & USER MANAGEMENT OVERVIEW

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**Navigation** *File menu, Licensing and User Management*

BillQuick offers various options for licensing and registering your copy of BillQuick. You can use the Product Activation, Company, or Product Licensing and User Management screen to do that.

Product Licensing and User Management Console allows you to manage the licensing and user authorization of BQE products and add-ons. The purpose of this screen is to provide a common platform for all the BQE Software products from where authorized people can assign/un-assign users and obtain other licensing information. This screen is accessible from BillQuick and its add-ons. It has two tabs—[Licenses](#) and [Users](#).

You must subscribe to BillQuick by purchasing the relevant license key and installing it using any of these screens. The License Key is based on your company name and, hence, if you change your company name or the number of authorized users, a new license key must be obtained. Registration is based on product code and hence to be done once per user.



Read the [BillQuick Getting Started Guide](#) for related procedures and details.

### Reference Info

#### PRODUCT LICENSING & USER MANAGEMENT—LICENSES TAB

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**Navigation** *File menu, Licensing and User Management*

The following are descriptions of fields on the Product Licensing and User Management Console-Licenses screen:

**Product:**

Lists the various software products for which licenses can be assigned to users. The list consists of BillQuick and its add-ons like Agent, Web Suite, etc.

**License Key:**

Encrypted sequence that uniquely identifies your company and authorized user count. The BillQuick or any other product license key is based on your company name. If you have purchased a license, you need to enter the licensed company name in the Company screen prior to entering the license key here. License keys are stored in the database. If the company name is changed after the database is licensed, the result will be an unlicensed program.

**Users:**

The total number of licenses purchased for a BQE Software product. It displays after you enter the license key. Additional licenses can be purchased at any time, which increases this number.

Users = Assigned + Available

**In Use:**

The number of licensed users that are logged into a program simultaneously. Thus, it equals the currently logged users for a program.

**Assigned:**

The number of unique login IDs and simultaneous users allowed in the program. It depends on the number of licenses purchased for your software. BillQuick Users can be assigned in the [Employee](#) and [Vendor](#) screens in BillQuick as well as from the Users tab of this screen. Users for other products can be assigned from their respective programs as well as the Users tab here.

Assigned = Users - Available

**Available:**

The number of licenses remaining or still available for a software product. The available number of users can be assigned to the desired employees and vendors.

Available = Users - Assigned



To obtain your license key, contact BQE Software at 888-245-5669, email [Sales@bqe.com](mailto:Sales@bqe.com) or fax (310) 784-8428.

## PRODUCT LICENSING & USER MANAGEMENT— USERS TAB

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**Navigation** *File menu, Licensing and User Management*

The following are descriptions of fields on the Product Licensing and User Management Console-Users screen:

**View By:**

You can choose the desired view mode by employees, vendors or their groups. For example, if you choose Employees Only, only employees will display in the grid and hence those can be authorized to use any licensed program. Similarly, if you choose a group, then members of that group will be available for assignment as authorized users of a program.

**From-To:**

Depending on what is selected in the View By field, employees, vendors or their groups can be selected from these drop-down lists. You can select a single ID or a range of IDs in the From-To fields.

**Show Active Only:**

Check this option if you want to display only active employees and vendors in the grid. Unchecked, the inactive employees and vendors will also display but will be grayed out.

**Grid****Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid.

Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Employees/Vendors:**

Displays a list of employees or vendors, depending on your View By mode and From-To range. The desired employees or vendors can be assigned as authorized users of the listed program. Only assigned users can log into a program.

**Name:**

Displays the name of the employee or vendor. It uses the Last Name-First Name format.

**Security:**

Displays the pre-define security profiles assigned to the employee/vendor. However, you can change it here by selecting another profile from the drop-down list.

**BillQuick/Web Suite/Agent/Outlook Add-In:**

This is the list of available programs—BillQuick and its add-ons. You can assign/un-assign users for all these programs by checking the relevant boxes. You can also assign/un-assign all the available users for a program using the Assign/ Un-Assign buttons.

**Password:**

You have the ability to change passwords of employees or vendors here by entering a new one here. When you enter or change any password, BillQuick prompts you to verify it by re-typing it in the Confirm Password dialog box.

**How Do I****HOW DO I ACTIVATE BILLQUICK?**

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On installing BillQuick, you are prompted with the [Product Activation](#) screen. On startup, you can select any of the following options:

- Activate Now—allows you to obtain an [evaluation key](#) for a 15-day trial.
- Activate Later—allows you to continue working with BillQuick during a 7-day activation period. After this period, you must obtain an evaluation key or subscribe to the full software.
- I am Ready to Buy—option allows you to provide your details to BQE Software to subscribe to the software. This is how BQE Software will contact you with your license and registration keys.
- Already Purchased—option allows you to license and register your BillQuick software.



Check the [BillQuick Getting Started Guide](#) for procedures and details.

**HOW DO I LICENSE AND REGISTER BILLQUICK?**

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BQE Software provides various options for licensing and registering your copy of BillQuick. You can use the Product Activation, Company or Product Licensing and User Management screen in BillQuick to do so. The BillQuick Supervisor usually licenses and registers the BillQuick software.



Check the [BillQuick Getting Started Guide](#) for procedures and details.

## HOW DO I ADD LICENSES TO BILLQUICK?

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Please follow these steps to add additional licenses to your copy of BillQuick:

1. Start BillQuick and log in as a Supervisor.
2. Select View menu and open the Company screen.
3. Click on the License tab.
4. Replace the existing License Key with the new one (*sent to you via email*).
5. Click Save and then Close.
6. Install BillQuick on the new workstation or computer.
7. Open BillQuick and from the File menu, select Open Company, Standard Database (*or whichever database you are using*).
8. Browse and select your company's BillQuick database.
9. After your BillQuick database is open, select File menu, Registration.
10. Enter the Registration Key (sent via email) and click OK.

 Repeat steps 6 to 10 on other computers, if required. This depends on the number of additional licenses you have purchased.

## HOW DO I UPDATE LICENSE KEY?

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BQE Software provides new license keys

- When you change your company name (spelling, punctuation, etc.)
- When you purchase additional user licenses
- When you upgrade to a new version of software (such as, from BillQuick 2016 to BillQuick 2017)

To update your license key:

1. Open the Company screen from the View menu.
2. Click the Licenses tab.
3. Enter the new License Key received from BQE Software in the field provided or cut-paste it from the License and Registration email.
4. Click Tools and select Validate License Key.
5. Next, click Save. It updates the Number of Licenses and Edition fields on this tab.
6. When you have finished, click Close.

 If you type the License Key or Company Name incorrectly, a message displays. Enter the information again. If the error persists, contact BillQuick Support at (310) 602-4030 or [Support@bqe.com](mailto:Support@bqe.com).

## BILLQUICK LOGIN

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### **Navigation** *File menu, Login*

When security is turned on, the Supervisor and other BillQuick Users—employees and vendors—are supposed to log into the program to access its functions and features.

The following are descriptions of fields on the BillQuick Login screen:

The default **User ID** and **Password** is *supervisor*. You must enter your own ID and password. When you enforce strong password policy in your company using the option in [Global Settings](#), users are required to reset their passwords every specific number of days.

If you are the only person using a particular computer to access BillQuick, mark the **Remember** check box to make your User ID the default one. The Login screen also displays the company name and path to its database.

### **Window Authentication:**

BillQuick allows you to use the Windows Authentication option wherein you do not have to specify a login ID or password when connecting to your database. Your access to the BillQuick database is controlled by your Windows NT account or group, which is authenticated when you log on to the Windows operating system on your system (client machine). Hence, you can bypass a separate login for BillQuick program.

### **BillQuick Login Button Panel**

#### **Help:**

Opens the BillQuick Help in the BillQuick Login section.

#### **Cancel:**

Cancels the changes and closes the screen.

#### **OK:**

Accepts the User ID and Password allowing you to log into BillQuick.

## **Navigation**

### **Menus**

## **MENU OVERVIEW**

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BillQuick organizes its functions, features and reports into menus. Like all Windows programs, BillQuick has a menu bar at the top from where you can access all the menus and submenus.

[File Menu](#)—Contains commands that perform file-related tasks such as creating and opening databases, login, and more.

[Edit Menu](#)— Contains the standard editing commands, such as cut-copy-paste, delete, and more.

[View Menu](#)—Provides access to master information, dashboard, wizards, etc.

[Project Menu](#) —Contains commands to create projects and access related project management tools.

[Time-Expense Menu](#) —Provides access to time and expense entry screens.

[Billing Menu](#)—Contains commands related to billing and invoicing.

[Reports Menu](#)—Provides access to common reports and related reporting tools.

[Settings Menu](#)—Provides access to security features and administrative settings.

[Utilities Menu](#)—Provides access to various utilities and tools.

[Integration Menu](#)— Contains commands to sync or transfer data between BillQuick and your accounting software.

[Accounting Menu](#)—Contains commands to access the accounts payable modules.

[Add-Ons Menu](#)—Lists and provides access to the BillQuick Add-Ons.

[Window Menu](#)—Lists all open windows in BillQuick, along with standard window commands.

[Help Menu](#)—Provides access to the BillQuick Help file and related support resources.

## Reference Info

### FILE MENU

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The File menu contains commands that perform file-related tasks, such as creating new databases, opening sample databases, licensing and registering software, converting data from other software and so on. It contains the following commands:

- **New Company**—Opens the New Company submenu which allows you to create a new BillQuick company database, whether Standard (Microsoft Access), SQL Server, SQL Express, MySQL or Oracle database.
- **Open Company**—Opens the Open Company submenu, where you can select an existing BillQuick database, whether Standard (Microsoft Access), SQL Server or SQL Express Database.
- **Open Sample Company**—Opens a submenu where you can select industry-specific sample databases. The options include Sample Company File/Architectural Company/Accounting Company/ Consulting Company/Legal Company. Depending upon your selection, you can have customized labels and lexicon available in BillQuick.
- **Upsize to SQL Server**—Opens the [BillQuick SQL Database](#) screen, where you can create new SQL Server database.
- **Login**—Opens the BillQuick [Login](#) screen from where authorized users can log in to BillQuick when security is turned on.
- **Log Viewer**—Opens the [Log Viewer](#) screen that records all actions and functions performed in BillQuick to maintain an audit trail.

- **Licensing and User Management** — Opens the [Product Licensing and User Management Console](#) that allows you to manage the licensing and user authorization of BillQuick and all other add-ons.
- **Registration**—Opens the Registration screen where you enter your registration key. Your BillQuick database must be licensed and registered for use beyond 15 days.
- **Printer Setup**—Opens the [Print](#) dialog box, where you can set up your printer and print options.
- **Exit**—Ctrl+Q—Closes all open screens and BillQuick.

## EDIT MENU

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The Edit menu of BillQuick contains standard Windows text editing commands. These commands are available for only text fields. It contains the following commands:

- **Undo**—Ctrl+Z—Undoes the effect of the last action in the active screen.
- **Cut**—Ctrl+X—Deletes the selected text or entry from the current field and places it on the clipboard. The text can be inserted using the Paste command into another text field in the active screen.
- **Copy**—Ctrl+C—Copies the highlighted text or entry to the clipboard. The text can be copied using the Paste command into another text field in the active screen.
- **Paste**—Ctrl+V—Inserts the cut or copied text from the clipboard into the current text field in the active screen.
- **Paste Special**— Inserts the text or entry from the clipboard into the current text field in the active screen after allowing some modifications to it.
- **Delete**—Ctrl+D—Deletes the selected text or record from the active screen.
- **Refresh**—F5—Retrieves the latest data from the database and displays it on the active screen.
- **Field Chooser**—Displays the field chooser for the active screen. It allows you to show/hide the desired fields in the grid.
- **Change Password**—Opens the [Change Password](#) screen, allowing you to change your login password.
- **Send to Excel**—Allows you to export the currently selected data to Microsoft Excel.
- **Find**—Ctrl+F—Opens the [Find](#) screen that can be used to quickly search for specific data or set of records.
- **Memo Toolbar**—Displays the toolbar for the [memo](#) if it is not visible in the memo box.

## VIEW MENU

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This menu contains commands to open various BillQuick screens. This menu contains the following commands:

- **Company**—Opens [Company](#) screen. The Company screen allows you to create a profile of your business.
- **Employees**—Ctrl+Shift+E—Opens the [Employee](#) screen. The Employee screen allows you to create and maintain a profile of each employee.

- **Clients**—Ctrl+F8—Opens the [Client](#) screen. The Client screen allows you to create and maintain a profile of each client.
- **Activity Codes**—Ctrl+F5—Opens the [Activity Codes](#) screen. The Activity Codes screen allows you to create and maintain a standard list of activities or tasks for your company.
- **Expense Codes**—Ctrl+F7—Opens the [Expense Codes](#) screen. The Expense Codes screen allows you to create and maintain a standard list of expenses for your company.
- **Service Fee Schedule**—Ctrl+F6—Opens the [Service Fee Schedule](#) screen. It allows you to assign multiple bill rates to one or many employees based on the activity performed.
- **Expense Fee Schedule**—Ctrl+Shift+S—Opens the [Expense Fee Schedule](#) screen. It is used to define special expense rates or markups for billing.
- **Vendors**—Ctrl+Shift+D—Opens the [Vendor](#) screen. The Vendor screen allows you to create and maintain a profile of each vendor.
- **Client Contact**—Opens the [Client Contact](#) screen, allowing you to enter information for the client contact.
- **Manage Attachments**—Opens the [Manage Attachments](#) screen. The screen allows you to view all the linked files that have been attached to BillQuick records.
- **Workflow**—Opens the [Workflow](#) screen. It allows you to track all the submit-approve events in BillQuick.
- **To Do List**—Opens the [To Do List](#) screen. You can add and track your to-do tasks here.
- **Messages**—Opens the [BillQuick Messages](#) screen that allows BillQuick Users to send and receive messages within the network.
- **Terms**—Opens the [Terms](#) screen that allows you to set payment terms for billing.
- **Reminders**—Ctrl+Shift+R—Opens the [Reminders](#) screen. You can view all the reminders here, whether triggered by the system or set by you.
- **Dashboard**—Opens the [Dashboard](#). The dashboard contains a series of widgets or mini-programs that extract information from your company database and present it as charts, lists and graphs.
- **Navigator**—Ctrl+Shift+N—The main [navigator](#) allows you to perform most of the tasks required in BillQuick without having to locate commands in menus.
- **BillQuick Web Site**—Opens the BillQuick User page. Your computer must be connected to the Internet to use this option.
- **Current BillQuick Users**—Opens a message box displaying the currently logged users of BillQuick.
- **Wizards**—Opens a submenu from where you can access wizards to set up employees, clients, projects, activities, fee schedules, etc. You can also access the BillQuick Startup Interview, Invoice Wizard, etc. from here.

## PROJECT MENU

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Project menu contains commands to create or edit projects, budgets, etc. This menu contains the following:

- **Management Navigator**—The Business Management [navigator](#) allows you to perform most of the project management-related tasks in BillQuick without having to locate commands in menus.
- **Project Center**—Opens the [Project Center](#) which is a control center for all project managers.
- **Project Information**—Ctrl+Shift+P—Opens the [Project](#) screen. The Project screen allows you to create and maintain a profile of each project.
- **Allocation and Forecasting**—Opens the [Allocate](#) screen allowing you to allocate hours and units to employees.
- **Budgets**—Ctrl+Shift+G—Opens the [Budget](#) screen, which enables you to set up budgets and track the expected revenue or cost of a project against the actual.
- **Estimates**—Opens the [Estimate](#) screen that allows you to draft the expected costs and incomes for a project.
- **Project Control**—Ctrl+Shift+J— Opens the [Project Control](#) screen. It allows you to assign employees, activities and expenses to a project.
- **Project Notes**—Opens a submenu from where you can access [Note Categories](#) and [Project Notes](#) screen.
- **Assign Schedules and Budgets**—Opens the [Assign](#) screen, allowing you to assign service fee schedule, expense fee schedule, budget and estimate to a project.
- **Document Management**—Opens the [Document Management](#) screen that allows you to view the client files, folders and email.

## TIME-EXPENSE MENU

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This menu contains commands to access the time and expense entry screens in BillQuick. The options include:

- **Time Expense Navigator**—The Time & Expense Navigator allows you to perform most of the time and expense related tasks required in BillQuick without having to locate commands or screens in the main menu or toolbar.
- **Enter Time**— Opens the time entry submenu. The menu gives you various options for entering time:
  - **Sheet View**—Ctrl+T—Opens the Time Entry-[Sheet View](#) screen. Time entries can be entered and reviewed from this screen.
  - **Simple Time Card**—Opens the [Simple Time Card](#) screen. This allows you to enter time entries on a weekly basis.
  - **Calendar View**—Ctrl+W—Opens the [Calendar View](#) screen. Time entries can be entered and reviewed from this screen on a weekly basis.
  - **Timer**—Ctrl+Shift+S—Opens the [Timer](#). The Timer is a stopwatch that is used to time activities as you multi-task.
  - **Open Unsaved Timers**—Opens all the timers that have unsaved time waiting to be logged to the database.
- **Enter Expense**—Opens the expense entry submenu. The menu gives you various options for entering expenses:

- **Expense Log**—Ctrl+L—Opens the [Expense Log](#) screen where expense entries can be entered and reviewed.
- **Simple Expense Log**—Opens the [Simple Expense Log](#) screen. This allows you to log expenses on multiple projects on a weekly basis.
- **Review Time and Expenses**—Gives you an option to review time and expense entries together in the [Reviewer](#) screen.
- **Personal Time Off**—Opens the PTO submenu. This menu gives you various options:
  - **Request PTO**—Opens the [Personal Time Off Request](#) screen that enables you to request personal time off.
  - **Review PTO**—Opens the [Personal Time Off Review](#) screen where PTO requests can be reviewed and approved.

## BILLING MENU

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This menu contains commands related to the billing procedures and invoices.

- **Billing Navigator**— The main Billing [navigator](#) allows you to perform common billing and invoice-related tasks in BillQuick without having to locate them in the menus.
- **Create Invoices** —Opens a submenu that gives you the following options:
  - **Billing Review**— Ctrl+Shift+K— Opens the [Billing Review](#) screen. Billing decisions are made here.
  - **Manual Invoice**— Ctrl+Shift+U— Opens the [Manual Invoice](#) screen. It enables you to create a quick invoice for a project that has no time or expense logged to it.
  - **Billing Schedule** —Opens the [Billing Schedule](#) screen. You can set up schedules for easy and regular billing of projects.
  - **Retainer Management**— Opens the [Retainer Management](#) screen. You can manage your retainer invoices and payments from here.
  - **Memorized Invoices**— Opens the [Memorized Invoices](#) screen. Here you can view all active memorized invoices.
- **Review Invoices**— Opens a submenu that gives you the following options:
  - **Invoice Review**— Ctrl+Shift+I— Opens the [Invoice Review](#) screen. All invoice records that exist in your BillQuick database can be reviewed and finalized here.
  - **Statements** —Opens the [Statements](#) screen. Various statements can be printed from here or the Invoice Review screen.
- **Receive Payments**— Opens a submenu that gives you the following options:
  - **Payments**— Ctrl+Shift+Y—Opens the [Payment](#) screen. It allows direct input of payments as well as a review of previous payments.

- **Credit Memo** —Opens the [Credit Memo](#) screen wherein you can create and print credit memos and payments.
  - **Process Credit Cards**-Opens the [Credit Card Processing](#) screen. This allows you to receive payments using credit cards.
  - **Download Credit Card Payments**— Opens the [Download Payments](#) screen. Here you can view all the payments that have been made to your company via credit cards.
- **Collections Center**-Opens the [Collection Center](#) screen which allows you to track your A/R and manage all your collections from a single screen.

## REPORTS MENU

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The Reports menu contains commands that enable you to generate and print reports. BillQuick provides a wide variety of standard reports that are designed to give you quick and easy access to your company information. You can access the following features and options from this menu:

- **Report Center** - Opens the [Report Center](#) where you can access and generate reports using various filters.
- **Memorized Reports**—Displays a submenu that lists all your [memorized reports](#).
- **Favorite Reports** —Displays a submenu that lists all the reports marked as your favorite.

The menu also provides easy access to following report categories. The related reports are categorized into groups for easy identification. When you select a report from the Reports menu, the Report Filters screen displays.

- [Aging](#)—Contains aging-related reports
- [Billing](#)—Contains reports relating to billing, write-up/down, statements, etc.
- [Client](#)—Contains reports related to clients
- [Company](#)—Contains reports related to company and staff
- [Employee](#)—Contains reports related to employees, time and expenses
- [Project](#)—Contains reports related to projects, time and expenses
- [Payments](#)—Contains reports related to payments and vendor bills
- [Analysis](#)—Contains analysis reports related to billing, costs, WIP, etc.
- [Activity](#)—Contains activity and expense related reports
- [Accounting](#)—Contains reports related to accounting-accounts payable, general ledger, and other financial reports.

Besides these, the Reports menu also provides access to:

- **Custom Report List**—Opens the [Custom Report List](#) screen, which lists all your customized report templates.
- **Design/Edit Reports, Invoices**—Opens [Crystal Reports](#) for BillQuick. Crystal Reports enables you to design and customize reports.

## SETTINGS MENU

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The Settings menu contains commands that allow you to set up various preferences in BillQuick. This menu contains the following options:

- **Global Settings**—Opens the [Global Settings](#) screen. These are company-wide settings that will affect the behavior of every machine running BillQuick.
- **User Preferences**—Opens the [User Preferences](#) screen. The preferences selected here override those in the Global Settings screen.
- **Custom Labels**—Opens the [Custom Labels](#) screen. BillQuick gives you the ability to customize labels and captions to your preference.
- **Custom Labels Off**—Resets all the custom field labels and captions to the default value.
- **Employee Control**—Opens the [Employee Control](#) screen. You can control what projects, activities or expenses an employee can access throughout BillQuick.
- **Security**—Open a submenu with these options –
  - **Set Security** opens the [Security](#) screen. Security can be set per employee to restrict their access to features and screens in BillQuick.
  - **Turn Security On/Off** is a toggle option that turns the security on or off in BillQuick.
- **Currency Manager**—Opens the [Currency Manager](#) screen that enables you to manage multiple currencies in BillQuick for billing purposes.
- **Auto Complete**—Opens the [Auto Complete](#) screen that allows you to create shorthand codes and their corresponding longhand explanations.

## UTILITIES MENU

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The Utilities menu provides access to many database utilities and other useful tools.

- **Backup Database**—enables you to create a [backup](#) of your BillQuick database.
- **Restore Database**—enables you to restore the previously backed-up database.
- **Archive and Restore Data**— Opens the [Archive and Restore](#) screen enabling you to archive or restore BillQuick data.
- **Import/Export**—Opens the [Import/Export](#) screen from where you can import and export data.
- **QuickUpdate**—Opens the [QuickUpdate](#) tool that enables you to update rates in a batch mode.
- **Change ID Codes** —Opens a submenu from where you can change IDs of clients, projects, employees, activities, fee schedules, etc. using the [Change](#) screen.
- **Add Industry Codes**—Opens the [Add Activity Codes](#) screen. BillQuick allows you to import some standard activity codes into your database. Select your type of business and BillQuick will then add the standard activity or service items to your BillQuick database.
- **Overtime Calculator**—Opens the [Overtime Calculator](#) screen that allows you to analyze your staff's timesheets

and mark qualifying entries as overtime automatically with appropriate overtime rates.

- **Recalculate Account Summaries**—Recalculates all the account summaries. This tool should be run whenever there is a major change in your database, such as after integrating data with another program.
- **Optimize**—opens the [Optimize Database Submenu](#). You can attempt to repair all errors and optimize the BillQuick database.
- **Force Close DB Connection**—Closes all open database connections to remove unnecessary drain on it.
- **Reassign Employee**—Opens the [Reassign Employee](#) screen allowing you to replace one employee by another. This is a good project management practice.

## INTEGRATION MENU

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This menu provides data integration options with various financial and payroll accounting software.

- **QuickBooks**—Opens a [submenu](#). It contains various options and settings for data synchronization with QuickBooks program.
- **Sage 50**—Opens a [submenu](#). It contains various options and settings for data synchronization with Sage 50 (formerly Peachtree) program.
- **MYOB**—Opens a [submenu](#). It contains various options and settings for data synchronization with MYOB program.
- **Export Invoices to LEDES**—Opens a submenu with LEDES 1998 Format and LEDES 2K XML Format options. It opens the [Export BillQuick Invoices to LEDES Wizard](#) from where you can export BillQuick invoices to the LEDES format.

## ACCOUNTING MENU

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This menu provides various accounts payable options.

- **Accounting Navigator**—Opens the Accounting [navigator](#) with the most common accounting functions.
- **Chart of Accounts**—Opens the [Chart of Accounts](#) screen, which shows a complete list of accounts that have been created for your company and their total balances.
- **Class**—Opens the Class List screen that allows you to create new classes for BillQuick items.
- **Purchase Order**—Opens the [Purchase Orders](#) screen, which allows you to keep a record of products ordered from vendors.
- **Receive Items**—Opens an intermediate [Open Purchase Orders](#) screen, from where you can access the [Receive Items](#) screen.
- **Receive Items and Create Bill**—Opens the [Receive Items](#) screen to allow you to create vendor bills.

- **Vendor Bills**—Opens the [Vendor Bills](#) screen, which allows you to create invoices for products and services that your company purchases from vendors.
- **Enter Credits**—Opens the [Enter Credits](#) screen that allows you to enter credit information of vendors.
- **Pay Vendor Bills**—Opens the [Pay Bills](#) screen that allows you to pay vendor bills.
- **Make Deposits**—Opens the [Make Deposits](#) screen that enables you to make deposits into your bank accounts.
- **Transfer Funds**—Opens the [Transfer Funds](#) screen that allows you to transfer funds from one account to another.
- **Reconcile Accounts**—Opens the [Reconcile Accounts](#) screen that allows you to reconcile bank accounts and statements.
- **Write Checks**—Opens the [Write Checks](#) screen that allows you to write checks and make payments.
- **Print Checks**—Opens the [Print Checks](#) screen that enables you to view and print the checks written earlier.
- **Memorized Transactions**—Opens a submenu that allows you to access the Memorized Bills and Memorized Checks screens.
- **Use Registers**—Opens the [register](#) for the selected balance sheet account.
- **Other Registers**—Allows you to open the register for the selected account.
- **General Journal Entries**—Opens the [General Journal](#) screen that allows you to record journal entries for various accounts and transactions.
- **Credit Card**—Opens the [Credit Card](#) screen that allows you to record various credit card transactions.

## ADD-ON MENU

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This menu enlists the BillQuick Add-Ons (software products that enhance the use of BillQuick). Clicking on any of the products takes you to the related information on the BQE Software website.

- **Agent-** Opens the Agent product information on the [BQE website](#)
- **Web Suite**— Opens the Web Suite product information on the [BQE website](#)
- **Outlook Add-in** - Opens the Outlook Add-In product information on the [BQE website](#)
- **BillQuick Mobile**— Opens the BillQuick Mobile product information on the [BQE website](#)
- **BillQuick HR**— Opens the BillQuick HR product information on the [BQE website](#)

## WINDOW MENU

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The Window menu contains two sections. The top section lists the standard Windows commands. The bottom section lists all open windows, if any, which are currently open in BillQuick. The options change depending upon the Tabbed MDI settings in the User Preferences screen.

- **Cascade**—Sets all open windows to the same size and stacks them one on top of the other. Except the top window, only the title

bar of each window is visible. Because each title bar is visible, it is easy to switch between windows by clicking on them.

- **Close All Windows**—Closes all open windows and dialog boxes without exiting BillQuick.
- **Tile Horizontally**—Arranges all open windows in such a way that they are stacked, one over the other, in a horizontal manner. The title bar and full screen of the top window is visible, while the screens of the other windows is partially visible.
- **Tile Vertically**—Arranges all open windows in such a way that they are stacked, one over the other, in a vertical manner. The title bar and full screen of the top window is visible, while other screens are partially visible.
- **Minimize All Windows**—Minimizes all the open windows and displays their tabs at the bottom of BillQuick.

The menu also displays a list of all open windows with the active window selected. You can select any of the other open windows from this menu and make it active.

## HELP MENU

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The Help menu contains commands that provide help and other resources to BillQuick users. It contains the following commands:

- **Contents**—Opens the BillQuick Help with the Contents tab active.
- **Frequently Asked Questions**—Opens the [Support FAQs](#) page on the BQE website, where you will find answers to various questions.
- **Support**—Opens the [BillQuick Support](#) page on the BQE website, where you can access technical support and related resources.
- **Support Downloads**—Opens the [BillQuick Support Downloads](#) page on the BQE website, where you can access program setups, service packs, software updates, agreements, etc.
- **Support Remote Assistance**—Opens the [BQE Remote Assist](#) web page that provides remote assistance to users having any problem with the software program. It allows a BQE Support Professional to view your computer screen and work on it over a secure connection. Before using this service, you have to agree that during the session, the BQE Support Professional might record it. This results in your communication being recorded and logged by BQE.
- **Get Updates**—Checks for and downloads the updates from the BillQuick server, if available. *You will need to use this option when you have not opted for Automatic Updates in the User Preferences screen.*
- **About BillQuick**—Opens the BillQuick [splash](#) screen, where you can view information about the BillQuick program.

## TOOLBAR

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The main toolbar allows you to access the most common and important BillQuick functions and screens quickly. You can choose to show or hide the main toolbar from the right-click menu or [User Preferences](#)-Options screen; Add/Remove Buttons on it according to your needs (left-click option) or reset it to the default (left-click option). By default, the following tools are available on the main toolbar:



**Open Data File**—Opens a drop-down list from where you can select another BillQuick database—Standard (Microsoft Access), SQL Server or SQL Express Database.

**Find**—Opens the BillQuick [Find](#) screen. This is a powerful tool that can be used to locate a specific set of records quickly.

**Employee**—Opens the [Employee](#) screen. The screen allows you to create and maintain a profile of each employee.

**Client**—Opens the [Client](#) screen. The screen allows you to create and maintain a profile of each client.

**Project**—Opens the [Project](#) screen. The screen allows you to create and maintain a profile of each project.

**Time Entry**—Opens the [Time Entry-Sheet View](#) screen where time entries are entered and reviewed.

**Simple Time Card**—Opens the [Simple Time Card](#) screen where time entries are recorded on a weekly basis.

**Timer**—Opens the BillQuick [Timer](#). The Timer is a stopwatch that is used to time activities as you multi-task.

**Expense Log**—Opens the [Expense Log](#) screen. The screen is used to enter and review expenses.

**Simple Expense Log**—Opens the [Simple Expense Log](#) screen where expense entries are recorded on a weekly basis.

**Billing Review**—Opens the [Billing Review](#) screen. Billing decisions are made and invoices are processed in this screen.

**Manual Invoice**—Opens the [Manual Invoice](#) screen. The screen enables you to create invoices for projects that might or might not have time and expenses.

**Invoice Review**—Opens the [Invoice Review](#) screen where invoices can be reviewed and distributed.

**Payments**—Opens the [Payment](#) screen. The screen allows you to record payment information as well as review previously recorded payments.

**Open Register**—Opens the [Use Register](#) window that allows you to select an account and view its transaction details in a register.

**Dashboard**—Opens the [Dashboard](#). It enables you to view key metrics of your business. Lists and graphs present key and summarized information about your projects.

**BillQuick Help**—Opens the BillQuick Help allowing you to access detailed information about BillQuick.

## NAVIGATORS

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**Navigation** *View menu, Navigator*

BillQuick navigators let you easily understand the workflow and quickly access important features and modules of the program. These navigators have active action buttons, data flows, charts, workflows and links, making it easier for first time as well as experienced users to work with BillQuick. It includes one role-based navigator and five function-based navigators. You can choose to make any one of them your default navigator.



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

### **Role-Based Navigator**

It displays as your home page and is customized according to your role in the company, giving you easy access to the most often used functions. This role is specified by the Supervisor in the Employee or Vendor screen depending on what your most frequent tasks. There are four role-based navigators—Default, Time & Expense, Billing and Principal/Management. Note that the role assigned does not affect access to other functions (which is controlled by your security settings.) The role-based navigator is your home page that offers the core functions you need—all at the same place. You can view submitted time, expenses, invoices, budgets, estimates and purchase orders on the Workflow panel; reminders and alerts on the Reminders panel; important messages and invoice notifications on the Messages panel, besides access the commonly used screens and links.



While the role of an employee or vendor determines the role-based navigator and options available on it, the security profile or permissions assigned to them supersede it and determine what functions and options are available to them. However, custom security settings will not supersede the role.

Besides the role-based navigators, there are five main function-based navigators in BillQuick. These navigators are fixed and more diverse than the role-based navigators. They can be accessed from the Sidebar and main menu. Navigators refresh when you log out of and log in to BillQuick. The main five navigators are:

### **Company Navigator**

It allows you to access various company-related screens such as Employee, Project, Client, Activity, Payments, and so on. You can also access other modules from its Utilities panel, such as Security, Backup, Tutorial, and more. The Charts panel displays various graphs and charts for the desired year. The Workflow panel lists the submitted time and expense entries awaiting approval. The Recent Reports panel lists the last five reports generated by the logged-in user and also provides access to more reports in the Report Center. The Spotlight panel contains links to the BillQuick blog, knowledge base, etc. on the [BQE website](#). You can access any of these functions based on your security profile.

### **Business Management**

This navigator allows you to access various client and project management screens such as Client, Estimate, Project, Budget, Service Fee Schedule, Employee Control, Reports, and

more. You can also access other modules from the Tools panel, such as Document Management, Find, Custom Labels, and more. The Charts panel displays various graphs and charts for the desired year. The Links panel provides links to other managerial functions such as [Currency Manager](#), [Global Settings](#), [Reminders](#), and more. Reports panel lists the latest reports generated by the logged-in user. You can access any of these functions based on your security profile.

### **Time & Expense Navigator**

It allows you to access various time and expense tracking functions required by a timekeeper such as Sheet View, Timer and Expense Log. You can also access other useful modules such as Employee, Activity, Invoice Review, Reports, and more. The Charts panel displays various graphs and charts for the specified year. The [Submit/Approve](#) panel provides links for the submission and approval of time and expense entries in BillQuick. The Reports panel lists the latest time and expense related reports generated by the logged-in user. You can access any of these functions based on your security profile.

### **Billing**

This navigator allows you to access various billing related functions such as [Budget](#), [Billing Review](#), [Invoice Review](#), [Payments](#), [Invoice Wizard](#), and more. You can also access other relevant modules such as Time and Expense, Retainers, and more. The Reports panel lists the latest billing reports generated by the logged-in user. The Charts panel displays various graphs and charts for the desired year. The Links panel provides links to other modules of BillQuick such as Service Fee Schedule, Activity, Currency Manager, and more. You can access any of these functions based on your security profile.

### **Accounting**

This navigator allows you to access the most common accounts payable functions, such as Chart of Accounts, Vendor Bills, Write Checks, Register, and more. You can also access some of the accounts receivable modules from here including Billing Review, Payments, etc. There is a panel displaying graphs and charts for the desired year. The Reports panel lists the latest accounting reports generated by the logged-in user. You can access any of these functions based on your security profile. *In addition, these functions are available only in the BillQuick Plus editions.*

## **SIDEBAR**

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On the left side of the BillQuick desktop, you can conveniently access the major functions and screens from the Sidebar. This Sidebar is divided into four panels, grouping the common functions together under each. These include:

### **Main**

This panel allows you to access the main workflow navigators and master information screens in BillQuick. You can open the Company, Management, Time & Expense, Billing and Accounting navigators; Client and Project screens; and Dashboard by clicking on the relevant option.

### **Time & Expense**

This panel allows you to access time and expense related functions and screens in BillQuick. You can open the Time & Expense (Home) navigator; Time Entry (Sheet View), Calendar View, Timer and Expense Log screens by clicking on the relevant option.

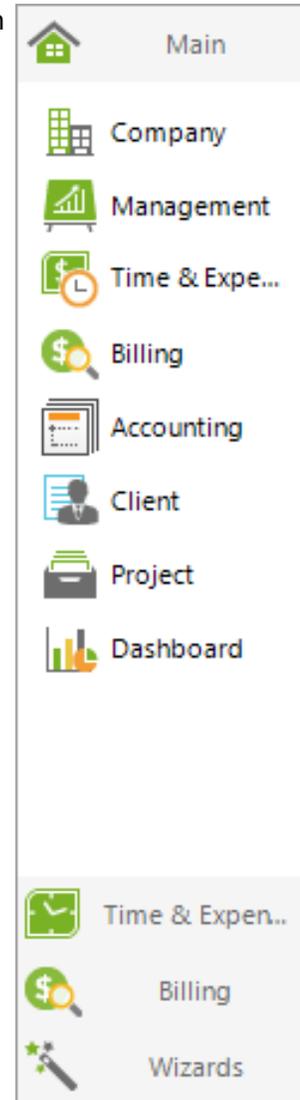
### **Billing**

This panel allows you to access billing related functions and screens in BillQuick. You can open the Billing (Home) navigator; Billing Review, Manual Invoice, Invoice Review and Payment screens by clicking on the relevant option.

### **Wizards**

This panel allows you to access various master information, fee schedule and billing related wizards. You can open the BillQuick Interview; Employee, Client, Project, Activity and Expense wizards; Service Fee Schedule, Expense Fee Schedule, Phased Invoice and Invoice wizards by clicking on the relevant option.

You can re-arrange the Sidebar items up or down by dragging-and-dropping them. You can also display fewer items (or buttons) on it using the appropriate option.



## GENERAL FEATURES

### GRIDS OVERVIEW

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A grid is an arrangement of columns and rows that look similar to a table or spreadsheet. BillQuick uses grids in all screens for drop-down lists, time and expense sheets, schedules, master information lists, etc. Each row represents a unique data record while columns are individual data fields. BillQuick grids have many features in common that allow you to customize their appearance and navigate through BillQuick more efficiently. BillQuick supports dynamic sorting and column re-sequencing for any grid. Sort and column order are remembered the next time you work with the modules. You can also choose to show or hide the desired columns in the grids.

You can customize the grids in many ways:

- [Hiding/Showing Columns](#)
- [Sorting Grids](#)
- [Sorting Drop-downs](#)
- [Selecting Multiple Rows](#)
- [Re-arranging Columns](#)

### Grids

### GRIDS OVERVIEW

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- [Re-arranging Columns](#)

### How Do I

### HOW DO I USE GRIDS?

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BillQuick grids have many features in common that allow you to customize their appearance and navigate through BillQuick more efficiently.

#### Sort:

[Sorting](#) the records is as simple as clicking the column header. Click the column header to reverse the existing sort order. They will be listed in ascending and descending order. To

sort by multiple columns, click the first column header (once for ascending order, twice for descending order), then press Shift+click (point to the next column to sort).

**Expand Entries:**

Place the pointer on a record and double-click it. This expands the grid entries.

**Re-arrange Columns:**

You can change the sequence or position of [columns](#) in the grid by dragging the column headers to the desired location.

**Change Grid Size:**

You can re-size the grids by placing the pointer on the edge of the screen. After your mouse pointer becomes a split arrow, re-size the screen. The screen will open in the same position and size next time.

**Change Row and Column Size:**

Place the pointer on row and column dividers and drag them to the desired size. In many grids, columns can be resized by dragging the right edge of the column header. Screen grids also include the Best Fit and Auto Fit (AFC) feature for resizing columns. By default, the latter option is selected for all grids.

**Send to Excel:**

Allows you to export the grid information to Microsoft Excel program. This option can be accessed from the shortcut menu, screen toolbar or main Edit menu.

**Hide/Show Columns:**

Most of the screens allow you to hide/show the desired columns in the grid to customize it to your style and also speed up data entry. You can do so from the  [Field Chooser](#) available from the Edit menu as well as at the top left of the grid. For example, if you do not charge taxes on expenses, you can hide the tax columns in the Expense Codes and expense entry screens.

**Filters:**

You can use Funnel Filters () and Filter By Selection features on the grid to view selective data. See [Filters](#) for more.

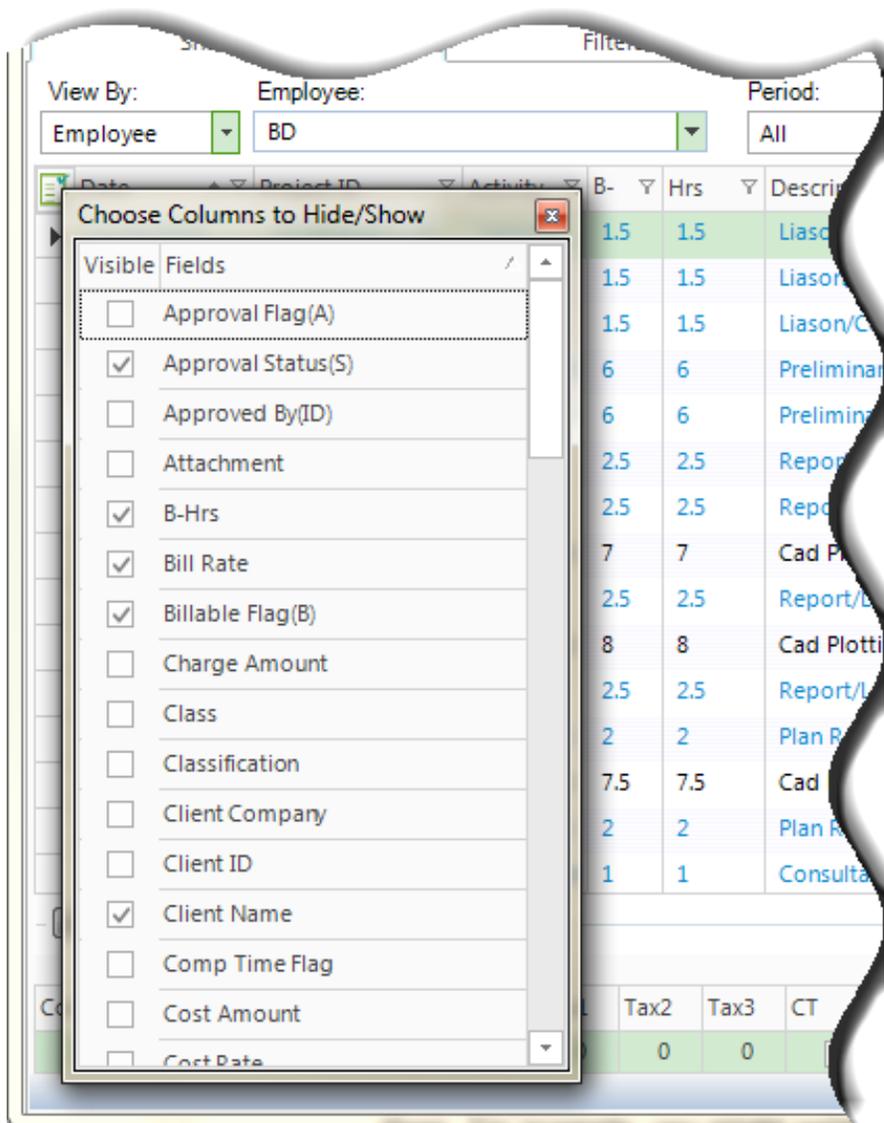
**HOW DO I HIDE/SHOW COLUMNS?**

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At times, you might have too many columns displayed in a grid and want to simplify it by hiding unused columns. For instance, Sheet View or Expense Log screens. On the other hand, you might want to see more information than what displays by default on the screens. For example, while doing percent complete billing in Billing Review screen, you might want to show extra columns in the grid, such as % Complete, Contract Type and so on.

To hide or show columns in a grid:

1. Open the desired BillQuick screen; such as, Expense Codes.
2. Click  at the top left of the grid to open the field chooser window. Alternatively, select Field Chooser from the Edit menu.



3. Check the fields or column names you want to show in the grid. For example, you might want to show the Tax column in the grid if you apply taxes on expense items.
4. Uncheck the fields or column names to hide those in the grid. You can also drag-and-drop fields from the field chooser into the grid.

### HOW DO I SORT GRIDS?

You can sort the grids in the order you prefer. You can sort the order of grid columns by doing the following:

1. Open the desired BillQuick screen, such as, Time Entry-Sheet View.
2. Select the column on the grid that you want to sort.

3. Click on the column heading, say Date, once for ascending order and twice for descending order. Clicking on the column header reverses the order of entries.
4. To sort multiple columns, click the first column heading, and then point to the next column to sort, say Project ID. Press Shift+click. While pressing the Shift key, click on the second column heading.
5. If you want BillQuick to always remember this sort order, click on the More tab. Then check Remember Grid Sort Order option.

Similarly, you can sort grids in the Expense Log or other BillQuick screens.

### HOW DO I SORT DROP-DOWNS?

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You can change the sort order of drop-down lists by doing the following:

1. Open the Time Entry-Sheet View screen.
2. Select any drop-down list on the grid, say Project ID.
3. Click on the column heading in the drop-down list, once for ascending order and twice for descending order.
4. In some screens, you can also sort the drop-down lists by right clicking and using the Sort By ID and Sort By Name options.

Whatever the sort order, BillQuick will remember it in future.

### HOW DO I SELECT MULTIPLE ITEMS?

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At times, you need to select multiple rows or records in a grid to perform some action on them. For example, you might want to select rows to make batch changes to them or submit them. You can select multiple rows or records using a combination of mouse click and Shift or Ctrl keys. Else, use the Select button drop-down options available in BillQuick screens.

- Use Ctrl+click to select individual items in a list.
- Use Ctrl+A to select all items in a list.
- Use Shift+click to select a range of items
- Use the Select button options to select or unselect all rows.

### HOW DO I REARRANGE COLUMNS?

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You can re-arrange columns in a number of ways to suit your preference:

- You can move the columns by dragging and dropping with the mouse at the desired location.
- When too many columns are visible in a grid or too many records display, you can use the vertical and horizontal grid splitters (as in Sheet View, Project, etc.). Drag

the grid splitters to split the grid at the desired place. Vertical splitters lock columns while the horizontal splitters lock rows. These are available only with the vertical and horizontal scroll bars.

- Columns can fit to the screen in two ways. Place the pointer on row and column dividers and drag them to the desired size. You can also use the Layout button options:
  - Auto Fit—fits the columns to the screen
  - Best Fit—adjusts the columns to best fit the content

## Filters

### FILTERS OVERVIEW

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Filters limit the number of records displayed in the grids and drop-down lists. They are data management tools provided to lessen the task of managing a large BillQuick database. This is helpful because it reduces the time taken to find, view or select data in any BillQuick screen. There is no need to waste time in scrolling and scanning hundreds of items when you want to view selective information.

For example, if you would like to view only the employees whose IDs range from A through M, you must select that range in the relevant filter fields. Filters help in selective data viewing not only in the grids and drop-down lists, but also on reports. *See How Do I Apply Filters for more.*

Besides the regular filters available on the Filters screen, BillQuick also provides two additional filter options on various grids.

### Filter by Selection

A special 'Filter by Selection' option is available on many grids such as Activity Codes, Expense Codes, etc. It allows you to filter the grid records by the contents of a cell. After selecting a cell on the grid, you must right-click and select 'Filter by Selection' option from the menu. The list filters instantly based on that item.

**Time Entry**

Search Item... | Help | Print | Auto | Filters | Select | View | Tools | Submit

Sheet View | Filters | More

View By: Employee: Period:

Employee: BD | All

Date	Project ID	Activity	Hrs	Description	Project Name	B	M	S
12/31/2016	10-Fun Foods:	Prelim Design	6	Preliminary Design	Fun Foods 2.0 Upgrade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2017	10-Fun Foods:	Prelim Design	6	Preliminary Design	Fun Foods 2.0 Upgrade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/02/2017	10-Fun Foods:	Prelim Design	6	Preliminary Design	Fun Foods 2.0 Upgrade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/03/2017	10-Fun Foods:	Prelim Design	6	Preliminary Design	Fun Foods 2.0 Upgrade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/05/2017	10-Fun Foods:	Web Serv:	0.75	Web Services	Fun Foods 2.0 Upgrade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/15/2017	10-WW New Systems:	Comp Ins:	6	Computer Installation	World Wide New Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/16/2017	10-WW New Systems:	Comp Ins:	6	Computer Installation	World Wide New Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/20/2017	10-Municipal Offices-2:	CMR:	6.5	Computer Maintenance/Repair	Municipal Offices Developme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2017	09-PV Country Club:	Tech Sup:	0.75	Technical Support	All Over 2.0 Upgrade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2017	10-Municipal Offices-2:	CMR:	4.75	Computer Maintenance/Repair	Municipal Offices Developme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/22/2017	10-Municipal Offices-2:	CMR:	3	Computer Maintenance/Repair	Municipal Offices Developme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/28/2017	10-Harbor Bldg 42:	Conf Call:	0.25	Telephone Call/Conference	Long Beach Harbor Terminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/01/2017	10-Harbor Bldg 42:	Conf Call:	0.25	Telephone Call/Conference	Long Beach Harbor Terminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/04/2017	10-Harbor Bldg 42:	Conf Call:	0.25	Telephone Call/Conference	Long Beach Harbor Terminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/07/2017	09-PV Country Club:	Cad Plot:	1	CAD PLOTTING	PV Country Club	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

+ Memo

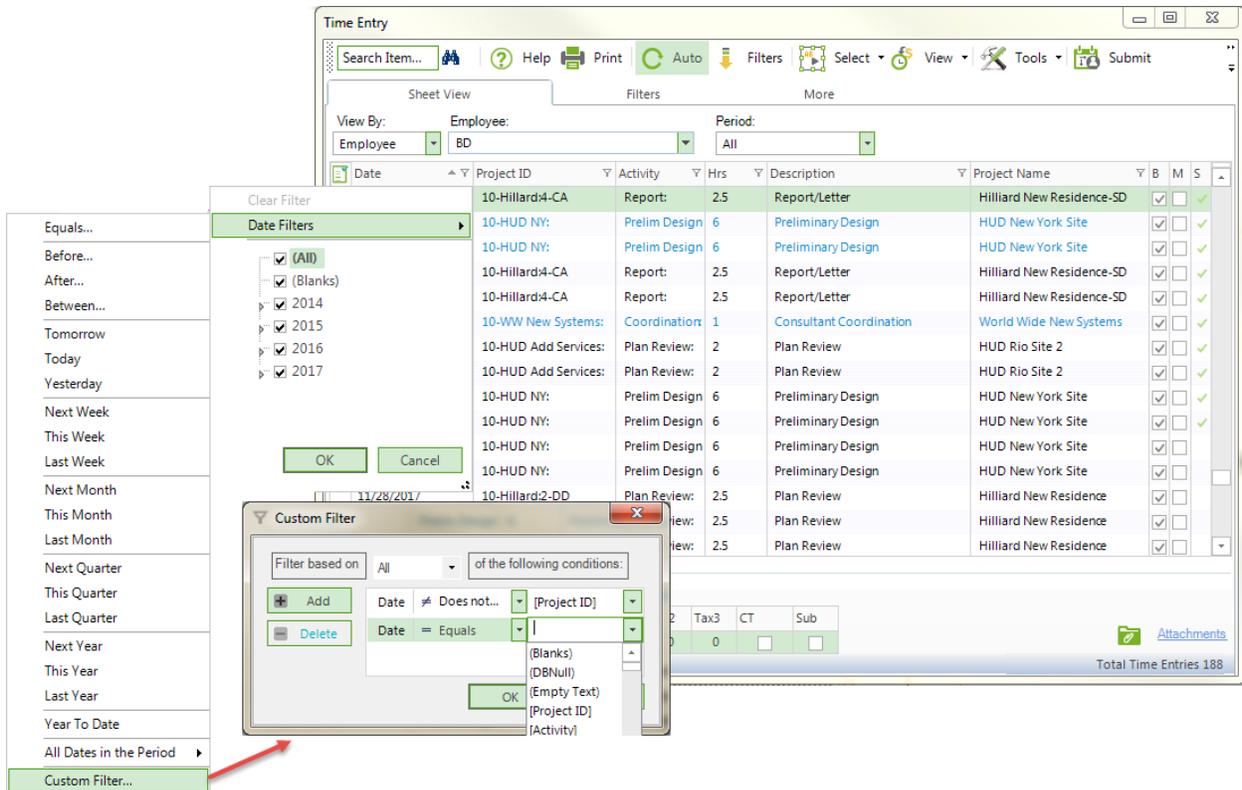
Cost Rate	Bill Rate	OT	Xtra	Flag1	Tax1	Tax2	Tax3	CT	Sub
\$40.00	\$80.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>

Attachments

Total Time Entries 468

## Funnel Filters

Many BillQuick screens offer funnel filters () for selective viewing of data in the grids. You can find them in screens like Reviewer, Project Control, Sheet View, Expense Log, etc. Funnel filters allow you to be more specific as to what discrete items to display in the grid—All, Custom, Blanks, Non-Blanks, etc. Data selectively displays in the grid depending on your choice.



If you select All, all records display in the grids. If you select Blanks Only, those records display for which no value exists for the selected cell. Similarly, if you select Non-Blanks Only, those records display for which any value exists for the selected cell. If you select Custom, a new screen opens on which you can choose advanced options. You can set more than one filter, add filter conditions or remove them.

In some screens like Sheet View, Billing Review, Reviewer, etc., the columns in the grid can be filtered using the Excel style funnel filters (  ). You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter.

## How Do I

### HOW DO I FILTER DATA BY GROUPS?

To filter records based on groups:

1. On any BillQuick screen, say Employee, click Tools and select Filters.
2. Click on the Employee Group filter and select 'Administrative' from the grid.
3. Check the filter option and then click Apply to apply that filter to the list.
4. Next, click OK.
5. The employee grid list is shorter now. To verify that the list contains only the desired group members (*Administrative*), click on the employees in the list and check their Department on the General tab.

5. When you have finished, click Close.

## Clone

### CLONE OVERVIEW

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Setting up profiles for employees, vendors, clients, projects, and so on can be tedious and time-consuming, especially when manually setting up information from another system. Many records contain the same data. BillQuick Clone feature allows you to duplicate a record to a new one. After cloning records, you can add or modify the unique data. Cloning does not change the original information or ID. Because BillQuick copies all fields from the source record to the new record, using a clone template reduces editing and setup time.

You should examine your existing data for commonalities and then create a 'clone template' for each type. A clone template contains general or common data that you want to include in all the new records. For example, if you employ many sub-contractors for network installation and administration projects, it saves time to create a clone template for this type of a vendor. Similarly, drafters in an architectural firm typically have similar information in their records, such as bill rates, standard hours and so on. Again, you can create a clone template for drafters and then use it to set up new profiles quickly. In short, you can create a Staff Employee Template, Manager Employee Template, Standard House Project Template, and so on. *Be sure to give a special ID to each clone template.*

You can use the cloning feature for many items in BillQuick, such as employee, project, client, purchase order, and more. The following are descriptions of generic fields on the Clone screen:

#### **Clone From:**

Select the ID of the item that is to be cloned from the drop-down list. For example, if you want to clone the employee profile of Chris James, then select his ID (CJ) from the list.

#### **Clone To:**

Enter the ID of the new record to be created. For example, to create a clone of CJ for a new employee, Howard Roark, enter the new ID, HR here.

### Clone Button Panel

#### **Help:**

Opens the BillQuick Help in the Clone section.

#### **Cancel:**

Cancels any action and closes the Clone screen.

#### **Save:**

Saves the cloned record and closes the screen.

### Find Information

### FIND OVERVIEW

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**Navigation** *Edit menu, Find*

At times, you need to find records or data that contain important information, say, from a conversation recorded within a time entry memo. You might remember typing it into BillQuick Timer's memo as you talked to a client, but you cannot remember the exact date or which client it was. All you remember is a reference to 'extension'. In BillQuick, searching for such information is easy and fast.

The [Find](#) screen is a powerful tool that can be used to locate a specific set of records quickly in any data table using simple or advanced criteria. You can match part of a field, whole field, or only start of a field. In addition, wildcards can be employed to search for patterns. Up to five keywords can be used in a search; each keyword narrowing or expanding the search via the AND/OR option.

BillQuick provides you with two types of search options—the global find and the quick find. [Global Find](#) uses the main Find screen to search for data. [Quick Search Item](#) uses the search box in various screens to find records or fields quickly in the grid.

## Reference Info

### FIND

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**Navigation** *Edit menu, Find*

The following are the descriptions for the fields on the Find screen:

#### **Data Tables:**

A data table in BillQuick must be chosen to locate specific records. You can choose from various tables—Activity, Budget, Estimate, Client, Expense Log, Payment, Transaction, Vendor Bills, etc. When you open Find from a BillQuick screen, it defaults to that specific table. Else, you need to highlight the name of the table that is to be searched for data. After a table is chosen, the Find criteria must be entered.

#### **Find Criteria**

##### **Keyword:**

For a successful search, specify as many criteria as possible. After all the criteria for the search have been entered, the Find button will initiate the search. Type the Keyword for the item that you are trying to search. It is a character string used to find the desired records. Enter all or part of the value. Wildcards (not case-sensitive) can also be used. A keyword can be anything that is unique to one or a series of records. Up to 5 keywords can be entered with different matching parameters, if desired.

For example, if you need to find an invoice but know only the Project Manager and Project ID of that invoice. If you search using only the Project Manager criterion, BillQuick will display all invoice records matching that project manager. This could be matched by thousands of records or none at all. But if you select both the Project Manager and Project ID, your search will be narrowed and most likely be more successful.

Keywords can employ wildcards to search for patterns. A percent sign (%) represents one or more alphanumeric characters that appear in a position within a keyword. In contrast, a hyphen (-) replaces only one character in a keyword. For example:

Wildcards	Example	Description
%	Sun%	Returns sung, suns, sunset, sunrise, sunny, sundial
	S%n	Returns sin, son, sun, soon, scan, skin, stun
-	Sun-	Returns sung, suns
	S-n	Returns sin, son

 Letters used for searching are not case-sensitive.

**Match:**

- **Any Part of Field** results in the most general search. The keyword has to match any part of a field in the selected table.
- **Whole Field**—the keyword has to match exactly and entirely a field in the selected table.
- **Start of Field**—the keyword has to match only the start or beginning letter of the field in the selected table.

**AND/OR:**

AND and OR are used to further refine the search. The AND option narrows the search to *inclusive* criteria. Use the AND command when you are sure about more than one field in the search. For example, if you know both the Employee ID and Project ID for your query, use AND to display records that match both the Employee ID and Project ID. Enter the Employee ID in one of these fields and the Project ID in a lower field. Select the AND radio button. Only records that match both search criteria will be displayed.

The OR option expands the search to *exclusive* criteria, resulting in a broader search. If you want to display records that satisfy either Find criteria, you can enter both Employee ID and Project ID, and select the OR radio button. The records displayed will be mutually exclusive, meaning that BillQuick will present all records that contain the Employee ID as well as the Project ID.

**All Fields:**

Selecting a specific field within the screen (table) to search for the keyword can narrow the search further. After the table has been selected, you can browse this drop-down list for a specific field to search. To broaden the search, select the All Fields radio button and BillQuick will search each field in the selected table. All Fields is the default option.

**Find Button Panel**

**Help:**

Opens the BillQuick Help in the Find section.

**Print:**

Displays a preview of the search results according to the Find Results grid. Preview displays the full screen representation of the report and allows you to print or preview the report. The preview window provides you with various options: export or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Layout:****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Load:**

Loads the screen related to the search after displaying the Find Results. The search results or record will be displayed from its screen of origin (say Employee ID results in the Employee screen).

**Clear:**

Clears all the data entered for initiating the search.

**New:**

Click this to start a new search. It takes you to the initial Find screen. If your query is unsuccessful, you can try to search again using different criteria.

**Find:**

Searches for the relevant data and displays the Find Results screen.

**Close:**

Closes the Find screen.

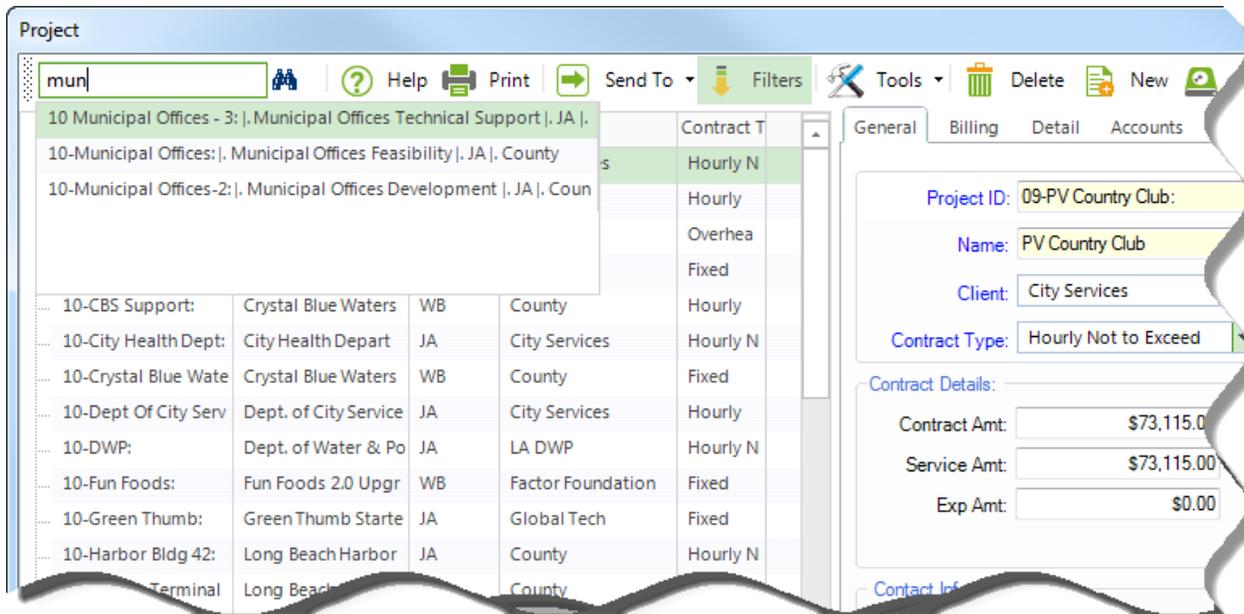


To export records or results in the grid to Excel, click the '[Send these results to Excel](#)' link on the Find Results screen.

**How Do I****HOW DO I SEARCH ITEMS?**

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On the master information screens, the Search Item option instantly searches all the records in the list as you type in the text box. BillQuick automatically suggests the nearest matches in a drop-down list and narrows it as you keep on typing. If you remember just a part of the Client ID or name, just:



1. Enter the text you remember in the Search Item box. It displays a drop-down list of possible matches.
2. You can select the record you are looking for from the drop-down list. Else, click  to find your match in the grid list.
3. Click  again or press Enter to find the next match.

## HOW DO I GLOBALLY FIND INFORMATION?

To find information:

1. Open the Find screen from the Edit menu or by pressing Ctrl+F. Some screens also contain a [Find](#) link to open this screen.
2. Select the desired type of information from the Data Tables list. *If you have an active window, that screen is pre-selected.*
3. Enter your Find Criteria. Type a Keyword using '%' and '-' wildcards as needed. Specify the search for a match in Any Part of Field, Whole Field or Start of Field.
4. Apply AND/OR search options, if needed.
5. Click Find. Immediately, BillQuick displays a list of records that contain the keywords.
6. Click on any record to drill down to the details.

## Groups

### GROUPS OVERVIEW

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Groups are a valuable tool. Companies can create groups to make it easier and faster to set up and maintain master information, budgets, fee schedules, etc. Groups also act as filters to shorten grid lists and reduce management effort. You can group employees, vendors, activity codes, expenses codes, etc. in BillQuick based on shared or common attributes. You can create groups to match situations, whether it is a refined group of clients or projects to bill, groups for payroll items, groups for ledger accounts or groups for precision reports.

The great benefit is that you can also filter reports by these groups and expand the value of reports. You can create groups for departments, type of project, type of client, region, territory and skill set – virtually anything you want and then view reports accordingly.

Some of the common groupings include:

- Projects: industry, commercial, not-for-profit, government, etc.
- Employees: hired date, department, title, annual reviews, skills, etc.
- Vendors: skills, location, ability to travel, etc.
- Clients:
  - Architects/Engineers* – commercial, residential and government
  - Accounting Firms* – 1040 Tax, 1120 Tax, write-up, consulting, litigation support
  - Law Firms* – contracts, bankruptcy, divorces, real estate
  - Computer Consulting* – networks, remote maintenance services, solutions
- Activity Codes: tax services, rates, administrative, marketing, etc.
- Expense Codes: overheads, tax, costs, reimbursable, administrative, etc.

BillQuick groups are dynamic; when you add or remove items from a group, they dynamically update in the schedules, filters and other places to which they are applied. For example, when you add a new activity or remove an expense code from a group assigned to a fee schedule, BillQuick updates the schedule accordingly. However, if you want to delete a group that is included in any fee schedule, budget, etc., it is better to make it inactive.

## Batch Change

### CHANGE OVERVIEW

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In certain situations, you might have to make some changes to the existing data. If the data involved is huge, it can be tedious and time-consuming to make changes to each record or entry. For example, an item tax change can affect dozens of expense codes. Similarly, you might have to change the manager or payment terms for multiple projects in bulk. Rather than select each item and make a change, BillQuick provides you with a batch change feature that can update multiple items and records at a time.

The Change screen allows you to modify multiple records at once. It changes the contents of a field from A to B for the selected records. If you need to change some fields from A to B and others from C to D, perform the change function twice. The new data or values will be applied to the selected rows only. The checked items will be the ones that will be altered in the main screen.

You can make batch changes to all master records and other data in BillQuick.

## How Do I

### HOW DO I CHANGE ITEMS?

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To change one or multiple fields in one or multiple BillQuick master records, follow the steps mentioned below.

1. Open any of the master information screen, say Activity Codes from the View menu, toolbar or navigator.
2. If the activity codes you want to update are all part of a group, select the Filter tab and choose the Group filter to shorten the list. If not, continue to the next step.
3. Open any of the master information screen, say Activity Codes from the View menu, toolbar or navigator.
4. On the Activity tab, scroll through the list and select the activity codes you want to batch change.
5. Click Tools and select Change from the menu to open the Change screen.
6. Enter the new data for each field you want to update. BillQuick automatically marks the adjoining check box.

 Review your work. ***If you incorrectly modify something, you must manually reset or change each record.***

7. Click Apply. BillQuick applies the changes to the selected activity records.

However, what do you do if the new data varies for different records? For instance, you created 100 activities, of which 65 are billable while the rest are non-billable. Most of them have a fixed markup of 5%. Some have to be taxed once while others need to be taxed twice. In this scenario, you would make multiple passes through the records using the Change screen.

## Memos

### MEMO OVERVIEW

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You can use memos to record important qualitative or quantitative information in BillQuick. For example, you can enter a descriptive memo for an activity, expense, time entry, invoice, vendor bills, and more. If your company or client prefers, you can add memos to invoices as well as notes that explain the scope of work and change orders. You can add memos to provide detailed information for internal (staff, managers, etc.) or external (clients, vendors, etc.) use.

BillQuick allows you to customize the font style and size for all the memos at the global level from the Global Settings screen. A [memo](#) comes with a floating toolbar with the standard options like cut-copy-paste, font style, alignment, spell-check, etc. BillQuick allows you to dock this floating toolbar, if desired. You can type unlimited length text in a memo box or use Auto Complete shorthand codes to insert pre-defined standard text. You can add a single memo to a record or item except invoices, where you can add two memos to each invoice.

Most of the screens contain a collapsible memo box that can be opened by clicking  or pressing Ctrl+M. The memo box can be collapsed again by clicking . You can choose to show the memos on invoices and notes.

## Reference Info

### MEMO

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A memo consists of a text box and formatting toolbar. This toolbar is floating, but can be docked, if desired. The following are descriptions of fields on the memo toolbar:

#### Spell Check:

The [Spell Check](#) globally checks the spelling of the description and memo fields in the screen. It identifies unrecognized and mis-spelled words and provides suggestions.



#### Cut:

Removes the text selection from the memo and places it on the clipboard.

#### Copy:

Copies the text selection to the clipboard.

#### Paste:

Inserts the contents of the clipboard at the insertion point and then replaces any selection.

#### Undo:

Reverses the last command or deletes the last entry.

#### Redo:

Reverses the Undo command.

#### Bold:

Makes the selected text and numbers **bold**. If the selection is already bold, clicking this button removes the bold formatting.

#### Italic:

Displays the selected text and numbers in *italics*. If the selection is already italicized, clicking this button removes the italic formatting.

#### Underline:

Underlines the selected text and numbers. If the selection is already underlined, clicking this button removes the underline.

#### Strikeout:

Draws a ~~line~~ through the selected text. If the selection already contains a strikethrough, clicking this button removes the formatting.

#### Alignment:

Aligns or justifies the selected text to the left, center or right side, depending on the button chosen-Left Align/Center Align/Right Align.

**Bullet:**

Inserts bullets in the text box. It is used for creating lists, points, etc. BillQuick can print these bulleted lists on the invoices.

**Font:**

The font style applied to the selected text, the default being Arial. The memo applies the font formatting to the current selection or entire word that contains the insertion point. To apply font style to a portion of a single word, select that portion first.



BillQuick uses *Century Gothic 8 pt* on the invoices and reports. If you want your memos to match the reports, you should change the memo font in the Global Settings screen.

**Size:**

Changes the size of the selected text and numbers, the default being 10. Select the desired font size from the drop-down.

**Date Time:**

Inserts a date-time stamp on memo. This enables you to know when the memo was entered.

**Add New Auto Complete:**

When you click  , it allows you to add a new auto complete entry for the selected memo text on the fly. It opens the Add New Auto Complete Entry screen.

**Memo Button Panel**

In case of a Memo Pad (Billing Review and Invoice Review), the screen displays the following buttons.

**Clear:**

Clears the memo text.

**Save:**

Saves the memo.

**Close:**

Closes the Memo Pad.

**How Do I****HOW DO I CREATE MEMOS?**

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Most screens in BillQuick contain built-in [memos](#). All memos accept unlimited length of text. *Security permissions restrict your ability to add and edit memos.*

- You can easily jump into and out of a [memo](#) with a mouse-click or by using shortcut keys. For example, Simple Time Card and Expense Log have collapsible memo boxes. Click  to expand (and  to collapse) the memo box or press Ctrl+M to jump in and jump out of it.

- To open a memo in some BillQuick screens, click Tools on the button panel and select Memo.
- You can click on the Memo label to change a fixed memo box into a floating one that can be easily resized.
- You can apply the desired formatting to the text using the floating or fixed memo toolbar. You can dock the floating toolbar with the memo box, if desired.



- You can enter Auto Complete shorthand codes into the memo. Besides that, you can highlight the memo text and make an auto complete entry out of it by clicking  on its toolbar.
- Click  to insert a date-time stamp on your memo.
- Invoices can have one or two memos. On the Billing Review and Invoice Review screens, you can enter two memos.

## Auto Complete

### AUTO COMPLETE OVERVIEW

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**Navigation** *Settings menu, Auto Complete*

Auto Complete is a feature that allows you to record longhand standard text and link it to a shorthand code. Shorthand codes are abbreviations consisting of letters and numbers. When you enter a shorthand code in a memo field (for example, Notes, Sheet View, Expense Log, BillQuick Messages and Email), it instantly inserts the corresponding longhand text, phrases, sentences, paragraphs or pages of text. It is a critical timesaving feature in BillQuick and can be turned on/off from the User Preferences-Options screen.

You can create auto-complete shorthand codes in the [Auto Complete](#) screen or directly in the memo box. BillQuick enables you to save any text-a phrase, sentence, paragraph or an entire memo-as a shorthand code.

Auto Complete feature can be used with other BillQuick features. For example, using Auto Complete and the Billing Review Change feature, you can quickly create a memo with common Auto Complete codes, then batch copy the memo to hundreds of invoices. You can edit memos using enhanced shortcut keystrokes for font attributes, cut and paste, undo, alignment and more.

 Shorthand codes are case sensitive. For example, 'wu' code for 'write up services' is **not** the same as 'Wu' or 'WU'. In addition, shorthand codes **cannot** contain punctuation or spaces.

## Reference Info

### AUTO COMPLETE

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*Navigation Settings menu, Auto Complete*

The following fields display on the Auto Complete screen:

**Shortcut:**

Enter the shorthand text or characters for which you want to create an Auto Complete entry. This is the text you will be using in the memos, and so on.

**Phrase:**

Enter the longhand description for the shorthand code that you created in the Shortcut field.

**Share this Shortcut:**

If checked, this Auto Complete entry can be used by all users of BillQuick.

Both the shorthand and longhand text or phrase can be viewed in the grid.

### Auto Complete Button Panel

**Help:**

Opens the BillQuick Help in the Auto Complete section.

**Cancel:**

This button is visible only in the new entry mode. Cancels a new Auto Complete entry.

**Layout**

**Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Send to Excel:**

Exports the grid data to Excel by creating an Excel file (.xls). You need to specify the location of the Excel file in the Send to Excel dialog box.

**Spell Check:**

Globally checks the spelling mistakes in the grid and text fields. It identifies unrecognized words and provides suggestions.

**Delete:**

Deletes the selected entry.

**New:**

Click to enter a new Auto Complete entry. The pointer is placed in the Replace field so that you can create a new shorthand-longhand entry.

**Save:**

Saves the shorthand and longhand entry and then displays it in the grid.

**Close:**

Closes the Auto Complete screen.

**How Do I****HOW DO I CREATE AUTO COMPLETE ENTRIES?**

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To create Auto Complete shorthand codes:

1. Open the Auto Complete screen from the Settings menu.
2. Click New to enter a new shorthand code.
3. Type the shorthand text in the Replace field and the longhand explanation in the With field.
4. Check Is Shared option to make the shorthand codes available for all BillQuick users.
5. If desired, you can add a reminder in your longhand text by including [ ] (or other unique characters like ~, > or ^) as placeholder information, indicating a timekeeper, billing manager or project manager needs to insert information specific to the situation.

 If desired, you can add placeholders in longhand text of shorthand codes. Utilizing curly {} or square [ ] brackets for easy identification, placeholders prompt you to add or edit information for the situation—date, client name, contact name, issue and so on. If you neglect to replace placeholders, a reviewer or manager can see the omission and ask for correction. Standard text also makes it easier for managers to review memos because they follow a standard, consistent format. Thus, when memos carry to detailed invoices, they present a consistent, professional image.

6. Click Spell to perform a spell-check of the new Auto Complete text.
7. When you have finished, click Save and then Close.

 You can highlight the memo text and make an auto complete entry out of it by clicking  on its toolbar.

**Custom Labels****CUSTOM LABELS OVERVIEW**

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**Navigation** *Settings menu, Custom Labels*

You can customize BillQuick to your preferred terminology. For various BillQuick screens, you can change the screen title or caption, field labels, masks and user interface. Changes immediately ripple to menus, screens, reports, invoices and even the program tool tips.

When running the BillQuick Start-Up Interview, you can select a Business Type. When you choose one, BillQuick changes the main terms to ones common to the selected industry. You

can customize them further using the [Custom Labels](#) screen. Here, you can change the BillQuick terms to any other common industry terms such as:

BillQuick Terms	Common Industry Terms
Activity Code	Task Code, Service Code, Work Code
Expense Code	Expenditure, Charge Item
Project	Job, Engagement, Matter, Work Order
Employee	Timekeeper, Staff, Associate
Vendor	Consultant, Subcontractor, Contractor
Client	Customer
Time Entry	Hours, Time Card, Time Sheet
Expense Log	Expense Report, Expense, Charge Item

Navigating the Custom Labels list is straightforward. It consists of a tree-structured list that lists all the BillQuick screens and fields that can be customized. Under each screen name are branches for the individual fields, which can be modified to your preferred terminology. After selecting the desired field, you can choose the desired label, data type, mask, field size or UI type. The screens and fields that have been customized appear in **bold** under the Customizable Labels list.

 Customized labels in BillQuick are also reflected in the BillQuick add-ons like BillQuick Agent and Web Suite.

## Reference Info

### CUSTOM LABELS

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**Navigation** *Settings menu, Custom Labels*

The following are descriptions of fields on the Custom Labels screen:

#### Customizable Labels:

Lists the name or caption of the BillQuick screens and their fields that are available for customization, say Activity Code, Employee, etc. You can click  to open the tree structure and view the list. Screens whose labels have been customized appear in **bold**.

#### Label:

This represents the screen or field name that can be customized. You can enter a new label or caption (alphanumeric characters) here. The field labels vary in length—6 or 15 characters for some fields; however, the maximum limit is 30 characters. Be descriptive, but also concise, when replacing the default field label.

For example, many companies track subcontractor and employee academic degrees and prior experience to aid managers in assigning resources to projects. A sub-contractor with a business degree, who was involved in two wireless network installations, is a prime lead candidate for a new project. Similarly, an accountant who has worked on multiple bank assignments in prior positions would be the obvious person to be selected for a new credit union consulting job. To use these resources, you can change their custom field labels for the [Employee](#) screen to Degree and Prior Exper (15 characters limit) here.

In some cases, changing the label or caption in one screen allows you to make the change global. For example, Zip can be changed to Postal Code and this change can be implemented globally in all screens.

 Modifying a label changes the label on the screen; the field name in the database is not changed.

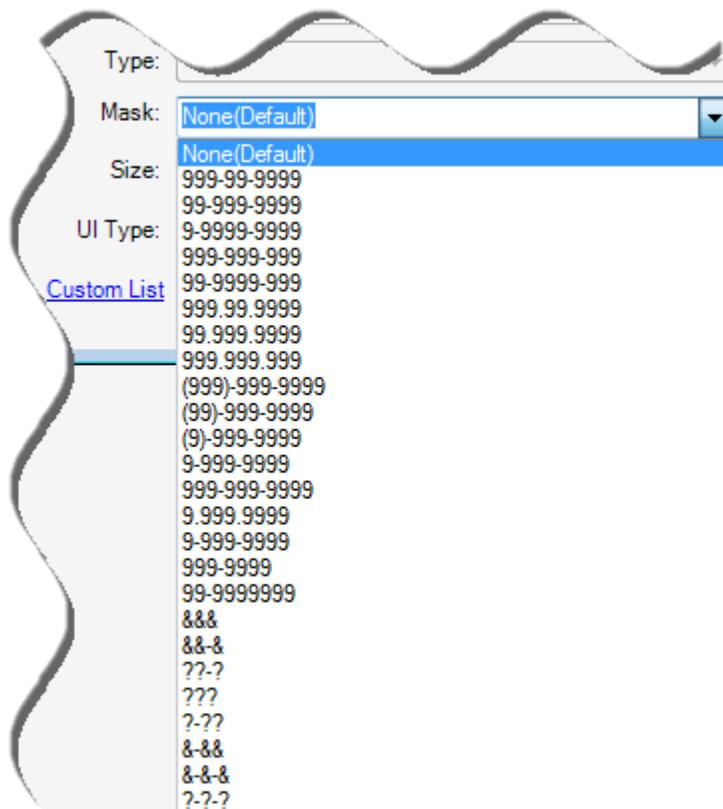
**Type:**

The data type of a field. This option is available for custom fields in various BillQuick screens. You can choose an option from the drop-down list—Text for a specified length of text, Date for a date field, Integer for numerals/digits, Currency for amount with currency signs, Decimal for numbers with decimal values, Memo for memo fields, and Memo RTF for memo fields that can be stylized in the rich text format. For example, if you have selected numeric data type for Custom 1 field in the Client screen, you can enter numeric values in that field.

**Mask:**

Sequence of letters, numbers and punctuation used for entering formatted data. Telephone numbers, social security numbers, postal codes and tax identification numbers are common examples. The field size should not exceed 95 characters. The mask field is active only for selective fields whose field mask can be customized, say Zip, Phone, State, Fed ID, etc. Otherwise, it is unavailable. You can click the drop-down arrow to select a predefined mask from the list. Masks contain the following placeholders:

- 9 Digit placeholder, accepting only 0 to 9
- ? – Letter placeholder, accepting only uppercase or lowercase letter from A to Z
- Character placeholder, accepting any ANSI character in the ranges 32 to 126 and 128 to 255 (These are the numeric codes for keyboard and foreign symbol characters.)



Punctuation displays as literals, that is, they help format the data for easy and quick reading. Common punctuation includes parentheses (), dashes (-), slashes (/), periods (.), colons (:), and similar characters. Using the placeholders, proper postal code masks would be 99999-9999 for the U.S. Zip Code and ? 9? -9? 9 for Canada.

**Size:**

This option is available when the data type is chosen as Text. You can specify the length of text (number of characters) here. By default, the size is set to 50 characters.

**UI Type:**

You can define not only the type of data that can be entered in a field, but also define its user interface. You can specify the type of UI a custom field can have—Text Box (textbox to type in), List (drop-down list that keeps adding new data as you enter), Custom List (drop-down list with pre-defined values) and Date (date selection).

**Custom List:**

This option is available when the UI type is Custom List. It allows you to create custom lists by choosing Add New in the drop-down or clicking the Custom List link. It opens the [Custom List](#) screen where you can create a customized list of items to be displayed in a drop-down list. You can assign the same list to multiple records.

**Custom Labels Button Panel****Help:**

Displays the BillQuick Help in the Custom Labels section.

**Print:**

Displays a preview of the Custom Labels List report. Preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Expand Tree:**

This is a toggle button that expands or collapses the tree-structured list. BillQuick provides a tree structure for all the customizable labels and categorizes them under their respective screens.

**Reset:**

Resets or restores the custom labels or masks to the default value.

**Save:**

Saves and applies changes to the custom labels.

**Close:**

Closes the Custom Labels screen. Be sure to click Save before closing.

**How Do I****HOW DO I CHANGE LABELS?**

---

To change a label:

1. Open the Custom Labels screen from the Settings menu or toolbar.
2. Select a screen whose label you want to customize, say Project.
3. Click  or press the right arrow key to open the branch. Else, click Expand Tree to open all branches of the tree list.
4. Select the item to change, and then type the new label in the Label field below (say Engagement). *The Label for the screen title can be up to 15 characters long; field labels can be up to 9.*
5. If you select a Custom field, you can also choose a Type, Size and UI Type for it.

6. Click Save and then Close.



To restore a caption or field label to its default terminology, highlight the item in the Custom Labels list (changed labels are in boldface), then click Reset.

## HOW DO I CHANGE FIELD MASKS?

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You might not find a pre-defined mask for zip codes in BillQuick for a specific country. You might want to limit the way users enter zip codes in Employee, Project, Client, and Vendor screens. To do so, you can create a new mask.

You can change BillQuick field masks and formats using the Custom Labels screen. You might want to change the 9-digit (99999-9999) mask and Zip Code label to a 6-digit (?9?-9?9) mask and Postal Code label to suit your location or a client's location. These changes pass on to the reports as well.

To change field masks:

1. Open the Custom Labels screen from the Settings menu or toolbar.
2. Click  or press the right arrow key to open the branch. It displays various customizable field labels on the Project screen.
3. From the tree list, select the field whose mask you want to changed, Zip in this case. *The Mask field below the list is active only when you select a field with a modifiable mask.*
4. In the Mask field, select the desired pre-defined format (placeholders) from the drop-down list. Alternatively, enter placeholder characters for a special mask, say, for a 6-digit Canadian Postal Code, enter 999-999 or ?9?-9?9. For a 3 digit postal code, enter &&& or &&-&.
5. Click Save and then Yes if you would like to have all other screens with a zip code field to use this format.
6. When you have finished, click Close.

## HOW DO I USE CUSTOM FIELDS?

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Custom fields are available in many BillQuick screens, such as Employee, Project, Activity Codes, Client, Vendor, Budget, etc. You can customize their labels, data type, size or length of characters and type of user interface according to your needs. A custom field can support any data type. For example, Text for alphabets and letters, Numeric for numerals and digits, Date for dates, Currency for an amount with a currency sign, Decimal for decimal values and Memo RTF for memos that can be stylized in Rich Text Format. You can choose any type of UI for the custom field. For example, a text box, a date drop-down, an auto-fill drop-down list or a custom list drop-down.

Using these custom fields, you can track extra characteristics and attributes of master records. For example, track employee (or vendor) skills and experience to match your company's needs. You might want to use a custom field in the Employee screen to store the date the employee received a professional license. For that, you can change its interface to a calendar drop-down. You might want to have a time entry custom field be used when a service is provided out of state. For that, you can create a custom list called U.S. State and make it a drop-down list.

 Custom fields are available in the BillQuick Enterprise edition only.

To use custom fields:

1. Open the Custom Labels screen from the Settings menu or toolbar.
2. Scroll down to the Employee branch, and then click  to open the branch. The customizable fields on the Employee screen display.
3. Select Custom 1 and then type 'Experience' (without quotes) in the Label field.
4. Select Text for Type and 100 for Size (characters long).
5. Next, select the UI Type from the drop-down list, say Text Box. Click Save.
6. When you have finished, click Close.

To confirm the changes:

1. Open the Employee screen from the View menu, toolbar or navigator.
2. On the General tab, the field label now reads Experience instead of Custom 1 or 2. If you customized Custom 3, Custom 4 or Custom 5, see the Detail tab.

## File Linking

### ATTACHMENTS OVERVIEW

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You can link scanned files, documents, web links and graphics to BillQuick records like employees, clients, projects, time, expenses, purchase orders, vendor bills, and so on. For instance, you might want to attach letters, employee performance reports, contracts, scanned receipts, site pictures, consultant invoices, bills, documents on your Google Drive, Dropbox, etc. or paste web links to a You Tube video, blog article, and so on for quick reference. All this can be done using the [Attachments](#) screen in BillQuick, accessible from various screens and shortcut menus.

The linked file is not stored in your company database; rather this feature just points to its location. Files can be located anywhere on your computer or your company network. On clicking, the linked file opens in the native program (if installed on your computer). When you link files, BillQuick can copy them to a shared folder (specified in Global Settings or User Preferences screens). Optionally, it can even organize them into folders. You can base the folder structure on the parent record type such as Project, Client, Time Entry, and so on. You can view all these files, regardless of the record type, on the Manage Attachments or Document Management screen (*Security permissions are required to access this information*).

If you delete a master record with a linked file, a warning displays. BillQuick displays  with the records or grid columns to make it visually easier for you to identify records having files attached to them. For example, if an employee links a document to his time or expense entry, you can immediately spot the entries having files linked to them by looking at the Attachment (F) column in the Sheet View or Expense Log grid.

BillQuick also displays the Attachments option on the screens. It has a badge indicating the number of files attached to a record, if any. You can preview the attachments linked to billed entries like billed expenses.

BillQuick allows you to link any type of file (with appropriate security permissions):

- Graphics
- Microsoft Excel
- Microsoft Word
- WordPerfect
- Microsoft Visio
- Web Links
- AutoCAD
- Scanned plans
- Scanned research drawings
- Other scanned document
- Portable Document Format (PDF)



BillQuick will not link programs (executable files), folders or similar files.

## Reference Info

### ATTACHMENTS

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The following are descriptions of fields on the Attachments screen:

#### Grid

**File Name:**

Displays the name of the file that has been attached to the BillQuick record. For web links, it displays 'Linked via URL'. It is basically a hyperlink that takes you to the actual file or web address upon clicking.

**Description:**

Displays the description of the attached file in a standard format: File-File Name (with extension). For web links, it displays 'Web File'.

**Date:**

Date on which the file or web link was attached to a BillQuick record.

**Location:**

Displays the location or directory path of the attached file. In case of web links, it displays the complete URL or web address of the site or reference.

**When I attach files, copy them to the shared folder:**

Checked, all the files that you have attached to a record locally will be copied to a shared folder. The location of this shared folder is specified in the [User Preferences-Folders](#) or Global Settings-Folders screen. *The User Preferences will override the Global Settings.* This option is enabled or disabled based on the security settings.



In case you want to remove the file from the shared folder, the Remove button will only remove its reference from this screen. It will not delete the file. You will have to delete it manually from the shared folder to prevent anyone from accessing it.

**Create Folder Structure:**

Checked, a standard folder structure is created under the shared folder path as specified in the [Global Settings](#) or [User Preferences](#) screen. This option is enabled or disabled based on the security settings.



In case you want to remove the file from the shared folder, the Remove button will only remove its reference from this screen. It will not delete the file. You will have to delete it manually from the shared folder to prevent anyone from accessing it.

**Attachments Button Panel****Help:**

Opens the BillQuick Help in the Attachments section.

**Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Remove:**

Removes the link to the attached file or web reference. It removes the reference to the link from the screen but does not delete the original file.

**Add:**

Allows you to add a file to the BillQuick record. You can browse for the desired file and then select it.

**Add Link:**

Allows you to attach remote files and web links to your BillQuick records. It enhances the existing Attachments feature by allowing you to link any web reference, such as a YouTube video, blog article, documents on your Google Drive, Drop box or Sky Drive, and so on. Clicking this button allows you to paste the copied web link and save it as a reference.

**Save:**

Saves the attached files or web links to the BillQuick record.

**Close:**

Closes the Attachments screen.

**MANAGE ATTACHMENTS**

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**Navigation** *View menu, Manage Attachments*

The Manage Attachments screen tracks all the linked files in BillQuick, irrespective of the screen from where the files are attached. The following are descriptions of fields on the Manage Attachments screen:

**View By:**

You can choose to view the linked documents on the basis of the module selected here. For example, Time Entry, Project, Client, Employee, Vendor Bill, Invoice, and more. You can also choose to view all the linked files.

**Period:**

The period determines the time frame for which the linked documents will be displayed in the grid. You can choose to view all or selected attachments for This Month, Last Month, etc. You can also choose to view these files for a Custom period or All. When the Custom option is selected, you must select the **Period From-To** date ranges from the drop-down calendars.

**Grid**

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Nonblank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Date:**

Date on which the file or document was attached to the BillQuick record.

**Source:**

Displays the name of the source or screen from where a file or web reference has been linked—Project, Client, Employee, Invoice Review, Project Notes, etc.

**Description:**

Displays the description of the attached file in a standard format: File-File Name (with extension). For web links, it displays 'Web File'.

**Attached By:**

This is the ID of the person who has linked files or web links to any BillQuick record.

**File Name:**

Displays the name of the file that has been attached to the BillQuick record. For web links, it displays 'Web Link'. It is basically a hyperlink that takes you to the actual file or web address upon clicking.

**Location:**

Displays the location or directory path of the attached file. In case of web links, it displays the complete URL or web address of the site or reference.



You can see the record ID of the source when View By is other than 'All'. E.g., you will see the Client ID if the View By is selected as 'Client'.

**Manage Attachments Button Panel****Help:**

Opens the BillQuick Help in the Manage Attachments section.

**Layout:****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Delete:**

Removes the selected linked file.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Close:**

Closes the Manage Attachments screen.

**How Do I****HOW DO I VIEW ATTACHMENTS?**

---

To view linked documents or attachments:

1. Open the Manage Attachments screen from the View menu. You can also view them from the Document Management-Linked Documents and Project Center-Files screen.
2. Select your View By option. For example, choose 'All' from the drop-down to view documents linked to all records, regardless of the type.
3. Select the Period for which you want to view the linked files. It could be All, This Month or any Custom period.
4. Click Refresh. BillQuick displays all the relevant files attached to the selected record.



Using funnel filters, you can further refine the list of linked files. For example, you can bring up all linked files, and then use a funnel filter to narrow them to a single employee.

5. You can click on the File Name and open the file in the native program.

**To-Do Tasks****TO DO LIST OVERVIEW**

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**Navigation** *View menu, To Do List*

The [To Do List](#) screen allows you to create and track various to-do items for employees, clients, vendors, projects, etc. BillQuick adds these to-do items to the Reminders screen, thus reminding you to take action on them. Various reports are available displaying the task list, past due tasks, etc. You can also create time entries from your to-do items. This is an extremely convenient and time saving feature for timekeepers. Not only does this eliminate double entry, it also helps capture more billable time as you work.

The To Do List for a project allows you to add tasks for a project and track the status of each task. It allows you to assign tasks to employees, set priority on them, specify start and end dates, track the status of each item and get reminders, thus making project execution and management as efficient and simple as possible. It supports various types of tasks and categorization with specific start-end dates. The To Do List can be used to remind you of an employee's upcoming review or just manage a list of tasks that you need to complete on a specific project. In short, a to-do list will help you remain focused and organized.

BillQuick allows you to filter the to-do list by any field. You can limit the list to a certain entry type by using the funnel filters. BillQuick allows you to export the To-Do List to Microsoft Excel as a csv file.

 This feature is available in the BillQuick Pro & Enterprise editions only.

## Reference Info

### TO DO LIST

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**Navigation** *View menu, To Do List*

The following are descriptions of fields on the To Do List screen:

**View By:**

Determines the module for which to-do items are to be created or viewed. You can choose any option —Project, Client, Employee, General, etc.

**Description:**

The heading or title of a to-do item.

**Assigned To:**

The employee or vendor to whom the task or to-do item has been assigned.

**Status:**

You can set the status for each task here. You can choose any of the relevant status—Active, Inactive, Hold, Complete and Incomplete.

**Task of:**

This is the ID of the project, client, vendor or employee associated with the to-do item or task. The drop-down list changes depending upon what is selected in the View By field.

**Priority:**

All tasks are assigned a priority, which determines how important or urgent the task or item is. By default, a new task is assigned a Medium priority. This can be changed to Low or High.

**% Complete:**

The estimated percentage of completion of a task. This helps you keep track of how much of the task remains to be done till the due date. By default, the completed tasks remain hidden.

In case of to-do items related to projects, employees and vendors, you can create time entries from your tasks upon updating (increasing) the % Complete field. You are prompted to create a time entry using the Add as Time Entry screen.

**Start:**

This is the date when the task is scheduled to start.

**End:**

This is the date when the task is scheduled to be completed. When you specify a due or end date for a task, it leads to better management of project deadlines.

**Remind On:**

This is the reminder date for the to-do item or task. It sets a reminder in the Reminders screen and notifies you about the task when you log in.

**Completed On:**

This is the date when the task is actually completed.

**Memo:**

You can add a descriptive [memo](#) to the task. Click  to open the memo box. It allows you to enter unlimited text or use Auto Complete shorthand codes.

**Grid**

The grid displays the details of the previously created to-do tasks or items. When the option **Show Active Only** is checked, only active to-do items are displayed in the grid.

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Created By:**

Displays the name of the person who created the to-do list. This field is pre-filled based on the ID of the person logged into BillQuick.

**Task Number:**

Assigns a number to the task automatically. If you are creating multiple to-do items, it sets the numbering for them, say Task 1, 2, 3 and so on.

**Memo:**

Checked, it indicates that the to-do item has a memo attached to it. You can view the memo by clicking  Memo at the top.

## To Do List Button Panel

### Help:

Opens the BillQuick Help in the To Do List section.

### Print:

Opens the [Select a Report](#) window where you can select an in-context report.

### Tools

#### Layout:

- **Auto Fit:**  
BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.
- **Best Fit:**  
BillQuick automatically adjusts the grid list so that the columns fit the contents.

#### Make Time Entry:

In case of to-do items related to projects, employees and vendors, you can create time entries from your tasks even without updating (increasing) the % Complete field. Click this option to open the Add as Time Entry screen.

#### Send to Excel:

Allows you to send or export the selected data to an Excel spreadsheet. You can save the file to the desired folder.

#### Copy Existing:

Allows you to create a new to do item based on an existing item. When you click this toggle button, it displays the **Existing To-Do** field, which allows you to choose an existing to-do item from the drop-down list. On selecting an existing item, those details are carried forward to the new to-do list on clicking  copy. These details can be edited and saved as a new task.

#### Delete:

Deletes the selected record or to-do item in the grid. You can also select multiple records and delete them at once.

#### Cancel:

When you are creating a new to-do item or task, this button is available. It allows you to cancel any changes or action.

#### New:

Allows you to create a new task or to-do item.

#### Save:

Saves a new to-do item or changes to an existing item.

#### Refresh:

Retrieves the latest data from the database and displays it on the screen.

**Close:**

Closes the screen. Remember to save your changes before closing.

**How Do I****HOW DO I CREATE TO DO LISTS?**

---

To create a to-do task or list:

1. Open the To Do List screen from the View menu.
2. Click New to create a new task. *Optionally, you can click Copy Existing and select an existing task to copy.*
3. Enter a heading or title for the task in the Subject field, say Correspondence.
4. In the Assigned To field, specify the ID of the person to whom this task is assigned.
5. Set a Priority for this task—Low, Medium or High. You can also indicate the percentage of completion of this task in the Complete (%) field.
6. You can enter the Start and End dates for the scheduled task. In addition, enter a Remind On date. *BillQuick will remind you about this task on that date.*
7. If required, type a Memo for this task. You can enter unlimited text here.
8. When you are done, click Save and then Close.

**Reminders****REMINDERS OVERVIEW**

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**Navigation** *View menu, Reminders*

System-generated and user-defined messages display on the [Reminders](#) screen. System-generated messages inform you about actions to take, such as print invoices, approve time entries, process recurring invoices, and so on. Who receives a reminder depends on the option chosen, role in the company and billing decisions. What you view on the Reminders screen is tied to your security settings and is specific to your responsibilities. You can view some reminders only if they have been set for you in the in the Employee and Vendor screens (see [Settings Reminders](#) for details).

Date-triggered reminders use your computer's system date to determine when to deliver the reminder. Due Date reminders start showing up in the Reminders screen 7 days prior to due date (it is customizable from the User Preferences-Notification and Reminders screen). BillQuick triggers some reminders when you specify those options in the Global Settings or User Preferences screens.

The Reminders screen displays information on two tabs. The system or user-generated reminders are displayed on the Reminders tab. On the Settings tab, you can decide which reminders to view by checking the relevant options. BillQuick saves these settings for you.

 The Reminders screen displays reminders for only those screens to which you have access (as defined in Security).

You can view the following reminders on the Reminders screen:

- Backup reminders
- Project due dates
- Billing reminders
- Scheduled billings
- Invoice reminders
- Important dates with messages
- Time and expense reminders
- PTO reminders
- PO and vendor bill reminders
- Unsaved timers
- To-do tasks and notifications

Reminders are automatically set for the time and expense entries that are unapproved. It displays a reminder message to approve the submitted time and expense entries, depending on the type of BillQuick User. If you have logged in as a Supervisor, the reminder messages will pertain to approving the time and expense entries of other employees. If you have logged in as a Project Manager, the reminder message will pertain to approving the time and expense entries of projects assigned to them. If other employees have logged in, then the reminder message will pertain to informing them about the unapproved time and expense entries till date.

 The Reminders screen also saves a list of all unsaved timers. However, if Reminders is not set to Auto Load, a message will be displayed on BillQuick startup reminding you of unsaved timers.

You can also get a reminder for the project due dates. This enables you to track the contract expiration or due dates for the completion of projects. Besides these, Reminders screen also shows all the recurring projects, which are due on the current date. Selecting them and clicking View opens the Billing Review screen with these projects pre-filled.

The Personal Time Off Request reminders notify the approver for the approval of these PTO requests. Double-clicking on the reminder message or clicking View opens the Personal Time Off Review screen, where you can approve or reject the requests.

## Reference Info

### REMINDERS

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**Navigation** *View menu, Reminders*

The following are descriptions of the fields on the Reminders screen:

## Reminders Tab

### **Description:**

It displays the description of the reminder. For example, Backup-There is no backup file, You have 25 unprinted invoices, and more.

### **Date/Amount/Due Date:**

Date or due date related to the descriptive message or reminder. In case of invoice reminders, it displays the total dollar amounts rather than dates.

## Settings Tab

### **Reminder Description:**

Lists the name of the reminder that you can view on the Reminders tab. It could be Employee Reminders, Project Reminders, Backup Reminder, Time Entry Reminders, Billing Reminders, etc.

### **Remind Me:**

Displays a checkmark for the reminders that you want to view. You can un-check the ones which you do not want to view. By default, they are all checked.

## Reminders Button Panel

### **Help:**

Opens the BillQuick Help in the Reminders section.

### **Auto Load:**

Auto loads or opens the Reminders screen on BillQuick startup.

### **Remove:**

Deletes the selected item in the reminder list. BillQuick remember this for the session but resets it upon exiting BillQuick.

### **View:**

Displays the relevant message details or actual screen related to the reminder. You need to select an item in the grid and then click this button to view the details.

### **Refresh:**

Retrieves the latest data from the database and displays it on the screen.

### **Close:**

Closes the Reminders screen.

## How Do I

### **HOW DO I SET REMINDERS?**

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BillQuick allows you to create reminders. As an example, if you are a manager or a supervisor, you might want a reminder a few days prior to an employee's birthday. Alternatively, you might want a reminder about arranging your next out-of-town meeting and so on.

To set reminders:

1. Open the Employee screen.
2. Select the employee from the grid for which a reminder is to be set.
3. Move to the Rate tab. In the Reminders section, type a Reminder Message and enter the Date on which you want that reminder message.
4. In the Reminders For field, select an employee or group for whom the reminder is intended. Only the specified persons receive the reminder message. If you specify none, then BillQuick sets it for the employee manager.
5. Optionally, enter an Important Date and then check the 'Remind me about the Important Date' option. As an example, you might want to enter your employee's next review date.

On the set date, the Reminders screen will display this reminder for you.

6. In the Reminders screen (View menu), you can select the employee reminder and directly access the Employee screen. *You can also send a message to the employee using the shortcut menu.*



Similarly, you can set reminders for your vendors or consultants in the Vendor screen.

## HOW DO I VIEW REMINDERS?

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To view and access reminders:

1. Open the Reminders screen from the View menu or toolbar. To load it automatically on startup, click Auto Load on the Reminders screen.
2. Double-click on any reminder or click View to drill-down to its details.
3. For time and expense reminders, you can select a parent (main) reminder and right click to choose View by Employee or View by Project.
4. When you are done, click Close.
5. You can also view your reminders on the navigator.



See *Setting Global Reminders* for more.

## BillQuick Messages

### BILLQUICK MESSAGES OVERVIEW

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**Navigation** *View menu, Messages*

BillQuick Messages is a feature that allows real-time messaging within the BillQuick network. BillQuick users can exchange messages with each other, groups or within their network for better communication and notifications.

 This feature is available in the BillQuick Pro & Enterprise editions only.

BillQuick Messages feature delivers contextual messages to users based on a trigger event. For example, it can deliver a time card rejection message when you log in or when you open a time entry screen. Alternatively, you can receive a message about billing a project when you open the Billing Review screen. This improves communication by notifying, reminding or advising another user within the context of the task at-hand. BillQuick also sends notifications and automatic messages to its users via this feature. For example, you can choose to let BillQuick send notifications via BillQuick Messages when someone submits or approves time entries, expenses, invoices, and so on. The notifications only show when the navigator is open (make sure your user preferences have the navigator turned on).

The BillQuick Messages screen has three tabs—[Inbox](#), [Sent](#) and [New Message](#). It enables you to view messages in the Inbox as well as the Sent items panel. It also implements the [Auto Complete](#) feature of BillQuick.

## Reference Info

### **BILLQUICK MESSAGES—NEW MESSAGE TAB**

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**Navigation** *View menu, Messages*

You can create a new message by clicking on the New button on the BillQuick Messages screen. It displays the New Message tab.

The following are descriptions of fields on the BillQuick Messages-New Message screen:

#### **Send To:**

You can send a message to **Selected Employees** or an **Employee Group**. You must select the desired employees or group from the drop-down list. Only BillQuick Users can receive or send messages using this feature.

#### **Display this message when recipient:**

You can set the option as to when the recipient should get the message. You can decide whether BillQuick should displays the message when the recipient does billing, runs report, records time, logs in and so on. The notification is triggered by the activity performed by the receiver of the message. This ensures that you get the message at the right time.

#### **Message:**

You can enter text or customize message of unlimited length into the message box.

### **BILLQUICK MESSAGES—INBOX TAB**

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**Navigation** *View menu, Messages*

The Inbox tab of the BillQuick Messages screen displays all the messages sent to you. You can view the messages sent by other BillQuick Users within your network.

The following are descriptions of fields on the BillQuick Messages-Inbox screen:

**Date:**

Displays the date of the message. It is the date when the message was sent to you by another user in your BillQuick network.

**Message From:**

Sender of the message. It displays the ID of the BillQuick User within your network who has sent a message to you along with the name.

**Message Read:**

Displays  to represent unread messages. It is blank for all other messages read by you.

**Message Sent For:**

Displays different icons to indicate when the message is supposed to appear for the recipient. For example, it displays  to indicate that the message will display when the recipient records time or  when the recipient logs in.

**Files Attached:**

Displays  to indicate that files are attached to the message.

The content of the message displays on the right panel.



The unread messages are in **bold** font.

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## BILLQUICK MESSAGES—SENT TAB

**Navigation** *View menu, Messages*

The Sent tab of the BillQuick Messages screen displays all the messages sent by you to another user. The following are descriptions of fields on this screen:

**Date:**

The date of the message. It is the date when the message was sent by you.

**Message To:**

Recipient of the message. It is the ID of the BillQuick user within your network to whom the message was sent.

The content of the message is displayed on the right panel.

**How Do I**

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## HOW DO I SEND MESSAGES?

To create and send a message:

1. Open the BillQuick Messages screen from the View menu.
2. Click New to create a new message.

3. You can send a message to one employee (or vendor), multiple employees or a group of employees (or vendors). Select the desired Employees or Employee Group as the recipient of the message.
4. Set the trigger event to determine when to deliver the message. For example, when a user:
  - Logs in
  - Records expenses
  - Records time
  - Runs reports
  - Opens any master record
  - Uses Payment screen
  - Does billing
  - Uses Purchase Orders screen
  - Uses Vendor Bills screen
  - Opens Reviewer screen
5. Type your message for the recipient. You can use Auto Complete shorthand codes for your convenience.
6. Click Send to send the message. You can preview your message on the right panel.
7. Select the message in the Sent list and click Attachments to attach any web link, file or document with this message. See [Attachments](#) for more information.
8. When you have finished, click Close.

When the trigger event occurs, the recipient receives a BillQuick Message Alert. Clicking on the link opens the BillQuick Messages screen. After receiving a message, the recipient can:

  - Reply to the message (*BillQuick automatically directs the reply to the sender.*)
  - Forward the message to one or more BillQuick Users
  - Delete the message

## Email

### EMAIL

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BillQuick allows you to email invoices, statements, reports, purchase orders, bills, etc. to your clients, employees, managers, vendors or any other person. You can also send attachments via email. Before using the Email option, you should have a dedicated email address specified in the [User Preferences-Email Settings](#) or [Global Settings-Email Settings](#) screen.

When you click on the Email button in any BillQuick screen, it opens the Compose Email screen. The following are descriptions of fields on this screen:

#### **To:**

The email address of the person to whom you want to send an email. This is the email ID of the recipient. BillQuick uses Auto-Complete to suggest email addresses as you start typing them.

**Cc:**

The email address of the person to whom you want to send a carbon copy of your email. It can be your own email ID.

**Bcc:**

The email address of the person to whom you want to send a blind carbon copy of your email. It can be your own email ID or that of any other person you want to email but not let others see it.

**Subject:**

The subject of the email. It is usually pre-filled for emails with file attachments, such as invoices, reports, etc. It can be pre-defined in the Global Settings screen.

**Attachment:**

The files appended or linked to the email message. BillQuick allows you to attach all the files linked with an invoice automatically to the email message. You can further see a list of attachments for the email by clicking on the drop-down with the option to select or deselect the ones you want. You can also click on the attachment name to preview it.

**Send Invoice Attachments as a Single File:**

When checked, BillQuick automatically zips all the invoice attachments as a single file, making it easy for your client to view all the attached documents inside one folder.

**Send Message as Plain Text:**

Checked, the content of the email message will be sent as plain text, without any formatting like Bold, Strike-Out, Underline etc., if applied.

You can write the email message in the text box provided to you. When ready, you can send your message by clicking **Send**.

**Email Button Panel****Help:**

Opens the BillQuick Help in the Email section.

**Address Book:**

Opens the [BillQuick Address Book](#) screen. You can select the contacts to whom you want to send the email.

**Spell:**

Gives you a more flexible way of correcting your spelling mistakes, adding new words to the in-built dictionary or even ignoring them and so on. When clicked, it opens the Spelling screen displaying your text and highlighting the misspelled word in red color.

**Close:**

Closes the Compose Email screen.

**Wizards****WIZARD OVERVIEW**

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**Navigation** *View menu, Wizards*

A BillQuick wizard is a special form of user assistance that automates a task through a dialog with you. BillQuick wizards help you accomplish tasks that can be complex for the first time users and can require experience. They can automate almost any task, such as setting up a new company file; creating new employees, projects, clients, and more; converting data from other programs; generating invoices and so on. Typically, a BillQuick wizard consists of three or more pages.

## How Do I

### HOW DO I USE WIZARDS?

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Wizards are special screens that step you through a task, easily and quickly. BillQuick provides various timesaving and simple wizards for first-time users.

To use a wizard:

1. Open a wizard from the View menu, Wizards or the Sidebar, Wizards. Several navigators also include links to wizards.
2. Follow the instructions on each page and enter or select the desired data.
3. Navigation in all wizards follows the same pattern:
  - Click Next to move to the next page.
  - Click Previous to move back one page.
  - Click Finish to save the new record.
  - Click Cancel to close without saving data.

## How Do I

### HOW DO I CUSTOMIZE BILLQUICK?

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BillQuick screens follow industry-standard designs. The screens contain data fields and grids making it easy to scan, enter and edit data. However, you can customize BillQuick in many ways.

- You can set the screens as tabbed/non-tabbed windows (*User Preferences screen*).
- You can customize the [grids](#) by turning on/off columns, re-sizing columns, rearranging columns and sorting data with a click of the mouse.
- You can change the tab position (left or right) in various BillQuick screens by dragging-and-dropping them. For example, you might prefer having Detail tab before the Rate tab in the Employee screen.
- You can adjust screen dimensions as needed. To maximize the screen, click . To restore it to its previous size, click . You can also manually change the size by

clicking in the lower right corner of the screen and dragging it. BillQuick remembers the window size on your computer from one session to the next.

- You can customize BillQuick terminology to industry and company preferences, including changing captions, field labels and field masks (*BillQuick Start-Up Interview and [Custom Labels](#) screen*). The changes apply throughout BillQuick on menus, screens and reports. For example, you can change the Company screen title to Firm. You can customize the Custom field labels or change the input masks for phone number and zip code.
- At a global level, business rules can be set to match company policies and industry standards. For example, with a single click you can set BillQuick to adhere to [DCAA requirements](#) (Global Settings *screen*).
- You can set or change the theme of the BillQuick program from the [User Preferences-Appearance](#) screen. From here, you can also control the time and expense entry colors.

In short, BillQuick adapts to you, your company policies and your industry.

## MASTER INFORMATION SETUP

### COMPANY OVERVIEW

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**Navigation** *View menu, Company*

The Company screen allows you to create a profile of your company and business. All information entered in this screen can be used in reports and invoices. You can modify any information—*except for the company name and license keys*. Changing the company name or a key will make your company database inaccessible.

The Company screen has two tabs: [General](#) and [License](#). Besides maintaining the company information here, you can also add logos to your reports and perform licensing tasks.

Company profile can be customized by modifying the labels and masks of various fields in the Custom Labels screen. For example, the caption Company can be changed to Firm or Practice. When you change this label, the change is reflected in the menu and other screens. You can also customize the custom fields for a purpose unique to your firm, or change the input masks for telephone numbers and postal codes.

### Company

### COMPANY OVERVIEW

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**Navigation** *View menu, Company*

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### BILLQUICK SUPERVISOR

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A BillQuick Supervisor or administrator is a special user who has abilities that no other user has, with full security permissions to access all features of BillQuick. The Supervisor manages the security permissions and access levels of other employees in BillQuick. It is the Supervisor who decides on the balance of permissions that will maximize each user's interaction with BillQuick, while also protecting sensitive information and functionality. The Supervisor can grant or terminate security permissions from any computer on a network that has BillQuick installed on it.

By default, a login is created titled 'supervisor'. This is both the login name and password of the Supervisor but we recommend changing it. Neither user IDs nor passwords are case sensitive. If you do not change your password, anyone can log in as a Supervisor and

access or modify anything in BillQuick. You can create an employee record for yourself in the Employee screen and mark yourself as a BillQuick User. In [Security](#) screen, full access should be assigned to this Employee ID. You should use the 'supervisor' login only as a backup. Security screen pre-selects Supervisor if you are logged in as a Supervisor or if the security is turned off.

There are other tasks that only a supervisor or administrator can do (recommended):

- Turn on/off security for the company
- Change user's access permissions
- Change company-related information such as company name, address, fiscal year, and so on.
- Enter the name of the person who will be the administrator
- Import and export data
- Set up company database

If you need to do one of these tasks, have your company supervisor do it for you. Because of our desire to keep the security mechanism of BillQuick as tamper-proof as possible, we will not explain how to access a database when the supervisor's password has been forgotten. If this situation arises, contact our Technical Support by phone at (310) 602-4030, by fax at (310) 784-8482 or by email at [support@bqe.com](mailto:support@bqe.com) for an authorization key. Be sure to include your company name when submitting a support email.

## Reference Info

### COMPANY—GENERAL TAB

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**Navigation** *View menu, Company*

The following are descriptions of fields on the Company-General screen:

#### **Name: (required)**

The company name is a required field for maintaining a licensed BillQuick database. The field size cannot exceed 95 characters. This field will appear on all invoices and statements. Your BillQuick license key is based on your company name.

You must enter the licensed company name in this field as it appears on the licensing and registration instructions provided upon your purchase of BillQuick. The exact spelling, spacing and punctuation are required, although it is not case sensitive. If the company name is changed after the database is licensed, the result will be an unlicensed BillQuick database. Please consult BillQuick Technical Support [support@bqe.com](mailto:support@bqe.com) in case you change the company name.

#### **Address:**

The company's street address; it appears on all invoices and statements. The field size for the first line cannot exceed 55 characters. The field size for the second line cannot exceed 35 characters.

#### **City:**

The city where your company is located. This will appear on all invoices and statements. The field size cannot exceed 45 characters.

**State:**

The name of the state or province where the company is located. The field size cannot exceed three characters. This field will appear on all invoices and statements. The label and mask for this field can be modified in the [Custom Labels](#) screen.

**Zip:**

The zip or postal code of the area where the company is located. This field will appear on all invoices and statements. The label and mask for this field can be modified in the Custom Labels screen. The field size cannot exceed 10 characters.

**Country:**

The name of the country or region where the company is located. The field size cannot exceed 35 characters.

**Phone:**

The company's phone number. Up to 25 characters are allowed for the main telephone number. This field will appear on all invoices and statements. The mask for this field can be modified in the Custom Labels screen.

**Fax:**

The company's fax number. Up to 25 characters are allowed for the main fax number. This field will appear on all invoices and statements. The mask for this field can be modified in the [Custom Labels](#) screen.



The labels and mask for some fields can be modified in the Custom Labels screen. In some cases (Zip, Phone, Fax and State), changing the label in one screen prompts you to make the change global. For example, Zip can be changed to Postal Code and this change can be implemented globally in all screens.

**Email:**

The company's email address. The field size cannot exceed 150 characters. Clicking on this field opens your default email program.

**Web:**

The company's Uniform Resource Locator (URL) or web address. Clicking on this field opens this website in your default browser.

**Tax ID:**

The company's tax identification number. The field size cannot exceed 20 characters.

**Employer ID:**

The company's employer identification number. The field size cannot exceed 9 characters. The mask for this field can be set in the [Custom Labels](#) screen.

**Currency:**

BillQuick supports multiple currencies and gives you the ability to specify expenses in a currency other than your local currency. Hence, you can enter your expenses in a foreign currency and bill the client accordingly. Here, you can set your default home or local currency so that the proper amount, multiplier and symbols are used at relevant places (say, in Expense Log). BillQuick also uses this company currency for the purchase tax amount instead of the system currency. When you specify a currency other than the system default, you are

prompted to restart BillQuick for the change to take effect. If you change the home currency here, the currency on the reports will change automatically. *This selection can be overwritten at the employee level.*

Example: If your main office is in USA but your employee CJ is working in your U.K. office, you can specify the United States Dollar (USD) here but the British Pound as his default currency in the Employee screen. Whenever CJ logs his expenses, they will be recorded in British Pound according to the multiplier specified (in Currency Manager or Expense Log). When other employees log their expenses, they will be recorded in USD.

### **Custom 1/2/3/4/5:**

These custom fields allow you to record additional information about the company, holding up to 50 characters each. The Custom 1/2/3/4/5 labels and UI can be changed in the [Custom Labels](#) screen.

 Custom 4 field value (text or number) displays on your invoices. It appears on the top-right section of your invoices, below the invoice number and date information. You can use this field to display GST or VAT number on your invoices or the Tax ID of a company.

### **Main Service Tax:**

The tax applied to the labor or service amount on invoices. If you typically apply service tax to all invoices, enter that tax amount here (it can be updated from the Global Settings screen). The field size cannot exceed 8 characters. When new clients are created the tax amount entered here will be brought forward to the client record. The MST amount can be edited at any time. The label for this field can be customized in the Custom Labels screen, which then gets reflected in the other screens (such as Project and Client).

### **Main Expense Tax:**

The tax applied to the expense amount on invoices. If you typically apply expense tax to all invoices, enter that tax amount here (it can be updated from the Global Settings screen). The field size cannot exceed 8 characters. When new clients are created the tax amount entered here will be brought forward to the client record. The MET amount can be edited at any time. The label for this field can be customized in the Custom Labels screen, which then gets reflected in the other screens (such as Project and Client).

 The tax terms Main Service Tax or Main Expense Tax (MST/MET) are used in United States, Goods and Services Tax/Provisional Services Tax (GST/PST) are used in United Kingdom and Europe where as Value Added Tax (VAT) is used in Australia.

### **FY Begin Date:**

Start date of the company's financial year. This field is used by standard reports in BillQuick when the financial year filter is selected.

### **FY End Date:**

End date of the company's financial year. This field is used by standard reports in BillQuick when the financial year filter is selected. This date is especially important for the year-end closing of the books and is used in the balance sheet reports.

### **Closing Date:**

Specifying a closing date for your last accounting period prevents unauthorized or accidental editing of your accounting data and financial transactions (time, expenses, invoices, payments and A/P) in BillQuick for the period that you have already closed. You can only

view the time entries, expense entries, invoices and payments but cannot make changes to them. BillQuick locks down all kinds of entries and financial records, including journal entries with the closing date. Typically, accountants find it important to balance their books of account and then set the closing date to prevent other people from changing the data. This option keeps your books secure for potential audits and is especially useful for companies requiring DCAA compliance.

For example, if you have set the closing date to December 31, 2017 and then someone writes a check for a vendor dated November 20th of that same year, BillQuick will not allow that person to do so as that accounting period is closed now.

This option can be password-protected from the Global Settings screen. *See Set Closing Date Password for more.*

**Logo:**

You are able to select a desired image or logo for your company. This logo will be displayed at the top of the reports and invoices generated by the company. Our invoice and report templates are designed for 1x1" space for a logo. You can use bitmap images or jpeg images (.bmp/.jpeg/.jpg file extension). BillQuick automatically resizes the image and displays it on the screen. You can add a logo to your company profile by using the Add Logo option under Tools.



You have an option to customize your reports and invoices you have a larger logo or prefer to maintain a brand image using your letterhead. They can be customized using Crystal Reports® or you can have the [BQE Customization Services](#) do it for you.

**Message on Invoices:**

This allows you to add a custom message to all the invoices of all your projects. This text prints on all invoices if neither a project nor a client message exists separately. If you save this setting, it will be applied to all the future projects and invoices. If you click  , it will apply this message to the existing projects as well.

**COMPANY—LICENSE TAB**

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**Navigation** *View menu, Company*

You can purchase a license from BQE Software or through an authorized re-seller of BillQuick. A free trial of the software is available for 15 days, but the database must be licensed and BillQuick must be registered for use beyond the evaluation period. Licensed and evaluation software can run together.

The following are descriptions of fields on the Company-License screen:

**License Key: (required)**

Encrypted sequence that uniquely identifies your company and authorized user count. Your BillQuick license key is based on your company name. If you have purchased a BillQuick license, enter your company name on the General tab prior to entering the license key. The licensed company name must be entered as it appears on the licensing and registration instructions provided upon purchase of BillQuick. The exact spelling, spacing and

punctuation are required, although it is not case sensitive. You can perform this function via the [Product Licensing and User Management Console](#) as well.

In order to purchase a new license key, you can click [Purchase License](#), contact BQE Software at 888-245-5669, email [Sales@bqe.com](mailto:Sales@bqe.com) or fax at (310) 784-8428.

License keys are stored in the database. You will be required to enter them only once from any computer where BillQuick is installed. If the company name is changed after the database is licensed, the result will be an unlicensed BillQuick database.

 A warning message displays if validation or registration fails. Re-enter the key correctly. If the problem persists, contact [BillQuick Support](#). Read the [BillQuick Getting Started Guide](#) for more details.

### **Edition**

The edition or flavor of BillQuick for which you have purchased the license. This is a non-editable field that is automatically updated by BillQuick when you run and license the program for the first time.

### **Number of Licenses:**

The number of unique login IDs and simultaneous users allowed in BillQuick. The license key entered above determines this number. After entering the license key, you must click the Validate License Key option from the Tools button to verify the number of authorized users. *This field is read-only.* If there is no license key code, this field defaults to 5 users and BillQuick will expire in 15 days from its installation date. A minimum of five users is licensed with the purchase of BillQuick. Additional users can be purchased at any time.

The screen also displays the number of **Total Employees, Total Assigned Users** (BillQuick Users) and **Available Licenses** (Number of Licenses—Total Assigned Users) in your BillQuick database.

### **How Do I**

#### **HOW DO I CHANGE MY COMPANY NAME & USER COUNT?**

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Your company name can change, perhaps after merging with another company. Alternatively, company growth can likely increase the number of staff members. In such cases, be sure to obtain a new license key for your company prior to making any changes because that invalidates your license, thus locking your BillQuick program. In addition, you might need to change the number of authorized users for BillQuick by purchasing additional licenses.

To change your company name:

1. Determine exactly how your company name should print – spelling, spacing and punctuation – on invoices and statements, then contact BQE Sales. You will receive a new license key via email.
2. Open the Company screen from the View menu, navigator, Sidebar or toolbar.
3. On the General tab, enter the new company name, exactly as it appears on the instructions. You can cut and paste it from the email received.

4. On the License tab, enter the new license key. Click Tools and select Validate License Keys to update the key and user count.
5. When you have finished, click Save and then Close.

## HOW DO I CREATE A COMPANY PROFILE?

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The Company screen allows you to create a profile of your business. To create your company profile, follow the steps below:

 You can set up your BillQuick Company at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- [Basic Setup](#)
- [Advanced Setup](#)

## HOW DO I ADD A LOGO?

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You can add a company logo to standard BillQuick invoices, statements and reports. However, you can customize the size of the logo in the Preview window. Resizing is done proportionally.

 BillQuick support a 125 x 125 pixel (1 inch x 1 inch) logo. If you select a larger image, BillQuick automatically downsizes it to the default size. The graphic must be in the .bmp or .jpg format.

To add a standard logo to BillQuick:

1. Open the Company screen from the View menu, Sidebar, toolbar or navigator.
2. On the General tab, click Tools and select Add Logo.
3. In the 'Select Company Logo' window, navigate to the folder containing your graphics. Select the file and click Open. The graphic displays on the Company screen.
4. Click Save and then Close.

## Employee

### EMPLOYEE OVERVIEW

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**Navigation** *View menu, Employees*

The Employee screen allows you to create, maintain and view a profile of a person working in a company on various projects. This screen enables you to add and maintain employee-related information such as address, rates, and HR details including salary, tax, allowance, etc. The information can be used for time entry, reporting, etc.

Employee profile can be customized in the Custom Labels screen. For example, the 'Employee' caption can be changed to 'Staff', 'Timekeepers', 'Associates', 'Attorneys', 'Consultants' or any term you want. The menu items, reports and other elements get adjusted accordingly. Several field masks can be customized too.

The Employee screen has seven tabs—[General](#), [Rate](#), [Detail](#), [Tax](#), [Allowance](#), [Assign](#) and [Performance](#). BillQuick gives you the flexibility of re-arranging its tab order. To change the default order according to your choice, drag and drop the tab to the position you want.

The Employee grid list is your guide to individual employee profiles. It displays a list of all employees. The inactive employees have grayed out rows. Field chooser available on the grid gives you the flexibility of turning on/off the fields you want to view or hide. To export records in the grid to Excel, right-click and choose **Send to Excel**. To export selected employee records, use the Import-Export tool.

You can set up new employees in the following ways:

- [Creating employee](#) profiles in the Employee screen
- Using Employee Wizard
- Cloning employees
- Transferring employee data from an integrated accounting package (see [Data Integration](#))
- Transferring from another time and billing package using built-in or custom [data conversion](#)
- [Importing](#) employee records

Some of the fields on the Employee screen include:

 The **Linked** column in the grid displays  for those employee records that are linked to any of the accounting packages like QuickBooks, Sage 50 (formerly Peachtree) or MYOB.

### **Show Active Employees Only:**

Check this option if you want to display employees with active status only in the grid. Inactive employees, however, appear grayed out. Unchecked, the inactive employees will not be seen in the grid list.

### **Total Employees:**

Displays the total number of employees in the database—both active as well as inactive. When the 'Show Active Employees Only' option is checked, it displays the total number of active employees.

### **Memo:**

Click  to open the [memo](#) box. Use the memo to enter any extra information about the employee. You can type unlimited length memo here and click  to close the memo box.

You can also click on the Memo label to have a floating memo box instead of a fixed one. This gives you more flexibility to see the employee memo in whatever size window you want.

## BILLQUICK USER

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In order to set security for each employee, you must mark each authorized user of BillQuick as a 'BillQuick User' in the [Employee](#) screen or [Product Licensing and User Management](#) screen. BillQuick users are the only people who can use the BillQuick program when security is activated. When BillQuick is accessed, the program will prompt you for a login and password. By default, your password is same as your Employee ID or User ID. We recommend that the employee passwords be changed after security has been established.

You can have different security needs than others. A BillQuick Supervisor must administer security on a user-by-user basis by assigning a security profile to each user. Security profiles are combinations of access rights to various functions and screens in BillQuick.

- **Full Access**  
Gives you complete access to all the functions and screens in BillQuick. Full access also enables you to view and make changes to records.
- **No Access**  
Denies you access to any screen or function in BillQuick.
- **Selective Access**  
Gives you limited or selective access to various screens and functions in BillQuick. For example, a selective access to Activity Codes will restrict you to a read-only permission and prohibit you from searching that data table using the Find screen. Hence, this type of access lies in between the Full Access and No Access security setting.

Besides the security profiles, the BillQuick Supervisor can also assign different roles to the BillQuick users, whether employees or vendors.

## Reference Info

### EMPLOYEE—GENERAL TAB

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**Navigation** *View menu, Employees*

The General tab contains basic employee information. The following are descriptions of fields on the Employee-General screen:

#### **Employee ID: (required)**

Each employee in your database must have a unique Employee ID. You are allowed to use up to 65 alphanumeric characters to identify an employee, but we recommend keeping shorter IDs as they are easier to use. For example, an employee named Chris Riley can be assigned an ID of CR. Some offices prefer using numeric employee IDs. You can also create IDs with mixed case.



You cannot create an Employee ID called 'Current User' in BillQuick.



#### **Change ID:**

Click  to change the ID of an existing employee. This opens the [Change ID](#) screen.

**Social Security:**

The employee's Social Security Number (SSN). The mask for this field can be changed in the [Custom Labels](#) screen. The field size should not exceed 20 characters. This number is encrypted to prevent exposing it at the database level.

**Name:**

The employee's salutation (such as Mr., Mrs. or Dr.). You can either type it or select it from the drop-down list. The field size should not exceed 4 characters.

**First Name: (required)**

The employee's first name. You can enter alphanumeric characters and hyphens. The field size should not exceed 45 characters.

**MI:**

The initial of the employee's middle name. The field size should not exceed 1 character.

**Last Name: (required)**

The employee's last name. You can enter alphanumeric characters and hyphens. The field size should not exceed 45 characters.

**Department:**

The department in which an employee works, such as IT, HR, Design and Marketing. The departments are added to the drop-down list as you enter them for various employees. You can use the department as a filter to simplify reporting and data management. The field size should not exceed 50 characters.

**Title:**

The employee's job title, such as Administrator, Manager, Director and Senior Engineer. The titles are added to the drop-down list as you enter them for various employees. You can use the title as a filter to simplify reporting and data management. The field size should not exceed 30 characters.

When exporting invoices from BillQuick in the LEDES format, the employee title (or classification) is also exported along with other data. For the proper transfer of title, this Title field must use one of the following titles for which a corresponding LEDES export code exists. When no title or classification exists in BillQuick, OT is used as a placeholder for the LEDES format.

Code	Title
PT	Partner
AS	Associate
OC	Of Counsel
LA	Legal Assistant
OT	Other Timekeeper
SI	Summer Intern
PL	Paralegal
SE	Secretary or Clerk
NP	Non-Legal Professional

**Manager:**

Similar to a project manager, you might want to designate a manager or supervisor for an employee. This helps in reviewing time and expense entries on workgroup basis. This also implements better security as BillQuick can allow only managers to access or approve time for their assigned employees. You can select an appropriate person from the available drop-down list. *This field is optional.*

**Submit To:**

Sets the default person to whom the time and expense entries recorded by the employee would be submitted for approval. It can be the same employee manager or any other person. The options available are Anyone, Client Manager, Project Manager and Employee Manager. In the [Submit-Approve](#) screen, this option will be pre-selected for the employee.

**Role:**

Allows you to define the employee's role in the company. You can choose one from the pre-defined roles—Default, Principal/Managerial, Billing, and Time and Expense. Based on the role specified for the employee here, the role-based navigator will be displayed when that employee logs into BillQuick. This makes work more efficient by providing easy access to the common tasks associated with the role.

While the role of employees determines the role-based navigator and options available on it, the security profile or permissions assigned to employees supersede it and determine what functions and options are available to them. However, custom security settings will not supersede the role.

**Allocate:**

Click  to open the [Allocate](#) screen. It allows you to allocate hours and expense units to employees and also see a workload/revenue forecast for the next few weeks and months.

**Status:**

Select the employee status from the drop-down. The options are Active, Inactive and Terminated. If you change an employee's status to Inactive or Terminated, BillQuick prompts you to unmark that person as a 'user' (license) of BillQuick (or Web Suite).

Deleting an employee record does not delete other data associated with that employee. The better technique is to change the employee's status to Terminated. This way you can hide an employee on a drop-down list without deleting it. You can assign an Inactive status also, depending upon whether the employee is terminated permanently or temporarily. When you do so, BillQuick keeps the information associated with that employee, but removes it from any drop-down list. You can make an employee active again at any time.

**Security:**

This determines the security setting for an employee designated as a BillQuick User. [Security profiles](#) contain predefined permissions for accessing BillQuick functions, data and reports. The options include Billing Only, Default, Full Access, Manager Level Access, Time and Expense Only, etc. If desired, click  to open the Security screen to customize the security permissions for the current employee. If you do so, the security profile of the employee changes to 'Custom' or any new profile that you create there.

 While the role of employees determines the role-based navigator and options available on it, the security profile or permissions assigned to employees supersede it and determine what functions and options are available to them. However, custom security settings will not supersede the role.

**Login:**

You can enter a different login ID here. It allows you to customize your login name, which, by default, is your Employee ID. For example, employee Allen Marcello has an ID 'AM' but his login is 'Allen' and not the default 'AM'.

**Default Group:**

This is the primary group to which an employee belongs. It is used when an employee is a member of multiple groups. In such cases, BillQuick displays the employee under the default group on reports. By default, all employees are included in the All default group. BillQuick displays only active groups under this drop-down.

**Groups:**

This option provides a quick ability to assign any employee to one or more employee groups. It also enables you to view whether the selected employee is a member of any existing group. It is available/unavailable based on the security settings. You can assign an employee to a group from here besides using the main Group button.

**Contact Info****Street:**

You can enter an employee's home street address here—name, apartment number etc. The field size should not exceed 55 characters for each line.

**City:**

The city where an employee resides. The field size should not exceed 45 characters.

**State:**

The state or province where the employee resides. It is a 2 or 3 lettered abbreviation. This is automatically added to the lookup list as you set up employees. State field labels can be modified in Custom Labels. For example, the State label can be changed to Province.

**Zip:**

The employee's zip or postal code. Masks can be set in the [Custom Labels](#) screen. You can change the Zip field mask to the U.S. Postal Service Zip + 4 format, 99999-9999, or to Canada Post, ?9? 9?9. The field size should not exceed 10 characters.

**Country:**

The country or region where the employee resides. The field size should not exceed 35 characters.

**Email:**

The employee's email address. Double-clicking on the email ID opens the default program you use for sending and receiving emails. The field size should not exceed 255 characters.

**Phone:**

The employee's phone number. The mask for this field can be modified in the Custom Labels screen, both to common preferences such as 999-999-9999, (999) 999-9999 or

999.999.9999, and to include a country code, (99). The field size should not exceed 25 characters.

**Ext:**

The employee's phone extension. The field size should not exceed 5 characters.

**Mobile:**

The employee's mobile or cell phone number. The mask for this field can be modified in the Custom Labels screen, both to common preferences such as 999-999-9999, (999) 999-9999 or 999.999.9999, and to include a country code, (99). The field size should not exceed 10 characters.

**Fax #:**

The employee's fax number. The mask for this field can be modified in Custom Labels. The field size should not exceed 25 characters.



The labels and masks for some fields can be modified in the Custom Labels screen. In some cases (Zip, Phone, Fax and State), changing the label in one screen prompts you to make the change global. For example, Zip can be changed to Postal Code and this change can be implemented globally in all screens.

**Custom 1/2:**

These custom fields allow you to record additional information about an employee. Custom fields hold up to 50-characters each, describing unique employee attributes. The Custom field labels and UI can be changed in the Custom Labels screen.

**BillQuick User:**

All employees that need to log into BillQuick and use it must be marked as a BillQuick User. The number of employees you are allowed to mark as users is determined by the number of BillQuick licenses you have purchased. To mark an employee as a BillQuick User, check this box. When you un-check this option, it retains the information but the employee cannot log into BillQuick.

The total number of BillQuick Users is displayed in the title bar of the Employee screen. BillQuick users can be used to filter the grid lists and selected reports.

**Attachments:**

You can click the link or right-click on the screen to open the Attachments screen. BillQuick allows you to attach files and web links to the employee record. For example, you might want to scan and attach job contract, resume or photos for reference. You can add and save files for the selected record from the [Attachments](#) screen.

**Notes:**

You can click the link to view the associated [Employee Notes](#) for the selected employee. You can also add a new note from there. Notes can be used to track and easily manage the details related to your employees.



The Notes feature is available in the BillQuick Pro and Enterprise editions only.

**To Do Items:**

You can click this link to add a to-do item or task for the selected employee. It opens the [To Do List](#) screen. This link also displays the number of to-do tasks associated with an employee record in braces ( ).

**EMPLOYEE—RATE TAB**

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**Navigation** *View menu, Employees*

The following are descriptions of fields on the Employee-Rate screen:

**Bill Rate**

Bill Rate is calculated as an hourly rate of an employee.

**Bill Rate: (required)**

This is an employee's default hourly bill rate. It represents the most common rate that the employee is billed at per hour of work. This bill rate is recorded to the time entries when there is neither a service fee schedule linked to the project nor a rate assigned to the activity code used in the time entry. *See Rate Hierarchy for more.*

**Overtime Bill Rate:**

This is an employee's default hourly bill rate for overtime. It represents the most common rate that the employee is billed at per hour of overtime work. When a time entry is marked as overtime (OT), this bill rate will be recorded with it. Overtime bill rates can be assigned to specific combinations of employees-activities in the Service Fee Schedule screen.

**Cost Rate**

This figure defines the amount of labor cost incurred by the company in providing services to a client. This is calculated as Pay Rate x Overhead Multiplier of an employee. In case of overtime, cost rate would be calculated as Overtime Pay Rate x Overhead Multiplier. The cost rate incorporates salary, benefits, overhead and other costs associated with an employee. This cost rate will be used when there is neither a service fee schedule linked to the project nor a cost rate assigned to the activity code used in the time entry. *See Rate Hierarchy for more.*

**Pay Rate: (required)**

The employee's default hourly pay rate. It represents the most common rate that the employee is paid by the company for per hour of work.

If you are integrating BillQuick with a payroll software or using a Cost Plus contract (where  $\text{Bill Rate} = \text{Pay Rate} \times \text{Multiplier}$ ), you must enter an hourly pay rate for the employee.

 If the pay rate of an employee is modified, BillQuick will look for those fee schedules wherein a pay rate multiplier was used for the employee. It will then prompt you to update the bill rate in those fee schedules.

**Overtime Pay Rate:**

The employee's default hourly pay rate for overtime. It represents the most common rate that the company pays the employee for per hour of overtime work. When a time entry is marked as overtime (OT), the overtime cost rate will be recorded with it when there is neither a service fee schedule linked to the project nor a cost rate assigned to the activity

code used in the time entry. In case of overtime, cost rate is calculated as Overtime Pay Rate x Overhead Multiplier.

BillQuick allows you to assign a zero dollar OT cost rate only if the Global Settings allow for zero dollar rates. Otherwise, \$0 OT cost rate is replaced by the regular cost rate of the employee.

**Overhead Multiplier:**

This is used to define the costs that the company incurs on an employee besides the payroll. Its default value is 1 but can be changed to any value (Cost Rate = Pay Rate x Overhead Multiplier). In case of overtime, cost rate is calculated as Overtime Pay Rate x Overhead Multiplier. The overhead multiplier is also used to determine the ideal bill rate of an employee. It is calculated as

OHM = Cost Rate / Pay Rate or  
OHM = Total Expenses / Total Payroll Expenses

If the total expenses incurred last year are \$1,000,000 and the payroll expenses amounted to \$400,000, then:

OHM = 1,000,000 / 400,000 = 2.5



You cannot put a value of 0 or less than 0 as an overhead multiplier.

**Expense Currency:**

BillQuick supports multiple currencies and gives you the ability to log expenses in a foreign currency. Here, you can set a default currency for the employee according to the location so that the proper amount and symbols are used at relevant places (such as, in Expense Log). Hence, if an employee CJ works in your U.K. office, you can specify the British Pound as his default or home currency. Whenever CJ logs his expenses, they will be recorded in British Pound according to the multiplier specified (in Currency Manager or Expense Log). *This selection overrides that of the Company screen.*

**Salary**

The salary information is required if you export BillQuick data to a payroll software program or as an electronic submission to a payroll processing service.

**Pay Period:**

The employee's pay frequency. It can be biweekly, monthly, or any other period for a company.

**Salary Amount:**

The employee's salary amount for the specific pay period. It can be \$1000 for a weekly pay period and \$4000 for a monthly pay period.

**Dates****Hired:**

The date when an employee was hired. You can use the date hired as a filter to simplify reporting and data management.

**Last Raise:**

Date an employee received the last raise.

**Released:**

Date an employee was released from employment. When you enter a released date, remember to change the employee status to Terminated to remove the employee from the drop-down lists.

**Important Date:**

You can track important dates for your employees by recording it here and checking the **'Remind me about the Important Date'** option. You can enter the date or select one from the drop-down calendar. As an example, you might want to enter your employee's next review date. Check the Remind Me box for a reminder to appear in the Reminders screen on that date.

**Reminders****Date:**

The check box allows you to schedule a reminder in the [Reminders](#) screen on the selected date. You can enter the date or select one from the drop-down calendar.

**Reminders For:**

You can set a reminder for another employee or a group of employees. The employees selected here will be the ones who will be notified about the reminder.

**Reminder Message:**

You can type a message that you would like to display in the Reminders screen on the set date. As an example, you might want to be reminded a few days prior to an employee's birthday. If you are looking at your own information, you might want to be reminded about making arrangements for your next out-of-town meeting.

**EMPLOYEE—DETAIL TAB**

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**Navigation** *View menu, Employees*

The following are descriptions of fields on the Employee-Detail screen:

**Contact****Name:**

The name of the employee's contact person, to be notified in case of emergencies. The field size should not exceed 50 characters.

**Relation:**

The relationship of the contact person with the employee, such as Spouse, Father, Mother, Daughter, Son, Friend, etc. The field size should not exceed 22 characters.

**Phone:**

The contact's phone number. The mask for this field can be modified in the [Custom Labels](#) screen.

## Permissible Hours/Year

### Vacation/Holiday/Sick:

The employee's permissible hours for vacation, holiday and sick time per year. You can enter whole numbers or decimal values for the permissible hours. These numbers can be compared to the actual sick, vacation and holiday time logged by an employee.

### Custom Hours 1/2:

Custom fields for any other hours you want to track for the employee. These labels and their UI can be changed in the [Custom Labels](#) screen.

## Standard Hours

### Per Day/Week:

Number of standard hours an employee is supposed to work per day and per week. You can enter decimal values as well. The field size should not exceed 8 characters. If the logged hours per week exceed the standard hours, BillQuick informs you that a portion of the logged time can qualify as *compensation time*. We recommend that you split the time entry accordingly. If you do not mark it as compensation time, it can be marked as overtime.

### Automatic Overtime:

If this option is checked, BillQuick automatically checks the employee's standard hours and marks the extra hours as overtime in the [time entry](#) screen. For example, if your Standard Hours per day = 8 and per week = 40, then BillQuick will flag the time entry as OT if that time entry goes over 8 hours for that day or 40 hours for that week. These actions apply only to the billing of a client and not payroll.



If standard hours are not defined for an employee, BillQuick does not perform the above actions.



If you make a time entry and then another time entry that is beyond the standard hours, the latter entry will be flagged as overtime (OT) if the **Automatic Overtime** option is checked. Similarly, if you make a single time entry that is beyond the standard hours, it will be flagged as OT. However, if you change this (or earlier) time entry, the OT entry will not be recalculated by BillQuick. You will have to verify this time entry yourself and make the desired modifications. For example, if your standard hours per day are set as 8 hours and you make a time entry of 10 hours, BillQuick will split it into 8-hour regular time and 2-hour overtime. Then, if you change the first 8 hours to 6 hours, BillQuick will not recalculate the OT (2 hours) and set the flag to false. It has to be done by you manually. Else, you can use the [Overtime Calculator](#) to reanalyze the entries for overtime.

## Comp Time Details

### Frequency:

You can choose the frequency for the calculation of compensation time. You can choose from Daily/Weekly/Monthly, etc. options. This determines how often or when to calculate CT for the employee.

**Hours:**

These are standard compensation hours beyond which a time entry will be flagged as comp time. For example, if you enter 10 here and your comp time frequency is daily, BillQuick will flag any extra time beyond 10 hours per day as comp time (CT).

**Auto Approve**

You can let BillQuick automatically approve time and expense entries for an employee. The settings here take precedence over the client, project and global settings.

**Auto Approve Time:**

When checked, BillQuick automatically approves time entries for an employee as they are recorded. When this option is checked, BillQuick ignores the *Allow to Approve Time Entry* security for the logged user.

**Auto Approve Expense**

When checked, BillQuick automatically approves expense entries for an employee as they are recorded. When this option is checked, BillQuick ignores the *Allow Approve Expense Entries* security for the logged user.

**Accounts****Accounts Payable:**

The account you want to use for all the A/P transactions in BillQuick for the selected employee. All the payables for this employee will be posted to this account, unless overwritten. The A/P account set up at the project level takes precedence over this one.

**Custom Fields****Custom 3/4/5:**

These custom fields allow you to record additional information about an employee. They can hold up to 50 characters each. The Custom field labels and UI can be changed in the [Custom Labels](#) screen.

**EMPLOYEE—TAX TAB**

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**Navigation** *View menu, Employees*

BillQuick maintains a list of everything that affects the amount on a payroll check. The information on the Tax tab of the Employee screen is most useful for exporting data to a payroll software program or for an electronic submission to a payroll processing service.

Being a federal republic, the United States has autonomous state and local governments. Hence, taxes are imposed here at each of these levels. These include taxes on income, property, sales, imports, payroll, etc. An employer is required to withhold federal, state and local income tax from your employees' payroll. On this tab, you can specify the applicable taxes and allowances for an employee as required by the taxing jurisdiction.

The following are descriptions of fields on the Employee-Tax screen:

**Federal**

The federal government requires you to deposit the withheld amounts, along with the matching employer contributions, if any. Federal taxes include income tax, social security,

Medicare, FUTA, excise, etc. You must select the taxes that apply to an employee, whether they are paid by your company (such as FUTA tax) or withheld from your pay.

**Status:**

The employee's marital status for federal income tax purposes. Choose one of the options from the drop-down list-Single, Married or Head of Household.

**Allowances:**

Number of allowances claimed by the employee for federal income tax purposes. It can be 1, 2 or more. You can increase the amount of federal income tax withheld from your paycheck by reducing the number of allowances.

**Extra Withhold:**

You can increase the amount of federal income tax withheld from your paycheck by requesting an additional amount to be withheld from your paycheck. You can use extra withholding on one type of income (such as payroll) to avoid paying estimated tax on another type (such as interest).

**Deferred:**

Checked, it indicates that the deferred tax is applicable for an employee. Deferred income tax represents amount of income tax payable by an employee at a later date.

**FUTA:**

Checked, it indicates that FUTA tax will be paid by the company for an employee. The Federal Unemployment Tax Act (FUTA) provides for payments of unemployment compensation to workers who have lost their jobs. Only employers are subjected to a FUTA tax liability; it is not deducted from the employee's wages. Most employers pay both a federal and state unemployment tax. Contact your state tax agency for more information.

**Inc Tax:**

Checked, it indicates the federal income tax withholding is applicable for an employee.

**Medicare:**

This is a payroll tax. Checked, it indicates that the Medicare tax withholding is applicable for the employee. Medicare requires a matching contribution from the employer (company).

**Social Security:**

This is a payroll tax. Checked, it indicates that the social security withholding is applicable for the employee. All employees are covered by the Federal Insurance Compensation Act (FICA), which provides what is commonly known as social security benefits. A required percentage of your pay is deducted to pay your portion of this protection and requires a matching contribution from the employer (company).

**Pension:**

Checked, it indicates that the pension withholding is applicable for the employee. A Pension plan benefit might or might not be available for employees, depending upon the type of company and its HR policies. If there is a pension plan in place, it requires a matching contribution from the employer (company).

**State**

You must enter state withholding information about the employee. State taxes include income tax, sales tax or capital gains.

**Status:**

The employee's marital status for state income tax purposes. Choose one of the options from the drop-down list-Single, Married or Head of Household.

**Allowances:**

The number of allowances claimed by the employee for state income tax purposes. It can be 1, 2 or more. You can increase the amount of state income tax withheld from your paycheck by reducing the number of allowances.

**Extra Withhold:**

You can increase the amount of state income tax withheld from your paycheck by requesting an additional amount to be withheld from your paycheck. You can use extra withholding on one type of income (such as payroll) to avoid paying estimated tax on another type (such as interest).

**Disability:**

If your company is in a state that collects disability insurance based on employee wages like CA, HI, NJ, NY, etc., this tax can be paid by the company, employee or both. You must enter the employee's state for disability insurance purposes.

For example, The State of California requires that a certain percentage of your salary be deducted to pay for this state administered benefit. The plan (SDI) is designed to pay a weekly benefit that partially replaces income lost during a period of disability that prevents you from working.

**UnEmp:**

Your state collects unemployment tax based on employee wages. This tax can be paid by the company, employee or both. You must enter the employee's state for unemployment insurance purposes.

Unemployment insurance is a government-mandated program that is administered by the federal government (FUTA) and the State of California (SUI). It provides you with a limited income replacement when you are out of work through no fault of your own for a period of up to 26 weeks.

**Withholding:**

Your state requires income tax withholding from the employee's paycheck or salary. You must enter the employee's state for state-level income tax withholding.

**W2 ID:**

W2 is a payroll tax form issued by employers and stating how much an employee was paid in a year. It is submitted to the state's Social Security Administration showing wages and taxes withheld for the year for an employee. You must enter the state associated with the employee's W2.

**Local**

These are the local taxes levied by the country or province. They are not mandatory taxes and vary from state to state.

**Status:**

The employee's marital status for local income tax purposes. Choose one of the options from the drop-down list-Single, Married or Head of Household.

**Allowances:**

The number of allowances claimed by the employee for local income tax purposes. It can be 1, 2 or more. You can increase the amount of local income tax withheld from your paycheck by reducing the number of allowances.

**W2 ID:**

W2 is a payroll tax form issued by employers and stating how much an employee was paid in a year. It shows wages and taxes withheld for the year for an employee. You must enter the county or province associated with the employee's W2.

**Pay Items****State Disability Insurance:**

If your company is in a state that collects disability insurance based on employee wages like CA, HI, NJ, NY, etc., this tax can be paid by the company, employee or both. This field tracks the employee-paid state disability insurance.

For example, The State of California requires that a certain percentage of your salary be deducted to pay for this state administered benefit. The plan (SDI) is designed to pay a weekly benefit that partially replaces income lost during a period of disability that prevents you from working.

**State UnEmp Insurance:**

Your state collects unemployment insurance based on employee wages. This tax can be paid by the company, employee or both. This field tracks the employee-paid state unemployment insurance.

Unemployment insurance is a government-mandated program that is administered by the federal government (FUTA) and the State of California (SUI). It provides you with a limited income replacement when you are out of work through no fault of your own for a period of up to 26 weeks.

**State Withhold:**

Your state requires income tax withholding from the employee's paycheck or salary. This field tracks the state withholding liability to be paid by the employee.

**State Misc:**

You can use this field to track any miscellaneous state taxes applicable for the employee.

**EMPLOYEE—ALLOWANCE TAB**

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**Navigation** *View menu, Employees*

The Allowance tab of the Employee screen stores information about payroll deductions and automatic deposits. BillQuick maintains a list of everything that affects the amount on a payroll check. This information is most useful for exporting data to a payroll software or an electronic submission to a payroll processing service.

Payroll deductions are either mandatory or voluntary. If your company offers various benefits and schemes, you need to deduct your employees' contributions from their salary. These deductions are shown separately on their pay slips. For example, your company can have a pension scheme—whether you run it yourself or by a third party. In such a case, you

must deduct the employee's contribution from their pay based on the deduction specified here.

The following are descriptions of fields on this screen:

## Deduction

### **Pension:**

The employee's pension deduction or contribution in percentage (%) and amount.

### **Medical:**

The employee's medical deduction or contribution percentage (%) and amount.

### **Dental:**

The employee's dental deduction or contribution percentage (%) and amount.

### **Vision:**

The employee's vision deduction or contribution percentage (%) and amount.

### **Defer Payment:**

The employee's deferred payment deduction percentage (%) and amount. Deferred payment means that a portion of an employee's salary is paid at a date after which that income is actually earned. The primary benefit of this is the deferral of tax to a date when the employee actually receives the income.

### **Cafeteria:**

The employee's cafeteria deduction percentage (%) and amount. This contribution towards a cafeteria plan can be used when you incur certain qualified expenses. These expenses are paid out of your pre-tax income, thus reducing your taxable salary.

### **Deduction Amount 1/2:**

The employee's miscellaneous deduction percentages (%) and amounts can be specified in these fields. You can change and customize their labels in [Custom Labels](#).

## Automatic Deposit

### **Auto Deposit:**

This box is checked for an employee if you want to activate the automatic payroll deposit option.

### **Account #:**

Number of the bank account into which the employee's pay will be deposited. The field size should not exceed 15 characters.

### **Bank Routing #:**

Routing number of the bank that will receive the employee's automatic deposit. The field size should not exceed 15 characters.

## EMPLOYEE—ASSIGN TAB

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**Navigation** *View menu, Employees*

The Employee-Assign tab gives you the ability to assign projects, activities and expenses to specific employees. For instance, if John is assigned only two projects here, then he can see only those two projects in the drop-downs while logging time and expenses. Likewise, only assigned activities and expenses allocated to employees will appear in the drop-down lists in time and expense entry screens. In simpler terms, it is an Employee Control feature extended to the Employee screen. Whatever assignments and allocations you make here will carry forward to Employee Control and vice versa.

 This feature is available in the BillQuick Pro & Enterprise editions only.

You can select an option—**Project**, **Activity** or **Expense**—to view the respective lists in the grid. Depending upon the selection, you can view and assign projects, activity codes and expense codes for the selected employee.

The following are descriptions of fields on the Employee-Assign screen:

**Reassign Employee:**

The link opens the [Reassign Employee](#) screen allowing you to replace one employee with another. This ensures that the tasks and projects of an employee are reassigned to another one.

**Show Active Only:**

Check this option to view only active records in the grid.

**Grid**

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Available Items:**

This grid displays the available projects, activity codes or expense codes, depending upon what option you have selected.

When you select **Project**, the following fields are visible:

**ID:**

ID of the project that can be assigned to an employee.

**Description:**

The name of the project that can be assigned to an employee.

In case you select **Activity/Expense**, the following fields are visible:

**ID:**

The ID of the activity/expense code that can be assigned to an employee.

**Description:**

The description of activity/expense code that can be assigned to an employee.

**Billable:**

Checked, it indicates the billable status of the activity/expense code.

### Assigned Items:

The grid displays the project, activity or expense items assigned to an employee. You can use the arrow keys to move the items from the Available Items list to the Assigned Items list and vice versa. The billable status of the activity and expense codes can be changed in the Assigned Items list and that will carry forward to the Billing Review.

## EMPLOYEE—PERFORMANCE TAB

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**Navigation** *View menu, Employees*

The Performance tab of the Employee screen gives you a quick glimpse of how an employee has been performing in the company by displaying key performance metrics. It displays tool-tips with the calculations or formulae for each item.

The following are descriptions of fields on this screen:

### Date Filters

You can filter the information displayed on this tab by specifying a time period. The date filter defaults to *This Year* but it can remember your last selected date range. You can choose to view data for *All Dates*, *Today's Date*, *This Year*, *Custom*, etc. When you choose *Custom* you must also specify **Start Date** and **End Date** to view the performance data for that time.



To retrieve the latest data from the database and displays it on the screen, click  Refresh. You can also print this data in the form of a report by clicking  Print.

### Permissible Hours:

These values provide an overview of the number of hours that the employee is allowed to use for Vacation, Holiday or Sick time. The grid displays the number of hours that employees are allowed to take off (Allowed), hours they have already taken off (Used) and hours left (Remaining). The total hours for each are also displayed.

### Compensation Hours:

This displays an overview of the compensation time for the employee. The grid displays the number of comp time banked (Earned), hours used (Used) and balance left (Remaining).

### Gross Margins:

This allows you to view the profitability of an employee within the date range selected. The grid displays the gross margins for billable and billed values in both amounts and percentages.

For Billable:

### Amount:

The dollar value of the billable hours entered by an employee. It is calculated as a sum of all billable hours x bill rate.

**Cost:**

This is the cost amount incurred by the company for the billable hours of an employee. It is calculated as a sum of all billable hours x cost rate.

**Margin \$:**

Displays the profit potential of the employee for the company. This is calculated as:

Profit = Billable Amount - Billable Cost

**%:**

Displays the potential profit percentage of the company for the services of an employee. It indicates the overall profitability of an employee.

For Billed:

**Amount:**

The dollar value of the hours logged by an employee, which are billed to the clients.

**Cost:**

This is the cost amount incurred by the company for the billed hours of an employee.

**Margin \$:**

Displays the profit earned by the company from the billed hours of an employee. It is calculated as:

Profit = Billed Amount - Billed Cost

**%:**

Displays the profit percentage of the company for the services of an employee. It indicates the profitability of an employee.

The screen also displays the following totals:

**Billed Hours:**

The total number of hours logged by an employee within the date range that were billed. It is calculated as B-Hours x WUD (for billable entries only).

**Billed Amount:**

The amount that was billed based on the billable hours logged by an employee within the selected date range. It is calculated as B-Hours x Bill Rate x WUD (for billable entries only).

**Realization Rate:**

Realization rate provides information about total time logged by an employee and that billed to the client. It also represents the *effective bill rate* of an employee. You can view this information on the Dashboard as well as Employee Realization Rate report. Some decision-makers can see the realization per hour as indicator of who should be laid off or where skill development is required. It is calculated as:

Realization Rate = Billed Amount / Total Hours

**Realization %:**

Realization percentage provides information about billable time logged by an employee and that billed to the client. You can view this information on the Employee Realization Rate report as well. It is calculated as:

Realization % = Billed Amount / Billable Amount (of billed entries) x 100

**Billable Value:**

This is the gross total value brought in by the employee and is calculated as sum of (Bill Rate x B-Hours).

**Write-Up (WUD):**

Displays the total write-up/down value associated with the time logged by an employee.

**Net Billable:**

This displays the net billable value provided by the employee to the company. It is calculated as:

Net Billable = Gross Billable Value + Write-Up (WUD)

**Net Billable %:**

Gives the percentage of the net billable value provided by the employee to the company. It is calculated as:

Net Billable % = Net Billable / Billable Value x 100

**Billable Hours:**

The total billable hours logged by an employee within the selected date range.

**Non-Billable Hours:**

The total non-billable hours logged by an employee within the selected date range.

**Total Hours:**

The total number of hours logged by an employee within the selected date range. It is calculated as a sum of (Billable Hours + Non-billable Hours).

**Utilization %:**

The utilization percentage gives a measure of the usefulness, efficiency and overall performance of an employee. It draws a comparison between the billable and non-billable value of time entries logged by an employee (A-Hours). You can view this information on the Employee Realization Rate report as well. Some decision-makers can see the utilization rate as an indicator of who should be laid off or where skill development is required. It is calculated as:

Utilization % = Billable Hours / Total Hours x 100

**How Do I****HOW DO I CREATE EMPLOYEES?**

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You can set up new or edit existing profiles in the Employee screen. BillQuick also allows you to transfer employee records from a supported accounting package or import them from another source.



Employee Wizard (*View menu or Sidebar*) quickly and easily walks you through the process of creating new employee profiles, using only basic information. You can later make changes in the Employee screen.

You can set up your employee profile at a basic level with a few mouse-clicks or at an advanced level with all the details. Please check the help file for more on that.

- Basic Setup
- Advanced Setup

## HOW DO I ASSIGN ROLES?

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BillQuick allows you to select an organizational role for the employees and vendors in your company. Based on this selection, a special role-based navigator displays when the employee or vendor logs into BillQuick. This provides easy access to the frequent tasks associated with the role. Available roles include Default, Principal/Management, Billing, and Time & Expense.

To assign a role:

1. Open the Employee screen from the View menu, toolbar, navigator or Sidebar.
2. Select the desired employee from the grid. The employee must be marked as a BillQuick User.
3. On the General tab, select a suitable role for the employee in the Role field, say, Time and Expense.
4. You can also specify the manager or supervisor to whom the employees report or submit their time cards. Select the desired ID in the Submit to field.
5. When you have finished, click Save and then Close.



In a similar manner, you can assign a suitable role to vendors in the Vendor screen.

## Vendor

### VENDOR OVERVIEW

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**Navigation** View menu, Vendors

The Vendor screen allows you to create and maintain a profile of each vendor. Vendors can be contract employees, contractors, subcontractors, consultants, agents, brokers, suppliers or other outsourced people. They provide a service for which you owe them money, but they are different from your employees in the sense that they are not on the payroll of your company. While they may use similar data and share similar characteristics, the functionality, purpose and legal definitions are different. The vendor information can be used on reports or invoices, and when determining bill and cost rates on time entries or budgets. In addition to the master information tracked for reference purposes, vendors can optionally enter time and expenses into BillQuick just like employees. They can be granted access to the program as BillQuick Users with appropriate security permissions.

Vendor terminology can be customized using Custom Labels. For example, the caption 'Vendor' can be changed to 'Subcontractor', 'Consultants' or any term you want. Menu items, reports and other elements adjust accordingly. Several field masks can be

customized too. You can also define the type of vendor in the Vendor screen—default vendor, contract employee or outside consultant. All these different types of vendors display in the Employee drop-downs.

The Vendor screen has five tabs—[General](#), [Rate](#), [Detail](#), [Summary](#) and [History](#). BillQuick gives the flexibility of re-arranging the tab order. To change the default order, just drag and drop the tab to the position you want.

The grid displays a list of all vendors. The inactive vendors are grayed out. A field chooser is available on the grid, giving you the flexibility of turning on/off the fields you want to view or hide. To export records in the grid to Excel, right-click and select **Send To Excel**. You can also create a Purchase Order or Vendor Bills from the Vendor screen using the shortcut menu. The selected Vendor ID will be pre-filled in the screen.

You can set up new vendors in the following ways:

- Creating Vendor profiles in the [Vendor](#) screen
- Transferring from an integrated accounting package (see [Data Integration](#))
- Transferring from another time and billing package using built-in or custom [data conversion](#)
- [Importing](#) vendor data into BillQuick

#### **(L) Linked: (Read-Only)**

This column displays  for those vendor records that are linked to any of the accounting packages like QuickBooks, Sage 50 (formerly Peachtree) or MYOB.

#### **Show Active Vendors Only:**

Select this option if you want to display vendors with active status only. If you do not select this option, the inactive records are displayed grayed out.

#### **Memo:**

You can use the [memo](#) to record any extra information about the vendor. For example, you can add information about a vendor's experience, performance rating, etc. You can click  and type as much text as desired or use an [Auto Complete](#) shorthand code to insert standard text. You can also create and add a new [Auto Complete Entry](#) here.

You can also click on the Memo label to have a floating memo box instead of a fixed one. This gives you more flexibility to see the vendor memo in whatever size window you want.

## **BILLQUICK USER**

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In order to set security for each employee, you must mark each authorized user of BillQuick as a 'BillQuick User' in the [Employee](#) screen or [Product Licensing and User Management](#) screen. BillQuick users are the only people who can use the BillQuick program when security is activated. When BillQuick is accessed, the program will prompt you for a login and password. By default, your password is same as your Employee ID or User ID. We recommend that the employee passwords be changed after security has been established.

You can have different security needs than others. A BillQuick Supervisor must administer security on a user-by-user basis by assigning a security profile to each user. Security profiles are combinations of access rights to various functions and screens in BillQuick.

- **Full Access**  
Gives you complete access to all the functions and screens in BillQuick. Full access also enables you to view and make changes to records.
- **No Access**  
Denies you access to any screen or function in BillQuick.
- **Selective Access**  
Gives you limited or selective access to various screens and functions in BillQuick. For example, a selective access to Activity Codes will restrict you to a read-only permission and prohibit you from searching that data table using the Find screen. Hence, this type of access lies in between the Full Access and No Access security setting.

Besides the security profiles, the BillQuick Supervisor can also assign different roles to the BillQuick users, whether employees or vendors.

## Reference Info

### VENDOR—GENERAL TAB

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**Navigation** *View menu, Vendors*

The following are descriptions of the fields on the Vendor-General screen:

#### **Vendor ID: (required)**

Each vendor in your database must have a unique ID. You are allowed to use up to 65 alphanumeric characters to identify a vendor, but often shorter IDs are easier to use. For example, a vendor named Jim Morrison can be assigned a Vendor ID of JM. Some companies prefer using numeric vendor IDs. You can also create IDs with mixed case. It is not necessary to memorize each Vendor ID because BillQuick provides a drop-down list wherever Vendor ID is required. The drop-down list contains the vendor's full name.



You cannot create a Vendor ID called 'Current User' in BillQuick.



#### **Change ID:**

You can change the ID of an existing vendor by clicking . This opens the [Change ID](#) screen.

#### **Tax ID:**

If a vendor is a sole proprietor, enter the vendor's social security number. If the vendor is not a sole proprietor, enter the vendor's nine-digit tax identification number. The mask for this field can be set in the [Custom Labels](#) screen.

#### **Company:**

Name of the company to which the vendor belongs. Up to 95 characters are allowed for the name of the vendor's company.

#### **Name:**

Select the desired salutation (such as Mr., Mrs., Dr., and so on) for the vendor.

**First Name:**

The vendor's first name.

**MI:**

The vendor's initials for the middle name.

**Last Name:**

The vendor's last name or surname.

**Submit To:**

Sets the default person to whom time and expense entries made by the vendor will be submitted when clicking the Submit button. The options available are Anyone, Client Manager, Project Manager and Vendor Manager. The option selected here will be the default selection in the [Submit-Approve](#) screen.

**Title:**

The vendor's job title. The title entered here will be added to the drop-down list. You can use the title as a filter to simplify reporting and data management. The field size should not exceed 30 characters.

**Manager:**

Similar to a project manager, you might want to designate a manager or supervisor to a vendor or a group of vendors. This helps in reviewing time and expense entries on a workgroup basis. This also implements better security access restrictions as BillQuick can allow only managers to access or approve time for their assigned vendors. Select an appropriate employee from the drop-down list for the vendor.

**Status:**

The status of the vendor. The options are Active and Inactive. Time and expenses can be entered for active vendors only. If you change a vendor's status to Inactive, BillQuick prompts you to unmark that person as a 'user' (license) of BillQuick (or Web Suite). In addition, *changing status to Inactive does not delete the vendor record*. Status can be used to filter data for reporting purposes.

**Security:**

This determines the security settings for the vendor (only applicable if the vendor is designated as a BillQuick User). Pre-defined security templates include Billing Only, Default, Full Access, Manager Level Access, Time and Expense Only, etc. If desired, click  to open the Security screen to customize security permissions for the current vendor.



While the role of vendors determines the role-based navigator and options available on it, the security profile or permissions assigned to vendors supersede it and determine what functions and options are available to them. However, custom security settings will not supersede the role.

**Role:**

Allows you to define the vendor's role in the company. You can choose one from the pre-defined roles—Default, Principal/Managerial, Billing, and Time and Expense. Based on the role specified for the vendor here, the role-based navigator will be displayed when that vendor logs into BillQuick. This makes work more efficient by providing easy access to the common tasks associated with the role.

While the role of vendors determines the role-based navigator and options available on it, the security profile or permissions assigned to vendors supersede it and determine what functions and options are available to them. However, custom security settings will not supersede the role.

**Default Group:**

This is the primary group to which the vendor belongs. It is used when a vendor is a member of multiple groups and is included in reports. In such cases, BillQuick displays the vendor under the default group. By default, all vendors are included in the All default group. BillQuick displays only active groups under this drop-down.

**Groups:**

This feature provides a quick ability to assign a vendor to an existing vendor group. You can also view whether the selected vendor is a member of any group. This drop-down list displays various existing vendor groups; you can select/deselect the existing group for the currently selected vendor by checking those boxes. It is available/unavailable based on the security settings. You can assign a vendor to a group from here besides using the main Group button.

**Login:**

The login ID that allows you to log into BillQuick. If you want to customize your login name to something other than the default ID, you can specify it here.

**Contact Info****Street:**

The vendor's street address. It represents the street name, apartment number, etc.

**City:**

The name of the vendor's city.

**State:**

The two or three lettered abbreviation of the vendor's state or province. State is automatically added to the lookup list as you set up vendors. Click to select a state from the drop-down list. State field label can be modified in the [Custom Labels](#) screen. For example, the State field label can be changed to 'Province'.

**Zip:**

The vendor's zip code or postal code. The mask for this field can be modified in the Custom Labels screen. The Zip field mask can be changed to the U.S. Postal Service Zip + 4 format, 99999-9999 or Canada Post format, ?9? 9?9, etc.

**Country:**

The name of the vendor's country.

**Email:**

The vendor's email address. Double clicking on the email ID in this field will open the default program that you use for sending and receiving emails. The field size should not exceed 150 characters.

**Phone:**

The Vendor's phone number. The mask for this field can be modified in the Custom Labels screen to common preferences such as 999-999-9999, (999) 999-9999 or 999.999.9999. You can also include a country code (99).

**Ext:**

The vendor's phone number extension.

**Mobile:**

The vendor's mobile or cell phone number. The mask for this field can be modified in the Custom Labels screen, both to common preferences such as 999-999-9999, (999) 999-9999 or 999.999.9999, and to include a country code, (99). The field size should not exceed 10 characters.

**Fax#:**

The vendor's fax number. The mask for this field can be modified in the Custom Labels screen.



The labels and masks for some fields can be modified in the Custom Labels screen. In some cases (Zip, Phone, Fax and State), changing the label in one screen prompts you to make the change globally. For example, Zip Code can be changed to Postal Code and this change can be implemented in all the screens.

**Custom 1/2:**

These custom fields allow you to record additional information about the vendor. They accept up to 50 characters each. The Custom 1 and Custom 2 labels and UI can be changed in the Custom Labels screen. For example, you can re-label one field Degree and the other Expernc, then save the vendor's academic degrees and prior experience in these fields as reference when selecting outsource talent for jobs.

**Web:**

Enter the website address of the vendor. It can be the website of the vendor's company.

**BillQuick User:**

All vendors that will be logging into BillQuick must be marked as BillQuick Users. The number of vendors you are allowed to mark as users is determined by the number of BillQuick licenses that you have purchased. To mark a vendor as a BillQuick User, check this option. The number of vendors marked as BillQuick Users is displayed in the title bar of the screen. Unchecked, the vendor profile is saved but the vendor cannot log into BillQuick.

**Attachments:**

BillQuick allows you to link files to the vendor records by clicking on this link. For example, you might want to scan and attach vendor's billing documents for reference. You can attach and save files for the selected record from the [Attachments](#) screen by selecting the files or using drag-n-drop feature.

**Notes:**

You can click the link to view the associated [Vendor Notes](#) for the selected vendor. You can also add a new note from there. Notes can be used to track and easily manage the details related to your vendors.



The Notes feature is available in the BillQuick Pro and Enterprise editions only.

**To Do Items:**

You can click this link to add a to-do item or task for the selected vendor. It opens the [To Do List](#) screen. This link also displays the number of to-do tasks associated with a vendor record in braces ().



The total number of vendor records entered is displayed on this screen. The value changes based on the active filters.

**VENDOR—RATE TAB**

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**Navigation** *View menu, Vendors*

The following are descriptions of fields on the Vendor-Rate screen:

**Bill Rate**

This rate is billed to the client for the work done by a particular vendor. Bill Rate is calculated on an hourly basis.

**Bill Rate:**

The vendor's default hourly bill rate. It is the most common rate that the vendor is billed at per hour of work done. This bill rate will be recorded to time entries when there is neither a [Service Fee Schedule](#) linked to the project nor is the [Activity Code](#) rate used. See [Understanding Rates](#) for more.

**Overtime Bill Rate:**

The vendor's default hourly overtime bill rate. It is the most common rate that the vendor is billed at per hour of overtime work done. When a time entry is marked as overtime, this bill rate will be recorded. Overtime bill rates can be assigned to specific combinations of vendors, activities and projects in the [Service Fee Schedule](#) screen.

**Cost Rate**

This rate defines the amount of cost incurred by the company in providing services to the client. This figure is calculated based on the Pay Rate (hourly pay rate of a vendor) x Overhead Multiplier (percentage to compensate for costs incurred besides the pay rate) + Overtime Pay Rate.

**Pay Rate:**

The vendor's default hourly cost rate. It is the most common rate that the vendor costs the company per hour of work done. This cost rate will be recorded when there is neither a [Service Fee Schedule](#) linked to the project nor a cost rate assigned to the [Activity Code](#) used. Cost rates can be assigned to specific combinations of vendors, activities and projects in the SFS screen.

**Overtime Pay Rate:**

The vendor's default hourly overtime pay rate. It is the most common rate that the vendor costs the company per hour of overtime work done. When a time entry is marked as overtime, this rate will be recorded when there is neither a Service Fee Schedule linked to the project nor a cost rate assigned to the Activity Code used. Cost rates can be assigned to

specified activities in the [Activity Code](#) screen. Cost rates can be assigned to specific combinations of vendors, activities and projects in the [Service Fee Schedule](#) screen.

**Overhead Multiplier:**

The default value is 1. This is used to define the costs that a company incurs besides the pay rate of a vendor. It is used to determine the ideal bill rate of a vendor. It can be calculated as:

$$\text{OHM} = \text{Total Annual Expenses} / \text{Total Annual Pay}$$



You cannot enter 0 or less than 0 in this field. BillQuick automatically puts a value of 1 if 0 or less than 0 is entered here.

**Expense Currency:**

BillQuick supports multiple currencies and gives you the ability to log expenses in a currency other than your local currency. Here, you can set a default currency for the vendor so that the proper amount and symbols are used at relevant places (say, Cost and Foreign Amount column in Expense Log). This selection overrides that of the Company screen.

**Payment Term:**

You can set the payment terms for a vendor from the drop-down list. You can also create a new term for the vendor to be applied on the purchase orders and vendor bills using the Add New option from the drop-down. Payment terms are created in the [Terms](#) screen. They are set at the global level but can be overwritten at the vendor, purchase order or vendor bill level.

**Dates****Vendor Since:**

Date on which the vendor was hired. You can use the date hired as a filter for selective reporting and data management.

**Released:**

Date on which the vendor was released from service or contract by your company. Be sure to change the vendor status to Inactive to remove the vendor from drop-down lists in BillQuick.

**Type:****Vendor Type:**

You can define the type of vendor whose profile you are creating. Having different types of vendors helps you categorize your vendors in better ways and view drop-down lists in the desired way in some screens. The vendor might be one of the three types available: vendor, contract employee or outside consultant.

- Vendor is an outside supplier from whom you purchase goods for your business. This is the default vendor type selected for all new records.
- Contract employee is an employee who might be working in your office or outside, but is not a part of the office payroll. Such employees are given a 1099, not a W2.
- Outside consultant is a hired person or company with an agreement for working on specific projects.

All the screens which display the *Show Vendors* option (Sheet View, Expense Log, Project, SFS, EFS, Timer, Employee Control, Project Control, Allocate, etc.), the contract employees and consultants automatically appear in the same Employee drop-down along with the regular employees if it is unchecked, eliminating the vendors from the list. To view all the vendors, you must select the Show Vendors check box.

## Accounts

### Accounts Payable:

The A/P account you want to use for all the vendor-specific transactions in BillQuick, such as vendor bills. All the payables for this vendor will be posted to this account, unless overwritten. BillQuick supports multiple A/P accounts. You can assign a default A/P account at the [global level](#); a non-default A/P account here or simply override it at the [Vendor Bills](#) level.

 The vendor-based A/P account feature is available in the BillQuick Enterprise edition only.

## VENDOR—DETAIL TAB

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**Navigation** *View menu, Vendors*

There are no required fields on this screen. The following are descriptions of the fields on the Vendor-Detail screen:

### Contact

#### Name:

The name of the vendor's contact person. This person should be notified in case of emergencies.

#### Phone:

The phone number of the vendor's contact person. The mask for this field can be modified in the [Custom Labels](#) screen.

### Standard Hours

#### Per Day/Week:

Number of standard hours a vendor is supposed to work per day and per week. You can enter decimal values as well. The field size should not exceed 8 characters. If the logged hours per week exceed the standard hours, BillQuick informs you that a portion of the logged time can qualify as *compensation time*. We recommend that you split the time entry accordingly. If you do not mark it as compensation time, it can be marked as overtime.

#### Automatic Overtime:

If this option is checked, BillQuick automatically checks the vendor's Standard Hours and marks the extra hours as overtime in the [time entry](#) screen. For example, if your Standard Hours per day = 8 and per week = 40, then BillQuick will flag the time entry as OT if that time entry goes over 8 hours for that day or 40 hours for that week. These actions apply only to the billing of a client not payroll.

 If Standard Hours are not defined for a vendor, BillQuick does not perform the above actions.

### Auto Approve

You can let BillQuick automatically approve time and expense entries for a vendor. The settings here take precedence over the client, project and global settings.

#### Auto Approve Time:

When checked, BillQuick automatically approves time entries for a vendor as they are recorded. When this option is checked, BillQuick ignores the *Allow to Approve Time Entry* security for the logged user.

#### Auto Approve Expense

When checked, BillQuick automatically approves expense entries for a vendor as they are recorded. When this option is checked, BillQuick ignores the *Allow Approve Expense Entries* security for the logged user.

### Reminder

#### Next Important Date:

This is a reminder date field. You can track the next important date for your vendors by setting it here. As an example, you might want to enter your vendor's next review date and be reminded about it.

#### Remind On Startup:

This check box allows you to get a reminder message on starting up BillQuick.

#### Remind Me On:

This check box allows you to schedule a [Reminder](#). The Reminders screen will display a message on the specified date. The date can be entered in the adjoining date field by either typing it or using the drop-down calendar.

#### Reminders For:

You can set reminders for a specific person or multiple people. They can be employees or vendors using BillQuick.

#### Reminder Message:

This message box allows you to enter a message that you would like to be displayed as a reminder on the specified date. As an example, you might want to be reminded a few days prior to a vendor's birthday. If you are looking at your own information, you might want to be reminded about making arrangements for your next out-of-town meeting.

### Custom Fields

#### Custom 3/4/5:

These custom fields allow you to record additional information about a vendor. Custom fields can hold up to 50 characters each. Custom field labels and UI can be modified in Custom Labels and should communicate the content of the fields.

#### Numeric 1/2:

These custom numeric fields allow you to record additional information about the vendor. Custom fields can hold up to 50 characters each. Field labels and UI can be modified in

Custom Labels and should communicate the content of the fields. For example, you can choose to label a numeric field as Over/Under and then indicate how much over- or under-estimate the vendor was on the last project.

## VENDOR—SUMMARY TAB

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**Navigation** *View menu, Vendors*

The Summary tab of the Vendor screen allows you to get a quick glimpse of how the selected vendor has been performing by displaying summarized account information. The date range specified in the Start Date and End Date allows you to view the performance data for a specific period of time. To display the data based on these filters click . You can also print this in form of a report by clicking .

The following are descriptions of fields on this screen:

**Time from Bills Received:**

This is the total and average billable time recorded by a vendor.

**Expenses from Bills Received:**

This is the total and average expenses that are billable and billed by a vendor.

**Direct Time:**

This is the total and average time, other than billable, that has been entered by a vendor.

**Direct Expenses:**

This is the total and average expenses, other than billable, that have been entered by a vendor.

**Total Charges:**

This is the sum of total and average charge amount to be paid to a vendor.

Totals	
Projects	Number of projects associated with a vendor for the selected date range.
Purchase Orders	Number of purchase orders associated with a vendor for the selected date range.
Unbilled Amount	Total unbilled amount for a given date range and can be calculated as Total Billable Hours x Bill Rate.
Unbilled Cost	Total unbilled cost for a given date range and can be calculated as Total Billable Hours x Cost Rate.
Billed	Total billed amount recorded by a vendor
Cost of Billed	Total cost of billed time entries recorded by a vendor.
Profit	Profit earned from time entered by a vendor and is calculated as Total Billed Hours - Cost of Billed Hours.
Profit (%)	Profit percentage contributed by a vendor and is calculated as Profit / Cost of Billed x 100.

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## VENDOR—HISTORY TAB

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**Navigation** *View menu, Vendors*

The Vendor-History tab allows you to view the billing history of a vendor. The list of purchase orders, vendor credits, vendor bills, check payment, credit history and card payments is displayed in three separate sections allowing you to get a general overview of the transactions related to a vendor. This tab also displays the checks written to the vendors that are not tied to any vendor bills. The Vendor History tab gets all the records from the [Purchase Orders](#), [Vendor Bills](#) and [Enter Credits](#) screens, and hence the fields are all read-only. You can re-size the two sections using the horizontal splitter.

The shortcut menu, opened anywhere on the grid, provides access to an additional option, **Filter By Selection**. With Filter By Selection, you can select the contents of any cell and filter the list by that.

The following are descriptions of fields on the Vendor-History screen:

### Vendor Bills

#### **Bill Number:**

The bill number uniquely identifies the vendor bill created. This number is auto-generated by BillQuick whenever a new vendor bill is created.

#### **Date:**

The date on which a vendor bill was created.

#### **Due Date:**

The due date of the vendor bill. It is the date when the vendor bill is to be paid by the company.

#### **Status:**

The vendor bill status can be:

- **Not Billed:** means the vendor bill is not billed to the client yet. It can also mean that the time and expense entries associated with that vendor bill are not used to create an invoice.
- **Partially Billed:** vendor bill is one in which some time and expense records associated with the vendor bill are billed to a client.
- **Billed:** vendor bill is one in which the time and expense records are used to create an invoice.
- **Billed and Paid:** vendor bill is one in which all the associated time and expense entries are billed to the client and payments are also received from that client.
- **Check:** means checks written to the vendor that are not tied to a vendor bill.

#### **Amount:**

The total amount for the service/product provided by the vendor. This is automatically calculated based on the cost per unit and the number of units received in the Vendor Bills screen.

## Credits

**Ref:**

This Reference field displays a vendor's credit memo or reference number.

**Date:**

The date when the vendor credit was received.

**Amount:**

This is the total amount of credit or advance received from a vendor.

**Used:**

This is the amount of credit used from the total credit received from a vendor.

**Status:**

Displays the status of the vendor credits, say Not Used, Partially Used, etc.

## Purchase Orders

By default, this information is hidden and can be viewed by clicking  .

**PO Number:**

Each purchase order created has a unique Purchase Order Number associated with it. This number is auto-generated by BillQuick whenever a new purchase order is created.

**Client ID:**

ID of the client associated with the purchase order.

**Date:**

Date on which the purchase order was created.

**Inactive:**

Checked, indicates purchase orders that were inactive and not present in the Open Purchase Order list.

**Status:**

Purchase order status can be:

- **Open:** purchase order means that none of the items has been received against it.
- **Closed:** purchase order means all the items have been received against it in the [Receive Items](#) screen.
- **Partially Received:** purchase order means that items have been partially received against it.

**Amount:**

The total amount charged for a purchase order. This is computed based on the number of units purchased and the rate applied in the [Purchase Orders](#) screen.

## How Do I

### [HOW DO I CREATE VENDORS?](#)

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You can set up new or edit existing profiles in the Vendor screen. BillQuick also allows you to transfer vendor records from a supported accounting package or import them from another source.

You can set up your vendor profile at a basic level with a few mouse-clicks or at an advanced level with all the details. Please see the help file for details on that.

- Basic Setup
- Advanced Setup

## Activity Codes

### ACTIVITY CODES OVERVIEW

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**Navigation** *View menu, Activity Codes*

Activity codes are time-based billable and non-billable actions performed by timekeepers. The activities will be selected when time entries are made.

The Activity Codes screen allows you to create and maintain a standard list of activities or tasks performed by employees (or vendors) on projects for your company. Although an unlimited number of activities can be created, we recommend that you keep the list as short as possible to ease the time entry task. The activity records display in the grid with color-coding-**black** for billable activities and **red** for non-billable activities.

In addition to creating a list of your employees' activities, in this screen you can assign default properties for each of them. When entering time, the default information is brought forward but can be edited. If the default properties of the activity codes are changed, existing time entries are not modified in any way.

Most companies have their own ways of describing tasks performed for projects. For this reason, it is suggested that, you take some time to personalize the activity codes. Depending on your preferences, activities can be referred to as service, service codes, tasks or jobs. You can customize the lexicon in BillQuick using the Custom Labels function.

Use the <TAB> or <ENTER> key to navigate from field to field on the grid. Moving to a different row saves changes to the current row; there is no need to save or update the screen. The grid displays inactive activities in grayed out rows.

You can set up a new activity code in the following ways:

- [Activity Codes](#) screen
- Activity [Wizard](#)
- Transferring items from an integrated accounting package (see [Data Integration](#))
- Transferring from another time and billing program using a built-in [data conversion](#) tool
- [Importing](#) activity codes
- BillQuick Start-Up Interview
- [Add Industry Codes](#) screen (Utilities menu)

You can merge two activities just by dragging one activity in the grid on to another row (which will be highlighted in green). BillQuick will prompt you to confirm the action. If the merged activities in BillQuick are to be linked with any of the accounting software, you need to merge the activities in accounting software too. After the records are merged in both BillQuick and your accounting software, we recommend running a Smart Match tool to make sure the two records are still linked.

The Activity Codes screen consists of two tabs-[Activity](#) and [Filters](#).

**Find:**

Click to open the Find screen to search items matching one or more full or partial keywords. You can type an ID, code or a sub keyword. You can also access the function through the shortcut menu.

**How Do I:**

Click to access the list of related *How Do Is* for users. Help information is provided for various related topics for user guidance.



To export the grid to Excel, point anywhere in the grid and right-click to choose Send to Excel.

**Show Active Activities Only:**

Mark the check box to view only the active activities in the grid.

**Reference Info****ACTIVITY CODES-ACTIVITY TAB**

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**Navigation** *View menu, Activity Codes*

The following are descriptions of fields on the Activity Codes-Activity screen:

**Memo:**

Click  to add an unlimited length [memo](#) to the activity. A default, standard memo can be assigned here. Type as much text as desired or use [Auto Complete](#) to insert standard text. You can also create and add a new [Auto Complete Entry](#) here. To show/hide the memo box on the Activity tab, click  or use <Ctrl+M> to do so.

**Grid****Field Chooser:**

Click  for choosing the columns/fields to hide or show in the grid. Check the fields you want to show in the grid. You can also drag-and-drop fields between the field chooser and the grid. Whether or not fields are hidden, values are recorded to them when entries are made. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid.

**Code: (required)**

Activity IDs consist of a *Code* + *colon* + *Sub-Code*. The Code field is 15 characters in length. Between the code and sub-code fields, BillQuick® automatically inserts a colon (:) as a

separator. The resulting Activity ID must be unique and the field size should not exceed 31 characters. A drop-down list is available wherever Activity ID is requested.

Plan your activity [ID structure](#) carefully. For example, GEN:MKT refers to general marketing and sales activities. The main code can specify a department. If you are an architect, you can employ both architects and drafters. If both the architects and drafters work with AutoCAD, you can create an activity code for each: ARCH:CAD and DRAFT:CAD. Where ARCH and DRAFT are the main codes and CAD is the sub-code. The main code can also specify a generalized task.

 Code is the only required field and BillQuick automatically inserts a colon whether a Sub-Code is used or not. However, when you are entering activity codes manually (rather than selecting from the available drop-down list), the colon must be entered manually.

### **Sub:**

Activity IDs consist of a *Code + colon + Sub-Code*. The sub-code field size is 15 characters. The two fields are combined with a colon in between to create the Activity ID. The resulting Activity ID must be unique and the field size should not exceed 31 characters.

For example, if you are a Computer Consultant, you can install both NT and Novell servers. You can create activity codes for each: SERV:NT and SERV:NV, where SERV is the main code and NT and NV are the sub-codes.

 You can also create IDs with mixed case.

### **Description: (required)**

You can define the activity in detail by providing a suitable text description for it. The field size cannot exceed 100 characters. This activity description is brought forward in the time entry screen and can be recorded as is or modified for the time entry. This description is then displayed on the invoices and reports. The most efficient way to use BillQuick is to enter descriptions here that you want to show on both invoices and reports. That way the description will be carried through all the way to the invoice and editing will not be required when entering time and invoicing.

 GEN:HOL, GEN:SICK, GEN:VAC and GEN:COMP activity codes are added by default but can be inactivated by checking the Inactive option. Their label can also be customized in the Global Settings screen.

### **Billable:**

The Billable check box identifies the activity as either billable (**black**) or non-billable (**red**). Check this box for all activities that are considered billable to the client regardless of whether you bill fixed contract amounts or on an hourly basis. Overhead activities should be non-billable. When an activity is selected in the time entry screen, its billable status is brought with it but can be modified as well.

### **Cost Rate:**

The default cost rate for the activity. If you determine a time entry's cost rate based on the activity performed, then enter the rate here. Activity rates are overridden by the rates in a service fee schedule, if any.

**Bill Rate:**

The default bill rate for the activity. If you determine a time entry's bill rate based on the activity performed, then enter the bill rate here. Activity rates are overridden by the rates in a service fee schedule, if any.

**Activity ID:**

This is the ID of an activity. It is created by BillQuick automatically by joining the Code and Sub fields of an activity record. Hence,

Activity ID = Code + colon + Sub-Code

Between the code and sub-code fields, BillQuick automatically inserts a colon (:) as a separator. The resulting Activity ID must be unique and the field size should not exceed 31 characters.

**Min. Hours:**

Minimum hours for an activity to be performed. This value is automatically brought forward as the billable hours in a time entry screen when a value other than zero exists. This is useful if you bill day rates. For example, if you bill \$600 per day for a certain activity and the bill rate is \$100, you will want the activity's minimum hours to be 6.

**Tax 1/2/3:**

Up to three taxes can be assigned per activity *and are in addition to* any Main Service Tax applied to an invoice. These taxes are assigned to each time entry upon recording. They are summed and used to calculate the bill amount of the time entry. The Tax 1, Tax 2 and Tax 3 labels can be modified in the [Custom Labels](#) screen.

For example, if activity GEN:TECH has a Tax 1 value of 5% and a Tax 2 value of 10%, when a time entry is made for GEN:TECH, 15% will be added to [Hours x Bill Rate].

If taxes are charged on top of another or if only one tax is charged to the entire service amount, you should use the Main Service Tax. If the tax authority in your area imposes taxes only on invoiced project labor, set up the Main Service Tax (MST) on the [Project-Detail](#) tab. If all projects for a client are taxed, set up the MST on the Client screen. If the tax authority charges one tax on top of another, use both the tax fields here *as well as* the MST in the Client or Project screen. See [Understanding Taxes](#) for more.

**Inactive:**

Check this box for all activity codes that you do not want to appear in the activity drop-down lists.

**L (Is Linked): (Read-Only)**

This column will show  for those activity codes which are linked to any of the accounting packages like QuickBooks®, Sage 50® (formerly Peachtree®) or MYOB®.

**OT Bill Rate:**

The overtime bill rate for the activity. This is the rate that is used when a time entry is marked as overtime. When the 'Rates from Activity Table' option is chosen in the Project screen, the rates used for overtime activity are based on this OT Bill Rate.

**Income Account:**

ID of the Income Account associated with the activity. This account is used to track income from services; you can also track both income and expenses for vendor services using this

account. Assigning income/expense accounts to a particular activity helps keep track of the account information and is required for data integration with your accounting software. It displays the accounts only if they are available in the [Chart of Accounts](#) screen in BillQuick or transferred from your accounting software.

**Expense Account:**

ID of the Expense Account associated with the activity. This account is used to track expenses. Assigning income/expense accounts to a particular activity helps keep track of the account information and is required for data integration with your accounting software. It displays the accounts only if they are available in the Chart of Accounts screen in BillQuick or transferred from your accounting software.

**Default Group:**

This is the primary group to which an activity code belongs. It is used when an activity is a member of multiple groups. In such cases, BillQuick displays the activity under the default group on reports. By default, all activities are included in the All default group. BillQuick displays only active groups under this drop-down.

**Class:**

Classes are transaction entities that allow you to track items, view statements and reports for that entity. You can select a class here for an activity item, to be used for time entry. You can assign a class created in BillQuick or transferred from QuickBooks. This assignment can also be done from the [Assign Class panel](#) of the BillQuick-QuickBooks Integration Settings screen, if you do not specify them here.

 You need to assign class to BillQuick items **before** creating invoices and **prior** to the synchronization with your accounting software. Else, your class fields will remain blank there and will not display in reports.

**F (Attachment):**

Displays  for those activity records that have files linked to them.

**Custom 1/2/3/4/5/6:**

These custom fields allow you to record additional information about the activity codes. Custom fields hold up to 50 characters, each containing unique information about the activity code. The Custom field labels and UI can be changed in the [Custom Labels](#) screen.

**ACTIVITY CODES-FILTERS TAB**

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**Navigation** *View menu, Activity Codes*

[Filters](#) limit the number of records displayed in the grid. Highlight one, several or a range of items in the list to restrict the grid records to a subset of activity codes. When choosing items for a filter, use Ctrl+click to select individual (non-contiguous) items from the list and Shift+click to select a range (contiguous). Turn on individual filters with the adjoining check box at the left. Turn on all filters with the main Filter On/Off button on the button panel. When this option is used, BillQuick remembers and applies the filter settings.

The following are descriptions of fields on the Activity Codes-Filters screen:

## Filters

### Activity:

You can filter the grid by Activity ID. Select the desired activities from the grid list. Only those activities within the range of IDs selected here will be displayed in the grid.

### Groups:

Activity groups can be used to filter the grid. Select the desired group from the grid list. Only those activities within the range of group selected here will be displayed in the grid.

### Billable Only:

The activity records can be filtered by those activity codes that are billable.

### Non-Billable Only:

The activity records can be filtered by those activity codes that are not billable.

### Taxable Only:

The activity records can be filtered by those activity codes that are taxable.

### Non-Taxable Only:

The activity records can be filtered by those activity codes that are not taxable.

### AFC:

BillQuick automatically adjusts the filter grid list so that all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

### Clear All:

Clears the selected items displayed in the filter grid.

## ACTIVITY WIZARD

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**Navigation** *View menu, Wizards, Activity*

The following are various pages on the Activity Wizard screen:

### Activity ID

You can create a profile for activities by entering the required data in the fields.

#### **ID: (required)**

The Activity ID is an abbreviation for your activity that will be used throughout the program. Activity IDs consist of the *Code + colon + Sub-Code*. The Code field (also called main code) is 15 characters in length. Between the main code and sub-code, BillQuick automatically inserts a colon (:) as a separator. The resulting Activity ID must be unique. When creating a new activity, the ID is automatically filled as you enter the activity code and sub-code. You can also create IDs with mixed case.

#### **Code: (required)**

Activity IDs consist of the *Code + colon + Sub-Code*. The two fields, Code and Sub-Code, are combined with a colon in-between to create the Activity ID.

**Sub:**

Activity IDs consist of the *Code + colon + Sub-Code*. The two fields, Code and Sub-Code, are combined with a colon in-between to create the Activity ID.

**Activity Description****Description: (required)**

This is carried forward to the time entry screen when time entries are made. This description is then displayed on the invoices and reports. The most efficient way to use BillQuick is to enter descriptions here that you want to show on both invoices and reports. That way the description will be carried through all the way to the invoice and editing will not be required when entering time and invoicing.

**Skip Other Activity Information:**

Check this field if you want to skip Activity Billable and Activity Rate pages in the wizard.

**Activity Billable:**

This check box identifies the activity as either billable or non-billable. Check this option for all activities that are billable to the client regardless of whether you bill fixed contract amounts or on an hourly basis. Overhead activities should be non-billable. When an activity is selected in the time entry, its billable status is brought forward but can be modified.

**Activity Bill and Cost Rates****Bill Rate:**

The default bill rate for the activity. If you want to determine a time entry's bill rate based on the activity performed, enter it here.

**Cost Rate:**

The default cost rate for the activity. If you want to determine a time entry's cost rate based on the activity performed, enter it here. See [Understanding Rates](#) for more.

**Finish**

After the wizard has collected all the required information, you can click Finish to complete the process of creating an activity code.

**Activity Wizard Button Panel****Help:**

Opens BillQuick Help in the Activity Wizard section.

**Cancel:**

Discards any user-selected settings, terminates the process and closes the wizard window.

**Previous:**

Returns to the previous page to allow you to modify any previously entered information. This button is unavailable on the first page.

**Next:**

Moves to the next page in the sequence and saves activity information entered on the previous page.

**Finish:**

Applies user-selected activity information from all pages and completes the task.

## How Do I

### HOW DO I CREATE ACTIVITY CODES?

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You can set up your activity code at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup

 Activity Wizard (*View menu or Sidebar*) quickly and easily walks you through the process of creating new activity codes, using only basic information. You can later make changes in the Activity Codes screen.

### HOW DO I CREATE TWO-LEVEL ACTIVITY CODES?

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Consider a scenario where an architectural firm wants to track a category of [activity](#) as well as the specific activity or task. For example, if activity category is 'Architecture', the activities under it could be 'Schematic Design' and 'Design Development'. At times, 'Schematic Design' could be the category and 'Drawing' and 'Correspondence' could be its tasks.

BillQuick easily handles such situations with two-level activity codes (and expense codes). BillQuick represents a two-level activity code by two fields: Code and Sub-Code.

The Code field (also called the 'Main Code') along with Sub-Code can be up to 30 characters long (15 characters each). Between the main and sub code, BillQuick automatically inserts a colon (:) as a separator.

For the Code, you can use 'AR', 'Arch' or 'Architecture' as a category. Then for the Sub-Code, you can use 'SD', 'SchDes' or 'Schem Design' for the Architecture category. However, if your team thinks of their work differently, you can use 'Schematic Design' as a category (Code), and then define 'Drawing', 'Correspondence' and other items as tasks (Sub-Codes).

 Similarly, you can create two-level expense codes in BillQuick.

## Expense Codes

### EXPENSE CODES OVERVIEW

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**Navigation** *View menu, Expense Codes*

The Expense Codes screen allows you to create and maintain a standard list of expenses for your company. Expense codes are billable and non-billable expenses charged against projects, such as materials, travel, mileage, copies, and other items. They can be reimbursable by the company or not. Additionally, if your business is largely service-based but you also sell products to your clients, (such as a printing business that sells paper or a hair salon that sells shampoo), you can create expense items in the 'Product' category to

track these products. BillQuick supports any number of expenses you require for proper billing and effective reporting. The expense records display in the grid with color-coding—**black** for billable expenses and **red** for non-billable expenses.

The expense codes are available when you log expenses in an expense entry screen. When logging expenses, the default information of the expense code being used is brought forward in the expense entry screen, but can be edited there. If the default properties of the expense codes are altered, existing expense entries are not modified in any way.

You can set up a new expense code in the following ways:

- [Expense Codes](#) screen
- Expense [Wizard](#)
- Transferring items from an integrated accounting package (see [Data Integration](#))
- Transferring from another time and billing program using a built-in [data conversion](#) tool
- [Importing](#) expense codes

You can use the <Tab> or <Enter> key to navigate from field to field on the Expense Codes grid. If the filters are off, all the expense codes for your business will be displayed on the grid. The grid displays inactive expense codes in grayed out rows. You can also merge two expense codes just by dragging one selected expense (in the grid) on to another row (which will be highlighted in green). BillQuick will prompt you to merge the two items.



If the merged expenses are linked with any of the accounting software, you need to merge the expenses in that accounting software too. After the records are merged in both BillQuick and the accounting software, we recommend running the Smart Match tool to make sure the two records are still linked.

The Expense Codes screen has two tabs—[Expense](#) and [Filters](#). The following fields display on the main screen:



#### **Find:**

Opens the Find screen that allows you to search for expense items. You can also open this screen from the shortcut menu.

#### **How Do I:**

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.



To export expense codes to Excel, choose **Send to Excel** option from the shortcut menu; then save the file to the desired folder.

#### **Reference Info**

### **EXPENSE CODES—EXPENSE TAB**

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**Navigation** *View menu, Expense Codes*

The following are descriptions of fields on the Expense Codes screen:

**Memo:**

To show/hide the memo box on the Expense tab, click  or use to do so. With each expense code, you can record an unlimited length [memo](#). You can type or use [Auto Complete](#) shorthand codes to insert standard text. You can also create and add a new [Auto Complete Entry](#) here.

**Grid****Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Code: (required)**

Expense IDs consist of a *Code* + *colon* + *Sub-Code*. The Code (also called the main code) is 15 characters in length. BillQuick also supports up to 15 characters for the Sub-Code. Between the main and sub-code, BillQuick automatically inserts a colon (:) as a separator. The total field size should not exceed 31 characters. The resulting Expense ID must be unique.



Code is the only required field and BillQuick automatically inserts a colon whether a Sub-Code is used or not. However, when you are entering expense codes manually (rather than selecting from the available drop-down list), the colon must be entered manually.

The main-code can specify a department. If you are an architect's office, you can employ both architects and drafters. If both the architects and drafters produce blueprints, you can create an expense code for each: ARCH:BPRINT and DRAFT:BPRINT, where ARCH and DRAFT are the main codes and BPRINT is the sub-code. The main-code can specify a generalized expense. When planning your expense [ID structure](#), keep in mind ease of recall, what the ID should communicate and other factors.



You can also create IDs with mixed case.

**Sub:**

Expense IDs consist of a *Code* + *colon* + *Sub-Code*. BillQuick supports up to 15 characters for the Sub-Code. Between the main and sub-code, BillQuick automatically inserts a colon (:) as a separator. The total field size should not exceed 31 characters. The resulting Expense ID must be unique.

For example, if you are a computer consultant, you can resell both NT and Novell servers. You can create expense codes for each: SERV:NT and SERV:NV, where SERV is the main code and NT and NV are the sub-codes. When planning your expense [ID structure](#), keep in mind ease of recall, what the ID should communicate and other factors.

**Expense ID:**

This is the ID of an expense code. It is created by BillQuick automatically by joining the Code and Sub fields of an expense record. Hence,

Expense ID = *Code + colon + Sub-Code*

Between the code and sub-code fields, BillQuick automatically inserts a colon (:) as a separator. The resulting Expense ID must be unique and the field size should not exceed 31 characters. If you enter a duplicate value, you will be prompted to enter a different value.

**Description: (required)**

The expense description; field size should not exceed 50 characters. This description is brought forward to the [expense entry](#) screen when expenses are logged. It can be kept as is or modified. The description in the expense entry screen is then displayed on invoices and reports. The most efficient way to use BillQuick is to enter such descriptions up-front, which you want to show on both invoices and reports. That way the description will be carried through all the way to the invoice and editing will not be required when logging expenses.

**Cost:**

The default or predefined unit cost of an expense. This should represent the per unit cost, excluding any markups and taxes for proper expense tracking. If the cost of an expense varies, this space can be left blank. Then, when you log expenses, you can enter the actual cost.

Decimal values are displayed based on the settings specified in Global Settings-User Interface. For example, if you specify 2 as the number of digits after decimal (for rate) and then assign a cost rate of 23.677 for mileage, then the value that will be displayed in the grid here will be 23.68. However, placing your pointer in the field will reveal the true cost entered. If you specify 10 as the number of digits after a decimal and then assign a cost rate of 23.6778899 for mileage, then it will display the same 23.6778899 in the grid.

The rate entered here will be brought forward when logging expenses *except* when an [Expense Fee Schedule](#) is assigned to the project.

**MU %:**

The markup determines the percentage by which BillQuick will increase the cost of the expense to determine the cost amount charged to the client. For billing purposes, expenses can be marked up, typically by the project manager. If the markup percentage varies, you can leave this field blank and enter it when you log expenses in the [expense entry](#) screen. You can also enter fixed dollar values by prefixing the value with the dollar symbol. BillQuick instantly calculates the percentage value and displays the same here. For example, if user enters:

Cost= 10  
Units= 1  
Markup= 10  
Then, markup will be taken as 10% and  
Amount= \$11

OR

Cost= 10  
Units= 1

Markup= \$10  
Then, markup will be calculated as 100% of cost value and displayed as  
Markup = 100  
Amount= \$20

 BillQuick allows you to enter negative markup.

**Billable:**

The Billable check box identifies the expense as either billable (**black**) or non-billable (**red**). It should be checked for all expenses that are considered billable to the client. Overhead expenses should be non-billable. When an expense is selected in the [expense entry](#) screen, its billable status is brought forward with it but can be modified. However, generally, if the expense is billable, it is not associated with the project's contract amount. Billable expenses are like reimbursable expenses that client pays above and beyond the agreed contract amount.

**Reimbursable:**

This check box identifies the expense code as either reimbursable or non-reimbursable. It should be checked for all expenses that are considered reimbursable to the employee by the company. When an expense is selected in the Expense Log screen, its reimbursable status is brought forward with it but can be modified.

**Tax 1/2/3:**

Up to three taxes can be applied per expense code. These taxes are summed and used to calculate the total item tax amount on an expense entry and are in addition to the Main Expense Tax applied to total invoiced expenses.

For example, if an expense (GEN:MI) has a Tax 1 value of 5% and Tax 2 value of 10%, when an expense entry is made using GEN:MI, 15% will be added to the cost amount (Units x Cost Rate x Markup). If only one tax is charged to the entire expense amount, you should use the Main Expense Tax. If the tax authority in your area imposes taxes only on invoiced expenses, then also you should set up the Main Expense Tax (MET) in the Project screen or Global Settings. If all the projects for a client are taxed, set up the MET on the Client screen. If the tax authority charges one tax on top of another, use both the taxes for expense items *as well as* invoiced expenses (MET).

The Tax 1/2/3 labels can be modified in the [Custom Labels](#) screen to appropriate tax jurisdiction names. The customized field labels also carry to the expense entry screens.

**Type:**

This allows you to classify an expense as Inventory, Non-Inventory or Other Charge Item.

 On selecting the expense type as Inventory, the Product option gets auto checked for that particular expense. Essentially, it means that the company deals with products.

**Inactive:**

This check box indicates whether an expense is inactive or active. Expenses that are marked as inactive here will not be displayed in the drop-down lists in other screens in BillQuick.

**Default Group:**

This is the primary group to which an expense code belongs. It is used when an expense is a member of multiple groups. In such cases, BillQuick displays the expense under the

default group on reports. By default, all expenses are included in the All default group. BillQuick displays only active groups under this drop-down.

**Purchase Tax Rate:**

This is the tax paid by the company on an expense item and is subtracted from the charge amount to avoid double-taxation for the client. BillQuick uses the Purchase Tax Rate to segregate the actual cost of an expense and its tax amount (Cost Amount = Net Cost Amount + Purchase Tax Rate). For example, you can set up an expense with a purchase tax of 10%. Later, BillQuick will accordingly split the cost amount.

Cost with Purchase Tax = Amount without Purchase Tax / (1 + Purchase Tax Rate / 100)

**Product:**

If your business is largely service-based, but you also sell products to your clients (such as a printing business that sells paper or a hair salon that sells shampoo), you will want to create an expense item with Product option checked to track these products. You can keep products in stock as inventory and then sell them from time to time. Such expenses should be set up with the Product option checked.



On selecting the expense type as Inventory, the Product option gets auto checked for that particular expense.

**Class:**

Classes are transaction entities that allow you to track items, view statements and reports for that entity. You can select a class here for an expense item, to be used for expense entry. You can assign a class created in BillQuick or transferred from QuickBooks. This assignment can also be done from the [Assign Class panel](#) of the BillQuick-QuickBooks Integration Settings screen, if you do not specify them here.



You need to assign class to BillQuick items **before** creating invoices and **prior** to the synchronization with your accounting software. Else, your class fields will remain blank there and will not display in reports.

**Income Account:**

ID of the income account associated with the expense. Assigning income/expense accounts to a particular expense helps keep track of the account information and is required for data integration with your accounting software. It displays accounts in the drop-downs only if they are available in the [Chart of Accounts](#) screen in BillQuick or transferred from your accounting software.

**Expense Account:**

ID of the expense account associated with the expense. Assigning income/expense accounts to a particular expense helps keep track of the account information and is required for data integration with your accounting software. It displays accounts in the drop-downs only if they are available in the Chart of Accounts screen in BillQuick or transferred from your accounting software.

**Custom 1/2/3/4/5/6:**

These custom fields allow you to record additional information about the expense codes. Custom fields hold up to 50 characters, each containing unique information or attributes

about the expense. The Custom field labels and UI can be changed in the [Custom Labels](#) screen.

**F (Attachment):**

This field displays  for those expense records that have files attached to them.

**L (Is Linked): (Read-Only)**

This field displays  for those expense records that are linked to your accounting package like QuickBooks, Sage 50 (formerly Peachtree) or MYOB.

**Show Active Expenses Only:**

Checked, you can view only active expense codes in the grid.

**Total Expense Codes:**

Displays the total number of expense codes in the BillQuick database. When the Show Active Expenses Only option is checked, it displays the total number of active expense codes only.

## EXPENSE CODES—FILTERS TAB

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*Navigation View menu, Expense Codes*

[Filters](#) limit the number of records displayed in the grid. Highlight one, several or a range of items in the list to restrict the grid records to a subset of expense codes. When choosing items for a filter, use Ctrl+Click to select individual (non-contiguous) items from the list and Shift+Click to select a range (contiguous). Turn on individual filters with the adjoining check box at the left. Turn on all filters with the main Filter On/Off button on the button panel. When this option is used, BillQuick remembers and applies the filter settings.

The following are descriptions of fields on the Expense Codes-Filters screen:

### Filters

**Expense:**

You can filter the grid by Expense ID. Select the desired expenses from the grid list. Only those expenses within the range of IDs selected here will be displayed in the grid.

**Groups:**

Expense groups can be used to filter the grid. Select the desired group from the grid list. Only those expenses within the range of group selected here will be displayed in the grid.

**Taxable Items:**

The expense records can be filtered by those expense codes that are taxable.

**Non-Taxable Items:**

The expense records can be filtered by those expense codes that are non-taxable.

**Billable Items:**

The expense records can be filtered by those expense codes that are billable.

**Non-Billable Items:**

The expense records can be filtered by those expense items that are non-billable.

**AFC:**

Enables BillQuick to adjust the filter grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Clear All:**

Clears the selected items displayed in the filter grid.

**EXPENSE WIZARD**

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**Navigation** *View menu, Wizards, Expense*

The following are various pages on the Expense Wizard screen:

**Expense ID****ID: (required)**

The Expense ID is an abbreviation for your expense that will be used throughout the program. Expense IDs consist of the *Code + colon + Sub-Code*. The Code field (also called main code) is 15 characters in length. Between the main code and sub-code, BillQuick automatically inserts a colon (:) as a separator. The resulting Expense ID must be unique. When creating a new expense, the ID is automatically filled as you enter the expense code and sub-code. You can also create IDs with mixed case.

**Code: (required)**

Expense IDs consist of the *Code + colon + Sub-Code*. The two fields, Code and Sub-Code, are combined with a colon in-between to create the Expense ID.

**Sub:**

Expense IDs consist of the *Code + colon + Sub-Code*. The two fields, Code and Sub-Code, are combined with a colon in-between to create the Expense ID.

**Expense Description****Description: (required)**

This is carried forward to the expense entry screen when expense entries are made. This description is then displayed on the invoices and reports. The most efficient way to use BillQuick is to enter descriptions here that you want to show on both invoices and reports. That way the description will be carried through all the way to the invoice and editing will not be required when entering expense and invoicing.

**Skip Other Expense Information:**

Check this field if you want to skip Expense Billable and Expense Cost Rate pages in the wizard.

**Expense Billable**

The Expense Billable check box identifies the expense as either billable or non-billable. Check this box for all expenses that are considered billable to the client. Overhead expenses should be non-billable. When an expense code is selected in the expense entry screen, its billable status is brought with it but can be modified there.

### **Expense Cost Rate**

**Cost:**

The default or predefined unit cost of an expense. This excludes any markups and taxes for proper expense tracking. If the cost of an expense varies, this space can be left blank.

Then, when you log expenses, you can enter the actual cost there. The rate entered here will be brought forward when logging expenses except when an [expense fee schedule](#) is assigned to the project.

**Markup:**

The markup determines the percentage by which BillQuick will increase the cost of the expense to determine the cost amount charged to the client. If the markup percentage varies, you can leave this field blank and enter it when you log expenses in the [expense entry](#) screen. BillQuick also allows you to enter negative markups.

**Finish**

After the wizard has collected all the required information, you can click Finish to complete the process of creating an expense code.

### **Expense Wizard Button Panel**

**Help:**

Opens BillQuick Help in the Expense Wizard section.

**Cancel:**

Discards any user-selected settings, terminates the process and closes the wizard.

**Previous:**

Returns to the previous page, allows you to modify any previously entered expense information. This button is unavailable on the first page.

**Next:**

Moves to the next page in the sequence and saves expense information entered on the previous page.

**Finish:**

Applies user-selected information from all pages and completes the task.

## **How Do I**

### **HOW DO I CREATE EXPENSE CODES?**

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You can set up your expense codes at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup



Expense Wizard (*View menu or Sidebar*) quickly and easily walks you through the process of creating new expense codes, using only basic information. You can later make changes in the Expense Codes screen.

## Client

### CLIENT OVERVIEW

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**Navigation** *View menu, Clients*

The Client screen contains the profiles of all your clients, plus you can maintain an unlimited number of contacts per client. Here, you can set billing options, view summary account information, transaction history, client address, and so on. This information is used on reports and invoices. The Client screen consists of five tabs: [General](#), [Detail](#), [Billing](#), [Summary](#) and [History](#). The client address is important because it is the billing address by default. However, you can select any other contact for billing at the project level. You can have a main contact and also add unlimited additional contacts for the client.

The Client profile can be customized. For example, the caption Client can be changed to Customers or any term you want. Menu items, reports and other screens reflect that change. Several field masks can be customized too, if desired. BillQuick allows you to re-arrange the tab order of Client screen. To change the default order according to your choice, drag and drop the tab to the position you want.

The client grid list is your guide to individual client profiles. It displays  next to the client ID, which can be clicked to expand the tree revealing all the projects for a client. Double clicking on the project record in the grid opens the Project screen. BillQuick provides a tree structure to keep the clients and the associated projects together. Double-clicking a tree list opens the branch under it. You can sort the client list in ascending or descending order based on any of the columns. The grid can also display inactive clients (grayed out) if the Show Active Clients Only option is not checked at the bottom.

The context-sensitive right-click menu provides access to multiple BillQuick features. Options like Send To Excel, Contacts, Payment, Clone, Send To QuickBooks, and many more are available there. To export client records in the grid to Microsoft Excel, right-click and choose **Send to Excel**.

You can set up a new client in the following ways:

- [Client](#) screen
- Client Wizard
- Clone (see [Clone Templates](#))
- Transfer clients from an integrated accounting package (see [Data Integration](#))
- [Import](#) client records

Some of the fields that appear on the Client screen include:

 The grid displays  for those client records that are linked to any of the accounting packages like QuickBooks, Sage 50 (formerly Peachtree) or MYOB.

#### **Show Active Clients Only:**

Check this option to view only active clients in the list. Unchecked, the inactive items shall be displayed in the grid but appear grayed out.

**Memo:**

Click  to show the memo box. A [memo](#) can be used to record any extra information about the client. It can be of unlimited length. In case of lengthy text, use the vertical scroll bars to move up and down.

You can also click on the Memo label to have a floating memo box instead of a fixed one. This gives you more flexibility to see the client memo in whatever size window you want.

**Reference Info****CLIENT—GENERAL TAB**

---

**Navigation** *View menu, Clients*

The following are descriptions of fields on the Client-General screen:

**Client ID: (required)**

The Client ID is an abbreviation for your client name that will be used throughout the program. The Client ID is used to link projects, invoices and reports to a particular client. Consideration should be given to the client ID so that it is easily identifiable. Each client in your database must have a unique Client ID. You are allowed to use up to 65 alphanumeric characters to identify a client. You can also create IDs with mixed case. See [How Do I Structure IDs](#) for more.

**Change ID:**

Click  to change the ID of an existing client. This opens the [Change ID](#) screen that allows you to change the ID of a client throughout BillQuick.

**Company:**

The client's company name. If there is no company name for your client (as in case of attorneys and accountants), leave this field blank and enter the main contact information on the [Detail](#) tab. The company name can be as long as 55 characters.

**Manager:**

You can assign any employee as the manager for a client. This employee becomes the default manager for all the projects of the selected client and is brought forward in the [Project](#) screen. This helps in proper project management.

**Client Since:**

The date when the business was initiated between your company and a client. You can select a date from the drop-down calendar.

**Status:**

The status of a client. The options are Active and Inactive. You can hide a client from the Client drop-down lists without deleting it by making its status inactive. This way, BillQuick keeps the information associated with that client, but removes it from any list. You can make a client active again at any time. As such, Active status is predefined for a new client.

**Federal ID:**

The client's federal tax identification number. This is useful for accounting and bookkeeping purposes. If it is a sole proprietorship, you can enter the owner's social security number. Federal ID can be as long as 20 alphanumeric characters. The mask for this field can be modified in the [Custom Labels](#) screen.

**Auto Add New Project:**

You can check this option if you want to auto generate a project as you are creating a new client or viewing existing client information. If checked, the new project will be auto generated when the Save button is clicked. If you use this option, the **Code** is pre-filled with the client ID but you can change it to any 10 character alphanumeric value. You can also specify a **Phase** for the new project.

**Copy From:**

If you want to add a project automatically for a client, you can, optionally, select an existing project from the drop-down list. The new project will inherit the details of this project record. The code of the project is auto generated using the Client ID.

If this copy option is not used, BillQuick uses the client manager as the Project Manager for the new project. If a manager is not provided here, then you are prompted to do so. The Name of the new project will be the company name of the client. If the company name of the client is left blank, a placeholder [Client ID]-Project will be assigned to the new project. You can accept the default or change it.

**Default Group:**

This is the primary group to which a client belongs. It is used when a client is a member of multiple groups. In such cases, BillQuick displays the client under the default group on the reports. By default, all clients are included in the All default group. BillQuick displays only active groups under this drop-down.

**Groups:**

This option provides a quick ability to assign any client to a [Client Group](#) or view whether the selected client is a member of any existing group. It is available/unavailable based on the security settings. You can assign a client to a group from here besides using the main Group button.

**Contact Info****Street:**

The street address of a client. You can specify the street name, suite number, building, etc. The field size cannot exceed 55 characters for each line. The address entered will be used as a billing address on standard invoices generated by BillQuick.

**City:**

The city where the client company is located. The field size cannot exceed 45 characters.

**State:**

State (or Province) is automatically added to the lookup list as you set up profiles. Click to select a state or province from the drop-down list. Else, you can enter the abbreviation of the client's state in the form of 2 or 3 alpha characters. The label for this field can be modified in the [Custom Labels](#) screen. For example, the State field label can be changed to Province.

**Zip:**

The client's zip code or postal code. The mask for this field can be modified in the Custom Labels screen. The Zip field mask can be changed to the U.S. Postal Service Zip + 4 format, 99999-9999, or to Canada Post, ?9? 9?9. The field size cannot exceed 10 characters.

**Country:**

The country or region where the client company is located. The field size cannot exceed 35 characters.

**Email:**

The client's email address is used by BillQuick when you choose to email invoices. The field size cannot exceed 255 characters. Double-clicking on the email ID in this field will open your default program for sending and receiving emails. If your client has multiple email addresses, separate it by comma or semicolon.

This information is also used in the [Document Management](#) screen. Document Management parses multiple email addresses per client. If your client has multiple email addresses, it will search for each one of them and display those emails.

**Tel:**

The client's phone number. The mask for this field can be modified in the Custom Labels screen. This field will allow up to 25 characters. Telephone field mask can be modified in Custom Labels, both to common preferences such as 999-999-9999, (999) 999-9999 or 999.999.9999, and to include a country code, (99).

**Web:**

The client's Uniform Resource Locator (URL) or website address. Clicking on the URL inside this field will open the web page in your default browser. The field size cannot exceed 75 characters.

**Mobile:**

The client's mobile or cell phone number. The mask for this field can be modified in the [Custom Labels](#) screen, both to common preferences such as 999-999-9999, (999) 999-9999 or 999.999.9999, and to include a country code, (99). The field size should not exceed 10 characters.

**Fax:**

The client's fax number. The mask for this field can be modified in the Custom Labels screen. The field size cannot exceed 25 characters.



The labels and mask for some fields can be modified in Custom Labels. In some cases (Zip, Phone, Fax and State), changing the label in one screen prompts you to make the change global. For example, Zip can be changed to Postal Code and this change can be implemented globally in all screens.

**Custom 1/2:**

These custom fields allow you to record additional information about the client. Custom fields hold up to 50 characters each and contain unique information about the client. The Custom field label and UI can be changed in the [Custom Labels](#) screen.



The total number of client records is displayed for reference.

**Attachments:**

Click the link or right-click on the grid to open the Attachments screen. BillQuick allows you to attach files to the client record. For example, you might want to scan and attach contract documents to the client record for reference. You can add and save files for the selected record from the [Attachments](#) screen. The link also displays the number of files attached to the client record.

**Notes:**

You can click the link to view the associated [Client Notes](#) for the selected client. You can also add a new note from there. Notes can be used to track and easily manage the details related to your clients.



The Notes feature is available in the BillQuick Pro and Enterprise editions only.

**To Do Items:**

You can click this link to add a to-do item or task for the selected client. It opens the [To Do List](#) screen. This link also displays the number of to-do tasks associated with a client record in braces ().



Updating client information in this screen updates the related information automatically for all the projects associated with this client.

**CLIENT—DETAIL TAB**

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**Navigation** *View menu, Clients*

The following are descriptions of fields on the Client-Detail screen:

**Main Contact**

You can enter information about the client's main contact here.

**Name:**

The main contact's salutation (Mr., Mrs., Dr., etc.). You can either type it or select it from the drop-down list. The field size should not exceed 11 characters.

**First Name:**

The main contact's first name.

**MI:**

The initial of the main contact's middle name. You can enter a single character here.

**Last Name:**

The main contact's last name or surname.

**Phone:**

The main contact's phone number. This field allows up to 25 characters for the telephone number, with an optional telephone extension. The mask for this field can be modified in the [Custom Labels](#) screen, both to common preferences such as 999-999-9999, (999) 999-9999 or 999.999.9999, and to include a country code (99).

**Ext:**

The main contact's phone number extension. The field size cannot exceed 5 characters.

**Fax:**

The main contact's fax number. The mask for this field can be modified in the Custom Labels screen. The field size cannot exceed 25 characters.



By default, these contact details are carried forward to reports and invoices. However, if you want a different address on reports and invoice, use Client Contacts screen to specify another address and mark it as a Main Contact. You can also specify a different contact at the project level.

## Custom Fields

**Custom 3/4/5:**

These custom fields allow you to record additional information about the client. Custom fields hold up to 50 characters each and contain unique client information and should communicate the content of the fields. The Custom field labels and UI can be changed in the [Custom Labels](#) screen.

## Additional Contacts

The grid displays additional client contacts. These contacts are created in the Client Contacts screen. Double-clicking on a row opens the [Client Contacts](#) screen with the selected contact pre-filled.

**ID:**

Displays the ID of the client contacts.

**Last Name:**

Displays the last name of the client contact.

**First Name:**

Displays the first name of the client contact.

## CLIENT—BILLING TAB

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**Navigation** *View menu, Clients*

The following are descriptions of fields on the Client-Billing screen:

### Terms/Currency

**Payment Term:**

You can set the payment terms for a client from the drop-down list. You can also create a new term to be applied on the invoices sent to a client using the Add New option from the drop-down list. Payment terms are created in the [Terms](#) screen. They are set at the global level for all the clients but can be overridden at the client and project level.

**Currency:**

BillQuick supports multi-currency for invoicing the clients. You can select the desired currency for billing the client for all related projects. You can select an existing currency or create a new one using the Add New option from the drop-down list. It opens the [Currency Manager](#) screen. Currency selected here can be overridden at the project level. However, when a currency value is changed for an existing client, BillQuick prompts you to update the currency settings for all projects that belong to that client.

**Schedules****Service FS:**

Any [Service Fee Schedule](#) can be linked to a client. A service fee schedule allows you to override the default employee bill and cost rates for selected employee-activity combinations, whether individual items or groups. The assigned SFS will be used to determine rates when time entries are logged to a project. You can create an SFS by clicking on the link provided. This opens the Service Fee Schedule screen. You can also add new SFS here on the fly using the Add New option from the drop-down list.

**Expense FS:**

Any [Expense Fee Schedule](#) can be linked to a client. An expense fee schedule allows you to override the default employee bill and cost rates for selected employee-expense combinations, whether individual items or groups. The assigned EFS will be used to determine the cost and markup when expense entries are logged to a project. You can create EFS by clicking on the link provided. This opens the Expense Fee Schedule screen. You can also add new EFS here on the fly using the Add New option from the drop-down list.

**Taxes****Main Service Tax:**

MST is a tax applied to the labor/service amount on invoices. If you want to apply this tax to the invoices of a client, you can enter the tax percentage here. The Main Service Tax from the [Company](#) screen will be brought forward if it exists. It can be removed or edited here at any time. The client's Main Service Tax will be brought forward in the Project screen when a project is created. The label for this field can be set in Custom Labels for the company, which gets reflected here.

**Main Expense Tax:**

MET is a tax applied to the expense amount on invoices. If you want to apply this tax to the invoices of a client, you can enter the tax percentage here. The Main Expense Tax from the Company screen will be brought forward if it exists. It can be removed or edited here at any time. The client's Main Expense Tax will be brought forward in the Project screen when a project is created. The label for this field can be set in Custom Labels for the company, which gets reflected here.

**MST to Exclude Item Tax:**

Main Service Tax includes service item taxes. You can check this option if you want MST to exclude item taxes, namely Tax 1/2/3, for a particular client and this setting will be inherited by all the projects that would be created for the same client. For new clients, it gets inherited from [Global Settings](#). However, you can check or uncheck this option in the [Project](#) screen for a specific project.

**MET to Exclude Item Tax:**

Main Expense Tax includes expense item taxes. You can check this option if you want MET to exclude item taxes, namely Tax 1/2/3, for a specific client. For new clients, this setting gets inherited from Global Settings. However, you can check or uncheck this option in the Project screen for a particular project.

**Exempt Item Taxes:**

This option, when checked, specifies that all projects of the selected client exempt from item taxes. It entails that Tax1, Tax2 and Tax3 values for time and expenses will not be applied to the client.

 We recommend selecting the tax exemption option in the [Project](#) screen and not in the Client screen, unless you are sure that all projects of a client have to be tax-exempt.

**Invoice Options****Send Invoices Via Email:**

Checked, BillQuick sends all client invoices as Portable Document Format (PDF) file attachments to the email address in the profile.

**Default to Joint Invoice:**

When checked, all the projects of a client will automatically have a value in the J column of [Billing Review](#). A single joint invoice will be created for all projects of a single client.

**Invoice Template:**

Invoices are generated using the default templates. BillQuick gives you the ability to change the invoice template here before printing or emailing it to the client.

 Changing an invoice template here will prompt you to change it permanently for all the projects associated with this client.

**Message on Invoice:**

The text in this field prints on invoices of a client, if no invoice message exists at the project level. The [Company](#) profile also has this option and it applies to all clients.

When determining which of the three possible invoice messages to print, BillQuick looks at the project profile, then the client profile and finally to the company profile. The first message found in the sequence prints on the invoice. If there is no invoice message in any of these screens, none will print.

**CLIENT—SUMMARY TAB**

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**Navigation** *View menu, Clients*

The Summary tab of the Client screen provides a quick reference to the client accounts. Time, expense, invoice and payment information from your BillQuick database is queried and displayed here. All fields on this tab are non-editable.

The following are descriptions of fields on this screen:

		Cost	Billable	Billed	Un-Billed			
 								
Services	1	\$82,697.00	2	\$213,746.75	3	\$170,808.50	4	\$151,944.75
Extra Services	5	\$0.00	6	\$0.00	7	\$0.00	8	\$0.00
<b>Total Services</b>	<b>1</b>	<b>\$82,697.00</b>	<b>2</b>	<b>\$213,746.75</b>	<b>3</b>	<b>\$170,808.50</b>	<b>4</b>	<b>\$151,944.75</b>
Expenses	9	\$10,925.00	10	\$10,925.00	11	\$0.00	12	\$10,925.00
Extra Expenses	13	\$2,081.46	14	\$2,136.59	15	\$1,281.29	16	\$1,147.63
<b>Total Expenses</b>	<b>5</b>	<b>\$13,006.46</b>	<b>6</b>	<b>\$13,061.59</b>	<b>7</b>	<b>\$1,281.29</b>	<b>8</b>	<b>\$12,072.63</b>
<b>Grand Total</b>	<b>9</b>	<b>\$95,703.46</b>	<b>10</b>	<b>\$226,808.34</b>	<b>11</b>	<b>\$172,089.79</b>	<b>12</b>	<b>\$164,017.38</b>

Total Hours	Retainer Paid	Retainer Used	Retainer Available
2,158.75	\$5,000.00	\$3,500.00	\$1,500.00

Total Amount Spent	Billed (Pre-Tax)	Net Billed	Total Paid
\$224,686.75	\$168,589.80	\$168,589.80	\$124,874.06

<b>Total Amount Owed:</b>		<b>\$43,715.74</b>
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**Date Filters:**

You can filter the client's account information by a time period. You need to select the desired type of date filter from the drop-down list. The options include All Dates, Today, This Month, Year to Date, Last Week, etc. The **From-To** date fields are pre-filled accordingly. You can also select dates from the drop-down calendar. The date filter defaults to *This Year* but it can remember your last selected date range.

 **Refresh:**

This will re-calculate and then display values on the screen.

 **Print:**

Displays a preview of the Client Account Summary report for the current client. The preview window provides you with various options: page setup, export data, toggle group tree, zoom, find data, modify report and page navigation. You can view, print or email the report, save it to disk, or export it in various file formats.

Please check the details in the help file.

**CLIENT—HISTORY TAB**

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**Navigation** *View menu, Clients*

The History tab of the Client screen allows you to view the historical information about various client related transactions such as invoices, payments, credit memos, retainer payments and retainers. You can drill down to an invoice, payment and so on by double-clicking on any row. From the invoice, you can further drill-down to the time or expense details associated with it. As needed, you can sort the grid list by clicking on a column heading. Click once to sort in ascending order and twice to sort in descending order.

The shortcut menu provides an additional option, **Filter By Selection**. With it, you can select the contents of any cell and filter the list by it.

The following are descriptions of fields on the Client-History screen:

**Type:**

This is the type of record —whether an invoice, retainer or payment.

**Date:**

The date associated with the record being displayed. It can be the invoice or payment date.

**Invoice:**

For invoices and payments, it displays the invoice number.

**Project ID:**

The project associated with the transaction. It can be the project for which the invoice or payment was recorded.

**Amount:**

The amount associated with the transaction. It can be the invoice amount, retainer amount or payment amount. The total amount displayed here differs from the A/R balance by the amount of the retainer available (which can include overpayments).

## MERGE CLIENTS

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**Navigation** *View menu, Clients, Tools, Merge*

If needed, you can merge two or more clients into an existing client record using the Merge Clients screen. BillQuick updates and rolls up related contacts, projects, invoices and payments automatically to the client receiving the merged items. BillQuick deletes the clients selected for merging while combining their attributes and properties to assign a single, common identity to them. The clients being merged acquire the identity of the client into which they are merged.

 You are warned if the client record to be merged is linked with your accounting software, like QuickBooks, Sage 50 or MYOB.

The following are descriptions of fields on the Merge Clients screen:

**Select Clients to Merge:**

Select one or multiple client records that you want to merge.

**Select the Client to Merge into:**

The clients selected above can be merged into the client you choose here from the drop-down list.

## Merge Clients Button Panel



### Search Item:

This enables you to search for a particular record in the grid. You can search for a record using full or partial ID, name or any other field. BillQuick displays the matching records in a drop-down list based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the drop-down. As you keep on typing more letters, it displays results that are

more relevant. Click  to jump to the desired record in the grid.

You can also do a wildcard search (see [Find for more](#)). You can also access the Find feature from the right-click menu.

### Help:

Opens the BillQuick Help in the Merge Clients section.

### Auto Fit:

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

### Cancel:

Cancels the client merging and closes the screen.

### OK:

Merges the selected clients and closes the screen.

## CLIENT CONTACTS

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### *Navigation View menu, Client Contact*

The purpose of the Client Contacts screen is to allow you to maintain a directory of multiple contacts for your clients, other than the main contact. You can create client contacts from the [Client](#) screen. Information for a main contact can be entered on the Client screen itself. When more than one contact is required, you should use the Client Contacts screen. The main contact appears on invoices when a different contact is not specified in the [Project](#) screen.

The following are descriptions of fields on the Client Contacts screen:

### Client:

The ID of the client associated with the contact. You can select it from the drop-down list.

### Contact ID: (required)

Contact ID must be unique. After getting assigned to a contact, it cannot be edited. The field size cannot exceed 15 characters. You can also create IDs with mixed case.

When New is clicked, your pointer will automatically be placed in the Contact ID field where you must type an ID and then <Tab> through the remainder of the screen to enter additional contact information.

**Main Contact:**

Checked, this marks the selected contact as the main contact for the client. This is the contact to whom the invoices, etc. will be addressed. It will overwrite the main contact specified in the Client screen.

**Name:**

The contact's salutation (for example, Mr., Mrs. and Dr.). The field size cannot exceed 11 characters. You can enter a salutation of your choice or select one from the drop-down list.

**First Name:**

The contact's first name. The field size cannot exceed 45 characters.

**MI:**

The initial of the contact's middle name. The field size cannot exceed 1 character.

**Last Name:**

The contact's last name or surname. The field size cannot exceed 45 characters.

**Company:**

The contact's company name, carried from the [Client-General](#) screen. If there is no company name for a contact, you can leave this field blank. The company name can be as long as 35 characters.

**Department:**

Name of the department in which the client contact works. The field size cannot exceed 50 characters. You can enter the name of the department or select one from the drop-down. The drop-down will list the departments that have been entered previously.

**Title:**

Job or professional title of the client contact. The field size cannot exceed 50 characters.

**Contact Info****Street:**

The street address of the contact—street name, suite number, building, etc. The field size cannot exceed 55 characters for each line. This address can be used as a billing address on standard invoices generated by BillQuick.

**City:**

The city where the contact lives. The field size cannot exceed 45 characters.

**State:**

State (or province) is automatically added to the lookup list as you set up clients. You can enter the abbreviation of the contact's state or province within 2 or 3 alpha characters. The mask for this field can be modified in the [Custom Labels](#) screen. For example, the State field label can be changed to Province.

**Zip:**

The contact's zip code or postal code. The mask for this field can be modified in the Custom Labels screen. The Zip field mask can be changed to the U.S. Postal Service Zip + 4 format, 99999-9999, or to Canada Post, ?9? 9?9. The field size cannot exceed 10 characters.

**Work:**

The contact's office phone number. The mask for this field can be modified in the Custom Labels screen. The phone field will allow up to 25 characters.

**Ext:**

The extension of the contact's office phone number. The field size cannot exceed 5 characters.

**Home:**

The contact's home phone number. The mask for this field can be modified in the Custom Labels screen. The field size cannot exceed 25 characters.

**Fax:**

The contact's office fax number. The mask for this field can be modified in the Custom Labels screen. The field size cannot exceed 25 characters.

**Mobile:**

The contact's mobile or cell phone number. The field size cannot exceed 25 characters.

**Home Fax:**

The contact's home fax number. The mask for this field can be modified in the Custom Labels screen. The field size cannot exceed 25 characters.

**Email:**

The contact's email address. This is the email address used by BillQuick when you choose to email invoices to the client's contact. The field size cannot exceed 255 characters. If you click on the email address in this field, it will open the default program that you use for sending and receiving emails.

**Pager:**

The contact's pager number. The field size cannot exceed 25 characters. You can change its label using the Custom Labels screen.

**Custom 1/2/3:**

These custom fields allow you to record additional information about the client contact. Custom fields hold up to 50 characters each and contain unique information about the contact. The Custom 1/2/3 labels can be changed in the [Custom Labels](#) screen.



The labels and mask for some fields can be modified in the [Custom Labels](#) screen. In some cases (Zip, Phone, Fax and State), changing the label in one screen prompts you to make the change global. For example, Zip can be changed to Postal Code and this change can be implemented globally in all screens.

**Attachments:**

You can click this link or right-click on the screen and select Attachments from the menu. BillQuick allows you to link files to the client contact record. For example, you might want to

scan and attach documents to the contact record for reference. You can add and save files for the selected record from the [Attachments](#) screen.

**Memo:**

You can click  to open the [memo](#) box and enter some additional information for the contact. It allows you to type unlimited text or insert [Auto Complete](#) shorthand codes.

**Client Contacts Button Panel****Search Item:**

This enables you to search for a particular record in the grid. You can search for a record using full or partial ID, name or any other field. BillQuick displays the matching records in a drop-down list based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the drop-down. As you keep on typing more letters it displays more relevant

results. Click  to jump to the desired record in the grid.

You can also do a wildcard search (see [Find for more](#)). You can also access the Find feature from the right-click menu.

**Help:**

Opens the BillQuick Help in the Client Contacts section.

**Print:**

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

**Tools:** Displays the following options:

- **Layout**

**Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

- **Clone:**

Opens the [Clone](#) screen. You can create a client contact from an existing contact profile using this feature.

**Delete:**

Deletes the currently selected client contact.

**Cancel:**

Cancels the action or addition of any new contact.

**New:**

Clears the screen to allow you to create a new contact. Your pointer will automatically be placed in the Contact ID field where you must type an ID and then <Tab> through the remainder of the screen to enter additional information.

**Save:**

Saves the information after you have completed entering or modifying it.

**Close:**

Closes the Client Contacts screen. Remember to save your changes before closing the screen.

**How Do I****HOW DO I CREATE CLIENTS?**

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You can use the Client screen to create client profiles add edit client-related information.

You can set up your client profile at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup

**HOW DO I ADD CONTACTS?**

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You can add client contacts from the Client screen. You can assign a main contact and many additional contacts to a client. By default, BillQuick addresses invoices to the main contact of a client. Optionally, you can select an additional contact for a project and send the invoices to them.

1. Open the Client screen from the Company navigator, View menu, toolbar or Sidebar.
2. Select the desired client from the grid list and then click on the Detail tab.
3. Enter the Main Contact details—First Name, Last Name, Phone, etc.
4. Click Save to add the main contact to the client record.
5. To add additional contacts, click Tools and select Contacts. Alternatively, select the Client Contacts screen from the View menu.
6. To add a new contact in the Client Contacts screen, click New.
7. Enter the ID, Name, Company and other contact information about the contact.
8. Enter any additional information (up to 50 characters) about the contact in the Custom 1/2/3 fields, such as, work experience or industry. You can customize these fields in the Custom Labels screen.
9. If desired, click Attachments to attach a web link, file or a document to the contact. See [Attachments](#) for more information.
10. Click Tools and select Clone to copy the contact details to a new contact record.
11. When you have finished, click Save and then Close.

**HOW DO I ASSIGN CONTACTS?**

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You can assign client contacts from the Client screen. To do so, follow the steps:

**Assign Main Contact**

1. Open the Client screen from the View menu, navigator, toolbar or Sidebar.
2. Select the desired client from the list.
3. Move to the Detail tab.
4. Enter the required data for the main client contact. Click Save to add the main contact.
5. Else, select Contacts from the Tools button.
6. In the Client Contacts screen, create a new contact or select any existing contact from the list.
7. Check the Main Contact option.
8. Click Save and then Close.

### Assign Project Contact

1. To assign a different contact to a project other than the default main client contact, open the Project screen.
2. On the Billing tab, select a different client contact in the Contact field.
3. Click Save and then Close.

### HOW DO I DELETE CLIENTS?

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Before a client can be deleted, you must first delete any time entries, expense entries, invoices and payments recorded to its projects; then delete the projects; and then delete the client. Proper security permissions are required to delete this master information. The best plan of action is:

1. Determine all projects on file for the client.
2. Determine what has been recorded for each project. Note time, expense, invoice and payment records for the project.
3. Delete the payments for each project.
4. Reverse any invoices for each project and then delete them.
5. Delete time and expense for each project.
6. Delete each project.
7. Finally, delete the client.

 Make a backup of your company database before deleting a client to safeguard your asset.

1. For the first project, verify whether it has time, expense, invoice and payment records. The quickest way is to go to the [Project](#) screen and note these values on its Summary tab. Hours x Bill Rate shows there are time entries on file. Billable Expense Cost says there are expense entries. Total Amount Billed shows there is invoice activity for it. Total Amount Paid says there are payment records. Repeat this step for each project and then close the Project screen.
2. Choose [Payments](#) from the Billing menu. Select View By:Project, then click the Project drop-down to select a project. Next, select the payment from the Previous Payment drop-down. Click Delete. Repeat this step for each payment on record for the project; and then repeat the process for each project you want to delete. When you are finished, click Close.
3. Choose [Invoice Review](#) from the Billing menu. In the Filters section, select the relevant Project ID. Click Refresh to display its invoices, and then click Select All to select all invoice rows. Now, click Reverse. If you missed deleting any payments,

- BillQuick displays a message. Repeat this for each project. When you are finished, click Close.
4. Choose [Sheet View](#) from the Time-Expense menu. Select View By:Project, and then select the relevant project. Next, move to the Period field and select All. Click Refresh to display all time entries for this project. Click Select All to select all entries in the grid, and then click Delete to delete the selected entries. Repeat the process for each project.
  5. Repeat Step 4 in Expense Log to delete expense entries for the projects.
  6. Open the [Project](#) screen from the Project menu. Select each project for the client in the grid (sorting by client will make it easier). *Verify these are the right projects.* Erroneously deleted data *cannot* be recovered. Click Delete, and then Yes to verify your decision. Click Close.
  7. Finally, open the [Client](#) screen from the View menu. Select the client in the grid. Verify this is the right client. Erroneously deleted data *cannot* be recovered. Click Delete; then Yes to verify your decision. Click Close.

## Project

### PROJECT OVERVIEW

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**Navigation** *Project menu, Project Information*

In BillQuick, each client must have at least one project or job. A project is a scope of work done for a client. In addition, a project's scope can be broken down into parts called phases, segments and sub-segments. See [Understanding Projects](#) for more.

When you create a project, you define its profile and characteristics, which forms a *project record*. The Project screen allows you to create and maintain a profile of each project. This profile can be customized. For example, the term Project can be changed to Engagement, Matter, Job or any other you prefer. Menu items, reports and other screens reflect this change. Several field masks can be customized too in the Custom Labels screen.

ID	Name
10-Hillard	Hilliard Residence
10-Hill	Hilliard Residence-Schemati
10-	Hilliard Residence DesignDe
	Hilliard Residence-CD

The Project screen displays a list of projects and their phases on the grid. It also provides you with a right-click context sensitive menu. Many relevant options and features are available from that menu. You can choose to view all critical information about a selected project in the Project Center. To export project records in the grid to Microsoft Excel, point anywhere in the grid and right-click to choose **Send to Excel. View Open Invoices**

option takes you to the Invoices Review screen and shows all the open invoices for the selected project. **Project Notes** opens the Notes screen where you can record and save notes against the selected project.

The project information is available on seven tabs—[General](#), [Billing](#), [Detail](#), Accounts, [Summary](#), [History](#) and [Assign](#). BillQuick gives the flexibility of re-arranging the tab order of the Project screen. To change the default order according to your choice, drag and drop the tab to the position you want.

The General tab contains the general information about a project such as its client, manager, status, contract details, address, and so on. The Billing tab allows you to set billing information for your project. Many important project options and rules are available on the Detail tab. They affect the recording of time and expense entries and billing

procedures. The Accounts tab allows you to set up A/R and other accounts at the project level, besides assign classes to each project. The Summary tab contains accounting summary of a project.

The History tab displays the invoice history of a project, including payments and retainers. It also shows the purchase order and vendor bills history and totals for the selected project. If you need more information, say when a client calls with questions, you can drill down to the invoice or payment report behind this summary by double-clicking it. From there, you can further drill-down to view detailed services and expenses. You can even check out the linked files and project notes for extra information.

The Assign tab gives you the ability to assign employees, activities and expenses to specific projects. For instance, if project A is assigned five employees then only those employees will be available in the Employee drop-down while logging time or expenses against this project. Likewise, only assigned activities and expenses allocated to a project will appear in the drop-down lists in time and expense entry screens. This is a project control feature available from the Project screen. Whatever assignments and allocations you do for any project on the Assign tab will carry forward to Project Control and vice versa.

 To view critical project management information, check out the [Project Center](#) screen.

The following are descriptions of fields on the main Project screen:

**L: (Read-Only)**

This Linked column in the grid shows  if the project record is linked to your accounting package like QuickBooks, MYOB, etc.

**Show Active Projects Only:**

Checked, this option allows you to view only active projects in the grid. Unchecked, the inactive projects are also displayed but grayed.

**How Do I:**

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.

**Memo:**

You can click  to open and use the memo box to record any additional project information such as detailed description of the job. [Memos](#) have a smart feature that allows them to retain the settings you saved, for instance, if you left the memo box open before closing the Project screen, it will stay that way when you reopen the screen. You can type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text.

You can also click on the Memo label to have a floating memo box instead of a fixed one. This gives you more flexibility to see the project memo in whatever size window you want.

**Reference Info**

**PROJECT—GENERAL TAB**

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**Navigation** *Project menu, Project Information*

The following are descriptions of fields on the Project-General screen:

**Project ID: (required)**

This is the unique ID for a project. It appears on screens, in drop-down lists and on various reports. An ID can save up to 65 characters, consisting of 54 characters for the Code, 10 characters for the Phase, and a colon (:) to separate the two fields. The Code and Phase fields display only when creating a new project record.

A well-conceived Project ID structure significantly speeds up time and expense entry. Thus, we recommend that you define an [ID structure](#) that makes recognition of projects by their IDs as intuitive as possible.



Clicking on the New button displays two fields: Code and Phase. The Project ID of the new project consists of the Code (which denotes a main project) and Phase. If the code is same and phase is different, it denotes that the project has more than one phase.

**Code: (required)**

Each project in your database must have a unique Project ID, comprising of a Code and Phase. This field displays only when creating a new project profile. The field size should not exceed 54 characters.

You should consider the ID structure. For example, if you would like to classify projects by year, the first project of 2017 can be identified as 2017-001. Or project identification can have a character precede it to define a residential or commercial project (that is, R2017-001 or C2017-001). This helps to narrow searches when the number of projects becomes large. Whichever system is used, remember to keep it logical and simple.

**Phase:**

The project phase is not a required element of the Project ID. It should be used when there are multiple phases to a project. The field size should not exceed 10 characters. As an example, there can be two phases to a project, preliminary and management. You should use an identical code but assign a different phase to each Project ID. The resulting Project IDs will be 2017-01:PRELIM and 2017-01:MGMT. In case of phased projects, you might also want to enter a record for the complete or parent project. Using the previous example, that record would be created with a code of 2017-01 and no phase. For this record 2017-01: is the resulting Project ID.



This field displays only when creating a new project profile.

**Create Phase:**

The Create Phase button opens the [Create Project Phase](#) dialog. You can copy the project to create a phase by entering key information for the new phase. When creating a project phase, BillQuick copies settings like Send as Joint Invoice, Email Invoices, Contact (client contact), and Invoice Template from parent to child.



You can change the label or caption of the Project Code and Phase in the [Custom Labels](#) screen.

**Name: (required)**

The full name or description of the project, up to 100 characters. This name will appear on invoices and reports. It is also displayed in the drop-down lists to make it easier to identify

the correct project. When you include phases on invoices, they appear in alphabetic order of the name. For a very long name, you can use the project memo.

**Client: (required)**

The client for whom the project is being done. Only active clients appear in the list. With appropriate security permissions, you can add a new client by choosing <Add New> from the drop-down list. This client will be billed for the work done on this project. The person who receives the invoices will be the Main Contact on the [Client-Detail](#) tab or, optionally, the Project Contact defined on the [Project-Billing](#) screen.

You can also associate a different or new client with an existing project. BillQuick prompts you to update previous invoices and payments (including retainer payments) and assign them to the new client. You cannot change the client of an individual phase; changing the client of the parent project changes the client automatically for all its phases.

**View Client Details:**

Click  to open the [Client](#) screen to view the detailed profile of the client associated with the selected project.

**Manager: (required)**

The employee (or vendor) assigned as the manager of the selected project (you can show the vendors in the drop-down list by checking that option on the Project Filters screen). You can add a new employee/vendor here on the fly using the Add New option from the drop-down list. The field size should not exceed 65 characters. In case you have already assigned an employee as a Client Manager in the Client screen, it is brought forward here. You can change it though. Many reports can be filtered based on the manager and projects can be reviewed and billed by project manager. In addition, advanced access is provided to project managers for certain security settings. Changing the manager of the parent project prompts you to apply the changes to its phases and sub-phases.

**Contract Type: (required)**

This field tells BillQuick what type of contract or billing arrangement is to be used for a project. BillQuick is designed to record time and expense entries for all [contract types](#). So whether the projects are to be billed per hour or lump sum or even not billed at all, record time and expense entries against them to take advantage of the many project management tools in BillQuick. You can select any of the various contract types (see [Understanding Contract Types for details](#)):

- **Fixed**—contracts are based on a fixed firm price or contract amount agreed upon by the client and your company.
- **Hourly**—contracts are based on time and expense entries; there is no fixed contract amount.
- **Hourly Not to Exceed**—contracts are based on time and expense entries with a ceiling based on a contract amount.
- **Marketing**—contracts assigned to projects for which a contract is not yet secured while work is being done.
- **Overhead**—contracts assigned to internal work done on projects that track company overhead; not billable to a client.
- **Percentage**—contracts are based upon a percentage of cost or settlement amount.
- **Recurring**—contracts where you bill a fixed amount after a specified number of days.

- **Recurring With Cap**—contracts where you bill a fixed amount after a specified number of days and the total consideration for the project has a ceiling.
- **Recurring + Expense**—recurring contracts but expenses are not included in the recurring amount charged at a defined frequency.
- **Recurring + Hourly**—contracts where you bill a fixed amount after a set number of days *plus* additional amount based on time and expense entries.
- **Cost + Percentage**—billing arrangement where you bill direct costs (time and expense) *plus* a percentage of the costs (profit) to the client.
- **Cost + Fixed Fee**—billing arrangement where you bill direct costs (time and expense) *plus* a fixed fee (profit) to the client.



You can set a default invoice and statement template for each type of contract in the [Global Settings](#) screen.

### Open Billing Schedule:

Click  to set up a [billing schedule](#) for non-recurring type of projects. BillQuick enters the Contract Amount and Retainer Amount from the information already entered on the Project screen. You can choose to bill in any increment and frequency desired. You also do not need to fill out the billing schedule for the entire contract amount. It can be completed or altered later. The [Billing Review](#) screen reads the billing schedule and brings forward the Net Bill amount for the lowest bill number that has not been processed. For recurring project types, this option is unavailable.

### Status: (required)

The project status options include (see [Project Status](#) for details):

- **Active**—Time and expense entries can be entered and billed.
- **Archived**—*Not a user selection*; set automatically by the [Archive and Restore](#) feature.
- **Completed**—Recorded time and expense transactions can be billed, but no new entries can be recorded because the project work is complete.
- **Hold**—Recorded time and expense transactions cannot be billed and at the same time no new entries can be recorded since the project is locked.
- **Inactive**—Recorded time and expense transactions can be billed, but no new entries can be recorded as future work on the project is uncertain.
- **Main**—Identifies the parent project to which phases are linked. No time and expense entries can be charged to a main project.
- **Canceled**—Previous invoices can be billed but no new entries can be recorded because the project has been cancelled.



Changing the status of the parent project prompts you apply the changes to its phases and sub-phases.

### Contract Details

#### Contract Amount:

This is the total consideration for the project (Service Amount + Expense Amount). You can include or exclude expenses and taxes in this amount depending on how you bill. Contract amount is set for Fixed, Hourly Not to Exceed, Percentage and Recurring With Cap contract types. However, it is a good practice to specify a contract amount for hourly projects as well (see [Understanding Contract Types](#) for more). A project's contract amount is preserved

when an invoice is processed. If the contract amount is increased after an invoice is processed, past invoices will continue using the original contract amount whenever they are previewed or printed. If you are billing based on a percentage of contract amount, your older invoices will continue using the original contract amount.

When the time and expense evaluation rule is checked, BillQuick evaluates each time and expense entry to determine if the total amount spent exceeds the contract amount.

Total Amount Spent = (B-Hours x Bill Rate) + Non-billable Expenses

We recommend maintaining full contract amount at the parent project level to be able to use the Earned Value feature on the Project-Accounts tab. The contract amount for a parent project can be allocated to the project records under (the next level down in the hierarchy) using the % of Total Project (Detail tab) value. For example, if the contract amount of a main or parent project, NET-001, is \$100,000, and Phase B is 60% of the total project, then BillQuick assigns \$60,000 to NET-001:B.



- If you update the fee or contract amount of a phase, BillQuick prompts you to update the total contract amount for the main project. It is tied to the '% of Total Project' value and ignores hourly projects.
- BillQuick assumes billable expenses are not part of the contract, unless specified. If both billable and non-billable expenses are to be included in the contract amount, mark the 'Expense Part of Contract' rule on the [Project Detail](#) tab. If you want to include only billable expenses as part of contract amount, mark the 'Evaluate Time and Expense Billable Status based on Billable Value' in [Global Settings](#). Only expense entries with Extra box unchecked are counted toward spent amount.
- If you change the contract amount of a project, BillQuick creates a note automatically to track that change. It mentions the contract amount was increased or decreased by the relevant amount.
- If the total budget amount and the project contract amount are equal, BillQuick prompts you to update the project contract amount.

### Settlement Amount Details:

BillQuick provides an option to record a settlement amount for a project. Click  to open the **Project Settlement Amount** screen. Here, you can specify a settlement amount as a percentage of the initial contract amount. The Contract Amount value is then recalculated based on the percentage entered. For example, if the initial contract amount was \$10000 and you entered 50% as the settlement percentage, BillQuick recalculates the contract amount to \$5000. This percentage value is stored and can be viewed later for reference.

### Service Amount:

This is the amount spent on the labor or service that contributes towards the contract amount. After entering the Contract Amount, this field gets filled by default with the entire contract amount. It accounts for the amount spent on the employee's service (B-Hours x Bill Rate). You can include or exclude expenses and taxes in this amount depending on how you bill. You can change this amount, the balance of which goes into the Expense Amount field.

### Expense Amount:

This is the amount incurred on the expenses that contribute towards the contract amount. After entering the Service Amount, this field gets filled with the balance (Contract Amount - Service Amount), if any. It accounts for the billable expenses incurred by the employee

(Cost Amount). You can include or exclude taxes in this amount depending on how you bill. You can change this amount, with adjustments made to the Service Amount automatically.

**Start Date:**

The project's start date. You can select the start date from the drop-down calendar. This field is useful for reference and filtering reports.

**Due Date:**

The project's due date or date of completion. You can change its label in the [Custom Labels](#) screen.

**% Complete:**

The estimated percentage of completion for a project. This percentage is read by [Billing Review](#) where billing records are processed into invoices. This value is stored with the invoice, enabling it to appear on the invoice. A good implementation of the % Complete field is to have managers fill in the % Complete for each of their projects prior to invoicing. When brought up in Billing Review the % Complete is displayed to help the billing manager determine the invoice amount. It accepts decimal entries as well as whole numbers. This field gets updated when related project invoices are processed in Billing Review.

**P O #:**

This field allows you to record the Purchase Order number. The field size should not exceed 35 characters.

**Contact Info**

The project address indicates the job site location. It is not used for billing purposes.

**Street:**

The street address of the project. The field size should not exceed 55 characters for each address line. When the project address is the same as the client address, you can check the Use Client Address option and leave these fields blank. The project address is not used on invoices, instead the client address is. The project address can be added to invoices using Crystal Reports to modify the invoice template.

**Use Client Address:**

When checked, BillQuick copies the client address to the project address fields upon saving the project record. However, address mentioned on the Project screen is for reference and does not get displayed on reports and invoices.

**City:**

The city where the project is located. The field size should not exceed 45 characters. When it is the same as the client, check Use Client Address and leave this field blank.

**State:**

The state or province where the project is located. The field size should not exceed 3 characters. When it is the same as the client, check Use Client Address and leave this field blank. The mask for this field can be modified in Custom Labels screen. For example, the State field label can be changed to Province.

**Zip:**

The project's zip or postal code. The field size should not exceed 10 characters. When it is the same as the client, check Use Client Address and leave this field blank. The mask for this field can be modified in the [Custom Labels](#) screen. For example, Zip can be changed to

Postal Code and this change can be implemented globally in all screens. In addition, the Zip field mask can be changed to the U.S. Postal Service Zip + 4 format, 99999-9999, or to Canada Post, ?9? 9?9 format.

**Country:**

The country or region where the project is located. The field size should not exceed 35 characters. When this is the same as the client, check Use Client Address and leave this field blank.



The labels and mask for some fields can be modified in the [Custom Labels](#) screen. In some cases (Zip, Phone, Fax and State), changing the label in one screen prompts you to make the change global.

**Custom 1/2/3/4:**

These custom text-boxes allow you to record additional information about the project. The field size should not exceed 50 characters. These field labels and their UI can be changed in the [Custom Labels](#) screen.



For a parent project, modifying the address and custom fields prompts you to apply the changes to its phases.

**Attachments:**

You can click the link or select the Attachments option from the shortcut menu. BillQuick allows you to attach files and web links to the project records. For example, you might want to scan and attach project contract documents or some site photos to the project record for reference. You can add and save files for the selected record from the [Attachments](#) screen, the number of which gets displayed here with the link.

**Notes:**

You can click the link to view the associated [Project Notes](#) for the selected project. You can also add a new note from there. Notes can be used to track and easily manage the details related to your projects. The link also displays the number of notes ( ) already linked with the project. Changing some key attributes of a project like the *Client*, *Project Manager*, *Contract Type*, *Contract Amount* or *Project Status* in the Project screen creates an entry automatically, providing the date and time of change, original and new amounts, Employee ID of the logged-in user and a note. This ensures that a perfect history of projects is maintained without you having to enter any data.

**To Do Items:**

You can click this link to add a to-do item or task for the selected project. It opens the [To Do List](#) screen. This link also displays the number of to-do tasks associated with a project record in braces ( ).

**Total Projects:**

The total number of project records in the database is displayed here. The value changes based on the active status filter applied.

## PROJECT—BILLING TAB

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**Navigation** *Project menu, Project Information*

The Billing tab of the Project screen allows you to set billing information for a project. The following are descriptions of fields on that screen:

### Billing

#### **Recurring Bill Amount:**

If a project has a Recurring, Recurring with Cap or Recurring + Expenses contract type, you can use this field to set the bill amount per scheduled frequency. Every time you review this project for billing in the [Billing Review](#) screen, it will show a Net Bill equal to this amount multiplied by the number of billing frequency intervals that have passed since the last bill was processed.

#### **Frequency:**

Sets the frequency for the recurring bill amount that will be invoiced. Every time you review this project for billing in the [Billing Review](#) screen, it will show a Net Bill equal to the Recurring Bill Amount multiplied by the number of billing frequency intervals that have passed since the last bill was processed. For example, with a recurring bill amount of \$1000 and frequency monthly, it generates a \$1000 bill every month. If you, however, review the project for billing in the sixth month after the last bill was processed for it, it will show a net bill of \$6000 ready for billing.

The options available for billing are weekly, biweekly, monthly, quarterly, annually, upon limit, etc. Upon Limit option checks if the limit of the specified contract amount is reached. If the current bill happens to result in crossing the total billed services above the contract amount, it prompts you to change the status of the project to Completed (if that option is checked in [Global Settings](#)) so that no further time and expenses can be logged to it.

Regardless of the contract type, choosing a frequency creates a reminder to bill that project. BillQuick adds the reminder to the Reminders screen.

#### **Retainage:**

This field contains the percentage of invoice amount that a client will hold back against verification of work completed and the quality of work. The accumulated retainage amount will be paid after the verification is done. You can specify a cap on the retainage amount.

#### **Maximum Retainage:**

This field contains the maximum amount that can be retained by a client for a project. Billed amounts above the maximum retainage are due from the client according to the contract.

The bottom line amount on an invoice is computed as:

Amount Due (after retainage) = Services Billed + Expenses Billed + Taxes - Applied Retainer - Discount - Retainage

#### **Retainer Amount:**

If a retainer is required for a project, you can enter the amount here. This is simply stored as reference information for the project; it does not record the retainer payment. After the retainer payment is received, you must enter it in the [Payment](#) screen. The retainer applied to a main project will be distributed to the phases based on the '% of Total Project' value of the phase. For example, if the retainer applied to a main project is \$1000 and the phase is

50% of the main project, then the retainer for the phase is \$500. However, you can re-distribute this amount to the phases as desired.

You must click  to open the [Select a Report](#) screen, which allows you to choose the desired retainer invoice format. From this screen, you can print, preview or cancel the retainer invoice. BillQuick prompts you to add the retainer record to Retainer Management.

### **Minimum Retainer:**

Some professionals, like attorneys and paralegals, need to specify a retainer amount for a project. The retainer based contracts and engagements are great for business. However, it is a major pain-point to keep track of the retainer available and often results in loss of revenue. BillQuick allows you to set a minimum retainer amount and then monitors it for you.

A minimum retainer amount can be specified here which triggers as soon as the Retainer Available drops below this set minimum. When a retainer is applied on invoices, you can request a new retainer payment from a client to replenish the retainer amount on hand by sending a retainer invoice. BillQuick generates an automatic reminder for the retainers by displaying a list of projects in the Reminders screen as well as reports whose retainer balances are less than the minimum amount specified here. When a draft invoice results in pushing the available retainer below the minimum retainer amount, then also it generates a reminder.

## **Schedules and Budget**

### **Service FS:**

Any [Service Fee Schedule](#) can be linked to a project. A service fee schedule allows you to override the default employee bill and cost rates for selected employee-activity combinations, whether individual items or groups. The assigned SFS will be used to determine rates when time entries are logged to a project. You can create an SFS by clicking on the link provided. This opens the Service Fee Schedule screen. You can also add a new SFS here on the fly using the Add New option from the drop-down list.

### **Expense FS:**

Any [Expense Fee Schedule](#) can be linked to a project. An expense fee schedule allows you to override the default employee bill and cost rates for selected employee-expense combinations, whether individual items or groups. The assigned EFS will be used to determine the cost and markup when expense entries are logged to a project. You can create EFS by clicking on the link provided. This opens the Expense Fee Schedule screen. You can also add new EFS here on the fly using the Add New option from the drop-down list.



Phases default to the same SFS and EFS as the main/parent project.

### **Estimate:**

Any [estimate](#) can be linked to a project. An estimate is a good way to track the expected revenue or cost of a project. You can create an estimate by clicking on the link provided-this opens the Estimate screen. You can also add a new estimate here on the fly using the Add New option from the drop-down list.

BillQuick has the ability to show rolled-up estimate for parent projects, which is a combination of all phases grouped by activity or expense. For the main parent projects, this

dropdown is disabled but you can use the *View Cumulative Estimate* link that opens up the rolled-up, editable estimate. For the active parent projects, you can open the assigned estimate, with the option to view the rolled-up, cumulative data.

**Budget:**

Any [budget](#) can be linked to a project. You can create a budget by clicking on the link provided-this will open the Budget screen. You can also add a new budget here on the fly using the Add New option from the drop-down list. The assigned budget will be used on reports, and to restrict time and expense entries that are recorded to a project. To restrict time and expense entries by a budget, you can check the relevant options on the [Project-Detail](#) screen.

For the top or parent level project, BillQuick automatically combines the budget of the child projects and presents you with the overall cumulative project budget. It has the ability to show rolled-up budget for parent projects, which is a combination of all phases grouped by activity/expense and employee. For the main parent projects, this drop-down is disabled but you can use the *View Cumulative Budget* link that opens up the rolled-up editable budget. For the active parent projects, you can open the assigned budget, with the option to view the rolled-up, cumulative data. The cumulative budgets are editable.

BillQuick also provides the ability for managers to set and edit the budget for project phases at the top parent level instead of building a separate budget for each phase. Not only does this save time, it also provides managers a simple consolidated view of the total budget.



The cumulative budget feature is available in the BillQuick Enterprise edition only.

## Delayed Fee Schedule

**Delayed Service FS:**

Any Service Fee Schedule can be linked to a project. A delayed SFS allows you to assign a different fee schedule to a project based on the trigger type and value, which is assigned to it. For example, you can set a different SFS to be used when the retainer amount is less than or equal to zero ( $<$  or  $=$  0). The assigned delayed SFS is triggered and put to use to determine bill rates when time entries are recorded to this project having no or negative retainer amount. Time entry rates would otherwise be used from a regular SFS or according to the rate hierarchy.

You can create a new delayed SFS by clicking the link provided. This opens the Service Fee Schedule screen. You can also add a new delayed SFS here on the fly using the Add New option from the drop-down list.

**Trigger Type:**

You can specify a type of trigger for the delayed SFS. The options available are unused retainer, recurring amount, unbilled hours and unbilled amount. For example, if you want to specify that the delayed SFS should be used if the unused recurring amount is 0, then you choose the trigger type 'Un-Used Retainer' and specify the trigger value in the Amount field as 0. When the trigger type and associated amount (or hours) are used, BillQuick automatically replaces the regular SFS in the Rate Hierarchy with the delayed SFS. This schedule typically contains higher rates.

**Amount/Hours:**

The value to be used with the specified trigger type. Depending upon the type of the trigger, this field can contain either an amount or number of hours. When the trigger type and associated amount (or hours) are used, BillQuick automatically replaces the regular SFS in the Rate Hierarchy with the delayed SFS.

**Terms and Currency****Payment Term:**

You can set the payment terms for a project from the drop-down list. You can also create a new term to be applied on the project invoices sent to clients using the Add New option from the drop-down list. Payment terms are created in the [Terms](#) screen. They are set at the global level for all the clients but can be overridden at the client and project level.

**Currency:**

BillQuick supports multi-currency for invoicing the clients. You can select the desired currency for billing the client for a specific project. You can select an existing currency or create a new one using the Add New option from the drop-down list. It opens the [Currency Manager](#) screen. Currency selected here will override the one set at the client level. However, when a currency value is changed for an existing client, BillQuick prompts you to update the currency settings for all projects that belong to that client.

**Options****Send as Joint invoice:**

When you check this option, BillQuick sends all the invoices of a project as a joint invoice. It is also known as a consolidated or combined invoice. This option is especially relevant for project phases.

**Email Invoices:**

This option allows you to send project invoices to a client as PDF file attachments automatically via email.

**Automatic Billing:**

Opens the [Project Auto Bill Settings](#) screen where you can set a project for automatic billing at a specified frequency.

**Invoice Templates:**

Opens the [Invoice Selection](#) screen where you can specify the invoice template to be used when creating invoices (standard, joint, manual or statement) for a project.

**Use Custom Invoice Number:**

Check this option if you want to customize the invoice numbering of a particular project. These settings will take precedence over the invoice settings specified in the [Global settings](#) screen for the selected project only. BillQuick supports both numeric and alphanumeric invoice numbers.



Reversing an invoice with custom invoice numbering at the project level resets the last printed invoice number here.

**Prefix:**

The prefix string for the custom invoice sequence. This static text will print on all invoices of the selected project exactly as entered here. It will precede the last invoice number. For the ease of remembering, you should keep something that relates to the project like the Project ID or year, say, ABC or 2017.

**Last Invoice Number:**

The invoice number of the series from which onwards you want to initialize the custom invoice sequence, say, 0000. This number will start to increment when you generate a new invoice for the project, say, 0001.

**Suffix:**

The suffix string for the custom invoice sequence. This static text will print on all invoices of the selected project exactly as entered here. This will follow the last invoice number. For example, LA for a project located in Los Angeles. The resulting invoice number will be 'ABC0001LA'. Both the prefix and suffix strings will remain static.

 The total length of custom invoice number should not exceed 95 characters (that is, sum of prefix, last invoice number and suffix must be less than or equal to 95 characters).

**Misc****Code:**

Several agencies require that each project be assigned a standard code according to their Job Profile Codes. This field can be used to assign such codes. Some of the job codes are used by the Federal Agencies on the SF-254 and 330 forms.

**Contact:**

If you want to assign a different contact to a project than the default or main client contact, you can select one from the drop-down list. To add a new contact on the fly, you can use the Add New option from the drop-down list or click . It opens the Client Contacts screen where you can create or view the profile of a contact. If left blank, the main contact of the client is assigned to the project by default. Client contact specified here overrides the contact set in the [Client](#) screen. In addition, the address of this contact overrides the client address and prints on invoices and project statements.

**Send Invoice to Contact:**

This option enables you to send the invoice to the client's contact, which is selected in the Contact drop-down. Generally, the invoices pull the client's Main Contact but using this option, you can send it to another contact instead.

**PROJECT—DETAIL TAB**

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**Navigation** *Project menu, Project Information*

The following are descriptions of fields on the Project-Detail screen:

## Phase Information

### Set this Project as a Phase of:

If a project is a part of a larger project, you should create a record for both the parent project and each of its child phases. You can check this option to set the selected project as a phase of another project chosen from the drop-down. You can select any project as a parent project. Phases default to the same SFS and EFS as the parent project.

### Phase Description:

You should enter the name or description of the project phase.

### % of Total Project:

The percentage of the parent project's contract amount that should be apportioned to the selected phase (child project).

 You can also use the Create Phase button on the General tab to create a new phase for a project.

## Rules

### Choose Project Rules:

This allows you to choose various rules that govern how the project will be managed and billed. To apply any of the rules listed under the drop-down, you must select the check box against them. This field will display the number of rules checked and applied to the project. The various rules available for a project are:

- **Always Show in Billing Review**  
Adds a project to the Billing Review screen for billing whether it has unbilled, approved time and expenses or not. This allows you to include, for instance, completed and yet-to-start projects on a joint invoice.
- **Auto Approve Expense Entries**  
Checked, BillQuick automatically approves all expense entries for this project. Unchecked, you have to submit your expense entries to the Supervisor or manager for approval. *It overrides the default setting defined in [Global Settings-Time & Expense](#) screen.* When this option is checked, BillQuick ignores the *Allow Approve Expense Entries* security for the logged user.
- **Auto Approve Time Entries**  
Checked, BillQuick automatically approves all time entries for this project. Unchecked, you have to submit your time entries to the Supervisor or manager for approval. *It overrides the default setting defined in [Global Settings-Time & Expense](#) screen.* When this option is checked, BillQuick ignores the *Allow to Approve Time Entry* security for the logged user.
- **Budgeted Activities Only**  
If a budget is assigned to a project, you can restrict the time entries allowed for that project to the activities that are in the budget.
- **Budgeted Employees Only**  
If a budget is assigned to a project, you can restrict the time and expense entries allowed for that project to the employees that exist in the budget. This restriction is

only done when entering time or expenses in the [Time Entry-Sheet](#) View or Expense Log screens when the View By: Project mode is selected. When entering time or expenses in this mode, only the budgeted employees will be available for that project.

- **Budgeted Expenses Only**

If a budget is assigned to a project, you can restrict the expense entries allowed for the project to the expenses that exist in the budget.

- **Exempt Item Taxes**

When activated, BillQuick exempts item taxes (Tax 1/2/3) assigned at the activity or expense level. It does not populate the Tax 1/2/3 fields with any value when entering time or expenses; however, if we manually enter these taxes in Sheet View or Expense Log, this rule is then ignored.



In the [Client](#) screen, if this tax exemption option is selected, then all projects of that client will be tax exempted irrespective of the status in the Project screen. We, therefore, recommend making specific tax exemptions at the project level instead of the client level.

- **Expense Part of Contract**

If the 'Evaluate Time & Expense Billable Status Based on Billable Value' global rule is unchecked, BillQuick includes only non-billable expenses in the contract amount, not the billable ones. To include billable expenses as part of the contract amount for a project, check this option. It un-checks the 'Xtra' flag automatically when entering expenses (though you can override it before billing). During billing, these values are locked so that each invoice has the correct 'billed toward contract' value.

Unchecked, billable expenses are considered in addition to the contract amount. You can also set this rule at the global level for all projects.

The Total Amount Spent is calculated against the total contract amount including the expenses.

Total Amount Spent = [(Hours x Bill Rate) + Billable Expense Amount + Non-Billable Expense Amount].

When the 'Lock at Contract Amount' rule is selected, BillQuick notifies you about meeting the contract amount if the billable service amount and billable expense amount have reached the contract amount.

- **Expense Entries Memo Required**

Check this rule if you want all timekeepers to enter memos for their expense entries. It forces expense entries made against the project to have a memo by making it a required field. This is usually required by government contractors for DCAA compliance.

- **Link Expense Attachments to Invoices**

BillQuick allows you to link the expense receipts or related PDF attachments automatically to the invoices. It considers only the expenses that are associated with the invoices. So, if your employee attached a lunch receipt to an expense entry, that

receipt gets attached to the invoice automatically as soon as you process that invoice via the Billing Review, Invoice Wizard or Manual Invoice screen. You can set this rule at the global level as well.

 This feature is available in the BillQuick Enterprise edition only.

- **Link Time Entry Attachments to Invoices**

BillQuick allows you to link the time entry related PDF attachments automatically to the invoices. It considers only the time entries that are associated with the invoices. If this rule is checked, then BillQuick links the attachments after processing the invoices via the Billing Review, Invoice Wizard or Manual Invoice screen. You can set this rule at the global level as well.

 This feature is available in the BillQuick Enterprise edition only.

- **Lock at Contract Amount**

Locks out additional time and expenses *after the total amount charged to a project equals or exceeds the contract amount*. You can use this rule when a strict contract limit is in place and the project manager must negotiate additional authorization before continuing.

If checked, an evaluation is performed when time and expense entries are recorded to a project, where the Total Amount Spent [(Hours x Bill Rate) + non-billable expense amount] is compared with the Contract Amount. When the amount spent exceeds the contract amount, you are prompted accordingly in the time entry screen. BillQuick does not save any time entries (billable and non-billable) and non-billable expense entries after the project has exceeded the contract amount. In the Expense Log, it converts the non-billable entry into billable. This rule applies to any fixed-type project. However, it does not apply to indirect time and expenses made via vendor bills.

 If the rule 'Expense Part of Contract' is also checked, the Total Amount Spent will be calculated as [(Hours x Bill Rate) + billable expense amount + non-billable expense amount], and then it will be compared with the Contract Amount for evaluation.

- **Lock at Allocated Hours**

If checked, an evaluation is performed when time entries are recorded to a project, where the hours entered are compared with the allocated hours. When the hours entered exceed the allocated hours, you are prevented from entering more hours; in essence BillQuick locks further entry. BillQuick prevents all time entries (billable and non-billable) and non-billable expense entries after the project has exceeded the allocated hours.

This evaluation is done only within the date range specified in the Allocate Hours & Units screen. This rule applies to any fixed-type project.

- **Lock at Allocated Units**

If checked, an evaluation is performed when expense entries are recorded to a project, where the units entered are compared with the allocated units. When the units entered exceed the allocated units, you are prevented from entering more expenses; in essence, BillQuick locks further entry. BillQuick prevents all non-billable expense entries after the project has exceeded the allocated units.

This evaluation is done only within the date range specified in the Allocate Hours & Units screen. This rule applies to any fixed-type project.

 'Lock at Allocated Hours' and 'Lock at Allocated Units' are the two rules that help in implementing [Project Control](#).

- **MET Excludes Item Tax**

The Main Expense Tax is applied to the expense amount on invoices. It takes into account the local item taxes, namely, Tax 1/2/3 associated with the expense codes. However, if you want to exclude these local taxes from the MET for a particular project, you can check this option. You can also set this rule in the Global Settings screen; in that case, all projects will exclude Tax 1/2/3 from the main tax.

For new projects, this rule is inherited from the Client screen, which in turn inherits it from Global Settings. Finally, whatever is selected in the Project screen gets applied.

- **MST Excludes Item Tax**

The Main Service Tax is applied to the labor or service amount on invoices. It takes into account the local item taxes, namely, Tax 1/2/3 associated with the activity codes. However, if you want to exclude these local taxes from the MST for a particular project, you should check this option. You can also set this rule in the [Global Settings](#) screen; in that case, all projects will exclude Tax 1/2/3 from the main tax.

For new projects, this rule is inherited from the Client screen, which in turn inherits it from Global Settings. Finally, whatever is selected in the Project screen gets applied.

- **Prevent Expense Entries**

Locks out additional expense entries for a project. You can activate this rule if there is a temporary issue or dispute with a client about the project, such as lack of payments. You can apply it to any project regardless of its contract type.

- **Prevent Time Entries**

Locks out additional time entries for a project. You can activate this rule if there is a temporary issue or dispute with a client about a project, such as lack of payments. You can apply it to any project regardless of its contract type.

- **Rates from Activity Table**

When a SFS is not assigned to a project or no matching combination is found in the assigned SFS, BillQuick can use the rates from the activity profile. That is possible only if this option is selected here. However, in case the [activity code](#) has a zero dollar value, then it will fetch the employee's default bill rate. *See Rate Hierarchy for more.*

- **Show Account Summary on Invoices**

You can customize the invoice layout per project by showing or hiding the account summary. You can check this rule to show the account summary for this project.

- **Show GST on Invoices**

You can choose to display the Goods and Services Tax (GST) on all invoices of the selected project.

- **Skip Automatic Expense Entries Evaluation**

Checked, BillQuick skips the standard expense entry evaluation for fixed-type contract to determine whether the entry will push it over the Contract Amount. An expense entry evaluation is done when the entries are made, where the Total Amount Spent [(Hours x Bill Rate) + non-billable expense amount] is compared with the Contract Amount. Non-billable expense entries are considered for the Total Amount Spent.

In the expense entry screen, the non-billable entries contribute toward the contract amount spent. However, when the amount spent exceeds the contract amount, there is neither prompt nor splitting of expense entries. The entry's bill status remains the same as entered by you. You can continue to log billable and non-billable expenses and manually change the status as desired. The billable expense entries are calculated as part of the contract amount only if specified in the project's [Billing Schedule](#). The evaluation can be skipped per project or set up globally in the [Global Settings](#) screen.

- **Skip Automatic Time Entries Evaluation**

Checked, BillQuick skips the standard time entry evaluation for fixed-type contract to determine whether the entry will push it over the Contract Amount. A time entry evaluation is done when entries are made, where the Total Amount Spent [(Hours x Bill Rate) + non-billable expense amount] is compared with the Contract Amount. Billable and non-billable time entries are considered for the Total Amount Spent.

In the time entry screen, both the billable and non-billable time contribute towards the amount spent. When the amount spent exceeds the contract amount, the time entry's bill status is automatically adjusted (billable status changed to non-billable) since the project is over budget. When a *billable* entry pushes the amount spent over the contract amount, you are prompted to adjust the time entry by splitting it into a billable and non-billable portion. You can continue to log non-billable time. However, you can manually change the status of the time entry to extra time or billable. The evaluation can be skipped per project or set up globally in the Global Settings screen.

- **Time Entries Memo Required**

This rule requires all timekeepers to enter a memo for their time entries. It forces time entries made against the project to have a memo by making it a required field. This is usually required by government contractors for DCAA compliance.

- **Turn Off Project Control**

Check this option if you want to turn off the Project Control settings for a specific project. If you are implementing project control settings at a group level but do not want those project control settings to be implemented to a particular project, this rule can be used.

- **Use Memo on Invoices**

Checked, it ensures that the memo details for a project are displayed on the invoices and carried to the [Billing Review](#) memo. You can control whether this memo is carried to First Memo or Second Memo of the Billing Review screen by using that option in the [Global Settings-Billing](#) screen.

## Interest on Past Due Invoices

### After. . .Days:

You can enter the number of days after which interest should be charged on late payments. This is a grace period provided for late payments. If you do not specify any value here, the number of days is based on the payment term specified in the [Project-Billing screen](#). If nothing is specified there also, then the value is taken from the Global Settings-Billing screen.

### Charge Per Month:

Enter the interest rate or percentage charged per month to late payments. The calculated late fee appears on printed statements. If the percentage is not set here, BillQuick uses the value specified in the Global Settings screen.

## Taxes

### Main Service Tax:

The tax applied to the labor or service amount on invoices. If you want to apply service tax to the invoices for a project, you must enter that percentage here. The client's Main Service Tax will be brought forward if it exists. It can be removed or edited at any time. The labels for these fields can be set in [Custom Labels](#).

### Main Expense Tax:

The tax applied to the expense amount on invoices. If you want to apply expense tax to the invoices for a project, you must enter the tax percentage here. The client's Main Expense Tax will be brought forward if it exists. It can be removed or edited at any time. The labels for these fields can be set in Custom Labels.

## Custom Fields

### Custom 5/6/7:

Custom fields hold up to 50 characters. These custom text-boxes allow you to record additional information about a project. The labels and UI for these fields can be set in the Custom Labels screen.

## Grouping

### Groups:

This option enables you to quickly assign a project to an existing project group or view whether the selected project is a member of any existing group. It is available/unavailable based on the security settings of the Group button. You can assign a project to a project group from here besides using the main Group button.

### Default Group:

This is the primary group to which a project belongs. It is used when a project is a member of multiple groups. In such cases, BillQuick displays the project under the default group in the reports. By default, all projects are included in the All default group. BillQuick displays only active groups under this drop-down.

### Message on Invoice:

You can enter the desired text for a standard message to print on all invoices for this project. The message prints just above the footer of the invoice.

You can also define standard invoice messages for all clients and projects on the [Company](#) screen, or for all projects of a client on the [Client](#) screen. If you define more than one message, BillQuick checks the project profile, then the client profile, and finally the company profile. The message first found in the sequence prints on the invoice. If none of the profiles has an invoice message, none will print.

## **PROJECT—SUMMARY TAB**

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**Navigation** *Project menu, Project Information*

The Summary tab on the Project screen provides a quick summary of cost, billable, unbilled and billed value of a project and associated retainer. For phased projects, you can roll up account information into a parent project using the Show Cumulative Data option, which is checked for parent projects by default. You can also print a Project Account report from here, if desired.

It is a convenient reference to the project account information. Time, expense, invoice and payment information from your BillQuick database is queried and displayed here. Just select a project and click the Refresh button for a detailed view of its account status. In case of a main project, it shows the accumulated account details of all its phases. All fields on this tab are non-editable. However, all the values are hyperlinked so that you can drill down into the details in the respective screens.

The following are descriptions of fields on this screen:

	Cost	Billable	Billed	Un-Billed
Services	1 \$16,887.22	2 \$51,249.50	3 \$66,268.50	4 \$33,593.00
Extra Services	5 \$0.00	6 \$0.00	7 \$0.00	8 \$0.00
<b>Total Services</b>	<b>1</b> \$16,887.22	<b>2</b> \$51,249.50	<b>3</b> \$66,268.50	<b>4</b> \$33,593.00
Expenses	9 \$3,200.00	10 \$3,200.00	11 \$0.00	12 \$3,200.00
Extra Expenses	13 \$5,000.00	14 \$5,000.00	15 \$0.00	16 \$5,000.00
<b>Total Expenses</b>	<b>5</b> \$8,200.00	<b>6</b> \$8,200.00	<b>7</b> \$0.00	<b>8</b> \$8,200.00
<b>Grand Total</b>	<b>9</b> \$25,087.22	<b>10</b> \$59,449.50	<b>11</b> \$66,268.50	<b>12</b> \$41,793.00

Total Hours: 442.25	Total B-Hours 442.25	Earned Value \$59,449.50	Earned Value (%): 59.45%
Project Retainer Paid \$0.00	Project Retainer Used \$0.00	Project Retainer Available \$0.00	Client Retainer Available \$18,000.00
Total Amount Spent \$54,674.50	Net Billed (Pre Tax) \$66,268.50	Total Amount Billed \$66,268.50	Total Amount Paid \$41,000.00

Show Cumulative Data **Total Amount Owed: \$25,268.50**

### Date Filters:

You can filter the project's account information by a time period. You need to select the desired type of date filter from the drop-down list. The date filter defaults to *This Year* but it can remember your last selected date range. The options include *All Dates*, *Today*, *This Month*, *Fiscal year*, *Year to Date*, *Last Week*, etc. The **From-To** date fields are pre-filled accordingly. You can also select dates from the drop-down calendar. The date filters make it easy to compare the last year's project performance with this year's performance.

### Refresh:

This will re-calculate and then display values on the screen.

### Print:

Displays a preview of the Project Account Summary report for the current project. The preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

Please check the details in the help file.

## PROJECT—HISTORY TAB

**Navigation** *Project menu, Project Information*

The following are descriptions of fields on the Project-History screen:

**View:**

The History tab gives an account of invoices and related payments, purchase orders, vendor bills and unpaid retainer invoices for a particular project. You can see all your outstanding retainer invoices directly on this screen and hence track your retainers. There is no need to run the retainer aging reports.

You can select any option from the drop-down—Invoices, Purchase Orders, Vendor Bills or Retainers—to view the respective information in the grid. Depending upon the selection made, you can view the associated details. *All the details are read-only.*

**Opening Balance:**

This option allows you to specify an opening balance for an existing or older project in a faster and easier way. It provides an alternative to creating a historical manual invoice for an old project migrated from another system into BillQuick. Older balances can be brought forward and you can enter historical data in the Opening Balances screen.



The shortcut menu on the grid provides access to the **Filter By Selection** option. It enables you to select the contents of any cell and [filter](#) the list by it. You can also double-click on the grid rows to drill down into the details of the items being viewed.

Upon selecting the **Invoices** option, the following fields are displayed in the grid:

**Type:**

The type of transaction - retainer received, retainer applied, invoice, payment or credit memo.

**Date:**

The date of the transaction, say, invoice date.

**Invoice:**

The invoice number associated with a record. This is the invoice number to which a payment, credit memo or retainer amount was applied.

**Amount:**

The amount involved in a transaction. It can be the invoice amount, payment amount and so on. At the bottom of the Amount column is the net balance for the project, indicating the amount owed by the client for billed project work, the overpayment or monies on account, or that the project is paid in full.

When previewing invoices, you can view and access the list of files attached with them by clicking  on the toolbar to display the [Attachments](#) screen.

Upon selecting the **Purchase Orders** option, the following fields are displayed in the grid:

**PO Number:**

The purchase order number. This number identifies a PO and is generated automatically based on the format specified in Global Settings.

**Vendor ID:**

The ID of the vendor or supplier from whom the purchase is made.

**Status:**

Displays the status of the PO. It can be Open, Closed or Partially Received.

**Date:**

Date of the transaction. Typically, it is the date when the PO was created.

**Amount:**

The amount associated with the purchase order transaction. It shows a column summary at the bottom.

Upon selecting the **Vendor Bills** option, the following fields are displayed in the grid:

**Bill Number:**

The vendor bill number. This number identifies a vendor bill and is generated automatically based on the format specified in Global Settings.

**Vendor ID:**

The ID of the vendor for whom the vendor bill is created.

**Date:**

The date of the transaction. Typically, this is the date when the vendor bill was created.

**Due Date:**

The date on which the vendor bill is due.

**Status:**

Displays the status of the vendor bill. It can be Not Billed, Partially Billed, Billed, or Billed and Paid.

**Amount:**

The amount associated with the vendor bill transaction. It shows a column summary at the bottom.

Upon selecting the **Retainers** option, the following fields are displayed in the grid:

**Type:**

The type of transaction —retainer billed to the client (Retainer) or retainer received (Payment).

**Date:**

Date when the retainer invoice was created/billed or retainer payment was received from the client.

**Invoice:**

Retainer invoice number.

**Amount:**

Displays both the retainer amount that has been billed to the client as well as retainer amount paid by the client (in parenthesis). You can see the outstanding balance at the bottom.

## PROJECT—ASSIGN TAB

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**Navigation** *Project menu, Project Information*

The Assign tab of the Project screen is hidden by default. You can make it visible from the [User Preferences-Options](#) screen.

 This feature is available in the BillQuick Pro & Enterprise editions only.

The following are descriptions of fields on the Project-Assign screen:

You can select any option —**Employee, Activity** or **Expense**—to view the respective lists in the grid. Depending upon the selection, you can view and assign employees, activity codes and expense codes to the selected project.

 BillQuick restricts you to assign employees to a project if it conflicts with the Employee Control settings, unless the 'Apply Project Control on Top of Employee Control' security is on.

### **Show Active Only:**

Check this option to view only active records in the grid.

### **Grid**

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

### **Available Items:**

Displays a list of available employees, activity codes or expense codes. Your above selection governs what is displayed in these lists.

When you select the Employee option, the following fields are available:

#### **ID:**

The ID of the employee who is available for assignment.

#### **Name:**

The name of the employee who is available for assignment.

#### **Vendor:**

Checked, it indicates a vendor record instead of employee.

In case you select Activity or Expense option, the following fields are available:

#### **ID:**

The ID of the activity/expense that is available for assignment.

#### **Description:**

The description of the activity/expense that is available for assignment.

**Billable:**

Checked, it indicates the billable status of the activity/expense item.

**Assigned Items:**

Displays a list of items assigned to a project. You can use the arrow keys to move the items between the Available Items and Assigned Items list. The activity and expense items can be made billable or non-billable here and that status will carry forward to the [Billing Review](#) screen.

## CREATE PROJECT PHASE

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**Navigation** *Project menu, Project Information, General Tab, Create Phase*

The Create Project Phase screen is accessible from the General tab of the Project screen. When creating a project phase, BillQuick copies settings like Send as Joint Invoice, Email Invoices, Contact (client contact), and Invoice Template from parent to child.

The following are descriptions of fields on the Create Project Phase screen:

### Phase Details

**Project ID:**

Like the parent project, the ID of the project phase consists of a Code + Phase. **Code** is pre-filled with the main/parent project's code but can be changed here. The **Phase** can be entered here to identify the child project being created. It should be used when there are multiple phases to a project.

**Phase Description:**

Description or name of the phase. You should enter a short and meaningful description here.

**Project Name:**

The full name or description of the child project, up to 50 characters. This name will appear on invoices and reports.

**Percent of Total Project:**

The percentage of the parent project's contract amount that should be apportioned to the phase (child project).

**Contract Amount:**

This is calculated directly based on the phase's percentage of total project value. BillQuick pre-fills the Service Amount field with the whole Contract Amount but you can split it into the **Service Amount** for labor and **Expense Amount**. You can specify the contract amount for the services and expenses separately as you create project phases. This is useful in situations where expenses are part of the overall contract, and you plan to track service and expense profitability separately.

**Contract Type:**

You should select the contract type for this phase from the drop-down list. The contract type of the parent project is pre-selected but can be changed, if desired.

**Recurring Bill Amount:**

If the contract type selected is Recurring, Recurring with Cap or Recurring + Expense, this field is displayed. You can enter the recurring bill amount for the project phase here.

**Create Project Phase Button Panel****Help:**

Opens the BillQuick Help in the Create Project Phase section.

**OK:**

Saves the information and closes the screen.

**Cancel:**

Cancels any action and closes the screen.

**How Do I****HOW DO I CREATE PROJECTS?**

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BillQuick provides several ways to create a new project profile, including several shortcuts that can reduce setup time.



Project Wizard (select *Wizards* from *View menu* or *Sidebar*) quickly and easily walks you through the process of creating new project profiles, using only basic information. You can later make changes in the Project screen.

You can set up your project profile at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup

**HOW DO I STRUCTURE PROJECT IDS?**

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A 'Project ID' is a shorthand code used throughout BillQuick to identify a project quickly. When you set up a new project, you define the two parts of an ID – Project Code and Phase. *Only Project Code is required.*

A Project ID must often balance multiple information goals. It can include continuity from prior software used in your company and processing requirements. On the other hand, it can be a piece of information defined and required by a client to be on invoices.

Defining an intuitive ID structure for projects (and for clients, activities, expenses, etc.) can save hundreds of hours a year across your firm. An 'intuitive' ID is one that anyone in your company can understand and relate to just by looking at it. What is intuitive for your firm might not be what is intuitive for another firm.

For internal purposes, a key goal is to minimize the effort needed to find and recognize the right project in lists. This is especially important when recording time and expenses. An *intuitive* ID reduces timekeeper's resistance to timely capture of hours and expenses. It can also improve accuracy and completeness. Thus, project managers and others gain on-

demand access to quality, real-time project information for effective and efficient decision-making.

An intuitive ID structure depends entirely on how your employees and managers think of the work they do. Say you are an accounting firm with a client, ABC Corporation. You do their 2017 corporate (Form 1120) tax returns. Which of the following Project IDs would your staff recognize more easily in a list?

ABCCorp-Tax1120:10

1120-34125:2017

The first ID structure is descriptive in nature. It is intuitive for the staff as they think first of the client, then the type of work, and then the year of the tax return. The second ID structure is encoded. It can be the way staff think – first the work being done (the tax return), then they recognize the client number, and finally the tax year.

Choosing the right ID structure reduces time and effort spent searching time and expense drop-down lists. You can scan a single column rather than bounce your eyes back and forward between columns to verify whether you have the right ID.

BillQuick supports whatever structure works for your company. The ID can be letters, numbers and special characters (such as, dash, underscore, space)-64 characters long. If you use a special character that BillQuick does not permit, you will receive a message.

## HOW DO I CREATE PHASED PROJECTS?

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A parent project can be broken down into child projects called phases. Phases can be further broken down into segments and segments into sub-segments. Each of these has a complete project profile including an optional budget, fee schedule and other elements.

There are four ways to create a phase:

### Using the Create Phase Button

To clone a phase from a project record:

1. Open the Project screen from the Company navigator, Project menu, Sidebar or toolbar.
2. Select the desired project from the grid list. This is the parent project for the new phase.
3. On the General tab, click Create Phase. The 'Create Project Phase' dialog box opens.
4. Enter the Phase Details: Phase, Description, Name, Contract Amount and Contract Type. Optionally, you can allocate a percentage of contract amount from the parent project. Click OK.
5. To create a segment of the phase, select the project phase from the grid list and repeat the above steps.



When creating a segment for a project phase, BillQuick uses the Project ID of the phase as the Code. It adds the Phase to it to create a Project ID for the

new segment. For example, if an existing phase is 10-Hillard:4-CA and you are creating a segment for it, BillQuick will pre-fill its Code as 10-Hillard-4-CA and attach a Phase name (specified by you) to it separated by a colon.

6. When you have finished, click Close.

### Linking Child Project to Parent Project

You can link a new child project to a parent project. To create and then link a project (phase, segment or sub-segment) to its parent record:

1. Open the Project screen from the Company navigator, Project menu, Sidebar or toolbar.
2. Create a new project (*as explained above*).
3. Click the Detail tab. In the Phase Information section, check the 'Set this Project as a Phase of' option and then select a parent project from the drop-down.
4. Enter the % of Total Project contract amount (parent project) to distribute to the phases (child projects below in the hierarchy). For example, if the contract amount of a main or parent project is \$100,000 and the phase is 55% of the total project, then BillQuick assigns \$55,000 to it.
5. Optionally, enter an appropriate phase description and click Save.
6. To create its segment, select this project phase as a parent project (at step 3) and repeat the above steps.
7. When you have finished, click Save and then Close.

### Dragging-and-Dropping to Change Project Relationships

You can create a new parent-child project relationship or rearrange an existing project hierarchy by dragging and dropping projects in the grid. To do so:

1. Open the Project screen from the Company navigator, Project menu, Sidebar or toolbar.
2. In the project grid, double-click on the project you want to move (child/phase), hold down your left mouse button and drag it up or down in the grid list.
3. Move it over the desired parent project. The highlighted project row changes colors as you drag across it. You cannot place a project for one client under a project for another client (a **reddish-orange highlight** visually indicates this). When the **highlighted row is green**, you can release the mouse button and drop the child project. The project record instantly moves below the parent project.

ID	Name	Manager	Client
10-Harbor:	Long Beach Harb	JA	County
+ 10-Hillard Res	Hilliard Residenc	CJ	HILLARD
10-HUD Add	Housing and Urb	WB	HUD
10-HUD Aspe	Housing and Urb	JA	HUD
10-HUD Mont	Housing and Urb	WB	HUD
10-HUD NY:	Housing and Urb	JA	HUD
10-HUD Que	Housing and Urb	JA	HUD
10-HUD Rich	Housing and Urb	JA	HUD
10-Long Beac	Long Beach Harb	WB	County
+ 10-Main:	Housing & Urba	JA	HUD
10-Municipal	Municipal Offices	JA	County

- To create its segment, drag and drop a project under a phase, and repeat as above.
- When you have finished, click Save and then Close.

### Cloning Project Hierarchy

To clone an entire project hierarchy from a parent/main project to the sub-segment at the lowest level:

- Open the Project screen from the Company navigator, Project menu, Sidebar or toolbar.
- Click Tools and select Clone to open the Project Cloning screen.
- In the Clone From field, select the parent project whose entire hierarchy you want to clone.
- In the New Project section, enter the new project Code and Description. Then click OK.
- BillQuick asks if you want to clone all phases (including segments and sub-segments) of the parent project. Click Yes.

 When cloning a project and its phases, BillQuick retains the phase ID of the cloned phase.

- When you have finished, click Save and then Close.

### HOW DO I ASSIGN PROJECT CONTACTS?

You can assign a client contact to an individual project. Optionally, you can address invoices to the contact assigned at the project level. You can do this when a client and internal project manager signs off on invoices before forwarding them to the accounting department.

To do so, follow the steps below:

1. Open the Project screen from the Project menu, toolbar, Sidebar or navigator.
2. Select the desired project on the grid.
3. On the Billing tab, select a Contact from the drop-down list (*at the bottom*).
4. When the 'Send Invoice to Contact' option is checked, BillQuick sends the invoices for this project to the project contact instead of the client contact.
5. When you have finished, click Save and then Close.

## HOW DO I DELETE PROJECTS?

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 To safeguard your assets, make a backup of your company database before deleting a project.

You can delete a project but its status must be 'Active' to appear in the drop-down lists. To delete a project:

1. Open the Project screen from the Project menu, toolbar, Sidebar or navigator.
2. Scroll the grid list and find the project you want to delete. In addition, note the client associated with this project.
3. Click Delete and then click Yes to verify your decision.
4. When you have finished, click Save and then Close.

If some data is associated with the project, you must first delete that (time entries, expense entries, invoices and payments). The best plan of action is:

1. For the project that you want to delete, determine what you have recorded against it by reviewing the Project-Summary screen. (*Note the values pointing to time, expense, invoice and payments.*)

 'Services x Billable' shows there are time entries on file. 'Expenses x Billable' shows there are expense entries. 'Total Amount Billed' shows there is invoice activity and 'Total Amount Paid' shows there are payment records.

2. Open the Payment screen from the Billing menu, toolbar, Sidebar or navigator.
3. Select View By: Project and then select a project.
4. Next, move to the Previous Payment field and select the previous payment. The corresponding invoice and payment details display in the grid.
5. Click Delete. BillQuick confirms that the deletion was successful. When you have finished, click Close.
6. Next, open the Invoice Review screen from the Billing menu, Sidebar, toolbar or navigator.
7. In the Filters section, select the relevant Project IDs from the drop-down.

8. Click Refresh to display the invoices. Then click Select and choose the Select All option.
9. Next, click Reverse and confirm this action. (*If you missed deleting any associated payments, BillQuick displays a message.*)
10. When you have finished, click Close and move on.
11. Open Sheet View from the Time-Expense menu, toolbar, Sidebar or navigator.
12. Select View By: Project, then select the project.
13. Next, move to the Period field and select 'All'. Click Refresh to display all time entries for the project.
14. Click Select and choose Select All option, and then press Delete on your keyboard to delete all the associated time entries.

 BillQuick does not delete time entries associated with vendor bills. You will have to edit the vendor bills to do that.

15. When you have finished, click Close.
16. Next, open the Expense Log screen from the Time-Expense menu, toolbar, Sidebar or navigator.
17. Repeat these steps to delete expense entries for the project. If there are no expenses for the project, continue to the next step.
18. Open the Project screen from the Project menu, toolbar, Sidebar or navigator.
19. Select the project you want to delete. Click Delete, and then click Yes to verify your decision.

 Be sure about the project record that you want to delete. *If you delete any data by mistake, you **cannot** recover it.*

20. When you have finished, click Save and then Close.

## How Do I

### HOW DO I STRUCTURE IDS?

---

BillQuick uses shorthand abbreviations, called IDs, to identify master records and items. Client, project, activity and expense code IDs are used while making time and expense entries, creating budgets, estimates and fee schedules; and more. These IDs have a specific character length and can include alphanumeric characters and punctuation marks as well; say, a client ID can be ABC 2017. Descriptive IDs can communicate useful information, especially if you plan their structure well. You can sort the grids and lists IDs, making it easier and faster to work in BillQuick.

Whatever you adopt as a policy for ID structures, communicate it to your managers and staff who will set up employees, projects, budgets and so on. If you need to change an ID for any reason, use the [Change ID](#) tool.

Client ID can communicate who a client is without requiring a reference to the company name. Say, ABC Corp communicates the company name, ABC Corporation or HUD shortens the company name Housing and Urban Development.

For Project ID, the best practice is to combine the Client ID and a descriptive abbreviation for the type of work involved in the project. For example, a corporate tax return project for a client can be ABC-1120Tax. Your ID structure can also communicate the start date of a project and its phase. For example, ABC-Const-2017:II indicates it is the second phase of the parent construction project, started in 2017.

For companies offering a single category of services, BillQuick provides the option to auto-create project codes (*Global Settings-Master Information screen*). A Project ID structure includes a static portion and a variable with numerical increment. For example, CAD-2017-{000} combines the static CAD service for the year 2017 with the incremental numbers inside curly brackets. The first project created would be CAD-2017-001, then CAD-2017-002, and so on. Automatic generation of IDs can save time during initial setup. However, if you decide to include the fiscal year in the IDs, be sure to change it at the start of a new year.

Activity and expense items support both a Code and Sub-code. While BillQuick requires only a single-level code, you can prefer a two-level code structure to separate activities and expenses by department, function, type, etc. For example, TAX could be the main activity Code for the Tax Department, while PREP and REV would be the sub-codes that define the individual tasks of preparing and reviewing tax returns. Similarly, an architectural firm can use DRFT (drafters) and ARCH (architects) as main codes, and then add sub-codes based on tasks such as preliminary drawing or CAD to differentiate the two groups.

BillQuick supports default activity and expense prefixes (say TAX, ARCH, DRFT), defined in the User Preferences-Format screen. Setting prefixes enables the smart find feature to locate the activities and expenses easily while recording time and expenses.

You can link budgets and fee schedules to a single project or multiple projects. To ensure all users understand which items to use with single projects, make sure the IDs they see communicate well. For example, if a budget is for a single project, make the Budget ID similar to the Project ID. Budget ABC-I is clearly a budget for the first phase of project ABC while ABC-II is for the second phase. If a budget is for multiple projects, use general and descriptive IDs that refer to the type of work or service. For example, a general budget for all network installation projects can use the identifier NET-INST.

## SETTINGS & PREFERENCES

### GLOBAL SETTINGS OVERVIEW

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**Navigation** *Settings menu, Global Settings*

The options and rules in the Global Settings screen are company-wide settings that affect the behavior of every computer running BillQuick. Global Settings are stored in your company database. You can choose various settings at the global level for a range of items, automatically carrying values to clients, projects and other master profiles.

To optimize BillQuick to your company based on its size, business goals, operations, management styles, preferences and company policies, you can choose various global settings or business rules. Some of the global settings are related to time and expense entry, invoice templates, reminders, folder locations, email settings, etc. These settings control how BillQuick works for your company. As Global Settings apply to all the users of BillQuick, settings specified in the User Preferences or Project screen take precedence over them but apply only to an individual user.



If multiple users are logged into BillQuick on a shared database, if you change the global settings for items like invoice number format, the logged users are informed and prompted to exit BillQuick to allow the new changes to take effect.

The Global Settings screen has 12 panels—[Master Information](#), [Time & Expense](#), [Billing](#), [Templates](#), [Accounting](#), [Integration](#), [Taxes](#), [Folders](#), [User Interface](#), [Email Settings](#), [Merchant](#) and [Security](#).

### Global Settings

### GLOBAL SETTINGS OVERVIEW

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## Reference Info

### GLOBAL SETTINGS—MASTER INFORMATION PANEL

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**Navigation** *Settings menu, Global Settings*

The following are descriptions of fields on the Global Settings-Master Information screen:

#### Project Information

##### **Auto Increment Project ID:**

You can choose to let BillQuick name all your projects automatically when you create them. You can specify a default format for it with the value to be incremented within curly brackets {}.

##### **Last Project Code:**

Check this option to increment the numeric portion of the ID automatically for newly created projects. You can increment only the numeric portion of a code, identified by curly brackets. For example, the next project ID after 2017-{000} would be 2017-001 and so on.

##### **Project Contract Amount Includes Taxes:**

Check this option if your company *includes* taxes in contract amount for projects. When calculating Net Bill amount based on % Complete, calculations take into account this option. When unchecked, BillQuick adds the tax separately to the pre-tax bill amount.

##### **Auto Track Important Project Changes:**

When checked, BillQuick automatically tracks any major changes done to the projects in a journal note. Changing some key attributes of a project like the *Client*, *Project Manager*, *Contract Type*, *Contract Amount*, *Due Date* or *Project Status* in the Project screen creates a project note automatically, providing the date and time of change, original and new amounts, Employee ID of the logged-in user and a note. This ensures that a perfect history of projects is maintained without you having to enter any data. By default, this option is selected but you can turn it off.

##### **Expense Part of Contract Amount:**

If the 'Evaluate Time & Expense Billable Status Based on Billable Value' global rule is unchecked, BillQuick includes only non-billable expenses in the contract amount, not the billable ones. To include billable expenses as part of the contract amount for all projects, check this option. Unchecked, billable expenses are considered in addition to the contract amount. You can also set this rule at the project level.

The Total Amount Spent is calculated against the total contract amount including the expenses.

Total Amount Spent = [(Hours x Bill Rate) + Billable Expense Amount + Non-Billable Expense Amount].

**Use Rates from Activity List:**

Typically, BillQuick follows the rate hierarchy and uses the fee schedule rates for billing. If you want to use the bill and cost rates of the Activity Codes screen instead, this option should be checked. This global rule is inherited by all existing projects when you click .

**Allow Zero (0) Rates in Service Fee Schedules:**

You might want to use a service fee schedule to have both the bill and cost rates default to zero dollars but keep the entry billable. When this option is selected, it allows zero rates to be used from the Fee Schedules

## Employee Information

**Standard Employee Hours:**

You can specify the standard hours for each new employee in BillQuick. The standard hours **Per Week** refer to the default number of hours all employees in the company need to work each week, say 40. Similarly, the standard hours **Per Day** refer to the default number of hours all employees in the company need to work each day, say 8. These values are used when the standard hours are not defined in the [Employee](#) screen.

**Time Off**

You can customize activity codes in the Global Settings screens. These settings control the default IDs of some standard activities that are used to track time off in BillQuick. These activity codes are combined with hours granted to each employee to produce standard time off reports.

**Vacation Time/Sick Time/Holiday Time/Comp Time:**

BillQuick automatically adds default activity codes for vacation, sick, holiday and comp time to your company database. Here you can customize these codes to your preference. You can assign a different code to each activity or same code for multiple activities. For example, you can specify the same GEN:VAC code ID for vacation and holiday time.

**Exclude. . .When Calculating Overtime:**

Some companies calculate overtime only from actual hours worked. In that case, you can check this option to exclude vacation, sick, holiday and comp-time hours in the automatic calculations of overtime hours of employees.

## GLOBAL SETTINGS—TIME & EXPENSE PANEL

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**Navigation** *Settings menu, Global Settings*

You can specify processing rules and settings related to time and expense in the Global Settings screen. These settings control the entry of time and expenses, their approval, processing and billing in BillQuick. The following are descriptions of fields on the Global Settings-Time & Expense screen:

### Time and Expense Settings

**Skip Time and Expense Evaluation:**

BillQuick automatically evaluates every time and expense entry entered for fixed-type contract. Based on the comparison between the Contract Amount and Total Amount Spent [(B-Hours x Bill Rate) + Non-billable Expense Amount] on a project, BillQuick will determine if the entry is billable or non-billable. When the amount spent exceeds the contract

amount, you are prompted and the entry's bill status is automatically adjusted (billable status changed to **non-billable**) since the project is over budget. You can continue to log non-billable entries or manually change its status to billable.

Checking this option will turn off this feature for new projects. There will be no evaluation of time and expenses against the contract amount. This can be changed in the Project screen according to your need. To apply this option to existing projects, click .

### **Compare Amount Spent Against Total Budget:**

You can check this option to compare the amount spent  $[(B\text{-Hours} \times \text{Bill Rate}) + \text{Non-billable Expense Amount}]$  on a project against its total budget instead of the usual contract amount. By default, the rule is unchecked.

### **Evaluate Time and Expense Billable Status Based on Billable Value:**

You should check this option to include only billable hours and expenses for time and expense evaluation against the contract amount. In this case, the Total Amount Spent on a fixed-type project is calculated  $[(B\text{-Hours} \times \text{Bill Rate}) + \text{Billable Expense Amount}]$  and then compared to the Contract Amount.

When the amount spent exceeds the contract amount, BillQuick prompts you accordingly and the entry's bill status is automatically adjusted (billable status changed to **non-billable**) since the project is over budget. The entry is split into two—one 'billable' portion that is still within the contract and the other 'non-billable' portion that is over the contract amount.

 This does not include time or expense entries marked as extra.

For example, consider a fixed type project with a contract amount \$1000. In the Sheet View screen, we have 8 billable hours and 2 non-billable hours, and the bill rate is \$100. The \$800 amount (B-Hours x Bill Rate) will be taken for computing the amount spent. In the Expense Log screen, we have billable expense amount equal to \$100 (Units x Cost). This \$100 amount will be carried forward for computing the amount spent. *Non-billable expenses will not be counted for the evaluation as this rule is checked.* The total amount spent will be \$900 and hence within the contract amount.

 By default, this rule is checked when a new database is created.

### **Remind Timekeepers to Submit New Time and Expense Entries:**

Checked, BillQuick will prompt your timekeepers (employees and vendors) for submission of new time and expense entries recorded by them. A message will display each time they log in to remind them about submitting the entries. The un-submitted time and expenses display on the Reminders screen till they are submitted for approval.

### **Add Time and Expense Memos to Notes:**

You can check this option to include time and expense entry memos on the project notes.

### **Do Not Allow Time and Expense Prior to the Project Start Date:**

Checked, BillQuick will not allow you to record time and expense entries before the project's start date. You will be prompted in case you record time and expense entries before the project's start date.

 If you merge two projects with different start dates and this rule is checked, then the start date of the project having the older date is considered.

## Time Entry

### **Smallest Time Increment. . .**

BillQuick automatically adjusts B-Hours (billing hours) and A-Hours (actual hours) to the next time increment. The default minimum time increment is 15 minutes (:15 = .25).

You can check the **Apply to B-Hours Only** option to apply the smallest time increment to only billable hours. If unchecked, BillQuick rounds off both actual hours (A-Hours) and billing hours (B-Hours) to the next time increment. When you use time entries to process payroll, it is a common practice to round only billing hours and not actual hours worked.

### **Smallest Time Increment for Start and Stop Time:**

The smallest time increment can be applied to the Start and Stop time fields as well. For instance, value of 15 means increments or intervals of 15 minutes, that is, 12:00, 12:15, 12:30 display in the drop-downs for these fields.

### **Time Entry Should Not be Saved/Deleted if Older/Newer Than. . .**

Time entries will not be saved in BillQuick if the time entry date falls beyond (before or after) the number of days specified here. This defines the number of days into the past and the future allowed for saving or deleting a time entry. BillQuick rejects a date more than or less than those number of days. This setting works in combination with the 'Allow Adjust Date beyond Global Setting restriction' security permission. For instance, if today's date is May 18, 2017 and you enter 365 in both text boxes, BillQuick will not allow you to make time entries older than the year May 18, 2017 and beyond the year May 18, 2017, assuming that you have unchecked 'Allow Adjust beyond Global Setting restriction' permission in Security.

You can grant selected users permission to enter and edit dates outside this period by adjusting their security settings. This setting can ensure that employees record or edit their time within the days specified by you, say, 7 days before or after the current day.

 The past/future period should be consistent with your company policy for recording, submitting, reviewing, editing and approving time entries. A timekeeper cannot edit a rejected entry outside the past/future period without temporarily disabling this option. We recommend that you allow for normal delays that can occur to avoid extraordinary procedures.

### **Time Entry Memo Required:**

You can check this option if you want all timekeepers to enter memos for their time entries.

This is usually required for government contracts. You should click  to apply this rule to all the existing projects.

### **Approve Time Entries Automatically**

Checking this option selects the Auto Approve Time Entries rule in the [Project](#) screen, thus ensuring all time entries will get automatically approved for all *new* projects. You must click

 to apply this rule to existing time entries that have not been approved yet for *existing*

projects. BillQuick then selects the Auto Approve Time Entries rule in Project screen for all *existing* and *new* projects.

Only approved time entries can be processed on an invoice. The A (Approved) and S (Approval Status) columns are unavailable in the time entry screens when this option is on. When you check this option, BillQuick prompts you to set the security permission allowing editing of approved time entry for all employees and vendors.

 If only  is clicked (check box is not selected), only existing time entries are approved automatically and the Auto Approve Time Entries rule in the Project screen is cleared for all existing and new projects.

### **Auto Approve Time Entry for Employees:**

When checked, it selects the [Auto Approve Time](#) option in the Employee screen for new employees. This means that time entries logged by all employees will be automatically approved. If you click , then BillQuick selects this option for all existing employees as well.

### **Allow Negative Time Entry:**

Checked, BillQuick accepts negative time entries as well. Negative time entries can be entered to correct an error in a previous time record of any date. Some firms prefer this to ensure a complete audit trail of modifications made by the timekeepers. However, integrated programs such as QuickBooks, Sage 50 (formerly Peachtree) and MYOB do not accept negative entries and hence such entries will be skipped during the data synchronization.

### **Allow Zero-Hour Time Entry:**

You can check this option to accept zero hours in a time entry screen. Otherwise, time entries with zero values are not accepted.

### **Adjust Stop Time When B-Hours is Changed:**

The time entry made through start and stop time reflects the actual time an employee worked on an activity. The time that should be billed can be different. Checked, this option automatically adjusts the Stop time, in case billable hours are changed. This rule is checked by default when a new database is created.

## **Expense Entry**

### **Expense Entry Should Not be Saved/Deleted if Older/Newer Than. . .**

Expense entries will not be saved in BillQuick if the expense entry date falls beyond (before or after) the number of days specified here. This defines the number of days into the past and the future allowed for saving or deleting an expense entry. BillQuick rejects a date more than or less than those number of days. This setting works in combination with the 'Allow Adjust Date beyond Global Setting restriction' security permission. For instance, if today's date is May 18, 2017 and you enter 365 in both text boxes, BillQuick will not allow you to make expense entries older than the year May 18, 2017 and beyond the year May 18, 2017, assuming that you have unchecked 'Allow Adjust beyond Global Setting restriction' permission in Security.

You can grant selected users permission to enter and edit dates outside this period by adjusting their security settings. This setting can ensure that employees record or edit

their expenses within the days specified by you, say, 7 days before or after the current day.

 The past/future period should be consistent with your company policy for recording, submitting, reviewing, editing and approving expense entries. A timekeeper cannot edit a rejected entry outside the past/future period without temporarily disabling this option. We recommend that you allow for normal delays that can occur to avoid extraordinary procedures.

### **Expense Log Memo Required:**

You can check this option if you want all timekeepers to enter memos for their expense entries. This is usually required for government contracts. You should click  to apply this rule to all the existing projects.

### **Approve Expenses Automatically**

Checking this option selects the Auto Approve Expense Entries rule in the [Project](#) screen, thus ensuring all expense entries will get automatically approved for all *new* projects. You must click  to apply this rule to existing expense entries that have not been approved yet for *existing* projects. BillQuick then selects the Auto Approve Expense Entries rule in Project screen for all *existing* and *new* projects.

Only approved expense entries can be processed on an invoice. The A (Approved) and S (Approval Status) columns are unavailable in the expense entry screens when this option is on. When you check this option, BillQuick prompts you to set the security permission allowing editing of approved expense entry for all employees and vendors.

 If only  is clicked (check box is not selected), only existing expense entries are approved automatically and the Auto Approve Expense Entries rule in the Project screen is cleared for all existing and new projects.

### **Auto Approve Expense Log for Employees:**

When checked, it selects the [Auto Approve Expense](#) option in the Employee screen for new employees. This means that expense entries logged by all employees will be automatically approved. If you click , then BillQuick selects this option for all existing employees as well.

## **GLOBAL SETTINGS—BILLING PANEL**

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**Navigation** *Settings menu, Global Settings*

The following are descriptions of fields on the Global Settings-Billing screen:

### **Billing**

#### **Minimum Bill Amount:**

This option enables you to specify a minimum bill amount for Billing Review to process an invoice. The invoice processing will be skipped if the billing amount is less than what is specified here and the relevant project has no billing schedule or recurring contract attached to it.

**Reverse Write-Up/Write-Down. . .**

When an invoice is reversed, you might want to reverse automatically any write-up/write-down changes made before processing the invoice. If you check this, while reversing an invoice, BillQuick also reverses any write-ups or write-downs executed during the billing process. This restores the values to pre-WUD values. You can un-check this option if you have to reverse an invoice to make minor edits and hence want to retain the WUD.



This only affects the write-up/down changes that have been made manually in the Billing Review screen. Write-up/down made in the time entry screen or through the Write-Up/Down screen in Billing Review is not reversed.

**Auto Apply Retainer to Bills:**

Mark this check box if you want to apply retainers automatically to invoices when you are processing invoices in the Billing Review screen. BillQuick applies the project retainer prior to applying the client retainer.

**Mark Projects Completed When Billed 100%:**

If checked, BillQuick automatically marks the projects as completed when they are billed 100% of the contract amount. The Contract Amount of a project can be specified in terms of Service Amount and Expense Amount in the Project screen. You can choose to let BillQuick automatically mark the project status as Completed when the billed Service Amount is 100% in Billing Review or Manual Invoice.

**Apply Discount to Pre-Tax Amount:**

By default, BillQuick applies a discount to the calculated bill amount *after* applying the taxes. You can check this option to apply a discount to the bill amount *before* taxes.

**Link Time Entry Attachments to Invoices:**

BillQuick allows you to link the time entry related PDF attachments automatically to the invoices. It considers only the time entries that are associated with the invoices. If this rule is checked, then BillQuick links the attachments after processing the invoices in the Billing Review or Manual Invoice screen. You can set or override this rule at the project level as well.

**Link Expense Log Attachments to Invoices:**

BillQuick allows you to link the expense receipts or related PDF attachments automatically to the invoices. It considers only the expense entries that are associated with the invoices. If this rule is checked, then BillQuick links the attachments after processing the invoices in the Billing Review or Manual Invoice screen. You can set or override this rule at the project level as well.

**Skip Extra Time Entry for Automatic Write-Up/Write-Down:**

If checked, BillQuick skips the time entries flagged as Xtra when performing an automatic write-up/down of time in the Billing Review, Manual Invoice or Invoice Wizard screen. For example, when you manually change the Net Bill amount or apply % Complete, BillQuick writes up or down the value of time entries automatically. If this option is checked, extra time entries are excluded in this WUD.

**Restrict Joint Invoices to Parent Projects:**

By default, for joint invoicing, BillQuick groups the projects based on a common client and parent project. However, using this option, BillQuick restricts the joint invoicing to the parent projects only. For example, if 'Send as Joint Invoice' option in the Project screen is

checked for three phases of a project and two phases of another project (both having a common client), this option does not allow joining all the five phases into a single joint invoice. It considers the parent project for each phase and joins them accordingly.

When unchecked, BillQuick automatically creates a single joint invoice for all projects (project phases and standalone projects) of a single client.

**URL for Currency Exchange Rate Lookup:**

If you use the Currency Manager feature, then you should also specify a URL or web address from where you can retrieve the latest currency exchange rates, such as, Yahoo Currency Converter. BillQuick can then use these rates as currency multipliers in the [Currency Manager](#) screen.

**Accounts Receivable****Aging Period:**

Age of an invoice indicates the time from the date when the invoice is sent to the client till it remains unpaid. Aging period denotes the time interval, which also represents the grace period increment of the outstanding/unpaid invoices with the clients. You can specify the aging period here, which sets the time interval and gets reflected on the aging reports accordingly. This results in customized aging intervals with user-defined length (days) for each sequential period, say, age the invoices in 30-day increments or 45-day increment. *Aging is based on the invoice date.*

**Payment Term:**

You can set the payment terms for all your clients from the drop-down list. You can also create a new term to be applied on the invoices sent to a client using the Add New option from the drop-down list. Payment terms are created in the [Terms](#) screen. They are set at the global level for all the clients but can be overridden at the client and project level.

**Default Class:**

You can assign a default class at the global level, which is then inherited by all the new projects. Choose a class or add a new one from the drop-down. You can then override it at the project-level.

**Print Statement for Posted Invoices:**

When you check this option and later print a posted invoice, BillQuick prints the invoice to your default printer and then displays the project statement. This way you can preview and print a statement, provided the balance is greater than zero.

**Interest % Per Month:**

The interest rate applies to delinquent or late payments. If you would like to charge 1.5% interest after 30 days, enter 1.5 here and 30 in the **Charge Interest After** field. If you want to adjust the interest charged or grace period extended to delinquent payments for a particular project, you can do so in the Project screen. The interest due for late payments is calculated and displayed on the printed statements and in the Invoice Review screen.

When updating the interest rates, you have two options:

**Apply to Blank/Zero Rates:**

You can apply the new interest rates to projects based on whether the existing rates have zero value or the rate field is blank. You must click Apply to apply these settings to existing data with blank or zero rates.

**Apply to Non-Blank Rates:**

You can apply the new interest rates to projects based on whether the existing rates have any value. You must click Apply to apply these settings to existing data with non-blank rates

**Invoices****Show Billing Through on Invoices:**

You can check this option if you want to view time entries on the Billing Review screen and invoices *as of* a specific 'mm/dd/yy' date instead of a 'From and To' range.

**Show Account Summary at the Bottom of Invoices:**

This option enables you to display account summaries at the bottom of your invoices. It is checked by default. You should click  to apply this rule to existing invoices.

**Show Retainer Summary on Invoices:**

You should check this option if you want to display retainer summary on your invoices.

**Show GST Separately on Invoices:**

If you want to show the Goods and Services Tax (GST) separately on all invoices, you should check this option. You can click  to apply this rule to existing invoices.

**Email Payment Receipts to the Client:**

You have the ability to email your customers a payment receipt automatically in response to a received payment. This feature sends a "Thank you for your payment." note to the client or client contact, and attaches the electronic receipt of that payment. The attachment details show the relevant invoice transaction, previous payments, recent payment and balance remaining on that invoice. This gives your clients a better experience of working with you.



This feature is available in the BillQuick Enterprise edition only.

**Email Retainer Payment Receipts to the Client:**

You have the ability to email your customers a payment receipt automatically in response to receiving a retainer. This feature sends a "Thank you for your payment." note to the client or client contact, and attaches the electronic receipt of that retainer payment. This gives your clients a better experience of working with you.

**Show Time and Expense Memos on Detailed Invoices:**

This option enables you to display the time and expense line item memos on detailed invoices. You can un-check it if you do not want to show the memos on invoices in the detailed format, even if the time and expense records have memos associated with them.

**Show Time and Expense Memos on Invoices:**

This option enables you to display time and expense entry memos on supported invoice templates. It checks/un-checks the 'Memo on Invoices' option automatically for each time and expense entry, as it is being logged. You can un-check it if you do not want to show the new time or expense entry memos on invoices. This setting is not retroactive and hence affects new time and expense entries only.

**Show Project Memo on Invoices at the Bottom:**

This controls the placement of project-related memos on the invoices. If this rule is checked, the project memo is carried to the Second Memo of Billing Review and displayed at the bottom of invoices. If this rule is unchecked, the project memo is carried to First Memo of Billing Review and is displayed at the top of invoices. By default, the rule will be unchecked while creating a new database.

This option, however, is applicable only when you have turned on the project rule 'Use Memo on Invoices' in the Project-Detail screen.

**Hide Non-Billable Time Entries on Invoices:**

By default, BillQuick includes time entries with \$0 amounts on detailed invoices as 'No Charge' items. You can check this option to prevent such (non-billable) entries from printing on invoices.

**Hide Non-Billable Expense Entries on Invoices:**

By default, BillQuick includes expense entries with \$0 amounts on detailed invoices as 'No Charge' items. You can check this option to prevent such (non-billable) entries from printing on invoices.

**Show Country in Client Address:**

When this option is selected, BillQuick displays the country name in the client address on the invoices. This is especially relevant and important for those who do business in USA and Canada.

**Last Invoice #:**

This counter shows the number of the last printed invoice (up to 10 characters long). BillQuick automatically increments the number for each standard and manual invoice generated.

BillQuick supports both numeric and alphanumeric invoice numbers. You should enter the numeric segment that you want to increment inside curly brackets {}. For example, the next invoice number after INV-{0000} would be INV-0001, then INV-0002, and so on.

*Reversing an invoice does not decrease the counter;* however, BillQuick does reuse the invoice number. If you edit the invoice number in Invoice Review, Manual Invoice or Billing Review, BillQuick will check for duplicate invoice numbers.



The total length of printed invoice number should not exceed 95 characters (that is, the sum of prefix, invoice number and suffix must be less than or equal to 95 characters).

**Retainer Invoice #:**

You can specify a **Prefix** for your retainer invoice sequence. This will precede the **Invoice Number** specified by you here. BillQuick automatically assigns invoice numbers counting up one unit from the value entered in this field. You can choose numbers, letters or a combination to track invoices. You must enter the value that you like to be incremented within curly braces {} in the Invoice Number field.

Besides a prefix and invoice number, you can specify a **Suffix** for the retainer invoice sequence. This will follow the invoice number. For example, if you fill Prefix with the string ABC, Invoice Number with {0020} and Suffix with LA, the resulting invoice number will be ABC-0021-LA. BillQuick will automatically fill the Invoice # field when you create a new

retainer invoice. If you want to change the invoice numbering, enter a number one unit less than what you want to assign to the next invoice.

### Reference Calculation Method

Some companies prefer electronic invoicing, especially in European countries. You can specify a calculation method for electronic invoices –137 Method or RF Creditor Reference. In addition, you can check '**Show on Invoices**' option if you want to display the reference numbers on invoices. See [Electronic Invoices](#) for details.

## GLOBAL SETTINGS—TEMPLATES PANEL

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*Navigation Settings menu, Global Settings*

You can define standard invoice and statement templates to use for each project contract type. Global templates can be changed to any of the 180 invoice templates available in BillQuick. You can overwrite these default templates at the project and invoice level.

The following are descriptions of fields on the Global Settings-Templates screen:

### Default Invoice Templates

You can change the default invoice template for each contract type.

### Fixed/Hourly/HNTE/Marketing/Overhead/Percent/Recurring/Recurring + Hourly/RNTE/Manual/Joint/Cost-Plus/Retainer:

Default invoice templates are set for various contract types, and manual, retainer and joint invoices. You can accept or change these templates by clicking  and opening the [Invoice Selection](#) screen. Here, you can preview the sample of each template.

Existing or pre-designed templates can be modified or new templates can be created in [Crystal Reports](#). We strongly recommend that you rename the modified template to ensure the integrity of the original design. The default templates assigned here are ignored when templates are assigned to a project in the [Project](#) screen.

### Default Statement Templates

You can change the default statement template for each contract type.

### Fixed/Hourly/HNTE/Marketing/Overhead/Percent/Recurring/RNTE/Manual:

Default statement templates are set for various contract types and manual invoices. You can accept or change these templates by clicking  and browsing for a different template.

Existing or pre-designed templates can be modified or new templates can be created in [Crystal Reports](#). We strongly recommend that you rename the modified template to ensure the integrity of the original design. The default templates assigned here are ignored when templates are assigned to a project in the [Project](#) screen.



You can copy and paste the same template for other contract types.

## GLOBAL SETTINGS—ACCOUNTING PANEL

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*Navigation Settings menu, Global Settings*

The Accounting panel on the Global Settings screen allows you to set default accounts for BillQuick items and also specify other accounting options.

The following are descriptions of fields on the Global Settings-Accounting screen:

**Last Vendor Bill #:**

This counter shows the number of the last vendor bill (up to four characters long). You can enter the number that you want to be incremented in braces {}. BillQuick automatically assigns the numbers to vendor bills according to this value.

**Allow Duplicate:**

Vendor Bills screen allows re-using the previous bill number. Check this option to allow duplicate bill numbers.

**Last Purchase Order #:**

This counter shows the number of the last purchase order. BillQuick automatically increments the number for each PO generated. You can choose numbers, letters or a combination of both to track purchase orders. You can enter the number that you want to be incremented in braces {}. For example, if you enter '{1000}' here, the next PO number will be '1001'.

**Allow Duplicate:**

Purchase Orders screen allows re-using the previous PO number. Check this option to allow duplicate numbers.

**Payment Term:**

You can set the payment terms for all your vendors from the drop-down list. You can also create a new term for the vendor to be applied on the purchase orders and vendor bills using the Add New option from the drop-down. Payment terms are created in the [Terms](#) screen. They are set at the global level but can be overwritten at the vendor, purchase order or vendor bill level.

**Default Accounts**

You can create and set your own default accounts in BillQuick. Accounts can be set at the global level but overwritten at the item, project or invoice level, if needed. If you are using Accounts Payable module in BillQuick, you can specify the default accounts for writing checks, paying vendor bills and making deposits. Similarly, you can create and set your own default system and tax accounts. This helps you maintain your own chart of accounts numbering and hierarchy. You can change these accounts anytime and BillQuick will allow you to reallocate historic transactions automatically. If you rename or delete system accounts and create your own, upon converting (upgrading) your BillQuick database to a higher version, the system default accounts are not added to it.

**Other Accounts****Write Checks:**

The account you want to use for writing checks. The account specified here will be selected by default in the [Write Checks](#) screen. The drop-down has a blank row at the top, which, if selected, then resets it back to the default account.

**Pay Bills:**

The account you want to use for paying vendor bills. The account specified here will be selected by default in the [Pay Vendor Bills](#) screen. The drop-down has a blank row at the top, which, if selected, then resets it back to the default account.

**Make Deposits:**

The account you want to use for depositing funds. This is the account where funds will be deposited, such as your savings bank account. It is selected by default in the [Make Deposits](#) screen. The drop-down has a blank row at the top, which, if selected, then resets it back to the default account.

**Income Account for Invoices Without Service Items:**

You can specify a default income account to be assigned to all the invoices that do not have time entries associated with them. Thus, it allows BillQuick to post income earned on such invoices to this account instead of treating it as uncategorized income or posting it to the 'Default Item Income Account'. This option affects the reports, especially the profit and loss reports.

**Income Account for Invoices Without Expense Items:**

You can specify a default income account to be assigned to all the invoices that do not have expense entries associated with them. Thus, it allows BillQuick to post income earned on such invoices to this account instead of treating it as uncategorized income or posting it to the 'Default Item Income Account'. This option affects the reports, especially the profit and loss reports.

**System Accounts****Accounts Receivable:**

The default account you want to use for all your A/R transactions in BillQuick. All the receivables will be posted to this account, unless overwritten.

**Accounts Payable:**

The default account you want to use for all your A/P transactions in BillQuick, such as vendor bills. All the payables will be posted to this account, unless overwritten. BillQuick supports multiple A/P accounts. You can assign a default A/P account at the global level here; a non-default A/P account in the [Vendor](#) screen or simply override it at the [Vendor Bills](#) level.

**Un-Deposited Funds:**

The default account you want to set for payments received from clients that are not yet deposited. Typically, all un-deposited payments land in a default account called 'Un-Deposited Funds'. However, you can create and select your own account and have un-deposited payments be posted to that account.

**Income Account:**

The default income account you want to set for activity or expense codes in BillQuick. All the transactions involving income from these service and expense items will be posted to this account, unless overwritten.

**Expense Account:**

The default expense account you want to set for activity or expense codes in BillQuick. All the transactions involving expenses from these service and expense items will be posted to this account, unless overwritten.

**Retainer and Liability Account:**

The default account you want to set for retainers and other liabilities in BillQuick. All the transactions involving retainers, pre-payments and related liabilities will be posted to this account, unless overwritten.

**Apply:**

Click this button to save all the changes to the default account settings and apply them throughout BillQuick.

**Tax Accounts**

Tax accounts are balance sheet accounts and hence you can view the ledger for these accounts.

**Main Service Tax Payable:**

The default account you want to set for MST payable in BillQuick. All the transactions involving MST will be posted to this current liability account, unless overwritten.

**Main Expense Tax Payable:**

The default account you want to set for MET payable in BillQuick. All the transactions involving MET will be posted to this current liability account, unless overwritten.

**Service Tax Payable:**

The default account you want to set for the service tax payable in BillQuick. All the transactions involving item service tax (Tax 1/2/3) will be posted to this current liability account, unless overwritten.

**Expense Tax Payable:**

The default account you want to set for the service tax payable in BillQuick. All the transactions involving item service tax (Tax 1/2/3) will be posted to this current liability account, unless overwritten.

**Apply:**

Click this button to save all the changes to the default account settings and apply them throughout BillQuick.

**Do Not Allow Receiving Items. . .**

Check this option to prevent anyone from receiving items against unapproved purchase orders. This option ensures that you approve the purchase orders first and then receive items against them from vendors and suppliers.

**Report Basis**

You can specify the basis for your A/P reporting—whether accrual basis or cash basis. This will depend on the accounting method followed by your company.

**Cash** basis of accounting involves recording income when it is actually received and recording expense when it is actually paid (say, by cutting a check). It recognizes revenue and expenses when cash changes hands and thus tracks cash movement. For cash basis, BillQuick uses the payment date in the accounting reports.

**Accrual** basis of accounting involves recording income when it is earned and recording expense when it is incurred. It recognizes revenue and expenses in the period transactions occur and hence tracks outstanding receivables and payable, respectively.

For accrual basis, BillQuick uses the invoice date in the accounting reports. The impact of your accounting method on the reports can be explained by an example:

If you send an invoice of \$500 (\$300 services and \$200 expenses) to a client, this amount will be posted to your A/R account based on your accounting method. Your profit-loss reports will show \$0 for cash basis of accounting while \$500 (\$300 toward services and \$200 toward expenses) for accrual basis. Suppose the client makes a partial payment of \$250 (50% of invoice amount). When you run a profit-loss report this time, it will show \$250 (\$125 toward services and \$125 toward expenses) for cash basis of accounting and the same \$500 (\$300 toward services and \$200 toward expenses) for accrual basis.

### Voucher Check Style

Checks can be printed using different styles, such as standard, voucher or wallet. If you use voucher checks (computerized ones have 3 parts), you can specify the default style for them—**Voucher** (simple summarized format) or **Voucher Details** (additional information on the stub portions of the check, like items, account, etc).

## GLOBAL SETTINGS—INTEGRATION PANEL

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**Navigation** *Settings menu, Global Settings*

The following are descriptions of fields on the Global Settings-Integration screen:

### Sync Reminder

You can select how frequently you want to be reminded about syncing your database with your accounting program such as QuickBooks, Sage 50 (formerly Peachtree) or MYOB. You can choose among the various options—Weekly On/Monthly On Day/On Exit/On Startup/Daily/Never. This ensures that you sync data between BillQuick and your accounting software on a regular basis.

### Delete Records in QuickBooks. . .

You can check this option if you want that records deleted in BillQuick should be automatically deleted in QuickBooks during the next synchronization. *The User Preferences setting overrides the one selected in Global Settings.*

### Include Purchase Tax Amount When Sending Expenses to QuickBooks:

When sending expenses to QuickBooks for items with Purchase Tax Rate specified, you can choose to include or exclude it by checking/un-checking this rule here. By default, this option is unchecked.

### Include Purchase Tax Amount When Sending Vendor Bills to QuickBooks:

When sending vendor bills to QuickBooks for items with Purchase Tax Rate specified, you can choose to include or exclude it by checking/un-checking this rule here. By default, this option is unchecked.

### Accounting Software I Use:

Select the accounting software that you use and plan to integrate with your BillQuick data so as to let BillQuick generate messages specific to it. When you sync your BillQuick data with your accounting software the first time, this option is automatically selected. By default, None is selected.

## GLOBAL SETTINGS—TAXES PANEL

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**Navigation** *Settings menu, Global Settings*

The following are descriptions of fields on the Global Settings-Taxes screen:

### Main Taxes

#### Apply Taxes:

- **Main Service Tax:**  
Main Service Tax is the tax applied to the labor or service amount on invoices. The default rate can be set in the Company screen. However, you can change the existing MST rates for the client by entering the new MST rate in this field and clicking Apply to update this rate.
- **Main Expense Tax:**  
Main Expense Tax is the tax applied to the expense amount on invoices. The default rate can be set in the Company screen. However, you can change the existing MET rates for the clients by entering the new MET rate in this field and clicking Apply to update this rate.

You can override MET and MST for a client or project. See [Computing Taxes](#) for more.

#### Ceiling for Taxes:

The **Main Service Tax** and **Main Expense Tax** option enables you to enter a ceiling for tax computation purposes. In some places, there is a maximum limit set on the percentage of tax that can be levied, say in Alaska there is a 2% sales tax with a ceiling set at \$500. Using this option, you can set the dollar amount beyond which the company cannot set or charge tax to the clients.

#### Main Service Tax to Exclude Item Tax:

Checked, the Main Service Tax excludes item taxes (Tax 1/2/3) associated with the activity codes while computing the total tax amount to be charged on invoices.

#### Main Expense Tax to Exclude Item Tax:

Checked, the Main Expense Tax excludes item taxes (Tax 1/2/3) associated with the expense codes while computing the total tax amount to be charged on invoices.

### Item Taxes

#### Default Activity/Expense Rates

You can set the default tax **Rate 1/2/3** for new activity and expense items, say 9%. BillQuick applies these Tax 1/2/3 rates (percentages) to time and expense entries to calculate the bill amount and expense charges. You can override these rates for individual activity and expense codes in their respective screens.

#### Hide Tax Fields on Sheet View:

You can choose to **Hide Tax 1/2/3 Fields** that are displayed on the [Sheet View](#) screen. You should do so if you do not apply these taxes on service items.

**Hide Tax Fields on Expense Log:**

You can choose to **Hide Tax 1/2/3 Fields** that are displayed on the [Expense Log](#) screen. You should do so if you do not apply these taxes on expense items.

## GLOBAL SETTINGS—FOLDERS PANEL

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### *Navigation Settings menu, Global Settings*

You can specify folder locations and related settings in the Global Settings screen. These settings control the path or location where various folders, files and documents in BillQuick are stored. You cannot specify mapped drives here; hence, specify a local drive (such as, C:\Users\Administrator\Desktop\Linked Documents) or UNC path (\\computerName\shareName). *Folder settings of User Preferences screen will override the ones in the Global Settings screen.*

The following are descriptions of fields on the Global Settings-Folders screen:

### Location of Backup and Log File

**Backup Folder:**

Directory path on your computer or network server to the folder in which you want the backup copies of your BillQuick database. You can click  to browse to the directory path on your computer or network server. The default location is the same directory as your company database (x:\Program Files\BillQuick2017). Backed up databases have the same name as your company database but with a .bbk or .bak file extension.

**Automatically Log Actions. . .**

It is an audit feature that will maintain a log of all activities and actions done in BillQuick, who performed them, and when they were performed. You can use any text editor or word processor to review the file. Audit trail works with all database types.

**Log File Location:**

Directory path on your computer or network server to the folder in which you want your log files to be saved. By default, BillQuick saves it in the same folder as the database (if you are using a Standard database). For SQL databases, you have to specify this location. You can click  to browse to the location for the log file. We recommend keeping the log file on a server rather than your local drive (C or D drive).

### Location of Reports

BillQuick needs to know where the report files and report designer (Crystal Reports) are located. Folder settings of User Preferences screen will override the ones in the Global Settings screen.

You can specify the location of **Report Files** and **Report Designer** here. You can browse to any desired location by clicking . The default is the BillQuick directory or installation folder (C:\Program Files\BillQuick2017), but can be changed to any other location. You can save all your reports in a centralized folder and then specify that location here.

If you have Crystal Reports or report files in a different location, you must specify that location here. If an incorrect directory is assigned, BillQuick will not be able to locate the files and will issue a message. If you leave the field blank, BillQuick searches the default folder: x:\Program Files\BillQuick2017\Reports for it.

**Custom Reports:**

While previewing a BillQuick report, you can make changes or apply filters to it and then save it. By default, those saved or customized reports are stored in the installation directory (x:\Program Files\BillQuick2017\Reports\Custom). However, you can choose to save your in-product customized reports in a centralized folder and then specify that location here, thus allowing BillQuick to use them. Browse to the desired location by clicking .

**Invoice Templates:**

Besides the reports, you should specify the directory path or location of the invoice templates used in BillQuick. You can choose a different location than the default by clicking  to browse to it. If you leave the field blank, BillQuick searches the default folder: x:\Program Files\BillQuick2017\Invoices for it.

**Custom Invoices:**

You can specify the location of your custom invoices here, thus allowing BillQuick to locate and use them instead of the standard ones. You can browse to the desired location by clicking . You can save your customized invoices in a centralized folder and then specify that location here.

**Location of Auto Update Files**

Folder settings of User Preferences screen will override the ones in the Global Settings screen.

**Automatic Update Files:**

You can specify a location for saving the files that are downloaded during an automatic update in BillQuick. While downloading an update, BillQuick will download the changed files only. This will significantly reduce the size of the next update and specifying a location on your network drive will preserve the bandwidth. BillQuick will first check your network drive before checking the BQE update server. This is a very useful feature if you have multiple users. Click  to select an existing folder for the updates.

**Location of Attachments**

Folder settings of User Preferences screen will override the ones in the Global Settings screen.

**Shared Folder for File Attachments:**

You can specify a location for the shared folder where all the linked files will be stored automatically whenever they are attached with the BillQuick records. You can click  to select an existing folder or create a new folder for the linked files.

**Location of Folders for PDF Files**

You can specify a folder location for the PDF files created in Retainer Management, Invoice Review or any other screen. You can click  to select an existing folder for this purpose or create a new one. This field allows you to specify the location as well as the folder

structure for the PDF files. The Document Management screen also points to the same location. Folder settings of User Preferences screen will override the ones in the Global Settings screen.

By default, BillQuick displays the following structure:

```
... \Documents\Client Files\{CLIENTCOMPANY}\{PROJECTNAME}
```

#### **Available Fields:**

When defining the path and folder for PDF files, you can select an existing folder or you can use placeholder fields to define a customized folder structure. For example,

```
... \Documents\Client Files\{CLIENTID}\{PROJECTID}
```

This stores the PDFs in the folder named for the project under the client folder. This ensures BillQuick saves PDFs in the right location automatically. You can select the variable information (Client ID, Project ID, Manager, etc.) from the Available Fields drop-down.

### **GLOBAL SETTINGS—USER INTERFACE PANEL**

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*Navigation Settings menu, Global Settings*

The following are descriptions of fields on the Global Settings-User Interface screen:

#### **User Interface**

##### **No. of Digits After Decimal for Amount/Rate/Units:**

You can specify the number of digits allowed in BillQuick after a decimal for numeric fields like amount, units and rate. You can select the desired number from the drop-down list. If you select 0, this implies a non-decimal format with no rounding off. If you specify 2 or 10, this implies rounding off a value to two or 10 decimal places. The default value is taken from the regional settings of the computer and is 2 digits for amount, while 10 digits for units and rate. This setting affects the decimal values displayed in screens like Expense Codes, Expense Log, EFS, Budget, Billing Review, Invoice Review, etc., and also gets reflected in the reports and invoices.

For example, if you specify 2 as the number of digits after decimal and then assign a cost rate of 23.677 for mileage, then the value that will be displayed in the Expense Code grid will be 23.68. However, placing your pointer in the field will reveal the true cost entered. If you specify 9 as the number of digits after a decimal and then assign a cost rate of 23.6778899 for mileage, then it will display the same 23.6778899 in the grid.



No matter what decimal value you select, the client gets charged to only two places of decimal. In addition, any decimal number that ends with 5, rounds up.

##### **First Day of the Week**

You can select the first day of your workweek here. BillQuick uses this day to present correct information on screens and reports. For example, the Calendar View and various time reports adjust to show the correct start day of the week.

##### **First Day of the Bi-Weekly Period:**

You can select the first day of your bi-weekly period here. By default, it displays Sunday as the first day. BillQuick uses this day to present correct information on screens and reports.

For example, the Calendar View and various time reports adjust to show the correct start day of the bi-weekly period.

**Apply Filters To:**

This setting determines whether filters in various screens apply to the grids and drop-down lists. You can click the drop-down to select the desired option—Both Grids and Drop-downs, Grids Only or Drop-downs Only.

**Company Working Days:**

These represent the standard working days for your company. By default, Monday through Friday is checked but you can change this setting. This allows BillQuick to distribute tasks (hours) into months or weeks in Allocation-Calendar View when the date range is large.

**Default Font for Memo Box**

BillQuick allows you to specify a standard font style and size to use for all time, expense and invoice memos created by all users. You can preview the selected font in the sample box.

**Do Not Allow. . .Change Memo Font**

You can check this option to prevent users from changing the default font on the memos.

**Miscellaneous****Maximum Number of Records to Load**

This enables you to select the maximum number of records to load from your BillQuick database. This setting allows you to maintain control over the data requested from the server and avoid server time-out when the returned data rows exceeded one million.

**GLOBAL SETTINGS—EMAIL SETTINGS PANEL**

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**Navigation** *Settings menu, Global Settings*

While sending emails from BillQuick, you need to give permission to Microsoft Outlook or your email program to access BillQuick. By specifying proper email settings, you can bypass that step and let BillQuick directly send emails by connecting to the specified mail server. You can specify email settings for the entire company from the Global Settings screen. **A system/IT administrator should configure your email settings.**

The following are descriptions of fields on the Global Settings-Email Settings screen:

**Allow User Preferences to Override. . .**

By default, email settings specified in the Global Settings screen override the ones in the User Preferences. If these settings are blank in Global Settings, only then the User Preferences are used. However, you can reverse that and ask BillQuick to override the global settings by the user preferences.

**Send Invoice Attachments as a Single File:**

When checked, BillQuick automatically zips all the invoice attachments as a single file, making it easy for your client to view all the attached documents inside one folder.

## SMTP Server Information

SMTP (Simple Mail Transfer Protocol) is an Internet standard for sending emails across Internet Protocol (IP) networks. SMTP is completely independent of the email client that you use (you can still send using your email client). You need to set up the mail settings once on the server and no matter how many changes there are to the workstation email clients, your program keeps working. The SMTP option allows you to send multiple attachments with an email. *The email settings in the Global Settings screen override the ones selected in User Preferences.*

### SMTP Server:

You must specify the SMTP server name for sending emails. SMTP is a simple, text-based protocol used to send messages to one or more recipients. For example, for Gmail you use 'smtp.gmail.com'.

### SMTP Server Requires Authentication:

When checked, the SMTP Server prompts you for authentication before sending emails. It uses the information provided on this screen; else uses the default credentials specified in your default SMTP properties.

### Use SSL:

You should use this option if you want to protect the confidentiality and security of data transmitted between your email program and the servers. *SSL stands for 'Secure Sockets Layer'.*

## User Information

The email settings in the Global Settings screen override the ones selected in User Preferences.

### Your Name:

Your first name, say Allen. This is provided to the recipient for identification.

### Email From:

This is your email address used for sending and receiving emails. For example, allen@gmail.com.

### CC Mail To:

Optionally, you can enter the email address of a person to whom you want to send a copy of your emails. You can enter your own email ID or your supervisor's. When you email an invoice or report to someone, the CC field is auto populated with this address.

## Logon Information

The email settings in the Global Settings screen override the ones selected in User Preferences.

### User Name:

Your log-on or user name for the email account. For example, if you are using Gmail services, you must enter your Gmail user name here, say allenmarcello.

**Password:**

The log-on password for the specified email account. For example, Allen Marcello can have a password 'BillQuickAM' (\*\*\*\*\*\*) for his Gmail account.



User Name and Password is used for authentication if the authentication mode is not anonymous.

**Test Email Settings:**

After specifying SMTP server settings, it is a good practice to test those before proceeding. This button verifies whether all the specified email settings are correct or not. It sends a test email automatically to the email address specified by you (requires network connection).

**Other Settings (Optional)**

The email settings in the Global Settings screen override the ones selected in User Preferences.

**Delivery Method:**

BillQuick provides various options for the delivery of emails—Network, Specified Pickup Directory, Pick from IIS.

In 'Network', the email file is sent directly through the network. In 'Specified Pickup Directory', the email file is delivered to the specified directory location. In 'Pick from IIS', the email file is dropped at the default location and then IIS searches for these emails.

**Directory Name:**

If the Delivery Method is 'Specified Pickup Directory', then you need to specify the directory path. You can click  to browse to the desired location.

**Port:**

You need to mention the SMTP Server Port number for outgoing mails. The SMTP client initiates a TCP connection to server's port 25. However, some servers can have their own configurations. For example, Gmail uses port 465.

**Authentication Type:**

BillQuick provides various authentication types for your emails. The options include—Anonymous, Basic or NTLM. In Anonymous authentication, there is no way to verify the sender. Basic authentication allows clear text user names and passwords for authentication. NTLM or Integrated Windows Authentication only works in configurations where the client computer can contact a domain computer to validate their credentials.

**Default Email Settings**

The email settings in the Global Settings screen override the ones selected in User Preferences, unless you specify otherwise by selecting that option at the top.

**Invoices/Statements/Reports/Payment Receipt:**

BillQuick enables you to set up a default email **Message** for your invoices, statements, reports and payment receipts. This saves a lot of time and, hence, should be entered here. You can further replace or edit it in the [Email](#) screen of individual BillQuick modules.

Besides the message, you can set the default **Subject** and **PDF File Name** for invoices, joint invoices, statements and reports. In case of reports, you can further set your preferences for general reports and purchase orders. Payment receipts along with a 'Thank You' message can be sent automatically to the clients when their payments are received (Enterprise edition only). Subject for such emails will display "Thank you for your retainer payment."

The PDF File Name option on all tabs gives you the flexibility to customize the name of all the PDF attachments, say you want to name all attached invoices something other than their default invoice templates. In addition to the typed-in names, you can set variables as part of the invoice naming convention by inserting placeholder fields using the **Available Fields** option at the bottom. For example, you can use {CLIENTID}{PROJECTID}{INVOICE\_NUMBER} for BillQuick to auto-fill these IDs when emailing the invoices. This allows the file name to be unique for every project. You can insert the Parent Project ID into the file name in case of multiple project phases. Sometimes you might have 10 phases on one Main project and when sending an invoice to the client, you want the PDF have the Main project name. Also, when exporting PDF files to be stored on a shared drive, it is easier to locate that file based on the parent project.



Some of the project-specific field names like Project ID and Project Name are not available for joint invoices. Also, you cannot customize these file attachment names in case of the MAPI option.



This feature is available in the BillQuick Pro and Enterprise editions only.

## GLOBAL SETTINGS—MERCHANT PANEL

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**Navigation** *Settings menu, Global Settings*

BillQuick makes it extremely easy for your clients to make payments, whether offline or online. If you send electronic invoices to them via email, they can make electronic payments easily and conveniently using the Innovative Merchant Solutions or PayPal option. These merchants offer fast and secure online payment methods that are accepted by businesses worldwide. This reduces your accounts receivable time drastically.

This is how it works. You must [sign up](#) for a free active merchant account. This is done by clicking on the **Add Credit Card Processing to BillQuick** link. When a BillQuick invoice is sent via email, an embedded link enables your customers to pay via credit card or direct bank transfer using your PayPal or Innovative Merchant Solutions account.

The following are descriptions of fields on the Global Settings-Merchant screen:

### **Include the Innovative Merchant Solutions Link on Invoices:**

Checked, BillQuick embeds the IMS web link on the electronic invoices sent to your clients. It provides the self-service payment option to the clients, enabling them to pay easily via a credit card or debit card.

**Innovative Web Link:**

URL or web address of the Innovative Merchant Solutions (IMS) website that links to your IMS account. When your client makes a payment, the transaction gets processed via your IMS account. Payment can be made via credit cards, debit cards or bank accounts.

**Account Email:**

Email address where you want IMS to notify you whenever someone makes a payment. This email account is required for setting up an IMS account and also for re-setting your account password.

**Account ID:**

The ID of your IMS account. This is the login username required for your IMS account.

**Account Password:**

Your IMS account password is needed to verify your identity while logging into your account.

**Currency:**

This is the currency used for making and receiving payments. It defaults to U.S. Dollars. You can change it, if desired.

**Include the PayPal Link on Invoices:**

Checked, BillQuick embeds the PayPal web link on the electronic invoices sent to your clients. It provides the self-service payment option to the clients, enabling them to pay easily via a credit card, bank account or debit card.

**PayPal Web Link:**

URL of the PayPal website that links to your PayPal account. When your client makes a payment, the transaction gets processed via your PayPal account. Payment can be made via credit cards, debit cards or bank accounts.



Having a PayPal account is not required for your customer. However, your company ought to have an active PayPal account.

**Account Email:**

Email address where you want PayPal to notify you whenever someone makes a payment. This email account is required for setting up a PayPal account and also for logging into your account.

**Currency:**

This is the currency used for making and receiving payments. It defaults to U.S. Dollars. You can change it, if desired.

**GLOBAL SETTINGS—SECURITY PANEL**

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**Navigation** *Settings menu, Global Settings*

The following are descriptions of fields on the Global Settings-Security screen:

## DCAA Compliant

### Make This Application DCAA Compliant

Government contractors and agencies require their time tracking systems to be DCAA compliant. BillQuick provides a single-click option that makes the program comply with the DCAA requirements. You must check this option to override the existing or default security settings in BillQuick to ensure DCAA compliance. When you do so, BillQuick prompts you to enter your DCAA password.

### Set DCAA Password:

When you check the above option for the first time, you are prompted to set a new DCAA password using the Set DCAA Password screen. This ensures the DCAA compliance setting is password-protected and no one turns it off accidentally. After setting it, this option changes to **Change DCAA Password**. You can change the DCAA password from here.

 See [DCAA Compliance Guide](#) for details.

### Password Required When Closing Date is Changed:

Check this option if you want the Closing Date feature in the Company screen to be password-protected. This way, no one can change the closing date for the company accounts unless authorized to do so. You can set the password for the closing date by clicking on the [Set Closing Date...](#) link.

### Set Closing Date Password:

When you check the above option for the first time, you are prompted to set a password using the Set Closing Date Password screen. This ensures the closing date setting is password-protected and no one changes it accidentally. After setting it, this option changes to **Change Closing Date Password**. You can change the password from here.

## Rules

### Do Not Display Database Location in Status Bar:

If checked, the location of the currently accessed database is prevented from displaying in the status bar of the main BillQuick window.

### Make Passwords Case Sensitive:

Check this option if you want to make all passwords in BillQuick case sensitive. If you assign 'CJ' password to an employee named Curtis James, he cannot log in with 'cj' as his password.

### Users Must Agree to the Following Disclaimer When Submitting Time and Expense:

Some companies require their employees (or vendors) who enter time and expenses to sign a disclaimer while submitting their entries. This is also a new requirement of several agencies such as DCAA.

BillQuick allows you to set a rule at the global level by checking this option and typing your own disclaimer message or accepting the default one. E.g., you can ask your timekeepers to certify that all the time and expenses reported by them are accurate and complete. This message appears on the [Submit-Approve](#) screen if you turn on this rule here.

## Password Settings

### Apply Strict Password Policy After...Days:

BillQuick provides the ability to enforce strong password company-wide with preset expiration days. This helps your company to prevent security breach due to weak passwords or passwords that have not been changed for a prolonged period. Check this option if you want to implement strong password policy to ensure security and privacy of your BillQuick data. You can also specify the number of days after which employees must change their passwords. At the end of that term, you have to identify another password.

### Database Password

Your BillQuick database is password protected. If you attempt to open it with Microsoft Access® 2000 or Crystal Reports® 9.0 (or later), you must enter the database password. By default, the password is *admin*. This password is case sensitive and can be modified here. It is stored in the .pwd file and should be copied to a safe place. If the password is lost, you will not be able to access your database.

### Current Password/New Password:

You can use a password to access your company database outside of BillQuick —to open the database in Microsoft Access 2000 or to access it when working with Crystal Reports. The default password is *admin* (case-sensitive). To change it, you should enter the current password, a new password and then confirm the new password by entering it again. When you click Change, the new password settings are applied.



The above fields are non-readable (showing all the characters as asterisk \*). The purpose is obvious—not to let others to know your password.

### Application Backup Reminder

BillQuick enables you to get reminded about backing up your company database. You can choose Weekly On (a specific day of the week), Monthly On Day (monthly on a specific date), On Exit (when exiting BillQuick), Daily (every day when starting up BillQuick) or Never. BillQuick creates the backup copies and stores them in the same folder as your company database (for example, the standard installation folder X:\Program Files\BillQuick2017; X = drive letter).

To restore the database, rename the main database and then rename the backup by changing the file extension from .bbk to .mdb (for BillQuick Pro using the Microsoft Access database). The location of your backup directory can be selected in Global Settings.



The backup feature in BillQuick *does not* replace making a backup for offsite storage. This function is an in-place safety measure in case you need to return quickly to a previous version of your database.

## How Do I

### HOW DO I ASSIGN GLOBAL TEMPLATES?

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Each contract type in BillQuick has a default invoice and statement template. In addition, you can also find default templates for manual and joint invoices.

To assign an invoice template:

1. Open the Global Settings screen. Choose the Templates option on the left.
2. Click  next to the contract type to which you want to assign a different template.
3. To open a category on the Invoice Selection screen, click .
4. Highlight an invoice format and preview it on the right panel. To select it, click OK.

### **HOW DO I DEFINE MINIMUM TIME INCREMENT?**

---

Minimum or smallest time increment for a time entry enables BillQuick to automatically adjust hours and time to the next time increment specified by you. To do so:

1. Open the Global Settings screen from the Settings menu or toolbar. Select the Time & Expense option on the left.
2. Enter the value for the 'Smallest Time Increment for Time Entry', such as, 15 minutes or 0.25 hours.
3. Enter the value for 'Smallest Time Increment for Start and Stop Time'. For instance, value of 15 means increments of 15 minutes, that is, 12:00, 12:15, 12:30 and so on display in the Start/Stop drop-downs.
4. When you have finished, click Save and then Close.

These settings will reflect in all your time entry screens: Sheet View, Calendar View, Simple Time Card and Timer.

### **HOW DO I SET CREDIT CARD OPTIONS?**

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Before processing credit card payments, you need to establish a merchant account. To specify credit card settings:

1. Open the Global Settings screen from the Settings menu or toolbar.
2. Select the Merchant option on the left.
3. Choose the desired service provider – PayPal or Innovative Merchant Solutions.
4. Enter the Account Email, ID and Password that you will get on registering with PayPal or Innovative Solutions.
5. Choose desired currency for the transactions.
6. Next, check the option to include the electronic payment link on the invoices. This is a good option if the clients do not want to share their credit card information directly with your company.
7. When you have finished, click Save and then Close.

These settings apply to all transactions that you make using the credit card processing feature in BillQuick. When you email an invoice to clients, they can just click on the link and make a payment.



Part of the information on the credit card payment web page is pre-filled. Your client only needs to add required information (marked with an \*).

## User Preferences

### USER PREFERENCES OVERVIEW

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**Navigation** *Settings menu, User Preferences*

The User Preferences screen enables you to customize the look and feel of BillQuick screens along with other preferences. In addition to global settings, BillQuick supports individual user preferences, which affect only your copy of BillQuick. Through User Preferences, you can customize BillQuick to suit the needs of your business and personal style of working, set notifications, email settings and many other options. Typically, a user preference overrides the corresponding global setting. You can access the User Preferences screen from Settings menu, User Preferences.

The User Preferences screen has five panels—[Appearance](#), [Notifications & Reminders](#), [Options](#), [Folders](#) and [Email Settings](#).

### Reference Info

### USER PREFERENCES—APPEARANCE PANEL

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**Navigation** *Settings menu, User Preferences*

You can customize the look and feel of BillQuick by choosing the desired options here. The following are descriptions of fields on the User Preferences-Appearance screen:

#### Theme

BillQuick applies a default theme to the program, say California. However, you can change it to your preference by selecting any other from the drop-down list. Options include Venice, Paris, Ocean, Desert, Pear, etc.

#### Time Entry Colors

##### **Billable/Billed/Non-Billable/Locked:**

This is the color of time entries displayed in the time entry screens based on their status. It defaults to **black** for billable and locked entries, **blue** for billed and **red** for non-billable.

You can click  to select another color from a predefined palette or to fine-tune colors by hue, saturation, luminosity, etc. on the Color dialog box.

#### Expense Log Colors

##### **Billable/Billed/Non-Billable:**

This is the color of expense entries displayed in the expense entry screens based on their status. It defaults to **black** for billable and locked entries, **blue** for billed and **red** for non-

billable. You can click  to select another color from a predefined palette or to fine-tune colors by hue, saturation, luminosity, etc. on the Color dialog box.

### Message Window:

#### Opacity:

You can control the opacity and visibility of the message windows in BillQuick by setting the percentage here. It can range from 25% to 100%.

#### Default Duration:

You can control how long the message windows in BillQuick display by setting the duration here. It can range from 2 seconds to 90 seconds.

### Default Prefix For

#### Activity/Expense:

You can specify a default prefix for activity and expense items. These are then used by the smart find feature in BillQuick to locate your activity and expense codes quickly when recording time and expenses. When you work mostly with one service type (such as Draft or Payroll) or a set of codes for a department (such as Admin or Paralegal), you can reduce non-billable administrative time spent recording time or expense entries with this option.

Suppose you usually incur three expenses: GEN:CR, GEN:CM and GEN:CNL. The three expenses have a common prefix: GEN:C; so this should be entered in the Default Prefix For Expense field. When you create an Expense Log entry, you just need to type the remaining portion of the expense code (say M), the prefix (GEN:C) will be brought in automatically from User Preferences.

#### Account Display By:

You can choose the display option for the Account drop-downs in the BillQuick screens, as you prefer. The options include **Account Name Only** (descriptive name) or Account Number. Account Name (account ID/number followed by descriptive name).

## USER PREFERENCES—NOTIFICATIONS & REMINDERS PANEL

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### *Navigation Settings menu, User Preferences*

The following are descriptions of fields on the User Preferences-Notifications and Reminders screen:

#### Notifications

BillQuick allows you to set notifications for submission and approval of entries, invoices, etc. Notifications can be sent via email and messages in real-time. For emailing, you must specify the SMTP [email settings](#).

#### Notify me when. . .

Use this option to configure BillQuick to notify you (the logged BillQuick user) when any of the following conditions are met:

**My Time or Expense is Approved:**

Check this option to let BillQuick automatically notify you about the status of your submitted time and expenses. This informs you when the reviewer approves your entries.

**My Time or Expense is Rejected:**

Check this option to let BillQuick automatically notify you about the status of your submitted time and expenses. This informs you when the reviewer rejects your entries.

**My Personal Time Off Request is Approved or Rejected:**

Check this option to let BillQuick automatically notify you about the status of your submitted PTO requests. This informs you when the reviewer approves or rejects your request.

**Time or Expense is Submitted to Me:**

Check this option to let BillQuick automatically notify you about time and expenses submitted to you. This is useful for managers who review and approve time and expense entries of employees and vendors.

**Invoices are Submitted to Me for Approval:**

Check this option to let BillQuick automatically notify you about invoices submitted to you for approval. This feature is useful for managers who review and approve invoices before billing the client.

**My Submitted Invoices are Approved or Rejected:**

Check this option to let BillQuick automatically notify you about your submitted invoices—whether they have been approved or rejected. The secret to improving cash flow is to send client invoices out as soon as they are approved by the responsible manager. To make this easy, BillQuick will notify you immediately when the draft invoices submitted by you are approved or rejected.

**My Submitted Vendor Bills are Approved or Rejected:**

Check this option to let BillQuick automatically notify you about your submitted vendor bills—whether they have been approved or rejected. This is useful for billing and payment purposes.

**My Submitted Purchase Orders are Approved or Rejected:**

Check this option to let BillQuick automatically notify you about your submitted POs—whether they have been approved or rejected.



The above three options are available in the BillQuick Pro and Enterprise editions only.

**My Submitted Budgets are Approved or Rejected:**

Check this option to let BillQuick automatically notify you about your submitted budgets—whether they have been approved or rejected by the responsible manager.

**My Submitted Estimates are Approved or Rejected:**

Check this option to let BillQuick automatically notify you about your submitted estimates—whether they have been approved or rejected by the responsible manager.

**Budget is Submitted to Me for Approval:**

Check this option to let BillQuick automatically notify you about budgets submitted to you for approval. This feature is useful for all managers who review and approve budgets before using them for the projects.

**Estimate is Submitted to Me for Approval:**

Check this option to let BillQuick automatically notify you about estimates submitted to you for approval. This feature is useful for all managers who review and approve estimates before sending them to the clients or using them for the projects.

**Purchase Order is Submitted to Me for Approval:**

Check this option to let BillQuick automatically notify you about purchase orders submitted to you for approval. This feature is useful for all managers who review and approve purchase orders before sending them to the vendors and suppliers.

**Vendor Bills are Submitted to Me for Approval:**

Check this option to let BillQuick automatically notify you about vendor bills submitted to you for approval. This feature is useful for all managers who review and approve vendor bills.

**Personal Time Off Request is Submitted to Me:**

Check this option to let BillQuick automatically notify you about PTO requests submitted to you. This feature is useful for all managers who review and approve PTO requests of employees.

**New To-Do Tasks are Assigned to Me:**

Check this option to be automatically notified about your to-do tasks. It informs you each time your manager or supervisor assigns a new task to you using the To-Do Item screen.

**Hours & Units are Allocated to Me:**

Check this option to be automatically notified about your task allocations. It informs you each time your manager or supervisor allocates new service hours or expense units (using the Allocate screen) to you for projects you are working on. However, if the task allocation involves an employee group, it will not notify the individual employee.

**Project Due Date is Less Than . . . Days:**

Check this option to let BillQuick automatically notify you before your project's due date. It informs you when the project is due in less than the selected number of days, say 7 days. This reminder scans the due date for each active project and notifies managers several days in advance. You can choose between 0 to 90 days.



This option is available in the BillQuick Enterprise edition only.

**Send Selected Notifications Via:**

After you have chosen to receive notifications for time, expenses, PTO, invoices, etc., you can then choose how to receive those notifications. You can select the **Email, BillQuick Message** or both options. The messages are sent and received in real time. The messages only show up when the navigator is open (make sure your user preferences have the navigator turned on).

The email settings specified in the [User Preferences-Email Settings](#) screen are used to send email notifications. In case, you have not specified those, then the email ID is brought forward from the [Employee](#) screen.

## Reminders

### Remind Me of Due Dates. . .Days Ahead:

Here, you can set the due date reminders that show up later in the Reminders screen. The reminders can be set up for due dates related to vendor bills, to-do tasks, employees, billing schedule, etc. You can even specify the number of days that you want BillQuick to remind you prior to the due date. By default, 7 is pre-filled but you can change it to any number of days.

## Reset

### Reset Message Box Notifications:

BillQuick displays various prompts and confirmation messages for you, which you can turn off any time by checking the 'Do not show this message again' option on them. However, you might have accidentally checked it for some critical message and want to turn it on again.

You can do so by opting to reset those notifications here. You can click  to turn on the confirmation messages in BillQuick.

## USER PREFERENCES—OPTIONS PANEL

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**Navigation** *Settings menu, User Preferences*

The following are descriptions of fields on the User Preferences-Options screen:

### Startup/Exit

#### Load Reminder on Startup:

Check this option if you want the Reminders screen to load upon starting the BillQuick program.

#### Skip Warning Upon Exit:

Check this option if you do not want BillQuick to prompt you to verify whether you want to exit the BillQuick program. The program will close after you choose to exit without confirming that action.

### Turn Off

#### Navigator:

Check this option to turn off the BillQuick navigator. Checked, the navigator *does not* display when you start BillQuick. Note that the messages and notifications only show when the navigator is turned on.

#### Auto Update:

Check this option to prevent BillQuick from checking the web server for a new version or update of the program. Without auto-update, you need to manually check the website and download the newer versions from the Support page. *You can also contact BillQuick Support (310-602-4030) to find out if an update is available.*

**Confirmation Sounds:**

Check this option to turn off sound bites to confirm saving data and other actions in BillQuick.

**Usage Tracking:**

BillQuick keeps track of the number of times a screen has been opened and how long it has been used. Check this option if you do not want BillQuick to track and send usage statistics to BQE Software for analysis and planning of future versions.

**Options****Navigation****Remember State of Collapsible Panels on All Screens:**

Check this option so that BillQuick remembers the state of collapsible panels (such as open Memo box) on all screens.

**Hide Features That I Do Not Have Access To:**

Check this option if you want to hide all the menus, toolbar buttons and features in BillQuick that you are not supposed to access. This will be determined by the security settings or permissions assigned to you. It helps in simplifying the user interface for you.

**Make All Screens Open as Tabbed Windows:**

Check this option if you want to view all the open screens in BillQuick as tabs (tabbed MDI mode) in the main BillQuick window. Unchecked, the open screens display in individual windows.

**Make All Screens Open as Separate Windows:**

Check this option if you want to view all the open screens in BillQuick as separate windows instead of tabbed screens. This is especially useful if you are using dual or multiple monitors and want to drag the screens outside the BillQuick program to the other monitor.

**Hide Sidebar:**

Enables you to hide the Sidebar on the left side of the BillQuick screen. You can show or auto-hide it otherwise.

**Timer****Auto Start Timer When Timer is Launched:**

Check this option to start the timer stopwatch automatically when opening the BillQuick Timer. Else, you need to click the Start button to start recording time.

**Open Timers Within Main Window:**

Checked, the Timer screen opens within the main BillQuick window as a tabbed screen, provided you are in the tabbed mode (that is, Make All Screens Open as Tabbed Windows option is also selected). Else, the screen opens in a separate window.

**Keep Timer Control Always on Top:**

Checked, the Timer Control always remains on top of other windows or screens. BillQuick hides the Timer screen by default; instead, it opens and allows you to work with the Timer Control only. You can use the Show option to view the open timers.

**Auto Pause Timer After. . .**

Enter time in minutes after which you want Timer to pause because of no computer activity or system idle time. No more hassle to adjust the timer when you forget to stop it prior to a meeting or going out for lunch. You can turn this option on/off by checking/un-checking the box.

**Select by Project Name:**

When checked, this allows you to enter time in the Timer screen by project name. This means you can enter or type the project name into the Project field instead of the ID. This is useful for those companies where people are more familiar with names rather than IDs.

**Other****Delete the Record in QuickBooks. . .**

Check this option so that records deleted in BillQuick are automatically deleted in QuickBooks during the next synchronization. *The User Preferences setting overrides the one selected in Global Settings.*

**Turn Off Unapproved Time and Expense Notification in Billing Review:**

Generally, you receive notifications when unapproved, unbilled time and expenses exist for one or more projects in the Billing Review screen. You can turn this notification off by checking this option here.

**Turn Off Auto Match for One Column Lists:**

By default, BillQuick automatically completes field values when you enter a partial value. While entering any data in the fields, the entry gets completed automatically. To turn off this auto-complete feature for the combos, check this option.

**Turn Off Auto Complete:**

Allows you to turn off the [Auto Complete](#) feature at the user level. BillQuick will no longer replace your shorthand codes with the long hand descriptions.

**Show Assign Tab on the Project Screen:**

Check this option to display the Assign tab on the Project screen. You can use this tab to set up project control by assigning activities, expenses and employees to projects.

**Show Assign Tab on the Employee Screen:**

Check this option to display the Assign tab on the Employee screen. You can use this tab to set up employee control by assigning activities, expenses and projects to employees.

**Show Main Toolbar:**

Check this option to display the main toolbar in BillQuick. This toolbar contains shortcuts to various screens without you having to use the menus. By default, the main toolbar is hidden.

**Include Sub-Projects When Parent Project is Selected:**

This enables you to include all the phases and sub-phases of a parent project in the Invoice Review, Reviewer and Report Center screens. By default, this option is checked. This rule works only if you have selected one parent project.



In the Report Center screen, you must select the same parent project in the From and To fields in order to include all the phases and sub-phases of that parent project.

**Log in Automatically Using Windows Authentication:**

Check this option if you want to log in automatically using Windows Authentication option wherein you do not have to specify a login ID or password when connecting to your database.

**Auto-fill Simple TE/EL and Calendar View With. . .**

Select the number of projects to pre-fill on the Simple Time Card, Simple Expense Log and Calendar View screens. BillQuick copies that many recently or last used projects to the grids in these screens for the next session. This auto-fill feature filters the list based on the Employee Control settings, if any.

## USER PREFERENCES—FOLDERS PANEL

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### *Navigation* Settings menu, User Preferences

You can specify folder locations and related settings in the User Preferences screen. These settings control the path or location where various folders, files and documents in BillQuick are stored for you. You can specify a mapped drive, local drive (such as, C:\Users\Administrator\Desktop\Linked Documents) or UNC path (\\computerName\shareName). *Folder settings of the User Preferences screen will override the ones in the Global Settings screen.*

The following are descriptions of fields on the User Preferences-Folders screen:

### Reports

BillQuick needs to know where the report files and report designer (Crystal Reports) are located. Folder settings of the User Preferences screen will override the ones in the Global Settings screen.

You can specify the **Location of Report Files** and **Location of Report Designer** here.

You can browse to any desired location by clicking . The default is the BillQuick directory or installation folder (C:\Program Files\BillQuick2017), but can be changed to any other location. You can save all your reports in a centralized folder and then specify that location here.

If you have Crystal Reports or report files in a different location, you must specify that location here. If an incorrect directory is assigned, BillQuick will not be able to locate the files and will issue a message. If you leave the field blank, BillQuick searches the default folder: x:\Program Files\BillQuick2017\Reports for it.

**Location of Invoice Templates:**

Besides the reports, you should specify the directory path or location of the invoice templates used in BillQuick. You can choose a different location than the default by clicking  to browse to it. If you leave the field blank, BillQuick searches the default folder: x:\Program Files\BillQuick2017\Invoices for it.

You can also click Create to create a new invoice folder at any desired location.

**Auto Update**

Folder settings of the User Preferences screen will override the ones in the Global Settings screen.

**Location of Automatic Update Files:**

You can specify a location for saving the files that are downloaded during an automatic update in BillQuick. While downloading an update, BillQuick will download the changed files only. This will significantly reduce the size of the next update and specifying a location on your network drive will preserve the bandwidth. BillQuick will first check your network drive before checking the BQE update server. Click  to select an existing folder for the updates.

**Attachments**

Folder settings of the User Preferences screen will override the ones in the Global Settings screen.

**Location of Shared Folder for Attachments:**

You can specify a location for the shared folder where all the linked files will be stored automatically whenever they are attached with the BillQuick records. You can click  to select an existing folder or create a new folder for the linked files.

**Location of Folders for PDF Files**

You can specify a folder location for the PDF files created in Retainer Management, Invoice Review or any other screen. You can click  to select an existing folder for this purpose or create a new one. This field allows you to specify the location as well as the folder structure for the PDF files. The Document Management screen also points to the same location. Folder settings of the User Preferences screen will override the ones in the Global Settings screen.

By default, BillQuick displays the following structure:

```
.....\Documents\Client Files\{CLIENTCOMPANY}\{PROJECTNAME}
```

**Available Fields:**

When defining the path and folder for PDF files, you can select an existing folder or you can use placeholder fields to define a customized folder structure. For example,  
...\Documents\Client Files\{CLIENTID}\{PROJECTID}

This stores the PDFs in the folder named for the project under the client folder. This ensures BillQuick saves PDFs in the right location automatically. You can select the variable information (Client ID, Project ID, Manager, etc.) from the Available Fields dropdown.

## USER PREFERENCES—EMAIL SETTINGS PANEL

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### **Navigation** Settings menu, User Preferences

While sending emails from BillQuick, you need to give permission to Microsoft Outlook or your email program to access BillQuick. By specifying proper email settings, you can bypass that step and let BillQuick directly send emails by connecting to the specified mail server. You can specify email settings for the entire company from the Global Settings screen; User Preferences will be used only if Global Settings are blank or you have checked the override option in the Global Settings screen. **A system or IT administrator should configure your email settings.**

The following are descriptions of fields on the User Preferences-Email Settings screen:

#### **Use MAPI:**

MAPI (Messaging Application Program Interface) is a Microsoft Windows program interface that enables you to send emails from within a Windows program. You should choose MAPI when you want BillQuick to use your email client, such as, Microsoft Outlook or Eudora to save a copy of the sent email in its Sent folder. However, even though it is easier to use and does not need extra setup, if MAPI is configured on your machine, it works differently on different email clients. In addition, if you are using Outlook Express 5.0 and above, you need to manually turn on MAPI in the settings. If you set your email to use the MAPI option, then your additional file attachments, besides invoices and reports, cannot be sent via email.

#### **Use SMTP:**

SMTP (Simple Mail Transfer Protocol) is an Internet standard for sending emails across Internet Protocol (IP) networks. SMTP is completely independent of the email client that you use (you can still send using your email client). You need to set up the mail settings once on the server and no matter how many changes there are to the workstation email clients, your program keeps working. The SMTP option allows you to send multiple attachments with an email.



The MAPI option is selected here by default. If you are using MAPI option for sending emails, the SMTP option will be unavailable.

#### **SMTP Server Information**

The email settings in the Global Settings screen override the ones selected in User Preferences. *This section is unavailable if you have selected the MAPI option.*

#### **SMTP Server:**

You must specify the SMTP server name for sending emails. SMTP is a simple, text-based protocol used to send messages to one or more recipients. For example, for Gmail you use 'smtp.gmail.com'.

#### **SMTP Server Requires Authentication:**

When checked, the SMTP Server prompts you for authentication before sending emails. The SMTP Server will use the information as provided on this screen; else use the default credentials specified in your default SMTP properties.

**Use SSL:**

You should use this option if you want to protect the confidentiality and security of data transmitted between your email program and the servers. *SSL stands for 'Secure Sockets Layer'.*

**User Information**

The email settings in the Global Settings screen override the ones selected in User Preferences.

**Your Name:**

Your first name, say Allen. This is provided to the recipient for identification. *This is unavailable if you have selected the MAPI option.*

**Email From:**

This is your email address used for sending and receiving emails. For example, allen@gmail.com. *This is unavailable if you have selected the MAPI option.*

**CC Mail To:**

Optionally, you can enter the email address of a person to whom you want to send a copy of your emails. You can enter your own email ID or your supervisor's. When you email an invoice or report to someone, the CC field is auto populated with this address.

**Logon Information**

The email settings in the Global Settings screen override the ones selected in User Preferences. *This section is unavailable if you have selected the MAPI option.*

**User Name:**

Your log-on or user name for the email account. For example, if you are using Gmail services, you must enter your Gmail user name here, say allenmarcello.

**Password:**

The log-on password for the specified email account. For example, Allen Marcello can have a password 'BillQuickAM' (\*\*\*\*\*).



User Name and Password is used for authentication if the authentication mode is not anonymous.

**Test Email Settings:**

After specifying SMTP server settings, it is a good practice to test those before proceeding. This button verifies whether all the specified email settings are correct or not. It sends a test email automatically to the email address specified by you (requires network connection).

**Other Settings (Optional)**

The email settings in the Global Settings screen override the ones selected in User Preferences. *This section is unavailable if you have selected the MAPI option.*

**Delivery Method:**

BillQuick provides various options for the delivery of emails—Network, Specified Pickup Directory, Pick from IIS.

In 'Network', the email file is sent directly through the network. In 'Specified Pickup Directory', the email file is delivered to the specified directory location. In 'Pick from IIS', the email file is dropped at the default location and then IIS searches for these emails.

**Directory Name:**

If the Delivery Method is 'Specified Pickup Directory', then you need to specify the directory path. You can click  to browse to the desired location.

**Port:**

You need to mention the SMTP Server Port number for outgoing mails. The SMTP client initiates a TCP connection to server's port 25. However, some servers can have their own configurations. For example, Gmail uses port 465.

**Authentication Type:**

BillQuick provides various authentication types for your emails. The options include— Anonymous, Basic or NTLM. In Anonymous authentication, there is no way to verify the sender. Basic authentication allows clear text user names and passwords for authentication. NTLM or Integrated Windows Authentication only works in configurations where the client computer can contact a domain computer to validate their credentials.

**Default Email Message**

The email settings in the Global Settings screen override the ones selected in User Preferences, unless you specify otherwise there.

**Invoices/Statements/Reports/Payment Receipt:**

BillQuick enables you to set up a default email **Message** for your invoices, statements, reports and payment receipts. This saves a lot of time and, hence, should be entered here. You can further replace or edit it in the [Email](#) screen of individual BillQuick modules.

Besides the message, you can set the default **Subject** and **PDF File Name** for invoices, joint invoices, statements and reports. In case of reports, you can further set your preferences for general reports and purchase orders. Payment receipts along with a 'Thank You' message can be sent automatically to the clients when their payments are received (Enterprise edition only). Subject for such emails will display "Thank you for your retainer payment."

The PDF File Name option on all tabs gives you the flexibility to customize the name of your PDF attachments, say you want to name all attached invoices something other than their default invoice templates. In addition to the typed-in names, you can set variables as part of the invoice naming convention by inserting placeholder fields using the **Available Fields** option at the bottom. For example, you can use {CLIENTID}{PROJECTID}{INVOICE\_NUMBER} for BillQuick to auto-fill these IDs when emailing the invoices. This allows the file name to be unique for every project. You can insert the Parent Project ID into the file name in case of multiple project phases. Sometimes you might have 10 phases on one Main project and when sending an invoice to the client, you want the PDF have the Main project name. Also, when exporting PDF files to be stored on a shared drive, it is easier to locate that file based on the parent project.

 Some of the project-specific field names like Project ID and Project Name are not available for joint invoices. Also, you cannot customize these file attachment names in case of the MAPI option.

 This feature is available in the BillQuick Pro and Enterprise editions only.

## Security Settings

### Security

#### SECURITY OVERVIEW

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**Navigation** *Settings menu, Security, Set Security*

BillQuick has a powerful security feature whereby you can limit access to specific screens for specific users. Irrespective of whether BillQuick is used on a single machine or network, BillQuick database can be protected from misuse by defining security permissions for different BillQuick users. This can be done from the [Security](#) screen.

Security is integral to the design and operation of BillQuick. Based on your login name and password, access can be restricted to selected features, reports and screens of BillQuick. There are two main access types—the [Supervisor](#) or Administrator who has complete access to BillQuick and can decide which user is to be given what level of access, and the [BillQuick Users](#) who log in using their login name and password and can access only parts of BillQuick which have been assigned to them by the Supervisor. For example, you can grant your staff permission to enter time while managers receive more extensive security permissions. **We strongly recommend assigning security permissions soon after your company's core information is set up.** If security is not in force, any user can add, change, delete and print data.

A BillQuick Supervisor can set the security on or off. Only the Supervisor can set this option off or on, as it is visible only when you log into BillQuick as a supervisor. After security is turned on, only authorized users (marked as *BillQuick Users*) can log into BillQuick and use the program according to their security profile or rights set by the Supervisor. You must enter a User ID (login) and Password. The same is true for users of BillQuick add-on modules. By default, your Employee ID (or Vendor ID) is also your User ID and Password. However, you can assign a separate Login ID for a user and change the password at any time.

 If you require more licenses to increase the number of BillQuick Users, contact BillQuick Sales at 888-245-5669. In addition, if managers and staff travel or work remotely, discuss alternatives such as Web Suite, Outlook Add-In, BillQuick Online, and more. See [BillQuick Add-Ons](#) for more.

 When upsizing to a SQL Server database or upgrading to a higher version, security settings are transferred to the new database.

## Reference Info

### SECURITY

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**Navigation** *Settings menu, Security, Set Security*

The following are descriptions of the fields on the Security screen:

#### **Security On:**

This check box is visible only if the Supervisor is selected in the Employee field. When checked, the BillQuick security is turned on and a login is required to access BillQuick. If unchecked, access to the program is unrestricted. We *strongly recommend* that you assign security permissions soon after your company's core information is set up. If security is not enforced, all data can be accessed and changed by any person.



The security status (Security On/Off) is displayed on the main BillQuick status bar at the bottom.

#### **Show:**

This enables you to select what you want to view in the Employee drop-down list.

- **All:** When selected, all the employees and vendors in BillQuick are displayed in the Employee drop-down list.
- **Employees:** When selected, only the employees are displayed in the Employee drop-down list.
- **Vendors:** When selected, only the vendors are displayed in the Employee drop-down list.
- **BillQuick Users:** When selected, only persons marked as BillQuick Users are displayed in the Employee drop down list. *This ensures better security control over the program.*
- **Security Profiles:** When selected, the default and custom security profiles are displayed in the drop-down list. *The Employee field changes to Profiles.* This helps in viewing and editing the individual permissions of a security profile.

#### **Employee/Vendor/Profiles:**

The ID of an employee for whom you need to review or assign security permissions. The drop-down list includes all the employees whose profile has been created in BillQuick. The last item in the drop-down list is the [Supervisor](#), which is automatically generated by BillQuick. You can control what is displayed in the Employee drop-down list by using the Show option. *When Vendors option is selected, this field label changes to Vendor. When Security Profiles option is selected, this field label changes to Profiles.*

#### **Password:**

The password of the selected employee. By default, your password is the same as your Employee ID (or Vendor ID). We recommend changing the employee passwords after security has been established. This password is not case-sensitive. When opening BillQuick, you will be prompted for your User ID (Employee ID) and password.

#### **Retype:**

This is an editable field provided to confirm the password entered in the Password field. This field makes it certain that no mistake is made while typing the password. These two fields

are non-readable (showing all the characters as asterisk \*). The purpose is obvious—not to let others see the password.

**Change:**

Saves the new password. If you have changed your password, you must click this button to apply that change. You need to click Save to make the password change permanent.

**How Do I:**

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.

**Turn On Employee Control:**

This link is visible when assigning security to employees other than the Supervisor. Employee Control is a security feature and if you want to implement it in all BillQuick screens, you must click this option. It opens the [Employee Control](#) screen.

**Module Name:**

The Module Name lists all the [modules](#) of BillQuick where security can be specified and implemented, such as, Activity, Budget, and more.

You must check or uncheck the **Allow** option to grant or not grant access to the screen listed under the Module Name. Un-checking this box changes the module name to **red**, indicating that the selected employee has no access to that screen. After you have selected the module name, you can grant or restrict individual security permissions on the right.

**Permissions:**

The security permissions vary for each module name selected on the left. It shows all the access rights available for the selected BillQuick screen. You can check or uncheck the **Allow** box to grant or restrict each permission for the selected employee. When you check or uncheck the Allow box, the background color of the security permission changes temporarily to **blue** till you click the Save button.

**Security Button Panel****Help:**

Opens the BillQuick Help in the Security section.

**Print:**

Opens the [Select a Report](#) screen where you can select the desired in-context report. From this screen, you can print, preview or cancel a report.

**Tools:** Displays the following options:

- **Select:** The drop-down gives you three options:
  - Select All:** Selects all the modules or permissions in grid, depending upon which section is active.
  - Un-Select All:** Un-selects all modules or permissions in the grid. Alternatively, you could click in any cell within the grid to unselect the selected module or permission.
  - Reverse Select:** Reverses the selection. It unselects the selected modules or permissions, and selects the un-selected ones.

- **Security Profiles:**  
Opens the [Security Profile](#) screen where you can load and assign a predefined security template to an employee or vendor.
- **Copy Security To:**  
Displays the **Copy To** panel at the bottom. Your or another user's security profile can be copied to other users, saving time and effort. You can copy settings to a specific employee, an employee group, employees with a specific title, or employees in a selected department. The [Report Permissions](#) also gets copied when you use this option. Even if a few permissions are different for each employee, it is still faster to copy and then edit the individual profiles. For example, if a new partner comes into the company, you would just copy the security profile of an existing partner to create a new security profile.

Using this option, Add-On users can be assigned security settings here by creating a group for them.

- **Reset Security:**  
Resets the password and other security settings for the employee to the default settings. Default user password is the Employee ID.
- **Report Permissions:**  
Opens the [Report Permissions](#) screen. Here you can specify security for each report in BillQuick for individual users or security profiles.
- **Employee Control:**  
Opens the [Employee Control](#) screen. You can specify projects, activities and expenses for employees and vendors.

**Save:**

Saves the settings and activates the security feature.

**Close:**

Closes the screen.

## MODULE NAMES

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Module Name column in the Security screen lists various screens and functions of BillQuick on which you can implement security settings. As you select an item from this list, the corresponding security permissions displays in the grid on the right panel. These privileges can be granted or restricted to users by checking the corresponding Granted box.



If you clear a particular module in this list, it turns **red**, implying that access to this particular screen has been disabled.

The following is a list of modules that are available for assigning security permissions:

[Account Journal](#)  
[Accounts Payable](#)  
[Accounts Receivable](#)  
[Activity](#)  
[Allocation and Forecasting](#)  
[Archive-Restore](#)  
[Assign](#)  
[Attachments](#)  
[Auto Complete](#)

[Bank Account Journal](#)  
[Billing Functions](#)  
[Billing Schedule](#)  
[Budget](#)  
[Chart of Accounts](#)  
[Class](#)  
[Client](#)  
[Collection Center](#)  
[Company](#)  
[Credit Card](#)  
[Credit Card Payment](#)  
[Credit Memo](#)  
[Currency Manager](#)  
[Custom Labels](#)  
[Custom Reports](#)  
[Dashboard](#)  
[Document Management](#)  
[Employee](#)  
[Enter Credit](#)  
[Estimate](#)  
[Expense](#)  
[Expense Fee Schedule](#)  
[Expense Log](#)  
[Export](#)  
[Find](#)  
[General Journal](#)  
[Global Settings](#)  
[General](#)  
[Import](#)  
[Integration](#)  
[Invoice Review](#)  
[Log Viewer](#)  
[Make Deposits](#)  
[Memorized Invoices](#)  
[Message](#)  
[Navigators](#)  
[Overtime Calculator](#)  
[Pay Vendor Bills](#)  
[Payment](#)  
[Personal Time Off](#)  
[Print Checks](#)  
[Project](#)  
[Project Center](#)  
[Project Notes](#)  
[Project Notes Category](#)  
[Project/Employee Control](#)  
[Purchase Order](#)  
[Reconcile](#)  
[Reminder](#)  
[Report Center](#)  
[Retainer Management](#)  
[Reviewer](#)  
[Security](#)

[Service Fee Schedule](#)  
[Standard Reports](#)  
[Terms](#)  
[Time Entry](#)  
[Timer](#)  
[To Do List](#)  
[Transfer Funds](#)  
[User Preferences](#)  
[Utilities Menu](#)  
[Vendor](#)  
[Vendor Bill](#)  
[Workflow](#)  
[Write Checks](#)

## **SECURITY PROFILE**

---

**Navigation** *Settings menu, Security, Set Security, Tools, Security Profiles*

Security Profile screen enables you to assign pre-defined security templates to employees and vendors. You can assign these templates using the Security Profiles option in the [Security](#) screen, or via the Employee and Vendor screens.

You can load an existing security template or save the current set of security permissions as a new template. If you change the default security permissions of a user, BillQuick prompts you about that change and allows you to update the profile of other similar users. If a new name is not entered for an existing template after modifications, the settings are saved under the current template (updated). Security profiles, such as Time and Expense Only, can be assigned to employees and vendors on the General tab of their respective screens. Else, they can be assigned from the Security screen. BillQuick has the following set of standard templates:

- [Billing Only](#)
- [Billing and A/P](#)
- [Default](#)
- [Full Access](#)
- [Manager Level Access](#)
- [Principal](#)
- [Time and Expense Only](#)
- [Time Entry Only](#)

 If you modify a security profile, BillQuick will scan to whom you have assigned that security profile and update their security permissions automatically.

### **Security Profile Button Panel**

**Help:**

Opens the BillQuick Help in the Security Profile section.

**Delete:**

Deletes the loaded security profile. However, standard security profiles cannot be deleted. You can delete user-define security profiles only.

**Save:**

Saves the newly created or modified security profile.

**Load:**

Loads and applies the selected security profile. It also closes the screen.

**Cancel:**

Cancels the changes and closes the screen.

**How Do I****HOW DO I ASSIGN SECURITY?**

---

You can assign a pre-defined Security Profile to a user. Based on the template assigned, users can access all or selective BillQuick functions, features and reports. Standard security templates ship with BillQuick and include Billing Only, Default Access, Full Access, Manager Level Access, Principal, Time & Expense Only, and Time Entry Only.

However, you can customize these built-in security profiles to new ones. You can do this if you want to modify the default template for employees. In addition, you can assign security permissions for each BillQuick module.



While assigning a security profile to an employee, BillQuick does not assign report security automatically. You have to set that separately.

To assign a security profile:

1. Log in to BillQuick. You must have security permissions to access the Security, Employee or Vendor screen. *By default, only the BillQuick Supervisor has authority to do so.*
2. Open the Employee (or Vendor) screen from the View menu, toolbar, Sidebar or navigator.
3. Select the desired employee/vendor (BillQuick User) from the grid list.
4. On the General tab, select the desired template from the Security drop-down. This assigns pre-defined security settings to the employee/vendor.
5. When you have finished, click save and then Close.

To assign security permissions:

1. Click  on the Employee-General screen to open the Security screen. You can directly open it from the Settings menu or toolbar.
2. In the Security screen, select the desired Employee from the drop-down list.
3. Assign or change the Password for the employee using Change. You can make it case-sensitive by checking that option from Global Settings-Security screen.

4. Select a Module Name from the list on the left, say, Activity. Now you are ready to assign individual security permissions for this module.
5. Start assigning the Permissions by checking the relevant options in the list on the right.
6. When you have finished, click Save and then Close.

## HOW DO I ASSIGN SECURITY TO MULTIPLE EMPLOYEES?

---

You can apply security settings to multiple employees and vendors at a time, thus saving time and effort. While copying the security settings of employees, you can also copy the report-level security.

To copy security settings:

1. Log in to BillQuick. You must have security permission to access the Security screen. *By default, only the BillQuick Supervisor has the authority to do so.*
2. Open the Security screen from the Settings menu or toolbar.
3. Select an Employee (or vendor) from the drop-down list.
4. Assign the desired security profile or permissions (See [How Do I Assign Security](#)).
5. When you are done, click Tools and select 'Copy Security To' option.
6. On the Copy To panel, choose your option. You can copy the security profile of the selected employee to multiple employees: Specific Employee, Employee Group, Employees with selected Titles or Employees in the selected Department.
7. Click Copy to copy the settings of the current employee to the selected persons.
8. When you have finished, click Save and then Close.

## HOW DO I TURN ON SECURITY?

---

To turn security on for BillQuick:

1. Log in to BillQuick. You must have security permission to access the Security screen. By default, only the BillQuick 'Supervisor' can turn the security on or off.
2. Open the Security screen from the Settings menu or toolbar.
3. Check the Security On option above the Employee field.
4. When you have finished, click Save and then Close.

Alternatively, you can turn on security by just clicking the Turn Security On option on the Settings menu, Security.



BillQuick automatically turns the security on after the number of employees in the database exceeds the number of licensed users.

## HOW DO I CUSTOMIZE SECURITY PROFILES?

---

When defining a new security profile, it is easier to edit an existing template and save it under a new name.

To customize a security profile:

1. Open the Security screen from the Settings menu or toolbar.
2. Select an Employee (or vendor) from the drop-down list. Click Tools and select Security Profiles.
3. On the Security Profile dialog box, select a security template from the drop-down list. Click Load.
4. Back on the Security screen, select an active Module Name (black text) and review the Permissions on the right-hand list. Grant access permissions as needed.
5. Repeat the process for inactive modules (red text). When you have finished, open the Security Profile screen again.
6. Type a new name to save your changes as a new security template. Click Save and close.

 BillQuick Help provides detailed descriptions of all security permissions available in BillQuick.

## HOW DO I CHANGE PASSWORDS?

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By default, your user ID and password is same as your Employee ID (or Vendor ID). A BillQuick User as well as the Supervisor can change the password. BillQuick allows changing password at individual user level and at the supervisor level. You can make passwords case-sensitive throughout BillQuick by checking that option on the Global Settings-Security screen. **We recommend changing passwords after security is established.**

To change your password:

1. Log into BillQuick with your User ID and Password.
2. Open the Change Password dialog box from the Edit menu.
3. Your existing ID displays in the User ID field. Enter your Current Password in the field provided.
4. Next, enter the New Password and confirm it.
5. Click Change to apply the changes.

 You can change the User ID in the Change ID Codes screen.

If you are the Supervisor, then change the password of any employee or vendor in the following way:

1. Open the Security screen.

2. Enter the new Password and then re-type it. Passwords are **not** case sensitive by default. However, you can make them case-sensitive by checking that option from Global Settings-Security screen.
3. Click Change to apply the new password.
4. If you forget your password, reset it to the default by clicking Tools and selecting Reset Security. Your default password is your Employee ID (or Vendor ID).
5. When you have finished, click Save and then Close.

## Report Level Security

### REPORT PERMISSIONS OVERVIEW

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**Navigation** *Settings menu, Security, Set Security, Tools, Report Permissions*

The [Report Permissions](#) feature allows you to specify report-related security permissions for individual employees (or vendors) as well as for security profiles of users. It controls their access to standard and custom reports in BillQuick. For the selected BillQuick user, the Report Permissions screen allows you to grant or restrict access all reports available in BillQuick. You can set the report permissions for a security profile rather than individual employees. This is a huge time saver and ensures that the security is correctly applied based on the profile used. The Report Permissions feature ensures the confidentiality and security of your company data.

 Report level security cannot be set for the Supervisor. All reports are accessible to the Supervisor.

The report-level security permissions allow you to view and print only selective reports. On the Report Permissions screen, you can select as few or as many reports as you want to assign to a user. Report-level security follows a restrictive approach. You can access a report **only** if you have permission to view standard/custom reports in the first place (permission granted on the main Security screen) and then have permission for those from the Report Permissions screen. By default, BillQuick limits the reports you can access to those that match security permissions for each module. Assigning report-level security further refines those permissions. If you change the default report permissions of a user, BillQuick prompts you about that change and allows you to update the profile of other similar users.

Depending upon these security settings, you will see only those reports for which you have permission. In the Report Center as well as the Reports menu, BillQuick will filter out the reports that you cannot access.

 You can use keyboard shortcuts like Ctrl+click, Shift+click and Ctrl +A to select individual rows, a range of rows or all rows in the grid.

## Reference Info

### REPORT PERMISSIONS

---

**Navigation** *Settings menu, Security, Set Security, Tools, Report Permissions*

The following are descriptions of fields on the Report Permissions screen:

#### **Employee ID/Profile Name:**

Depending upon what is selected in the Show field on the main Security screen, displays the ID of the employee (or vendor) for whom the report-level security settings are being specified or displays the security profile name. This data is automatically brought forward from the [Security](#) screen. You can set the report permissions for a security profile rather than individual employees, if required. This is a huge time saver and ensures that the security is correctly applied based on the profile used.

#### **Grid**

The grid displays a list of all reports in BillQuick and your custom reports, which have been added to the [Custom Report List](#). The grid displays the following fields:

#### **Allow:**

This check box indicates whether a user has access to a report or not. You must check this option to grant access permission to each report.

#### **Report Name:**

The name of a report for which security permission is being set. For example, 'Activity Code List by Group'.

#### **Group Name:**

The name of the group to which the report belongs. BillQuick reports are categorized into various groups such as Accounts Receivable, Analysis, Billing, etc. Your custom reports belong to the Custom group. For example, the 'Activity Code List by Group' report is categorized under the Master Information Lists.

#### **Report File:**

The actual name of the report file, such as, ActivityCodeGroups.rpt.

### Report Permissions Button Panel



#### **Search Item:**

This enables you to search for a particular record in the grid. You can search for a record using full or partial ID, name or any other field. BillQuick displays the matching records in a drop-down list based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the drop-down. As you keep on typing more letters it displays more relevant

results. Click  to jump to the desired record in the grid.

You can also do a wildcard search (see [Find](#) for more). You can also access the Find feature from the right-click menu.

## Layout

### Auto Fit:

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

### Best Fit:

BillQuick automatically adjusts the grid list so that the columns fit the contents.

## Help:

Opens the BillQuick Help in the Report Permissions section.

## Print:

Opens the Preview window. Preview displays the full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

## Select:

The drop-down gives you these options:

- **Select All:** Selects all the records in the grid. You can also use Ctrl+A keys to select all rows.
- **Unselect All:** Un-selects all the records in the grid. Alternatively, you can click in any cell within the grid to unselect the selected records.
- **Reverse Select:** Reverses the selection. It unselects the selected records and selects the previously un-selected ones.

## Apply/Un-Apply:

Checks or un-checks the Allow option when working with multiple selections. These buttons allow you to grant (apply) or restrict (un-apply) the access to multiple reports selected on the grid.

## Save:

Saves the report-level security settings for the selected employee.

## Close:

Closes the screen.

## How Do I

### HOW DO I ASSIGN REPORT PERMISSIONS?

---

To assign report-level security permission to a user:

1. Open the Security screen and select an employee.
2. Click Tools and select Report Permissions option to open the [Report Permissions](#) screen.
3. To sort the list, click the column header (or use the Search Item option to search for a report). Check the Allow box for each report assigned to a user.

4. You can also select one or multiple rows and click Assign to assign that report to the selected employee. (You can click Un-Assign to un-assign any report.)
5. When you have finished, click Save and then Close.

## Employee Control

### EMPLOYEE CONTROL OVERVIEW

---

**Navigation** *Settings menu, Employee Control*

Employee Control is a powerful feature of BillQuick. It allows you to control each employee's access to activities, expenses and projects throughout BillQuick. Though employee control is similar to a project control, it is a security feature that applies to all screens, reports and functions in BillQuick. That is why it takes precedence over the project control, if both are implemented simultaneously.



This feature is available in the BillQuick Pro & Enterprise edition only.

Employee control results in faster interaction with BillQuick because data is limited to assigned projects, activities and expenses. For example, if you assign John to work on six projects, he will only see these projects in all his Project drop-down lists. You can apply employee control selectively or throughout BillQuick using the security permissions. It ensures that confidential data is not accessible to employees who should not see it. You can grant access to project managers to view all information related to their projects—time, expenses, reports, invoices, payments, etc.



Employee control can also be turned on via the Security screen.

The Employee Control screen has two tabs—[Assign](#) and [Security](#). The following are descriptions of fields on the Employee Control screen:

#### Reassign Employee

This link opens the [Reassign Employee](#) screen which allows you to reassign or replace an employee by a new employee. Reassignment of employees makes sense when some employees are not available for work and you want to assign their tasks and projects to another employee.

#### How Do I...:

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.

#### Employee ID:

ID of the employee for whom you want to specify employee control settings. You can add a new employee here on the fly using the Add New option from the drop-down list.

#### Show Vendors:

When checked, it includes the vendors in the Employee ID drop-down list. Hence, you can assign Employee Control settings to vendors also.

## Filters

Filters limit the number of records displayed in the Available Items and Assigned Items grid. They are data management tools provided to lessen the task of managing a large BillQuick database. Whatever is selected in the Assign option governs what appears in these filters. You can turn on individual filters with the adjoining check box on the left.

For example, if you would like to view only the activities whose IDs range from AR:AD to GEN:HOL, you must enter that range in the **From-To** fields. In the first box, place the beginning of the range, in this case AR:AD, and in the To box, place the end of the range, GEN:HOL. If you have created groups, you can filter the Available Items list by **Group** as well. In that case, it will display only a group of projects, activities or expenses.

 The filter drop-down lists will contain items according to the selection made in the Assign section. You can choose to assign projects, activities or expenses to an employee on the Assign tab.

## Reference Info

### EMPLOYEE CONTROL—ASSIGN TAB

---

**Navigation** *Settings menu, Employee Control*

The following are descriptions of fields on the Employee Control-Assign screen:

#### **Assign:**

You must select an option —Project, Activity or Expense—to specify employee control settings. Depending upon your selection, you can view that list of items in the grid.

#### **Available Items:**

Displays the items—projects, activity codes or expense codes—available for assignment in the grid. The columns in the grid change depending upon the Assign option selected by you.

#### **Assigned Items:**

Displays the items assigned to the selected employee. You can use the arrow keys to move the items from Available Items to Assigned Items and vice versa.

On the Assigned Items grid, you can change the Billable status of activity and expense items. You can also click on the Classification field to change or specify a title for the selected employee. For example, Allen Marcello has a title of System Administrator in the Employee screen; however, you can assign a different title, say General Manager, to him in the Employee Control screen for a specific project. This implies that Allen Marcello performs different functions on different projects. This classification can be used in a related SFS and also carried forward to reports and invoices.

#### **Show Active Only:**

Assigned Items grid has this additional filter. You can select it to view only active items. By default, this option is checked.

## EMPLOYEE CONTROL—SECURITY TAB

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**Navigation** *Settings menu, Employee Control*

The options available on Security tab of the Employee Control screen allow you to set the employee control for various BillQuick screens. You can also implement employee control via the [Security](#) screen.

### Enable Employee Control for

The various screens where you can implement or enable employee control are listed here under various categories. You can check the boxes for screens where the employee control should be enabled.

#### Select All:

Click this button to select all the options in the Employee Control screen.

#### List Items:

- Activity
- Expense

#### Master Records:

- Client
- Project
- Allocate Hours and Units

#### Time and Expense:

- Time Entry
- Timer
- Expense Log

#### Vendors:

- Vendor Bills
- Purchase Orders

#### Reports:

- Report Center
- Custom Reports
- Standard Reports

#### Estimates & Schedules:

- Budget
- Billing Schedule
- Estimate
- Expense Fee Schedule
- Service Fee Schedule

#### Utilities:

- Document Management
- Export
- Import

#### Billing:

- Billing Functions

Invoice Review  
Payment  
Credit Memo  
Retainer Management

**Save:**

Saves the employee control settings for the selected employee.

**How Do I****HOW DO I APPLY EMPLOYEE CONTROL?**

---

To assign projects to an employee:

1. Open the Employee Control screen from the Settings menu or navigator.
2. Enter the Employee ID or select one from the drop-down list.
3. On the Assign tab, select the Assign: Project option. *(If desired, you can view a subset of projects by using the Filter options for a range or a defined group.)*
4. Select the desired projects in the Available Items list on the left. Click the right arrow button to transfer them to the Assigned Items list.
5. Repeat this for Activity and Expense assignment you want to make for the selected employee by selecting the appropriate Assign option.

 Click [Reassign Employee](#) link to replace an employee assigned to a project with another employee. This can occur when an employee becomes unavailable for work and reassignment is required.

6. Click the Security tab. Check the desired screen names to Disable Employee Control for them.
7. To update these security settings for the selected employee, click Save.
8. When you have finished, click Save and then Close.

 To un-assign an inactive item to an employee, you can un-check Show Active Only option above the Assigned Items grid. It displays active as well as inactive items previously assigned to an employee.

Alternatively, you can turn on security for employee control in the following way:

1. Open the Security screen and select the desired Employee from the drop-down.
2. For each of the BillQuick Module Name listed on the left, accordingly mark or unmark the 'Disable Employee Control' permission on the right.

3. You can 'Turn on Employee Control' for all modules in one click by selecting that option at the top. If required, you can directly switch to the Employee Control screen by clicking the link below.
4. After granting security permissions for employee control, click Save and then Close.

### **HOW DO I CLONE EMPLOYEE CONTROL SETTINGS?**

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You can copy or clone employee control settings to an employee or a group of employees. This is quite useful if you have many employee and need to assign items to each.

To do so:

1. Open the Employee Control screen from the Settings menu.
2. Select an employee and assign the desired employee control settings to it, as you normally would.
3. Click Tools and select Copy To.
4. Select the desired Employee Group to which you are copying the settings. Else, uncheck Copy To Group option and select an Employee/Vendor from the drop-down.



Group is available only when Copy To Group option is checked.

5. Check 'Overwrite' if you want to update or overwrite the existing employee control settings of any employee in the group.
6. Click OK to copy the settings and then Close.

### **HOW DO I ASSIGN ITEMS TO EMPLOYEES?**

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BillQuick allows your to assign employe control directly from the Employee-Assign screen. This saves time when you are creating employees and want to get done with the assignments as well.

To assign items to an employee:

1. Open the Employee screen and select the desired employee on the grid.
2. Click the Assign tab.
3. Select the Project option. *(If desired, you can view a subset of projects by using filters for a range or a defined group.)*
4. Select the desired projects in the Available Items list on the left. Click the right arrow button to transfer them to the Assigned Items list.
5. Repeat this for Activity and Expense assignment you want to make for the selected employee by selecting the appropriate Assign option.

6. Click on the [Reassign Employee](#) link to replace the selected employee by another for the current assignment of items. You can do this when an assigned employee is not available for work.
7. When you have finished, click Save and then Close.



Assignments made here also carry to the Employee Control screen and vice versa.

## Action Log

### LOG VIEWER OVERVIEW

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**Navigation** File menu, Log Viewer

The [Log Viewer](#) is an audit trail or action log feature that records all additions, changes and deletions to the database, including who made the changes, when changes were made and what changes were made. BillQuick includes this log security feature that can record when a person enters new data, edits existing data, deletes data and performs any other function like billing. It provides accountability of users, deters users from fraudulent activity or mistakes, and tracks transaction history. Audit trail works with all database types. All you have to do is specify the location where you want your log files to be saved (in the Global Settings screen).

The Log Viewer monitors and encourages user accountability and proper procedures by tracking actions over time. The log information is easy to read; accurate, providing on-screen review of all activities and actions taken in BillQuick. It extends to all modules for actions such as adding new data, modifying existing data, deleting data, billing, starting an action, and more. In addition, it tracks workflow process such as submitting, forwarding, rejecting and approving time entries, and more.

In addition to the Log Viewer screen, you can read log records with a text editor or word processor. BillQuick maintains separate audit trail files (text files) for each month in the same folder as your company database (for example, the standard installation folder X:\Program Files\BillQuick2017; where X is the drive letter). You can choose another folder in the Global Settings screen.

## Reference Info

### LOG VIEWER

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**Navigation** File menu, Log Viewer

The following are descriptions of fields on the Log Viewer screen:

#### View By:

You can view the log entries in various modes—None, User, Module and Action. You can select any one option from the drop-down list.

If you choose User, you need to specify the **User** ID or name whose logged actions you want to view. If you choose Module, you need to select the **Module** or screen name, say,

Employee, Client, etc. from the drop-down list. If Action is selected, then you can view the log file on the basis of a specific **Action**, say Delete, Bill, Started, etc. However, when None is selected, you can view all the logged actions of all users.

**Period:**

The period for which you want to view the action log. You can choose Day, Week, Year, Custom, etc. That will determine the range of log entries that are displayed in the grid. The next field, Period Including, works in combination with this field to determine what range of log entries are displayed.

**Period Including/From-To:**

You can specify any date within the specified period for which you want to display the logged actions. Period Including defaults to the system date of your computer; however, you can select any date from the drop-down calendar. For example, if the period you have selected is Month and the Period Including is May 18, 2017, you will view the log details for the entire month of May 2017.

When the period selected is Custom, the Period Including field changes to From and To fields and accepts a range of dates.

**Grid**

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Date & Time:**

Displays the system (computer) date and time stamp when an action was taken in BillQuick.

**User:**

User's name is displayed here. It is the name of the person who performed an action in BillQuick, say Supervisor.

**Module:**

Name of the BillQuick module or screen where any action was taken. For example, Invoice Review, Client, Settings, and so on.

**Action:**

The action or function that has been performed in the BillQuick module. For example, Delete, Modify, Started, and so on.

**Entry ID:**

This field displays additional information associated with the entry or action being logged. It can display reference information such as invoice numbers, currency values, description of action taken and so on, depending upon what action has been taken in BillQuick.

**Status:**

Displays different icons to symbolize the logged action.  indicates a warning in case of any delete/modify action;  indicates any billing action;  indicates an ordinary action or general information;  indicates any critical action such as reversing invoices, and more. These icons provide visual cues regarding the actions being performed in BillQuick.

## Log Viewer Button Panel

### **Search Item:**

This enables you to search for a particular record in the grid. You can search for a record using full or partial ID, name or any other field. BillQuick displays the matching records in a drop-down list based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the drop-down. As you keep on typing more letters, it displays results that are more relevant. Click  to jump to the desired record in the grid.

You can also do a wildcard search (see [Find](#) for more). You can also access the Find feature from the right-click menu.

### **Help:**

Opens the BillQuick Help in the Log Viewer section.

### **Print:**

Opens the [Select a Report](#) screen allowing you to select the desired in-context report. From this screen, you can print, preview or cancel the report. Log report lists all the log details or items seen on the grid.

### **Auto:**

When this toggle button is enabled, BillQuick retrieves the latest data automatically from the database. You do not need to click the Refresh button. However, when it is turned off, you must click Refresh to make sure the latest information is displayed in the grid.

### **Auto Fit:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

### **Select:**

The drop-down gives you these options:

- **Select All:** Selects all the records in the grid. You can also use Ctrl+A keys to select all rows.
- **Unselect All:** Un-selects all the records in the grid. Alternatively, you can click in any cell within the grid to unselect the selected records.
- **Reverse Select:** Reverses the selection. It unselects the selected records and selects the previously un-selected ones.

### **Delete:**

Deletes the selected log entry or row in the grid.

### **Refresh:**

Retrieves the latest data from the database and displays it on the screen.

### **Close:**

Closes the Log Viewer screen.

## How Do I

### HOW DO I LOG ACTIONS IN BILLQUICK?

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To track or log actions in BillQuick:

1. Open the Global Settings screen from the Settings menu.
2. Select the Folders option on the left and check the 'Automatically log actions to a log file' option.
3. Specify a Log File Location, if it is different from the default folder.
4. To check the log, open the Log Viewer screen from the File menu.
5. Select your View By option (say, User, Action taken, etc.) and the desired Period (say, Year, Month, etc.). All the related details display in the grid.
6. The grid displays various icons as visual cues to the Status of the action it is tracking or logging, such as information , warning , billing  and so on.
7. After viewing the log, click Close.

## PROJECT MANAGEMENT

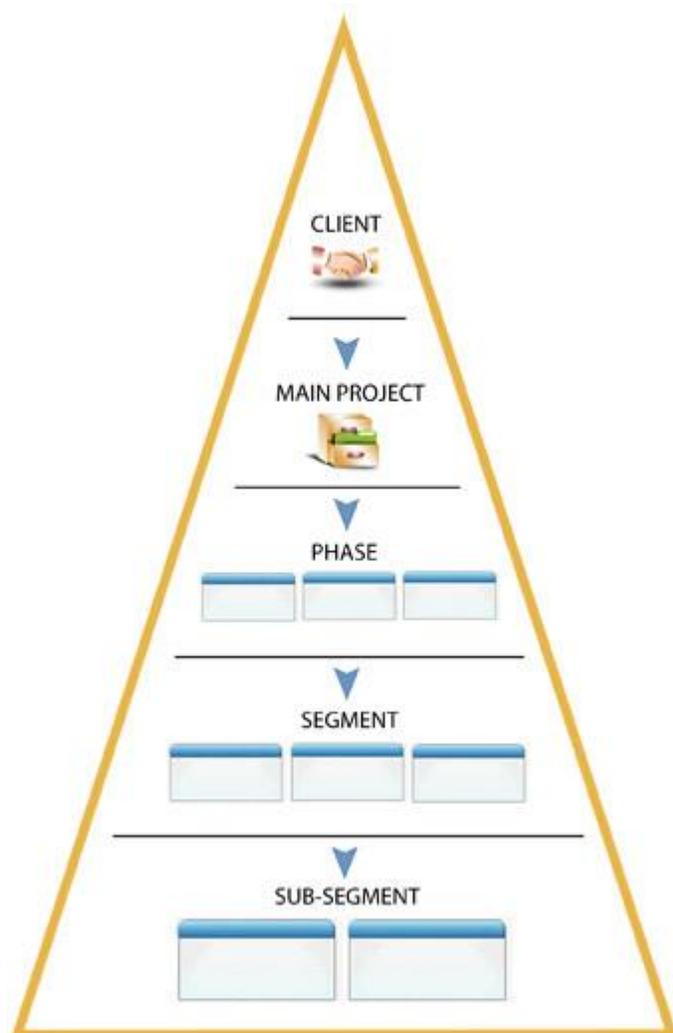
### UNDERSTANDING PROJECTS

BillQuick is a project-centric system that supports an unlimited number of projects. Project-centric means that the project is the core element of the relationship between a company and the client. It defines the scope of work being done for a client, how it should be processed, how it should be billed, and so on. In BillQuick, every client must have at least one project. How you define the scope of work is up to you. In some companies, all the work done for a client can be defined as a single scope of work even though the goals of the work can vary. In other companies, a scope of work can be broken down into smaller parts, called phases, for more efficient management or because the client prefers it. In BillQuick, scopes of work (projects) can be subdivided further into segments, and segments can be broken down into sub-segments. BillQuick supports up to four levels in a project hierarchy.

Whether you call a scope of work a project, job, phase, sub-job, segment or sub-segment, it is a unique project record in BillQuick. A project can be broken down into smaller parts. Each part is a project record with its own profile. You can treat this project record as a separate and distinct entity, billing it separately, for instance. Or each part can be treated as one of many parts that make up the whole. In this case, you would probably bill all the sub-projects together on a joint invoice. When you breakdown a project into smaller parts, there is always a parent project at the top of the hierarchy. BillQuick supports an unlimited number of parent projects and an unlimited number of child projects under each parent.

 For complex needs, you can create a project hierarchy within a project hierarchy.

The parent can be a standard project to which you can charge time and expenses, or it can be a 'Main' status project (no time and expenses allowed). If the parent project has a Main status, you can allocate a percentage of the contract amount to child projects. You can assign a different contract type, budget, project manager and items to each project record in the hierarchy. We



recommend maintaining full contract amount at the parent project level to be able to use the Earned Value feature on the Project-Summary tab.

Each project record has a unique ID, is linked to a client (who authorizes and pays for the work), and includes agreed-on contract provisions like fee and contract amount. Project ID is a shorthand code used throughout BillQuick to identify a project quickly and easily. Defining an intuitive [ID structure](#) for projects (and clients, activities, expenses and so on) can save hundreds of hours a year across your company.

The flow of activity in a project begins when a client or prospective client first indicates a job opportunity. Marketing activities (time and expenses) are charged to this project. After winning the project, you plan and set up the scope of work to be done and more time and expenses are charged. Depending on your needs, a project record can also have a budget, estimate, fee schedule, employees, activities and expenses assigned to it. You need to charge time and expenses to it and accordingly bill the client. All these billable and non-billable charges, issues and events occurring over the life of the project affect budgets, job costs, billing, profitability and utilization. The quality of project management depends on timely, complete and accurate capture and processing of time and expenses.

When ready to bill, accumulated time and expenses flow to the project billing record. After executing billing decisions, a manager typically reviews and signs off on draft invoices, generates final invoices and then sends to clients. Project managers can produce reports on-demand. Using reports combined with qualitative information captured in the project note, project managers learn what went well and what did not. This helps in making the future clients more satisfied and projects more profitable.

You can set up and manage your projects in many ways:

- **[Project Screen](#):**  
The Project screen allows you to create and maintain a profile of each project that reflects the nature of your contract for the work to be done.
- **Project Wizard**  
Project Wizard walks you through the steps of setting up basic project information. You can later make changes to the project records from the Project screen.
- **Project Cloning**  
If you have multiple projects of similar type, you can save time by using the clone feature. The screen allows you to copy data from one project to another, changing only Project Code, Phase and name. You can also use this feature to create multiple phases of a project, whereby you can clone not only the parent project but also all its phases.
- **Change Multiple Projects**  
To change multiple projects at a time, use the Project Change feature. You can select multiple projects and apply batch changes to them.
- **Create Project Groups**  
Combining projects into groups with common attributes can save a lot of time. It reduces the effort required to perform tasks—from reviewing and updating project records to printing reports. You can group projects from the Project Group screen.

[Project Control](#), which is one of the powerful features of BillQuick, gives you the ability to assign activities, expenses and employees to specific projects. However, this feature is available in BillQuick Pro and BillQuick Enterprise editions only.

 To view critical project management information, check out the [Project Center](#) screen.

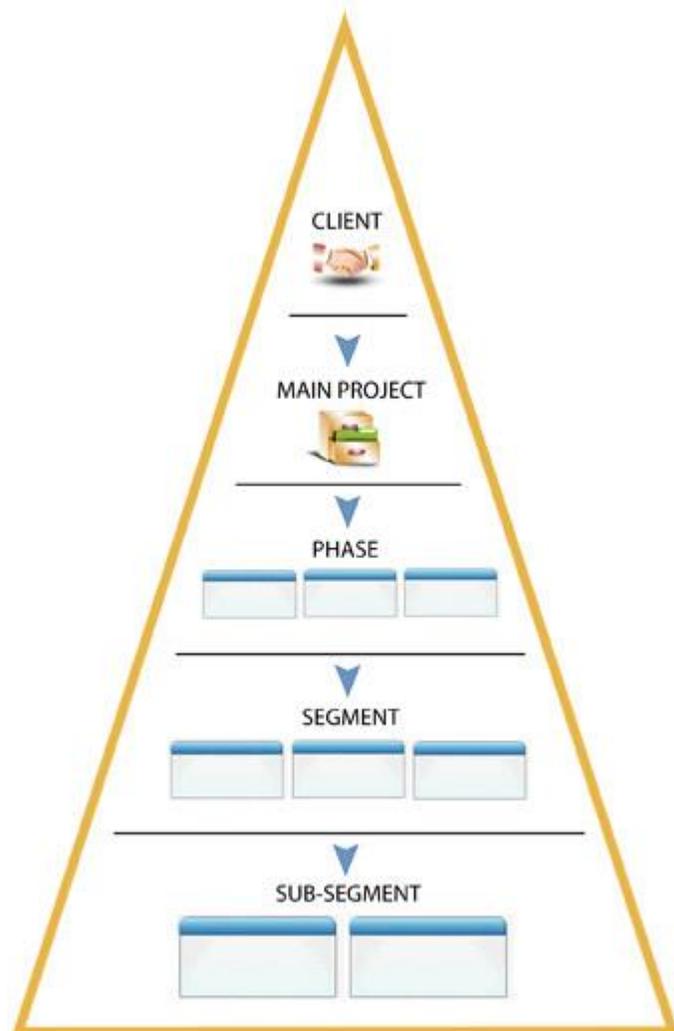
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## PROJECT STATUS

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In BillQuick, you need to choose a status for the project, the most common being the Active status. Drop-down lists in BillQuick include only active projects (and other active master records). In addition, you can filter the grid list and various reports by active projects.

You can choose the status of a project on the Project-General screen. The options include:

Status	Time & Expense	Billing	Payment
Active	Yes	Yes	Yes
Archived	No	No	No
Completed	No	Yes	Yes
Hold	No	No	No
Inactive	No	Yes	Yes
Main	No	Yes	Yes
Cancelled	No	Yes	Yes

- Active**  
 This is an active, ongoing project. Hence, time and expense entries can be logged against it and billed. *You can log time and expenses to active projects only.* Typically, new projects and phases are assigned the Active status. Only active projects appear in the drop-down lists.
- Archived**  
*Not a user selection.* Archived status is set automatically by the [Archive and Restore](#) tool when projects and related time and expense entries are archived. For an archived project, no time and expense entries can be entered nor any transactions made. You cannot create an invoice for archived projects.
- Completed**  
 This is for projects that have been completed. Recorded time and expenses can be billed but no new entries made. Completed projects, however, do allow for billing pending invoices and recording payments against them.
- Hold**  
 Projects are kept on hold because of non-payment by the client or any other reason. You can use this status when work on project has been stopped until certain issues are resolved. For example, if there is a disagreement between the client and the company with regards to the work progress, the project can be kept on hold until such issues are resolved. Recorded time and expenses cannot be billed nor new entries be recorded, since the project is locked. Time and expense entries can be recorded after the project work is resumed.

- **Inactive**  
You can use this option when the work on a project has been temporarily stopped due to scheduling or other issues within the company. The project can be reactivated after the resources are available. Recorded time and expense transactions can be billed, but no new entries can be recorded as future work on the project is uncertain. Inactive projects are similar to those on hold and hence do not allow for time and expense entry till work is resumed. However, you can bill previously recorded time and expenses, and also record payments against them.



When displayed, inactive projects appear grayed out in drop-down lists and grids.

- **Main**  
Identifies the parent project to which phases are linked. No time and expense entries can be charged to a project with a main status. You can create a manual invoice for the main project as well as bill its phases. You can also apply payment against such invoices in the Payment screen or directly in the Manual Invoice screen.



If you change the status of a Main project to 'Inactive', BillQuick asks if you want to change the status of all phases under it.

- **Canceled**  
This project status is used when the project work has been stopped indefinitely, say due to breach of contract by the client. Previous invoices can be billed but no new entries can be recorded because the project has been cancelled. No future work is to be done on it and hence it does not appear in the drop-down lists.



Project status has no direct impact on the reports. However, there are a few reports, such as Project List (by Status) and Project Master File by Project Status, that display project status.

In certain situations, you might have to decide as to when archiving is a better choice than deleting a project. On the other hand, when is changing project status to Inactive the best option? Consider the following recommendations:



To safeguard your assets, make a backup of your company database before deleting or archiving any record.

- *For inactive/incomplete projects with billed/unbilled time and expenses*, retain the records and all associated information in the company database for one or two years to ensure accurate and complete reporting. After this, archive the projects.
- *For projects on hold*, change the status to 'Hold' (Project-General screen). In addition, check the Prevent TE/EL Entries options on Project-Detail screen to prevent any time or expense entry against the projects. When the client brings arrears up-to-date and you are prepared to continue working on the project, change the status back to 'Active' and uncheck these options.

- *For clients who default entirely on the money owed to your company and there is no hope of even partial recovery, maintain the project records for the remainder of the fiscal year to ensure accurate and complete reporting. Then, depending on your company policy, you can archive the project and related information for future reference or delete it.*
- *For clients who run out of money but plan to resume incomplete projects in future, change project status to 'Inactive'. Else, check the Prevent TE/EL Entries options on the Project-Detail screen to prevent any time and expense entry against the project. When the client brings arrears up-to-date and you are prepared to continue working on the project, change the status back to 'Active' or uncheck these options.*
- *For clients who have projects terminated, change the project status to 'Cancelled'. As there is no data of consequence, it is better to delete the projects.*

## Project Center

### PROJECT CENTER OVERVIEW

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**Navigation** *Project menu, Project Center*

The Project Center is a very powerful and useful screen designed for project managers, partners, principals and owners. It is a comprehensive project management tool that gives you a complete view of your projects, making it easy to manage all of them at a centralized place. While the Project screen allows you to create and maintain a profile of each project, this screen allows you to manage and track their progress. You can view highly critical information, key metrics, status and to-do tasks of your projects on the Project Center screen. While tracking the financial health and history of your projects, you can easily detect the problematic areas, if any.



The Project Center feature is available in the BillQuick Enterprise edition only.

The Project Center consists of a grid on the left side listing your projects along with their clients, percent complete and profit/loss status. This grid makes it easy for project managers to update the % Complete values for tracking the progress of their projects. By default, the Project Center displays only the projects that are managed by the logged user (project manager). However, if the security permissions allow you to access other project manager's data, you can click  at the bottom of the grid to open the **Options** panel and specify another employee in the Filter Managers field. While the project manager can view information about the assigned projects, an owner can view information about all projects. The Project Center also allows you to choose whether to focus the information on profit, budget or contract basis. The *Profit Basis* option raises a red flag if the cost incurred on a project exceeds the billable amount or the profitability is not what it should be. The *Budget Basis* option raises a red flag if the amount spent on a project exceeds the budgeted amount (over budget). The *Contract Basis* option raises a red flag if the amount spent on a project exceeds the contract amount (over contract). You can choose to view information for projects with active status by checking the Show Active Projects Only option. The grid changes automatically and so do the charts.

The other project information is available on eight tabs—Overview, Time/Expense, Notes, Files, Assignment, Allocate, Summary and History. BillQuick gives you the flexibility of re-

arranging the tab order of the Project Center screen. To change the default order according to your choice, drag and drop the tab to the position you want.

The [Overview tab](#) displays comparison tables, analysis charts and timelines that can enable managers to track the progress of each project. The [Time/Expense tab](#) brings together all the time and expense entries for each project. The [Notes tab](#) lists journal notes associated with the projects while the [Files tab](#) allows you to view all the linked files and attachments of a project.

The [Assignment tab](#) gives you the ability to assign employees, activities and expenses to specific projects. For instance, if project A is assigned five employees then only those employees will be available in the Employee drop-down while logging time or expenses against this project. Likewise, only assigned activities and expenses allocated to a project will appear in the drop-down lists in time and expense entry screens. This is a project control feature also available from the Project screen. Whatever assignments you do for any project here will carry forward to Project Control and vice versa.

The [Allocate tab](#) allows you to assign and view staff allocations. You can allocate expense units and service hours to employees on project basis to ensure tasks are completed within the deadlines. The [Summary tab](#) contains accounting summary of a project while the [History tab](#) displays the invoice history of a project, including payments and retainers. It also shows the purchase order and vendor bills history, and totals for the selected project. If you need more information, say when a client calls with questions, you can drill down to the invoice or payment report behind this summary by double-clicking it. From there, you can further drill-down to view detailed services and expenses.

Other than these main tabs, you can access information that is useful to you as a project manager on four mini tabs: **Charts**, **Messages**, **To-Do List** and **Reminders**. It provides you with all the information needed to take decisions and track your projects. The Charts tab displays a combined Earned Value line chart for all the projects managed by you for the last 12 months. *You can view the individual charts for each project on the Overview tab.* The Messages tab lists all your incoming messages (inbox) so you do not have to check them elsewhere. The To-Do List tab displays your to-do tasks and items for projects while the Reminders tab notifies you about things like backup, posting invoices, billing and past due bills. BillQuick also displays the respective count for each item in braces ( ).



 For a better understanding of projects and their role in BillQuick, see [Understanding Projects](#).

## Reference Info

### PROJECT CENTER—OVERVIEW TAB

**Navigation** Project menu, Project Center

Every company is concerned about its profitability. The service industry faces many challenges and is always on the lookout for ways to improve profitability and utilization of their billable resources (employees). Thus, it is critical for businesses to be able to analyze key metrics, such as billability, profitability, efficiency and utilization of their resources. This information is used in decision-making and planning at the executive level.

 The Project Center feature is available in the BillQuick Enterprise edition only.

The Overview tab of Project Center displays comparison tables, analysis charts and timelines that can enable managers to track the progress of each project. The following information is available on this screen:

 **Refresh:**

Retrieves the latest data from the database and displays it on the screen.

 **Print:**

Opens the Budget Comparison or Contract Comparison report depending upon what you have selected in the drop-down. It displays information about budgeted/contracted, spent and remaining values for each project along with the status. The preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Budget/Contract Comparison:**

You can choose to see either contract comparison or budget comparison data using the drop-down. Depending upon what you select from the drop-down list, it displays a comparison table for amount and hours. The *Budget vs. Spent* table draws up a comparison between budgeted amount, amount spent and remaining amount for the selected project. It gives you a good idea as to whether the project has gone over-budget in terms of amount as well as hours. Similarly, the *Contract vs. Spent* table draws up a comparison between contracted amount, amount spent and remaining amount for the selected project. It gives you a good idea as to whether the project has exceeded the agreed contract amount. The tables show a breakdown of values in terms of Services, Expenses and Totals. The negative amounts are highlighted in **red**, thus warning you. For overhead projects, BillQuick compares the budgeted costs with actual costs, as there are no chargeable hours.

When the time and expense evaluation rule is checked for a project, BillQuick evaluates each time and expense entry to determine if the total amount spent exceeds the contract amount.

Total Amount Spent = Value of all time and expense entries (both billable and non-billable)



In case of Budget Comparison, the Amount Spent includes the Charge Amount + Markup + Tax 1/2/3 *plus* extra services and expenses. In case of Contract Comparison, the Amount Spent includes the Cost Amount excluding extra services and expenses.

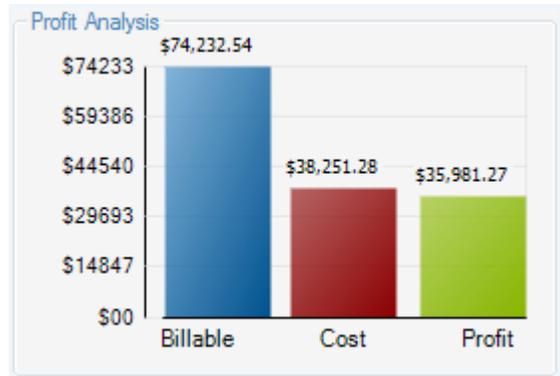
Similarly, the Hours table draws up a comparison between budgeted, spent and remaining hours for the selected project. It gives you a good idea as to whether the project has exceeded the allocated hours or not. The negative values are highlighted in **red**, thus warning you. You can view the allocation details on the [Allocate](#) tab.

**Cumulative Overview:**

Checked, when you select a parent project on the grid having various phases under it, this screen displays cumulative overview for the entire project. You can have a Main or parent project with phases having different contract types, say fixed and hourly. So in the cumulative overview, the Contract Comparison option above will show you the contract amount as well as the amount spent on the fixed projects. The Budget Comparison option above will show you the budgeted amount as well as the amount spent on the hourly projects. If you want to see overview for individual phases, you can un-check this option and then select each phase on the grid.

**Profit Analysis:**

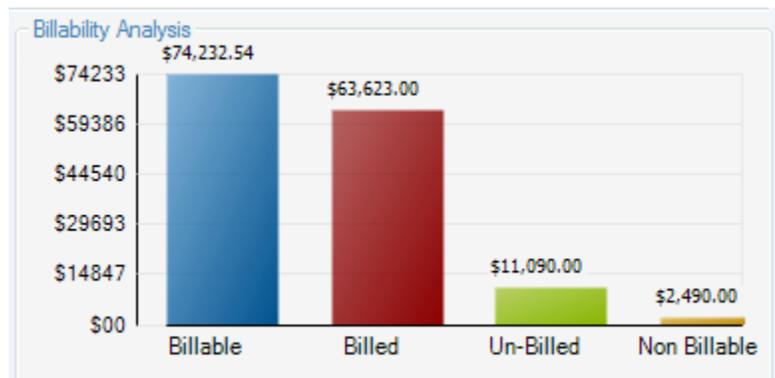
Displays a bar chart with such elements that can help you in analyzing your profit (or loss) on each project. You can see a breakdown of these elements in terms of billable services and expenses (including write-up/down on billed time plus markup on expenses), actual costs (loaded costs of billable time) and profit/loss in dollar amounts (difference between Billable and Cost). Upon comparison of the billable amount with the cost incurred on the project, you can view the resulting gross profit or loss. The calculations involved are:



$$(B\text{-Hours} \times \text{Bill Rate}) \times \text{WUD (for billed time only)} + [(Units \times \text{Cost Rate}) + (Units \times \text{Cost Rate} \times \text{Markup}/100)]$$

**Billability Analysis:**

Displays a bar chart with such elements that can help you in analyzing the billability and productivity of each project. You can see a breakdown of these elements in terms of billable services and expenses (including write-up/down on billed time plus markup on expenses), billed or invoiced time, unbilled and non-billable time. Upon comparison of the billable amount with the billed amount for the project, you get a good idea as to how much has been earned on a project and what is in the pipeline. The values for time entries do not include any write-up/down except for billed time. The calculations involved are:

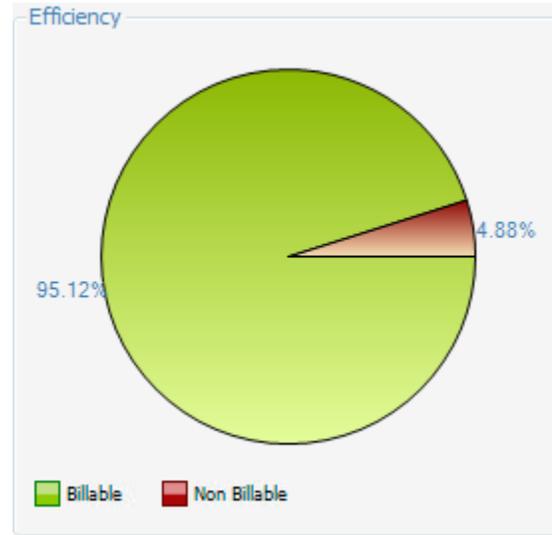


$$(B\text{-Hours} \times \text{Bill Rate}) \times \text{WUD (for billed time only)} + [(Units \times \text{Cost Rate}) + (Units \times \text{Cost Rate} \times \text{Markup}/100)]$$

During analysis, the key indicator to check is the difference between the total billings and total collections. If it is 10% or less, that is normal. However, it is a matter of concern when the difference is greater than 10% of billings. Be sure to adjust your analysis for normal collection cycles and seasonal billing factors.

### Efficiency:

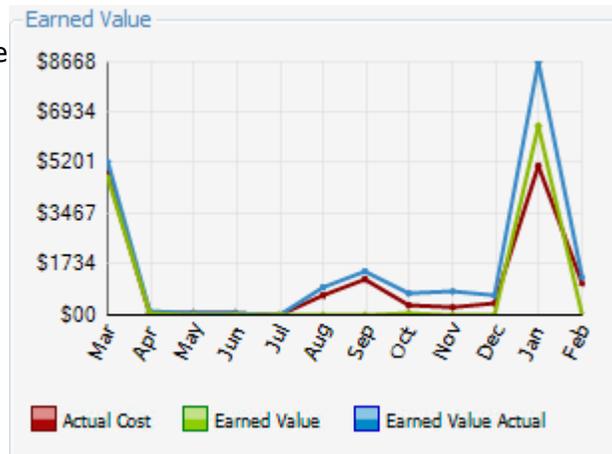
Displays a pie chart with such elements that can help you in analyzing your efficiency on each project. You can see a breakdown of these elements in terms of billable and non-billable services and expenses. Upon comparison of the billable percentage (or amount) with the non-billable values, you can get a good idea about the efficiency of your resources. In general, efficiency can be measured quantitatively by the ratio of output to input. While making decisions, this information helps you to identify the weak areas and then make improvement plans (like skill improvement training and development of employees). You can hover over a piece of the pie to see the actual dollar amount.



### Earned Value:

Displays three important metrics that helps you analyze each project's performance for the last 12 months. It breaks down performance as earned value, earned value actual and actual cost. To view the actual dollar amounts, hover your mouse over any node or point on the chart.

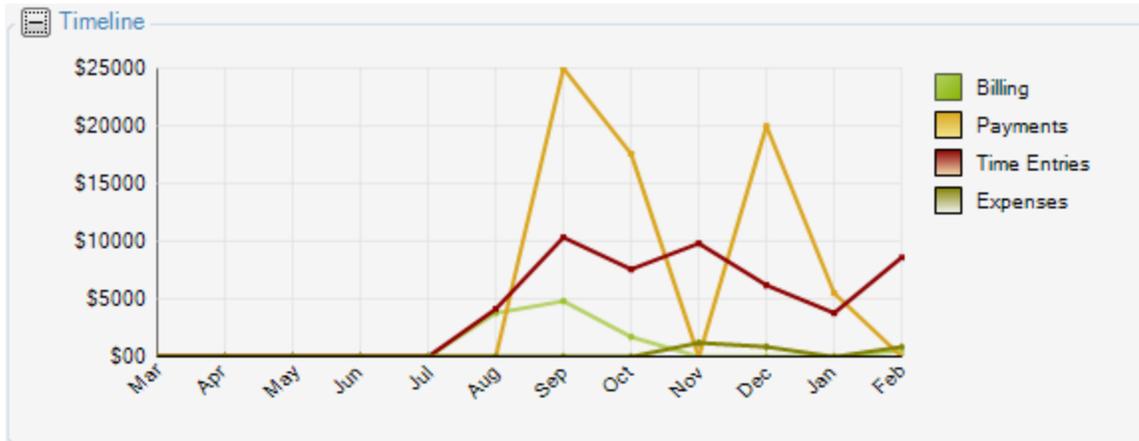
- Actual Cost is the cost of work done to-date; in other words, the cost of billable and non-billable time and expenses associated with invoices. It is the sum of the cost amount of services (Hours x Cost Rate) and cost amount of expenses (Units x Cost).
- Earned Value is the value of billable work done to-date; in other words, the value of time and expenses associated with invoices without any write-up/down considerations. It is the sum of billable services and expenses.
- Earned Value Actual is the amount actually billed to-date, taking into consideration the write-up/down as well as fixed fee billing. It is the sum of the invoice amount billed.



With this, executives and managers receive concise and timely information about project's progress, enabling forecasting and resolution of issues (like cost management, scheduling, etc.). Comparing the estimated and actual values, possible 'red flags' can be identified when the estimated percent complete and actual time and expenses burned (charged to the project) differ significantly.

**Timeline:**

You can click  to open the Time Line panel. It displays a line chart with such elements that can help you in tracking the progress of your project. You can see a breakdown of these elements in terms of billings, payments, time entries and expenses incurred over a period of last 12 months. Upon comparison of these amounts with the contract amount spent, you can evaluate the progress of your project.



**PROJECT CENTER—TIME/EXPENSE TAB**

**Navigation** *Project menu, Project Center*

The Time/Expense tab of the Project Center allows you to view the time and expense entries associated with the selected project—all in one place. You can apply filter for selective viewing of time and expense data in the grid.



You can use the shortcut menu on the grid to access various options, including updating rates of the time and expense entries. While updating rates, BillQuick skips the billed entries.

The following are descriptions of fields on this screen:

**Period:**

This field determines the range of time and expense entries that are displayed in the grid. It provides many options—All, This Month, Last Month, As Of Last Month, This Year to Date, Last 2 Months, Custom, etc. When the Custom option is chosen, you can choose your own range of dates using the From-To fields.

**From-To:**

If you select Custom in the Period field, you can select a range of dates in the From and To fields for which you want to view the time and expense entries. For other options, these fields are unavailable.

**More Filters:**

The drop-down allows you to filter the data displayed in the grid further by applying additional filters. You can choose to view entries that are approved, unapproved, billed,

billable, submitted, active, rejected, etc. You can even choose to view only vendor bill entries, time entries or expense entries.

### Grid

Some of the fields show a summary at the bottom of the grid. You can click  $\Sigma$  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

### Field Chooser:

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

### Date:

Date of the time or expense entry. This is the date you entered while recording time or expenses.

### Employee ID:

ID of the employee or vendor associated with the entry.

### Project ID:

The project against which time or expense entry is charged.

### Project Name:

The name of the project against which time or expense entry is charged.

### Item:

This is the Activity ID of the service item or Expense ID of the expense item used in the entry.

### Description:

Description of the activity or expense code associated with the entry. It is pre-filled with the default description but can be edited here.

### Hours/Units:

The number of billable hours or expense units spent on a project.

### Cost Rate:

Cost rate of the time or expense entry. It can be the fee schedule rate or the cost rate of the activity/expense item used (*see Rate Hierarchy for more*). You can edit this rate here.

**Bill Rate:**

Bill rate of the time or expense entry. It can be the fee schedule rate or the bill rate of the activity/expense item used (*see Rate Hierarchy for more*). You can edit this rate here.

**Invoice:**

Displays the invoice number associated with billed time and expense entries.

**A (Approved):**

You can check the box to approve a time or expense entry. The approved entries are available for billing.

**B (Billable):**

Denotes the billable status of a time or expense entry. Checked indicates that the entry is billable; un-checked indicates that the entry is non-billable. This is also indicated by the color-coding of the entries.

**M (Memo Flag):**

Checked, it denotes that a memo is attached to the entry.

**S (Approval Status):**

Displays the status of an entry using icons—whether it has been submitted, approved or rejected.

[blank] Not submitted   ↓ Submitted   → Forwarded   ✓ Approved   ✗ Rejected

**Billed:**

Displays the billed status of the entry—whether it has been billed or not using Yes/No.

**Type:**

This field indicates whether the entry is a time or an expense record. Time entries display



while expenses display .

**Amount:**

This is the cost amount of time or expense entry *before* any write up/down, markup or taxes. For a time entry, it is calculated using Actual Hours and Cost Rate of an employee. For an expense entry, per unit Cost is multiplied by Units to compute this value.

**Charge Amount:**

Charge Amount is the billable value of the time or expense entry, including write-up/down, markups and taxes. The column displays the total amount for the time and expense entry billed or unbilled. The formula used to calculate this amount for a time entry is:

$$(B\text{-Hours} \times \text{Bill Rate}) \times \text{WUD} \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3}/100)]$$

For an expense entry, this amount is computed by:

$$(\text{Units} \times \text{Cost Rate}) \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3} + \text{MU}/100)]$$

**Xtra:**

When checked, it indicates that the time or expense entry is extra and has gone beyond the specified contract amount.

**OT (Overtime):**

This check box is marked for overtime entries. It represents the extra time worked on an activity, which is beyond the specified standard hours.

**CT (Comp Time):**

This check box is marked for compensation time. Comp time is the extra time logged by a timekeeper, which is beyond the specified standard hours and contract amount. It is regarded as banked time in hours.

**Flag 1/2/3:**

When checked, they indicate that the time or expense entry is flagged for something. The flags can be used to track any characteristic of the time or expense entries that you want. Example: You can use a flag to mark time entries that are tax deductible. Later you can print a report giving you a cost of all such time entries by using the flag as a filter on the report. The label for the flags can be modified in [Custom Labels](#).

**R (Reimbursable):**

This check box indicates whether an expense entry is reimbursable to the employee/vendor or not. If it is, the company needs to pay that employee/vendor.

**MU/WUD:**

This field carries forward the expense markup (percentage) from the Expense Log screen or the write-up/down value of a time entry from the Sheet View.

**Custom 1/2/3:**

These custom fields provide additional information about a time or expense entry. Each custom field holds up to 50 characters. If you pre-define custom data for the activity or expense in their respective screens, BillQuick automatically inserts it while recording time or expense. Custom 1/2/3 labels and UI can be changed in the [Custom Labels](#) screen.

**F (Attachment):**

Displays  for those time or expense records that have files attached to them.

**Classification:**

This is the job classification or title of the timekeeper brought forward from the Employee screen. BillQuick allows you to record and bill time and expense entries along with the classification. This classification is carried from the Service/Expense Fee Schedule, Project Control settings or Employee screen. It cannot be changed here. See [Understanding Rates for more](#).

**VB:**

Displays  for records related to vendor bills. You can double-click the icon to open the entries in the [Vendor Bills](#) screen.

**Time/Expense Button Panel****Print:**

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

**Select:**

The drop-down gives you three options:

- **Select All:** Selects all the entries in the Reviewer grid.
- **Un-Select All:** Un-selects all the entries in the Reviewer grid. Alternatively, you can click in any cell within the grid to unselect the selected entries.
- **Reverse Select:** Reverses the selection. This unselects the selected entries and selects the un-selected ones.

**Tools:** Displays the following options:

#### **Layout**

- **Auto Fit:**  
BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.
- **Best Fit:**  
BillQuick automatically adjusts the grid list so that the columns fit the contents.

#### **Send to Excel:**

Exports the select records in the grid to Microsoft Excel.

#### **Spell Check:**

This button globally checks the description and memo of all time and expense entries in the grid for spelling. It identifies unrecognized words and provides suggestions.

#### **Mark Billed:**

Marks the selected time and expense entries as billed.

#### **Mark Unbilled:**

Marks the selected time and expense entries as unbilled.

#### **Submit:**

Opens the [Submit-Approve](#) screen that allows you to submit the selected entries for approval using various options. Single row or multiple rows can be selected by using either Shift or Ctrl keys. You cannot submit entries that are already approved. When entries are submitted, the supervisor/manager will get notified to approve these entries.

#### **Approve:**

Approves the selected time and expense entries. Multiple time entries can be selected using either Shift or Ctrl keys. Approving an entry approves it for invoicing.

#### **Refresh:**

Retrieves the latest data from the database and displays it on the screen.

## **PROJECT CENTER—NOTES TAB**

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**Navigation** *Project menu, Project Center*

The Notes tab of the Project Center screen displays project-related notes in the grid. You can apply filters to view selective notes. See [Notes Overview](#) for more.

The following are descriptions of fields on this screen:

**Period:**

The period for which you want to view the project notes. You can choose to view notes for This Month, All, Custom period, etc. If you choose Custom, you must specify the desired date range in the **From-To** fields.

**Show Notes for Sub-Projects:**

When checked, you can view notes for the project phases as well. Otherwise, the grid displays only the parent project's notes.

**Show Active Notes Only:**

Checked by default, the grid displays only active notes. Unchecked, all the project notes display in the grid.

**Grid**

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Date:**

The date when a note was created.

**Employee ID:**

The ID of the employee who created the note.

**Category:**

Displays the notes category or type. It can be Project, Employee, Billing Review, Invoice Review, Payment, etc. depending upon the screen from where the note was created.

**Invoice Number:**

Displays the invoice number for those notes that are created for an invoice.

**Active:**

The status of the note—whether active or not. This is an editable field and hence you can update the status of a note here.

**F (Attachment):**

Displays  for those notes that have files attached to them.

**Project Notes:**

Displays the project note. You can read the entire note by clicking on that row and viewing it in the Project Notes panel below.

**Attachments:**

You can click the link to attach files and web links to a note. For example, you might want to scan and attach some additional details of a project for reference. You can add and save files for the selected note from the [Attachments](#) screen. The link also displays the number of files ( ) already linked with a note.

**Project Notes**

Based on the note selected in the grid, the Project Notes field displays the entire note. You can update the details, if required. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text.

**Notes Button Panel****Print:**

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

**Layout****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Delete:**

Deletes the selected note.

**New:**

Opens the [Add Notes](#) screen to create a new project note.

**Save:**

Saves the project note.

**Refresh**

Retrieves the latest data from the database and displays it on the screen.

**PROJECT CENTER—FILES TAB**

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**Navigation** *Project menu, Project Center*

The Files tab of the Project Center displays all the linked files associated with the selected project, irrespective of the screen from where they were attached or added. You can find the same information in the [Manage Attachments](#) and [Document Management-Linked Documents](#) screen. See [Attachment Overview](#) for more.

The following are descriptions of fields on this screen:

**View By:**

You can choose to view the linked documents on the basis of the screen selected here, such as, Time Entry, Project, Client, Employee, Vendor Bill, Invoice, etc. You can also choose to view all the linked files.

**Period:**

The period determines the time frame for which the linked documents will be displayed in the grid. You can choose to view all or selected attachments for This Month, Last Month, etc. You can also choose to view these files for a Custom period or All. When the Custom option is selected, you must select the **Period From-To** date ranges from the drop-down calendars.

**Grid**

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Date:**

Date on which the file or document was attached to the BillQuick record.

**Source:**

Displays the name of the source from where a file or web reference has been linked—project, client, vendor, invoice, etc.

**Description:**

Displays the description of the attached file in a standard format: File-File Name (with extension). For web links, it displays 'Web File'.

**Attached By:**

This is the ID of the person who has linked files to any BillQuick record.

**File Name:**

Displays the name of the file that has been attached to the BillQuick record. For web links, it displays the web address. It is basically a hyperlink that takes you to the actual file or web address upon clicking.

**Location:**

Displays the location or directory path of the attached file. In case of web links, it displays the complete URL or web address of the site or reference.

Besides the file attachments, you can also view the document folders associated with projects in the lower panel. It displays all the folders and files created for projects in the [Document Management-Documents](#) screen.

**View:**

You can view the project folders and files in different ways and arrangements.

- **Large Icons:** Displays the folders and files as large icons.
- **Small Icons:** Displays the folders and files as small icons.
- **List:** Arranges the folders and files in a list format.
- **Details:** Displays the folders and files in a list format with the related details like the size, type and modified date of the folder/files.
- **Refresh:** Retrieves and displays the latest information.
- **New:** Allows you to create a new folder for the selected project.

**Back:**

You can move back to the previous view by clicking this button.

**Files Button Panel****Layout:****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Delete:**

Removes the selected linked file.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**PROJECT CENTER—ASSIGNMENT TAB**

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**Navigation** *Project menu, Project Center*

The Assignment tab of the Project Center screen displays the assignment of employees, activities and expenses to each project. This information is also available in the [Project Control](#) and [Project-Assign](#) screens. See [Project Control Overview](#) for more.

The following are descriptions of fields on this screen:

You can select any option—**Employee, Activity** or **Expense**—to view the respective lists in the grid. Depending upon the selection, you can view and assign employees, activity codes and expense codes to the selected project.

**Available Items:**

Displays a list of available employees, activity codes or expense codes. Your above selection governs what is displayed in these lists.

When you select the Employee option, the following fields are available:

**ID:**

The ID of the employee who is available for assignment.

**Name:**

The name of the employee who is available for assignment.

**Vendor:**

Checked, it indicates a vendor record instead of employee.

In case you select Activity or Expense option, the following fields are available:

**ID:**

The ID of the activity/expense that is available for assignment.

**Description:**

The description of the activity/expense that is available for assignment.

**Billable:**

Checked, it indicates the billable status of the activity/expense item.

**Assigned Items:**

Displays a list of items assigned to a project. You can use the arrow keys to move the items between the Available Items and Assigned Items list. The activity and expense items can be made billable or non-billable here and that status will carry forward to the [Billing Review](#) screen.

**PROJECT CENTER—ALLOCATE TAB**

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**Navigation** *Project menu, Project Center*

The Allocate tab of the Project Center screen allows you to view the allocation of service hours and expense units for employees (and vendors) working on a project. This information can also be viewed in the [Allocate](#) screen. See [Allocation Overview](#) for more.

The following are descriptions of fields on this screen:

**Grid**

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Nonblank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Employee ID:**

The ID of the employee or vendor who has been allocated certain hours or units for the selected project.



BillQuick also allows you to allocate hours and units to employee/vendor groups.

**Item:**

Activity for which hours have been defined or expense code for which units have been allocated. Hours or units can be allocated to a group of items as well.

**Units:**

The number of hours an employee can spend on the selected activity or if the item is an expense, the number of units the employee is allowed to use. When hours/units are allocated to a group of activities/expenses, the value is applied to all the items in the group

combined. For example, if the CAD activity group contains 7 items and you have allocated 10 hours to the group for a project, then the entire group is allocated 10 hours.

 In case of employees who have been allocated certain hours or units individually as well in groups, their individual allocation will take precedence over group allocation.

**Start Date:**

The start date for the allocation. This is the date when the employee is required to start work on the project and to be monitored.

**End Date:**

The end date for the allocation. This is the date when the allotted task should be accomplished.

 While calculating hours/units spent, BillQuick looks for the time entry/expense entry date to be greater than or equal to the Start Date. If Start date is blank, then this condition is not used. It also looks for the time and expense entry date to be less than or equal to the End Date. If End Date is blank, then this condition is ignored.

**Type:**

Displays  if a service item has been allocated and  when an expense item has been allocated.

**Group:**

Displays  if the allocation is specified to an employee or vendor group.

## PROJECT CENTER—SUMMARY TAB

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**Navigation** *Project menu, Project Center*

The Summary tab of the Project Center screen provides a quick summary of cost, billable, unbilled and billed value of a project and associated retainer. For phased projects, you can roll up account information into a parent project using the Show Cumulative Data option, which is checked for parent projects by default. All fields on this tab are non-editable. However, all the values are hyperlinked so that you can drill down into the details in the respective screens. You can view this information in the [Project-Summary](#) screen.

The following are descriptions of fields on this screen:

	Cost	Billable	Billed	Un-Billed
Services	1 \$16,887.22	2 \$51,249.50	3 \$66,268.50	4 \$33,593.00
Extra Services	5 \$0.00	6 \$0.00	7 \$0.00	8 \$0.00
<b>Total Services</b>	<b>1</b> \$16,887.22	<b>2</b> \$51,249.50	<b>3</b> \$66,268.50	<b>4</b> \$33,593.00
Expenses	9 \$3,200.00	10 \$3,200.00	11 \$0.00	12 \$3,200.00
Extra Expenses	13 \$5,000.00	14 \$5,000.00	15 \$0.00	16 \$5,000.00
<b>Total Expenses</b>	<b>5</b> \$8,200.00	<b>6</b> \$8,200.00	<b>7</b> \$0.00	<b>8</b> \$8,200.00
<b>Grand Total</b>	<b>9</b> \$25,087.22	<b>10</b> \$59,449.50	<b>11</b> \$66,268.50	<b>12</b> \$41,793.00

Total Hours: 442.25	Total B-Hours 442.25	Earned Value \$59,449.50	Earned Value (%): 59.45%
Project Retainer Paid \$0.00	Project Retainer Used \$0.00	Project Retainer Available \$0.00	Client Retainer Available \$18,000.00
Total Amount Spent \$54,674.50	Net Billed (Pre Tax) \$66,268.50	Total Amount Billed \$66,268.50	Total Amount Paid \$41,000.00

Show Cumulative Data **Total Amount Owed: \$25,268.50**

### Date Filters:

You can filter the project's account information by a time period. You need to select the desired type of date filter from the drop-down list. The date filter defaults to *This Year* but it can remember your last selected date range. The options include *All Dates*, *Today*, *This Month*, *Fiscal year*, *Year to Date*, *Last Week*, etc. The **From-To** date fields are pre-filled accordingly. You can also select dates from the drop-down calendar. The date filters make it easy to compare the last year's project performance with this year's performance.

### Refresh:

This will re-calculate and then display values on the screen.

### Print:

Displays a preview of the Project Account Summary report for the current project. The preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

Please check the details in the help file.

### Memo:

You can click  to open and use the memo box to record any additional project information. [Memos](#) have a smart feature that allows them to retain the settings you saved,

for instance, if you left the memo box open before closing the Project Center screen, it will stay that way when you reopen the screen. You can type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text.

You can also click on the Memo label to have a floating memo box instead of a fixed one. This gives you more flexibility to see the project memo in whatever size window you want.

## PROJECT CENTER—HISTORY TAB

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**Navigation** *Project menu, Project Center*

The following are descriptions of fields on the Project Center-History screen:

### View:

The History tab gives an account of invoices and related payments, purchase orders, vendor bills and unpaid retainer invoices for a particular project. You can see all your outstanding retainer invoices directly on this screen. There is no need to run the retainer aging reports.

You can select any option from the drop-down—Invoices, Purchase Orders, Vendor Bills or Retainers—to view the respective lists in the grid. Depending upon the selection made, you can view the associated details. *All the details are read-only.* You can view this information in the [Project-History](#) screen as well.



The shortcut menu on the grid provides access to the **Filter By Selection** option. It enables you to select the contents of any cell and [filter](#) the list by it. You can also double-click on the grid rows to drill down into the details of the items being viewed.

Upon selecting the **Invoices** option, the following fields are displayed in the grid:

### Type:

The type of transaction—retainer received, retainer applied, invoice, payment or credit memo.

### Date:

The date of the transaction, such as, invoice date.

### Invoice:

The invoice number associated with a record. This is the invoice number to which a payment, credit memo or retainer amount was applied.

### Amount:

The amount involved in a transaction. It can be the invoice amount, payment amount and so on. At the bottom of the Amount column is the net balance for the project, indicating the amount owed by the client for billed project work, the overpayment or monies on account, or that the project is paid in full.

When previewing invoices, you can view and access the list of files attached with them by clicking  on the toolbar to display the [Attachments](#) screen.

Upon selecting the **Purchase Orders** option, the following fields are displayed in the grid:

**PO Number:**

The purchase order number. This number identifies a PO and is generated automatically based on the format specified in Global Settings.

**Vendor ID:**

The ID of the vendor or supplier from whom the purchase is made.

**Date:**

Date of the transaction. Typically, it is the date when the PO was created.

**Status:**

Displays the status of the PO. It can be Open, Closed or Partially Received.

**Amount:**

The amount associated with the purchase order transaction. It shows a column summary at the bottom.

Upon selecting the **Vendor Bills** option, the following fields are displayed in the grid:

**Bill Number:**

The vendor bill number. This number identifies a vendor bill and is generated automatically based on the format specified in Global Settings.

**Vendor ID:**

The ID of the vendor for whom the vendor bill is created.

**Date:**

The date of the transaction. Typically, this is the date when the vendor bill was created.

**Due Date:**

The date on which the vendor bill is due.

**Status:**

Displays the status of the vendor bill. It can be Not Billed, Partially Billed, Billed, or Billed and Paid.

**Amount:**

The amount associated with the vendor bill transaction. It shows a column summary at the bottom.

Upon selecting the **Retainers** option, the following fields are displayed in the grid:

**Type:**

The type of transaction—retainer billed to the client (Retainer) or retainer payment received (Payment).

**Date:**

Date when the retainer invoice was created/billed or retainer payment was received from the client.

**Invoice:**

Retainer invoice number.

**Amount:**

Displays both the retainer amount that has been billed to the client as well as retainer amount paid by the client (in parenthesis). You can see the outstanding balance at the bottom.

**Memo:**

You can click  to open and use the memo box to record any additional project information. [Memos](#) have a smart feature that allows them to retain the settings you saved, for instance, if you left the memo box open before closing the Project Center screen, it will stay that way when you reopen the screen. You can type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text.

## Project Merging

### MERGE PROJECTS OVERVIEW

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**Navigation** *Project menu, Project Information, Tools, Merge*

If needed, you can merge two or more projects into an existing one or into a new project record using the [Merge Projects](#) screen. BillQuick updates and adds time, expenses, invoices, payments and other information to the project receiving the merged items. BillQuick deletes the projects selected for merging while combining their attributes and properties to assign a single, common identity to them. The projects being merged acquire the identity of the project into which they are merged. This useful feature can be used in case of related or similar projects.

Project merge feature also handles joint invoices. When you merge two projects (say P1 with bill value of \$100 and P2 with bill value of \$200) having a joint invoice associated with them (Invoice # 1001 = \$300), a merged project is created (P1), while separating the joint invoice into two invoices (Invoice # 1001 = \$100 and Invoice # 1001-2 = \$200).

**Reference Info**

### MERGE PROJECTS

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**Navigation** *Project menu, Project Information, Tools, Merge*

The following are descriptions of fields on the Merge Projects screen:

#### Merge Options

**Merge with existing:**

This option is used if you want to merge the selected project with an existing one. The existing project can be selected from this drop-down list.

**Merge into new Project:**

This option is used if you want to merge the selected project into a new one. The new project information must be entered by you.

 When merging the selected project say 'A' with the existing or a new project 'B', the accounts and invoices inherited by Project A also get merged.

### New Project

You need to create a new project into which the selected project will be merged. It is similar to creating a project in the [Project](#) screen.

A new ID is assigned to the project based on the Code and Phase entered by you. This Code:Phase combination (Project ID) must be unique. You must also provide a name or Description for the new project along with a Client and Manager.

### Merge Projects Button Panel



#### Search Item:

This enables you to search for a particular record in the grid. You can search for a record using full or partial ID, name or any other field. BillQuick displays the matching records in a drop-down list based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the drop-down. As you keep on typing more letters, it displays results that are

more relevant. Click  to jump to the desired record in the grid.

You can also do a wildcard search (see [Find](#) for more). You can also access the Find feature from the right-click menu.

#### Help:

Opens the BillQuick Help in the Merge Projects section.

#### Auto Fit:

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

#### Cancel:

Cancels the project merging and closes the screen.

#### OK:

Merges the selected projects and closes the screen.

### How Do I

#### HOW DO I MERGE PROJECTS?

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To merge projects:

1. On the Project screen, click Tools and select Merge to open the Merge Projects screen.
2. Select the projects to merge from the grid.

3. Choose your Merge Options—whether to merge with an existing project or merge into a new one.
4. Enter the required data for a New Project – Code, Phase, Description, Client and Manager.
5. Click OK when you have finished.

This action produces changes in the related database tables such as Time Entry, Expense Entry, Payment, etc.

## Estimates

### ESTIMATE OVERVIEW

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**Navigation** *Project menu, Estimates*

Project managers need to understand how estimates are useful for managing projects and how BillQuick handles them. Estimates support later-stage marketing efforts with a bid to provide specified services. An estimate is a proposed task list with estimated service hours, expense units and computed amount for each. A budget is the same except it is used for internal purposes and you can assign an employee or a vendor (or group) to a task. Creating an estimate is like creating a bid, grant or proposal. Writing an estimate is very similar to writing an invoice.

For many professional services firms – architects, engineers, IT consulting, surveyors, computer consultants, etc. – the estimate is what they send to the client as part of their bid proposal. You can assign estimates to projects and phases. Typically, companies start with an estimate or proposal, which can go through multiple iterations until the client signs off. After signing off and beginning the project, it usually becomes the foundation for a project contract or engagement letter. When accepted, some companies convert it to a budget and keep track of the budgeted project. You can convert a budget to an estimate and vice versa.

You can copy items from an existing estimate to a new one. Here are some examples:

- An architect creates an estimate for a restoration project and then uses it as the basis for the project budget after winning the job. When bidding on another restoration project, the first budget becomes the foundation for a new one and then you can convert it into an estimate.
- An IT consulting firm sets up multiple budgets for network installations and related training based on size of company and other factors. After identifying a new project, the client is set up, a marketing project created, and one of the budgets assigned to it. You can then convert the budget to an estimate as a starting point for negotiations.
- An accounting firm creates a standard budget for accounting services, identifying bank reconciliation, review and other tasks and the 'standard' hours they should work. Reviewing the Budget Comparison report, they can determine what factors contributed to the success of the service or where it needs skill improvement.

Estimates in BillQuick include separate services and expense portions. BillQuick provides many reports containing information from estimates such as Estimate Details. Often, project managers drill down into details by reviewing job costs, amount spent and project

profitability reports. You can export estimates directly to Microsoft Excel or convert them to PDF, Word document, etc.

Decimal values are displayed in the Estimate grid based on the settings specified in Global Settings-User Interface. For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67). However, placing your pointer in the field will reveal the true value. If you specify 9 as the number of digits after a decimal, the grid will display values rounded off to nine decimal places (2500.666 will display as is).

The Estimate screen has two tabs—[Service](#) and [Expense](#). The following are descriptions of fields on the main Estimate screen:

**Find:**

Opens the [Find](#) screen that enables you to search for the desired estimate or related information.

**How Do I:**

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.

**Attachments:**

BillQuick allows you to link files to estimates. For example, you might want to scan and attach some additional details to the estimate for reference. You can add and save files for the selected estimate from the [Attachments](#) screen. When emailing estimates, you can choose to send the attachments as well.

**Estimate ID: (required)**

The ID of an estimate must be unique. If you want to create a new estimate, click the New button and enter the ID there.

**Description:**

The description of the estimate. This is brought forward when the ID is selected. Keep in mind that the description should allow others to understand the purpose of the estimate or its relevance.

**Created By:**

The employee who created the estimate or is responsible for it. This is helpful when filtering reports. You can add a new employee here on the fly using the Add New option from the drop-down list.

**Status:**

The status of the estimate —Active, Inactive or Incomplete. When you set the estimate status as inactive, BillQuick keeps the information associated with that estimate but does not show it in the drop-down lists. You can make an estimate active again at any time.

**Show Cumulative Estimate:**

Allows you to view the rolled-up estimate of the entire project and related phases under it. The totals such as hours, units and amounts are all added up to provide a comprehensive view of the entire estimate when selecting the top level parent project (with Active status and an estimate of its own) from the Project screen.

## Additional Fields

### Memo:

Allows you to edit or create a memo for the selected service or expense line item. Memo added here gets carried forward on invoices and reports as well. To create a memo, you must open the [memo](#) box by clicking . Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. You can also create and add a new [Auto Complete Entry](#) here.

### Labor Total:

BillQuick keeps a running record of the labor total here. It shows the total service amount associated with an estimate.

### Expense Total:

BillQuick keeps a running record of the expense total here. It shows the total expense amount associated with an estimate.

### Misc Amount:

Allows you to add some miscellaneous amount or cost to an estimate. It can represent the contingency expenses for the estimate.

### Total:

The total amount for the project estimate. It represents the sum total of the labor, expense and miscellaneous amount.

## Reference Info

### ESTIMATE—SERVICE TAB

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**Navigation** *Project menu, Estimates*

The following are descriptions of fields on the Estimate-Service screen:

### Grid

Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

### Field Chooser:

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

### ID:

ID of the activity or service item (or group) included in an estimate. You can add a new activity code or group here on the fly using the Add New option from the drop-down list. The field size cannot exceed 13 characters.

**Description:**

The activity description is brought forward from [Activity Codes](#) screen. It can be edited, if desired. The field size cannot exceed 50 characters.

**Hours:**

These are the hours estimated for a service or activity.

**Rate:**

The per hour bill rate assigned to an activity item. The bill rate is brought forward from the Activity Codes screen or can be entered manually.

**% Done:**

This value shows the percentage of estimate being used up or done for the service item. It allows you to specify percent complete for each service item and if you create an invoice using this estimate, the invoice uses this percentage value to calculate the total amount. You can enter a decimal value as well.

**Custom 1/2/3:**

These custom fields allow you to record any information or attribute about the estimate. You can change the labels and UI of these fields in the Custom Labels screen.

**Amount: (Read Only)**

This is the bill amount for the service item. It is calculated as (Hours x Rate).

**Actual Amount:**

The actual service amount spent on the assigned project. This field is available only when an estimate is associated with a project and launched from the Project screen.

**Actual Cost:**

The actual service-related costs incurred on the assigned project. This field is available only when an estimate is associated with a project and launched from the Project screen.

**Actual Hours:**

Besides the estimated hours, you can also see the actual hours spent on the assigned project in real time and the hours left on each estimate line item. These values are updated in real-time and show you how many hours of your estimate have been spent. It provides managers with a powerful tool to keep their projects within estimated hours. *This field is available only when an estimate is associated with a project and launched from the Project screen.*

**Balance:**

The difference between the estimated amount and actual amount spent on services. This field is available only when an estimate is associated with a project and launched from the Project screen. It is calculated as:

Balance = Amount - Actual Amount



This real-time information is available in the BillQuick Pro and Enterprise editions only.

## ESTIMATE—EXPENSE TAB

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**Navigation** Project menu, Estimates

The following are descriptions of fields on the Estimate-Expense screen:

### Grid

Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

### Field Chooser:

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

### ID:

Expense code (or group) assigned to an estimate. You can select an expense (or expense group) from the drop-down. You can also add a new expense code (or group) here on the fly using the Add New option from the drop-down list. The field size cannot exceed 13 characters.

### Description:

The expense description brought forward from [Expense Codes](#) screen. It can be edited, if desired. The field size cannot exceed 50 characters.

### Unit:

Number of expense units being estimated.

### Cost:

The cost rate assigned to the expense. It represents the *per unit* cost less any markups and taxes for proper expense tracking. If the cost of an expense varies, this space can be left blank. Then, when you log expenses, you can enter the actual cost there. You can enter any value in decimals and set the number of decimal places to show in Global Settings. For example, if you assign a cost of .325 for mileage, that value can be entered here though it will display .33. Placing your pointer in the field will reveal the true cost.

### MU %:

The markup column determines the percentage by which BillQuick will increase the cost of the expense to determine the cost amount. If the markup percentage varies, you can leave this field blank and enter it when you log expenses. *Do not* enter the percentage as a decimal. For example, to increase the cost rate by 10.5%, enter 10.5, *not* 0.105. BillQuick also allows you to enter negative markups.

### Tax 1/2/3:

Up to three taxes can be assigned per expense code. These item taxes are assigned to each expense entry when recorded. They are summed and used to calculate the value of expense entries. For example, if an expense GEN:MI has Tax 1 = 5% and Tax 2 = 10%, when an

expense entry is made with GEN:MI, 15% will be added to the cost amount (Units x Cost Rate x Markup).

If taxes are charged one on top of another or if only one tax is charged to the entire expense amount, you should use the Main Expense Tax. The Tax 1, Tax 2 and Tax 3 labels can be changed in the [Custom Labels](#) screen.



Cost rates, markup percentages and tax percentages carry forward from the Expense Codes screen.

**% Done:**

This value shows the percentage of estimate being used up or done for the expense item. This allows you to specify percent complete for each expense item and if you create an invoice using this estimate, it uses this percentage value to calculate the total amount.

**Custom 1/2/3:**

These custom fields allow you to record any information or attribute about the estimate. You can change the labels and UI of these fields in the Custom Labels screen.

**Amount:**

This is the charge amount for the expense item. It is calculated as [Units x Cost Rate x (1 + MU %)] x (1 + Tax 1 + Tax 2 + Tax 3)].

**Cost Amount:**

The total cost of the estimated expense line item *before* markup and taxes. The per unit cost is multiplied by the units to compute this value.

Cost Amount = Units x Cost Rate

**Actual Amount:**

The actual expense amount spent on the assigned project. This field is available only when an estimate is associated with a project and launched from the Project screen.

**Actual Cost:**

The actual expense-related costs incurred on the assigned project. This field is available only when an estimate is associated with a project and launched from the Project screen.

**Actual Units:**

Besides the estimated units, you can also see the actual expense units spent on the assigned project in real time and the units left on each estimate line item. These values are updated in real-time and show you how many expense units of your estimate have been spent. It provides managers with a powerful tool to keep their projects within estimated values. *This field is available only when an estimate is associated with a project and launched from the Project screen.*

**Balance:**

The difference between the estimated amount and actual amount spent on expenses. This field is available only when an estimate is associated with a project and launched from the Project screen. It is calculated as:

Balance = Amount - Actual Amount

 This real-time information is available in the BillQuick Pro and Enterprise editions only.

## How Do I

### HOW DO I CREATE ESTIMATES?

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Typically, you send estimates to clients as part of a project proposal. BillQuick includes an Estimate Comparison Report that compares estimate hours and amounts to what you spent, how much remains, and whether you are over or under the estimate for each activity and expense.

You can set up your estimate at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup

### HOW DO I CONVERT BUDGETS TO ESTIMATES?

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If you have created a budget, you can easily convert it into an estimate. Similarly, if you have an estimate, you can convert it to a budget.

To convert a budget into an estimate:

1. Open the Budget screen and select the desired budget.
2. Click Tools and select 'Convert to Estimate'. When prompted, enter the Estimate ID and Description.
3. After creating, you can then assign that estimate to a project in the Project screen.

## Budgets

### BUDGET OVERVIEW

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**Navigation** *Project menu, Budgets*

Budgets are a good way to track the expected revenue or cost of a project against the actual. They combine detailed service and expense items to calculate the total budget of a project. You can use the same budget for several projects. For example, an IT consulting firm can create standard network installation and software training budgets. A budget can be standardized (with or without budgeted hours and units) for a recurring project type. An unlimited number of budgets can be created. After creating, they can be linked to projects in the Project screen or converted into estimates. Security permissions determine who can approve a budget or modify an approved budget.

Project managers need to understand how budgets are a useful tool for managing projects and how to use them in BillQuick. You can assign budgets to projects and their phases. Some companies start with a preliminary budget and then convert it to an estimate, and can go through multiple iterations until the client signs off. After signed off and project begins, project managers keep track of the budgeted project.

Some companies use a budget to assign employees and consultants to a project with specific tasks, hours and expenses, then use the 'Budget by Employee' report to track whether those employees are over or under budget for the assigned task. As a means of self-policing, you can allocate hours to them so that they are able to stay on track.

BillQuick allows you to limit the timekeepers who can record time and expenses to a project. In addition, you can restrict activities and expenses to those listed in the project budget. In addition, a budget can be employed to assign employees, activities and expenses to a project in the Project Control screen.

BillQuick provides many reports containing information from budgets such as Budget Comparison, Over-Budget Projects, Budget-Cost, and more. Often project managers drill down into details by reviewing job costs, amount spent and project profitability reports. You can export budgets directly to Excel or convert their reports to PDF, Word, etc. You can even schedule these reports for automatic delivery using [BillQuick Agent](#) module.

You can assign budgets to projects for the following purposes:

- View the Budget Comparison report, daily or weekly, to compare the actual vs. budgeted items. Comparing actual time and expense against budgeted amounts and hours helps you gauge progress of a project and identify issues for immediate management attention.
- Analyze actual-to-budget results to improve operations, employee skill-sets, fee structures and other aspects of the profitable delivery of services to clients.
- Use the total budget amount as the contract amount; however, the contract amount can also be a higher or lower amount.
- Restrict employees, expenses and activities to the budgeted ones while recording time and expenses for a project.
- Track line item tasks on budgets by percent done, provided a budget is assigned to a project. (You can assign the same budget to multiple projects.)
- Create a purchase order from a budget.
- Allocate budgeted hours and units to projects.
- Create a manual invoice from a budget, using % Done to calculate the amount of each line item (it does not carry back to the budget).

The Service Fee Schedule option is available when budgeting services on the Service tab. Employee-Activity budget items are defined on the Service tab. The bill rates used in a service budget can come from several sources. BillQuick automatically carries forward the bill rate values following three rules:

1. Get the rate from the first employee-activity combination on the SFS that matches the budget item.
2. If rule 1 is not met, get the rate from the Activity Code profile.
3. If rules 1 and 2 are not met, get the rate from the Employee profile.

If no match is found and an employee group/activity group is used for a budget item, bill rate must be entered manually.

Decimal values are displayed based on the settings specified in Global Settings-User Interface. For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67). However, placing your pointer in the field will reveal the true value. If you specify 9 as the

number of digits after a decimal, the grid will display values rounded off to nine decimal places (2500.666 will display as is).

The Budget screen has information on two tabs—[Service](#) and [Expense](#). The following fields display on the main Budget screen:

**Budget ID: (required)**

The Budget ID is a unique identifier. From the drop-down menu, select the budget you want to review. If you want to create a new budget, click New on the button panel. When planning your budget ID structure, keep in mind the ease of recall, what the ID should communicate, and other factors.

**Description:**

The budget description assigned when the budget is created. This is brought forward when the Budget ID is selected. Keep in mind that the description should allow someone to understand the purpose of the budget or its relevance.

**Created By:**

This is the ID of the employee who created the budget or is responsible for it. Assigning an employee to the budget can be helpful when filtering reports. You can add a new employee here on the fly using the Add New option from the drop-down list.

**Status:**

Select the budget status from the drop-down. The options are Active, Inactive and Incomplete. When you set a budget status as Inactive, BillQuick keeps the information associated with that budget but removes it from any drop-down list. You can make a budget active again at any time. This feature is useful when you want to archive budgets.

**Service Fee Schedule:**

Select any Service Fee Schedule if you want to base the rates assigned in the budget on it. The Service Fee Schedule is available when budgeting services on the Service tab. You can add a new SFS here on the fly using the Add New option from the drop-down list.

**Expense Fee Schedule:**

Select any Expense Fee Schedule if you want to base the rates assigned in the budget on it. The Expense Fee Schedule is available when budgeting expenses on the Expense tab. You can add new EFS here on the fly using the Add New option from the drop-down list.

**Show Approved Only:**

Check this option to view only approved budgets in the Budget ID drop-down list. This check box can be used to filter the budget list.

**Rates From Activity Table:**

Checked, this ensures that the rates for the activities or service items in the budget are brought forward from the Activity Codes screen.

**Show Vendors:**

Check this option to view the vendors in the Employee drop-down list in the grid.

**Show Cumulative Budget:**

Allows you to view the rolled-up budget of the entire project and related phases under it. The totals such as hours, units and amounts are all added up to provide a comprehensive

view of the entire budget when selecting the top level parent project (with Active status and a budget of its own) from the Project screen. The cumulative budgets are editable.

**Find:**

Click this to open the Find screen to search for the desired budgets.

**Attachments:**

Allows you to attach any web link, file or document to a budget. For example, you might want to scan and attach some additional details to the budget for reference. You can link files to the selected budget from the [Attachments](#) screen by selecting the files or using drag-n-drop feature.

To export records in the grid to Excel, point anywhere in the grid and right-click. Choose **Send to Excel** from the menu. If nothing is selected, BillQuick selects all the rows and exports them to Excel.

**Additional Fields****Memo:**

Click  to open the [memo](#) box. It allows you to create a memo for the selected budget. Memo can be added to the records on the Services tab and Expenses tab and will get carried forward on invoices and reports as well. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. You can also create and add a new [Auto Complete Entry](#) here.

**Labor Total:**

Shows the total service amount associated with the budget. After you fill in the Activity (or Activity Group), the rate will be brought forward. This can be edited. After B-Hours are entered, BillQuick will calculate the total for that record. The total amount for labor is tabulated in this field.

**Expense Total:**

Shows the total expense amount associated with the budget. After you fill in the Expense (or Expense Group), the cost will be brought forward. This can be edited. After units are entered, BillQuick will calculate the total for that record. The total amount for expenses is tabulated in this field.

**Misc Amount:**

Allows you to add some miscellaneous amount for the proposed budget. It can represent the contingency expenses for the budget.

**Total:**

The grand total of the labor, expenses and miscellaneous amount.

**Reference Info****BUDGET—SERVICE TAB**

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**Navigation** *Project menu, Budgets*

The following are descriptions of fields on the Budget-Service screen:

**Grid**

Some of the fields show a summary at the bottom. You can click  $\Sigma$  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them. The column names in the Field Chooser are listed in the alphabetical order.

**Project ID:**

The project associated with a budget line item. This column is available for cumulative budgets only and is editable.

**Employee:**

Type or choose an Employee ID from the drop-down list. If you want to budget activities or service items for a group of employees, create the budget using employee groups instead. You can also create a new employee here using the Add New option from the drop-down list.

**Activity:**

Type or choose an Activity ID from the drop-down list. You can add a new activity here on the fly using the Add New option from the drop-down list. The field size cannot exceed 13 characters. You can also select an activity group instead of an individual activity. Budgeting for an activity group rather than individual activities is a great time saver.

**Description:**

The activity description is brought forward from [Activity Codes](#) screen. When a single activity is budgeted, it defaults to the description of the activity code. It can be edited here, if desired. When a group is budgeted, a description can be manually entered. The field size cannot exceed 50 characters.

**Rate:**

This column shows the bill rate assigned to the combination of employee/employee group and activity/activity group on the same row.

**Cost Rate:**

The default cost rate for the activity brought forward from the [Activity Codes](#) screen. However, you can change it here.

**Hours:**

Enter the hours budgeted to the combination of employee and activity here.

**% Done:**

This value shows the percentage of budget used up or completed for the service item. This allows you to specify percent complete for each service item and when you create an invoice

using this budget, the invoice uses this percentage value to calculate the total amount. You can enter a decimal value as well.

**Tax 1/2/3:**

Up to three taxes can be assigned per activity line item. These taxes are assigned to each activity line items when recorded. They are summed and used to calculate the amount of the activity.

For example, if Activity GEN:CI has a Tax 1 value of 5% and a Tax 2 value of 10%, when an activity entry is made for GEN:CI, 15% will be added to the (Hours x Bill Rate). If taxes are charged one on top of another or if only one tax is charged to the entire service amount, use the Main Service Tax of the [Project](#) screen. The Tax 1, Tax 2 and Tax 3 labels can be changed in [Custom Labels](#).

**Custom 1/2/3:**

These custom fields allow you to record additional information about the service line item. Custom fields hold up to 50 characters. The Custom 1, Custom 2 and Custom 3 labels can be changed in [Custom Labels](#) screen.

**Amount: (Read Only)**

This is the total service amount being budgeted. It is automatically calculated using the formula: Budgeted Hours x Bill Rate.

**Actual Amount:**

The actual service amount spent on the assigned project. It is calculated as B-Hours x Bill Rate.

These values are updated in real-time and show you how much of your budget has been spent. No longer do you have to visit other screens or run reports to know where you stand on each budget line item. This field is available only when a budget is associated with a project and launched from the Project screen.

**Actual Cost:**

The actual service-related costs incurred on the assigned project. It is calculated as Actual Hours x Cost Rate.

These values are updated in real-time and show you how much the project is costing you. No longer do you have to visit other screens or run reports to know where you stand on each budget line item. This field is available only when a budget is associated with a project and launched from the Project screen.

**Actual Hours:**

Besides the budgeted hours, you can also see the actual hours spent on the assigned project in real time and the hours left on each budget line item. These values are updated in real-time and show you how many hours of your budget have been spent. It provides managers with a powerful tool to keep their projects within budgeted hours. *This field is available only when a budget is associated with a project and launched from the Project screen.*

**Balance:**

The difference between the budgeted amount and actual amount spent on services. This field is available only when a budget is associated with a project and launched from the Project screen. It is calculated as:

Balance = Budgeted Amount - Actual Amount

 This real-time information is available in the BillQuick Pro and Enterprise editions only.

**Cost Amount:**

The total cost of the budgeted service line item. This amount is calculated as Hours x Cost Rate.

## BUDGET—EXPENSE TAB

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**Navigation** *Project menu, Budgets*

The Expense Fee Schedule option is available when budgeting expenses on the Expense tab of the Budget screen. You can choose a combination of employee-expense or their groups. Cost rates, markup percentages, and tax percentages carry forward from the Expense Codes screen. If an expense group is used, you must manually enter these values.

The following are descriptions of fields on the Budget-Expense screen:

**Grid**

Some of the fields show a summary at the bottom. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Project ID:**

The project associated with a budget line item. This column is available for cumulative budgets only and is editable.

**Employee:**

Type or choose the Employee ID from the drop-down list to be included in the budget. You can add a new employee here on the fly using the Add New option from the drop-down list. The field size cannot exceed 65 characters. If you want to budget expenses to a group of employees, create the budget using employee groups instead.

**Expense:**

This is the expense code that you are assigning to the budgeted employee. Select an Expense ID from the drop-down. You can add a new expense code here on the fly using the Add New option from the drop-down list. The field size cannot exceed 13 characters. If you want, you can include expense groups in the budget instead of individual expense items.

**Description:**

The expense description is brought forward from [Expense Codes](#). When a single expense is budgeted, it defaults to the description of the expense code. It can be edited, if desired. When a group is budgeted, a description can be entered manually. The field size cannot exceed 50 characters.

**Unit:**

Number of expense units being budgeted. This field shows column summary at the bottom.

**Cost:**

The default cost of the expense. This should represent the *per unit* cost less any markups and taxes for proper expense tracking. If the cost of an expense varies, this space can be left blank. Then, when you log expenses, you can enter the actual cost there. Although only two places of decimal will be displayed, more can be entered. For example, you can enter a cost amount of .326 for mileage but it will display .33 instead. However, placing your pointer in the field will reveal the true cost recorded.

This field shows column summary at the bottom.

**MU %:**

The markup column determines the percentage increase in the cost of the expense to determine the amount. If the markup percentage varies, you can leave this field blank and enter it when you log expenses. *Do not* enter the percentage as a decimal. For example, to increase the cost rate by 10.5%, enter 10.5, *not* 0.105. BillQuick also allows you to enter negative markup.

**Tax 1/2/3:**

Up to three taxes can be assigned per expense. These taxes are assigned to each expense entry when recorded. They are summed and used to calculate the amount of the expense entry. For example, if an expense GEN:MI has a Tax 1 value of 5% and a Tax 2 value of 10%, when an expense entry is made for GEN:MI, 15% will be added to (Units x Cost Rate x Markup). If taxes are charged one on top of another or if only one tax is charged to the entire expense amount, you should use the Main Expense Tax in the [Project](#) screen. The Tax 1, Tax 2 and Tax 3 labels can be changed in [Custom Labels](#).

**% Done:**

This value shows the percentage of budget being used up or completed for the expense item. This allows you to specify percent complete for each expense item and when you create an invoice using this budget, the invoice uses this percentage value to calculate the total amount to be charged.

**Custom 1/2/3:**

These custom fields allow you to record additional information about the expense line items. Custom fields hold up to 50 characters, each containing unique information about the expense code attributes. The Custom 1, Custom 2 and Custom 3 labels can be changed in the [Custom Labels](#) screen.

**Amount:**

This is the total expense amount being budgeted. It is calculated as [Budgeted Units x Cost Rate x (1 + MU %)] x (1 + Tax 1 + Tax 2 + Tax 3). This field shows column summary at the bottom.

**Actual Amount:**

The actual expense amount spent on the assigned project. It represents the actual charge amount of the expenses incurred on the project and is calculated as  $[\text{Units} \times \text{Cost Rate} \times (1 + \text{MU} \%)] \times (1 + \text{Tax 1} + \text{Tax 2} + \text{Tax 3})$ . This field shows column summary at the bottom.

These values are updated in real-time and show you how much of your budget has been spent. No longer do you have to visit other screens or run reports to know where you stand on each budget line item. This field is available only when a budget is associated with a project and launched from the Project screen.

**Actual Cost:**

The actual expense-related costs incurred on the assigned project. It represents the actual cost amount of the expenses incurred on the project and is calculated as  $[\text{Units} \times \text{Cost Rate}]$ . This field shows column summary at the bottom.

These values are updated in real-time and show you how much the project is costing you. This field is available only when a budget is associated with a project and launched from the Project screen.

**Actual Units:**

Besides the budgeted units, you can also see the actual expense units spent on the assigned project in real time and the units left on each budget line item. These values are updated in real-time and show you how many expense units of your budget have been spent. It provides managers with a powerful tool to keep their projects within budget. *This field is available only when a budget is associated with a project and launched from the Project screen.*

**Balance:**

The difference between the budgeted expense amount and actual charge amount. This field is available only when a budget is associated with a project and launched from the Project screen. This field shows column summary at the bottom. It is calculated as:

Balance = Budgeted Amount - Actual Amount



This real-time information is available in the BillQuick Pro and Enterprise editions only.

**Cost Amount:**

The total cost of the budgeted expense line item *before* markup and taxes. The per unit cost is multiplied by the units to compute this value.

Cost Amount = Units x Cost Rate

**How Do I****HOW DO I CREATE BUDGETS?**

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Before creating a budget, consider the following points:

- Discuss it with your team members. Get their estimated hours and units.
- Research similar job or project costs in the industry.
- Add anticipated expenses to the budget.

- Add a contingency to the budget.
- Share the budget with the client and make it a part of the contract.
- If using groups, make sure that no two groups have the same items for budget reporting purposes.
- Assign individual items for budget comparison purposes.

You can set up your budget at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup

## HOW DO I LINK BUDGETS TO PROJECTS?

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 BillQuick recommends that you set up a budget before an estimate when you work on a bid proposal.

To assign a budget to a project:

1. Open the Project screen from the Project menu, Sidebar, toolbar or navigator.
2. Select the desired project from the grid. Click the Billing tab.
3. Select an existing budget from the Budget drop-down.

 You can click [Budget](#) to create a new one. You can also add a new budget on the fly using the 'Add New' option in the drop-down list.

4. On the Detail tab, Rules section, check the appropriate Budgeted Employees/Activities/Expenses Only options to restrict these items when recording time and expenses.
5. When you have finished, click Save and then Close.

 You can easily assign budgets to projects using the Assign screen (via Project menu or Budget screen).

## HOW DO I TRACK PROJECT BUDGETS??

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Over-budget behavior of projects can be tracked using various project rules in BillQuick. To do so:

1. Open the [Project](#) screen and select the relevant project.
2. Enter a Contract Amount for that project.
3. Move to the Detail tab and open its Project Rules drop-down list.
4. Make sure the Skip Automatic Time/Expense Entries Evaluation options are unchecked. BillQuick performs the automatic evaluation for fixed-type contracts to determine whether the entry will push it over the contract amount.
5. Optionally, mark the 'Lock at Contract Amount' rule. BillQuick prevents all time entries (billable and non-billable) and non-billable expense entries after the project is over-budget.

6. Click Save and then Close.

While making an entry in the time or expense entry screen, when the Total Amount Spent on the project exceeds the Contract Amount, you are prompted and BillQuick adjusts the entry accordingly, since the project is over-budget.

## Service Fee Schedule

### SERVICE FEE SCHEDULE OVERVIEW

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**Navigation** View menu, Service Fee Schedule

The Service Fee Schedule (SFS) is an important feature of BillQuick. It allows you to create unique fee structures and special rates for projects that override employee and activity rates. It is commonly used for hourly-based, rather than lump sum billing. It allows you to assign multiple bill rates to one or many employees based on the activity (or group of activities) performed. An unlimited number of Service Fee Schedules can be created. After creating, they can be linked to the projects in the Project screen. You can also use the Assign screen to assign a fee schedule to the desired projects.

With fee schedules, BillQuick eliminates manual entry and changing of alternative rates or setting up extra codes for special situations. When you assign a fee schedule to a project, BillQuick automatically determines whether to apply the default or special rate to a time entry.

Schedules can be unique to one project or be applied to multiple projects. When time is recorded against a project, BillQuick searches for a service fee schedule associated with that project. If a service fee schedule is assigned to it, then BillQuick searches for a scheduled rate for the matching combination of employee-activity. If a match is found, it is applied to the time entry. If no matching combination is found and the project option to use 'Rates from Activity Table' is on, then the Activity Code screen is searched for the relevant rate. If this option is off, then the default bill rate assigned to the employee in the Employee screen is used.

BillQuick allows you to specify an employee title or classification for each rate entered in the SFS. You can have several titles for an employee and might want to set different rates for different titles or labor categories. For example, the same employee can be called a Research Analyst by one agency and a Junior Consultant by another. Therefore, BillQuick enables you to specify employee titles for classification purposes in the SFS. This classification is associated with relevant time entries, though you can edit it in the time entry screens. See [Understanding Rates](#) for details.



BillQuick first checks the Classification according to the Service Fee Schedule and if none is found, it looks for the classification according to Project Control settings and apply it. If no classification is found, the default employee title set in Employee screen is used.

Possible combinations in the Service Fee Schedule and the hierarchy that BillQuick follows when fetching the rates are:

1. Employee-Activity Group (defaults to employee's bill and cost rates)
2. Employee-Activity (defaults to employee's bill and cost rates)
3. Employee Group-Activity Group (user-entered values)

#### 4. Employee Group-Activity (user-entered values)

You can accept the default employee rates or manually replace them. The employee bill rate can also be defined by applying a multiplier to the employee bill rate or cost rate.

#### **Important:**

- If case of conflict, the top-down approach is used, that is, if more than one match is found in the Service Fee Schedule, the rates appearing in the first entry (top) will be used.
- If you update an existing Service Fee Schedule, the time entries that were previously recorded using that will not be updated. This gives you the freedom to change your rates from a particular date and apply the change to only those time entries created after the change in Service Fee Schedule was made.
- The Service Fee Schedule cost rate and bill rate multipliers read the employee's rate at the time you are creating the schedule to calculate the bill rate. If you change an employee's rate, the Service Fee Schedule's bill rate will not change. This gives you the freedom to modify employee rates without affecting the existing Service Fee Schedules.
- If you link a Service Fee Schedule to a project, the old time entries associated with this project will not be affected. The Service Fee Schedule will take effect for all future time entries.
- The QuickUpdate tool can update any number of existing time entries at once based on the Service Fee Schedule rates.

The Service Fee Schedule screen has two tabs—[Service Fee Schedule](#) and [Filters](#). You can use the <Tab> or <Enter> key to navigate from field to field on the SFS grid. To export the SFS data to Excel, point anywhere in the grid and right-click. Choose **Send to Excel** from the menu and save the export file to the desired folder.



#### **Find:**

Click on this to open the Find screen. You can find any fee schedule in your database. You can open this screen from the shortcut menu or by using the Ctrl+F keys.

### **DELAYED SERVICE FEE SCHEDULE**

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You can assign a Delayed SFS to a project to handle specific situations in which the bill rate changes based on a trigger event (such as, project retainer balance, recurring amount, unbilled hours or unbilled amount). With a Delayed SFS assigned to a project, BillQuick applies the regular SFS rates to time entries until the trigger (specified in the Project-Billing screen) prompts the delayed schedule into action. The delayed schedule typically contains higher rates.

A company can use a Delayed SFS when offering prepaid services to clients. For example, an IT company can offer a discounted bill rate for purchasing a certain number of hours or dollar value of help desk, remote assistance or on-demand consulting services. You would probably pre-sell a service; accept advanced payment from a client; use a SFS for discounted bill rates (that expires when the prepaid amount is used). Employees or vendors charge their hours to these prepaid service projects *until the trigger value is exceeded*. Then onwards, BillQuick automatically replaces the regular SFS in the Rate Hierarchy with the Delayed SFS.

The trigger type tells BillQuick what to look at when deciding whether to use the rates in the regular SFS, Delayed SFS or default rates for the employee. Different companies track the prepayment and its usage in different ways. If the trigger is based on a retainer amount received, the retainer available is the key amount. If it is more than \$0, then BillQuick will use the regular SFS or employee rates; if the retainer bucket is empty, then BillQuick will apply Delayed SFS rates to hours charged to a project.

Other companies can use unbilled hours or other options as the trigger type. Triggers are set in the Project-Billing screen and include:

- *Unused Retainer* – Triggered when the bill value of time entries charged to a project exceeds the Retainer Available (check on Project-Summary screen).
- *Recurring Amount* – Triggered when the bill value of time entries charged to a project exceeds the Recurring Amount for the project.
- *Unbilled Hours* – Triggered when the sum of hours charged to a project exceeds the specified trigger value (set in the Hours/Amount field).
- *Unbilled Amount* – Triggered when the bill value of time entries charged to a project exceeds the specified trigger value (set in the Hours/Amount field).

## Reference Info

### SERVICE FEE SCHEDULE TAB

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**Navigation** *View menu, Service Fee Schedule*

The following are descriptions of fields on the Service Fee Schedule tab:

#### **Schedule ID:**

The Service Fee Schedule ID must be unique. When planning your ID structure, keep in mind ease of recall, what the ID should communicate and other factors. You can also create IDs with mixed case. You can sort the ID in the SFS drop-down lists by clicking on the ID header. If you are reviewing, you can select an SFS from this drop-down list.

#### **Description:**

It gives the description or name of the SFS. It is an editable field and hence users can modify the description of the schedule at any time. The field size should not exceed 35 characters.

#### **Status:**

The status of the service fee schedule. You can choose an option from drop-down list—Active or Inactive. When you make a service fee schedule status inactive, BillQuick removes it from all drop-down lists. You can make the SFS status active again at any time.

#### **From Budget:**

Select a budget from the drop-down list if you want to base your service fee schedule on one. This enables you to bring forward the rates and items of a budget into the fee schedule. If you select different budgets, all the associated line items get added to that SFS. You can also view the budget details before using it for the SFS by clicking on the [From Budget](#) link.

**Attachments:**

Displays  for those Service Fee Schedule records that have files attached to them. You can click on the cell to open the [Attachments](#) screen, which allows you to add new files to the fee schedule.

**Grid**

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Employee:**

You can enter or choose an employee from the drop-down list for whom you want to set special rates. You can add a new employee here on the fly using the Add New option from the drop-down list. The field size should not exceed 65 characters. If your employees are grouped according to bill rates, create service fee schedules using employee groups and leave this field blank.

**Employee Group:**

You can enter or select an employee group ID from the drop-down list. You can add a new employee group here on the fly using the Add New option from the drop-down list. The field size should not exceed 15 characters. You cannot use both Employee ID and Employee Group in the same row. Assigning rates to an employee group rather than an individual employee is a great time saver when you want to assign the same rates to multiple employees.

**Activity:**

You can enter or select an activity ID from the drop-down list to which you want to assign special rates. You can add a new activity here on the fly using the Add New option from the drop-down list. The field size should not exceed 13 characters. When you select an activity, the associated taxes, if any, are also fetched here by BillQuick. If your activities are grouped according to rates, ignore this column and use an activity group to save time.

**Activity Group:**

You can enter or select an activity group ID from the drop-down list to which you want to assign special rates. You can add a new activity group here on the fly using the Add New option from the drop-down list. The field size should not exceed 15 characters. You cannot use both Activity ID and Activity Group in the same row. Assigning rates to an activity group rather than individual activities is a great time saver when you want to assign the same rate to multiple activities.

**PR Multiplier:**

The pay rate multiplier calculates the service fee schedule's bill rate based on the employee's default hourly pay rate. A multiplier is a number that you multiply with the employee's default [Pay Rate](#) to arrive at the special bill rate. For example, if the special bill rate must be three times the pay rate of a selected employee, you should enter pay rate multiplier as 3. If you change the default Pay Rate for an employee in the [Employee](#) screen after defining an SFS containing that rate, BillQuick notifies you, giving an option to update the affected SFS rates.

Pay Rate x PR Multiplier = SFS Bill Rate



PR Multiplier is available only when an Employee ID is selected. For a typical Cost Plus contract, the special bill rate is a multiple of the fully loaded labor cost, which is represented by the Cost Rate for the employee.

**BR Mult:**

When defining a special bill rate, you can set it as a multiple of the employee's default bill rate. For example, if an employee's default bill rate is \$100 and you enter 1.5 into the BR Multiplier field, the special bill rate in the schedule will be \$150 (\$100 x 1.5). If you change the default bill rate for an employee in the [Employee](#) screen after defining an SFS containing that rate, BillQuick notifies you, giving an option to update the affected SFS rates.

Bill Rate x BR Multiplier = SFS Bill Rate



BR Multiplier is available only when an Employee ID is selected.

**OT Multiplier:**

The overtime multiplier calculates the service fee schedule's overtime bill rate. It is based on the schedule's bill rate. A multiplier is a number that you would multiply with the schedule's bill rate to arrive at the overtime bill rate. For example, if you want to bill overtime at 6 times the SFS bill rate, you would enter 6 in this field. If the SFS bill rate is \$100 per hour, the special overtime bill rate recorded to the time entry will be 6 x \$100 = \$600.



Unlike the other multipliers, the OT multiplier can be used in a row where an Employee Group is used. If an employee's default bill rate is changed in the Employee screen, the service fee schedule's overtime bill rate will not reflect this change when you have used the OT Multiplier.

**Bill Rate:**

This field shows the special bill rate assigned to a combination of employee/employee group and activity/activity group. It is calculated automatically if either the Pay Rate Multiplier or Bill Rate Multiplier is filled in. If you do not want the bill rate to be based on employee rate information, leave the multiplier fields blank and enter this bill rate manually here.

If you enter a value in the BR Multiplier field, the bill rate is calculated using the bill rate as specified in the [Employee](#) screen and the multiplier entered here (Bill Rate x BR Multiplier).

If you enter a value in the PR Multiplier field, the bill rate is calculated using the pay rate as specified in the [Employee](#) screen and the multiplier entered here (Pay Rate x PR Multiplier).

**Cost Rate:**

This field represents the special cost rate assigned to a combination of employee/employee group and activity/activity group. It is brought forward from the Employee screen, by default. BillQuick allows you to keep this field blank. When time is entered, the default cost rate for the employee will be recorded with the entry. Since the per-hour cost rate (Pay Rate x Overhead Multiplier specified in [Employee](#)) is typically determined by the employee and does not vary based on a project or activity, this field is usually left blank. *You cannot see this column if your security permissions do not allow you to see cost information.*



If you set the SFS rates as \$0, BillQuick ignores it and instead fetches the default employee rate for the time entry. Some users want to use the SFS to have both their Bill Rate and Cost Rate default to zero dollars, but keep the entry billable. BillQuick allows you to specify a \$0 rate or null value (blank) in a fee schedule if you specify that option in Global Settings. In that case, BillQuick will apply the \$0 rate to the time entries; when blank, it will ignore the SFS and search for the next rate in the *rate hierarchy*.

**Tax 1/2/3:**

You can specify tax rates at the fee schedule level in BillQuick. This functionality plays an important role if some of your projects have different item-level taxes than other projects. Up to three taxes can be assigned per activity-employee combination (or their groups). When you select an activity, the associated taxes, if any, are also fetched by BillQuick. These item taxes are assigned to time entries when they are recorded. The tax rates are summed and then used to calculate the bill amount of the time entry. For example, if activity GEN:TECH has a Tax 1 value of 5% and a Tax 2 value of 10%, when a time entry is made for GEN:TECH, 15% will be added to [Hours x Bill Rate].

**Min Hours:**

Minimum hours can be assigned to a SFS. This value will be brought forward automatically in a time entry screen as the billable hours and actual hours when a value other than zero exists. In addition to establishing minimum billable time for activities, this field can be used to assign special day-rates. For example, if you bill \$800 per day for a certain activity and the bill rate is \$100, you will want to assign 8 as the minimum hours for an entry.

**Memo:**

You can enter unlimited text to describe the fee schedule or note any important aspect of it. You can type as much text as desired. This [memo](#) automatically attaches to any time entry that gets the bill rate from this scheduled item.

**Classification:**

This is the job classification or title of an employee. It allows you to set up special SFS rates based on different classifications of an employee. This gets reflected in the time entries, invoices and reports of projects to which the SFS has been assigned. When no title has been defined here, the employee's default title as entered in the Employee screen is used.

For example, Allen Marcello can be given the title of System Administrator in the Employee screen; however, you can assign the title of General Manager to him for a selected SFS. This means that Allen Marcello performs different functions on different projects with different rates as defined in the Service Fee Schedule. See [Understanding Rates](#) for more.

**Priority:**

This is a number assigned automatically to each SFS record as they are created. It determines which rate BillQuick fetches from the SFS in case of multiple matches. This priority number is based on the original sort order of the SFS line items but can be changed using the Up and Down buttons.

**SERVICE FEE SCHEDULE—FILTERS TAB**

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**Navigation** *View menu, Service Fee Schedule*

The following are descriptions of fields on the Service Fee Schedule-Filters screen:

**Filters****Activity:**

You can filter data on the SFS screen by these selected activities.

**Employees:**

You can filter data on the SFS screen by these selected employees.

**Activity Groups:**

You can filter data on the SFS screen by these selected activity groups.

**Employee Groups:**

You can filter data on the SFS screen by these selected employee groups.

**Show Vendors:**

You can check this option to show vendors in the Employee drop-down lists.

**Show Active SFS only:**

You can check this option to display only active SFSs in the screen.

**Auto Fit Columns:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Clear All:**

Clears the selected items in the grid.

**How Do I****HOW DO I CREATE SERVICE FEE SCHEDULES?**

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Service Fee Schedule Wizard (select *Wizards from View menu or Sidebar*) quickly and easily walks you through the process of creating a new SFS, using only basic information. You can later make changes in the Project screen. You can also create a fee schedule from the Service Fee Schedule screen.

You can set up your service fee schedule at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup

## HOW DO I CREATE SFS BASED ON AN EXISTING SCHEDULE?

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A company often adjusts rates, including special rates, one or more times a year. At times, you might want a new fee schedule that is similar to an existing one. To save time and effort, do the following:

1. Open the Service Fee Schedule screen from the View menu or toolbar. You can also do so from the Project-Billing screen.
2. Click New. On the 'New Fee Schedule' dialog box, enter the ID and Description of the schedule.
3. Check 'Schedule Based On' option and choose an existing SFS to use as a basis for a new one. When you are done, click OK
4. The existing fee schedule's information displays. Make the desired modifications to the data.
5. When you have finished, click Close.

## HOW DO I ASSIGN SERVICE FEE SCHEDULES TO PROJECTS?

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Let us look at how a consulting firm can use a service fee schedule and assign it to a project. Suppose a group of employees, called Junior Consultants, is responsible for installing computers for a project. The contract calls for charging Junior Consultants at a rate of \$65 per hour. Their individual default bill rates range from \$50 to \$80 per hour.

To handle this situation:

1. Define an employee group, Jr. Consultants. Note that BillQuick automatically creates an activity group called 'All'.
2. Create a service fee schedule.
3. In the schedule, choose the Jr. Consultant employee group and the All activity group, and then assign a \$65 bill rate.
4. Click Tools and select Assign to assign this SFS to your project.

Now, when a junior consultant listed in the group charges any activity to the project, the bill rate is \$65 per hour.



You can also assign fee schedules to a client (Client-Billing screen) and let BillQuick use these special fee schedule rates for all projects of that client.

## HOW DO I USE DELAYED SERVICE FEE SCHEDULES?

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To assign a Delayed SFS to a project:

1. Open the Project screen from the Project menu, Sidebar, toolbar or navigator.
2. Select the desired project from the grid. Click the Billing tab.
3. Select an existing fee schedule from the Delayed SFS drop-down, preferably with higher rates than the default rates.



You can create a new Delayed SFS by clicking [Delayed SFS](#). You can also add a new schedule on the fly using the 'Add New' option in the drop-down list.

4. Specify the Trigger Type and Amount for the Delayed SFS; say, Un-Used Retainer with \$0.
4. Click Save to link the fee schedule with the project and then Close.

## Expense Fee Schedule

### EXPENSE FEE SCHEDULE OVERVIEW

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**Navigation** *View menu, Expense Fee Schedule*

The Expense Fee Schedule (EFS) is an important feature of BillQuick. It is used to define special expense rates that are assigned to projects. An EFS allows you to create unique expense rates, such as higher or lower mileage. You can assign multiple rates to one or many expenses, and add a larger or smaller markup to the standard cost rate on a schedule. In short, BillQuick gives you the freedom to adjust your rates for particular projects without creating more expense codes with special rates or manipulating transactions.

Expense fee schedules can be created here and then linked to projects in the Project screen. Schedules can be unique to one project or applied to multiple projects. When an expense entry is recorded against that project, BillQuick looks for the associated EFS. If an expense fee schedule exists, it is searched for a scheduled rate for that combination of employee and expense. If a scheduled rate does exist, it follows the rate hierarchy.

Possible combinations in the Expense Fee Schedule screen are:

- Employee—Expense
- Employee Group—Expense
- Employee—Expense Group
- Employee Group—Expense Group

The cost amount for an employee-expense combination can be defined as:

- The default cost rate from Expense Codes (no markup)
- A marked up cost rate
- A manually entered cost rate and markup

Expense Fee Schedules also allow assigning varied titles to an employee. This can be done through the Classification option. Classification varied field in the EFS actually stores the employee job title that has been assigned in the Employee screen. After you create an EFS, you can

change the title assigned to an employee depending on the specific responsibilities. Thus, you can have several titles for an employee and might want to set different rates for different titles or labor categories. For example, the same employee can be called a Research Analyst by one agency and a Junior Consultant by another. Therefore, BillQuick enables you to specify employee titles in EFS. This classification is used to determine rates for expense entries, though you can edit it in there.

 BillQuick will first check the classification according to the EFS and if none is found, will look for it according to the Project Control settings and apply it. If no classification is found, the default employee title set in the Employee screen will be used.

**Important:**

- If there are no expense codes in the database, EFS cannot be created.
- If you update an existing expense fee schedule, the expense entries that were previously recorded using that EFS will not be updated. This gives you the freedom to change your rates from a particular date and apply the change to only those expense entries recorded after the change was made.
- If you link an expense fee schedule to a project for which expenses have already been logged, the old expense entries will not be affected. The EFS will take effect for future expense entries.

The Expense Fee Schedule screen has two tabs—[Expense Fee Schedule](#) and [Filters](#). You can use the <Tab> or <Enter> keys to navigate from field to field on the EFS grid. Decimal values are displayed in the grid based on the settings specified in Global Settings-User Interface. For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67). However, placing your pointer in the field will reveal the true value. If you specify 9 as the number of digits after a decimal, the grid will display values rounded off to nine decimal places (2500.666 will display as is).

You can export the expense fee schedule to Microsoft Excel by right clicking anywhere on the grid and selecting **Send To Excel**.

**Find:**

Click to open the Find screen. You can find any data related to the expense fee schedule in your database.

**Reference Info****EXPENSE FEE SCHEDULE TAB**

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**Navigation** *View menu, Expense Fee Schedule*

The following are descriptions of fields on the Expense Fee Schedule tab:

**Schedule ID:**

The expense fee schedule ID must be unique. When planning your schedule [ID structure](#), keep in mind ease of recall, what the ID should communicate and other factors. You can create IDs with mixed case.

**Description:**

It is the name or description of the expense fee schedule. It is an editable field and hence can be modified. The field size should not exceed 35 characters.

**Status:**

Status of the fee schedule —Active or Inactive. You can choose the proper status from the drop-down list. Changing schedule status to inactive *does not* delete the schedule. However, inactive fee schedules do not display in the drop-down lists.

**Attachments:**

Displays  for those Expense Fee Schedule records that have files attached to them. You can click on the cell to open the [Attachments](#) screen, which allows you to add new files to the fee schedule.

**Grid**

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Employee ID:**

The employee to be included in the EFS for whom special rates are set up. You can add a new employee here on the fly using the Add New option from the drop-down list. The field size should not exceed 65 characters. *You cannot use both Employee ID and Employee Group in the same row.*

**Employee Group:**

You can choose an employee group from the drop-down list instead of an individual employee. The EFS rates will apply to all the employees in that group. You can add a new employee group here on the fly using the Add New option from the drop-down list. The field size should not exceed 15 characters. *You cannot use both Employee ID and Employee Group in the same row.* Assigning rates to an employee group rather than individual employees is a great time saver when you want to assign the same rates to multiple employees.

**Expense ID:**

The expense code to be included in the EFS for whom special rates are set up. You can add a new expense code here on the fly using the Add New option from the drop-down list. The field size should not exceed 13 characters. When you select an expense, the associated taxes, if any, are also fetched here by BillQuick. If your expenses are grouped according to rates, ignore this field and create EFS using expense groups to save time.

**Expense Group:**

You can choose an expense group from the drop-down list instead of an individual expense. The EFS rates will apply to all the expenses in that group. You can add a new expense group here on the fly using the Add New option from the drop-down list. The field size should not exceed 15 characters. Using groups will save time if you have a large number of expenses that have the same rates. *You cannot use both Expense ID and Expense Group in the same row.*

**Cost:**

This shows the cost rate assigned to a combination of expense and employee. The default cost rate will be brought forward from the [Expense Codes](#) screen or can be manually entered here.



If you set the EFS rate as \$0, BillQuick ignores it and instead fetches the default employee rate for the expense entry. For more, check the *rate hierarchy*.

**MU %:**

This shows the markup assigned to an expense, which is a percentage increase in the cost rate. *Do not* enter the percentage as a decimal. For example, to increase the cost rate by 10.5%, enter 10.5, *not* 0.105. BillQuick accepts null value for this field (blank). In that case, it uses the markup set in the Expense Codes screen.

**Tax 1/2/3:**

You can specify tax rates at the fee schedule level in BillQuick. This functionality plays an important role if some of your projects have different item-level taxes than other projects. Up to three taxes can be assigned per expense-employee combination (or their groups). These item taxes are assigned to expense entries when they are recorded. The tax rates are summed and then used to calculate the charge amount. For example, if an expense GEN:MI has Tax 1 = 5% and Tax 2 = 10%, when an expense entry is made for GEN:MI, 15% will be added to the cost amount (Units x Cost Rate x Markup).

If taxes are charged one on top of another or if only one tax is charged to the entire expense amount, you should use the Main Expense Tax. The Tax 1, Tax 2 and Tax 3 labels can be changed in the [Custom Labels](#) screen.

**Reimbursable:**

This check box identifies the expense as either reimbursable or non-reimbursable. It is checked for all expenses that are considered reimbursable to the employee by the company. When an expense is selected in the expense entry screen, its reimbursable status is brought forward with it but can be modified.

**Amount:**

The per unit cost amount of the expense. The formula used to calculate it is:  
[Cost Rate x (1 + MU %)] x (1 + Tax 1 + Tax 2 + Tax 3)

**Priority:**

This is a number assigned automatically to each EFS record as they are created. It determines which rate BillQuick fetches from the EFS in case of multiple matches. This priority number is based on the original sort order of the EFS line items but can be changed using the Up and Down buttons.

**Classification:**

This is the job classification or title of an employee. It allows you to set up special EFS rates based on different classifications of an employee. This gets reflected in the expense entries, invoices and reports of projects to which the EFS has been assigned. When no title has been defined here, the employee's default title as entered in the Employee screen is used.

For example, Allen Marcello might be given the title of System Administrator in the Employee screen; however, you can assign the title of General Manager to him for selected EFS. This means that Allen Marcello performs different functions on different projects with different rates as defined in the Expense Fee Schedule. See [Understanding Rates](#) for more.

## EXPENSE FEE SCHEDULE—FILTERS TAB

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**Navigation** View menu, Expense Fee Schedule

Filters allow you to display data selectively on the grid and in the drop-down lists. Filters create a subset list of items. For example, if you would like to see only expenses with IDs ranging from AF to DEL, you must select that range in the filter grid. To select random items from the grid, use Ctrl+click. To select a range of items, use Shift+click. Marking the check box next to the field turns the filter on. Removing it deactivates the filter. In addition, you can activate/deactivate all defined filters using the main Filters On/Off button.

The following are descriptions of fields on the Expense Fee Schedule-Filters screen:

### Filters

**Expenses:**

Filters data on the basis of selected expenses.

**Employees:**

Filters data on the basis of selected employees.

**Expense Groups:**

Filters data on the basis of selected expense groups. If you have [expense groups](#), you can use this filter to display only a group of expenses.

**Employee Groups:**

Filters data on the basis of selected employee groups. If you have [employee groups](#), you can use this filter to display only a group of employees.

**Show Vendors:**

Check the option to view the vendors along with the employees in the Employee drop-down list.

**Auto Fit Columns:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Clear All:**

Clears the selected items in the filter grid.

## How Do I

### HOW DO I CREATE EXPENSE FEE SCHEDULES?

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Expense Fee Schedule Wizard (select *Wizards* from *View menu* or *Sidebar*) quickly and easily walks you through the process of creating new EFS, using only basic information. You can later make changes in the Project screen. You can also create a fee schedule from the Expense Fee Schedule screen.

You can set up your expense fee schedule at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup

## Project Control

### PROJECT CONTROL OVERVIEW

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**Navigation** *Project menu, Project Control*

You can have staff and managers whose time and expenses need checking and double-checking because they regularly misapply their hours to projects. On the other hand, maybe your budget or profitability information is skewed because someone charged the wrong activities. How do you get the right employees to record the right activities and expenses to the right projects? Just restrict who can charge activities and expenses to which project. The Project Control feature enables you to define all this.



This feature is available in the BillQuick Pro and Enterprise editions only.

[Project Control](#) settings extend to Web Suite, BillQuick Outlook Add-In and BillQuick Online. It is designed essentially for timekeepers, limiting who can charge time and expenses to a project. Only items selected through a project control appear in the drop-down lists of time and expense entry screens. The net effect is that drop-down lists are significantly shorter, resulting in faster time and expense entry. It also increases data accuracy because there is less chance for error. For instance, if Project A is assigned five employees in the Project Control screen, then you can see only these five employees in the Employee drop-down when you log time or expenses against it. Selections made here supersede any rules or options chosen in the Project screen.

You can turn off project control for a project by just checking that rule in the Project-Detail screen. This is especially helpful when you are implementing project control settings at a group level but do not want it for a particular project in that group.

You can set up a project control for a project from its budget. You can also copy these settings to another project or a group of projects, thus saving a lot of time. Although project control is similar to employee control, however, it is restricted to only time and expense entry screens while employee control is a security feature that applies throughout BillQuick.



In case of conflict, Employee Control settings take precedence over Project Control.

Project control also provides you with an option of changing the classification of assigned employees. The Classification field retrieves the job titles from the Employee screen. After you implement project control and assign employees to a project, their title can be changed to match with their responsibilities and role for the specific project. For example, Allen Marcello has a title of System Administrator in the Employee screen; however, you can assign a different title, say General Manager, to him in the Project Control screen. This implies that Allen Marcello performs different functions on different projects. This classification can be used in a related SFS and also carried forward to reports and invoices.

When needed, BillQuick will first check the classification according to the Service Fee Schedule or Expense Fee Schedule assigned to a project and if none is found, will look for classification according to the Project Control screen and apply it. If no classification is found, the default employee title set in Employee screen will be used.

## Reference Info

### PROJECT CONTROL

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**Navigation** *Project menu, Project Control*

The following are descriptions of fields on the Project Control screen:

#### **Reassign Employee**

This link opens the [Reassign Employee](#) screen that allows you to reassign or replace an employee by a new employee. Reassignment of employees makes sense when some employees are not available for work and you want to assign their tasks and projects to another employee.

#### **How Do I...:**

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.

#### **Project ID:**

The project for which you want to set the control settings. You can add a new project here on the fly using the Add New option from the drop-down list.

#### **Filters**

Filters limit the number of records displayed in the Available and Assigned grid. Whatever is selected as the Assign option governs what appears in these filters (employee, activity or expense).

For example, if you would like to view only the employees whose IDs range from AI through MK, you must enter that range in the **From-To** fields. In the first box, place the beginning of the range, in this case AI, and in the To box, place the end of the range, MK. If you have created groups, you can filter the grid by **Group** as well.

#### **Show Vendors:**

Checked, the Available Items grid shows vendors along with the employees.

**Assign:**

You can select any one option—**Employee**, **Activity** or **Expense**—to view that list in the Available Items grid. Depending upon the selection, you can view and assign employees, activity codes and expense codes to the selected project.

 BillQuick restricts you to assign employees to a project if it conflicts with the Employee Control settings, unless the 'Apply Project Control on Top of Employee Control' security is on.

**Show Active Only:**

Assigned Items grid has an additional 'Show Active Only' filter. You should check this filter to view only active employees assigned to the selected project.

**Available Items:**

Displays the employees, activity codes or expense codes available for assignment. Depending upon the Assign option chosen, this grid displays those records.

**Assigned Items:**

Displays the items assigned to the selected project. You can use the arrow keys to move the items from Available Items to Assigned Items and vice versa.

On the Assigned Items grid, you can change the Billable status of activity and expense items. You can also click on the Classification field to change or specify a title for an employee. This title will be specific for the selected project only. For example, Allen Marcello has a title of System Administrator in the Employee screen; however, you can assign a different title, say General Manager, to him in the Project Control screen. This implies that Allen Marcello performs different functions on different projects. This classification can be used in a related SFS and also carried forward to reports and invoices.

**Project Control Button Panel****Help:**

Opens the BillQuick Help in the Project Control section.

**Print:**

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

**Tools:** Displays the following options:

- **Layout**

- **Auto Fit:**

- BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

- **Best Fit:**

- BillQuick automatically adjusts the grid list so that the columns fit the contents.

- **Copy To:**

- You can copy the current project control settings to other projects using this option. It opens the Copy Project Control screen where you can specify a project to which to copy these settings.

You can even copy these project control settings to a group of projects. However, a project group can contain some projects with existing project control settings. In that case, BillQuick provides an Overwrite option, which overwrites all existing project control settings with those of the parent project (current settings). If you do not check this option, BillQuick will simply add the current settings to the projects with existing project control. So, existing project control will be retained and the new settings will be added to it.

- **From Budget:**

BillQuick allows you to set up a project control using the budget details. The budget should be linked to the selected project in the [Project](#) screen. This is a good option to use if you want to restrict the employees, activities and expenses for a selected project to the ones specified in its budget.

**Close:**

Closes the Project Control screen.

**How Do I****HOW DO I APPLY PROJECT CONTROL?**

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To apply project control:

1. Open Project Control from the Project menu, toolbar or navigator.
2. Enter the Project ID or select one from the drop-down list.
3. Select the Assign: Employee option. (*If desired, you can view a subset of employees by using the Filter option for a range or a defined group.*)
4. Select the desired employees in the Available Items list on the left. Click the right arrow button to transfer them to the Assigned Items list.
5. If desired, change the Classification of the assigned employees. BillQuick can use it for tagging time and expense entries.

 While fetching a classification, BillQuick will look for it in the following order: Service Fee Schedule, Project Control or Employee screen (Title).

6. Repeat this step for Activity and Expense assignment you want to make for the selected project by selecting the appropriate Assign option.
7. Click Tools and select 'Copy To' to clone the project control settings to another project or a group of projects (*See below for more*).

 Click [Reassign Employee](#) link to replace an employee assigned to a project with another employee. This can occur when an employee becomes unavailable for work and reassignment is required.

8. When you have finished, click Close.

 To un-assign an inactive item to a project, you can un-check Show Active Only option above the Assigned Items grid. It displays active as well as inactive items previously assigned to a project.

## HOW DO I CLONE PROJECT CONTROL SETTINGS?

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You can copy or clone project control settings to a project or a group of projects. This is quite useful if you have too many projects and need to assign items to each.

 While cloning a project, BillQuick also clones the associated Project Control settings.

To do so:

1. Open the Project Control screen from the Project menu.
2. Select a project and assign the desired project control settings to it, as you normally would.
3. Click Tools and select Copy To.
4. Select the desired Project Group from the drop-down (*only when Copy To Group option is checked*).

Else, un-check Copy To Group option and select an individual Project from the drop-down.

5. Check 'Overwrite' if you want to update or overwrite the existing project control settings of any project in the group.
6. Click OK to copy the settings to all projects in the group and then Close.

## Assignment

### ASSIGN

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**Navigation** *Project menu, Assign Schedules and Budgets*

The Assign screen allows you to assign a budget, estimate, service fee schedule or expense fee schedule to one or more projects. The screen is opened when the Assign button is clicked in Budget, Estimate, SFS or EFS screens.

The following are descriptions of fields on the Assign screen:

#### **View By:**

You can assign a Budget, Estimate, SFS or EFS to one or more projects. Select an option from the drop-down list. Depending upon the option selected here, the next field allows you to select that specific item.

**SFS/EFS/Budget/Estimate:**

Depending on the option chosen in the View By field, a list of budgets, estimates or fee schedules is displayed in the drop-down. Select the desired option. You can even add a new budget/estimate/EFS/SFS here on the fly using the Add New option from the drop-down list.



If you create a new budget and its Budget ID matches an existing Project ID having no budget associated with it, then BillQuick prompts you to link this budget with the existing project.

The **Show Inactive** option allows you to include inactive items in the above drop-down list.

**Filter****Active Only:**

Check this option if you want to display only active records or items in the drop-down lists on the grid.

**Group:**

Checked, you can filter the data on the grid by the project or client groups. You can choose which group items to view for assignment from the drop-down list.

**Grid**

The grid allows you to select one or more projects and assign the selected item to it. By default, the columns are sorted by whether they are assigned or unassigned as well as the Project ID.

**Field Chooser:**

Click  for choosing the columns/fields to hide or show in the grid. Check the fields you want to show in the grid. You can also drag-and-drop fields between the field chooser and the grid. Whether or not fields are hidden, values are recorded to them when entries are made. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid.

**Assign:**

This check box allows you to select the projects to which the SFS/EFS/Budget/Estimate is assigned.

**Project:**

Displays a list of Project IDs. You can assign the selected item to the project by checking the boxes against it.

**Project Name:**

Name of the project against the corresponding Project ID.

**Client:**

The Client ID associated with the project.

**Contract Type:**

The type of contract or billing arrangement related to the project.

## Assign Button Panel

**Help:**

Opens the BillQuick Help in the Assign section.

**Layout****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**UnAssign:**

Un-assigns the selected budget/estimate/EFS or SFS to the selected projects.

**Assign:**

Assigns the budget/estimate/EFS or SFS to the selected projects.

**Close:**

Closes the Assign screen.

**How Do I**

### HOW DO I ASSIGN ITEMS?

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You can assign budgets, estimates and fee schedules to one project or to multiple projects using an alternative Assign Form. You can even review the assignments made to projects. To do so:

1. Open the Assign screen from the Budget, Estimate, Service Fee Schedule or Expense Fee Schedule screens. You can also open it from the Project menu.
2. Select the type of item you want to assign in the View By field to a project, say Budget. Accordingly, select the items from the drop-down list.
3. Click Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.
4. Now, mark the check box against all the projects to which you want to assign the selected budget. Alternatively, click Assign to assign the item (budget) to the selected project and Un-Assign to un-assign it.
5. When you have finished, click Close.



You can add a new budget, estimate, EFS or SFS on the fly using the 'Add New' option from the drop-down list.

## Allocation

### ALLOCATION & FORECASTING OVERVIEW

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#### **Navigation** *Project menu, Allocation and Forecasting*

Using the Allocation feature in BillQuick, you can assign tasks and expected expenses to individual employees and teams (employee groups). Setting expectations for how long it should take to complete a task (allocated hours) or how much expense to incur (allocated units) establishes a *self-policing process*. *BillQuick does not stop timekeepers from exceeding allocated hours or units*, but it does provide instant information so they can police themselves. In short, a project manager does not need to micro-manage timekeepers and their tasks. They know what is expected of them. This information can be used to advise employees of their assignments as well as to help manage resources and forecast revenue.

 The Allocation feature is available in BillQuick Pro and Enterprise editions only.

Allocation of units and hours to the staff after consulting them is very good practice, especially for budgeting purposes. Companies mostly create budgets without involving the employees in that process. This leads to inaccurate and unrealistic budgets. If you have already created a budget, enter those details in the Allocate screen and send it to the staff via email. You can limit allocated hours to a start-end date range, putting an expiration or target date on the work. After allocating hours and units, you can view Assigned Hours, Used Hours and Remaining Hours on the time and expense entry screens. In case of any conflict in task allocation, you are prompted to resolve it.

Most of us prefer to look at graphics rather than read words. When you allocate tasks to your employees via the Allocate screen, you can see these tasks with their start and end dates in a Gantt chart view. This is a perfect way to get a visual feedback of the staff workload and project task flow. This tool is very helpful for task allocation, scheduling and monitoring a project's progress. You can also view the task allocation in a calendar view on a weekly or monthly basis. This view provides useful workload and revenue forecast for the projects or employees over the next 10 weeks or months. With the smart scheduling and viewing feature, BillQuick intelligently distributes the assigned work over the week or month view you choose.

Project managers can especially benefit from the improved capability to schedule their project teams and prioritize tasks. This can be done by creating dependent tasks that ensure automatic rescheduling of tasks if the parent task is delayed. You can also set notifications for the task allocations to stay on top of things. These are powerful features that empower managers to easily develop project schedules and track them in real-time with minimum effort.

When the rules, 'Lock at Allocated Hours' and 'Lock at Allocated Units', are checked in the Project screen, and the hours or units entered exceed the allocation, user is warned accordingly.

BillQuick searches for allocation data in the following order:

1. Employee ID + Item ID
2. Employee ID + Item Group

3. Employee Group + Item ID
4. Employee Group + Item Group

We can have the following scenarios for allocation:

- *Allocation with no Start Date and End Date:* When you exceed allocated units or hours, negative values display.
- *Allocation with End Date only:* While searching, BillQuick looks for the time entry Date to be less or equal to the End Date. When you exceed allocated units or hours, negative values display. However, no values display after the end date.
- *Allocation with Start Date and End Date:* While searching, BillQuick looks for the time entry Date to be greater or equal to the Start Date, **but** less or equal to the End Date. When you exceed allocated units or hours, negative values display. However, no values display after the End Date.

If you assign the same employee to same item hours/units in multiple rows, thus creating a duplicate or overlap, BillQuick uses the sum of hours or units. For example,

CJ	AR:CAD	February 1, 2017 to	February 28, 2017	30
hours				
CJ	AR:CAD	February 12, 2017 to	February 19, 2017	
10 hours				

The Assigned Hours displayed for a date between 12th and 19th will be 40 hours.

- *Allocation with Start Date only:* While searching, BillQuick looks for the time entry Date to be greater or equal to the Start Date. When you exceed allocated units or hours, negative values display.

BillQuick will look for the first match and skips the rest of the options.

If you assign hours/units in multiple rows for an employee, thus creating a duplicate or overlap, BillQuick uses the sum of those hours or units. For example:

February 1, 2017 to	February 28, 2017	CJ	AR:CAD	30 hours
February 12, 2017 to	February 19, 2017	CJ	AR:CAD	10 hours

The value returned for a date between 12th and 19th will be 40 hours.

The Allocate screen has two tabs-[Task Allocation](#) and [Calendar View](#).



You can find useful reports to see allocated and used hours, staff workload, revenue forecaster and more related to task allocation in BillQuick, for example, Work-in-Hand, Allocation Revenue Earned with Forecast, and more.

## Reference Info

### ALLOCATE-TASK ALLOCATION TAB

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**Navigation** *Project menu, Allocation and Forecasting*

The following are descriptions of fields on the Task Allocation tab:

#### **View By:**

You can allocate hours and units in either Employee view mode or Project view mode. Select an option from the drop-down list. If you choose to view by employees, allocation will be done on the project basis.

#### **Employee/Project:**

Either the Employee or the Project field will be displayed here depending upon what you selected in the View By field. If your employee or project does not match any of the existing ones, you can create a new employee/project on the fly using the Add New option from the drop-down list. Adding a new item on the fly requires the Allow Add New security permission for The Employee or Project screen.

#### **Show Vendors:**

Checked, the Employee drop-down includes vendors in the list. The vendors have the Sub check box marked in the Employee drop-down list.

#### **Check Conflicts:**

BillQuick can be set up to check for any conflicts while allocating tasks to employees. When this option is checked, it warns you when the start date of a new task falls between other assigned tasks.

#### **Show Active Projects Only:**

Only projects with an active status are displayed in the list. By default, this option is checked. This option works only on the Task Allocation tab.

#### **Grid**

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

#### **Field Chooser:**

Click  for choosing the columns/fields to hide or show in the grid. Check the fields you want to show in the grid. You can also drag-and-drop fields between the field chooser and the grid. Whether or not fields are hidden, values are recorded to them when entries are made. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid.

#### **Employee ID/Project ID:**

The ID of the employee or project you are allocating hours or units. This changes depending upon your selection in the View By field.



BillQuick also allows you to allocate hours and units to employee groups.

**Item:**

Activity for which you are defining hours or expense code for which you are defining expense units. Hours or units can be allocated to a group of items as well. For that, you need to select an activity or expense group from the Item drop-down.

**Description:**

Allows you to enter a custom description for each allocated task.

**Units:**

The number of hours you expect the employee to spend on the selected activity or if the item is an expense, the number of units the employee is allowed to use. When allocating hours or units to a group of activities or expenses, the value is applied to all the items in the group combined. For example, if the CAD activity group contains 7 items and you allocate 10 hours to the group for a project, then the entire group is allocated 10 hours.



In case of employees who have been allocated certain hours or units individually as well in groups, their individual allocation will take precedence over group allocation.

BillQuick auto fills the Start/End dates based on the allocated hours entered. When a new allocation is set up, BillQuick enables you to enter a Start Date and End Date, or only an End Date, or no dates.

**Start Date:**

The start date for the allocation. This is the date when the employee is required to start work on the project and be monitored. Use the + or \* keys to increase or decrease the date by one day. BillQuick auto fills the Start/End dates based on the allocated hours entered.

**End Date:**

The end date for the allocation. This is the date when the allotted task should be accomplished. Use the + or \* keys to increase or decrease the date by one day. BillQuick auto fills the Start/End dates based on the allocated hours entered.



While calculating hours/units spent, BillQuick looks for the time entry/expense entry date to be greater than or equal to the Start Date. If Start date is blank, then this condition is not used. It also looks for the time or expense entry date to be less than or equal to the End Date. If End Date is blank, then this condition is ignored.

**Predecessor Task:**

BillQuick allows project managers to set up predecessor (parent) and dependent (child) tasks ensuring automatic rescheduling of current tasks if the predecessor task is delayed. Here, you can specify a predecessor task for the current task, thus creating a dependency between the two. If the predecessor task gets delayed, the current task will be accordingly delayed. Similarly, if you change the start date of a predecessor task, you are warned that it will affect the dependent tasks. You can see the previously allocated task details (if any) in this field including the employee, activity or expense involved and number of units. These relationships between the tasks are reflected in the Gantt chart below.

**% Complete:**

Displays the reported percentage of completion of the allocated task. This percentage can be entered and updated by the employee as well as the project manager, depending upon their security permissions. It displays the percent complete for tasks assigned to employee

groups and activity groups.

**Priority:**

You can set the priority of an allocated task as, say, Urgent or Low. It helps the assigned employee in prioritizing various tasks.

**Delay (Days):**

Displays the number of days an assigned task gets delayed. This can be useful in future allocations as it gives an idea as to how many days are actually needed to complete a task.

**Type:**

Displays  if a service item has been allocated and  when an expense item has been allocated.

**Group:**

Displays  if the allocation is specified to an employee or vendor group.

 Project Control Hours Comparison report gives a comparison of Hours Spent, Allocated Hours and Hours Remaining for each employee.

**Notifications (N):**

Click a cell to open the Notifications screen. It enables you to get notified whenever an allocated task gets updated or completed by others. After you have set the notifications, it displays .

**Memo:**

Allows you to add a detailed memo to the selected task. You can create or edit a [memo](#) by selecting a record in the grid and clicking . You can also use Ctrl+M to do so. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text.

 You can see the Gantt View when that option is turned on under the Tools button drop-down.

**Copy/Paste/Paste Special:**

To help schedule work for employees quickly, BillQuick has a powerful task duplication feature that can copy last month's tasks to this month with a few clicks. The Copy option allows you to copy selected tasks and paste them in the grid with or without modifications. These options get activated after you select a row. You can also use this feature via the Edit menu.

You have the option to copy the task and paste it as is (Paste) or copy it with some modifications (Paste Special). The latter option pops up a Paste Project Allocation screen that enables you to modify the copied task.

**ALLOCATE-CALENDAR VIEW TAB**

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**Navigation** *Project menu, Allocation and Forecasting*

The Calendar View tab of the Allocate screen displays the task assignments for each employee on various projects in a calendar view with smart color-coding indicating *over* and *under* booked team members. This view provides a forecast of workload for employees over a period of 10 weeks or months, thus indicating who is available to work on the next project. The Calendar View also provides a forecast of revenue from various projects. It shows assigned or scheduled hours per employee and project over a period of next 10 weeks or months, and totals for the actual hours worked.

 This feature is available in the BillQuick Pro and Enterprise editions only.

The following are descriptions of fields on the Calendar View tab:

**View By:**

You can see the task allocation in four views:

View By	
Employee, Hours	Provides a workload forecast for employees on a weekly/monthly basis. It displays their task assignments on various projects and activities for the next 10 weeks/months. You can see the total scheduled hours and actual hours worked by each employee.
Employee, Amounts	Provides a revenue forecast for employees on a weekly/monthly basis. It displays task assignments on various projects and activities for the next 10 weeks/months. You can see the total scheduled amount and actual amount earned by each employee.
Project, Hours	Provides a workload forecast for projects on a weekly/monthly basis. It displays the tasks and activities assigned to employees for the next 10 weeks/months. You can see the total scheduled hours and actual hours worked for each project.
Project, Amounts	Provides a revenue forecast for projects on a weekly/monthly basis. It displays the tasks and activities assigned to employees for the next 10 weeks/months. You can see the total scheduled amount and actual amount earned on each project.

Select an option from the drop-down list. If you choose to view by employees, allocation will be grouped on the employee basis. If you choose to view by projects, allocation will be grouped on the project basis.

 The Amounts view rounds all the values to zero decimal places. This might result in slight variation of the values or totals if the actual calculated amounts are not whole numbers.

**Interval:**

Select the desired interval for the forecast-Week or Month. You can schedule employees to work on tasks where the start and end date might span multiple weeks or months. You can review the assigned tasks for the next 10 weeks or 10 months.

**Start Date:**

You can select a start date from the drop-down calendar for scheduling workload and forecasting purposes. You can also use the up and down arrows to change the date. Based on this date, you can view the actual and scheduled hours/amounts on the grid starting from that week/month onwards up to the next 10 weeks or months. *This is not the same*

*Start Date as on the Task Allocation tab.* You can also use the arrows   to view the forecast; up arrow displaying the values for the next 10 weeks/months and down arrow displaying the values for the previous 10 weeks/months.

**Mode:**

You can schedule employees to work on tasks where the start and end date might span multiple weeks or months. BillQuick intelligently distributes the assigned work into weekly and monthly segments for the purpose of workload distribution and forecasting, depending upon the mode and interval you choose. This option uses the *First Day of the Week, Company Working Days* and *Standard Working Hours* settings from the Global Settings screen. BillQuick provides different views for the task allocation:

- **Distributive View**

In this view, BillQuick uniformly distributes the task allocation into weekly or monthly segments, depending upon the interval you choose. It takes into consideration both the Start Date and End Date specified for the task on the Task Allocation tab. Because this view spans work between the Start Date and End Date equally, if the number of weeks/months is greater than the allocated hours, it will enter negative hours in the last week/month for the purpose of balancing.

The Distributive View allocation is based on the standard working days specified in the Global Settings screen. However, it ignores the standard working hours of the employee and hence this type of allocation might result in overbooking.

Task Allocation Calendar View

View By:  Interval:  Start Date:  Mode:

Name	Title	Actual Hours	Scheduled Hours	2016 11/6 - 11/12	2016 11/13 - 11/19	2016 11/20 - 11/26	2016 11/27 - 12/3	2016 12/4 - 12/10	12/11 - 12/17
Scott Hamilton	SH	0.00	100	50	50	0	0	0	0
BLR-10040:	Billing & Collections	0.00	100	50	50	0	0	0	0
		0.00	100.00	50.00	50.00	0.00	0.00	0.00	0.00



For example, if we allocate 100 hours to an employee with Start Date as November 7 and End Date as November 18, which amounts to ten working days in two weeks. Let us assume that the standard working hours for the employee are 40 per week.

Average Hours = Total Number of Allocated Hours/Total Number of Working Days

Average Hours = 100/10 = 10 per day

Now to calculate the total number of hours this employee needs to put in a week is calculated by multiplying average hours x number of working days per week, which

equals to  $10 \times 5 = 50$ . BillQuick adjusts 50 hours in the first week and the remaining 50 hours in the following week resulting in overbooking in both the weeks.

- **Smart View**

In this view, BillQuick intelligently distributes the task allocation into weekly or monthly segments, depending upon the interval you choose. The Smart View allocation is based on the standard working hours of the employees (which can be set in the Global Settings screen) as well as current workload; hence resulting in a balanced workload. However, it ignores the End Date of the task (or even the Start Date in case of conflicts) and can go beyond that. Its intelligent algorithm displays the schedule in such a way that each task will complete at its earliest. *However, this mode is not available on Standard/Access databases; you must be using a SQL backend to use it.*

This view compares your allocated hours with the required hours per week.

 The default hours per week is always 40 unless you change it in the [Employee > Detail](#) screen.

Task Allocation | Calendar View

View By:  Interval:  Start Date:  Mode:

Name	Title	Actual Hours	Scheduled Hours	2016 11/6 - 11/12	2016 11/13 - 11/19	2016 11/20 - 11/26	2016 11/27 - 12/3	2016 12/4 - 12/10	12
Scott Hamilton	SH	0.00	100	40	40	20	0	0	
		0.00	100.00	40.00	40.00	20.00	0.00	0.00	

For example, if we allocate 100 hours to an employee with Start Date as November 7 and End Date as November 18, it amounts to ten working days in two weeks. Let us assume that the standard working hours for the employee are 40 per week. The Smart View breaks 100 allocated hours into three weeks instead of two: 40 hours distributed in the first two weeks and the remaining 20 hours in the third week.

- **Start Week View**

This is the view wherein BillQuick allocates all the assigned work to the first week from the Start Date, irrespective of the End Date or Interval you choose. The Start Week View allocation also ignores the employee's standard working hours and hence this type of allocation usually results in overbooking and imbalanced workload. However, BillQuick allows you to edit the scheduled hours in this mode.

Task Allocation Calendar View

View By: Employee, Hours Interval: Week Start Date: 11/07/2016 Mode: Start Week View

Name	Title	Actual Hours	Scheduled Hours	2016 11/6 - 11/12	2016 11/13 - 11/19	2016 11/20 - 11/26	2016 11/27 - 12/3	2016 12/4 - 12/10	2016 12/11 - 12/17
Scott Hamilton	SH	0.00	100	100	0	0	0	0	0
		0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00

For example, if we allocate 100 hours to an employee with Start Date as November 7 and End Date as November 18, it amounts to ten working days in two weeks. In this view, BillQuick takes into account just the start date of the allocated task and adjusts all the assigned hours in that first week starting from November 7.

## Grid

The columns in the grid can be filtered using the funnel filters (  ) based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header. In addition, double-clicking on any cell switches to the Task Allocation view, highlighting the record you clicked on.

### Name/Project ID:

Here, task assignments are grouped under the employee name or project ID, depending upon what you select in the View By field. You can view the corresponding projects and employees (or employee groups) under each group.

### Title/Name:

Displays the employee title or project name, depending upon what you select in the View By field. You can view the assigned tasks or activities under each group.

### Actual Hours/Amount:

Displays the actual hours worked or actual amount earned by the employee on projects, depending upon what you select in the View By field. The actual amount includes both billable as well as non-billable time entries with write-up/write-down, if any. The rates used for actual amounts come from the time entries, which typically pull the rates from an active service fee schedule, if assigned to the project. The calculations involved are:

$$\text{Actual Amount} = \text{B-Hours} \times \text{Bill Rate} \times \text{WUD}$$

You can see the total actual hours or amount as well as their breakdown at the project/employee and task level. The **light color** indicates close-to-full capacity. The **dark color** indicates full capacity or overbooking. By default, the capacity is 40 hours per week unless the Standard Hours in the Employee screen are set differently.

### Scheduled Hours/Amount:

Displays the scheduled hours or expected earnings by the employee on projects, depending upon what you select in the View By field. The scheduled or forecasted amount also includes both billable as well as non-billable time entries. BillQuick uses the rates for amounts from the active fee schedules, if assigned to the project and, therefore, calculates the forecasted

revenue more accurately. This works when you set the View By mode to Project or Employee Amounts.

The calculations involved are:

Scheduled Amount = Scheduled Hours x Bill Rate (*as per Rate Hierarchy*)

The revenue forecasting is based on the fee schedule rates. When using an Employee Group or Activity Group in the task allocation, the fee schedule should have an exact match. Otherwise, for Employee Group, BillQuick uses the average rate of the employees in the group. When the 'Use Rates from Activity' rule is checked for a project, BillQuick uses the average rate of the activities in the group.

You can see the total scheduled hours or amount as well as their breakdown at the project/employee and task level. A breakdown of the total scheduled hours/amount displays on a weekly or monthly basis, over a 10-week or 10-month period. This information changes based on the Start Date you choose. BillQuick allows you to edit the scheduled hours in the Start Week View mode (with View By: Project, Hours and Employee, Hours) and updates the associated task allocation automatically.

## How Do I

### HOW DO I ALLOCATE HOURS & UNITS?

---

To allocate hours and units:

1. Open the Allocate screen from the Project menu.
2. On the Task Allocation tab, select the desired View By option. Accordingly select the Project/Employee for which the allocation is to be done.



In the View By Project mode, you can allocate budgeted hours and units to the employee by clicking Tools and selecting From Budget option. It pre-fills the grid with the budget data.

3. In the grid, select the Project ID or Employee ID to which you want to allocate hours or expense units.
4. Select the Item –activity, expense or group—for which hours or units are being allocated. *It is a good practice to select groups because tasks and expenses keep on changing from time to time.*
5. Next, in the Units field, specify the number of hours (activity) or units (expense) you expect the employee or vendor to spend completing the task on a project.



When allocating hours or units to a group of activities or expenses, BillQuick applies the value to all items in the group combined. For example, if the CAD Activity Group contains seven items and you allocate 10 hours to the group for a project, then BillQuick allocates 10 hours to the entire group.

6. Enter specific dates in the Start Date and End Date fields for the allocated tasks or expenses. This limits the allocation to a specified date range, giving managers more control.
7. If desired, select a predecessor task from the drop-down. This makes the currently allocated task dependent upon it.
8. Set the priority of the task, say Urgent or High.
9. Click Tools and select 'Send Allocation via Email' to send this schedule to the appropriate staff member.



When dates are specified and you send them to the staff via email, it populates their Microsoft Outlook Calendar. If not, allocation appears as a text message.

10. You can choose the Gantt View option under the Tools button and view the allocations as a bar chart. You can change the allocations by dragging or stretching the bars.
11. When you have finished, click Close.

## Notes

### NOTES OVERVIEW

---

**Navigation** *Project menu, Project Notes, Project Notes*

The Notes feature allows you to add and view notes for projects, clients, employees or vendors, invoices, etc. Notes is a centralized repository of project issues, events, billing decisions, change orders and other qualitative information related to projects, employees, clients, etc. These notes are chronologically ordered and automatically time-stamped. By tracking project information in one 'central' place, you do not waste time trying to get in touch with the project manager or employee about a project. These notes link to bills, invoices and payments. You can access the Notes screen from the Project menu as well as from other BillQuick screens such as Project, Employee, Client, Billing Review, Invoice Review, Payment, Purchase Orders, Vendor Bills, Time Entry, and so on.

A note is also useful in the following situations:

- **General:** you can capture important notes during a meeting, phone call or other events besides maintain a perfect history of what happened and when
- **Billing Decisions:** you can record all billing decisions and notes for later reference and analysis
- **Post-project Analysis:** you can take important notes as part of the company's continuous improvement and client evaluation process
- **Collection Conversations:** you can record all collection-related communication for later use



This feature is available in the BillQuick Pro and Enterprise editions only.

The notes can be of various types or categories depending upon the screen from where they are created. The [Notes Category List](#) screen gives you an option of adding a customized category to the list of existing built-in notes categories like Billing Review, Invoice Review, Manual Invoice, General, etc. Notes can then be saved under the newly created category. With this feature, the scope of notes has been extended and you can use these categories according to your needs. For example, you can create a notes category, Tel Con, wherein you can save notes of telephonic conversations with a client. Alternatively, you can add 'Opportunities' to identify situations that could lead to new contracts with an existing client. Another category can be 'Issues', the identification of special situations that arise that could have an impact on billing decisions, client relationships, costs and so on.



BillQuick enables you to make the pre-existing categories inactive.

You can create a new note in the Add Notes screen. After getting added, you can view existing notes of all types and period for any project, employee, client, group and so on in the [Notes](#) screen. Changing some key attributes of a project like the *Client, Project Manager, Contract Type, Contract Amount, Due Date, Accounts* or *Project Status* in the Project screen creates a project note automatically, providing the date and time of change, original and new amounts, Employee ID of the logged-in user and a note. This ensures that a perfect history of projects is maintained without you having to enter any data. You can set this option in the Global Settings-Master Information screen.

## Reference Info

### NOTES

---

**Navigation** *Project menu, Project Notes, Project Notes*

The following are descriptions of fields on the Notes screen:



This feature is available in the BillQuick Pro and Enterprise editions only.

#### **View By:**

You can view the existing notes in different modes. You can choose to view them by Employee, Client, Project, Group, etc. If you choose Employee, notes can be viewed for an employee. If you choose Project Group, notes can be viewed for projects in a group. Depending upon the option chosen here, the adjacent field will display accordingly. This option is disabled when the screen is opened from the Employee, Client or Vendor screens.

#### **Client/Project/Employee/Group ID. . .**

Depending upon the View By mode chosen, you need to select the corresponding ID from the drop-down list. It can be a client whose notes you want to view.

#### **Period:**

The period for which you want to view the notes. You can choose to view notes for This Month, All, Custom period, etc. If you choose Custom, you must specify a date range in the **Period From-To** fields.

#### **Show Active Notes Only:**

Checked by default, the grid displays only active notes. Unchecked, all the notes will be displayed in the grid.

**Show Notes for Sub-Projects:**

When you check it, BillQuick displays the notes of the project phases and segments as well. *This option is visible for project notes only.*

**Attachments:**

You can click the link to attach files and web references to a note. For example, you might want to scan and attach some additional details of a project for reference. You can add and save files for the selected note from the [Attachments](#) screen. The link also displays the number of files ( ) already linked with a note.

**Grid**

The columns in the grid can be filtered using the funnel filters (  ) based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Date:**

The date when a note was created.

**Employee ID:**

The ID of the employee who created the note.

**Category:**

Displays the note category or type. It can be Project, Billing Review, Invoice Review, Payment, etc. depending upon the screen from where the note was created.

**Active:**

The status of the note —whether active or not.

**A (Attachment):**

Displays  for those notes that have files attached to them.

**Invoice No.:**

Displays the invoice number for those notes that are created for an invoice. This column is visible for project notes.

**Notes:**

Displays the note. You can read the entire note by clicking on that row and viewing it in the Notes section on the right.

## Notes

**Category:**

Displays the type of the note, say General, Time Entry, Payment, etc. You can use this option to edit the category of existing notes using the drop-down list.

**Status:**

Displays the status of the note as active or inactive. This is an editable field and you can update it here.

**Notes:**

Based on the note selected in the grid, the Notes field displays the entire note. You can edit the note details, if required. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text.

## Notes Button Panel

**Help:**

Opens the BillQuick Help in the Notes section.

**Print:**

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

**Layout****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Delete:**

Deletes the selected note.

**New:**

Opens the [Add Notes](#) screen to create a new note.

**Save:**

Saves the note.

**Refresh**

Retrieves the latest data from the database and displays it on the screen.

**Close:**

Closes the screen.

## NOTES CATEGORY LIST

---

**Navigation** *Project menu, Project Notes, Notes Categories*

The following are descriptions of fields on the Notes Category List screen:

**Description:**

Description or name of the note category. The new note category will display in the Category drop-down list on Add Notes screen.

**Inactive:**

The status of the note category—whether active or inactive. You can check it to make a category inactive.

**Notes Category List Button Panel****Auto Fit:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Help:**

Opens the BillQuick Help in the Notes Category List section.

**Print:**

Opens the Notes Category List report. Preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Delete:**

Deletes the selected notes category.

**New:**

Allows you to create a new notes category by placing the pointer in a blank row of the grid. Moving to the next row saves the category.

**Close:**

Closes the screen.

**How Do I****HOW DO I CREATE NOTES CATEGORIES?**

---

To create a notes category:

1. Open the Notes Category List screen from the Project menu.
2. Click New to add a new type or category.
3. Enter the Description and tab or click on another row to save it.
5. When you have finished, click Close.

**Workflow Tracking****WORKFLOW OVERVIEW**

---

**Navigation** *View menu, Workflow*

The built-in Submit-Approve [Workflow](#) feature in BillQuick enables employees and vendors to follow company policy and submit their time, expenses, PTO requests, invoices, vendor bills, budgets, etc. to a designated reviewer or manager. After submitting, BillQuick notifies the managers to review and approve the submitted entries or items for billing, payroll or both. BillQuick allows a chain of reviewers to check entries or items before a final reviewer approves them.

The approval status of a time or an expense entry is reflected in the submit-approve workflow displayed on the navigators. This is different from the approval flag meant for billing purposes. You can batch change this approval flag via the Change screen but doing so does not affect the Approved status in the Submit-Approve Workflow.

The Workflow event tracking system allows you to track the flow path of the entire submittal-approval process and take the desired action on these events. It gives you the status of all submitted time sheets, expenses, vendor bills, invoices, budgets, and more—all in one screen. From here, reviewers and managers can check the details of the event, action taken and the status of each. Besides the submitted and approved items, you can reference the rejected and forwarded items from this screen. You can apply filters for selective viewing of data, saving a lot of time when there are hundreds of records.

 The Workflow feature is available in the BillQuick Enterprise edition only.

## Reference Info

### WORKFLOW

---

**Navigation** *View menu, Workflow*

The following are the descriptions of the fields on the Workflow screen:

 The Submit-Approve Workflow feature is available in the BillQuick Enterprise edition only.

#### **Employee:**

The employee (or vendor) whose entries you want to view on the grid. You can select All to view entries of all employees and vendors.

#### **Module ID:**

The module for which you want to view the workflow events. You can choose to view workflow events or actions related to Time Entry, Expense Log, Vendor Bills, Purchase Orders, Invoice, Personal Time Off, Budget and Estimate. You can choose to view the entries for all modules by selecting All from the drop-down.

#### **Action Type:**

You can view the workflow events based on a specific type of action done on it. The action type that you can choose to view entries include Submit, Approve, Forward, etc. You can choose to view the entries for all actions by selecting All from the drop-down.

**Event Date:**

The time period for which you want to view the workflow events. You can choose to view entries for a Week, Month, Year, etc. or select a Custom date range. Depending upon your selection here, you need to select the Period Including date or From-To dates.

**Period:**

You can choose to view the workflow events for a particular period. Depending upon what is selected in the Event Date field, you need to specify a Period Including date or a Period From-To date range.

**Workflow Grid**

The grid displays the details of the events, thus tracking the submittal-approval process.

While the first row displays the most recent event, clicking  allows you to view details regarding the event. For example, if an employee CJ has submitted time entries that were approved by his manager AM, clicking  will display the two rows showing the actions taken on that time entry.

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

The grid displays the following fields (*fields change depending upon the Module ID selected*):

**Event Date:**

The date-time stamp when the event took place. This date could be the date when a time entry was submitted or the date when an action, say approved, was taken on it. It might be the same as the date of the entry.

**Date:**

The date associated with the entries being viewed. It can be the time or expense entry date, invoice date, PO date, etc.

**Employee ID:**

The employee or vendor whose entry is being viewed. The event is associated with this ID.

**Source:**

Displays the Module ID whose entry is being viewed. It determines the source of the entry or the associated screen, say Expense Log, Time Entry, Vendor Bills, Purchase Orders, Invoice, Budget, etc.

**Action:**

This displays the action taken on an entry and is also represented by a symbol where [blank] means not submitted,  means submitted,  means forwarded,  means approved and  means rejected.

**Action By:**

Displays the ID of an employee or vendor who has taken some action on the entry. For example, if a manager approves a time entry, it will display the ID of that manager.

**Sent To:**

This displays the person to whom the event was sent to (for further action). Typically, it is the ID of the employee or vendor who had submitted that entry originally.

**Submittal Type:**

Displays the type of submission associated with the entry or workflow event. This is usually brought forward from the Workflow Type mentioned in the Submit-Approve screen, say, Billing and Payroll, etc.

**Memo:**

You can click  to show or hide a memo box. Here, you can view the memo associated with the event or entry selected on the grid.

 While viewing the workflow events of time and expense entry, you can also view additional information such as project, activity or expense item, rate, and more. Similarly, while viewing invoices, you can view additional details such as project, net bill amount, invoice number, and more. While viewing vendor bills, you can also view information about the vendor bill number and amount. This reference information is helpful as it enables you to locate the exact entry easily in the relevant screen.

**Workflow Button Panel****Help:**

Opens the BillQuick Help in the Workflow section.

**Print:**

Opens the [Select a Report](#) screen where you can select a related report to be printed. After selecting, the preview window opens from where you can print, email or export the report.

**Tools:** Displays the following options:

**Layout:****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Expand:**

Expands all the rows on the grid, thus displaying all the event details.

Workflow

Help Print Tools Action Auto Refresh Close

Employee: All Module ID: Time Entry Action Type: Submit Event Date: All

Event Date	Date	Employee I	Source	Action	Action By	Sent To	Submittal	Project	Activity	Hou	Rate	Am												
2/7/2017	02/07/2017	AM	Time Entry	Submitted	AM	WB	Billing and	09-PV Count	Cad Plot:	1.00	\$33.5	\$80.0												
3/9/2017	03/07/2017	SE	Time Entry	Submitted	SUPERVISOR	SUPERVISOR	Billing and	10 Municipal	Coordinati	2.50	\$23.2	\$167.												
<table border="1"> <thead> <tr> <th>Event Date</th> <th>Source</th> <th>Action</th> <th>Action By</th> <th>Sent To</th> <th>Submittal Type</th> </tr> </thead> <tbody> <tr> <td>3/9/2017 12:00</td> <td>Time Entry</td> <td>Submitted</td> <td>SUPERVISOR</td> <td>SUPERVISOR</td> <td>Billing and Payroll</td> </tr> </tbody> </table>													Event Date	Source	Action	Action By	Sent To	Submittal Type	3/9/2017 12:00	Time Entry	Submitted	SUPERVISOR	SUPERVISOR	Billing and Payroll
Event Date	Source	Action	Action By	Sent To	Submittal Type																			
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<table border="1"> <thead> <tr> <th>Event Date</th> <th>Source</th> <th>Action</th> <th>Action By</th> <th>Sent To</th> <th>Submittal Type</th> </tr> </thead> <tbody> <tr> <td>3/9/2017 12:00</td> <td>Time Entry</td> <td>Submitted</td> <td>SUPERVISOR</td> <td>SUPERVISOR</td> <td>Billing and Payroll</td> </tr> </tbody> </table>													Event Date	Source	Action	Action By	Sent To	Submittal Type	3/9/2017 12:00	Time Entry	Submitted	SUPERVISOR	SUPERVISOR	Billing and Payroll
Event Date	Source	Action	Action By	Sent To	Submittal Type																			
3/9/2017 12:00	Time Entry	Submitted	SUPERVISOR	SUPERVISOR	Billing and Payroll																			
3/9/2017	03/07/2017	BW	Time Entry	Submitted	SUPERVISOR	SUPERVISOR	Billing and	10 Municipal	Field Insp:	7.50	\$40.0	\$825.												
3/9/2017	03/07/2017	WB	Time Entry	Submitted	SUPERVISOR	SUPERVISOR	Billing and	10 Municipal	Site Insp:	5.00	\$69.7	\$875.												
3/9/2017	03/07/2017	SE	Time Entry	Submitted	SUPERVISOR	SUPERVISOR	Billing and	10 Municipal	Coordinati	2.50	\$23.2	\$167.												
3/9/2017	03/07/2017	WB	Time Entry	Submitted	SUPERVISOR	SUPERVISOR	Billing and	10 Municipal	Site Insp:	5.00	\$69.7	\$875.												
3/9/2017	03/07/2017	BW	Time Entry	Submitted	SUPERVISOR	SUPERVISOR	Billing and	10 Municipal	Field Insp:	7.50	\$40.0	\$825.												
3/9/2017	03/07/2017	JA	Time Entry	Submitted	SUPERVISOR	SUPERVISOR	Billing and	10 Municipal	Client Con	2.75	\$21.5	\$165.												

Memo

### Collapse:

Collapses all the rows on the grid, thus hiding all the event details.

### Action:

The drop-down menu displays a list of actions that can be taken on the selected entry or event. It includes Approve, Reject, Delete, etc. When a time or expense entry is rejected, it gets displayed on the Navigator and Workflow screen.

### Auto:

When this toggle button is enabled, BillQuick retrieves the latest data automatically from the database. You do not need to click the Refresh button. However, when it is turned off, you must click Refresh to make sure the latest information is displayed in the grid.

### Refresh: (F5)

Retrieves the latest data from the database and displays it on the screen.

### Close:

Closes the Workflow screen.

### How Do I

## HOW DO I TRACK WORKFLOW IN BILLQUICK?

To track workflow events:

1. Open the [Workflow](#) screen from the View menu.

2. Select the desired employee or vendor in the Employee field.
3. Select the Module ID whose events you want to track, say Time Entry.
4. You can filter the records displayed in the grid by choosing an Action Type—All, Submit, Approve, etc.
5. Next, select the Period for which you want to track events, such as, Year. Specify a 'Period Including' date.
6. Click Refresh to display all the records meeting your criteria. You can view useful information such as event date, action taken and by whom, type of workflow and associated employee/vendor.
7. Click on any item, such as time entry, and see a full history of its submittal, approval or rejection.
8. Select an event and click Action. Choose the desired action– Approve, Reject, Forward or Delete.
9. When you have finished, click Close.

## Automatic Billing

### PROJECT AUTO BILL SETTINGS OVERVIEW

---

**Navigation** *Project menu, Project Information, Billing tab, Automatic Billing*

BillQuick simplifies and automates the billing process by allowing you to pre-define an auto-billing schedule at the project level. After you set up a billing schedule and frequency for the desired projects, BillQuick memorizes these settings and creates an entry in the [Memorized Invoices](#) screen. However, auto-bill feature differs from the memorized invoices as this is set at the project level while the latter is set at the invoice level. Unlike memorized invoices, here you do not have a pre-defined fixed amount being billed to the client. When we set a schedule for a project and the schedule is due, then all the bills (approved time and expense entries, billing schedule, recurring bills, etc.), which can be processed for the project for the current billing period will be processed as invoices. If there is nothing to be processed, no invoice will be created. Hence, BillQuick bills the client according to the billing arrangement and rules set for the project following an automatic schedule.

Accessible from the Project-Billing screen, the [Automatic Billing](#) feature allows you to define schedules for automatic billing of projects.

Automatic billing follows all the business rules built into BillQuick. It knows when the last invoice went out for a project and how much approved work-in-progress you have for it. It knows when the next invoice is due for a fixed fee project. If the project has a billing schedule, BillQuick generates the invoice accordingly. It also applies the rates correctly and automatically to hourly projects, releasing associated time and expenses automatically. If a fixed fee or HNTE contract type is involved, BillQuick knows not to bill more than the contract amount. It knows whether expenses are part of the contract or on top of it. It knows when to write-up/down time to match the net bill amount. In addition, it knows which invoice template to apply.

 Automatic billing feature is available in BillQuick Pro and Enterprise editions only.

## Reference Info

### PROJECT AUTO BILL SETTINGS

---

**Navigation** *Project menu, Project Information, Billing tab, Automatic Billing*

The following are descriptions of fields on the Project Auto Bill Settings screen:

**Project ID:**

The ID of the project selected in the Project screen. This field is non-editable.

**Name:**

Name of the auto-billing schedule created for the selected project. By default, it is pre-filled with the Project ID.

**Description:**

Description or name of the project. You can change it here.

**Inactive:**

Checked, makes the auto-bill schedule inactive.

**Process as Draft:**

You can check this option to process the automatically generated invoices as a draft. These draft invoices will have to be processed.

### Schedule Settings

**Frequency:**

Select how often you would want BillQuick to auto generate an invoice for the project. The options include Daily, Weekly, Bi-Weekly, Monthly, Quarterly or Yearly.

The frequency you choose here can help you improve your cash flow. If you set your projects to be billed on a biweekly basis, BillQuick will generate your invoices automatically every two weeks.

**Never Expires:**

When the time frame of the auto-bill schedule is not certain and you would like it to occur unendingly, this option should be chosen.

**Repeat \_\_\_ times:**

Use this option if you would want the auto-bill schedule for a specific number of times.

**Start Date:**

You can specify the start date for the auto-bill schedule. This is the date when auto-billing will begin.

**End Date:**

You can specify the end date for the auto-bill schedule. This is the date when auto-billing will stop.

## Notify Settings

These settings determine what will happen when the invoice is generated automatically.

### **Invoice will be processed by:**

If this option is selected, the invoice will be generated automatically but has to be processed by the specified person. You can select that person from the drop-down.

### **Automatically process and inform:**

If this option is chosen, BillQuick will automatically process the invoice and just send a message to the specified person about it. You can select that person from the drop-down.

### **Memo**

You can enter a memo to record any notes for the auto-bill schedule. You can type unlimited text in the [memo](#) box or insert [Auto Complete](#) shorthand codes.

## Project Auto Bill Settings Button Panel:

### **Help:**

Opens the BillQuick Help in the Project Auto Bill Settings section.

### **Save:**

Saves the auto-billing schedule for the project.

### **Close:**

Closes the screen.

## How Do I

### HOW DO I AUTOMATICALLY BILL PROJECTS?

---

To set up automatic billing for a project:

1. Open the Project screen and select a project from the grid.
2. Move to the Billing tab and click Automatic Billing.
3. In the Project Auto Bill Settings screen, enter the schedule settings, including the Frequency for generating invoices.
4. Check 'Process as Draft' if you want to generate a draft invoice automatically but finalize it manually in the Invoice Review screen.
5. You can choose to repeat the billing for a specific number of times (Repeat), specific date range (Start and End Date) or forever (Never Expires).
6. You can choose whether someone will process the project invoices, or BillQuick will process them automatically and just inform someone about it. In any case, select the ID of that person from the drop-down.
7. Optionally, you can enter an unlimited length memo for the invoices.

8. When you have finished, click Save and then Close.

## Dashboard

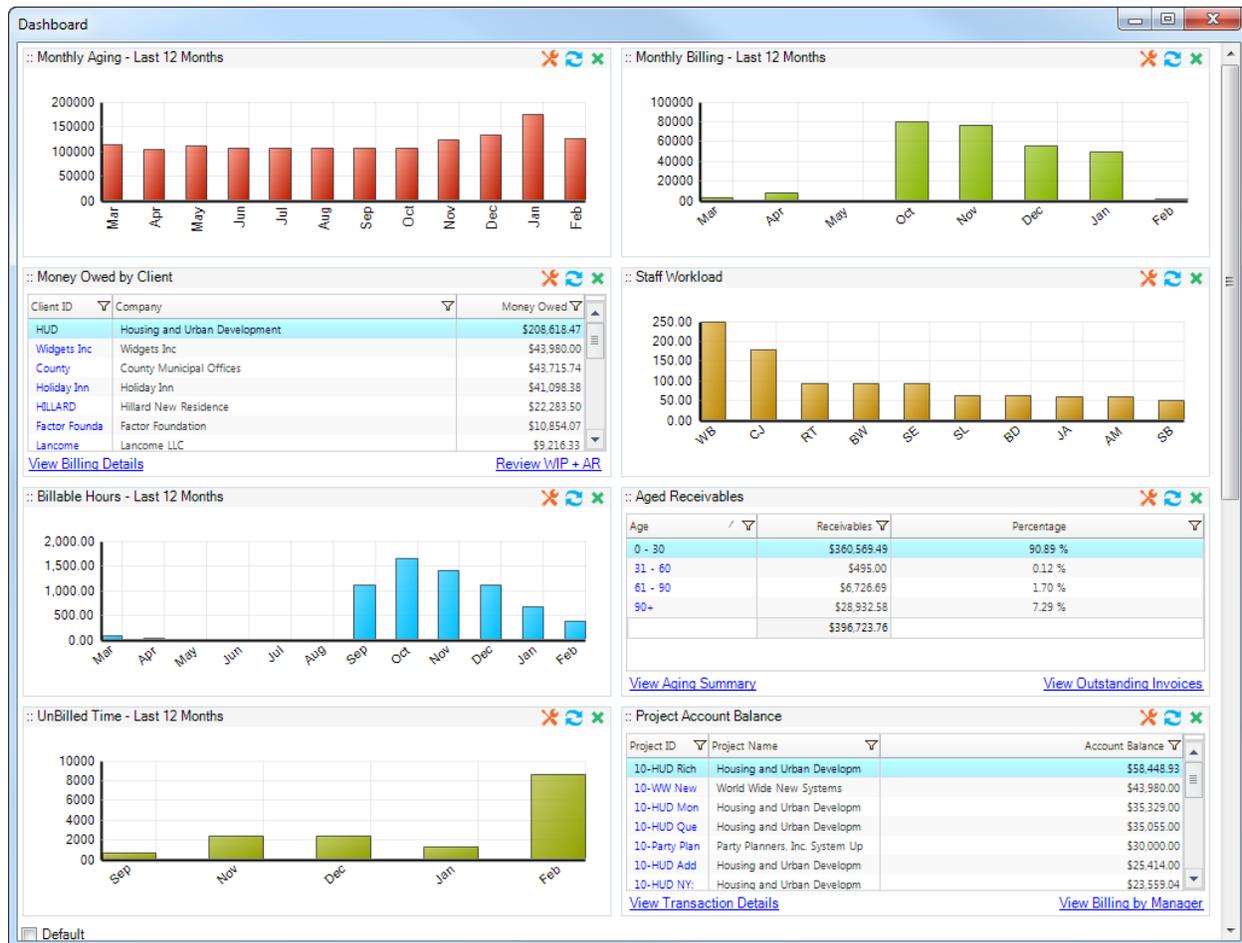
### DASHBOARD

#### Navigation View menu, Dashboard

The Dashboard contains information that project managers as well as principals, partners, owners and accountants need to monitor the progress of their company and business. Rather than run through menu commands, set filters, run reports and then read them one after another to find exceptions and visualize trends, Dashboard enables you to view important business metrics at-a-glance and keep track of the key performance indicators.

 This feature is available in BillQuick Pro and Enterprise editions only.

Dashboard contains a series of widgets or mini-programs that extract information from your company database and present it in the best format on different panels. Up to eight widgets display on the Dashboard though there are many more metric and reports available; you can choose to view fewer or more widgets on the screen. You must have a 1024 x 768 screen resolution to view maximum number of widgets on your Dashboard.



Like other grids in BillQuick, you can sort the lists on the widgets by clicking their column header once for ascending order and twice for descending order. An arrowhead show the current sort order. No arrowhead indicates the list is in its default sort order. These widgets also include [funnel filters](#) () so that you can see only those records that meet the criteria you choose. The criteria can be as extensive and powerful as you want. For advanced users, special Boolean conditions available through the Custom funnel filters allow you to fine-tune the listed items to exactly what you need and want to view.

Only users with appropriate security permission can access the Dashboard and control its widgets and their content. The widgets are:

- **Monthly Cash Flow**  
Displays the total monthly payments received from your clients for the last 12 months or a fiscal year. Touch the bar to check the total for the month.
- **Monthly Billing**  
Displays the total amount billed (excluding any discounts) monthly to clients for the last 12 months or a fiscal year. Touch the bar to check the total for the month. It is good practice to compare billings with A/R balances.
- **Monthly Aging**  
Displays the total outstanding balances as of the end of each month for the last 12 months or a fiscal year. Touch the bar to check the balance for the month. Balances should be compared and evaluated against your monthly billings. A good rule of thumb is 8-18% of billings. Excessive receivables should prompt increased collections efforts and evaluation of your investment in individual clients.
- **Billable Hours**  
Displays the total monthly billable hours for the last 12 months or a fiscal year. You see how productive your team has been. Touch the bar to check the total for the month.
- **Non-Billable Hours**  
Displays the total monthly non-billable hours for the last 12 months or a fiscal year. You know how much time was spent on meetings, vacation, sick and other administrative tasks. Touch the bar to check the total for a month.
- **Unbilled Time**  
Displays the total monthly, unbilled time for the last 12 months. You know the work-in-progress in inventory on a monthly basis. Touch the bar to check the total for a month. Excessive work-in-progress should prompt an analysis to understand the risk of unbilled work and reasons why it has not been billed. Unbilled hours hinder cash flow.
- **Staff Workload**  
Displays the workload of your staff so that you can plan and schedule their tasks accordingly. Workload represents the hours allocated to employees for future dates (where end date is greater than today) minus the actual hours (A-Hours) recorded in their timesheets.
- **Top Ten Employees**  
Lists your top performing employees based on the total amount of their time billed in the last 12 months or a fiscal year. Touch the bar to check the total for an employee.
- **Top Ten Activities**  
Lists your top services on the basis of total hours logged against each activity and its total value in dollar amount for the last 12 months. It can help you in forecasting and focusing your efforts toward profitable activities.

- **Top Ten Expenses**  
Lists your top expenses on the basis of total spending on each for the last 12 months. It can help you in planning and budgeting project expenses.
- **Top Ten Clients**  
Lists your top clients (in descending order) on the basis of total payments made by them in the last 12 months. It can help you in focusing your efforts toward profitable clients.
- **Top Ten Projects**  
Lists your top performing projects (in descending order) on the basis of total payments made by their clients during the last 12 months. It can help you in focusing your efforts toward profitable projects.
- **Staff Utilization Rate**  
Displays the utilization rate of your employees and vendors for the last 12 months. The utilization rate gives a measure of the usefulness, efficiency and overall performance of your employees. Typically, an acceptable range for the utilization rate is about 70-90%.  
The formula for calculating this rate is:  
$$\text{Utilization Rate} = \text{Billable Hours} / \text{Total Hours} \times 100$$
- **Staff Effective Rate**  
Displays the effective bill rate of your employees and vendors for the last 12 months. Effective bill rate is *not* the actual bill rate but rather the realization rate of an employee.  
The formula for calculating this rate is:  
$$\text{Realization Rate} = \text{Billed Amount} / \text{Total Hours}$$
- **Monthly Expenses**  
Displays the total monthly expenses incurred by your company related to vendor bills for the last 12 months. It allows you to understand your expenses better in terms of costing, budgeting and spending on a monthly basis.
- **Monthly Income**  
Displays the income of your company for the last 12 months. It allows you to track your net income in terms of revenue generated, costs involved and expenses incurred on a monthly basis.
- **Top Ten Expenses by Account**  
Lists your top expense accounts (in descending order) on the basis of total balance on vendor bills for the last 12 months. It can help you in planning and budgeting project expenses.
- **Top Ten Expenses by Item**  
Lists your top expense items (in descending order) on the basis of total amount incurred against each item in vendor bills for the last 12 months. It can help you in planning and budgeting project expenses.
- **Sick, Vacation, Comp Time Overview**  
Displays an overview of the non-billable hours for the last 12 months or a fiscal year in the form of a chart. It shows how much time you used on sick, vacation and compensation time, and what is available. This is very useful for HR managers who had to run reports to show you your assigned, used and remaining hours.
- **Money Owed by Client**  
Displays the total amount owed by your clients to your company. You can drill down into the detailed report to know how much was billed, paid and what is the remaining balance for each client. It can help you in tracking A/R, prioritizing collection calls and determining whether to extend further credit to a client.

- **Project Account Balance**  
Displays all the projects with their account balances. You can drill down into the detailed report to know how much was billed, paid and what is the remaining balance on each project. It can help you in tracking accounts receivable.
- **Aged Receivables**  
Displays the A/R balances in terms of dollar amounts and percentages along with their aging in days. You can drill down into the detailed report to know the client balances in different aging periods. These are important figures that can assist you with prioritizing collection calls and determining whether to extend further credit to a client.
- **Gross Margins by Project**  
Displays the gross profitability information for billed projects in dollar amounts and percentages. It allows you to know how much was billed (excluding any discounts) and what is the gross margin on each project. Typically, your gross margins should be 66% or more.
- **Gross Margins by Client**  
Displays the gross profitability information for billed projects in dollar amounts and percentages. It allows you to know how much was billed (excluding any discounts) and what is the gross margin for each client. Typically, your gross margins should be 66% or more.

Although the widgets display the information for the last 12 months by default, you can choose any specific year. You can view A/R information on monthly basis, ranking of top performers, gross margins, staff performance, billable time, etc. Oddities in annual trends, presented as simple bar charts, draw your attention like a flashing sign. Then, as needed, you can focus on specific areas, drilling into the details and viewing reports to manage your projects and company effectively.

You can access the following settings for each widget by clicking  at the top:

**Report:**

You can select any report or metrics from the drop-down list to view on the widget panel. For example, if you choose Monthly Cash Flow, that information immediately displays on the widget in the form of a graph, chart or list.

**Year:**

You can select a year for which you want to view the key metrics or information. You can also choose to view data for the 'Last 12 Months'. By default, the current year is pre-selected.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen after the time interval specified by you, say every 5 minutes. You can manually refresh the data on a widget by clicking  at the top.

**Close:**

Closes the widget settings and enables you to view the content.

You can access the following options from the shortcut menu:

**Help:**

Opens the BillQuick Help in the Dashboard section.

**Show More Widgets:**

If you have closed one or more widget panels on the Dashboard (by clicking **X** at the top), you can use this option to open more widgets.

**Close Dashboard:**

Closes the Dashboard.

**How Do I****HOW DO I USE THE DASHBOARD?**

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To use the dashboard:

1. Open the [Dashboard](#) from the View menu, toolbar or the Sidebar. Else, use the shortcut Ctrl+Shift+B keys to do that.
2. Click **X** Settings to choose the widget you want displayed on the Dashboard. For information, choose the year you want to view. For all widgets, indicate how often you want to refresh the data. Enter the number of minutes BillQuick should wait before automatically refreshing the information in a widget.
3. Click  Refresh to instantly refresh the widget data and re-display it in the panel.
4. To move a widget panel to another location on the dashboard, point to the panel you want to move, press and hold the left mouse button, then drag the panel to the new location. Release the mouse button. Click **X** to close the widget.

You can access more options from the shortcut menu.

5. Like other grids in BillQuick, you can sort the widget grids by clicking the column header – once for ascending order, twice for descending order.

Widget grids also include funnel filters. With a funnel filter, you can specify conditions and apply them to the selected column to display selective data. Funnel filters include All, Custom, Blanks, Non-Blanks and so on.

For advanced users, special filters are available by selecting the Custom funnel filter. The Custom Filter allows you to fine-tune the widgets to exactly what you need by specifying conditions.

6. Many widgets include drill-down reports that support the summary information in a chart or list. Click on the report link at the bottom to view and print related reports.
7. Check the 'Default' option at the bottom of the Dashboard to make it your default screen upon login.

**Document Management****DOCUMENT MANAGEMENT OVERVIEW**

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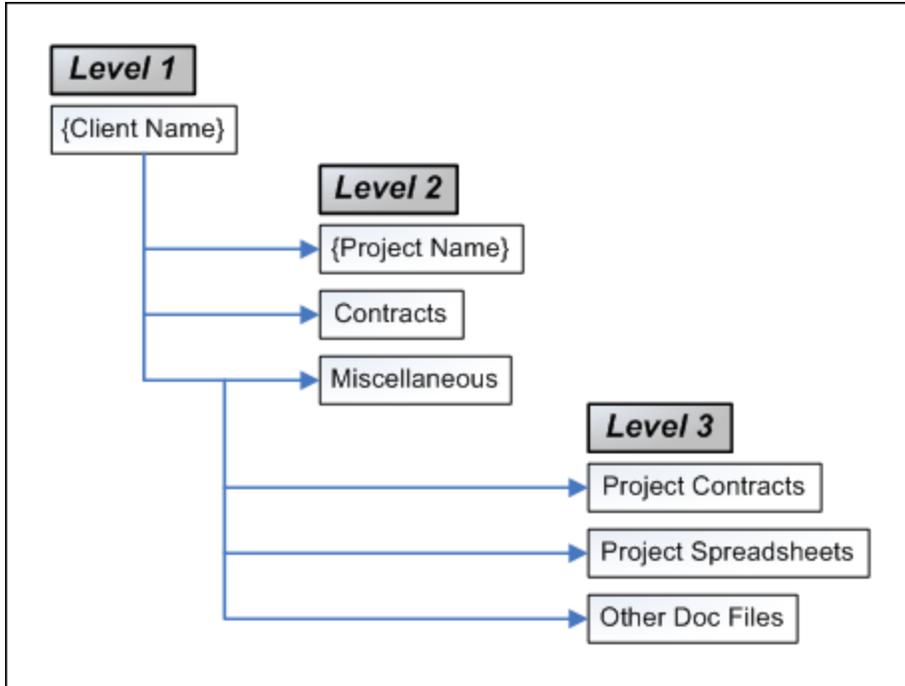
**Navigation** *Project menu, Document Management*

Generally, document manager is an electronic file and information storage system, an essential tool for tracking and management. Small firms can easily accumulate thousands of documents, PDFs, scanned receipts, graphics, CAD drawings and other files on their network server. Large firms can easily have hundreds of thousands of such files. Fast, flexible and easy-to-use, the Document Management feature in BillQuick offers a desktop solution to managing and storing your entire client and project-related documents, whether contracts, engagement letters, spreadsheets, tax returns, financial statements, CAD files, images, etc. As an electronic file cabinet, you can organize and store archived information for any list of clients, vendors, employees and more. Firms can have a consistent folder structure on their computer or server, thus making it easier and more efficient to manage documents for scores or hundreds of clients. This feature handles client and project file management, folder creation and email review per client as well as per project.

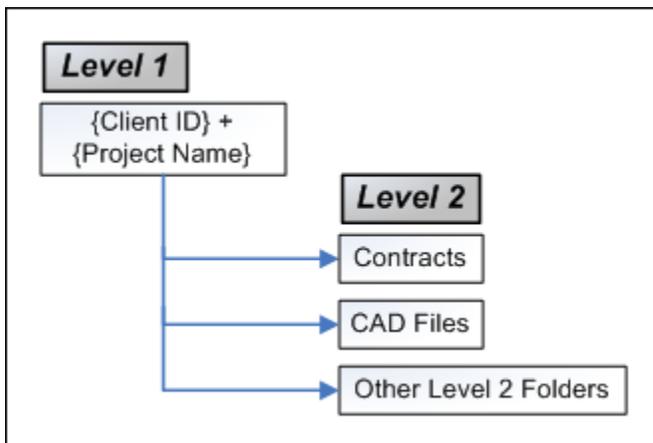
The Document Management screen displays a client list in a tree-structure on a grid. You can click  next to a client record to expand the tree and view all projects for that client. Double-clicking on the project record in the grid opens the corresponding Project screen. You can sort the client list in an ascending or descending order. The order is indicated by an up arrow or a down arrow on the column header. The Document Management screen consists of six tabs—[Management](#), [Documents](#), [Linked Documents](#), [Email](#), [Filters](#) and [Settings](#). BillQuick gives the flexibility of re-arranging these tabs. To change the default order, drag and drop the tab to the position you want.

You can define the desired client and project folder structure in Document Management that makes sense to everyone in your company. BillQuick inserts the actual client or project name into the folder name. After setting this up, you can access the client and project files from the Documents tab. Double-clicking on a document icon, opens it in the native program. (You can also access those documents from other programs and Windows Explorer.)

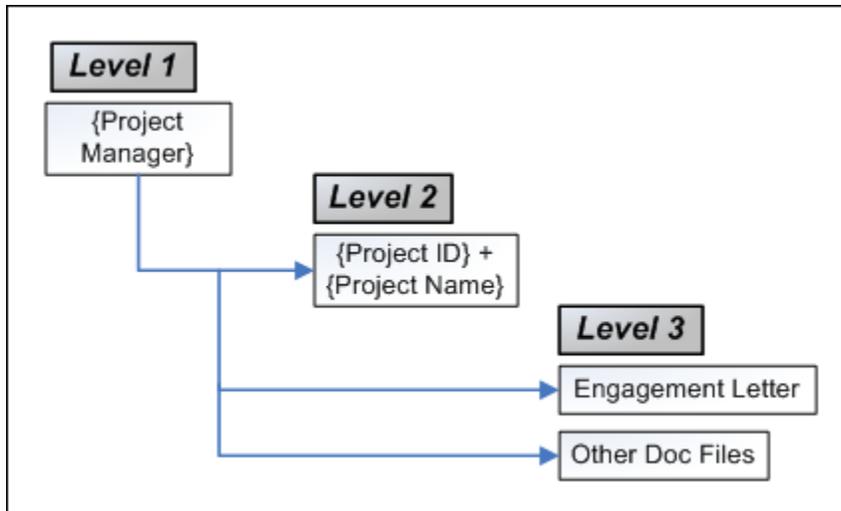
If you organize project information around a client, you can define a structure like the one below. The three-level structure starts with the client at the top. Under it will be contracts, other files *plus* a project folder, under which are specific folders for project items.



Alternatively, a variation on this structure combines the client and project at the first level. Contracts, CAD files, invoices, statements and so on are stored beneath it.



Another folder structure is one centered on a project manager at the first level and projects at the second level. This makes it easy to identify the manager and the project. Under it will be contracts, correspondence, scanned documents, special reports, invoices, and so on.



All the client and project files and folders created here can be organized into a folder structure set by you, such as any one described above. The folder structure is based on the parent record type such as project, client, time entry and so on. You can view all these files on the Document Management-Linked Documents screen.

When you attach files to records, BillQuick copies them to a shared folder (specified in Global Settings or User Preferences screens). For easy browsing and management of attached files, Document Management screen centralizes all documents and files linked to BillQuick records such as clients, projects, employees, activity codes, vendor bills, budget, fee schedule, invoice and payment at one place. Security permissions are required to access this information.

The Document Management screen also allows you to view your client emails. It uses the appropriate email addresses and settings to retrieve emails related to the selected client.

## Reference Info

### **DOCUMENT MANAGEMENT—MANAGEMENT TAB**

**Navigation** *Project menu, Document Management*

BillQuick allows you to create client and project folders to organize related files. This feature is helpful for companies who would like to maintain a folder on their computer or server for each client and then create sub-folders within it to maintain specific information about clients and their projects. For example, you can create a folder called *Correspondence* to store files that relate to correspondence between the client and your company.

You can specify the client and project folder structure on the Management tab of the Document Management screen.

#### **Client Folder Structure:**

It displays the location and structure of the folders for the client selected in the grid. You can use various client-related field names as part of the folder structure. To use data values for identification, you need to enclose the field names in curly brackets. BillQuick will

automatically substitute or replace the field names in curly braces (placeholders) with the actual BillQuick names or values.

You can select the desired field name from the **Available Fields** drop-down list (Client ID/Name/Company) which will appear in curly braces. Upon selection, the field name is entered at the insertion point in the textbox. To specify multiple folders, you can separate the names with a comma or use a new line in the textbox.



You can browse for or create a new client folder by clicking Folder. The textbox displays that folder path and location accordingly.

### Project Folder Structure:

It displays the location and structure of the folders for the project selected in the grid. You can use various client and project-related field names as part of the folder structure. To use data values for identification, you need to enclose the field names in curly brackets. BillQuick will automatically substitute or replace the field names in curly braces (placeholders) with the actual BillQuick names or values.

You can select the desired field name from the **Available Fields** drop-down list (Client ID/Name/Company, Project ID/Name/Manager) which will appear in curly braces. Upon selection, the field name is entered at the insertion point in the textbox. To specify multiple folders, you can separate the names with a comma or use a new line in the textbox, such as,

```
C:\Users\Documents\Client
Files\{CLIENTCOMPANY}\{PROJECTID}\{PROJECTNAME}\Correspondence
```

You can browse for or create a new project folder by clicking Folder. The textbox displays that folder path and location accordingly.

## DOCUMENT MANAGEMENT—DOCUMENTS TAB

### **Navigation** *Project menu, Document Management*

The Documents tab of the Document Management screen contains views of the folders and documents associated with the selected client or project. Double-clicking on the folder or using the shortcut menu will display the files contained in that folder. The files will open in their respective programs.

**View:**

You can view the folders and files in different ways and arrangements.

- Large Icons: Displays the folders and files as large icons.
- Small Icons: Displays the folders and files as small icons.
- List: Arranges the folders and files in a list format.
- Details: Displays the folders and files in a list format with the related details like the size, type and modified date of the folder/files.
- Refresh: Retrieves and displays the latest information.
- New: Allows you to create a new folder for the selected client or project.



You can access all these option from the shortcut menu.

**Back:**

You can move back to the previous view by clicking this button.

**DOCUMENT MANAGEMENT—LINKED DOCUMENTS TAB**

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**Navigation** *Project menu, Document Management*

The Linked Documents tab of the Document Management screen tracks all the linked files or attachments related to the clients. This is irrespective of the screen where the file has been linked. You can view all of them here.

The following are descriptions of fields on this screen:

**Record ID:**

This is the ID of the record to which a file is linked. It can be the ID of an employee, a project or a client, or even a vendor bill number. If a file has been linked with a time entry or expense entry, it will display the ID of the employee associated with that entry.

**Entry Type:**

Displays the type of record to which a file is linked. It can be Client, Project, Employee, Vendor, etc. depending upon the screen where the file has been linked.

**File Name:**

Displays the name of the file that has been attached to the BillQuick record. For web links, it displays the web address. It is basically a hyperlink that takes you to the actual file or web address upon clicking.

**Description:**

Displays the description of the attached file in a standard format: File-File Name (with extension). For web links, it displays 'Web File'.

**Date:**

Date on which the file was attached to a BillQuick record.

**Location:**

Displays the location or directory path of the attached file. In case of web links, it displays the complete URL or web address of the site or reference.

## DOCUMENT MANAGEMENT—EMAIL TAB

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**Navigation** *Project menu, Document Management*

Document Management feature (available in BillQuick Pro and Enterprise editions only) supports Microsoft Outlook 2000 (or later) and Outlook Express 6.0 (or later). It can retrieve emails related to clients and their projects by matching email addresses. The email is associated with a client based on the email address on the [Client-General](#) screen and with projects based on the email address of the project contact on the [Project-Detail](#) screen (BillQuick uses the client email address if no project contact is assigned). If desired, you can use your PC's local cache when scanning.

Document Management can parse multiple email addresses per client. If your client has multiple email addresses separated by comma or semicolon, it will search for each one of them and display the emails here.

The following are descriptions of fields on the In and Out tabs of the Document Management-Email screen:

**Mail From/To:**

Mail From displays the name or email ID of the selected client who has sent an email to you. Mail To displays the email address of the client (recipient) to whom you have sent an email.

**Subject:**

Displays the subject line of the email—received/sent.

**Date of Mail:**

Displays the date and time when the email was received or sent, depending upon whether the In or Out tab is selected.

**Attachment:**

This check box indicates whether the email has any attachment with it or not. Checked, it indicates that the email contains an attachment.

**Body:**

When you hover the mouse pointer on this field, it displays a preview of the email message. You can also click View to open the email in the Read Mail box, or view the entire mail in the default mail program (say Microsoft Outlook) by double-clicking anywhere on the row.

**Address:**

Displays the sender's email address (client's email ID). *This is available on the In tab only.*

**AFC:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**From Address:**

Document Management allows you to specify any of your email addresses to search outgoing email sent to the selected client. You can enter multiple email addresses separated by comma and then BillQuick will look for emails that have been sent from any of these addresses. This is useful when you have multiple email addresses and would like to search using one or few of them.

**In:**

You should use this tab to view the emails in your inbox. It contains the emails received from the selected client.

**Out:**

You should use this tab to view the emails in your outbox. It contains the emails sent by you to the selected client.

**DOCUMENT MANAGEMENT—FILTERS TAB**

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**Navigation** *Project menu, Document Management*

Filters limit the data displayed in the grid. They are data management tools provided to lessen the task of managing a large BillQuick database. For example, if you would like to view only the clients whose IDs range from A through M, you must select that range in the filter grid. You can select multiple items by dragging the pointer on the filter grid. Pressing Ctrl+click selects individual items on the grid while Shift+click selects a range of items. Turn on or off all filters with the main Filters On/Off button.

The following are descriptions of fields on the Document Management-Filters screen:

**Filters****Client:**

Filters data on the basis of selected client.

**Groups:**

If you have created client groups, you can filter the grid by client groups as well.

**City:**

Filters data on the basis of selected client's city.

**State:**

Filters data on the basis of selected client's state or province.

**Zip:**

Filters data on the basis of selected client's zip or postal code.

**Client Since:**

Filters data on the basis of date since the client is associated with you. Select the From-To dates from the drop-down calendar.

**Active Only:**

Checked, it will display only active clients.

**Auto Fit Columns:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Clear All:**

Clears the selected items in the filter grid.

## DOCUMENT MANAGEMENT—SETTINGS TAB

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**Navigation** *Project menu, Document Management*

The Settings tab of the Document Management screen enables you to specify the folders for scanning and retrieving emails. You can select the folders to scan for emails for your clients and projects. In some cases, your email account can have a top-level folder called Clients and then folder called Projects under it. You can accordingly check the relevant folders for scanning emails.

The following are descriptions of fields on this screen:

### **Mail Folders to Scan:**

The default mail program, Microsoft Outlook or Outlook Express, contains different folders for different mail items such as inbox, sent items, junk email, drafts, etc. A list of mail folders and sub-folders is displayed here. You can check the folders that you want to be scanned for retrieving and viewing your emails on the Email tab.

### **Email Local Cache:**

You can check the Use Local Cache option in order to use the local cache on your system while retrieving the email. The email gets stored in the local cache thereby speeding up the process of retrieving and viewing emails.

### **Clear Cache:**

Clears the email cache. You can use the local cache of your system to retrieve email from your default email program and then store them.

### **Apply:**

Applies the email settings.

## **How Do I**

### **HOW DO I MANAGE DOCUMENTS?**

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The Document Management feature in BillQuick offers a desktop solution to managing and storing your entire client and project-related documents—contracts/engagement letters, spreadsheets, tax returns, financial statements, CAD files, etc. This feature handles client and project file management, folder creation and email review.

To manage documents:

1. Open the Document Management screen from the Project menu, toolbar or navigator.
2. In the grid, click  to expand the client list and view related projects.
3. On the Management tab, specify the Client Folder Structure. Click Folder to browse for a folder or create a new folder at the desired location.
4. Specify desired fields from the Available Fields drop-down. Enclose the field names in curly brackets. To specify multiple folders, you can separate the names with a comma or use a new line in the text box. The result will be like:

C:\Documents and Settings\Erin\My Documents\Client Files\{CLIENTCOMPANY}\Correspondence



5. Similarly, specify the Project Folder Structure. It will be like:  
 C:\Documents and Settings\Erin\My Documents\Client Files\{CLIENTCOMPANY}\{PROJECTID} {PROJECTNAME}\Contracts
6. Click Tools and select Create Folders to create a new client folder and default files. BillQuick inserts the actual client or project data into the folder name – separately or in combination with static text.
7. Move to Documents tab to view the folders and files associated with the selected client or project.
8. Double-click or use shortcut menu to open the selected folder or file. You can also print the file in the selected folder, rename or delete the folder.
9. When you have finished, click Close.

## HOW DO I VIEW ATTACHMENTS?

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To view linked documents or attachments:

1. Open the Manage Attachments screen from the View menu. You can also view them from the Document Management-Linked Documents and Project Center-Files screen.
2. Select your View By option. For example, choose 'All' from the drop-down to view documents linked to all records, regardless of the type.
3. Select the Period for which you want to view the linked files. It could be All, This Month or any Custom period.
4. Click Refresh. BillQuick displays all the relevant files attached to the selected record.

 Using funnel filters, you can further refine the list of linked files. For example, you can bring up all linked files, and then use a funnel filter to narrow them to a single employee.

5. You can click on the File Name and open the file in the native program.

## How Do I

### HOW DO I CHANGE PROJECT INVOICE TEMPLATES?

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All the invoices associated with a specific project will have a default invoice template based on its contract type. BillQuick specifies these templates in the Global Settings-Templates screen and applies to all the clients and projects. However, you can assign a different invoice template to a project (usually done for certain demanding clients). For example, most of your clients might like a particular invoice template because it displays detailed memos for each time and expense entry. However, certain clients want their invoices to display time entries by activity.

You can change the default invoice template per project from the Project screen. See [Invoice Templates](#) for more.

 You can set all your invoice templates to show Goods and Services Tax (GST) at the project or global level. This option is checked by default for all countries other than USA when creating a new database.

### HOW DO I LOCK PROJECTS AT CONTRACT AMOUNT?

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Over-budget behavior of projects can also be tracked using project rules in BillQuick. To do so:

1. Open the Project screen from the Project menu, Sidebar, navigator or toolbar.
2. Select a project. Enter a Contract Amount for the project.
3. Move to the Detail tab, Rules section. Make sure the Skip Automatic Time/Expense Entries Evaluation options are *un-checked*.
4. Check the 'Lock at Contract Amount' rule.
5. When you have finished, click Save and then Close.

## TIME & EXPENSE ENTRY

### UNDERSTANDING TIME ENTRY

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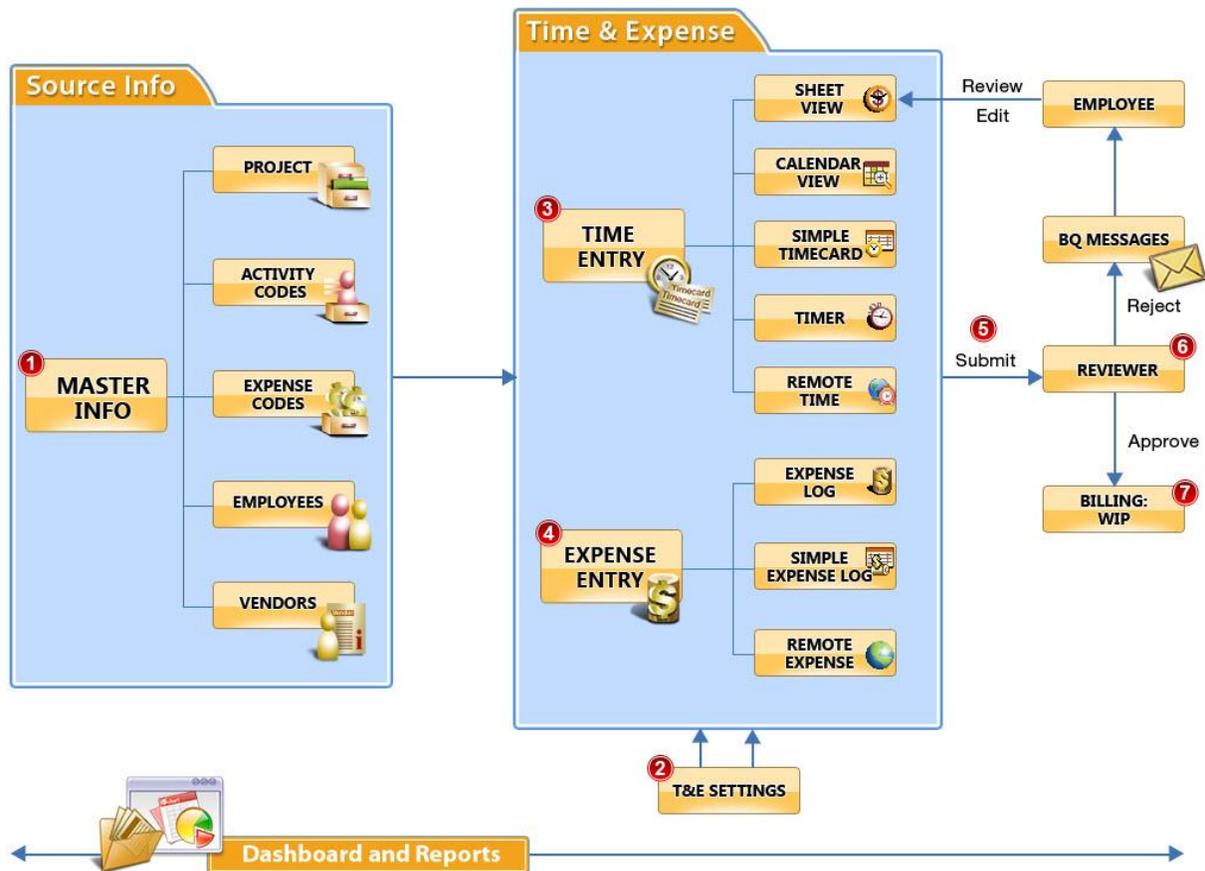
The time entry is the most often used function in BillQuick. BillQuick supports an unlimited number of time entries and all entries can be modified or approved for billing with a single click of the mouse. BillQuick supports both timekeeper and administrator level entry. In addition, both employees and vendors can enter time against projects. You can even create time entries from your to-do tasks. In many companies, you have to keep track of internal activities and expenses, even though they can be non-billable. In any case, time and expenses flow to the project, allowing you to track utilization of all employees and both billable and non-billable activities—whether you do them for a revenue project or an in-house overhead project. BillQuick **STRONGLY** recommends that you capture all hours worked whether they are billable or not. This includes vacation, holiday, sick, education, research and other activities. If you do not track billable as well as non-billable hours worked by employees, you cannot effectively measure their performance, utilization and profitability.

Many companies outsource tasks to vendors (also called subcontractors, consultants, per diems, contract employees, etc.). Whether paid an hourly rate or a flat project fee, it is beneficial to track their hours for reporting and analysis. This information can help improve future estimates, budgets and other decisions. BillQuick allows vendors to record time in two ways:

- Mark the vendor as a BillQuick User on the Vendor-General screen. This gives the vendor login access to BillQuick to record time. (*Remember to set proper security permissions for the vendor.*)
- Create a special employee called 'Vendor' and mark it as a BillQuick User. Individual vendors would log in under this common ID to record time. *Only one vendor can record entries at a time and is able to view and edit entries for other vendors.*

Time entry requires input from master information in BillQuick. Employees or vendors charge time against projects. Time is captured according to the rules and settings specified in BillQuick, whether in Global Settings, User Preferences, Company, Client or Project screen. Besides the regular time, BillQuick enables you to track special time like overtime, compensation and banked time, extra time, overhead time, etc. See [Overtime and Comp Time](#) for more.

## TIME & EXPENSE MANAGEMENT



You can record time entries in any screen that suits you—Sheet View, Simple Time Card, etc. In addition, several add-on modules (Web Suite, Outlook Add-In, BillQuick Mobile, etc.) allow you to capture time anytime, anywhere. Regardless of the internal or add-on module used to capture time, BillQuick can automatically track it to ensure timely and complete entries from timekeepers. They submit these entries to the designated reviewer in the company for approval. The reviewer can reject some entries due to any reason and re-send them to the timekeeper. The timekeeper can edit and re-submit them. You can track all these submit-approve events from the Workflow screen. On the other hand, the approved time, along with the approved expenses, becomes the work-in-progress, ready to bill.

Like all BillQuick screens, security permissions determine who can enter, edit and modify information on the time entry screens. Your time entry options in BillQuick include:

- [Sheet View](#) – If you enter time for others or review entries, use this flexible, customizable spreadsheet-like time entry screen. It is the most used screen in BillQuick.
- [Simple Time Card](#) – If you work steadily on three, four or five tasks during a day, use this efficient, quick-to-enter time-sheet screen. Simple Time Card is a modified form of the Calendar View, where you can enter time on a weekly basis on multiple projects at a time.

- [Timer](#) (*on-screen stopwatch*) – If you switch from task to task through the day – client calls, staff and management requests, emails, impromptu meetings – then open as many timers as you need. You can easily switch from one timer to another and manage them all through the Timer Control.
- [Calendar View](#)—If you want to enter time on a weekly basis, use this view.

Recording time in BillQuick is quick and easy. It provides drop-down lists throughout the screens so that timekeepers do not have to remember Project IDs, Activity IDs, etc. BillQuick incorporates many shortcuts, visual verifications, and other elements to make time entry easier and faster without a loss of accuracy. Auto-repeat, incrementing dates with one keystroke, copy and paste with special change options, jump to the nearest match in lists and sorting drop-down lists the way you want are available. Press <Tab>, <Shift+Tab> and <Enter> to move from field to field on the grid. You can turn on/off columns or fields using the Field Chooser and customize the grid according to your preferences.

Time entries are color-coded: **Black** entries are billable, **blue** entries are billed, **red** entries are non-billable and **dark gray** entries are those being billed. You can change these colors in the [User Preferences](#) screen. While billing, the related time entries are locked for billing and display in **dark gray** color in the time entry screens. You can edit these locked entries but not their hours, rates or taxes. This ensures that the value of billed entries is the same as that invoiced. By default, BillQuick does not allow editing of billed entries but you can override this security setting.

If you do not complete a time entry (such as, enter only Date and Activity), a warning displays when moving to the next row or closing the screen. Special flags designate time entries as compensation (comp) time, overtime, extra time, and taxable. You can accept or change the default activity descriptions, and add an unlimited text memo to the entry.

BillQuick allows you to maintain two types of hours for a time entry, A-Hours and B-Hours. A-Hours are the actual hours worked by an employee while B-Hours are the billable hours billed to the client for the work done. You can change the label of B-Hours in the Custom Labels screen. An example of when and how Hours and B-Hours are used is when an employee only spends 15 minutes on a task but the contract stipulates that time will be billed in a minimum of 30 minute increments. In this case, .25 would be the Hours and .50 would be the B-Hours. The client would be billed for 30 minutes and your records will tell you that only 15 minutes were required to complete the task.

Another good implementation of Hours and B-Hours is Day Rates. You might have agreed with your client to bill a certain amount for every day worked regardless of the actual hours worked. If the day rate for a certain activity is \$800 and your employee's bill rate is \$100, the employee spends 10 hours a day on that activity. In this case, the Hours are 10 but the B-Hours are 8 so that with the bill rate of \$100, the client is correctly billed \$800 for that day.

A time entry evaluation is done when entries are recorded where the Total Amount Spent [(B-Hours x Bill Rate) + Non-billable Expense Amount] is compared with the Contract Amount. In the time entry screens, both the billable and non-billable time contributes toward the amount spent. When the amount spent exceeds the contract amount, the time entry's bill status is automatically adjusted (*billable status changed to non-billable*) since the project is over budget. When a billable entry pushes the amount spent over the contract amount, you are prompted and BillQuick adjusts the time entry by splitting it into a billable and non-billable portion. You can continue to log non-billable time. However, you can manually change the status of the time entry to extra time or billable.

When the 'Lock at Contract Amount' rule is applied for a project, BillQuick prevents all time entries (billable and non-billable) after the project has exceeded the contract amount. No time entries will be further allowed for that project; however, you can log them as Xtra time. *This rule applies to any fixed-type project.*

The shortcut menu, opened anywhere on the grid, provides access to additional time entry features. These include **Filter By Selection, Update Rates, Send To Excel, Send Messages, Send To MYOB, Attachments**, etc. With Filter By Selection, you can select the contents of any cell and filter the list by it. Update Rates automatically updates the time entry rates based on the current rates. Send Message opens the [Messages](#) screen with the employee or vendor ID pre-filled. Send To MYOB allows you to send the time entry data to MYOB while [Attachments](#) allows you to attach files and web links to a time record.

## OVERTIME AND COMP TIME

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You might want to track your employees' overtime and compensation time. The extra time worked by employees (or vendors), whether in the form of overtime, double overtime or comp time (banked hours), can be calculated in BillQuick using its time tracking system. Overtime is the extra time worked by the employees or vendors beyond the standard or regular working hours. Double overtime refers to the extra time worked by the employees or vendors that extends beyond the overtime working hours. BillQuick marks the time entries as regular, overtime and double overtime based on the rules configured by you in the [Overtime Calculator](#) to accommodate most hours and wages policies worldwide.

When employees work for extra hours, they can record it as non-billable comp time (banked hours). When they use their banked comp time, a special GEN:COMP activity code is to be used while recording that time entry. *Usually, a company charges comp time to the Overhead project.*



GEN:COMP can be replaced by any activity code using the Global Settings-Master Information screen (from the Settings menu).

BillQuick also allows you to specify the standard hours and overtime settings for employees to track their overtime for billing and payroll purposes. Standard hours are regular 8-hour workday from, say, 8 am to 5 pm. On the other hand, extended hours are a 12-hour workday. Any time worked extra beyond 8 hours but less than 12 hours is considered overtime in some places such as California, while any extra time beyond 12 hours is considered double overtime. Depending upon whether standard hours are set per day or per week, extra hours logged by an employee will be flagged as OT (*overtime*) on a daily or weekly basis. In that case, BillQuick

- calculates billable amount using Overtime Hours with the appropriate Overtime Bill Rate
- calculates Cost Amount using the appropriate Overtime Cost Rate

If the Automatic Overtime option is **not** checked but you have specified the comp time details, BillQuick will track your comp time instead. Depending upon the comp time frequency and hours set, BillQuick will flag the extra hours logged by an employee as CT (*comp time*). When both overtime and comp time options are set, it will flag the extra hours logged by an employee as CT *and* OT. However, if there is a conflict, overtime settings take

precedence over comp time. While recording time entries, these rules are monitored automatically by BillQuick.

**▲** If you make a time entry and then another time entry that is beyond the standard hours, the latter entry will be flagged as overtime (OT) if the **Automatic Overtime** option is checked. Similarly, if you make a single time entry that is beyond the standard hours, it will be flagged as OT. However, if you change this (or earlier) time entry, the OT entry will not be recalculated by BillQuick. You will have to verify this time entry yourself and make the desired modifications. For example, if your standard hours per day are set as 8 hours and you make a time entry of 10 hours, BillQuick will split it into 8-hour regular time and 2-hour overtime. Then, if you change the first 8 hours to 6 hours, BillQuick will not recalculate the OT (2 hours) and set the flag to false. It has to be done by you manually.

Depending on the settings in the Employee screen, the outcome can be:

Setting	BillQuick Action
Standard Hours = not defined	No evaluation of OT
Standard Hours = 8 Per Day, 40 Per Week Automatic Overtime = not checked	When TE = 10 Hours, BillQuick records it as 10 Hours regular time
Standard Hours = 8 Per Day, 40 Per Week Automatic Overtime = checked	When TE = 10 Hours, BillQuick splits it as 8 Hours regular time, 2 Hours = OT
Comp Time Hours = 8 Daily	When TE = 10 Hours, BillQuick splits it as 8 Hours regular time, 2 Hours = CT
Standard Hours = 8 Per Day, 40 Per Week Automatic Overtime = checked Comp Time Hours = 8 Daily	When TE = 10 Hours, BillQuick splits it as 8 Hours regular time, 2 Hours = OT, 2 Hours = CT
Standard Hours = 8 Per Day, 40 Per Week Automatic Overtime = checked Comp Time Hours = 10 Daily	When TE = 10 Hours, BillQuick splits it as 8 Hours regular time, 2 Hours = OT When TE = 12 Hours, BillQuick splits it as 8 Hours regular time, 4 Hours = OT
Standard Hours = 40 Per Week Automatic Overtime = checked Comp Time Hours = 8 Daily	When TE = 10 Hours, BillQuick splits it as 8 Hours regular time, 2 Hours = CT When TE = 42 Hours, BillQuick splits it as 40 Hours regular time, 2 Hours = OT, 2 Hours = CT

Although BillQuick had the ability to record overtime in the previous versions, it has improved and refined the process now so that time can be adjusted accurately, taking into account any changes in fee schedules, rules or rates for an employee. BillQuick has the ability to reanalyze the time entries and calculate the overtime for employees (and vendors) automatically using the [Overtime Calculator](#).

## Sheet View

### SHEET VIEW OVERVIEW

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**Navigation** *Time-Expense menu, Enter Time, Sheet View*

The Sheet View is the most used screen in BillQuick. You can enter your time as well as review it. BillQuick supports an unlimited number of time entries. Like all time entry screens, security permissions determine who can enter, edit and modify information on this screen. This screen has three tabs—[Sheet View](#), [Filters](#) and [More](#).

BillQuick provides drop-down lists throughout Sheet View so that timekeepers do not have to remember Project IDs, Activity IDs, etc. If you do not complete a time entry (say, enter only date and activity), a warning displays when moving to the next row or closing the screen. You can use the Tab or Enter key to move from field to field on this screen.

The shortcut menu, opened anywhere on the grid, provides access to additional options. These include Filter By Selection, Update Rates, Send to MYOB, Attachments, etc. While reviewing entries, you can apply filters to view selective data on the grid. You are also given the option to change time entries, submit or approve them, spell check entries and their memos and so on. You can also review the detailed information of a project associated with a time entry by selecting that option from the shortcut menu.

The shortcut menu also provides the **Copy/Paste/Paste Special** options. Copy allows you to copy selected time entries and paste them in the grid with or without modifications. These options get activated after you select a row. You can also use this feature via the Edit menu. A maximum of 50 time entries can be copied at once.

You have the option to copy the time entry and paste it as is (Paste) or copy it with some modifications (Paste Special). The latter option pops up a **Paste Time Entry** screen to change the Date, Project ID, Employee ID or Group of the new time entries. Using the group option, you can log time for a particular group of employees working on the same project. While copying entries to an employee group, if the employee whose time entry is being copied is included in that group, you can choose to skip duplicate entries. This is done to prevent duplicate time entries. In addition, you are given the option to increment or decrement the date by the desired number of days.



In the Paste Time Entry screen, you are not limited by the security settings and hence you can select any project, employee or employee group. However, on saving, BillQuick automatically eliminates all those entries that are not allowed by the security.

The Sheet View screen also provides you with other options such as changing entries, submitting and approving entries, etc. You cannot edit entries linked to vendor bills though. As needed, you can add a memo and special flags to entries. You can also add taxes to the labor amount, where applicable.



#### Find:

Click the link to open the [Find](#) screen to search all time entries globally in the company database. You can define multiple search criteria from there.

**How Do I:**

Click the link to select the desired How Do I procedure related to the time entry.

**Reference Info****SHEET VIEW TAB**

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**Navigation** *Time-Expense menu, Enter Time, Sheet View*

The following are descriptions of fields on the Sheet View screen:

**View By:**

You can view the time entries for an Employee, Vendor or Project. Select an option from the drop-down list. If you choose Employee or Vendor, time can be entered for one employee or vendor on multiple projects. If you choose Project, time can be entered for many employees on one project. Typically, time is entered by an employee in the View By:Employee mode. However, when project managers review time entries, they do so in the View By:Project mode.

**Project/Employee/Vendor: (required)**

Depending on what is selected in the View By field, Employee, Vendor or Project field is displayed here. You can select the desired IDs. Only active employees, vendors or projects display in this list. You can add a new project, employee or vendor here on the fly using the Add New option from the drop-down list.

**Period:**

This field allows you to select a time period for viewing entries in the grid. You can choose Day, Week, Month, Year, Fiscal Year, All, Custom, etc. This does not restrict the dates you can assign to your time entries. This field works in combination with the Period Including/Period From-To fields to determine what range of time entries are displayed in the grid. When recording new time entries, Period field is ignored.

**Period Including/Period From-To:**

This field works in combination with the Period field to determine what range of time entries are displayed in the grid. You can select any date; it defaults to the system date of your computer. For example, if the Period you have selected is Month and the Period Including date is May 5, 2017, you will view the time entries for the month of May 2017. When the Period selected is All, the Period Including field is ignored. If you select Custom or Bi-Weekly in the Period field, the Period Including field changes to Period From and To fields and accepts a range of dates. Again, neither the Period nor the Period Including fields restrict the dates you will assign to new time entries.



If the date field gets skipped while entering time, it gets auto filled by the date chosen in the Period From field.



BillQuick does not allow you to enter time for the dates older than January 1, 1990 or newer than 10 years from today.

**Ctrl Hours:**

This field can be used to ensure that sufficient amount of time is being entered during one time entry session. The number entered in the Control Hours field should match the total B-Hours (billable hours) entered in one session. For example, if an employee works eight

hours a day and time is entered once a day, the control hours should be entered as 8. BillQuick will check that the total time entered is equal to 8 hours. If not, a warning appears when you close the screen.

### Grid

Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

### Field Chooser:

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

### Date: (required)

This field displays the date of each time entry. You can enter a date manually or select it from a drop-down calendar. Use the + or \* key to increase or decrease the date by one day. If this field is left blank when recording a new time entry, it will be automatically filled for you with either today's date or the last date used. To make voluminous time entries via keyboard faster, there is a current year default for the year portion of the date field, and hence you can just enter the month and date while making the time entry.

 Time entry date is not stored as UTC (Universal Coordinated Time) and hence is not agnostic to location.

### Employee ID/Project ID: (required)

You can enter the Employee ID or Project ID for the time entry, depending upon what you selected in the View By field. The Employee ID drop-down list includes the vendors with the Sub check box (if that option is checked on the More tab). If your employee or project does not match any existing record, you can create a new one on the fly using the Add New option from the drop-down list. Adding records on the fly requires the Allow Add New security permission. New records can also be entered in the respective screens. You cannot edit this field for billed entries and when entry is linked to paid vendor bills.

### Activity: (required)

You can enter the Activity ID of a task performed on a project or select it from the drop-down menu. If your task does not match any existing activity, you can create a new activity on the fly using the Add New option from the drop-down list. Adding on the fly requires the Allow Add New security permission. New activities can also be entered in [Activity Codes](#). You cannot edit this field for billed entries and when entry is linked to paid vendor bills.

**L-Codes:**

L-Codes are the litigation codes used in the legal industry. This column is visible only if the company type is selected as 'Attorney' (in the BillQuick Startup Interview).

**Started:**

It is the time when a task began. You can enter the start time manually (say 03:50 p.m.) or select it from the drop-down list. Time intervals are based on the smallest time increment setting in [Global Settings](#) screen. For example, if the minimum time increment is 0.25 hours (15 minutes), BillQuick automatically adjusts the time intervals here.



If you enter 3:70, BillQuick understands it to be 3 hours and 70 minutes. If you want to enter 3 hours and 7 minutes, the format would be 3:07.

**Stopped:**

It is the time when a task ended. You can enter the stop time manually (say 03:50 p.m.) or select it from the drop-down list. When Started time is entered, BillQuick automatically keeps the Stopped time an hour ahead (say if Started time is 8.00 a.m., Stopped time would have a default value of 9.00 a.m.)



BillQuick allows you to enter a start time greater than stop time and the value is calculated as stop time on the next day. For example, Started time 8.00 p.m. and Stopped time 12 a.m. means a time entry of 4 hours.

**B-Hours:**

BillQuick records two hour fields for each time entry—Hours and B-Hours. B-Hours (billing or billable hours) are billed to the client. By default, it takes up the same value as the Hours. The B-Hours will be multiplied by the Bill Rate to determine bill amount on hourly projects. You can enter time in decimal format. The default smallest time increment in BillQuick is 0.25 hours (15 minutes). The smallest time increment can be modified in the [Global Settings](#) screen. By default, the same number of hours is automatically carried to the Hours field. You cannot edit B-Hours for billed entries. You can change the label of B-Hours in the Custom Labels screen.

**Hours:**

The actual hours worked on a project. The actual hours represent the true amount of time spent on a task. You can enter the number of hours in decimals, such as, 2.5 means two and a half hours. You can also enter the number of hours and minutes using a colon, such as, 2:30 to mean two and a half hours. By default, the same number of hours is automatically carried to the B-Hours field. If you export BillQuick data to a payroll system, these hours can be used as the basis for payroll amounts or job cost reports. You cannot edit this field when entry is linked to paid vendor bills.



The value of minutes is taken to 2 decimal places only, such as, if :155 is entered, only the first two decimals are taken, meaning 15 minutes or .25.



See [Understanding Time Entry](#) for more on A-Hours and B-Hours.

**Description: (required)**

The description is automatically filled when the Activity is selected. The default description is brought forward from [Activity Codes](#) based on the activity selected for the time entry. It is

an editable field. Many BillQuick users like to add a custom description to make individual entries more specific. If you add a custom description and for some reason change the Activity ID, the custom description stays with the entry. The more detailed description will transfer to invoices so your clients get a more complete work description. The description is limited to 50 characters; if that is too short to describe your work, use a [memo](#) to add a note of unlimited length to your time entry. There are standard invoice templates available that print the memo with your time entries.

**Project Name:**

This is the name of a project against which a time entry is being recorded. This field is automatically filled when the Project ID is selected.

**B (Billable Flag):**

This check box indicates whether the time entry is billable or not. The billable status is brought from Activity Codes but if the project is non-billable (those with Overhead or Marketing contract types), the billable status will be changed from billable to non-billable. You cannot edit this field for billed entries. In addition, if the project is over-budget, billable time entries are not accepted. The over budget evaluation behavior can be modified in the Project screen. An activity's billable status can also be adjusted manually by a manager in [Billing Review](#) with the proper security permissions.

**M (Memo Flag):**

The Memo check box indicates whether a memo exists for the time entry or not. You can add a memo to any time entry or view an existing memo by using the [Memo](#) option.

**A (Approval Flag):**

Checked, the time entry is approved for invoicing. Approved time entries are included in Billing Review's project labor totals and Time Entry Details screen. After getting approved, an entry cannot be modified except with the proper security permissions. You can batch change this approval flag via the Change screen but doing so does not affect the Approved status in the submit-approve workflow.

Do not confuse approving a time entry with saving it. Time entries are automatically saved as they are entered and you can save a time entry without approving it. Time entries can be made editable and automatically approved upon entry by setting those options in [Global Settings](#) screen.

**Bill Rate:**

The bill rate of a time entry is the rate at which a client will be billed for the hours worked on a project. The rate is automatically brought forward based on the project's settings and rate hierarchy. [Security](#) settings are available to hide this rate field for certain users. You can view this information below the grid as well. You cannot edit this field for billed entries.

In case of fixed or lump sum projects, the B-Hours x Bill Rate amount can determine whether or not more revenue would have been realized for the project had it been billed on an hourly basis. This can lead to decisions about fee, contract type, etc.

**CT (Comp Time Flag):**

Compensation time check box is marked when you log extra time than the standard hours. It is regarded as banked time in hours. If you enter standard hours in [Employee](#), BillQuick uses these hours to compute compensation time automatically here and in reports that compare actual hours logged for a week with standard hours. If the logged hours per week exceed the standard hours, BillQuick informs you that a portion of the logged time can

qualify as compensation time. We recommend that you split the time entry accordingly. If you do not mark it as comp time, it can be marked as overtime. You can view this information below the grid as well.

You can make use of compensation or banked time by entering time against the GEN:COMP activity, which is an un-editable, non-billable activity. To record use of comp time, a non-billable time entry is charged to the company's Overhead project using the special GEN:COMP activity code. This code is automatically created when you set up a new company in BillQuick. Banked or comp time also appears on reports.

**Cost Rate:**

The cost rate of a time entry is the amount that costs the company for per hour of work done by an employee or vendor on a project. The rate is automatically brought forward based on the project's settings and rate hierarchy. You can view this information below the grid as well. You cannot edit this field when entry is linked to paid vendor bills.

**Flag 1/2/3:**

When checked, they indicate that a time entry is flagged for something. These flags can be used to track any characteristic of the time entries. Example: You can use a flag to mark time entries that are tax deductible. Later you can print a report giving you a cost of all such time entries by using the flag as a filter on the report. The label for the flags can be modified in [Custom Labels](#). You can view this information below the grid as well.

**OT (Overtime Flag):**

This check box is marked for overtime entries. When Automatic Overtime option is checked in the Employee screen, BillQuick automatically flags logged hours exceeding the daily or weekly standard hours as overtime. The rate is automatically brought forward based on the project settings. For example, if an employee's Standard Hours per day are 8 and Standard Hours per week are 40, BillQuick will flag the portion of time in excess of 8 hours or 40 hours as OT. You can view this information below the grid as well. You cannot edit this field for billed entries.

**Tax 1/2/3:**

These taxes are brought forward according to the tax rate is assigned in [Activity Codes](#). BillQuick sums Tax 1, Tax 2 and Tax 3 before computing the tax as part of the bill amount. With proper security permissions, the rates can be modified here. You cannot edit this field for billed entries. Tax field labels can be customized in [Custom Labels](#) screen. You can view this information below the grid as well.

**ID (Approved By): (Read-Only)**

ID of the manager, administrator or employee who approves the time entries. In a company with an approval process, a manager or administrator typically performs this task. Timekeepers submit their entries for approval. If the approval process is turned off, the timekeeper's ID is automatically inserted here. To approve time for billing, you must be granted proper security permissions.

**Class:**

You can select a class here for a time entry. If classes are assigned to projects, the related time and expense entries are also assigned the same class. You can assign a class created in BillQuick or transferred from QuickBooks. This assignment can also be done from the [Assign Class panel](#) of the BillQuick-QuickBooks Integration Settings screen, if you do not specify them here. You cannot edit this field for billed entries and when entry is linked to paid vendor bills.

 You need to assign class to BillQuick items **before** creating invoices and **prior** to the synchronization with your accounting software. Else, your class fields will remain blank there and will not display in reports.

**S (Approval Status):**

Displays the approval status of a time entry, which is then reflected in the submit-approve workflow. You cannot edit this field for billed entries. Status of a time entry is indicated by the relevant icons:

[blank] Not submitted     Submitted     Forwarded     Approved     Rejected

**Classification:**

This is the job classification or title of the timekeeper brought forward from the Employee screen. BillQuick allows you to record and bill time entries along with the classification. It can be changed here, if desired. See [Understanding Rates](#) for more.

When exporting invoices from BillQuick in the LEDES format, employee classification (or title) is also exported along with other data. For the proper transfer of classification or title, this Classification field must use one of the following titles for which a corresponding LEDES export code exists. When no title or classification exists in BillQuick, OT is used as a placeholder for the LEDES format.

Code	Title
PT	Partner
AS	Associate
OC	Of Counsel
LA	Legal Assistant
OT	Other Timekeeper
SI	Summer Intern
PL	Paralegal
SE	Secretary or Clerk
NP	Non-Legal Professional

**WUD:**

Displays the write-up/down value for the billable hours. The default value is 0. This value can be changed via the [Sheet View—Change](#) screen (you cannot edit this field for billed entries). BillQuick computes the modified percentage value, which gets reflected in the WUD field here. This percentage affects the time entry value and gets reflected in the bill amount in the [Billing Review](#) screen. The formula for the computation of WUD is:

$$(WUD \times B\text{-Hours} \times \text{Bill Rate} \times (1 + \text{Tax1}/100 + \text{Tax2}/100 + \text{Tax3}/100))$$

**Custom 1/2/3/4/5/6:**

These custom fields allow you to record additional information about a time entry. Each custom field holds up to 50 characters. If you pre-define custom data for the activity selected on the [Activity Code](#) screen, BillQuick automatically inserts it here. Custom field labels and UI can be changed in the [Custom Labels](#) screen.



Custom fields are available in the BillQuick Pro and Enterprise editions only.

**Created On: (Read-Only)**

This field gets automatically filled with the local system date when a new time entry is recorded. It also includes a time-stamp, which represents your local time. Note that the Date and Created On dates can differ.

The Created On date can be used to sort the grid based on the date when the time entry was created or recorded, and not necessarily for which date it was recorded. It allows you to calculate the lag time or average delay in entering time by employees. You can also view this information in the Time Entry Delay Analysis report.



This feature is available in BillQuick Enterprise edition only.

**VB (Vendor Bill Link):**

This field indicates whether a time record is related to a vendor bill or not. Records which are associated with vendor bills display . You can double-click the icon to open the [Vendor Bills](#) screen.

**L (Is Linked): (Read-Only)**

This field displays  if the time record is linked to your accounting package like QuickBooks or MYOB.

**F (Attachment):**

This field displays  for those time records that have files attached to them. When you click on the cell, it opens the [Attachments](#) screen from where you can attach files to the entry.



This feature is available in BillQuick Enterprise edition only.

**Income Account:**

The income account associated with an activity and brought forward from the Activity Codes screen. However, you can change it here (you cannot edit this field for billed entries). Assigning income/expense accounts to a particular activity helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

**Expense Account:**

The expense account associated with an activity and brought forward from the Activity Codes screen. However, you can change it here (you cannot edit this field when entry is linked to paid vendor bills). Assigning income/expense accounts to a particular activity helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

**Client ID: (Read-Only)**

ID of the client to whom the project belongs. Billable time entries are billed to this client for the work done on his projects.

**Invoice:**

The invoice number. This is the invoice on which a time entry was billed. Only billed (blue) entries contain invoice numbers. Double-clicking on the number opens the associated invoice.

**Vendor Bill:**

This field displays a vendor bill number if a time record is related to a vendor bill. Records that are associated with vendor bills display  in the VB column.

**Client Company**

The company name of the client associated with a time entry.

**Client Name**

The name of the client associated with the project against which the time entry is being logged.

**Charge Amount:**

Total bill amount for the time entry based on the hours worked and rate applied. By default, the column is hidden. Charge Amount includes write-up/down and taxes. You cannot edit this field for billed entries. The formula used to calculate this amount for a time entry is:

$$[(\text{Billable Hours} \times \text{Bill Rate}) (1 + \text{WUD})] \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3})]$$

**Cost Amount:**

The total cost of a time entry. This amount is calculated as Hours x Cost Rate. This cost field can be hidden due to security permissions.

**Main Service Tax:**

This field shows the MST/GST/VAT associated with each time entry. This makes it easy to view the total billable value of your time entry. The main tax value is retrieved from the Project screen; however, if a project is tax exempt, it shows \$0 amount.



This option is available in the BillQuick Pro and Enterprise editions only.

**Additional Fields****Memo:**

Allows you to add a memo to the selected time entry. You can create or edit a [memo](#) by selecting a time record in the grid and clicking . You can also use <Ctrl+M> to do so. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. If there is a standard memo assigned to an activity, it is available here. A checked M box in the grid indicates the time entry has a memo attached to it.

A memo can be included on standard detailed invoices. You can also copy the memo to the [Notes](#). This can be done by checking the options next to the memo—'**Add Memo to Project Notes**' and '**Show Memo on Invoices**'.

**Cost Rate:**

The cost rate of the selected time entry. You can view this information in the grid as well.

**Bill Rate:**

The bill rate of the selected time entry. You can view this information in the grid as well.

**OT:**

This check box is marked for overtime entries. You can view this information in the grid as well.

**Xtra:**

Any time beyond that specified in the contract should be marked as extra time. This value is *billable* but will not be deducted from the contract amount when the project is evaluated as over or under budget, unless specified in [Billing Schedule](#). Time entered and flagged as Xtra creates an exception to the *Automatic Evaluation* rule. When marked as Xtra, the billable value is not evaluated against the project's contract amount.

For projects with extra time, invoices can be generated to display the extra time. This allows clients to see all the professional services or expenses, and additional services that were used in the fulfillment of the contract.

**Flag 1/2/3:**

When checked, they indicate that a time entry is flagged for something. You can view this information in the grid as well.

**Tax 1/2/3:**

The taxes are brought forward according to the tax rate assigned in the [Activity Codes](#) screen. BillQuick sums Tax 1, Tax 2 and Tax 3 before computing the tax as part of the bill amount. You can view this information in the grid as well.

**CT (Comp Time Flag):**

Compensation time check box is marked when you log extra time than the standard hours. You can view this information in the grid as well.

**Sub:**

This box is checked when the timekeeper of a selected time record is a vendor. It is a non-editable field.

**Attachments:**

You can attach relevant files to a time record. It can be a document or an image for reference. When you click on this link, it opens the [Attachments](#) screen. However, you cannot add or remove attachments for billed entries.

**Send to Excel:**

Allows you to send or export the selected time data to an Excel spreadsheet. You can also export the grid to Microsoft Excel using the shortcut menu option—**Send to Excel**. You can save the file to the desired folder.



You can view the **Assigned Hours**, **Used** and **Left** hours in the status bar at the bottom if your manager has [allocated](#) hours to you. This helps you in tracking and managing the time spent on projects.

**Total Time Entries:**

The total number of time entries currently displayed in the grid.

**Sun. . .Sat:**

These fields displays the sum total of hours worked for each day of a week and total week, per project or employee. *These fields are visible only when you click Show Totals from the Tools drop-down button.* The totals are displayed depending upon the Period chosen above. For example, you can see a week's total hours when you select Week in the Period field but a month's total hours when you select Month.

**OT Hours:**

The overtime hours logged per project or employee, depending upon the View By mode. *This field is visible only when you click Show Totals from the Tools drop-down button.* In the View By:Employee mode, OT Hours displays an employee's total overtime for the period selected. In View By:Project mode, it displays the total overtime charged to a project.

**CT Hours:**

The compensation time hours logged per project or employee, depending upon the View By mode. *This field is visible only when you click Show Totals from the Tools drop-down button.* In the View By:Employee mode, CT Hours displays an employee's total comp time for the period selected. In View By:Project mode, it displays the total comp time recorded on a project.

**Total Hours:**

This is the total billable and non-billable hours for entries displayed in the grid. It represents all the hours—regular, overtime and comp time. *This field is visible only when you click Show Totals from the Tools drop-down button.* In the View By:Employee mode, this is an employee's total hours recorded for the selected period. In the View By:Project mode, it is the total hours charged to a project.

**Billable/Non-Billable:**

Shows a total of billable and non-billable hours recorded for a project or employee for the selected period. *These are visible only when you click Show Totals from the Tools drop-down button.* The value is also displayed as a percentage on a bar graph rounded to two decimal places.

**SHEET VIEW—FILTERS TAB**

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**Navigation** Time-Expense menu, Enter Time, Sheet View

The following are descriptions of fields on the Sheet View-Filters screen:

**Bill Status****Billable/Billed/Approved:**

Check the relevant Yes/No option in order to filter the grid and drop-down lists on the basis of billable status of time entries.

**Show****Submitted/Submitted (Billable/Non-Billable)/ Un-Submitted:**

Select the relevant option in order to filter the grid on the basis of approval status of time entries. You can choose to view only submitted or un-submitted time entries in the grid.

**Contract Type**

Time entries can be filtered on the basis of the project's contracts type. For example, if you apply this filter and choose the Hourly option, the time entries recorded against the Hourly projects will only be displayed in the time entry grid. You can choose any one or more contract types—Cost + Fixed Fee, Cost+ Percentage, Fixed, Hourly, Hourly Not to Exceed, Marketing, Overhead, Percentage, Recurring, Recurring + Expense and Recurring With Cap.

**Filters**

These filters apply to both grid and drop-down lists.

**Project:**

Filters time entries to display those associated with the selected projects.

**Project Group:**

If you have [Project Groups](#), you can use this filter to display time entries associated with the selected group of projects.

**Employee:**

Filters time entries to display those associated with the selected employees. The Sub check box will be marked for the vendor records in the filter grid.

**Employee Group:**

If you have [Employee Groups](#), you can use this filter to display time entries associated with the selected group of employees.

**Activity:**

Filters time entries to display those associated with the selected activities.

**Activity Group:**

If you have [Activity Groups](#), you can use this filter to display time entries associated with the selected group of activities.

**Employee Manager:**

Filters time entries to display those associated with the selected employee managers.

**Hide Vendor Bill Entries:**

Mark this check box if you want to hide those time entries that are associated with a vendor bill.

**Auto Fit Columns:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Clear All:**

Clears the selected items displayed in the grid.



If you use column-specific filters and then hide those fields using the Field Chooser, the filters automatically turn off.

**SHEET VIEW—MORE TAB**

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**Navigation** *Time-Expense menu, Enter Time, Sheet View*

The following are descriptions of fields on the Sheet View-More screen:

**Use My Default**

You can use these options to set the default values when recording time entries. It makes recording time easier and faster when you are working on the same activity and project.

**Activity Code:**

The selected activity is taken as the default Activity for all time entries being logged.

**Project ID:**

The selected project is taken as the default Project ID for all time entries being logged.

**Default Start Time:**

This is the default value set for the start time of a time entry. It pre-fills the Started field in the grid.

**Default End Time:**

This is the default value set for the end time of a time entry. It pre-fills the Stopped field in the grid.

**Use Military Time:**

Checked, the time is displayed in a 24-hour period and not in a 12-hour format. It changes the format of the time entry from, say, 8:00 a.m. and 5:00 p.m. to 8:00 and 17:00.

**Other Settings****Remember Grid Sort Order:**

Different sort orders can be applied to the Sheet View grid. Sort orders can be remembered for the next time when the screen is opened. It eases the time entry task. For example, you can remember a project's name rather than its ID; so sorting the Project Name column will make it easier to select the appropriate project when entering time. By default, this option is checked.

**Show Control Hours:**

You can check this option to show the Control Hours field on the Sheet View tab while recording or viewing time entries.

**Show Vendors:**

You can check this option for BillQuick to display the vendors in the Employee drop-down lists. The vendor records are marked with a Sub tag to differentiate from the employee records.

**Automatically Set Start Time:**

You can choose to let BillQuick automatically fill the start time of an entry, as specified in the Default Start Time field. By default, the start time of an entry will be the stop time of the previous entry but for the same date.

**How Do I****HOW DO I RECORD TIME IN SHEET VIEW?**

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Most timekeepers (employees or vendors) record and review time for projects and administrative activities in Sheet View. You can record your time entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Time Entry
- Advanced Time Entry

## HOW DO I RELEASE TIME & EXPENSE ENTRIES?

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If you do progress billing and have sent invoices to your client, you can associate your time and expense entries to previously processed invoices at a later date.

To release time and expense entries:

1. Open the Sheet View or Expense Log screen and select the View By Project option.
2. Select the Period for which you want to view and release time or expense entries.
3. Select all the relevant entries and click Tools. *Make sure all the selected entries are approved.*
4. Select Change from its drop-down. On the Change screen, check the 'Set Billed Status Flag to' option and mark it as True.
5. To associate the selected entries it to a previously processed invoice, check the 'Invoice #' option and select the relevant invoice from the drop-down.
6. In case of time entries, keep the Recalculate WUD option checked if you want BillQuick to adjust the write-up/down factor for these entries. In case of expense entries, keep the Recalculate Markup option checked if you want BillQuick to recheck the markup for these entries.
7. Click OK and close.

### Simple Time Card

#### SIMPLE TIME CARD OVERVIEW

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**Navigation** *Time-Expense menu, Enter Time, Simple Time Card*

The [Simple Time Card](#) screen allows you to record time on a weekly basis. You can choose to record and view entries for a week at a time (7-day period). In addition, timekeepers who work on a limited number of projects can find this screen easier and faster to use. Simple Time Card supports both timekeeper and administrator level entry. Security permissions control entry, approval, editing and other actions in this screen.

Drop-down lists are provided throughout the screen so that you do not have to remember the IDs for projects, activity codes, etc. You can also enter a time memo and have it display on invoices. You can easily switch to other expense or time entry screens, if required. The shortcut menu provides an easy access to various useful options such as Submit, Find, Workflow, Attachments, and so on. You can use the Tab or Enter key to move from field to field on this screen.

The shortcut menu also provides the **Copy/Paste** options. Copy allows you to copy selected time entry and paste it in the grid as is. You can then make any changes to it. These options get activated after you select a cell. You can also use this feature via the Edit menu.

To export time entries to Microsoft Excel, point anywhere in the grid and right-click to choose **Send to Excel**. You can save that file to the desired location.

## Reference Info

### [SIMPLE TIME CARD](#)

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**Navigation** *Time-Expense menu, Enter Time, Simple Time Card*

The following are descriptions of fields on the Simple Time Card screen:

#### **View By:**

Time entries can be created and viewed by an Employee or Vendor. Select any option from the drop-down list. If you choose to view by an employee, time can be entered for one employee on multiple projects. Typically, you would use the View By: Employee mode. This field affects the records displayed in the grid.

#### **Employee/Vendor: (required)**

Depending on what is selected in the View By field, Employee/Vendor field is displayed. You can select the desired employee or vendor ID from the list.

#### **Period Including:**

Enter any date for which you want to view or record time entries. You can select the date from the drop-down calendar. The date selected here will restrict the time entries to the days within that time period. Period Including defaults to the system date of your computer. Change it to any date for which you want to record time or review entries. You can define the starting day of the week in [Global Settings](#) screen.

## Grid

#### **Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

#### **Project Name:**

Name of the project for which the time entry is being recorded. It is auto-filled when you select a Project ID.

#### **Project ID:**

Select the ID of the project for which you are recording time. If your project doesn't match any existing project, you can add a new one on the fly using the Add New option from the drop-down list. New projects can also be entered in the [Project](#) screen. The field size should not exceed 65 characters.



Adding an item on the fly requires the Allow Add New security permission.

BillQuick does not allow you to change the project of billed entries or those linked to A/P.

**Activity ID:**

Select the ID of the activity for which you are recording your time. If your task does not match any existing activity, you can add a new activity on the fly using the Add New option from the drop-down list. New activities can also be entered in [Activity Codes](#).

BillQuick does not allow you to change the activity of billed entries or those linked to A/P.

**Description:**

This is the activity description that is brought forward from the Activity Codes screen when you select an Activity ID. However, it is editable. If you add a custom description and for some reason change the Activity ID, the custom description stays with the entry.

**Sun. . . Sat:**

These columns allow you to enter hours worked on each day of the week—Sunday to Saturday.

**Total:**

The total hours worked in a week. You can see the total hours worked on a project as well as total hours worked in an entire week on all projects.

**Memo:**

Allows you to edit or create a memo for the selected time entry. You can open the [memo](#) by clicking on a cell in the grid and then clicking . You can enter an unlimited length memo in box or use [Auto Complete](#) shorthand codes to insert standard text. You can toggle between the time entry row and memo using the shortcut keys <Ctrl+ M>. When a memo is added to an entry, it displays a blue corner tag in the grid cell as a visual indicator.

The time entry memo can be added to invoices as well as notes by selecting the '**Add Memo to Project Notes**' and '**Show Memo on Invoices**' check boxes next to it.

**Attachments:**

You can attach relevant files to the time records using the shortcut menu or this link. It opens the [Attachments](#) screen allowing you to attach files and web links to the selected time record. When there are attachments for an entry, it displays an icon in the grid cell as a visual indicator.

**Simple Time Card Button Panel****Help:**

Opens the BillQuick Help in the Simple Time Card section. Shortcut for the Help is <Alt+H> key combination.

**Print:**

It opens the [Select a Report](#) screen to allow you to select the desired in-context report. You can print, preview or cancel the report.

**Auto:**

When this toggle button is enabled, BillQuick retrieves the latest data automatically from the database. You do not need to click the Refresh button. However, when it is turned off,

you must click Refresh to make sure the latest information is displayed in the grid. The shortcut for the button is <Alt+O> key combination.

**Select:**

The drop-down gives you three options:

- **Select All:** Click this to select all the entries in the Simple Time Card grid.
- **Un-Select All:** Click this to unselect all the entries in the Simple Time Card grid. Alternatively, you could click in any cell within the grid to unselect the selected entries.
- **Reverse Select:** Click this to reverse the selection. It unselects the selected entries and selects the un-selected ones.

**View:**

The drop-down menu gives the following options:

- **Simple Expense Log:** Opens the [Simple Expense Log](#) screen where you can create expense entries on a weekly basis.
- **Expense Log:** Opens the [Expense Log](#) screen. You can review a log of all expenses or create new ones.
- **Time Entry:** Opens the [Sheet View](#) screen where you can log time entries and review them.
- **Timer:** Opens the BillQuick [Timer](#) screen to record time entries using the stopwatch.
- **Calendar View:** Opens the [Calendar View](#) screen where you can enter time for a week or two.

Shortcut for the View button is Alt+W key combination.

**Tools:** Displays the following options:

- **Layout**
  - Auto Fit:**  
BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.
  - Best Fit:**  
BillQuick automatically adjusts the grid list so that the columns fit the contents.
- **Hide Weekend:**  
This option allows you to show or hide weekends in the grid. Click it to include the weekend days (Sat and Sun.) in the grid.
- **Spell Check:**  
This option globally checks the spelling of description and memo of all time entries. It identifies unrecognized words and provides suggestions.
- **Clear:**  
By default, BillQuick remembers the previously used projects and displays them on the screen. You can use the Clear option to clear the screen of all entries.
- **Workflow:**  
Opens the Workflow screen that allows you to view all events related to the submittal-approval process.
- **Time Off:**  
Opens the [Personal Time Off](#) Request screen where you can make requests for time off.

**Submit:**

Opens the [Submit-Approve](#) screen that allows you to submit the time entries for approval using various options. It will submit all those time entries that are currently visible in the grid. Shortcut for the screen is Alt+B.

**Approve:**

Approves the selected time entry for billing.

**Save:**

Saves the time data entered in selected rows. Note that unlike other time entry screens, the data is saved only when the button is clicked and not by row change. Shortcut for the option is Alt+S.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen. Shortcut for the button is <Alt+R>.

**Close:**

Closes the Simple Time Card screen. Shortcut for the button is Alt+C.

**Previous/Next:**

These navigation buttons allow you to view the previous or next week's time entries on the basis of the week that has been selected in the Period Including date field.

## How Do I

### [HOW DO I RECORD TIME IN SIMPLE TIME CARD?](#)

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You can record your time entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Time Entry
- Advanced Time Entry

## BillQuick Timer

### [BILLQUICK TIMER OVERVIEW](#)

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**Navigation** *Time-Expense menu, Enter Time, Timer*

The BillQuick Timer is a stopwatch that is used to time activities and tasks. It tracks expended time automatically as you work. Timer remembers your data if you shut down the program or your computer loses power. Multiple timers can be open at one time and you can switch from one to another as needed. BillQuick asks if you want to stop one timer when you start a new one. As a timer runs, BillQuick rounds the time to 15 minutes or 0.25-hour increments. You can change these settings in the [Global Settings](#) screen.

The BillQuick Timer screen has three tabs—[Time Info](#), [Filters](#) and [More](#).

The following fields display on the main Timer screen:

 You can click  to collapse or shrink the Timer window, thus taking minimum space on your desktop. You can click  to expand it when you need to view or enter details.

### **Chime every. . .**

The timer notifies you after the specified time in hours has elapsed. An alarm warns you when the desired time period has elapsed (hours are entered as a decimal value). For example, Enter .25 here so that after every 15 minutes a little chime rings to remind you that the timer is running.

### **Beep after. . .**

You can use this option to allow BillQuick to beep after the specified time in hours. For example, 1.5 Hrs. Timer will beep to let you know about the elapsed time.

### **Adjusted Time:**

When time is being recorded by the stopwatch, it gets filled in automatically. The time seen here is the adjusted time, after the smallest time increment is applied. Before logging the time to the time entry data table, you can manually change it here. BillQuick gives you the ability to restart the timer after the time has been adjusted. For instance, you are recording time via the timer, are interrupted by a phone call, and then forget to stop the timer. You

can adjust the time on  using   (displayed when you click on the time panel) and restart the timer.

### **Amount:**

This displays the amount earned based on the bill rate and hours recorded by the timer.

### **Start Time:**

This displays the time when you started a timer. This is useful when you want to know when the timer stopwatch started recording time, such as 8 AM.

## **Timer Control**

BillQuick opens the Timer Control when you open the Timer screen. Here, you can start a single timer or multiple timers, and manage all of them from one small window. You can use the Show button on it to view the hidden timers. The Timer Control lists the project, activity, time and status in the grid besides other information. From this hub, you can stop, start or run a new instance of a timer. You can also log time from here, which gets saved to the time entry data table. You can also add a memo and description by clicking  at the bottom and entering unlimited text in it. The total time tracked by the timers is displayed on the BillQuick Timer Control grid. With a quick scan, you know how much time is recorded against an activity and a project.

The BillQuick Timer Control stays on top of Windows desktop and any program; it can be moved anywhere on your screen. You can also keep it on top of all other BillQuick screens or windows using the options on User Preferences.

 If timers are not saved, the Reminders screen will keep track of these and show a list of unsaved timers. You can also view the unsaved timers by clicking 'Open all unsaved timers' in the Time-Expense menu.

## Reference Info

### BILLQUICK TIMER—TIME INFO TAB

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**Navigation** *Time-Expense menu, Enter Time, Timer*

The following are descriptions for the fields on the Timer-Time Info screen:

#### **Pause Timer if System is Idle. . .**

Checked, the active BillQuick Timer will pause automatically after 15 minutes of system idle time. You can specify this system idle time in the [User Preferences-Options](#) screen.

When you resume work, BillQuick prompts you to choose what to do with the idle time. You can add it to the current timer, discard the idle time or add it to a new timer to create a new time entry from it. If you are running multiple timers, BillQuick divides the idle time by the number of timers running.

#### **Date: (required)**

The date of the time entry you are recording. You can either enter a date or select one from the drop-down [Calendar](#). By default, BillQuick selects today's date from your system's calendar.



Time entry date is not stored as UTC (Universal Coordinated Time) and hence is not agnostic to location.

#### **Project ID: (required)**

ID of the project charged for the activity. You can enter an ID or select one from the drop-down list. If the project you are working on does not match any existing project, you can create a new project by using the Add New option in the drop-down list. Adding a new item requires the Allow Add New security permission. New projects can also be entered in the [Project](#) screen.

#### **Employee ID: (required)**

ID of the employee or vendor recording time. You can enter an ID or select one from the drop-down list. If your ID does not match any existing employee, you can create a new one by using the Add New option in the drop-down list. Adding a new item requires the Allow Add New security permission. New employees can also be entered in the Employee screen.



If you have a Time Entry Only security assigned, upon logging into the Timer screen, your Employee ID will be pre-filled. Same thing happens when you are the only employee assigned to the project through [Project Control](#) or [Employee Control](#).

#### **Activity ID: (required)**

ID of the task or activity to be performed. You can either enter or select one from the drop-down list. If your activity does not match any existing activity, you can create a new activity using the Add New option in the drop-down list. Adding a new item requires the Allow Add New security permission. New activities can also be entered in [Activity Codes](#).

#### **Description: (required)**

The description is automatically filled when an activity is selected. It is brought forward from Activity Codes based on the Activity ID selected. It is an editable field and hence you can

add to it to make individual entries more specific. The detailed descriptions transfer to the invoices; so your clients will get a more complete work description.

**Project Name:**

This field displays the name of the selected project. This is a non-editable field; it is brought forward from the [Project](#) screen when the Project ID is selected.

**Bill Rate: (required)**

The hourly bill rate of the time entry. The rate is automatically brought forward based on the project's settings and rate hierarchy. Security settings are available to hide the rate fields for certain users.

**Cost Rate: (required)**

The hourly cost rate of the time entry. The rate is automatically brought forward based on the project's settings and rate hierarchy. Security settings are available to hide the rate fields for certain users.

 The Timer screen allows logging a time entry that has Cost Rate or Bill Rate set to zero (as in [Sheet View](#)).

**Tax 1/2/3:**

BillQuick sums the Tax 1, Tax 2 and Tax 3 rates before computing the tax as part of the bill amount. The taxes are brought forward according to the rate assigned in Activity Codes. With proper security permissions, the rates can be modified here.

**B-Hours:**

Checked, you can manually enter a value in the B-Hours field when you log the time entry. This is the billable hours worked by you on an activity. You can change the label of B-Hours in the Custom Labels screen.

**Billable:**

This check box indicates whether the time entry is billable or not. The billable status is brought forward from the Activity Codes but if the project is non-billable (those with Overhead or Marketing contract types), the billable status changes to non-billable. In addition, if the project is over budget, billable time entries are not accepted. An activity's billable status can be adjusted manually by a timekeeper, manager (in Billing Review) or administrator with the proper security permissions.

**Extra:**

Any time worked on an activity beyond that specified in the contract should be marked as extra time. The billable value of extra time entries will not be deducted from the contract amount when the project is evaluated as over or under budget, unless specified in the [Billing Schedule](#).

**Overtime:**

This check box should be marked for overtime entries. This is the extra time worked on an activity beyond the standard hours specified for an employee. If Automatic Overtime option is checked in the Employee screen, BillQuick automatically tags the overtime entries when the total hours for the day or week exceed the Standard Hours.

**Always on Top:**

Checked, BillQuick Timer stays on top of the Timer Control and all other programs open on your desktop.

**Remember:**

When checked, the Timer memorizes the settings and data (including time) displayed on the screen upon closing BillQuick (even if you shut down your machine). When you re-start BillQuick, it prompts you to save the unsaved timers. When you re-open the Timer, the previously entered data will be displayed and you can resume timing your activity.

**BILLQUICK TIMER—FILTERS TAB**

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**Navigation** *Time-Expense menu, Enter Time, Timer*

The following are descriptions of the fields on the Timer-Filters screen:

**Projects:**

Filters the drop-down lists on the basis of specified projects.

**Project Groups:**

If you have [Project Groups](#), you can use this filter to display only those projects that are included in the specified project groups.

**Employees:**

Filters the drop-down lists on the basis of specified employees.

**Employee Groups:**

If you have [Employee Groups](#), you can use this filter to display only those employees that are included in the specified employee groups.

**Activity:**

Filters the drop-down lists on the basis of specified activity codes.

**Activity Groups:**

If you have [Activity Groups](#), you can use this filter to display only those activities that are included in the specified activity groups.

**Show Vendors:**

Checked, BillQuick displays the vendors in the Employee drop-down lists. However, if vendors have been marked as BillQuick Users, then they will be displayed irrespective of this option.

**Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Clear All:**

Clears the selected items displayed in the filter grid.

**BILLQUICK TIMER—MORE TAB**

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**Navigation** *Time-Expense menu, Enter Time, Timer*

The Timer-More screen allows you to set the default values for the activities and projects worked on. This saves your time in selecting the activity and project ID each time you use the timer. The following are descriptions of the fields on this screen:

### Use My Default

#### Activity ID:

This option allows you to set your default activity for the Timer. This is the activity you are currently working on and using for recording your time.

#### Project ID:

This option allows you to set your default project for the Timer. This is the project you are currently working on and using for recording your time.

### How Do I

#### HOW DO I RECORD TIME IN TIMER?

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You can record your time entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Time Entry
- Advanced Time Entry

#### HOW DO I LOG TIME FROM A TIMER?

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After recording time using a Timer stopwatch or Timer Control, you need to save or log time to the BillQuick database. If you have used a timer previously without saving it, BillQuick prompts you via Reminders or Messages to open and save it (*provided you have checked the Remember option*). You can also access all unsaved timers using the 'Open all Unsaved Timers' option from the Time-Expense menu.

To log a time entry:

1. After you click Stop, check the time entry. Do you need to change the status for Billable, Extra or Overtime? If so, do so.
2. On the Timer, look at the Adjusted Time. Did you forget to turn off the timer when the telephone call came in or when a staffer stopped to discuss a project issue? Did you forget to start the timer when you began a task? If so, you have an option:

Click the stopwatch. As needed, enter a new value, click the down arrow  to decrease elapsed time or click the up arrow to increase the time. The Adjusted Time field changes accordingly.

3. Total captured time displays in the Adjusted Time field. BillQuick automatically adjusts it based on minimum time increment (default is 0.25 hours or 15 minutes). If desired, you can manually adjust it here.

4. You can see the hourly Bill Rate and Cost Rate for a task. These rates can be defaults from the timekeeper's profile, special SFS rates assigned to the project or ones assigned to an activity code. *You can change it with proper security permissions.*
5. Tax 1/2/3 rates pull from the activity record. BillQuick sums these taxes and computes the tax for the entry. With proper security permissions, you can modify these rates.
6. Check the 'B Hrs' option and then manually enter a value into the box for the Billing Hours. This value is recorded when you log the time entry to the database.
7. The Billable status flag indicates the time record is billable. It defaults from the activity record but you can change this status here.
8. When the 'Extra' option is checked, BillQuick records the entry as extra time beyond that allowed under a fixed-type project contract. BillQuick does not deduct this extra time from the contract amount but records it in addition to it.
9. You can mark an entry as OT (overtime). If Automatic Overtime option is on, BillQuick automatically tags the entry when the total hours for the day or workweek exceed Standard Hours.
10. Click Save and select Save Time to save and add the time entry to the database. Else, select 'Save and Submit' to save and then submit the time entry.
11. When you have finished, click Close.

## HOW DO I USE THE TIMER CONTROL?

---

When you select the BillQuick Timer, it opens the Timer Control automatically.

To use a Timer Control:

1. Click Start to start a timer irrespective of whether you have selected an activity yet. Click New to open another new timer if you are multi-tasking.
2. Enter an Employee, a Project and an Activity for the time entry.
3. You can check the status of the timer as well. Currently running timer displays , which can be clicked to stop it. Stopped time displays , which can be clicked to start it.
4. Click  to add a Memo for the selected time entry for the selected activity.
5. Click Show to display the Timer window for the selected row.
6. Click Stop to stop the timer for the selected task.
7. Click Save to choose an option from its drop-down list:
  - 'Save Timer' option to save the recorded time for the selected row.

- 'Save All' option to save the recorded time for all rows (all timers).
- 'Save and Submit' option to save the recorded time for the selected row and submit it as well.

8. When you have finished, click Close.

## Calendar View

### CALENDAR VIEW OVERVIEW

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**Navigation** *Time-Expense menu, Enter Time, Calendar View*

Calendar View is a time entry screen that allows you to record time on a weekly basis. You can choose to record and view entries for a week or two at a time (7-day or 14-day period). In addition, timekeepers who work on a limited number of projects might find this screen easier and faster to use. Calendar View supports both timekeeper and administrator level entry. Security permissions control approval, editing and other actions in Calendar View.

Drop-down lists are provided throughout the screen so that you do not have to remember the IDs for projects, activity codes, and so on. You can also enter a time memo and have it display on invoices. You can easily switch to other expense or time entry screens, if required. The shortcut menu provides an easy access to various useful options such as Submit, Find, Approve, and more. To export time entries to Excel, point anywhere in the grid and right-click to choose Send to Excel. You can save that file to the desired location. The Calendar View screen has information on two tabs—[Calendar View](#) and [Filters](#).



#### **Find:**

It opens the [Find](#) screen that enables you to search for a particular time entry in the database.

## Reference Info

### CALENDAR VIEW TAB

---

**Navigation** *Time-Expense menu, Enter Time, Calendar View*

The following are descriptions of fields on the Calendar View tab:

#### **View By:**

You can view the time entries for an Employee or Project. Select either option from the drop-down list in this field. If you choose Employee, time can be entered for one employee on multiple projects. If you choose Project, time can be entered for many employees on one project. Typically, time is entered by an employee in View by: Employee mode. However, when project managers review time records, they would review them per project in the View By: Project mode. Employees and projects with active status only will be displayed in the drop-down lists.

#### **Project/Employee: (required)**

Depending on what is selected in the View By field, either Employee or Project is displayed here. You must select the project or employee for which to enter time. You can add a new

project/employee here on the fly using the Add New option from the drop-down list. Adding on the fly requires Allow Add New security permissions.

**Period Including:**

Enter any date for which you want to view or record time entries. You can select the date from the drop-down calendar. The date selected here will restrict the time entries to the days within that time period. Period Including defaults to the system date of your computer. Change it to any date for which you want to record time or review entries. You can define the starting day of the week in [Global Settings](#) screen.

**Ctrl Hrs:**

Control Hours can be used to ensure that the proper amount of time is entered during one time entry session. Its value decreases as you enter hours, always showing remaining hours so you instantly know if the hours do not add up. The number entered here should match the total number of B-Hours entered in the grid in one session. For example, if the employee works eight hours a day and time is entered once a day, you should enter 8 in this field. BillQuick will check that the total time entered was equal to eight hours. If not, a warning message appears when you try to close the Calendar View.

**Calendar View Grid**

The grid consists of rows and columns. Days of the week array across the grid. Under each day are two columns—for hours and activity code. At the left of each row are projects or employees (depending on the View By mode). On the right are row totals for the project or employee.

**Employee/Project: (required)**

Depending on what is selected in the View By field, Employee/Project field is displayed. You can select the desired employee or project ID from the list.

**Mon, Tue. . .**

The Calendar View allows time entries for one or two weeks at a time. These columns allow you to enter hours worked on each day of the week—Monday to Friday. Remember, the specific week is determined by the Period Including date. You can define the starting day of the week in the [Global Settings](#) screen.



Columns in the grid cannot be rearranged and sorted, but they can be resized as needed.

**H: (required)**

Billable hours to be recorded against a project for an employee. Hours are entered in a decimal format for this task. The default smallest time increment in BillQuick is 0.25 hours (15 minutes). The smallest allowable time increment can be modified in the Global Settings screen.

These B-Hours will be multiplied by the Bill Rate to determine the bill amount on hourly projects. In fixed sum projects, the B-Hours x Bill Rate amount can determine whether or not more revenue would have been realized for the project had it been billed on an hourly basis.

**AC: (required)**

Select the ID of the activity for which you are recording your time. If your task does not match any existing activity, you can add a new activity on the fly using the Add New option from the drop-down list. New activities can also be entered in [Activity Codes](#).

**Total:**

The total hours worked in a week. You can see the total hours worked on a project as well as total hours worked in an entire week on all projects.

**Memo:**

Allows you to edit or create a memo for the selected time entry. You can open the [memo](#) by clicking on a cell in the grid and then clicking . You can enter an unlimited length memo in box or use [Auto Complete](#) shorthand codes to insert standard text. You can toggle between the time entry row and memo using the shortcut keys <Ctrl+M>.

The time entry memo can be added to invoices as well as notes by selecting the '**Add Memo to Project Notes**' and '**Show Memo on Invoices**' check boxes next to it.

**Cost Rate:**

The cost rate of the selected time entry. The rate is automatically brought forward based on the project's settings but can be changed here. Security settings can hide this field for certain users. *This field is visible only when the Show Totals option is checked in the Tools button menu.*

**Bill Rate:**

The bill rate of the selected time entry. The rate is automatically brought forward based on the project's settings but can be changed here. [Security](#) settings are available to hide this rate field for certain users. *This field is visible only when the Show Totals option is checked in the Tools button menu.*

**Description:**

The work or activity description will be automatically filled in when the activity is selected in the grid. If you add a custom description and for some reason change the Activity ID, the custom description stays with the entry. The more detailed description will transfer to invoices so your clients get a better description. *This field is visible only when the Show Totals option is checked in the Tools button menu.*

**Project Name:**

Name of the selected project for which the time entry is being recorded. *This field is visible only when the Show Totals option is checked in the Tools button menu.*

**B:**

The bill check box indicates if a time entry is billable or not. The billable status is brought forward from the [Activity Codes](#) screen, but if the project is non-billable (those with Overhead or Marketing contract types), the status will be changed from billable to non-billable. In addition, if the project is over budget, billable time entries are not accepted. The ability to change the billable status of a time entry can be defined per user. *This field is visible only when the Show Totals option is checked in the Tools button menu.*

**M:**

The memo check box indicates if a memo exists for a time entry or not. You can add a memo to any time entry or view an existing one by clicking in a time entry cell on the grid

and then clicking  to open its [Memo](#) box. *This field is visible only when the Show Totals option is checked in the Tools button menu.*

**A:**

This check box indicates whether a time entry is approved or not. *This field is visible only when the Show Totals option is checked in the Tools button menu.*

The Approval status of a time entry is reflected in the submit-approve workflow.

**Billable/Non-Billable:**

Shows a total of billable and non-billable hours for the selected employee and period. The billable percentage is also displayed in the bar graph, rounded to two decimal places. *This field is visible only when the Show Totals option is checked in the Tools button menu.*

## CALENDAR VIEW—FILTERS TAB

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**Navigation** *Time-Expense menu, Enter Time, Calendar View*

The following are descriptions of fields on the Calendar View-Filters screen:

### Bill Status Filters

**Billable/Billed/Approved:**

Check the relevant Yes/No option in order to filter the grid and drop-down lists on the basis of billable status of time entries.

**Show Vendors:**

BillQuick allows you to include vendors and consultants in the Employee drop-downs. For vendors, the Sub option is checked in the Employee drop-down.

### Contract Type Filters

Time entries can be filtered on the basis of the project's contracts type. For example, if you apply this filter and choose the Hourly option, the time entries recorded against the Hourly projects will only be displayed in the time entry grid. You can choose any one or more contract types—Cost + Fixed Fee, Cost+ Percentage, Fixed, Hourly, Hourly Not to Exceed, Marketing, Overhead, Percentage, Recurring, Recurring + Expense and Recurring With Cap.

**Prefill blank time sheet. . .**

Check this option to pre-fill blank time sheets with the recently used projects. You can set that number (of projects) in the User Preferences screen.

### Filters

**Project:**

Filters time entries to display those associated with the selected projects.

**Employee:**

Filters time entries to display those associated with the selected employees. The Sub check box will be marked for the vendor records in the filter grid.

**Activity:**

Filters time entries to display those associated with the selected activities.

**Project Groups:**

If you have [Project Groups](#), you can use this filter to display time entries associated with the selected group of projects.

**Employee Groups:**

If you have [Employee Groups](#), you can use this filter to display time entries associated with the selected group of employees.

**Activity Groups:**

If you have [Activity Groups](#), you can use this filter to display time entries associated with the selected group of activities.

**Employee Manager:**

Filters time entries to display those associated with the selected employee managers.

**Auto Fit Columns:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Clear All:**

Clears the selected items displayed in the grid.

**How Do I****[HOW DO I RECORD TIME IN CALENDAR VIEW?](#)**

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You can record your time entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- [Basic Time Entry](#)
- [Advanced Time Entry](#)

**[HOW DO I HIDE/SHOW WEEKENDS?](#)**

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You can hide or show the weekend days in the time entry Calendar View screen according to your preference. To do so:

1. Open the [Calendar View](#) screen from the Time-Expense menu.
2. By default, the weekends are not shown in the grid. Click on the Tools button and uncheck the Hide Weekend option.
3. BillQuick displays the weekend (say Sun and Sat) columns in the grid and remembers this setting in future. When you have finished, click Close.

**[HOW DO I VIEW ONE/TWO WEEKS?](#)**

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You can show one week or two weeks in the Calendar View grid to review or record time entries. To do so:

1. Open the [Calendar View](#) screen from the Time-Expense menu.

2. By default, you can view one week in the grid. To view two weeks, click Tools and select the Show Two Weeks option.
3. BillQuick displays two weeks in the grid and remembers this setting in future.
4. When you have finished, click Close.

## Personal Time Off

### PERSONAL TIME OFF OVERVIEW

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**Navigation** *Time-Expense menu, Personal Time Off*

Companies grant personal time off (PTO) to give employees down time and a chance to deal with non-work related issues. This is a more flexible arrangement that gives the employee a set amount of days off to be used at the employee's discretion. The time off can be used for vacation, personal time, illness or any other reason. The number of hours an employee would be eligible for time off depends on your company policies. For example, the number of PTO hours earned could be based on number of hours worked and the length of employment with the company.

BillQuick provides a Personal Time Off feature that allows your employees to request time off and give your managers the tool to review these requests and take appropriate action. Addition of Personal Time Off functionality to the time sheets simplifies the process of requesting PTO. You can request time off directly from the Simple Time Card and Sheet View screens. BillQuick allows you to specify the distribution of time off hours as paid, unpaid and compensation time. Likewise, your manager has the authority to decide and change how many hours shall be paid, unpaid or tagged as comp hours.

PTO must be scheduled in advance and approved by the supervisor. Supervisors or managers can approve a [Personal Time Off Request](#), reject it or forward it for further approval. After requesting PTO, BillQuick notifies you automatically about it via BillQuick Messages or email. The [Personal Time Off Review](#) screen then allows you to take appropriate action on it. You can add notes related to the PTO requests and reviews.



The Personal Time Off feature is available in the BillQuick Enterprise edition only.

## Reference Info

### PERSONAL TIME OFF REQUEST

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**Navigation** *Time-Expense menu, Personal Time Off*

The following are descriptions of fields on the Personal Time Off Request screen:

#### Time Off Request

##### **Requested By:**

The employee (or vendor) who is requesting or has requested for time off. By default, it gets pre-filled by the currently logged user, if security is turned on. You can also create a new employee on the fly using the Add New option from the drop-down list.

You can check the **Show Employees Only** option to displays only employees in this drop-down. Else, it lists all the employees and vendors in the company.

**Submit To:**

The employee to whom the request is submitted. Generally, it would be a Supervisor or manager who has the right to approve or reject the request. If the employee does not match with any existing IDs, you can create a new employee on the fly using the Add New option from the drop-down list. When a request is submitted, this person gets notified about it via email or BillQuick messages, as set in the User Preferences screen. You can edit a submitted PTO request.

**Date:**

The date on which the PTO request is made. By default, the current system date is displayed.

**Time Off Period****From-To:**

Allows you to specify the range of dates for which to request time off. You can select the date from which you want to take time off and the date up to which you want to take time off. BillQuick automatically calculates the hours based on the date range specified here. *It is smart enough to exclude weekends when calculating hours.*

**Hours:**

The number of hours you want to take time off. For example, if you are planning to take an off for two days and your working hours per day are 8, then you will be entering 16 hours here. You can also use decimal format, say, 5.5 to mean five and half hours. BillQuick automatically calculates the hours based on the date range specified but you can change it here.

Total Hours = Paid Hours + Unpaid Hours + Comp Hours

**Proposed Time Off Distribution**

Here you can specify how the time off hours will be distributed under paid, unpaid and comp time. However, the approver makes the final decision about the distribution of those hours.

**Paid Hours: (read-only)**

The number of paid hours you will be using for time off. The time off can be for a vacation, illness or any other purpose. This ensures that you will be paid for the time taken off for the specified hours, which is calculated by the given formula:

Paid Hours = Total Hours Requested - Unpaid Hours - Comp Hours

**Unpaid Hours:**

The number of unpaid hours you are using for time off. You are not paid by the company for the time taken off for these specified hours.

**Comp Hours:**

The number of compensation-time hours you will be using for time off.

## View Requester's Time Off Usage

Here you can view how many sick, vacation and compensation hours have been taken or used within a specific time period by the person requesting time off. The time period can be specified using the Period field. BillQuick gets these details from the time entry screen.

### Period:

The period for which you want to view the time off usage. The options include All, This Month, Last Month, As of Last Month, Custom, etc. It determines the range of time entries to be analyzed for calculating total time off taken by an employee. In case the period chosen is Custom, you can enter a date range in the **From-To** fields.

The grid displays Permissible, Used and Balance Hours. The permissible hours provide an overview of the number of hours that an employee is allowed to use for Comp Time, Vacation or Sick time. Used hours display the number of hours that an employee has already taken off and balance hours are the hours left unused.

### Vacation: (read-only)

This shows the number of vacation hours used by the employee within the specified time range.

### Comp Time: (read-only)

This shows the number of comp-hours used by the employee within the specified time range.

### Sick: (read-only)

This shows the number of sick hours taken by the employee within the specified time range.

## Reason for Time Off Request

The reason or additional comments for taking personal time off. You can type as much text as desired or use [Auto Complete](#) shorthand codes to insert the standard text. You can also create and add a new [Auto Complete Entry](#) here. When you write a reason for the PTO request, it is included in the message sent to your reviewer.

## Personal Time Off Request Button Panel

### Help:

Opens the BillQuick Help in the Personal Time Off Request section.

### Print:

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

### Submit:

Submits the request to the reviewer via BillQuick Messages. It also sets a reminder in the [Reminders](#) screen. You are prompted to notify the reviewer optionally via [email](#) about the PTO request.

### New:

Clears the screen to enable you to enter a new personal time off request.

**Close:**

Closes the Personal Time off Request screen.

**PERSONAL TIME OFF REVIEW**

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**Navigation** *Time-Expense menu, Personal Time Off*

The following are descriptions of fields on the Personal Time Off Review screen:

**View By:**

You can view the personal time off requests in different modes—Employees Only, Vendors Only, All Employees and Vendors, Employee Groups and Vendor Groups. Select an option from the drop-down list.

**From-To:**

These drop-downs allow you to specify a range to view personal time off requests. Depending on what is selected in the View By field, you can choose a range of employees or vendors.

**Period:**

It determines the period for which personal time off requests are displayed in the grid. The options include All, This Month, Last Month, As Of Last Month, Last 2 Months, Custom, etc. When the Custom option is chosen, you can select the desired **Period From-To** dates.

**More Filters:**

The drop-down allows you filter the data displayed in the grid by applying more filters. You can choose to view PTO requests that are Approved Only, Un-Approved Only, Submitted Only or Rejected Only.

**Grid****Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Date:**

The date when the PTO request was made.

**Employee ID:**

ID of the employee or vendor who is requesting personal time off.

**Start Date:**

The date when the personal time off period starts. It carries from the PTO Request screen.

**End Date:**

It is the date when the personal time off period ends. It carries forward from the PTO Request screen.

**Hours:**

Total number of hours requested for personal time off. Hours also get carried forward from the PTO Request screen.

**Paid:**

The number of hours specified by the employee to be considered as paid hours for the time taken off. It can be changed here.

**Unpaid:**

The number of hours specified by the employee to be considered as unpaid hours for the time taken off. It can be changed here.

**Comp Time:**

The number of hours specified by the employee to be considered as compensation hours for the time taken off. It can be changed here.

**S (Approval Status):**

This field indicates the status of the PTO request:

 Submitted    Approved    Rejected



A time entry is recorded automatically when a reviewer approves any PTO request.

**F (Attachment):**

Displays  for that personal time off requests that have files attached to them.

**Time Off Reason:**

Reason or additional notes, if any, entered in the PTO Request screen by an employee seeking personal time off.

**Reviewer Notes:**

The reviewer's comments or notes for reference. It can be the reason for approval or rejection of the PTO request. You can type as much text as desired or use [Auto Complete](#) shorthand codes to insert the standard text.



If multiple rows are selected in the grid and the reviewer is entering notes, BillQuick will save them for all the selected rows.

**Personal Time Off Review Button Panel****Help:**

Opens the BillQuick Help in the Personal Time Off Review section.

**Print:**

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

**Tools:**

Displays the following options:

- **Layout:**

- **Auto Fit:**

- BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

- **Best Fit:**

- BillQuick automatically adjusts the grid list so that the columns fit the contents.

- **Select:** The drop-down gives you these options:
- **Select All:** Selects all the records in the grid. You can also use Ctrl+A keys to select all rows.
- **Unselect All:** Un-selects all the records in the grid. Alternatively, you can click in any cell within the grid to unselect the selected records.
- **Reverse Select:** Reverses the selection. It unselects the selected records and selects the previously un-selected ones.
- **Workflow:** Opens the [Workflow](#) screen that tracks the submit-approve events of all PTO requests.

**Auto:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Action:**

The drop-down gives you two options:

- **Approve:** Approves the selected PTO requests.
- **Reject:** Rejects the selected PTO requests. Upon rejection, BillQuick prompts you to send a [message](#) to the employee/vendor with the reasons for rejection.



When the selected PTO request is approved, automatic time entries are made for the paid hours and comp hours. These auto-generated time entries are linked with the PTO request and if the PTO request is deleted, these time entries get deleted too.



You can also edit a reviewed PTO, provided you have the proper security permissions to do so. Only users with full access are allowed to edit the approved entries.

**Delete:**

Deletes the selected PTO request.

**New:**

Opens the [Personal Time Off Request](#) screen to let you create a new personal time off request.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Close:**

Closes the Personal Time off Review screen.

## How Do I

### HOW DO I REQUEST PERSONAL TIME OFF?

---

To request time off:

1. Open the Personal Time Off Request screen from the Time-Expense menu.
2. Click New to create a new PTO request.
3. In the Time Off Request section, specify your Employee ID in the Requested By drop-down.
4. Select the ID of the approver (or supervisor) in the Submit To drop-down.
5. Next, in the Time Off Period section, specify your From-To dates for which you want a time-off. It automatically calculates the Hours involved (you can even adjust them).



Employees need not worry about weekends. For the date range chosen, Hours includes only standard workdays.

6. You can propose what accumulated hours to use for the time off. In the Proposed Time Off Duration section, accordingly enter the Paid, Unpaid or Comp Hours.
7. Enter your reasons for the PTO request in the memo box at the bottom.
8. Click Submit. BillQuick sends the request to your approver via BillQuick Messages. It also prompts you to send it via email.
9. When you have finished, click Close.



You can set the option on the User Preferences-Notification and Reminders screen to email you when the reviewer approves or rejects your PTO request.

### HOW DO I APPROVE PERSONAL TIME OFF?

---

A reviewer or supervisor receives of personal time off requests in many ways. When you (manager) log in, the BillQuick Message Alert notifies you. Optionally, BillQuick will route messages to your email account. If you prefer using Reminders, the request will display there too. You can then review and take appropriate action on these requests.



You can set the option on the User Preferences-Notifications and Reminders screen to email you when someone submits PTO request to you.

To approve a PTO request:

1. Open your Reminders screen and double-click on the PTO request reminder awaiting you. Else, open the Personal Time Off Review screen from the Time-Expense menu.
2. On this screen, select the desired View by mode (say All Employees and Vendors).

3. Select the IDs in the From-To fields and the Period for which you are reviewing the requests.
4. Optionally, click on More Filters for further selective viewing of PTO requests (say, Un-Approved Only).
5. You can see the PTO history for an employee. Review the records and make changes to requested hours or dates, if necessary.
6. Review the proposed distribution of PTO hours: Paid, Unpaid or Comp Time. Make changes if required.
7. You can read the Time Off Reason below and type your own notes in the Reviewer Notes box.
8. When ready to take action, select your records and click Action. From its drop-down, select the desired option, say Approve in this case.
9. When you have finished, click Close.

 You can also un-approve previously approved requests, forward them to a senior or project manager for final approval, or reject them. The entire submit-approve process can be tracked from the [Workflow](#) screen.

## How Do I

### HOW DO I DEFINE MINIMUM TIME INCREMENT?

---

Minimum or smallest time increment for a time entry enables BillQuick to automatically adjust hours and time to the next time increment specified by you. To do so:

1. Open the Global Settings screen from the Settings menu or toolbar. Select the Time & Expense option on the left.
2. Enter the value for the 'Smallest Time Increment for Time Entry', such as, 15 minutes or 0.25 hours.
3. Enter the value for 'Smallest Time Increment for Start and Stop Time'. For instance, value of 15 means increments of 15 minutes, that is, 12:00, 12:15, 12:30 and so on display in the Start/Stop drop-downs.
4. When you have finished, click Save and then Close.

These settings will reflect in all your time entry screens: Sheet View, Calendar View, Simple Time Card and Timer.

### HOW DO I TRACK OVERTIME AND COMP TIME?

---

To track overtime:

1. Open the Employee screen from the View menu, toolbar, Sidebar or navigator.

2. Select an employee from the grid list; then click on the Detail tab.
3. Enter the Standard Hours Per Day and Per Week for the employee, say 8 hours per day and 40 hours per week.
4. Next, check the 'Automatic Overtime' option to calculate overtime whenever the time entry exceeds the standard hours.
5. When you have finished, click Save and then Close.

 You can also let BillQuick calculate the overtime for employees automatically using the [Overtime Calculator](#).

To track comp time:

1. In the Employee screen, select the Detail tab.
2. In the Comp Time Details section, set the Frequency and Hours for calculating banked comp time. For example, if you want BillQuick to calculate comp time for this employee whenever time entry exceeds 48 hours per week, then you can enter Frequency = Weekly, Hours=48.
3. Record one time entry for all the banked compensation time that the employee currently has against the Overhead project and a non-billable activity code (but not GEN:COMP).

Else, an employee can record time entries as usual and then BillQuick will automatically calculate banked comp time based on your settings.

4. If the employee want to use these banked hours, time entry should be recorded using the GEN:COMP activity. This will reduce the employee's banked comp time.

 You can have negative comp time by using the GEN:COMP activity for more than your banked comp hours.

5. Run the Employee Comp Time report (from the Reports menu, Employee). It should display the banked comp time for that employee. You can also compare the compensation time earned by the employee with the compensation time used.

## HOW DO I CALCULATE COST RATES?

---

BillQuick requires a bill and cost rate for the employees and vendors working on billable projects. You can calculate the cost rate as:

Cost Rate = Pay Rate x Overhead Multiplier

BillQuick applies a Cost Rate to actual hours worked to compute the Cost Amount for a time entry when you save it. BillQuick applies rates according to the **rate hierarchy**. When you update the OHM, BillQuick applies the new cost rate (Pay Rate x new OHM) to all the new time entries for an employee. When you create a new budget (that includes optional costs)

after updating OHM, it also uses the updated cost rate. *However, BillQuick does not retroactively update cost amounts for previous time entries or budgets.*

To update budgets for new cost rates, you must manually change them. If you need to update cost rates for time entries, you can use one of the following options:

- Change feature in the Sheet View screen
- Update Rates option on the shortcut menu in the [Sheet View](#) screen
- [QuickUpdate](#) tool (Utilities menu)

 See [Understanding Rates](#) for more.

## HOW DO I EXCLUDE TIME ENTRIES FOR BILLING?

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There can be instances where you want to hold or not bill specific time entries on an invoice. In BillQuick, you can exclude these time entries to bill them later. Exclusion is for a single session only. If you close the Billing Review screen and open it again, the excluded time entries will reappear next time.

To exclude time entries on your invoice:

1. Open the Billing Review screen and set your filters to show the project for which you want to hold time.
2. Select the project. Click Details and select Time Details.
3. On the Time Entry Details screen, check the Exclude column corresponding to the time entries you want to hold from the current invoice you are trying to process.
4. After you have finished, click Close.

Back on the Billing Review screen, your services column will reflect the changes made above. Process this invoice as usual.

 BillQuick places the excluded time entries back into work-in-progress for future billing. To ensure these excluded entries are included in your next billing cycle, set the 'From' Date older than the date on these time entries.

## Expense Entry

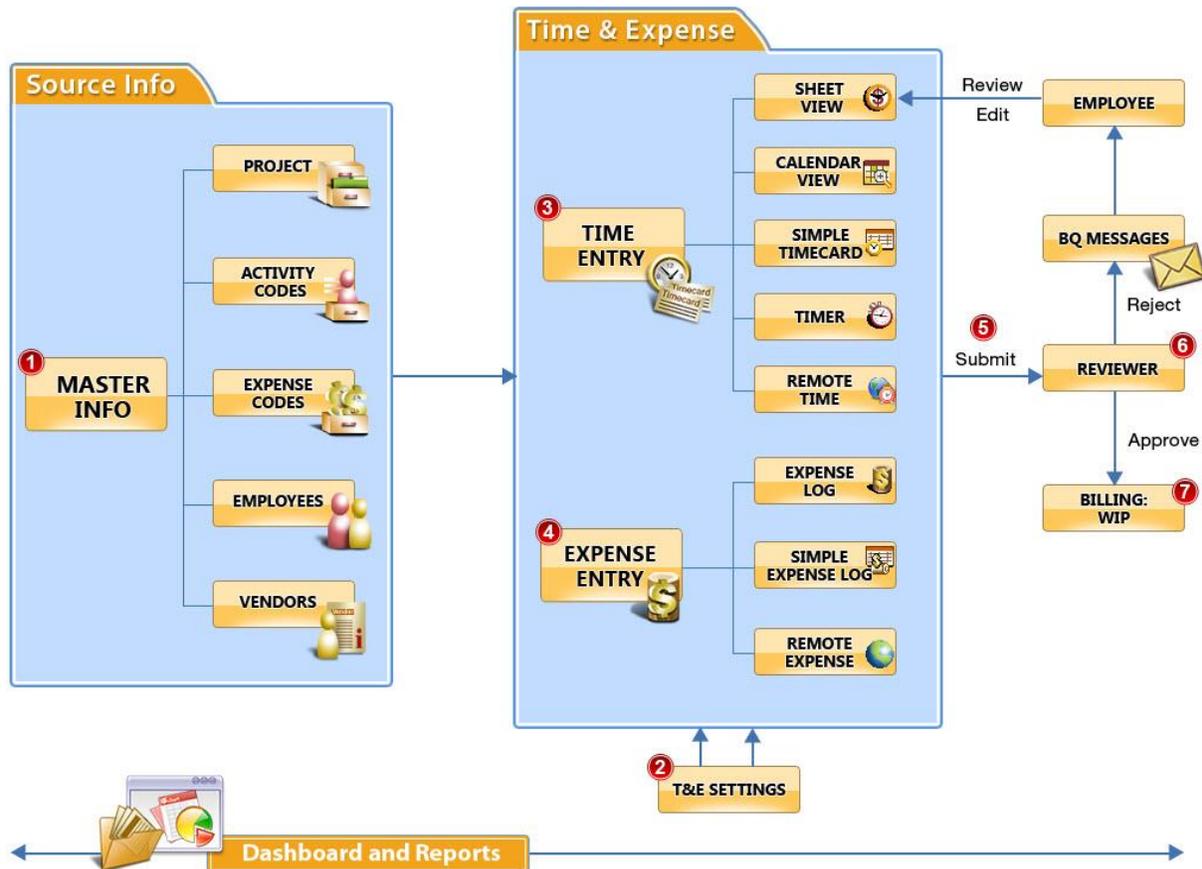
### UNDERSTANDING EXPENSES

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BillQuick supports expense entry by employees and vendors. Expense entry requires input from master information in BillQuick. Employees or vendors charge expenses against projects. Expense is captured according to the rules and settings specified in BillQuick, whether in Global Settings, User Preferences, Company, Client or Project screen. In many companies, you have to keep track of internal activities and expenses, even though they can be non-billable. You might want to track overhead expenses like administrative expenses, training, research, marketing costs, etc. In any case, time and expenses flow to

the project, allowing you to track utilization of all employees and, both billable and non-billable expenses – whether you incur them for a revenue project or an in-house overhead project. BillQuick **STRONGLY** recommends that you record all expenses whether they are billable or not. If you do not track non-billable expenses, you cannot effectively measure performance, utilization and profitability.

## TIME & EXPENSE MANAGEMENT



You can record expense entries in any screen that suits you—Expense Log or Simple Expense Log. In addition, several add-on modules (Web Suite, Outlook Add-In, BillQuick Mobile, etc.) allow you to capture expenses incurred anytime, anywhere. Regardless of the internal or add-on module used to capture expenses, BillQuick can automatically track expenses to ensure timely and complete entries from timekeepers. They submit these entries to the designated reviewer in the company for review and approval. The reviewer can reject some entries due to any reason and re-send them to the timekeeper via BillQuick Messages. The timekeeper can edit and re-submit them. You can track all these submit-approve events from the Workflow screen. On the other hand, the approved expenses along with the approved time become the work-in-progress, ready to bill.

BillQuick specializes in time and expense tracking and hence includes various ways to capture expenses. Depending upon your preferences, you can choose the frequency and method of capturing expenses for accurate billing and reporting. Your expense entry options in BillQuick include:

- [Expense Log](#) – If you enter expenses for others or review entries, use this flexible, customizable spreadsheet-like screen.
- [Simple Expense Log](#) – If you incur three, four or five expenses regularly during a day, then use this efficient, quick-to-enter screen.

Many companies outsource tasks to vendors (also called subcontractors, consultants, per diems, contract employees, etc.). Whether paid an hourly rate or a flat project fee, it is beneficial to track their expenses for reporting and analysis. This information can help improve future estimates, budgets and other decisions. BillQuick allows vendors to record expenses in two ways:

- Mark the vendor as a BillQuick User on the Vendor-General screen. This gives the vendor login access to BillQuick to record expenses. *(Remember to set proper security permissions for the vendor.)*
- Create a special employee called 'Vendor' and mark it as a BillQuick User. Individual vendors would log in under this common ID to record expenses. *Only one vendor can record entries at a time and would be able to view and edit entries for other vendors.*

Various [security permissions](#) determine and control what a timekeeper is able to do in the expense entry screens. You can turn on/off columns and fields in the expense entry screens using the Field Chooser. You can also customize the grid according to your preferences. The expense entries displayed in the grid are color-coded. **Black** entries are billable, **blue** entries are billed, **red** entries are non-billable and **dark gray** entries are those being billed. The color-coding can be modified in the [User Preferences](#) screen.

While billing, the related expense entries are locked for billing and display in **dark gray** color in the expense entry screens. You can edit these locked entries but not their rates or taxes. This ensures that the value of billed entries is the same as that invoiced. For billing purposes, expenses can be marked up, typically by the project manager. By default, BillQuick does not allow editing of billed entries but you can override this security setting.

## Expense Log

### EXPENSE LOG OVERVIEW

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**Navigation** *Time-Expense menu, Enter Expense, Expense Log*

The Expense Log provides a flexible and efficient environment for entering and reviewing expense records. Various security permissions ensure effective control over what a timekeeper is able to do in this screen. You can enter expenses in various views and review them for any time period. The Expense Log screen has three tabs—[Expense Log](#), [Filter](#) and [More](#).

The shortcut menu provides access to multiple BillQuick features like Filter By Selection, Update Rates, Send to Excel, Send Messages, Attachments, etc. Filter By Selection filters the grid depending on the data of a particular cell you have clicked. Update Rates enables you to batch update the bill rates and cost rates. Send Message takes you to the BillQuick Messages screen with the selected Employee/Vendor ID pre-filled. Attachments option enables you to attach files, web links and receipts to the expense records. You can also review the detailed information of a project associated with an expense entry by selecting

that option from the shortcut menu. As needed, you can add a memo and special flags to entries. You can also add taxes to the Charge Amount, where applicable.

The shortcut menu also provides the **Copy/Paste/Paste Special** options. Copy allows you to copy selected expense entries and paste them in the grid with or without modifications. These options get activated after you select a row. You can also use this feature via the Edit menu. A maximum of 50 expense entries can be copied at once.

You have the option to copy the expense entry and paste it as is (Paste) or copy it with some modifications (Paste Special). The latter option pops up a **Paste Expense Entry** screen to change the Date, Project ID, Employee ID or Group of the new expense entries. Using the group option, you can log expense for a particular group of employees working on the same project. While copying entries to an employee group, if the employee whose expense entry is being copied is included in that group, you can choose to skip duplicate entries. This is done to prevent duplicate expense entries. In addition, you are given the option to increment or decrement the date by the desired number of days.



In the Paste Entries screen, you are not limited by the security settings and hence you can select any project, employee or employee group. However, on saving, BillQuick automatically eliminates all those expense entries that are not allowed by the security.

The Expense Log screen also provides you with other options such as sending expenses to QuickBooks, changing entries, submitting and approving entries, etc. You cannot edit or delete expense entries linked to vendor bills or checks. BillQuick displays the vendor bill number or check number in the status bar when you try to edit such entries. You can use the Tab or Enter key to move from field to field on this screen.



#### **Find:**

Opens the Find screen that enables you to search an expense entry in the grid.

#### **How Do I:**

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.

#### **Reference Info**

### **EXPENSE LOG TAB**

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**Navigation** *Time-Expense menu, Enter Expense, Expense Log*

The following are descriptions of fields on the Expense Log-Log tab:

#### **View By:**

You can view the expense entries for an Employee, Vendor or Project. Select an option from the drop-down list. If you choose Employee or Vendor, expense can be entered for one employee or vendor on multiple projects. If you choose Project, expense can be entered for many employees on one project. Typically, expense is entered by an employee in the View By: Employee mode. However, when project managers review expense entries, they do so in the View By: Project mode.

**Project/Employee/Vendor: (required)**

Depending on what is selected in the View By field, Employee, Vendor or Project field is displayed here. You can select the desired IDs. Only active employees, vendors or projects display in this list. You can add a new project, employee or vendor here on the fly using the Add New option from the drop-down list.

**Period:**

This field allows you to select a time period for viewing entries in the grid. You can choose Day, Week, Month, Year, Fiscal Year, All, Custom, etc. This does not restrict the dates you can assign to your expense entries. This field works in combination with the Period Including/Period From-To fields to determine what range of expense entries are displayed in the grid. When recording new expense entries, Period field is ignored.

**Period Including/Period From-To:**

This field works in combination with the Period field to determine what range of expense entries are displayed in the grid. You can select any date; it defaults to the system date of your computer. For example, if the Period you have selected is Month and the Period Including date is May 18, 2017, you will view the expense entries for the month of May 2017. When the Period selected is All, the Period Including field is ignored. If you select Custom or Bi-Weekly in the Period field, the Period Including field changes to Period From and To fields and accepts a range of dates. Again, neither the Period nor the Period Including fields restrict the dates you will assign to new expense entries.

 If the date field gets skipped while entering expense, it gets auto filled by the date chosen in the Period From field.

 BillQuick does not allow you to enter expense for the dates older than January 1, 1990 or newer than 10 years from today.

**Cost Includes Purchase Tax:**

Check this option if you have included the purchase tax with the cost amount of the expense code. This will ensure that the purchase tax is calculated correctly. For the sake of simplicity, BillQuick will reverse calculate the purchase tax so as to segregate the actual cost amount and tax applied. For example, if you have kept this rule checked and enter \$110 as cost for an expense, BillQuick will split it into \$100 as Charge Amount and \$10 as Purchase Tax, provided the tax rate has been set to 10% in Expense Codes. However, if you do not check this option, you must enter cost excluding tax. See [Understanding Taxes](#) for more.

 This check box can be turned on or off for each line item and will affect it accordingly. However, it must be applied **before** the expense entry is entered; otherwise, the calculation will not be accurate.

**Expense Log Grid**

Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

### Field Chooser:

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

### Date: (required)

This field displays the date of each expense entry. You can enter a date manually or select it from a drop-down calendar. Use the + or \* key to increase or decrease the date by one day. If this field is left blank when recording a new expense entry, it will be automatically filled for you with either today's date or the last date used. To make voluminous expense entries via keyboard faster, there is a current year default for the year portion of the date field, and hence you can just enter the month and date while making the expense entry.

 Expense entry date is not stored as UTC (Universal Coordinated Time) and hence is not agnostic to location.

### Employee ID/Project ID: (required)

You can enter the Employee ID or Project ID for the expense entry, depending upon what you selected in the View By field. The Employee ID drop-down list includes the vendors with the Sub check box (if that option is checked on the More tab). If your employee or project does not match any existing record, you can create a new one on the fly using the Add New option from the drop-down list. Adding records on the fly requires the Allow Add New security permission. New records can also be entered in the respective screens. You cannot edit this field for billed entries and when entry is linked to paid vendor bills.

### Project Name: (Read Only)

This is the name of a project against which an expense entry is being recorded. This field is automatically filled when the Project ID is selected.

### Expense ID: (required)

You must select an expense code from the drop-down list. If you do not remember the ID, look at the descriptions in the drop-down for the one that matches your expense. You can also create a new expense using the Add New option from the drop-down list. The field size should not exceed 13 characters. Adding on the fly requires the Allow Add New security permission. New expense codes can also be entered in the [Expense Codes](#) screen. You cannot edit this field for billed entries and when entry is linked to paid vendor bills.

### Description:

The description is automatically filled when the Expense ID is selected. The description is brought forward from the Expense Codes based on the expense selected for the expense entry. It is an editable field. Many BillQuick users like to add a description to make individual entries more specific. If you add a custom description and for some reason change the Expense ID, the custom description stays with the entry. The more detailed

description will transfer to invoices so your clients get a more complete work description. The description is limited to 50 characters; if that is too short to describe your work, use a [memo](#) to add a note of unlimited length to your expense entry. There are standard invoice templates available that print the memo with your expense entries.

**Units:**

The number of expense units incurred on a project. It is multiplied by *per unit* cost to determine the total cost amount for an expense entry. Decimal values are displayed based on the settings specified in Global Settings-User Interface. If the expense is not per unit (flat amount), skip this field. BillQuick defaults it to 1. You can enter integers or fractional units here. You cannot edit this field when entry is linked to paid vendor bills.

**Credit Card:**

You must select a credit card from the drop-down list against which an expense entry is recorded. It displays the name of the credit card and the last 4 digits of the credit card number. BillQuick automatically creates an A/P entry in the Credit Card screen.



When you enter expenses in **Expense Log** and specify a credit card for it, the Credit Card screen records this transaction automatically.

**Cost:**

The *per unit cost* of the expense is brought forward when the Expense ID is selected. You can change this rate if desired (you cannot edit this field when entry is linked to paid vendor bills). *This field reflects the currency value specified by you in the Company, Employee or Expense Log screen itself.* It also shows the exact value of the cost if incurred in a foreign currency. For example, if you have set the Country (Currency) value to Indian Rupee, this field will show values in Rs.

Decimal values are displayed based on the settings specified in Global Settings-User Interface. For example, if you specify 2 as the number of digits after decimal for rate and then assign a cost rate of 23.677 for mileage, then the value displayed in the grid here will be 23.68. However, placing your pointer in the field will reveal the true cost entered. If you specify 10 as the number of digits after a decimal and then assign a cost rate of 23.6778899 for mileage, then it will display the same 23.6778899 in the grid. If the expense is not per unit, enter a flat amount for the expense.

You can also enter negative expense entries. This can be done if you want to reduce the expense amount to be billed to the client, discount the expenses or for some other purpose. For example, you can have employees that incur expenses on projects, but have taken cash advances from the petty cash reserve to cover those expenses. They can enter all their expenses here and, if need be, subtract their cash advance to get to the amount that is owed to them.

**Cost Amount:**

The total cost amount of the expense entry *before* markup and taxes. The per unit cost is multiplied by the units to compute this value. *This field reflects the currency value specified by you in the Company, Employee or Expense Log screen itself.* It also shows the exact value of the cost amount if incurred in a foreign currency. For example, if you have set the Country (Currency) value to Indian Rupee, this field will show values in Rs. By default, it displays the sum total at the bottom.

Cost Amount = Units x Cost Rate

**MU:**

The default markup percentage is brought forward from the [Expense Codes](#) screen when the Expense ID is selected. You can change this percentage value, if desired. The markup is added to the total cost amount to increase its value. You cannot edit this field for billed entries. For billing purposes, expenses can be marked up, typically by the project manager. BillQuick also allows you to enter negative markups. If you change the cost, units or purchase tax of a billed expense entry, BillQuick updates its markup.

**Tax:**

Check this box if the expense is taxable. When checked, the Tax 1, 2 and 3 rates will be applied to the expense entry. If unchecked, these three taxes will not be applied even if they have a value. However, the Main Expense Tax assigned in [Project](#) is independent of this option. After applying a markup, the Tax 1/2/3 amounts are added to the total cost to compute the charge amount.

**Paid Date:**

Date on which expense entry is marked as *paid*. When the Paid box is checked, it automatically fills the date with your current system date. You can also select the date from the drop-down calendar or enter the date manually. You can change this date for billed expense entries, if needed.

**Amount:**

The charge amount for the expense entry that is billed to the client. This amount is rounded off to the specified number of decimal places (in Global Settings-User Interface) before applying taxes. It is computed as:

$$[\text{Cost Amount} \times (1 + \text{MU})] \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3})]$$

For example, if Cost Amount is \$15, Markup is 10% and Tax 1 is 8%, the Amount =  $[15 \times (1+0.1)] \times [1+(0.08)] = \$17.82$ . Remember the Tax 1, 2 and 3 fields are only considered when the Tax option is checked. The Amount is computed only when the expense is billable (the B option is checked).

If you have kept the rule 'Cost Includes Purchase Tax' checked and enter \$110 as cost for an expense, BillQuick will split it to calculate the \$100 as Charge Amount and \$10 as Purchase Tax, provided the tax rate has been set to 10% in Expense Codes. Thus, the client will be billed \$100 + MET/GST specified at project or global level.



You can manually change the value of charge amount here. BillQuick will automatically calculate the MU percentage and replace the previous MU percentage with the new one to reflect the change. You cannot edit this field for billed entries.



Selecting the *Link Expense Attachments to Invoices* and *Link Time Entry Attachments to Invoices* rule in the [Project](#) screen auto approves all the credit card and check transactions.

**M:**

When a memo is recorded for an expense entry, the M box is checked automatically. You can add a [memo](#) for the expense entry at the bottom of the screen.

**A (Approval Flag):**

It indicates that the expense entry is approved for invoicing. Approved expenses are included in Billing Review's project expense totals and Expense Entry Details grid. Approval

of entries also prohibits modification by a limited security level BillQuick user. You can batch change this approval flag via the Change screen but doing so does not affect the Approved status in the submit-approve workflow. You cannot edit this field for billed entries.

Expense entries can be automatically approved upon entry by selecting that option in the [Global Settings](#) screen.

**ID (Approved By): (Read-Only)**

ID of the manager, administrator or employee who approves the expense entry. In a company with an approval process, a manager or administrator typically performs this task. If the approval process is turned off, the timekeeper's ID is automatically inserted here. To approve expenses for billing, you must be granted proper security permissions.

**B (Billable Flag):**

It represents the billable status of an expense entry. The default billable status is brought forward from Expense Codes but can be modified while making an entry. However, if the expense is billable, it is not associated with the project's contract amount or total amount spent. Billable expenses are like reimbursable expenses that client pays above and beyond the agreed contract amount. You cannot edit this field for billed entries.

 If the rule 'Evaluate Time and Expense Billable Status based on Billable Value' is checked in the [Global Settings-Time & Expense](#) screen, then only billable expenses will be counted against the contract amount or total amount spent.

**Tax 1/2/3:**

The taxes will be brought forward according to what default tax rates or amounts are assigned in Expense Codes but can be modified here while making an entry. BillQuick sums Tax 1, Tax 2 and Tax 3 before computing the total tax as part of the charge amount. With proper security permissions, the rates can be modified. You cannot edit this field for billed entries. Tax field labels can be customized in the Custom Labels screen. You can view this information below the grid as well.

 You can enter tax amount instead of percentage by prefixing the amount with a dollar symbol.

**Flag 1/2/3:**

The flags can be used to track any characteristic of the expense entry. For example, you can use a flag to mark expense entries that are tax deductible. Later you can print a report giving you a cost of all such entries by using the flag as a filter for the report. The flag label can be modified in the [Custom Labels](#) screen. You can view this information below the grid as well.

**R:**

The Reimbursable check box indicates if the expense entry is reimbursable to the employee or vendor. The default reimbursable status is brought from Expense Codes but can be modified during entry. The ability to change the reimbursable status of an expense entry can be defined per user. You must have proper security permission to change that status.

When you mark expenses as reimbursable and approve them, BillQuick automatically creates vendor bills for them. When more such expense entries are created, BillQuick ties

the new entries to the existing open vendor bills, provided they are of the same month. If there are no open vendor bills with the same month, BillQuick creates a new one.

**Pd:**

The Paid check box indicates that the employee or vendor has been paid for a reimbursable expense. After selecting multiple entries, they can be marked as paid with the Mark Paid button under Tools button drop-down. If Paid option is checked, BillQuick automatically checks the Reimbursable option as well. The ability to change the paid status of an expense entry can be defined per user. You can change this for billed expense entries, if needed, with the proper security permissions. *This field can only be checked if Reimbursable is also checked.*



When expenses are reimbursable and approved, you can reimburse the employee from the Pay Bills screen even if vendor bills are not created for those expenses.

**Purchase Tax:**

This is the tax paid by the company on an expense item and is subtracted from the charge amount to avoid double-taxation for the client. It accepts percentage values by default, but, if preferred, you can enter a dollar symbol with the amount and it will reverse calculate the tax percentage. You cannot edit this field when entry is linked to paid vendor bills. BillQuick uses the purchase tax rate to segregate the actual cost and tax amount (Cost Amount = Net Cost Amount + Purchase Tax Rate).

Cost with Purchase Tax = Amount without Purchase Tax / (1 + Purchase Tax Rate / 100)



This feature is available in the BillQuick Pro and Enterprise editions only.

**S (Approval Status):**

Displays the approval status of an expense entry, which is then reflected in the submit-approve workflow. Status of an expense entry is indicated by the relevant icons.

[blank] Not submitted   ↓ Submitted   → Forwarded   ✓ Approved   ✗ Rejected

**Class:**

You can select a class here for an expense entry. If classes are assigned to projects, the related time and expense entries are also assigned the same class. You can assign a class created in BillQuick or transferred from QuickBooks. This assignment can also be done from the [Assign Class panel](#) of the BillQuick-QuickBooks Integration Settings screen, if you do not specify them here. You cannot edit this field for billed entries and when entry is linked to paid vendor bills.



You need to assign class to BillQuick items **before** creating invoices and **prior** to the synchronization with your accounting software. Else, your class fields will remain blank there and will not display in reports.

**Expense Type:**

The expense type allows you to classify the expense as Inventory, Non-Inventory and Other Charge Item. This information is brought forward from Expense Codes.

**Custom 1/2/3/4/5/6:**

The custom fields enable you to record additional information about an expense entry. Each custom field holds up to 50 characters. If you pre-define custom fields for the expense code in the [Expense Codes](#) screen, BillQuick automatically inserts them here. Custom field labels and UI can be changed in the [Custom Labels](#) screen.



Custom fields are available only in the BillQuick Pro and Enterprise editions.

**Created On: (Read-Only)**

This field gets automatically filled with the local system date when a new expense entry is recorded. It also includes a time-stamp, which represents your local time. Note that the Date and Created On dates can differ.

The Created On date can be used to sort the grid based on the date when the expense entry was created or recorded, and not necessarily for which date it was recorded. It allows you to calculate the lag time or average delay in entering expense by employees.



This feature is available in BillQuick Enterprise edition only.

**Xtra:**

Expenses that are incurred beyond that specified in the contract should be marked as extra. If the rule 'Expense Part of Contract' is set to false (unchecked) in [Project Detail](#), the option gets automatically checked for billable expenses. For projects with extra expenses, invoices can be generated to display the extra expense, allowing clients to see all the expenses that were incurred while fulfilling the contract. Only expense entries with Extra box unchecked are counted toward the contract amount spent.

**VB (Vendor Bill Link):**

Displays  for those expense entries that are linked to vendor bills. Double-clicking on it will take you to the [Vendor Bills](#) screen. This is blank for reimbursable expenses, as they are not attached to any vendor bills.

**Check Number:**

The check number is inherited from the Write Checks screen and is a non-editable field. You can, however, edit or enter a different check number for any vendor bill manually from the Write Checks screen.

**L (Is Linked): (Read-Only)**

This column displays  for records that have been synced with your accounting package like QuickBooks, Sage 50 (formerly Peachtree) or MYOB.

**F (Attachment):**

Displays  for those expense records that have files attached to them. When you click on the cell, it opens the [Attachments](#) screen from where you can attach files to the entry. You can also view the existing attachments for the entries.

**Classification:**

This is the job classification or title of the timekeeper brought forward from the Employee screen. BillQuick allows you to record and bill expense entries along with the classification. It can be changed here, if desired. See [Understanding Rates](#) for more.

**Country (Currency):**

While entering expenses, you can specify a currency other than your default local/home currency (say, \$ USD). This can be used if you have incurred expenses in a foreign currency or want to bill your clients in a foreign currency. You can specify the foreign currency here from the drop-down list, say British Pound. When you change the currency here, it gets reflected in the Cost, Cost Amount and Foreign Amount fields accordingly.

For example, you might have gone on a business trip to U.K. and paid for taxi or meals in British Pounds. When you fill your expense sheet in BillQuick, you can specify the foreign currency and amount per line item. BillQuick will automatically convert it to your home currency (dollars) and yet maintain the details of the currency in which the expense was actually incurred. Similarly, if your main office is in USA but your employee CJ is working in your U.K. office, you can specify the United States Dollar (USD) as your home currency in the Company screen but the British Pound as CJ's default currency in the Employee screen. Whenever CJ logs his expenses, they will be recorded in British Pound according to the multiplier specified (in Currency Manager or Expense Log). When other employees log their expenses, they will be recorded in USD.



You can also set a different home currency (default) in the Company and Employee screen.

**Currency Multiplier:**

This multiplier denotes the current exchange rate for the foreign currency. It is used to calculate the foreign currency amount of the expense. For example, it can be 0.7 for British Pound. If you enter a multiplier here, BillQuick accordingly re-calculates the Charge Amount in the home or local currency. Foreign currency is converted into your local or home currency as:

Local Currency = Foreign Currency Amount / Currency Multiplier

For example, if your main office is in USA but your employee CJ is working in your U.K. office, you can specify the United States Dollar (USD) as your home currency in the Company screen but the British Pound as CJ's default currency in the Employee screen. Whenever CJ logs his expenses, they will be recorded in British Pound according to the multiplier specified (in Currency Manager or here in Expense Log).



You cannot edit the currency multiplier if the expense entries are tied to vendor bills or checks.

**Income Account:**

The income account associated with an expense and brought forward from the Expense Codes screen. However, you can change it here (you cannot edit this field for billed entries). Assigning income/expense accounts to a particular expense helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

**Expense Account:**

The expense account associated with an expense and brought forward from the Expense Codes screen. However, you can change it here (you cannot edit this field when entry is linked to paid vendor bills). Assigning income/expense accounts to a particular expense helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

**Foreign Amount:**

This is the charge amount in a foreign currency. If you have incurred expenses in a foreign currency, you can specify that currency and multiplier so as to let BillQuick calculate the foreign amount and also convert it to the home or local currency (say in USD). *This field reflects the currency value specified by you in the Company, Employee or Expense Log screen itself.* It shows the exact value of the charge amount incurred in a foreign currency. For example, if you have set the Country (Currency) value to Indian Rupee, this field will show values in Rs.

Foreign Amount = Charge Amount x Currency Multiplier

Foreign currency is converted into your local or home currency as:

Local Currency = Foreign Currency Amount / Currency Multiplier

For example, you might have gone on a business trip to India and paid for taxi or meals in Indian Rupee (INR). When you fill your expense sheet in BillQuick, you can specify the foreign currency and amount per line item. BillQuick will automatically convert it to your home currency (dollars) and yet maintain the details of the currency in which the expense was actually incurred. So CJ can record his expenses by specifying Indian Rupee as his foreign currency and a multiplier of 0.55 (for the day you record that expense).

**Main Expense Tax:**

This field shows the MET/VAT associated with each expense entry. This makes it easy to view the total billable value of your expense entry. The main tax value is retrieved from the Project screen; however, if a project is tax exempt, it shows \$0 amount.



This option is available in the BillQuick Pro and Enterprise editions only.

**Client ID:**

ID of the client associated with the project being charged for the expense.

**Invoice: (Read Only)**

If the expense has been invoiced, the processed invoice number is displayed here. This is reference information only. Only [blue](#) (billed) entries contain invoice numbers.

**Vendor Bill:**

This field displays a vendor bill number if an expense record is related to a vendor bill. This is blank for reimbursable expenses, as they are not attached to any vendor bills. Records that are associated with vendor bills display  in the VB column.

**Additional Fields****Memo:**

Allows you to add a memo to the selected expense entry. You can create or edit a [memo](#) by selecting an expense record in the grid and clicking . You can also use Ctrl+M to do so. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. If there is a standard memo assigned to an expense, it is available here. A checked M box in the grid indicates the expense entry has a memo attached to it.

A memo can be included on standard detailed invoices. You can also copy the memo to the [Notes](#). This can be done by checking the options next to the memo—'**Add Memo to Project Notes**' and '**Show Memo on Invoices**'.

**Tax 1/2/3:**

The taxes are brought forward according to the tax rate assigned in Expense Codes but can be modified while making an expense entry. BillQuick sums Tax 1, Tax 2 and Tax 3 before computing the tax as part of the charge amount. You can view this information in the grid as well.

**Flag 1/2/3:**

When checked, it indicates that the selected expense entry is flagged for something. You can view this information in the grid as well.

**Sub:**

This box is automatically checked when a vendor enters an expense. These entries appear in a separate section on the standard invoice templates.

**Send to Excel:**

Allows you to send or export the selected expense data to an Excel spreadsheet. You can also export the grid to Microsoft Excel using the shortcut menu option—**Send to Excel**. You can save the file to the desired folder.

**Attachments:**

You can attach documents and other files to an expense record. It can be a receipt or an image for reference. When you click on this link, it opens the [Attachments](#) screen. You cannot add or remove attachments for billed entries, but you can preview their existing ones.

**Billable:**

Shows a percentage of total billable expenses recorded for a project or employee for the selected period. The value changes based on the view mode and filters used to select records. For example, by selecting View By:Project and All for Period, you can quickly view billable expenses charged to a particular project life-to-date. Similarly, selecting View By:Employee and Year for Period shows the billable expenses recorded by an employee year-to-date. The value is displayed on a bar graph rounded to two decimal places.

**Total Expense Entries:**

The total number of expense entries currently displayed in the grid.

**EXPENSE LOG—FILTER TAB**

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**Navigation** *Time-Expense menu, Enter Expense, Expense Log*

Filters limit the number of records displayed in the grid. For example, if you would like to view only the expenses whose IDs range from AF through DEL, you must select that range in the Expense filter grid. You can select multiple items in the filter grid. A filter is active when the box next to it is checked. Removing a checkmark turns off an individual filter. In addition, you can activate all filters by clicking the main Filters On/Off button.

The following are descriptions of fields on the Expense Log-Filter screen:

## Bill Status

### **Billable/Billed/Approved/Reimbursable:**

You can use these filters to view your preferred combination of billable, billed, approved, and reimbursable expense entries in the Expense Log grid. Use the Yes/No options to apply the filters.

### **Show**

#### **Submitted/Submitted (Billable/Non-Billable)/Un-Submitted:**

You can select one of the options to show submitted, submitted but billable, submitted but non-billable or un-submitted expense entries in the grid.

### **Contract Type:**

Expense entries can be filtered on the basis of the project's contract type. It includes Fixed, Hourly, Hourly Not to Exceed, Marketing, Overhead, etc. For example, if you check this filter and select Hourly option, the expense entries made for this contract only will display in the grid.

### **Filters**

These filters apply to grids and drop-down lists.

### **Projects:**

Filters entries based on the projects against which the expenses are charged.

### **Project Group:**

If you have grouped projects, you can use this filter to restrict the entries to those associated with projects in these [groups](#).

### **Employees:**

Filters entries based on employees associated with the expenses. The vendors are differentiated by the Sub check box.

### **Employee Group:**

If you have grouped employees, you can use this filter to restrict the entries to those associated with employees in these [groups](#).

### **Expense:**

Filters entries based on their expense codes.

### **Expense Group:**

If you have [expense groups](#), you can use this filter to restrict the entries to those associated with expenses in these groups.

### **Employee Manager:**

Filters expense entries based on employee managers associated with the expenses. The Expense Log will retrieve entries of only those employees who come under the selected managers.

### **Hide Vendor Bill Entries:**

Check this option to hide those expense entries that are related to vendor bills.

### **Auto Fit Columns:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Clear All:**

Clears the selected rows in the filter grid.



If you use column-specific filters and then hide those fields using the Field Chooser, the filters automatically turn off.

**EXPENSE LOG—MORE TAB**

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**Navigation** *Time-Expense menu, Enter Expense, Expense Log*

The following are descriptions of fields on the Expense Log-More screen:

**Use My Default****Expense ID/Project ID:**

You can enter the most frequently used expense code and project in the Expense Log. BillQuick will fill these fields with your default values to help save time when recording expenses. When entering expenses, you can change these IDs.

**Other Settings****Remember Grid Sort Order:**

Different sort orders are available for the grid and drop-down lists of the Expense Log screen. Sort orders can be determined for various columns and will be remembered the next time this screen is opened. The sort order options are made available to ease the expense entry task. For example, you might remember a project's name rather than its ID; sorting the Project drop-down by Name rather than ID will make it easier for you to select the appropriate project.

**Show Vendors:**

When you check this option, BillQuick includes the vendors in the Employee drop-down list. The vendors are marked with a Sub tag to differentiate from the employees.

**How Do I****HOW DO I RECORD EXPENSES IN EXPENSE LOG?**

---

You can record your expense entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Expense Entry
- Advanced Expense Entry

**HOW DO I DETERMINE COST & CHARGE AMOUNT?**

---

BillQuick calculates the cost and amount of expense entries in the following way:

1. Open the Expense Codes screen.
2. Select an existing expense item or enter a new one.
3. Enter new or review existing values in the Cost, MU % (markup), Tax 1/2/3 and Purchase Tax fields.
4. Save data and click Close.
5. Open the Expense Log screen. Create an expense entry using the above expense code.
6. Enter a value in the Units field. The Cost, MU and Tax 1/2/3 fields are pre-filled with the Expense Codes values. You can enter negative values for Cost and Markup to reduce the charge amount.

BillQuick calculates the Cost Amount (Cost x Units). The total Amount to be charged is computed as:

$$[\text{Cost Amount} \times (1 + \text{MU})] \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3})]$$



When calculating Charge Amount, BillQuick subtracts the Purchase Tax (paid on expenses) from the Cost Amount to avoid doubly taxing the client. Cost with Purchase Tax = Amount without Purchase Tax (1 + Purchase Tax Rate / 100).

## HOW DO I RELEASE TIME & EXPENSE ENTRIES?

---

If you do progress billing and have sent invoices to your client, you can associate your time and expense entries to previously processed invoices at a later date.

To release time and expense entries:

1. Open the Sheet View or Expense Log screen and select the View By Project option.
2. Select the Period for which you want to view and release time or expense entries.
3. Select all the relevant entries and click Tools. *Make sure all the selected entries are approved.*
4. Select Change from its drop-down. On the Change screen, check the 'Set Billed Status Flag to' option and mark it as True.
5. To associate the selected entries it to a previously processed invoice, check the 'Invoice #' option and select the relevant invoice from the drop-down.
6. In case of time entries, keep the Recalculate WUD option checked if you want BillQuick to adjust the write-up/down factor for these entries. In case of expense entries, keep the Recalculate Markup option checked if you want BillQuick to recheck the markup for these entries.
7. Click OK and close.

## Simple Expense Log

### SIMPLE EXPENSE LOG OVERVIEW

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**Navigation** *Time-Expense menu, Enter Expense, Simple Expense Log*

In the [Simple Expense Log](#) screen, you can record expense entries for an employee or vendor for multiple projects on a weekly basis. Drop-down lists are provided throughout the screen so that you do not have to remember the IDs for projects, expense codes, etc. Moreover, Security permissions determine who can enter, edit, submit and approve expenses.

The Simple Expense Log screen is similar to a spreadsheet but accommodates input for a week at a time. The fields at the top of the screen set the criteria for data entry. Depending on your security permissions, you can edit, delete, submit, print, etc. your expense entries. You can also enter an expense memo and have it display on invoices. You can easily switch to other expense or time entry screens, if required. The shortcut menu provides an easy access to various useful options such as Workflow, Submit, Timer, Attachments, etc. You can use the Tab or Enter key to move from field to field on this screen.

## Reference Info

### SIMPLE EXPENSE LOG

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**Navigation** *Time-Expense menu, Enter Expense, Simple Expense Log*

The following are descriptions of fields on the Simple Expense Log screen:

#### **View By:**

Expense entries can be viewed by Employee or Vendor. Select any option from the drop-down list. If you choose to view by an employee, expenses can be entered for one employee on multiple projects. Typically, expenses are entered in the View By:Employee mode. This field affects the records being displayed in the grid.

#### **Employee/Vendor: (required)**

Depending on what is selected in the View By field, Employee or Vendor field is displayed here. You can select the desired employee or vendor ID from the list.

#### **Period Including:**

You can select any date for which you want to enter or review expenses in the grid. You can select the date from the drop-down calendar.

#### **Show Amount/Units:**

You can select an option that determines how you want to enter expenses in the grid.

- **Amount:** Expenses can be entered in the grid in the form of dollar amounts. The number of units is taken as 1, by default. This is useful if you have to enter lump-sum expense amounts. The Cost Amount displayed on the Simple Expense Log grid is always in the home currency as set in the Company screen.

- **Units:** Expenses can be entered in the grid in the form of units. The per unit cost will be brought forward from the [Expense Code](#) screen. This is useful if you have to enter expenses with specific quantity and per unit cost.

**Amount Includes Purchase Tax:**

Check this option if you want to include the purchase tax with the cost amount of the expense. For the sake of simplicity, BillQuick will reverse calculate the Purchase Tax so as to separate the actual cost amount and tax applied. For example, if you have checked this rule and entered \$110 as cost amount, BillQuick will split it into \$100 as cost and \$10 as MET, provided Purchase Tax Rate has been set at 10% in the Expense Codes screen. When calculating Charge Amount, BillQuick subtracts the Purchase Tax paid on expenses from the Cost Amount to avoid doubly taxing the client.

Cost with Purchase Tax = Amount without Purchase Tax (1 + Purchase Tax Rate / 100)

**Grid****Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Project Name:**

Name of the project for which the expense entry is being recorded. The Project Name is pre-filled when you select the Project ID.

**Project ID:**

ID of the project against which you are recording your expenses. If your project does not match any existing project, you can add a new project on the fly using the Add New option from the drop-down list. The field size should not exceed 65 characters.



Adding an item on the fly requires the Allow Add New security permission.

BillQuick does not allow you to change the project of billed entries or those linked to A/P.

**Expense ID:**

ID of the expense incurred by you on a project. If your expense does not match any existing expense, you can create a new expense on the fly using the Add New option from the drop-down list. BillQuick does not allow you to change the expense of billed entries or those linked to A/P.

**Description:**

This is the expense description that is brought forward as you enter the Expense ID. However, it is editable. If you add a custom description and for some reason change the Expense ID, the custom description stays with the entry.

**Sun. . . Sat:**

These columns allow you to enter expenses for each day of the week (Sunday to Saturday).

**Total:**

The total expenses incurred in a week. You can see the total expenses incurred on a project as well as total expenses incurred in an entire week on all projects.

**Memo:**

Allows you to edit or create a memo for the selected expense entry. You can open the [memo](#) by clicking on a cell in the grid and then clicking . You can enter an unlimited length memo in box or use [Auto Complete](#) shorthand codes to insert standard text. You can toggle between the expense entry row and memo using the shortcut keys <Ctrl +M>. When a memo is added to an entry, it displays a blue corner tag in the grid cell as a visual indicator.

The expense entry memo can be added to invoices as well as notes by selecting the '**Add Memo to Project Notes**' and '**Show Memo on Invoices**' check boxes next to it.

**Attachments:**

You can attach relevant files to the expense records using the shortcut menu or this link. It opens the [Attachments](#) screen allowing you to attach receipts and other documents to the selected expense record. When there are attachments for an entry, it displays an icon in the grid cell as a visual indicator.

**Simple Expense Log Button Panel****Help:**

Opens the BillQuick Help in the Simple Expense Log section. Alternately, you can access the Help using <Alt+H> key combinations.

**Print:**

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

**Auto:**

When this toggle button is enabled, BillQuick retrieves the latest data automatically from the database. You do not need to click the Refresh button. However, when it is turned off, you must click Refresh to make sure the latest information is displayed in the grid. The shortcut for the button is <Alt+O> key combination.

**Select:**

The drop-down gives you three options:

- **Select All:** Click to select all the expense entries in the grid.
- **Un-Select All:** Click to unselect all the expense entries in the grid. Alternatively, you could click in any cell within the grid to unselect the selected entries.
- **Reverse Select:** Click to reverse the selection. It unselects the selected entries and selects the un-selected ones.

**View:**

The drop-down gives you following options:

- **Expense Log:** Allows you to access the [Expense Log](#) screen. You can view a log of all expenses and also enter new expenses here.

- **Simple Time Card:** Opens the [Simple Time Card](#) screen where you can record time entries on a weekly basis.
- **Time Entry:** Opens the [Sheet View](#) screen where you can log new time and also review time entries.
- **Timer:** Opens the [Timer](#) screen where you can record time entries using the stopwatch. Multiple timers can be opened at the same time.
- **Calendar View:** Opens the [Calendar View](#) screen where you can enter time a week or two at a time.

Alternately, you can access the View button by using <Alt+W> key combinations.

**Tools:** Displays the following options:

- **Layout**
  - Auto Fit:**  
BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.
  - Best Fit:**  
BillQuick automatically adjusts the grid list so that the columns fit the contents.
- **Hide Weekend:**  
This option allows you to show or hide weekends. Click this if you want to include the weekend days (Sat and Sun.) to the grid. The shortcut for the option is <Alt+D> key combination.
- **Spell Check:**  
This option globally checks the spelling of description and memo of all expense entries in the grid. It identifies unrecognized words and provides suggestions.
- **Clear:**  
By default, BillQuick remembers the previously used projects and displays them on the screen. You can use the Clear button to clear the screen of all values.
- **Workflow:**  
Opens the Workflow screen that allows you to view all events related to the submittal-approval process.
- **Time Off:**  
Opens the [Personal Time Off](#) Request screen where you can make requests for time off.

**Submit:**

Opens the [Submit-Approve](#) screen that allows you to submit the expense entries for approval using various options. It will submit all those expense entries that are currently visible in the grid. The shortcut for the button is <Alt+B>

**Approve:**

Approves the selected expense entry for billing. The shortcut for the button is <Alt+A>.

**Save:**

Saves the data entered in selected rows. Note that unlike Expense Log screen, this data is saved only when the button is clicked and not by row change. You can use the <Alt+S> key combination to do the same thing.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen. Alternately, you can use the combination of <Alt+R> for refreshing the grid.

**Close:**

Closes the Simple Expense Log screen. The shortcut for the button is <Alt+C>.

**Previous/Next:**

These navigation buttons allow you to view the previous or next week's expense entries on the basis of the week that you have selected in the Period Including date field.

**How Do I****HOW DO I RECORD EXPENSES IN SIMPLE EXPENSE LOG?**

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Simple Expense Log presents an easy-to-use expense sheet for recording expenses on a weekly basis.

You can record your expense entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Expense Entry
- Advanced Expense Entry

**Submission-Approval****SUBMIT-APPROVE OVERVIEW**

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The Submit-Approve feature enables employees and managers to follow company policy and submit their time and expenses, POs, vendor bills, invoices, budgets and estimates to a client manager, project manager, employee manager or a specific person. The submittal of entries or items can be for billing, payroll or both purposes. After submitting, BillQuick notifies the manager or reviewer about those entries or items via the Reminders, Company Navigator, BillQuick Messages or email. For a company that follows a submit-review-approve process, this built-in workflow makes the process easy and fast.

 The Submit-Approve feature is available in the BillQuick Pro & Enterprise editions only.

The [Submit-Approve](#) screen in BillQuick is used for submitting and approving time entries, expenses, purchase orders, vendor bills, invoices, budgets and estimates. The screen can be accessed from various BillQuick screens like Sheet View, Expense Log, Purchase Orders, Vendor Bills, PTO, Budget, etc. You cannot submit entries or items that are already approved. BillQuick also allows you to approve the entries or items directly depending upon your security permissions.

BillQuick automatically routes these submitted entries or items to the person responsible for reviewing and approving them. A chain of reviewers can review them before a final reviewer approves them. You can review entries or items in the respective screens, such as the Reviewer screen for time and expense entries. You must review time and expense entries no less than once a week to avoid write-offs due to fuzzy memories. Sometimes this process is called 'posting' or 'releasing work-in-progress'. Only billable and approved entries are available for billing even though BillQuick charges all entries against the budget or contract amount.

You can view and track the entire submit-approve process or events in the [Workflow](#) screen, not only for time and expense entries, but also for purchase orders, vendor bills, invoices, etc. The approval status of an entry or item is reflected in the Submit-Approve Workflow. This is different from the approval flag meant for billing purposes. You can batch change this approval flag via the Change screen but doing so does not affect the Approved status in the Submit-Approve Workflow.

 Managers, directors and CEOs always want their time to be approved. To approve time entries automatically for all users, check the auto-approve options on the Global Settings-Time & Expense screen. If you want to approve time entries only for a specific project, activate the 'Auto Approval TE' option on the Project-Detail screen.

## Reference Info

### SUBMIT—APPROVE

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The following are descriptions of fields on the Submit-Approve screen:

#### Submit To

You can choose to submit the time and expense entries, vendor bills, purchase orders, invoices, budgets and estimates to a designated manager or any other person.

#### Client Manager:

The entries or items are submitted to the client manager of the respective projects on which the employee is working.

#### Project Manager:

The entries or items are submitted to the project manager of the respective projects on which the employee is working.

 For vendor bills and purchase orders, submission option to a project manager is unavailable. Submit-Approve feature for Vendor Bills and Purchase Orders is available in BillQuick Enterprise edition only.

#### My Manager:

The entries or items are submitted to the employee manager specified in the Employee screen.

#### Specific:

You can choose to submit the entries or items to any specific person from the drop-down.

 If you have marked the **Show Vendors** check box, the drop-down displays the vendors alongside the employees.

#### Action

You can choose any one of the options for the submitted entries:

#### Approve:

Accepts and approves the submitted entries or items. The status of these entries or items changes from Submitted to Approved. This information can now be used in the billing process. Approving the time and expense entries sends it for billing or payroll.

**Reject:**

If you reject an entry or item, BillQuick prompts you to send a message to the employee or vendor whose entries or items have been rejected. If you choose yes, the [Messages](#) screen opens up. Here you can give reasons for your rejection. Rejecting or un-submitting an entry or item returns it to the timekeeper. If you reject an entry or item, your reason for rejection is included in the body of the message sent to the timekeeper or employee.

**Un-Submit:**

Changes the status of an entry or item to un-submitted. If you have submitted the entries or items but want to make some changes before the supervisor reviews them, you can choose to un-submit it here.



The Workflow panel on the Company Navigator shows a list of timekeepers who have submitted time and expense entries for approval. This list displays only on the navigator of the designated manager.

**Workflow Type**

Here you can select the type of workflow assigned to the entry being submitted. For example, you might be submitting time only for payroll purposes and not billing; in that case, you can choose 'Payroll' option. The drop-down allows you to select any one option—Billing and Payroll, Billing or Payroll. This allows sorting of submitted entries in the Workflow screen based on their type.

**I Agree:**

Check this option to agree to the disclaimer set by the company before submitting your time or expenses. *The disclaimer message appears here only if your supervisor or manager has turned on this rule in [Global Settings-Security](#).*

Some companies require their employees (or vendors) who enter time and expenses to sign a disclaimer while submitting their entries. E.g., your company can ask you to certify that all the time and expenses reported by you are accurate and complete.

**Memo:**

You can click  to add a [memo](#) about the action taken on this screen. It can be anything related to your submission or approval/rejection of entries or items. You can enter unlimited length text or add Auto Complete shorthand codes here.

**Submit-Approve Button Panel****Help:**

Opens the BillQuick Help in Submit-Approve screen.

**Cancel:**

Cancels the choices you have made and closes the Submit-Approve screen.

**OK:**

After choosing the relevant options, click OK to apply the settings and close the Submit-Approve screen.

## How Do I

### HOW DO I REVIEW ENTRIES?

---

Time and expense entries can be viewed in any of the screens—Sheet View, Simple Time Card, Calendar View, Expense Log or Simple Expense Log. You can also review both time and expense entries in the Reviewer screen. You can also view time and expense entries in the Project Center-Time/Expense screen. A project manager primarily performs this function but a billing manager or BillQuick Supervisor can also do it.

To review time entries in Sheet View:

1. Open the Sheet View screen.
2. You can view the time information in the View By: Project/ Employee/ Vendor mode. Employee is the default selection, but you can choose Project for now.
3. Accordingly, select the Project whose time records you want to review.
4. In the Period and Period Including field, enter the date of the time entries you want to view.
5. Click Refresh. All the time entries meeting your criteria display in the grid.
6. Click  Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.
7. You can scan the list of entries and instantly know their status by the color of the text:
  - Billable – **Black** text
  - Non-Billable – **Red** text
  - Billed – **Blue** text
  - Being Billed – **Gray** text
8. A manager can adjust time entries by a write-up/down as part of the billing decisions. '0' indicates no adjustment; '50' indicates increase in value by 50% and '-50' indicates decrease by 50%. You can adjust time entries using the Write-Up/Down option on the Change screen as well.

When you turn on the total fields, BillQuick displays total hours by day and overall total for any period selected by you—Week, Year, All, etc. For any chosen period, BillQuick displays total regular, overtime and comp time hours. Total regular hours include billable and non-billable entries. Additionally, BillQuick displays statistics that break down the hours into billable and non-billable. The bar graph shows the percentage of billable hours among the displayed time entries.

Project managers can use these fields when reviewing all time charged to a project. By selecting View By: Project and 'All' for Period, totals and statistics quickly break down billable and non-billable hours charged to-date to the project. Non-billable hours can indicate how much time was lost or given away to gain or keep the business. You can further refine the displayed records by filters.

Another potential use of the information here is to check an employee's year-to-date billable and non-billable time. By selecting View By: Employee and 'Year' for Period, a manager can gauge performance (printed reports showing this information are available).

9. Review, edit or approve entries, as required (*See Approving Time Entries*). When you have finished, click Save and then Close.

Similarly, you can review expense entries in the Expense Log screen.

## Review

### REVIEWER OVERVIEW

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**Navigation** *Time-Expense menu, Review Time and Expenses*

You can submit and approve time and expense entries from the individual time and expense entry screens. However, BillQuick reduces this task by providing the [Reviewer](#) screen wherein you can view and approve time and expense entries—all in one screen! You can also view time and expenses associated with vendor bills.



The Reviewer feature is available in the BillQuick Enterprise edition only.

Accessible from the Time-Expense menu, the Reviewer screen allows a manager to view time and expense entries together and take action on them, say approve entries, change descriptions and memos, etc. You can even drill-down for more details by double-clicking the entry. For example, if you are reviewing an expense entry and want to see more details or make some edits, double-click on that row to open it in the Expense Log screen. You can do the same using the shortcut menu.

The Reviewer has a very useful Update option, which allows you to batch update the current bill rates of the selected time and expense entries based on the updated fee schedule rates (or other rates according to the Rate Hierarchy). However, you cannot update the cost rates with this option. You can access it via the right-click menu. You can also review the detailed information of a project associated with the entries by selecting that option from the shortcut menu.



BillQuick prompts you if you attempt to update the rates of time entries prior to the closing date.

The Reviewer grid is color-coded depending upon the status of the entries: **Black** for billable, **red** for non-billable, **blue** for billed and **dark gray** entries are those being billed (when someone is in Billing Review, BillQuick locks the related time and expense entries). Security permissions restrict who sees bill and cost rates on the screen and in reports, as well as who can edit time and expense records should they need adjustment.

The Reviewer screen has various filters that set the criteria of what data is visible in the grid, thus saving a lot of time.

## Reference Info

### REVIEWER

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**Navigation** *Time-Expense menu, Review Time and Expenses*

The following are descriptions of fields on the Reviewer screen:



This feature is available in the BillQuick Enterprise edition only.

#### **View By:**

You can view the time and expense entries for All Employees and Vendors, Employees Only, Vendors Only, Employee Groups, Vendor Groups, Projects, Project Groups, Client Groups, Class, etc. Select the desired option from the drop-down list. Depending on what is selected in the View By field, the From-To fields display a list of vendors, employees or groups.

#### **From-To:**

You can view time and expense entries for a range of employees/vendors/groups selected in these fields. Depending on what is selected in the View By field, the From-To fields display a list of vendors, employees or groups. For example, if the View By field shows Employees Only, these filters will have employees in their drop-down lists.

#### **Period:**

This field determines the range of time and expense entries that are displayed in the grid. It provides many options—All, This Month, Last Month, As Of Last Month, This Year to Date, Last Two Months, Custom, etc. When the Custom option is chosen, you can choose your own range of dates using the Period From-To fields.

#### **Period From-To:**

If the Period field shows Custom, this filter allows you to select a range of dates for which you want to view the time and expense entries.

#### **More Filters:**

The drop-down allows you to filter the data displayed in the grid further by applying additional filters. You can choose to view entries that are: approved, unapproved, billed, billable, submitted, rejected, etc. You can choose to view only vendor bill entries, time entries or expense entries. You can even view records for only active employees and projects using the Active Only filter. By default, the Un-Approved Only filter is checked as indicated by the colored drop-down.



If you use column-specific filters and then hide those fields using the Field Chooser, the filters automatically turn off.

#### **Grid**

Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Date:**

Date of the time or expense entry. This is the date you enter while recording time or expenses.

**Employee ID:**

ID of the employee or vendor associated with the entry.

**Project ID:**

The project against which time or expense entry is charged.

**Project Name:**

The name of the project against which time or expense entry is charged.

**Item:**

This is the Activity ID of the service item or Expense ID of the expense item used in the entry.

**Description:**

Description of the activity or expense item associated with the entry. It is pre-filled for an activity or expense item but can be edited here.

**Hours/Units:**

The number of billable hours or expense units spent on a project.

**A-Hours:**

The number of hours actually worked by an employee (or vendor). It might or might not be the same as the B-Hours.

**Cost Rate:**

Cost rate of the time or expense entry. It can be the fee schedule rate or the cost rate of the activity/expense item used (*see Rate Hierarchy for more*).

**Bill Rate:**

Bill rate of the time entry or charge rate of the expense entry. It can be the fee schedule rate or bill rate of the activity/charge rate of the expense item used (*see Rate Hierarchy for more*).

**Invoice:**

Displays the invoice number associated with billed time and expense entries.

**A (Approved):**

You can mark the check box to approve a time or expense entry.

**B (Billable):**

Denotes the billable status of a time or expense entry. Checked indicates that the entry is billable; un-checked indicates that the entry is non-billable. This is also indicated by the color-coding of the entries.

**M (Memo Flag):**

Checked, it denotes that a memo is attached to the entry. The memo is visible at the bottom of the screen.

**Class:**

Classes are transaction entities that allow you to view statements and reports for that entity. You can see the class of a time or an expense entry (read-only). Classes are assigned at the item level (activity and expense) or project level but can be overwritten at the billing level.

**S (Approval Status):**

Displays the status of an entry using icons—whether it has been submitted, approved or rejected.

[blank] Not submitted   ↓ Submitted   → Forwarded   ✓ Approved   ✗ Rejected

**Approved By:**

Displays the ID of the person who approved the time or expense entry. It is editable and hence you can change it, if required.

**Billed:**

Displays the billed status of the entry—whether it has been billed or not using Yes/No.

**Type:**

This field indicates whether the entry is a time or an expense record. Time entries display

 while expenses display .

**Cost Amount:**

This is the cost amount of time or expense entry *before* any write up/down, markup or taxes. For a time entry, it is calculated using Actual Hours and Cost Rate of an employee. For an expense entry, per unit Cost is multiplied by Units to compute this value.

**Amount:**

The bill amount for the time and expense entry without write-up/down and markup. It allows you to see the pre-billing value of a time or expense entry. This amount is rounded off to the specified number of decimal places (in Global Settings-User Interface) before applying taxes. It is computed as:

$[(B\text{-Hours} \times \text{Bill Rate}) \times (\text{Tax 1} + \text{Tax 2} + \text{Tax 3})]$

$[(\text{Units} \times \text{Cost Rate}) \times (\text{Tax 1} + \text{Tax 2} + \text{Tax 3})]$

The Amount is computed only when the expense is billable (the B option is checked).

**Charge Amount:**

Charge Amount is the billable value of the time or expense entry, including write-up/down, markups and taxes. The column displays the total amount for the time and expense entry billed or unbilled. The formula used to calculate this amount for a time entry is:

$$(B\text{-Hours} \times \text{Bill Rate}) \times \text{WUD} \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3}/100)]$$

For an expense entry, this amount is computed by:

$$(\text{Units} \times \text{Cost Rate}) \times [1 + (\text{Tax 1} + \text{Tax 2} + \text{Tax 3} + \text{MU}/100)]$$

**Income Account:**

The income account associated with a time or expense entry. This field is read-only. Assigning income and expense accounts to an entry helps keep track of the account information, and generate profit and loss and other such reports. It is also required for data integration with your accounting software.

**Expense Account:**

The expense account associated with a time or expense entry. This field is read-only. Assigning income and expense accounts to an entry helps keep track of the account information, and generate profit and loss and other such reports. It is also required for data integration with your accounting software.

**Xtra:**

When checked, it indicates that the time or expense entry is extra and has gone beyond the specified contract amount.

**OT (Overtime):**

This check box is marked for overtime entries. It represents the extra time worked on an activity, which is beyond the specified standard hours.

**CT (Comp Time):**

This check box is marked for compensation time. Comp time is the extra time logged by a timekeeper, which is beyond the specified standard hours and contract amount. It is regarded as banked time in hours.

**Flag 1/2/3:**

When checked, they indicate that the time or expense entry is flagged for something. The flags can be used to track any characteristic of the time or expense entries that you want. Example: You can use a flag to mark time entries that are tax deductible. Later you can print a report giving you a cost of all such time entries by using the flag as a filter on the report. The label for the flags can be modified in [Custom Labels](#).

**R (Reimbursable):**

This check box indicates whether an expense entry is reimbursable to the employee/vendor or not. If it is, the company needs to pay that employee/vendor.

**Paid:**

This check box indicates whether a reimbursable expense entry has been paid to the employee or vendor or not.

**Paid Date:**

If a reimbursable expense entry has been paid to the employee or vendor, this displays the date of the payment made by the company.

**MU/WUD:**

This field carries forward the expense markup percentage from the Expense Log screen or the write-up/down value of a time entry from the Sheet View.

**Custom 1/2/3/4/5/6:**

These custom fields provide additional information about a time or expense entry. Each custom field holds up to 50 characters. If you pre-define custom data for the activity or expense in their respective screens, BillQuick automatically inserts them while recording time or expenses. Custom field labels and UI can be changed in the [Custom Labels](#) screen.

**F (Attachment):**

Displays  for those time or expense records that have files attached to them.



To attach files with the records in the grid, right-click and select Attachments. It opens the [Attachments](#) screen allowing you to attach files and web links to the selected record.

**Main Tax:**

This field shows the Main Service/Expense Tax associated with a billable time or expense entry. The MST/MET tax value is retrieved from the Project screen; however, if a project is tax exempt, it shows \$0 amount.

**Vendor Bill:**

This field displays a vendor bill number if a time or an expense record is related to a vendor bill. Records that are associated with vendor bills display  in the VB column.

**Classification:**

This is the job classification or title of the timekeeper brought forward from the Employee screen. BillQuick allows you to record and bill time and expense entries along with the classification. This classification is carried from the Service/Expense Fee Schedule, Project Control settings or Employee screen. It cannot be changed here. See [Understanding Rates for more](#).

**Client ID:**

ID of the client associated with the project against which the time or expense entry is recorded.

**Created On: (Read-Only)**

This column gets automatically filled with the system date saved in the UTC format when a new time or expense entry is recorded. It can be used to sort the grid based on the date when the entry was created. The Date and Created On dates can differ.

**VB:**

Displays  for time or expense records related to vendor bills. You can double-click the icon to open the entries in the [Vendor Bills](#) screen.

## Reviewer Button Panel



### Search Item:

This enables you to search for a particular record in the grid. You can search for a record using full or partial ID, name or any other text field. BillQuick displays the matching records in a drop-down list based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the drop-down. As you keep on typing more letters, it displays results that are

more relevant. Click  to jump to the desired record in the grid.

You can also do a wildcard search (see [Find for more](#)). You can also access the main Find feature from the right-click menu.

### Help:

Opens the BillQuick Help in the Reviewer section.

### Print:

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

### Select:

The drop-down gives you three options:

- **Select All:** Selects all the entries in the Reviewer grid.
- **Un-Select All:** Un-selects all the entries in the Reviewer grid. Alternatively, you can click in any cell within the grid to unselect the selected entries.
- **Reverse Select:** Reverses the selection. This unselects the selected entries and selects the un-selected ones.

**Tools:** Displays the following options:

#### Layout

##### Auto Fit:

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

##### Best Fit:

BillQuick automatically adjusts the grid list so that the columns fit the contents.

#### Send To Excel:

Exports the select records in the grid to Microsoft Excel.

#### Spell Check:

This button globally checks the description and memo of all time and expense entries in the grid. It identifies unrecognized words and provides suggestions.

#### Mark Billed:

Marks the selected rows as billed.

**Mark Unbilled:**

Marks the selected rows as unbilled.

**Clear Funnel Filters:**

This allows you to remove all the funnel filters applied on the grid. You must click Refresh to view all the entries in the grid.

**Submit:**

Opens the [Submit-Approve](#) screen that allows you to submit the selected entries for approval using various options. Single row or multiple rows can be selected by using either Shift or Ctrl keys. You cannot submit entries that are already approved. When entries are submitted, the supervisor/manager will get notified to approve these entries.

**Approve:**

Approves the selected time and expense entries. Multiple time entries can be selected using either Shift or Ctrl keys. Approving an entry approves it for invoicing.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Close:**

Closes the Reviewer screen.

**How Do I****HOW DO I USE THE REVIEWER?**

---

To approve time and expense entries together:

1. Open the Reviewer screen from the Time-Expense menu.
2. On the Reviewer screen, select the relevant View By mode. If you are a project manager, you might want to view all entries by your designated projects. Hence choose View By: Project and then select the desired projects in the From-To fields.
3. Next, select the Period and Period From-To dates for the review.
4. From the More Filters drop-down list, select 'Un-Approved Only' and 'Un-Billed Only'. Else, use the funnel filters for selective viewing of data in the grid.
5. Click Refresh to apply the criteria in the key fields to the BillQuick database. All matching records display in the grid. *To turn on Auto-Refresh, click Auto.*
6. Check and edit the entries for hours/units, bill rates, memos, WUD, MU, charge amount and other information. (You can double-click an entry to open it in the respective Sheet View or Expense Log screen.)

 BillQuick calculates Cost Amount as Hours x Cost Rate or Units x Cost Rate, and Charge Amount as [Cost Amount x (1 + Markup)] x [1 + (Tax 1 + Tax 2 + Tax 3)].

7. Click Tools and select Spell Check to check the spelling of the time and expense records and their memos.
8. Select the rows or entries to approve and then click Approve. Else, click Submit to open the Submit-Approve screen.
9. If you want to send entries to another person for further review (a review chain), click Submit To option.
10. If you want to reject one or more entries, choose the desired option –Reject or Un-Submit. Click OK.

 When you reject entries, you have the option of sending a message to the users. They will receive it the next time they log into BillQuick. You can reference the rejected entries in the Workflow screen.

11. When you have finished, click Close.

## How Do I

### HOW DO I COPY & PASTE ENTRIES?

---

BillQuick includes ways to save time recording hours worked and expenses incurred. For example, many staff and managers work on the same projects every day and from one week to the next. Usually, the only data that changes is the date.

BillQuick allows you to copy selected time and expense entries and paste them with/without modifications in the time entry or expense entry grid. *Result:* You have more hours for billable and productive work.

 BillQuick can copy a maximum of 50 time entries at once.

To copy and paste time entries:

1. Open the desired screen, say Sheet View screen.
2. Select the time records in the grid that you want to copy.
3. Click the Copy option on the right-click menu or main Edit menu.
4. Select the next empty row and then click the Paste option.
5. Optionally, use the Paste Special option to paste your entries. It allows you to modify the Date, Project ID, Group, etc. of the new entries.
6. On the Paste Special dialog box, check the 'Increment time entry date by' option and enter '7'. BillQuick increments the entry dates by seven days.
7. Click OK and you have finished the task!

New time entries are added to the grid, exact duplicates of the original except the date has been changed.

Similarly, you can copy expense entries in Expense Log.

 BillQuick duplicates an entry to another row including the Activity ID and Project ID. To change the Date while in the Hour field, use the + key to increase the date and \* key to decrease the date.

## HOW DO I SET DEFAULT ITEMS?

---

Default project, activity codes and expense codes can be set for recording a time or expense entry. Setting a default item saves time when most new time and expense entries involve the same project and codes.

1. Open the desired time or expense entry screen, say Sheet View.
2. Click on the More tab. In the 'Use My Default' section, select the Activity Code and Project ID from the drop-down lists.
3. If desired, enter the Default Start Time and Default End Time for the entry. BillQuick pre-fills your time entry rows with this time; however, you can change it there.
4. When you have finished, click on the Sheet View tab and start entering your time. BillQuick will pre-fill the fields with the default values.

## HOW DO I VIEW ENTRIES?

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You can view time entries in Sheet View or Calendar View, and expense entries in Expense Log screen. To do so:

1. Open the desired screen—Sheet View or Expense Log—from the Time-Expense menu, toolbar, Sidebar or navigator.
2. Select the desired View By mode. You can choose to view entries by projects, employees or vendors. Employee is the default selection but you can change it.
3. In the Period and Period Including field, enter the dates for which you want to view time and expense entries.
4. Click Refresh. BillQuick displays all the entries based on the criteria set by you.

 You can also view time and expense entries together in the [Reviewer](#) screen (see [How Do I Use Reviewer](#)).

## HOW DO I FILTER ENTRIES?

---

While recording a time or expense entry, you can filter items in the grids and drop-down lists by using the Filters feature. To do so:

1. Open the desired screen—Sheet View, Calendar View or Expense Log—say Sheet View.
2. Select View By: Employee and select the desired Employee from the drop-down list.
3. On the Filters tab, click on the desired filter—Project, Employee, Activity, group or any other option.

4. Select the relevant items from the grid on the right and then click on the filter again. BillQuick filters the selected items and marks the check box next to that filter.
5. Optionally, check or select the other available options to filter items based on Bill Status, Contract Type, etc.
6. Move to the Sheet View tab and click Refresh. Make sure you have clicked the main Filters (on/off) button.

Now you can view only the selective items, thus shortening the lists and making the entry or review process faster.

## HOW DO I TRACK OVERHEAD TIME AND EXPENSES?

---

To track overhead time or expenses:

1. In the Client screen, set up a client record for your company, say 'My Company'.
2. In the Project screen, set up a project for general office activities and expenses, say 'General Office' or 'Overhead'.
3. Assign the client, 'My Company' to this project.
4. Next, assign the owner/principal/manager of your firm (whoever checks and approves general office time and expense) as the Project Manager.
5. Select Overhead as the Contract Type and set the Status to 'Active'.

 Overhead contract type triggers a business rule to flag all time and expenses charged to an overhead project as non-billable, regardless of the activity or expense code's default status.

6. Now you can record your time or expense entries against this 'General Office' or 'Overhead' project with any general office activities or expenses.

 When comp time is to be used, you would use the special activity code (such as GEN:COMP) and charge the hours to the company's Overhead project.

## HOW DO I EVALUATE ENTRIES AUTOMATICALLY?

---

BillQuick does not prevent you from accumulating time above the contract amount. Nor are you prevented from billing more than the contract amount for a fixed-type contract. However, BillQuick does apply a *Red Flag Rule* to all time entries. The rule checks time charged to fixed-type contracts (except Percentage) to determine if it goes beyond the contract amount. If it does, BillQuick changes the status of the entry to 'non-billable'. It is called the Red Flag Rule because non-billable items display in red text, drawing the attention of employees and project managers. With appropriate security permissions, you can change the status back to 'Billable' and bill it to the client.

The rule recognizes managers are busy and at times can miss something. Rather than inadvertently over-bill clients and likely lose them, the **red flag** prompts you to check the non-billable item.

 Special rules allow you to override the **Red Flag Rule**, as well as to apply rules that prevent additional time entry. Check [Project](#) and [Global](#) Settings.

## HOW DO I DETERMINE RATES?

---

The logic used by BillQuick to determine which rate to use is as follows. It is also referred to as a rate hierarchy.

1. After you select a project in the time entry screen, BillQuick searches for an associated Service Fee Schedule. If you have assigned a SFS to that project and BillQuick finds a matching combination of employee and activity there, it applies this Bill Rate and Cost Rate to the time entry.

 In case of multiple matches, BillQuick follows the Priority number as set in the SFS screen. This priority number is based on the original sort order of the SFS items but can be changed.

If you set the SFS rate as \$0, BillQuick ignores it and instead fetches the default employee rate for the time entry. Some users want to use the SFS to have both their Bill Rate and Cost Rate default to zero dollars, but keep the entry billable. BillQuick allows you to specify a \$0 rate or null value in a service fee schedule if you specify that option in Global Settings. In that case, BillQuick will apply the \$0 rate to the time entries; for null value, it will ignore the SFS and search for the next rate in the *rate hierarchy*.

*If no matching combination is found or if no SFS is assigned to the project, BillQuick proceeds to step 2.*

2. BillQuick searches the Project record 'Rates from Activity Table' option. If it is checked, BillQuick uses the Bill Rate and Cost Rate from the Activity Codes screen. This applies to time entries only. *If 'Rates from Activity Table' option is unchecked, BillQuick proceeds to step 3.*
3. BillQuick uses the default Bill Rate and Cost Rate from the Employee screen.

 The expenses follow similar rules in determining which unit cost rate to apply to an expense entry but it skips step 2. If there is no unit cost rate for the expense code in the Expense Codes screen nor an Expense Fee Schedule, BillQuick requires you to enter one.

## HOW DO I UPDATE RATES?

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There are various ways of updating rates:

- You can change the bill and cost rates for a single time or expense entry in the time entry or expense entry screens (Sheet View, Timer, Expense Log, etc.). BillQuick uses this **new** rate to compute the bill value for the entry.

- If a fee schedule is assigned to a project and you change rates in the assigned fee schedule, the next time a timekeeper charges hours or expenses to the project (that find a match in the schedule), BillQuick uses the **new** rate to compute the bill value for the entry. For example, on the first day of a new year, you would update SFS rates for a project. From that point forward, BillQuick applies the new rates to hours worked on it.

When you modify the pay rate of an employee (say a raise), BillQuick scans the fee schedules to check if you used a Pay Rate Multiplier for that employee. If so, it prompts you to update the bill rate in those fee schedules.

 However, changing schedule items or updating its rates **does not** modify previously recorded time entries.

- If you need to update bill and cost rates for multiple time or expense entries (batch update), you can use the Batch Change feature in the time entry or expense entry screens. You can also use filters to narrow the entries to update. BillQuick updates the rates based on the new values specified by you.
- You can update or re-apply bill rates for single or multiple time and expense entries based on the current fee schedule rates (or other rates according to the Rate Hierarchy). Use the *Update Rates* option from the shortcut menu in the Sheet View or Reviewer screen to do so. You can also use filters to narrow the entries to update.
- If you want to apply new bill and cost rates (current fee schedule rates or other rates according to the Rate Hierarchy) to multiple time entries at once, use the *QuickUpdate* tool. This option is useful when someone has manually changed the bill and cost rates in the time entry screen and you want to reset the earlier rates. You can also use advanced filters to narrow the entries to update.

 All the above options require you to have security permissions to view and update bill and cost rate information.

To batch update rates:

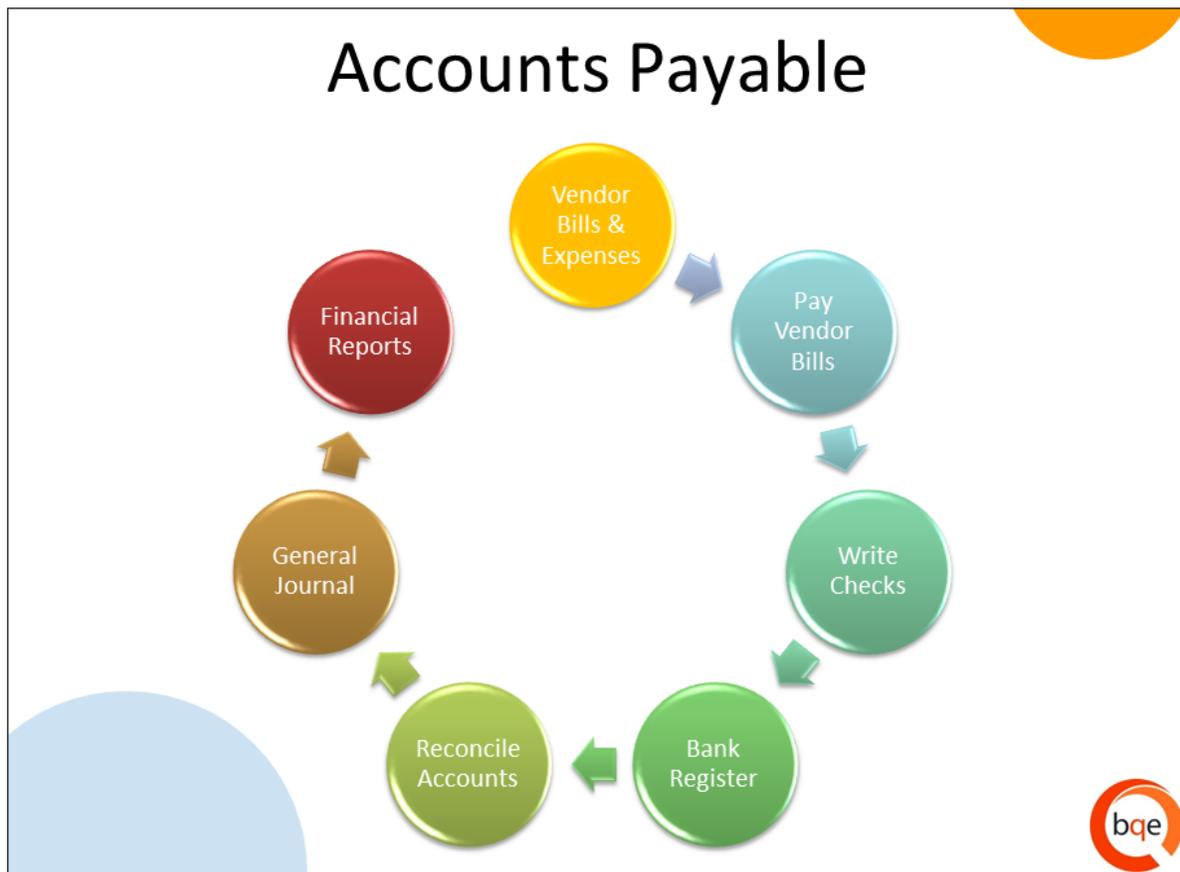
1. Open the QuickUpdate screen from the Utilities menu.
2. Specify Filters to generate a subset of time entries for which you are updating the bill and cost rates. Select 'All' or a range in the From-To fields.
3. Enter new rates for the bill and cost value of time entries in the Set Bill Rate and Set Cost Rate fields. Else, skip this to use rates according to the rate hierarchy by checking the 'Update using current Bill/Cost rates' options.
4. After specifying the filters and action, click Build to create a list of matching time entries.
5. You can view all the time records whose rates are to be updated by clicking View.
6. When ready, click Update to save the records and then Close.

## ACCOUNTING

### UNDERSTANDING ACCOUNTS PAYABLE

To provide your company with day-to-day accounting capabilities, BillQuick comes with some core accounting features that make it easier to keep track of accounts receivable and payable, client and vendor transactions and data integration with supported accounting packages. The accounting tasks are typically performed by billing managers and accountants, or can be delegated to the admin staff.

Accounts Payable (A/P) represents money that the company owes to the vendors for products and services purchased on credit. Both vendor bills and employee reimbursable expenses contribute toward A/P and hence need to be paid. You can perform A/P related tasks in BillQuick including creating accounts, paying vendor bills, writing checks, entering in bank registers, reconciling accounts, making journal entries, etc. Using the Accounts Payable features in BillQuick, historical accounts can be brought forward from a previous accounting or third-party software. It enables you to track company expenses and what you owe to vendors or others.



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Before using the A/P features, we recommend specifying related settings in the [Global Settings-Accounting](#) screen. You can choose the default A/P accounts, and switch between cash and accrual basis of accounting without messing the accounts in BillQuick. In an accrual-based accounting system,

Invoices = Income  
 Vendor Bills = Expense

In a cash-based system,

Payments/Deposits = Income  
 Pay Bills or Expenses = Expense

To use the Accounts Payable features, you need to create an A/P account (such as Bank or credit card account) that automatically adds to your Chart of Accounts. BillQuick uses this account to track the money your company owes to others. You can then pay your vendor bills in the Pay Bills screen and print the checks for the vendors. When you pay a vendor bill, the related expense entries are marked as paid if the vendor bill is paid in full. You can write checks to pay off bills or reimburse your employees. Checks can be printed immediately or later, as required.

Whenever you pay outstanding vendor bills or write checks, BillQuick records the transaction in a register for your A/P account. In BillQuick, when a vendor bill is entered, the expense or other specified account is debited while the Accounts Payable account is credited. Furthermore, when vendor bills are paid, the A/P account is debited and the Bank Account is credited. You can keep track of your accounts payable using the A/P reports and registers. If you credit an A/P account, it increases the A/P amount, while as when you debit it, it decreases the A/P amount. If desired, you can run the aging reports for your A/P. These reports are available from the Reports menu and Report Center screen.

 The Accounts Payable feature is an optional module in BillQuick and is available in the Plus versions of BillQuick Basic/Pro/Enterprise editions.

If you are just getting started in BillQuick and have older or historical balances from a manual system or software accounting system, you need to enter the opening balances to use the accounting features. To specify details and accounts for different items, you can use the [Manual Invoice](#) screen or manually enter the opening balances in the relevant A/P and A/R modules. To enter project specific balances, use the Opening Balances option on the Project-History screen.

BillQuick comes with the following system accounts:

Account ID	Account Name	Account Description	Account Type
11000	Accounts Receivable	Accounts Receivable	Accounts Receivable
12000	Undeposited Funds	Undeposited Funds	Other Current Asset
12010	Legacy Payments	Legacy Payments	Other Current Asset
20000	Accounts Payable	Accounts Payable	Accounts Payable
2100	Payroll Liabilities	Payroll Liabilities	Other Current Liability
2200	Customer Deposits/Retainers	Customer Deposits/Retainers	Other Current Liability
25100	Main Service Tax Payable	Main Service Tax Payable	Other Current Liability
25200	Main Expense Tax Payable	Main Expense Tax Payable	Other Current Liability

25300	Service Tax Payable	Service Tax Payable	Other Current Liability
25400	Expense Tax Payable	Expense Tax Payable	Other Current Liability
3000	Opening Balance Equity	Opening Balance Equity	Equity
40000	Default Item Income Account	Default Item Income Account	Income
40199	Default Discount Account	Default Discount Account	Income
60001	Default Item Expense Account	Default Item Expense Account	Expense
6560	Payroll Expenses	Payroll Expenses	Expense

## Chart of Accounts

### CHART OF ACCOUNTS OVERVIEW

**Navigation** Accounting menu, Chart of Accounts

The [Chart of Accounts](#) screen displays a complete listing of all the accounts in the general ledger that have been created for your company and their total balances. This screen allows you to view all general ledger accounts—active and inactive, balance sheet or non-balance sheet accounts, and so on. You can also add a new account or edit an existing account here. You can create balance sheet accounts like asset, liability and equity (for example, bank, credit card and retainer) or non-balance sheet accounts called profit and loss accounts (say, income and expense). Balance sheet accounts have a running balance.

You can set up a chart of accounts in BillQuick or transfer them from your accounting software. These accounts are required for the functioning of Accounts Payable module in BillQuick and data integration purposes. These accounts also display in the Income Account and Expense Account drop-downs in the Activity Codes, Expense Codes and other BillQuick screens.

 This feature is available in the BillQuick Pro & Enterprise editions only.

If you have created sub-accounts, they are listed under the parent accounts. You can choose to view all or parent accounts by expanding or collapsing the tree structure. You can also view the register or details of any account from the Chart of Accounts screen. The A/R register balance should match the aging reports balance. For non-balance sheet accounts, you can view a quick report on double-clicking the row.

There are primarily five accounts under two categories, which can further have their own sub-accounts.

Type	Account	Sub-Account
Balance Sheet Accounts	Assets	Bank, Other Current Asset, A/R, Fixed Asset, Other Asset, etc.
	Liabilities	A/P, Credit Card, etc.
	Equity	
Profit & Loss Accounts	Income	Income, Other Income, etc.
	Expense	Expense, Other Expense, etc.

BillQuick comes with the following system accounts:

Account ID	Account Name	Account Description	Account Type
11000	Accounts Receivable	Accounts Receivable	Accounts Receivable
12000	Undeposited Funds	Undeposited Funds	Other Current Asset
12010	Legacy Payments	Legacy Payments	Other Current Asset
20000	Accounts Payable	Accounts Payable	Accounts Payable
2100	Payroll Liabilities	Payroll Liabilities	Other Current Liability
2200	Customer Deposits/Retainers	Customer Deposits/Retainers	Other Current Liability
25100	Main Service Tax Payable	Main Service Tax Payable	Other Current Liability
25200	Main Expense Tax Payable	Main Expense Tax Payable	Other Current Liability
25300	Service Tax Payable	Service Tax Payable	Other Current Liability
25400	Expense Tax Payable	Expense Tax Payable	Other Current Liability
3000	Opening Balance Equity	Opening Balance Equity	Equity
40000	Default Item Income Account	Default Item Income Account	Income
40199	Default Discount Account	Default Discount Account	Income
60001	Default Item Expense Account	Default Item Expense Account	Expense
6560	Payroll Expenses	Payroll Expenses	Expense

## Reference Info

### CHART OF ACCOUNTS

**Navigation** *Accounting menu, Chart of Accounts*

The following are descriptions of fields on the Chart of Accounts screen:

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header. You can select any non-balance sheet account on the grid, like income account, and double-click it to view its Account Quick report.

**Number:**

The number associated with an account. However, it is not the actual bank account number but rather the chart of accounts number.

**Name:**

Name of an account, for example, Job Expenses, Undeposited Funds, Rent, Insurance, and so on.

**Type:**

The type or category of account, for example, Accounts Receivable, Bank, Expense, Income, Credit Card, and more. There are primarily five types of accounts: asset, liability, equity, income and expense.

**Routing Number:**

It is an alphanumeric string of n digits associated with a bank. BillQuick prints this number on the deposit slip report.

**Running Balance:**

The current balance of an account. It can be the amount available in an account or the current balance of a credit card account.



The running balance of an A/R account should match the Aging report balance.

**Inactive:**

The status of an account. Checked, the account is inactive and hence will not show up in the drop-down lists.



There can be sub-accounts of an account. You can view them in the grid by clicking .

**Tax Line:**

It is a tax number associated with some accounts, for example, Bank, Cost of Goods Sold, etc.

**Show Active Accounts Only:**

Checked, BillQuick displays only active accounts in the grid.

In the New or Edit mode, the Chart of Accounts displays the following additional fields:

**Sub-Account of:**

An account can be made a sub-account of an existing account. The drop-down displays a list of existing accounts from which you can choose a parent account for the current account.

**Account Description:**

Detailed name or description of an account. You can enter any extra information here related to the account.

**Opening Balance:**

The amount of money that is taken as an opening balance of an account. By default, the opening balance is 0.

**As Of:**

The date as of which the opening balance is valid. You can select the date from the drop-down calendar.

**Chart of Accounts Button Panel****Help:**

Opens the BillQuick Help in the Chart of Accounts section.

**Print:**

Previews the Chart of Accounts report. Preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, and more.

**Tools:** Displays the following options:

- **Layout**

**Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

- **Change:** Opens the [Change](#) screen that enables you to change the IDs of various records. From here, you can change an account number (ID) and have the change propagate to all transactions throughout BillQuick. However, you are warned about this change in case this data is linked with your accounting program such as QuickBooks.
- **Merge:** Opens the Merge Account screen that allows you to merge the selected account with another account. You can use this option when you are unable to delete an account that has transactions associated with it. The Merge option is unavailable for system accounts such as Accounts Receivable, Accounts Payable, Undeposited Funds, Default Item Income Account, and more.

**Use Register:**

Opens the related [register](#) for the selected account.



The register is accessible for selective account types that have registers.

**Reconcile:**

Opens the [Reconcile Accounts](#) screen where you can reconcile your account balance with the bank or credit card statement. This option is active for selective accounts such as bank, current liability, credit card, and more. It is not available for accounts such as Retained Earnings, etc.

**Details:**

Opens the Chart of Accounts [Edit] mode where you can enter or edit the account information. You can also double-click on a row to see the details of that account. By default, you cannot make changes to the system accounts like A/R, A/P. etc.

**Delete:**

Deletes the selected account. However, you cannot delete an account that has transactions associated with it or which is linked to a project, time or expense entry, expense or activity code. In such cases, you can merge it with another account.

**New:**

Opens the Chart of Accounts [New] mode, allowing you to create a new account.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Cancel:**

Cancels any changes made to the account or information. *It is visible only in the Edit/New mode.*

**Save:**

Saves the account information. *It is visible only in the Edit/New mode.*

**Back:**

Takes you back to the main screen listing all the accounts. *It is visible only in the Edit/New mode.*

**Close:**

Closes the Chart of Accounts screen.

**How Do I****HOW DO I CREATE CHART OF ACCOUNTS?**

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To create an account:

1. Open the Chart of Accounts screen from the Accounting menu. Previously created or transferred accounts display in the grid.
2. Click New to create a new account.
3. Select the Account Type for the new account you are creating. It could be Accounts Receivable, Bank, Cost of Goods Sold, Other Income, etc.
4. Enter the Account Name to describe the account.
5. Enter the Account Number that uniquely identifies the account. It can be letters and numbers.
6. In the 'Sub Account of' field, select an existing account for which the new account becomes a sub-account.

7. Enter an Opening Balance amount for the account or sub-account.
8. Specify the 'Balance As of' date for the opening balance. Enter the date or select it from the calendar drop-down.
9. When you have finished, click Save and then Close.

## Purchase Orders

### PURCHASE ORDERS OVERVIEW

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**Navigation** Accounting menu, Purchase Orders

Purchase Order (PO) allows you to record an order for services and materials (products) from vendors or suppliers at a specified price and time. A purchase order is usually used for purchasing stock items and tracking inventory purchases. It contains contact information for the vendor and lists the items being ordered. It also contains payment and shipping terms and prices. This makes it easier to track purchases and hence prevent unauthorized purchases. Purchase Orders mostly have expense items that are ultimately paid by a client.

The Purchase Orders feature in BillQuick helps streamline and digitize the manual process of filling out and keeping track of purchase orders. When you create a purchase order, its status is set to *not received*. After the purchase order has been created, BillQuick allows you to review it and also keep track of the received items. A PO can be created for multiple projects and can have multiple 'received' dates, depending on when items were received against it. Similar to time and expenses, you can submit purchase orders for approval before sending them to the vendors.



This feature is available in the BillQuick Pro and Enterprise editions only.

For each purchase order (which is assigned a unique number), BillQuick requires you to provide a vendor, client, shipping address and date. For a project, you can specify the service and expense items to be purchased. For each item, you must provide the number of hours/units and the rate at which the item is to be purchased. In addition, the memo field allows you to add any extra information to the purchase order.

The Purchase Orders screen has three tabs—[General](#), [Previous Purchase Orders](#) and [Filters](#).

#### How Do I:

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.

#### Reference Info

### PURCHASE ORDERS—GENERAL TAB

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**Navigation** Accounting menu, Purchase Orders

The following are descriptions of fields on the Purchase Orders-General screen:

**Vendor ID:**

The ID of the vendor from whom the purchase is to be made. You can select a vendor from the drop-down list. If your vendor does not match any existing vendor, you can create a new vendor on the fly using the Add New option from the drop-down list. Adding on the fly requires the Allow Add New security permission. New vendors can also be entered in the [Vendor](#) screen.

**PO No.:**

Each purchase order must have a unique number. This PO number is auto-generated by BillQuick whenever a new purchase order is created. You can specify the format of the PO number in the [Global Settings-Accounting](#) screen. BillQuick does not allow duplicate PO numbers.

**Ship To:**

This allows you to select an address where the purchased items have to be shipped. The options available are Client Address, Client Contact Address, Project Address and Custom Address.

**Date:**

Date on which the purchase order is created. By default, it displays today's date, but can be changed to any other date from the drop-down calendar.

**Client ID/Client Contact ID/Project ID:**

Select the desired ID from the drop-down list. This is the person to whom the purchase order will be shipped. This field varies according to the selection made in the Ship To address field.



If Custom Address has been chosen in the Ship To field, this field is unavailable and you can enter an address directly in the Address field.

**Due Date:**

Date when the purchase order is due to be received. It is not the same as the payment term. For legacy purchase orders, BillQuick sets the due date as the PO Date *plus* one month.

**Active:**

A check mark indicates that the purchase order is active and will be displayed in the Open Purchase Orders list. Inactive purchase orders are not displayed in that list.

**From Budget:**

You can use a budget as the basis of a purchase order. The service and expense items of the selected budget are retrieved. This data can be edited as needed. You can add a new budget here on the fly using the Add New option from the drop-down list.

You can also use the From Budget link to create and assign a purchase order to a project. You can then bring in the details of that budget to the purchase order and edit them as needed.



In order to create a purchase order directly from a budget, make sure you have included a vendor in that budget. Only then the budget details get forwarded to the Purchase Orders screen.

**Payment Term:**

You can set the payment terms for a purchase order from the drop-down list, which will determine when the payment on the PO is due. These payment terms are retrieved from the Vendor screen, if available, but can be overwritten here. You can also create a new term to be applied on the purchase orders sent to vendors using the Add New option from the drop-down. Payment terms are created in the [Terms](#) screen.

**Address:**

This field displays the address of the client, client contact, project or any other person to whom the purchased items are shipped. If the selection in Ship To field is Custom, you can enter the custom address where the items will be sent.

**Note:**

Enter any additional notes for the active purchase order in the [Note](#) box. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. The information entered here is related to the main purchase order. However, if you want to add some notes for the individual line items, use the memo field at the bottom of the screen.

**Attachments:**

You can attach files to the PO line items after you save a purchase order. While viewing the previous purchase orders, this option is also available. You can add and save files for the selected item using the [Attachments](#) screen. This link also displays the number of files attached to a purchase order.

**Add Notes:**

Opens the Add Notes screen from where you can create notes for the purchase order. You can save any purchase order related information here.



Project Notes can be recorded for purchase orders that have been saved in the database.

**Purchase Orders Grid**

The purchase order grid consists of rows and columns. Each row is a separate item list.

Some of the fields show a summary at the bottom of the grid. You can click  $\Sigma$  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Project ID:**

The project for which the purchase order is created. The drop-down displays the list of projects for the selected client.

You can add a new project on the fly using the Add New option from the drop-down list. Adding on the fly requires the Allow Add New security permission. New projects can also be created in the [Project](#) screen.

**Item:**

The item to be purchased from a vendor. The drop-down list displays both service and expense items which can be purchased from a vendor. You can add a new activity or expense on the fly using the Add New option from the drop-down list.

**Description:**

The description of the service or expenses item that is being purchased from the vendor. It is automatically filled based on the selected item but can be modified, if desired.

**Units/Hours:**

The number of expense units or service hours to be purchased from a vendor. You can enter up to 25 digits to define the quantity.

**Rate:**

The rate at which the purchase is made for the selected item. The value is pre-filled from the [Activity](#) and [Expense](#) screens but can be changed for each item. If the project associated with the PO has a fee schedule, the rates will be carried forward from that, if the combination of vendor and activity/expense matches.

**Line Number:**

This is a number assigned automatically to each PO record as they are created. The line number sequence is automatically generated. The earliest date among the sequence gets the first line number. However, you can change the line number of these entries by using the Up/Down buttons.



Purchase Order does not have dates for each line item. Hence, the item number helps in sequencing or sorting them.

**Amount:**

The total amount charged for the selected item. This is computed based on the number of units/hours and the rate applied on each item. BillQuick allows you to type the total amount and then reverse calculates the units/hours accordingly.

**Type:**

It shows the type of item to be purchased—whether service or expense. It displays  for service items and is blank for expense items.

**Created On:**

The date when the line item for the purchase order are actually created. It might or might not be the same as the PO date. It is generated automatically based on your system date.

**Memo:**

Allows you to edit or create a memo for the selected purchase order line item. You can select a row in the grid and click  to expand the [Memo](#) box or press Ctrl+M. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. You can also create and add a new [Auto Complete Entry](#) here.

**Copy/Paste:**

Allows you to copy and paste selected line items in the Purchase Orders grid. These options get activated only when you select a row. You can also use these options via the main Edit menu or shortcut menu. A maximum of 50 entries can be copied at once.

**PURCHASE ORDERS—PREVIOUS PURCHASE ORDERS TAB**

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**Navigation** Accounting menu, Purchase Orders

You can view previously created purchase orders on this tab. The following are descriptions of the fields on this tab:

**Grid**

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

*All the fields are read-only.*

**PO Number:**

The PO number uniquely identifies a purchase order created previously. It is generated based on the settings in [Global Settings](#).

**Amount:**

The total amount charged for the selected item. This is computed based on the number of units/hours and the rate applied on each item. BillQuick allows you to type the total amount and then reverse calculates the units/hours accordingly.

**Date:**

The purchase order date. It might or might not be the same as the date when the PO was created.

**Due Date:**

Date when the purchase order is due to be received. It is not the same as the payment term. For legacy purchase orders, BillQuick sets the due date as the PO Date *plus* one month.

**Vendor ID:**

ID of the vendor for whom the purchase order was created. This means that certain items and services were purchased from this vendor.

**Approved By:**

ID or name of the person who approved the purchase order.

**S:**

Status of the purchase order. It is indicated by the relevant icon:

[blank] Not submitted   ↓ Submitted   → Forwarded   ✓ Approved   ✗ Rejected

**Created By:**

ID of the person (employee) who created the purchase order. It provides the identity of the person who created the PO for future reference.

**Created On:**

The date when the purchase order was actually created. It might or might not be the same as the PO date. It is generated automatically based on your system date.

## **PURCHASE ORDERS—FILTERS TAB**

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**Navigation** *Accounting menu, Purchase Orders*

Filters limit the number of records displayed in the grid. For example, if you like to view only the purchase orders of vendors whose IDs range from AF through DE; you must select that range in the filter grid on the right. You can select multiple rows by dragging the pointer on the filter grid. A filter field is active when the box next to it is checked. Removing a checkmark turns off a particular filter. In addition, you can activate all filters by clicking the main Filters On/Off button.

The following are descriptions of fields on the Purchase Orders-Filters screen:

**Filters**

These filters apply to drop-down lists only.

**Project:**

Filters data on the basis of selected projects. You can view only selected projects in the drop-downs.

**Vendor:**

Filters data on the basis of selected vendors. You can view only selected vendors in the drop-downs.

**Client:**

Filters data on the basis of selected clients. You can view only selected clients in the drop-downs.

**Items:**

Filters data on the basis of selected service and expense items. You can view only selected items in the drop-downs.

**Contract:**

Filters data on the basis of selected contract types. You can view projects with only selected contracts in the drop-downs.

## Show

### Submitted/Un-Submitted:

Select the relevant option in order to filter the grid on the basis of purchase order status. It allows you to view only submitted or un-submitted POs on the main screen.

### For Item List Show:

You can restrict the item drop-down lists on the General tab to Service Items Only, Expense Items Only or Both. By default, it displays both activities and expenses in the drop-downs.

### Auto Fit Columns:

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

### Clear All:

Clears the selected items in the filter grid.

## TRANSACTION HISTORY PURCHASE ORDER

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**Navigation** *Accounting menu, Purchase Orders, Tools, History*

The Transaction History Purchase Order screen displays the historical transactions related to purchase orders including received items, vendor bills and payments related to the invoices generated from vendor bills. By default, it displays the details of the purchase order brought forward from the [Purchase Orders](#) screen.



This feature is available in the BillQuick Enterprise editions only.

The following are descriptions of the fields on the Transaction History Purchase Order screen:

### Purchase Order Information

#### P.O. No:

The purchase order number. This number uniquely identifies a purchase order.

#### Vendor ID: (Read Only)

The ID of the vendor associated with the selected purchase order.

#### Date:

The purchase order date. This is the date when the purchase order was created.

#### Approval Status:

Displays the approval status of the purchase order. It is indicated by various icons:

[blank] Not submitted   ↓ Submitted   → Forwarded   ✓ Approved   ✗ Rejected

#### Show All:

Checked, the grid displays all the purchase orders irrespective of their status, whether active or inactive. Unchecked, only active purchase orders display in the grid.

**Address: (Read Only)**

Address of the vendor associated with the purchase order.

**Memo: (Read Only)**

Displays any additional notes or memo written for the purchase order. This memo is attached to the main purchase order and not the individual line items.

**Grid**

The grid displays the details of the transactions logged against a purchase order.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Date:**

This is the date associated with PO line items. It is the date when the service or expense items are ordered, or received from a vendor.

**Project ID:**

ID of the project against which a service or expense item is ordered. A single PO can have line items with different projects.

**Item ID/Invoice No.**

Displays the ID of the service or expense item included in a purchase order. In case of payments recorded against a PO, the column shows the invoice number.

**Type:**

Displays the status or type of the line item. It displays 'Item Ordered' when service or expense items have been ordered from a vendor, 'Item Received' in case items received against a purchase order and 'Item Billed' in case of items that have been billed against a purchase order.

**Units/Amount**

The number of expense units or service hours ordered or received against a purchase order. In case of payments, it displays the payments recorded against a purchase order.

**Created On:**

Displays the date when the PO line items were created. It is generated automatically using your system date.

**Memo: (Read Only)**

Displays a memo related to the PO line items. This memo is associated with a service (activity) or expense line item. You need to click  to open the memo box and view the memo.

## Transaction History Purchase Order Button Panel

**Help:**

Opens the BillQuick Help in the Transaction History Purchase Order section.

**Print:**

Opens the purchase order report in the preview window. Preview displays the full screen representation of the report. The preview window provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Layout****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Close:**

Closes the Transaction History Purchase Orders screen.

**How Do I**

### HOW DO I CREATE PURCHASE ORDERS?

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You can create your purchase order at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup

### HOW DO I CREATE PURCHASE ORDERS FROM BUDGETS?

---

To create a new purchase order from a budget:

1. Open the Purchase Orders screen from the Accounting menu.
2. Select the Vendor for which you want to create a purchase order.
3. Select the desired budget from the 'From Budget' drop-down. BillQuick retrieves its service and expense items for the purchase order, but you can edit it here.



You can also click on the [From Budget](#) link on the screen to assign a budget to the desired projects. This is useful if you want to base your purchase order on a budget not available in the drop-down list.

4. After making the desired modifications, click Save to save the information.

5. When you have finished, click Close.

To create a purchase order directly from the Budget screen:

1. Open the Budget screen.
2. Select a budget from which you want to create a purchase order. *The selected budget should have a vendor line item in it.*
3. Click Tools and select Purchase Orders.
4. In the 'Purchase Order from Budget' dialog box, enter the desired Vendor ID, Client ID and Project ID.
5. Click OK to save the purchase order.
6. When you have finished, click Save and then Close.

## HOW DO I SUBMIT PURCHASE ORDERS?

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Submit-approve feature is available in the BillQuick Enterprise edition only.

To submit purchase orders:

1. Open the Purchase Orders screen.
2. Select an existing purchase order or create a new one, as usual.
3. Click Submit to open the Submit-Approve screen.
4. Select whom to submit the purchase order. Commonly, you submit purchase orders to a Client Manager. You can also submit it to a Specific person or My Manager (your direct supervisor). **Your BillQuick Supervisor will provide submission instructions.**



You cannot submit a purchase order to a Project Manager because it can have multiple projects with different managers.

5. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.
6. Enter an unlimited length Memo, if desired.
6. Click OK and you have finished the task!

## HOW DO I APPROVE PURCHASE ORDERS?

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You can prevent anyone from receiving items against unapproved purchase orders by specifying that setting in the Global Settings-Accounting screen.

To approve submitted purchase orders:

1. Open the Purchase Orders screen.
2. Click View Previous POs link and select a submitted purchase order from the P.O.No. drop-down. It is indicated by .
3. Review the purchase order details on the grid. If you have appropriate security permissions, you can edit them.
4. When ready, click Submit.
5. On the Submit-Approve screen, select the Approve option.
6. If you want to send the purchase order to another person for further review (a review chain), choose the Submit To option.
7. If you want to reject the purchase order, choose the desired option –Reject or Un-Submit. Click OK.
8. When you have finished, click Close.



The Workflow screen enables you to track the entire submit-approve process of all the purchase orders.

## **HOW DO I VIEW PURCHASE ORDER HISTORY?**

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Managing large purchase orders is a challenge for business managers. You can view the complete transaction history of items received against purchase orders and other details associated with the vendor bills.



The Transaction History Purchase Orders screen is available in the BillQuick Enterprise edition only.

To view the Purchase Order History:

1. Open the Purchase Orders screen from the Accounting menu.
2. Click [View Previous POs](#) link and select the desired P.O. No.
3. Click Tools and select History. It opens the Transaction History Purchase Orders screen.

It displays the entire history of the purchase orders placed and items received against them. All the fields are non-editable. You can view and print this information.

4. When you have finished, click Close.

## Receive Items

### RECEIVE ITEMS OVERVIEW

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**Navigation** Accounting menu, Receive Items

When a purchase order is created, it remains in the Open Purchase Orders screen until all the items have been received against it. The Open Purchase Orders screen lists all the open purchase orders. You can double-click any specific purchase order to open the [Receive Items](#) screen. This screen allows you to mark the received items against the selected purchase order.

For each open purchase order, the Receive Items screen displays such as number of items ordered and associated details. You also know how many items have been received and how many are pending. After the items ordered equal items received, the purchase order is closed and turns **blue** in the Open Purchase Orders list.

When you receive items on a purchase order, you can record them and create a vendor bill from that. In that case, the information is carried to the Expense Log or Sheet View screen. You can receive as many items as ordered or greater/less than that.



BillQuick does not allow receiving of items against those purchase orders that are unapproved, provided the rule 'Do not Allow Receiving Items Against Unapproved Purchase Orders' is checked in the Global Settings-Accounting screen.

You can export records in the grid to Excel worksheet by pointing anywhere in the grid and then choosing **Send to Excel** from the shortcut menu.



This feature is available in the BillQuick Pro and Enterprise editions only.

## Reference Info

### RECEIVE ITEMS

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**Navigation** Accounting menu, Receive Items

The following are descriptions of fields on the Receive Items screen:

#### **How Do I...:**

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.

#### **Receive Date:**

Displays the current system date by default. It is the date the items are received and recorded in this screen. You can change the date by using the drop-down calendar.

#### **Reference:**

A reference number can be entered here to track the purchase order being received. This is a drop-down list and holds a list of distinct references, such as package receipt number of items received.

**PO Number:**

The purchase order number against which you have received items.

**Create Vendor Bill on Save:**

Checked, it automatically creates a [Vendor Bill](#) for the items received after you save the information. When creating vendor bills from the purchase order receipts, BillQuick sets the payment terms and due dates based on the values in the Purchase Orders screen. Creating a vendor bill using items received from a PO picks the expense account assigned at the project level and A/P account assigned to the vendor.

**Vendor ID:**

The ID of the vendor from whom the purchase is made.

**Ship To:**

This is the address to which the purchased items have been shipped. It can be the Client address, Client Contact Address, Project Address or a Custom Address.

**Ship to Address:**

This field displays the address of the client, client contact, project or any other address to which the purchased items are shipped.

**Client ID/Project ID/Client Contact ID:**

Depending on the Ship To field, this displays the ID of the client, project or client contact associated with the received items. If the Ship To field is Custom, it is unavailable.

**Approved By:**

Displays the ID of the person who approved the purchase order.

**Show All:**

By default, its checked and displays all the items of the purchase order—whether received partially or in full. Unchecked, it hides the fully received items. You can see only open items that are partially received or not received at all.

**Grid****Project ID:**

The project associated with the purchase order.

**Item:**

This is the PO line item. It represents the expense or service item purchased from a vendor.

**Description:**

The description of the item that is purchased from a vendor. It is determined by the line item of the PO and can be an activity or expense description.

**Units/Hours:**

The number of expense units or service hours purchased from a vendor.

**On Hand:**

The number of expense units or service hours received from the vendor till date.

**Received:**

The number of expense units or service hours being received and recorded now. You can click this field to pre-fill it with the Units/Hours purchased if you have received the order in full or just enter a different number.



You can also record more number of items here, in case the quantity received is greater than the quantity ordered. If you have incorrectly entered more number of units and saved the changes, you can correct it by entering negative units in a new entry. Upon saving, the On Hand field will reflect the changes.

**Rate:**

The rate at which the purchase is made for the selected item. The value is pre-filled for the [Activity](#) or [Expense](#) code but can be changed on the Purchase Orders screen. If the project has an associated fee schedule, the rates will be carried forward from that. *See the Rate Hierarchy for more.*

**Amount:**

The total amount charged for the selected item. This is computed based on the number of units/hours and the rate applied.

**Service:**

This box is checked for a service item and un-checked for an expense item.

**Memo:**

Allows you to edit or create a memo for the individual line item. To open the [memo](#), select an item on the grid and click  or press Ctrl+M. Type as much text as desired or use an [Auto Complete](#) shorthand codes to insert standard text. When you have finished, click back in the row or press Ctrl+M again.

**Receive Items Button Panel****Help:**

Opens the BillQuick Help in the Receive Items section.

**Print:**

Opens the [Select a Report](#) screen listing related reports that you can preview or print. Preview displays the full screen representation of a report. The preview window provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Tools:** Displays the following options:

- **Layout**

- **Auto Fit:**

- BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

- **Best Fit:**

- BillQuick automatically adjusts the grid list so that the columns fit the contents.

- **Spell Check:**

- Globally checks the spelling of description and memo for all line items in the grid. It identifies unrecognized words and provides suggestions.

**Email:**

Sends the selected purchase order received as a PDF file attachment via [email](#). It opens the [Email](#) screen where you have to specify the recipient's email address. You are given an option to modify the body of the email message that has been set in the [User Preferences-Mail](#) screen.

**Save:**

Saves the received item details.

**Close:**

Closes the Receive Items screen.

**How Do I****HOW DO I RECEIVE ITEMS?**

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Whether you receive a full (**blue** entry) or a partial (**black** entry) shipment for ordered items, it is important to record them as soon as possible. To receive items:

1. Choose the Receive Items option from the Accounting menu. This will open the 'Open Purchase Orders' screen.
2. Select the desired purchase order and click OK to open the Receive Items screen. All the details of the purchase order display.

 You can directly record received items from the Purchase Orders screen using the Receive option from the Tools drop-down.

3. Select the Receive Date and enter the number of items received (expense units or hours of service) in the Received field. *After you receive all the items on a purchase order, BillQuick marks the purchase order as 'Closed'.*
4. If you want to create a vendor bill for received items, remember to check the 'Create Vendor Bill on Save' option.
5. Press Ctrl+M or click  at the bottom to open the Memo box. You can enter as much text as required for each line item or insert Auto Complete shorthand codes into it.
6. You can click Tools and select Spell Check to perform a spell check on all the description and memo fields.

 As with purchase orders and vendor bills, you can also submit the received items for approval. The reviewer will get a reminder for approving these items.

7. When you have finished, click Save and then Close.

## HOW DO I CHANGE RECEIVE ORDER DATE?

---

To change the receive order date for a particular purchase order, follow these steps:

1. Open the Receive Items screen from the Accounting menu.
2. This will open the [Open Purchase Orders](#) screen. Select the purchase order for which you want to change the receive date and double click it to open the [Receive Items](#) screen.
3. Select the desired date in the Receive Date field and then enter the number of items received in the grid.
4. When you have finished, click Save and then Close.

## HOW DO I CHECK ITEMS RECEIVED?

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Receive Items screen keeps a track of the number of items received against a specific purchase order in BillQuick. To check the items received before against a specific purchase order, follow the steps below:

1. Open the Receive Items screen from the Accounting menu. This will open the Open Purchase Orders screen.
2. By default, it shows only the open purchase orders. If you want to view previous purchase orders, check the 'Show All' option. It will display all the purchase orders generated so far.
3. Select the purchase order whose details you want to view and click OK (or double click it) to open the Receive Items screen.
4. In the Receive Items screen, you can view the items received so far. However, items received in full do not display. To view all the entries, check the 'Show All' option.



The 'On Hand' field displays the total number of items received until date on the purchase order.

5. You can select another purchase order from the P.O.Number field to check its details.
8. When you have finished, click Close.

## Vendor Bills

### VENDOR BILLS OVERVIEW

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**Navigation** *Accounting menu, Vendor Bills*

A vendor bill is an invoice received for products and services that your company purchases from vendors and hence considered as expenses for the company. When a bill arrives from a vendor, you can enter the billing information in BillQuick as a vendor bill. It lists the quantity received for each line item on a purchase order. Vendors can surpass entering time

and expenses if you directly create vendor bills for them. All this can be done in the Vendor Bills screen, which has three tabs—[General](#), [Previous Vendor Bills](#) and [Filter](#).

Vendor bill involves a hybrid transaction-paying a vendor and billing it to the client, if the expense is billable. Vendor bill entries are color-coded: **Black** entries are billable and **red** entries are non-billable. This color-coding is similar to that of time and expense entries, which is specified in the User Preferences screen.

 This feature is available in the BillQuick Pro and Enterprise editions only.

You can create new vendor bills or automatically generate them when recording items received against purchase orders. If you create a new vendor bill for a vendor for whom you have items received against purchase orders, BillQuick prompts you to view them and include them in the vendor bill. When you create a vendor bill, BillQuick automatically creates a corresponding time or expense entry for each item. For example, If you have expense items in a vendor bill, it creates a corresponding expense entry in Expense Log. You can even add a markup there and approve the expense before billing it to your client. On the other hand, you can create vendor bills by importing unbilled time and expense entries recorded by a vendor. When you mark expenses as reimbursable and approve them, BillQuick automatically creates system vendor bills for them. When more such expense entries are created, BillQuick ties the new entries to the existing open vendor bills, provided they are of the same month. If there are no open vendor bills with the same month, BillQuick creates a new one.

BillQuick allows you to submit vendor bills for approval and after approving them, bill them to your clients. The approval process at the vendor bill level is for the payable side (A/P) of it and the approval in the Expense Log is for the billing side (A/R) of it. Depending upon your company policy, a reviewer or manager might or might not have to approve these vendor bills before making payments. For a company that follows a submit-approve process, The built-in workflow in BillQuick makes the process easy and fast. Before sending out your vendor bills to a vendor or billing it to a client, you can have it routed internally for approval by one or more reviewers or managers. When submitting a vendor bill, you are not submitting the individual entries but the entire bill. To submit or approve individual time and expense entries on a vendor bill, you can do so from their respective screens. It is then reflected in the Vendor Bills grid. The approver will accordingly receive a notification in the Reminders screen or via email.

 To edit the time or expense entries associated with a vendor bill, select the records in the grid and right-click. Select 'View Time and Expense in Reviewer'. However, this feature is available in BillQuick Enterprise edition only.

From the accounting view, entering vendor bills credits and increases your A/P; on the other hand debits and increases your expenses. It tracks the bills through the A/P Register and affects the accrual basis of accounting. You can enter credit card charges in BillQuick as vendor bills. For that, you need to create vendors for your credit card companies. However, credit card receipts are essentially accounts payable (A/P).

## Reference Info

### VENDOR BILLS—GENERAL TAB

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**Navigation** Accounting menu, Vendor Bills

The following are descriptions of fields on the Vendor Bills-General screen:

**Vendor ID:**

ID of the vendor for whom a vendor bill is to be created. If your vendor does not match any existing vendor record, you can add a new vendor on the fly using the Add New option from the drop-down list. Adding a record on the fly requires the Allow Add New security permission. New vendors can also be entered in the [Vendor](#) screen.

**Bill No:**

This is the bill number that identifies a vendor bill. The bill number is generated based on the settings in [Global Settings](#). However, BillQuick allows you to enter any bill number, including duplicate numbers manually.

**Date:**

The vendor bill date. This is the date when an expense is incurred, not when a vendor bill is created.

**Payment Term:**

You can set the payment terms for a vendor bill from the drop-down list. These payment terms are retrieved from the Vendor screen (if available) or Purchase Orders (if bills are created from PO receipts), but can be overwritten here. You can also create a new term using the Add New option from the drop-down. Payment terms are created in the [Terms](#) screen. The terms flow to the check writing functionality and are reflected in reports for prioritizing accounts payable by the due date.

**Due Date:**

The due date of the vendor bill based on the payment terms set. This is the date when the vendor bill should be paid by your company. The due dates are retrieved from the Vendor screen (if available) or Purchase Orders (if bills are created from PO receipts), but can be overwritten here.

**Memo:**

You can enter any additional information about the vendor bill in the [Memo](#) box. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. You can also create and add a new [Auto Complete Entry](#) here. The information saved as a memo is related to the main vendor bill. However, if you want to add some additional information for the individual line items on a vendor bill, you can use the memo at the bottom of the screen.

**Reference:**

A reference number can be entered here to track the vendor bill. The field size should not exceed 60 characters. This is a drop-down list and holds a list of distinct references.

**Accounts Payable:**

The A/P account you want to use for the vendor bills in BillQuick for the selected vendor. All the payables for this vendor bill will be posted to this account. BillQuick supports multiple

A/P accounts. You can assign a default A/P account at the [global level](#); a non-default A/P account in the [Vendor](#) screen or simply override it here.

**Attachments:**

This option is visible for vendor bills that have already been saved. You can attach and save files for the selected record from the [Attachments](#) screen by clicking on this link. This is useful when you want to link related receipts or documents to a vendor bill for reference.

**Grid**

Some of the fields show a summary at the bottom of the grid. You can click  $\Sigma$  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**Accounts Tab**

The Accounts tab allows you to specify the accounts to which the vendor bill is posted. It is used when you want to directly post the vendor bill to your accounts, say Miscellaneous account for reimbursable expenses. There are some expenses not related to any specific project or item. So you can bypass the job costing, directly enter the data and account information on this tab. The following are descriptions of fields on the Vendor Bills-Accounts screen:

**Account:**

This is the account to which the vendor bill is posted. It can be a bank, income, expense or any other account.

**Memo:**

You can enter any additional information or note about the vendor bill or its account.

**Amount:**

This is the bill amount to be posted against the selected account.

**Class:**

You can select a class for the vendor bill from the drop-down list. It displays classes in the drop-downs only if they are available in the Class List screen in BillQuick or transferred from your accounting software. Classes are assigned at the item level (activity and expense) or project level but can be overwritten here.

**Items Tab****Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Project ID:**

ID of the project against which a product or service has been received or an expense has been incurred.

**Project Name: (Read-Only)**

This is the name of the above project against which a product or service has been received or an expense has been incurred. This field is automatically filled when a Project ID is selected.

**Item ID:**

The ID of the service (activity) or expense item that has been billed. You can edit the time and expense entries linked to unpaid vendor bills.

**Description:**

Description of the activity or expense item that has been billed. This field is automatically filled based on the Item ID selected.

**Units:**

The number of service hours or expense units received from a vendor. In case of service items, units represent actual hours (A Hours) worked.

**Rate:**

The per unit cost (rate) of the selected service or expense item. If the selected project has an associated fee schedule, the rates will be carried forward from that. If not, then the rate hierarchy will be followed in retrieving the rate. When the vendor bill is unpaid, you can change the cost rate of the selected records.

**MU:**

The markup determines the percentage by which BillQuick increases the cost of the expense to determine the Amount. BillQuick adds the default markup automatically to the expense line item if vendor bill is created from a purchase order (markup might be specified in the EFS or Expense Codes screen). If no markup percentage is available, you can enter it here while creating a vendor bill. For example, if

Rate = 10

Units = 1

MU = 10

Then, markup will be taken as 10% and Amount= \$11



BillQuick also allows you to enter negative markups.

**Attachment:**

Displays  for those vendor bill records that have files attached to them. When you click on the cell, it opens the [Attachments](#) screen from where you can attach files to the entry. You can also view the existing attachments for the entries.

**Amount:**

The total amount for the service or expense item. This is automatically calculated based on the cost rate and number of service hours or expense units.

**Xtra:**

When the logged activity or expense item is extra, you can check this option. Expense items that are billable are marked extra by default.

**Type:**

It shows whether the record is a service or expense item. It displays  for service items while it is blank for expense items.

**B:**

The Billable check box is marked when the vendor bill item is billable. Non-billable items are displayed in **red**.

**S:**

This is the approval status of the vendor bill line item. Status of a vendor bill entry is indicated by the relevant icons against it.

[blank] Not submitted   ↓ Submitted   → Forwarded   ✓ Approved   ✗ Rejected



Expense items entered in Vendor Bills screen get information like markups, reimbursable, etc. from the Expense Codes screen. So, when you enter expense items in Vendor Bills, the expense entry screen gets updated with all the relevant information of these expenses.

**Income Account:**

The income account determines where the line items get posted and is brought forward from the Activity Codes/Expense Codes screen. However, you can change it here. Assigning income account to a particular activity/expense helps keep track of the account information, and generate profit and loss and other such reports. It is also required for data integration with your accounting software.

**Expense Account:**

The expense account determines where the line items get posted and is brought forward from the Activity Codes/Expense Codes screen. However, you can change it here. Assigning expense account to a particular activity/expense helps keep track of the account information, and generate profit and loss and other such reports. It is also required for data integration with your accounting software.

**Class:**

You can select a class for the selected vendor bill from the drop-down list. It displays classes in the drop-downs only if they are available in the Class List screen in BillQuick or transferred from your accounting software. Classes are assigned at the item level (activity and expense) or project level but can be overwritten here.

**Purchase Tax Rate:**

This is the tax paid by the company on an expense item and is subtracted from the charge amount to avoid double-taxation for the client. It is commonly used in countries such as Europe, Canada and Australia. It accepts percentage values as well as amount. BillQuick uses the purchase tax rate to segregate the actual cost and tax amount (Cost Amount = Net Cost Amount + Purchase Tax Rate). If you create a vendor bill with purchase tax on it, BillQuick deducts that purchase tax from its income account.

Cost with Purchase Tax = Amount without Purchase Tax / (1 + Purchase Tax Rate / 100)

E.g., if you apply a purchase tax of 10% to a vendor bill of \$100 (Vendor Bills screen), BillQuick recalculates the expense amount as \$96.36 (Expense Log).

 This feature is available in the BillQuick Pro and Enterprise Plus editions only.

**Copy-Paste:**

These options allow you to copy and paste selected entries in the Vendor Bills grid. They are activated only when you select any row. You can also use this feature via the main Edit menu. A maximum of 50 entries can be copied at once.

**Memo:**

Allows you to edit or create a memo for the selected vendor bill line item. You can select a vendor bill record in the grid and expand the [Memo](#) box by clicking  or pressing Ctrl+M. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. When you have finished, click back on the row or press Ctrl+M.

## VENDOR BILLS—PREVIOUS BILLS TAB

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**Navigation** *Accounting menu, Vendor Bills*

You can view previously created vendor bills on this tab. These bills can also be sent to QuickBooks for data integration.

The following are descriptions of the fields on this tab:

**Grid**

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Bill Number:**

The bill number uniquely identifies a vendor bill created previously. It is generated based on the settings in [Global Settings](#).

**Bill Date:**

The date when the vendor bill was created.

**Vendor ID:**

ID of the vendor for whom the vendor bill was created. This means that certain items and services were received from this vendor.

**Amount:**

The total amount for the service or expense item. This is automatically calculated based on the cost rate and number of service hours or expense units.

**Paid Amount:**

The total amount paid against the associated vendor bill.

**Due Date:**

The due date of the vendor bill. This is the date when the vendor bill should be paid by your company.

**Reference Number:**

A reference number used to track the vendor bill.

**S:**

Status of the vendor bill. It is indicated by the relevant icon:

[blank] Not submitted   ↓ Submitted   → Forwarded   ✓ Approved   ✗ Rejected

**Submitted By:**

ID of the person who submitted the vendor bill for approval.

**Approved By:**

ID of the person who approved the vendor bill.

**L:**

This column enables you to know whether the vendor bill is linked with the data in your accounting software. This is possible only after you have integrated data between BillQuick and your accounting database. It is indicated by .

**PO No.:**

Each purchase order has a unique number auto-generated by BillQuick whenever a new purchase order is created. You can view a PO number here if a vendor bill is created directly from a purchase order. You can click this field to open the details in the Purchase Orders screen. If you receive multiple POs against the same vendor, it displays 'Multiple Purchase Orders Linked' instead of a number.

**VENDOR BILLS—FILTER TAB**

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**Navigation** *Accounting menu, Vendor Bills*

The following are descriptions of the fields on the Vendor Bills-Filter screen:

**Filters**

These filters apply to drop-down lists only.

**Project:**

When checked, BillQuick filters the vendor bill records on the basis of selected projects.

**Items:**

When checked, BillQuick filters the vendor bill records on the basis of selected items. Items include both services (activities) and expenses.

**Contract:**

When checked, BillQuick filters the vendor bill records on the basis of selected project contract types.

**Bill Status****Billable**

Check the relevant Yes/No option in order to filter the grid and drop-down lists on the basis of billable status of the vendor bill records.

**Show****Submitted/Un-Submitted:**

Select the relevant option in order to filter the grid on the basis of vendor bill status. It allows you to view only submitted or un-submitted records in the grid.



All these filters apply only when the main Filter On/Off button on the toolbar is clicked.

**For Item List Show:**

You can restrict the item drop-down lists on the General tab to Service Items Only, Expense Items Only or Both. By default, it displays both activities and expenses in the drop-down lists. This filter option is not dependent on the main Filter On/Off button.

**MEMORIZE BILL**

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BillQuick gives you the flexibility of memorizing vendor bills with user-defined frequency and schedule. It is useful for those who enter same vendor bills from the same vendors, such as utilities, auto lease, copier, etc. BillQuick can automate this process for you using the Memorize Bill feature. As an example, if you are getting your Internet bill every month, you can enter it once and then memorize it for monthly frequency. A huge time saver for those responsible for entering vendor bills.

The Memorize Bill screen allows you to memorize the selected vendor bill, and set the frequency for automatic generation and processing. After specifying a recurring frequency and other settings for the bills, you can set the workflow to notify the right person to process the new bill via the Memorized Bills Due screen. Better still, you can set it for automatic processing. When you set a schedule for a bill and the schedule is due, the memorized bill is processed as a new bill. BillQuick then notifies the specified person about them. You also control how long the schedule is applicable--forever, specific number of times or specific start-end dates. BillQuick keeps the reminder active until you process the final bill or choose not to be reminded again.

When you memorize a bill, it creates an entry in the Memorized Bills screen. The grid lists all the individual memorized bills. This screen allows you to review and update bill schedule, or even suspend it for some time, if needed. You can access the Memorize Bill screen from the Vendor Bills screen.

The following are descriptions of fields on this screen:

**Bill Number: (Read Only)**

The bill number to be assigned to the memorized vendor bill. This number is automatically brought forward from the main screen.

**Amount: (Read Only)**

The amount for which the bill is being generated. This amount is automatically brought forward from the main screen.

**Name:**

Name of the memorized vendor bill. Use a name that will help you easily identify the bill and its schedule.

**Description:**

You can define or describe the memorized vendor bill here. The field size cannot exceed 100 characters.

**Inactive:**

Checked, the memorized vendor bill has an inactive status. Inactive memorized bills are not available for processing and can be used to suspend a scheduled bill temporarily.

## Schedule Settings

**Frequency:**

You can set the frequency for the memorized vendor bill schedule, that is, how often to process the bill. The drop-down options include Daily, Weekly, Monthly, etc.

**Start Date:**

You can select the start date for generating memorized vendor bills. By default, today's date is selected but you can change it using the drop-down calendar.

After setting the frequency and start date, you must specify the limit or end date for the memorized schedule. The options include:

- **Never Expires:**  
Memorized vendor bills will be generated indefinitely. The processing cycle will never stop.
- **Repeat. . .times:**  
Memorized vendor bills will be generated for a specific number of times at the specified frequency. The processing cycle will continue for the number of times entered here.
- **End Date:**  
Memorized vendor bills will be generated till this date. The processing cycle will continue up to the end date.

## Notify Settings

**Bill will be processed by:**

ID of the employee or vendor who will be responsible for the processing of the memorized vendor bills. BillQuick generates bills according to the specified schedule but has to be processed by the person selected here. When this person logs in, BillQuick displays the Memorized Bills Due screen.

**Automatically process and inform:**

ID of the employee or vendor who will be notified about the processed vendor bills. BillQuick processes the bills automatically according to the specified schedule and then notifies the person selected here. When that person logs in, BillQuick displays a message that the bill has been processed.

**Memo**

Allows you to add a memo to the memorized vendor bill. You can type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. You can also create and add a new [Auto Complete Entry](#) here.

**Memorize Bill Button Panel****Help:**

Opens the BillQuick Help in the Memorize Bill section.

**Save:**

Saves the memorized vendor bill and its schedule.

**Close:**

Closes the Memorize Bill screen.

**How Do I****HOW DO I CREATE VENDOR BILLS?**

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You can create your vendor bill at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup

**HOW DO I CREATE VENDOR BILLS FROM TIME & EXPENSE?**

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You can use Expense Log to enter vendor bills. You can also use the Vendor Bills screen to track vendor bills or expenses. When creating a new vendor bill, you can include billed as well as unbilled time and expense entries with it.

To create a vendor bill:

1. Enter time and expenses for the vendor in any time and expense entry screens, as you normally do. Submit the entries and get them approved.
2. Open the Vendor Bills screen from the Accounting menu.
3. Select a Vendor ID from the drop-down. *You can also add a new vendor here on the fly.*
4. BillQuick detects related time and expenses in the system and prompts you to link them to the vendor bill. Click Yes to open the Vendor Time and Expense screen.

Else, click Tools and select Import. On the 'Vendor Time and Expense' screen, all the time and expense entries for the selected vendor display.

5. Check the line items that you want to include in the vendor bill and then click OK.

 BillQuick prevents you from deleting time and expense entries attached to a vendor bill.

6. BillQuick adds these items to the vendor bill. It fills the Description, Cost and Type fields automatically, but you can edit them here. BillQuick calculates the Amount field based on the number of units and cost.
7. When you have finished, click Save and then Close.

If you sync data with QuickBooks and the vendor record is already there, you can use Send To option to transfer these vendor bills to QuickBooks. They will appear in its Un-Paid Bills report. The advantage of recording the vendor bill in BillQuick is the 'Pay When Paid' feature. When your client pays for the invoice, BillQuick enables you to know which vendor bills to pay.

## HOW DO I SUBMIT VENDOR BILLS?

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 The submit-approve feature is available in the BillQuick Enterprise edition only. BillQuick automatically approves the Vendor Bills for Basic and Pro users.

To submit vendor bills:

1. Open the Vendor Bills screen.
2. Select an existing vendor biller create a new one, as usual.
3. Click Submit to open the Submit-Approve screen.
4. Select whom to submit the vendor bill. Commonly, you submit vendor bills to a Client Manager. You can also submit it to a Specific person or My Manager (your direct supervisor). **Your BillQuick Supervisor will provide submission instructions.**

 You cannot submit a vendor bill to a Project Manager because it can have multiple projects with different managers.

5. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.
6. Enter an unlimited length Memo, if desired.
7. Click OK and you have finished the task!

## HOW DO I APPROVE VENDOR BILLS?

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To approve submitted vendor bills:

1. Open the Vendor Bills screen.
2. Click View Previous Bills link and select a submitted vendor bill from the Bill No. drop-down. *It is indicated by* .
3. Review the vendor bill details on the grid. If you have appropriate security permissions, you can edit them.
4. When ready, click Submit.
5. On the Submit-Approve screen, select the Approve option.
6. If you want to send the vendor bill to another person for further review (a review chain), choose the Submit To option instead.
7. If you want to reject the vendor bill, choose the desired option –Reject or Un-Submit. Click OK.



The Workflow screen enables you to track the entire submit-approve process of all the vendor bills.

8. When you have finished, click Close.

## Vendor Credits

### ENTER CREDITS

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**Navigation** Accounting menu, Enter Credits

If you receive a credit or an advance from a vendor, you must record it in BillQuick. You can then apply it against an open vendor bill to reduce the pay amount or save it for the next order. BillQuick provides an exclusive Enter Credits screen for recording vendor credits. You can also view the previous credit transactions from here.

From the accounting view, entering vendor credits decreases and debits the A/P; on the other hand credits and decreases your expense account.

The Enter Credits screen consists of two tabs—Expenses and Previous. The following are descriptions of fields on this screen:

#### Expenses Tab

If the vendor credit is not for inventory items, you should use the Expenses tab to assign an account and amount to this credit. The following are descriptions of fields on the Enter Credits-Expenses screen:

#### Vendor ID:

Vendor from whom the credit or advance was received. You can select a vendor from the drop-down list.

**Date:**

The date when the vendor credit was received.

**Reference:**

This field allows you to enter a vendor's credit memo or reference number.

**Credit Amount:**

The total amount of credit recorded for a vendor. This amount is calculated automatically based on the total amount entered in the grid. When you enter vendor credits, BillQuick debits the A/P account and credits the expense account.

**Accounts Payable:**

It is an A/P account that gets posted when you are recording any vendor credit (vendor credits decrease and debit the A/P account). This account gets pre-filled with the one set up at the global level but you can overwrite that if you have multiple A/P accounts.

**Memo:**

You can add any notes regarding the vendor credit for future reference. This is the main memo of the vendor credit entry.

**Grid**

Some of the fields show a summary at the bottom of the grid. You can click  $\Sigma$  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**Account:**

This is the account to which the vendor credit is posted. It can be an expense, income, bank or any other account.

**Amount:**

This is the amount of credit or advance received from a vendor. The sum total of all such amounts is recorded as the credit amount.

**Memo:**

This is the line item memo associated with the vendor credit.

**Project ID:**

You can specify a project if the vendor credit is entered for service or expense items against that project.

**Previous Tab**

While the Expenses tab allows you to enter new credits for a vendor, the Previous tab displays a list of previous credits recorded for different vendors. It displays the same fields in the grid as on the Expenses tab, such as the Date, Vendor ID, Memo, Amount and Reference of the credit recorded.

**Enter Credits Button Panel****Help:**

Opens BillQuick Help in the Enter Credits section.

**Print:**

Opens the [Select a Report](#) screen from where you can print the desired in-context report.

**Layout:****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Journal:**

Opens the journal report showing the vendor credit details.

**Delete:**

Displays two options—Delete Transaction and Delete Line. You can delete the entire credit transaction using the Delete Transaction option or delete the selected row using the Delete Line option.

**Cancel:**

Cancels any action taken or changes made.

**New:**

Allows you to enter a new vendor credit.

**Save:**

Saves the credit information.

**Close:**

Closes the Enter Credits screen.

**How Do I****HOW DO I ENTER CREDITS?**

---

To enter a vendor credit:

1. Open the Enter Credits screen from the Accounting menu.
2. On the Expenses tab, select the Vendor ID from the drop-down list.
3. Next, choose the Date when the credit was given.
4. In the Reference field, enter the vendor's credit memo number (if one exists).
5. Optionally, enter a Memo to record anything specific for this credit transaction.
6. In the grid, assign an Account and Amount for the credit provided.
7. Select a Project ID associated with this credit transaction.

8. When you have finished, click Save and then Close.

 When you enter vendor credits, BillQuick debits the accounts payable account and credits the expense account by that amount.

## Pay Bills

### PAY BILLS OVERVIEW

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**Navigation** *Accounting menu, Pay Vendor Bills*

You might have received items from vendors or suppliers and created vendor bills from that. You can also create vendor bills from unbilled time and expenses logged by vendors. Depending upon your company policy, a reviewer or manager might or might not have to approve these vendor bills before making payments. When you pay a vendor bill, the related expense entries are marked as paid only if the vendor bill is paid in full. BillQuick also gives you the ability to pay your employees' approved reimbursable expenses even when they have not created a vendor bill for that. The smart Pay Vendor Bills feature will automatically include unpaid employee expenses in this screen and eliminate the unnecessary step out of your old process.

The Pay Bills screen allows you to pay your vendor bills and reimburse your employees from within BillQuick. This helps in tracking the accounts receivable in your company. Accessible from the Accounting menu, the Pay Bills screen allows you to view the pending bills and then pay them using various payment methods. You can make payments via checks, credit cards or electronic transfer (EFT). Before paying any bill, you must have created a cash account type in the Chart of Accounts screen.

If a payment is made to an invoice having time or expense entries linked to vendor bills, you are prompted to pay the vendor bills associated with that invoice. If you click Yes, Pay Bills screen is opened listing those vendor bills with the pay amount pre-filled. This is the *Pay When Paid* feature of BillQuick. It goes one-step further and automatically prepare the checks for these vendors (require the [BillQuick Plus](#) edition).

From the accounting view, paying vendor bills decreases your A/P; on the other hand also decreases your bank account. It affects the cash basis of accounting.

The Pay Bills screen has two tabs—[Pay Bills](#) and [Previous Payments](#). The grids on these tabs display data based on the filters applied on the main screen. The following are descriptions of fields on the main Pay Bills screen:

#### Show Bills

##### **Payee ID:**

You can choose to view vendor bills for a specific vendor or for a range of vendors. These can be selected using the **From-To** drop-downs which list all the vendors. You can also choose employees who have to be reimbursed for the expenses incurred by them.

##### **Due On or Before:**

Allows you to filter the bills displayed in the grid based on their due date. All bills due on or before the date specified here will be displayed.

**Bill No:**

You can choose to view a specific vendor bill by choosing that bill number from the drop-down.

**Show All Bills:**

When selected, it displays all the bills for the selected vendor or payee.

**Reference Info****PAY BILLS TAB**

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**Navigation** *Accounting menu, Pay Vendor Bills*

The Pay Bills tab of the Pay Vendor Bills screen allows you to record payment against vendor bills or reimbursements to employees.

The following are descriptions of fields on the Pay Bills tab:

**Grid**

Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Pay:**

You must check this box for the vendor bill against which you are recording a payment.

**Bill Number:**

This is the vendor bill number brought forward from the Vendor Bills screen. For employee reimbursements, this field remains blank.

**Due Date:**

This is the due date of the vendor bill brought forward from the Vendor Bills screen. For employee reimbursements, this field remains blank.

**Payee ID:**

This is the vendor associated with a vendor bill. These are the people to whom payments are being made. The payees can also be employees if you are reimbursing them for some expenses.

**Reference:**

This is the reference number recorded in the Vendor Bills screen. A reference number can be used to track the vendor bill. The field size should not exceed 60 characters. For employee reimbursements, this field remains blank.

**Discount:**

If the vendor has agreed, you can take a discount on the vendor bill to reduce the pay amount. You can view and take a discount by clicking the Discount button.

**Credits Used:**

If the bill involves a vendor for whom you have credits, you can apply the credits to the vendor bill. The pay amount will be reduced accordingly. You can view and apply credits using the Credit button. You can delete the credits used from the [Previous Payment](#) tab by right clicking on the row and selecting the Delete option.

**Memo:**

This memo field is provided for additional notes related to the payments made against the vendor bills. The field size should not exceed 255 characters.

**Amount Due:**

This is the amount owed to the vendor (or employee). It is the total amount for the service or expense item provided by the vendor.

**Pay Amount:**

This is the amount to be paid against the vendor bill after applying discounts and credits.

**Additional Fields****Payment Method:**

You can choose the relevant payment method for the selected bills. The options include credit card, check and EFT (Electronic Fund Transfer).



In case of multiple vendor bills having the same vendor, BillQuick is smart enough to combine the payment onto a single check. The check contains the sum of pay amounts for all related checks.

**To be Printed:**

You can select this option if your payment method is check and you would like to print it. You can print your check from the [Print Checks](#) screen. *This field is available only for Check pay method.*

**Assign Check Number:**

You can select this option if your payment method is check and you would like to write a manual check. In that case, you can assign a check number to it rather than print it. When you save the payment, the Assign Check Numbers screen opens where you can associate a manual check number to the payment. *This field is available only for Check pay method.*

**Payment Account:**

The account you want to use to make a payment to the selected vendor (or employee). It can be a bank or credit card account. The ending balance of the selected account is displayed so that you can see whether payment can be made using that account or not.

**Payment Date:**

The date when the payment is made. You can select a date from the drop-down calendar. By default, today's date is pre-filled.

**PAY BILLS—PREVIOUS PAYMENTS TAB**

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**Navigation** Accounting menu, Pay Vendor Bills

The Previous Payments tab of the Pay Bills screen allows you to view the existing payments made against vendor bills, depending on the filters selected on the main screen.

The following are descriptions of fields on this screen:

**Grid**

Some of the fields show a summary at the bottom of the grid. You can click  $\Sigma$  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Type:**

Displays various icons indicating the type of payment or record. It can be a credit card payment, EFT, check, etc.

If the payment was to a vendor through a credit card, double-clicking it will open the Payment Details while in case of an employee, it will open the [Credit Card Purchase](#) details.

**Check Number:**

The check number associated with a check type payment. It can be a BillQuick generated check number or a manually entered check number. In other cases, it displays the payment options like Credit Card Payment, EFT, To Print, etc.

**Payment Date:**

The date when the payment was made.

**Payee:**

The name of the person to whom the payment was made. Typically, it is a vendor but can also be an employee reimbursed for some expenses.

**Amount:**

The total amount paid towards the vendor bill (or as employee reimbursement).

**Vendor ID:**

The vendor to whom the payment was made (payee).

**Memo: (Read Only)**

Displays any additional note or memo written for the payments made against vendor bills.

**Bill Number:**

The vendor bill number brought forward from the Vendor Bills screen.

**Due Date:**

Displays the due date of a vendor bill. It is the date when the payment is due to a vendor.

**Cash Account:**

This is an account from which the payment was made. It can be a bank or credit card account.

**Make Deposits****MAKE DEPOSITS OVERVIEW**

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**Navigation** Accounting menu, Make Deposits

From time to time, you receive payments from your customers and want to make those deposits into your bank accounts. BillQuick enables you to do that in a simple and easy way.

By default, BillQuick enters each payment you receive into an account named Undeposited Funds (Other Current Asset account). After you have recorded your payments, you are ready to make your deposit by moving the money from the Undeposited Funds account into a bank account (or asset account) using the Make Deposits screen. You need to select the payments to be deposited and specify the account for the deposit. After you are done with the deposit transaction, BillQuick will immediately make the related deposit slips available that can be printed or emailed. If you prefer to wait and then print a batch of deposit slips for the whole month, you can do that as well from the Previous Deposits tab.

 Legacy users (who upgraded from previous versions of BillQuick to BillQuick 2017) will not see their previous payments in the Undeposited Funds account or Make Deposits screen. They need to enter their opening balance in the Chart of Accounts or reconcile them before proceeding. See Opening Balances for more.

You might want to segregate the deposits based on the Pay Method to match it to the way your bank records deposits; otherwise, bank reconciliation becomes complicated. Your bank usually records credit card deposits separately from a cash/check deposit, even if the date of the deposit is same.

From the accounting view, making deposits credits and decreases your Undeposited Funds account/increases your income account; on the other hand debits and increases your bank account.

The Make Deposits screen has information on two tabs. To make a new deposit, use the [Make Deposit](#) tab. You can view deposits made in the past on the [Previous Deposits](#) tab.

**Reference Info****MAKE DEPOSIT TAB**

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**Navigation** Accounting menu, Make Deposits

Make Deposit tab of the [Make Deposits](#) screen allows you to record a new deposit for your bank account. By default, all payments are saved to the Undeposited Funds account and need to be deposited to the respective bank accounts.

The following are descriptions of fields on the Make Deposits-Make Deposit screen:

**Deposit To:**

Bank account into which you want to deposit the payment. The drop-down list displays all your bank accounts. This field will be pre-selected with the default account set in Global Settings, but you can change it here.

**Date:**

Date when the payment is deposited. By default, today's date is selected.

**Balance:**

This displays the ending balance of the selected bank account.

**Memo:**

You can enter any notes related to the deposit in the memo box.

**Grid**

The grid displays a list of payments that are waiting to be deposited.

Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Select:**

Checked, it indicates that the payment is ready to be deposited.

**Depositor ID:**

ID of the person from whom payment to be deposited has been received. Typically, it is the client from whom you have received a payment on invoices.

**From Account:**

This is the account from which the payment is to be deposited. By default, all payments are saved to the Undeposited Funds account and need to be deposited to the respective bank accounts. The drop-down list does not include non-posting accounts (transaction such as purchase orders, sales orders, or pending invoices).

**Pay Method:**

This is the method used by the depositor or client to make a payment, such as, check, credit card, and so on.

**Pay Amount:**

Amount of payment made by the client. This amount is available in the Undeposited Funds account, waiting to be deposited into a bank account.

**Pay Memo:**

Notes or memo attached with a payment. It can display the invoice number associated with the payment or any other information.

**Pay Reference:**

This is the reference number associated with a payment. It can display the routing number or check number in some cases.

**Type:**

Indicates the type of payment received. For example, it displays  when it is a client payment.

**Payment Date:**

This is the date when the payment was received from the client. This information can be used to make deposits based on the order of oldest-to-newest payment date.

**MAKE DEPOSITS—PREVIOUS DEPOSITS TAB**

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**Navigation** *Accounting menu, Make Deposits*

The Previous Deposits tab of the Make Deposits screen displays all the previous payments that have been deposited to the specified bank accounts. BillQuick allows you to select multiple records in the grid and then batch print the deposit slips. This is useful if you prefer to wait and print a batch of deposit slips for the whole month.

The following are descriptions of fields on this screen:

**Grid**

Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**Deposit Account:**

The bank account into which the deposit has been made.

**Date:**

The date when the payment was deposited into the bank account.

**Pay Amount:**

The payment amount that was deposited into the bank account.

**Reference Number:**

This is the reference number associated with a payment and entered on the Make Deposit tab. It can be the routing number or check number in some cases.

**How Do I****HOW DO I MAKE DEPOSITS?**

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To make a deposit:

1. Open the Make Deposits screen from the Accounting menu.
2. In the Deposit To field, select a bank account into which you want to deposit your money or payments. *It displays the ending balance of that account.*
3. Enter or select a Date for the deposit.
4. If desired, enter a memo related to the deposit you are making.
5. Click New if you want to record a new payment. At the bottom of the grid, enter the payment information such as Depositor ID, Account, Pay Method, Pay Amount, etc. Click Save.
6. Select the rows whose payments you want to deposit by checking SEL against them. Click Save to make the deposits.
7. When you have finished, click Close.

**Transfer Funds****TRANSFER FUNDS**

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**Navigation** Accounting menu, Transfer Funds

BillQuick allows you to transfer funds between balance sheet accounts such as bank accounts (checking and saving). The bottom line of the balance sheet remains the same because BillQuick debits the receiving bank account (receiver) and credits the sending bank account (giver) with the same amount.

From the accounting view, transferring funds debits as well as credits the Journal Entry account.

The following are descriptions of the fields on the Transfer Funds screen:

**Date:**

Date when the funds transfer is to take place. You can choose it from the drop-down calendar. By default, today's date is selected.

**From –To:**

These fields represent the two accounts—source (giver) and destination (receiver) accounts for funds transfer. You will be able to view the real-time balance amount in both the accounts for your reference.

**Transfer Amount:**

Enter the amount to be transferred from one account to another.

**Memo:**

You can add a memo about the funds transfer, if desired.

**Grid**

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

The grid displays the previous fund transfers that have taken place between various accounts.

**Transfer Funds Button Panel****Help:**

Opens the BillQuick Help in the Transfer Funds section.

**Print:**

Opens the [Select a Report](#) screen from where you can print, preview or cancel a report.

**Journal:**

You can understand the accounting behind a transaction by looking at its journal entries. Click to open the Journal report to view the transaction details, including the accounts being credited or debited. The Journal button is invisible if you do not have an A/P license.

**Delete:**

Deletes the selected funds transfer record from BillQuick.

**Cancel:**

Clears the screen and cancels any changes made.

**New:**

Allows you to enter a new funds transfer transaction.

**Save:**

Saves the funds transfer information or any changes made to it.

**Close:**

Closes the Transfer Funds screen.

**How Do I****HOW DO I TRANSFER FUNDS?**

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To transfer funds:

1. Open the Transfer Funds screen from the Accounting menu.
2. Enter a Date for the transfer to occur.

3. In the From-To fields, enter the account from which you want to transfer funds (*source*) and the account to which it will transfer (*destination*). *It displays the balances of both accounts.*
4. In the Transfer Amount field, enter the amount that you want to transfer from one account to another.
5. Optionally, you can enter a Memo or a note to record anything specific about the transfer. When you have finished, click Save and then Close.

## Reconciliation

### RECONCILE ACCOUNTS

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**Navigation** Accounting menu, Reconcile Accounts

It is a standard accounting procedure to reconcile your accounts to ensure there is no discrepancy between your BillQuick bank registers and actual bank statements. BillQuick provides an easy reconciliation feature to balance your accounts with your bank statements. For example, reconcile your bank, credit card, equity or current liability account with the corresponding bank statement, credit card bill, and so on. Performing reconciliation in BillQuick is straightforward because most of the data is already in your register. You can quickly enter information from your statement (say, ending balance, charges and interest), clear your checks and deposits, and print a report when you have successfully reconciled.

The Reconcile Accounts screen records all the checks written, deposits made and bank charges incurred. It then allows you to compare these recorded transactions with your bank or credit card statements, confirm whether checks have cleared and identify discrepancies.

The following are descriptions of fields on the Reconcile Accounts screen:

#### Choose Account

##### **Please Choose an Account to Reconcile:**

You must select an account to be reconciled from this drop-down list, say a bank account. The date when this account was last reconciled displays.

#### Statement Details

##### **Statement Date:**

To reconcile your account with a corresponding statement, you must select the statement's date from the drop-down calendar.

##### **Beginning Balance:**

Displays the beginning balance of your account. You need to check this balance in BillQuick against the starting/opening balance on the statement. *The first time you do reconciliation, the beginning balance is zero.*

##### **Ending Balance**

This is the ending balance of the statement being used for reconciliation. For example, the ending balance from the bank statement or credit card bill. You can also click  to insert

the running balance of the selected account from its register and check it against the ending balance on the statement.

### Enter Any Service Charge or Interest Earned

While reconciling your bank accounts, you must provide details about the related income earned or expense incurred. Your bank statement lists interest and bank service charges.

#### Service Charge:

This is a service charge specified on the bank statement (such as, standard monthly charges). You must specify the **Date** on which the charges were assessed and also an **Account** used to post service charges. You should create an expense account for this, if not already done.

#### Interest Earned:

The amount of interest earned on your account as specified on the statement. You must specify the **Date** on which the interest was calculated and also an **Account** used to post interest earnings. You should create an income account for this, if not already done.

### Enter Any Finance Charge

While reconciling your accounts such as credit card or equity, you must provide details about the related finance charges.

#### Finance Charge:

This is a finance charge specified on the statement (such as, credit card bill). You must specify the **Date** on which the charges were assessed and also an **Account** used to post finance charges. You should create an expense account for this, if not already done.



You must click Next to move to the next page.

The grids and fields displayed on the screen vary depending upon the type of account chosen for reconciliation. Reconciling is easier if you sort the data to match the way your bank arranges the statement. All the transactions that are on your bank statement are cleared transactions, meaning that missing transactions have not cleared.

#### Checks and Payments Marked Cleared:

This list displays all the checks written and electronic payments made since your last reconciliation. It also includes checks that have not yet been cleared by the bank since the last bank statement. You must select the check box for each transaction that has a matching transaction on the statement (make sure the amounts match). This grid is available for accounts such as checking and savings bank account.

#### Deposits and Other Credits Marked Cleared:

This list displays all the deposits and other credits received since your last reconciliation. You must select the check box for each transaction that has a matching transaction on the statement (make sure the amounts match). This grid is available for accounts such as checking and savings bank account.

#### Charges and Cash Advances Marked Cleared:

This list displays all the charges and cash advances made since your last reconciliation. You must select the check box for each transaction that has a matching transaction on the statement (make sure the amounts match). This grid is available for accounts such as credit card, current liability, equity, and so on.

### Payments and Credits Marked Cleared:

This list displays all the payments and credits recorded since your last reconciliation. You must select the check box for each transaction that has a matching transaction on the statement (make sure the amounts match). This grid is available for accounts such as credit card, current liability, equity, and so on.



You can add any transactions you forgot by opening that register and entering the transactions. When you return to the Reconcile Accounts screen, the new transactions are automatically added and you can clear them here.

### Current Reconciliation

This section displays the current reconciliation amounts. As you clear the transactions in the grid, these values get updated accordingly.

Current Reconciliation:		Summary:	
Beginning Balance:	\$0.00	Service Charge:	(\$50.00)
Deposits and Credits marked cleared:	\$3,000.00	Interest Earned:	\$25.00
Checks and Payments marked cleared:	\$1,400.50	Ending Balance:	\$2,000.00
		Cleared Balance:	\$1,574.50
		Difference:	\$425.50

### Summary

This section displays the totals for service/finance charges and interest earned. In addition, it also displays the ending and cleared balances with any difference between those two values. The calculations are:

Cleared Balance = Amount Cleared + Interest Earned

Difference = Ending Balance - Cleared Balance

If the difference is \$0, everything is accurate and you are ready to reconcile the accounts now. If the difference is not \$0, you have to figure out the inaccuracy and correct it. In that case, you can choose to reconcile later.

### Reconcile Accounts Button Panel

#### Help:

Opens the BillQuick Help in the Reconcile Accounts section.

#### Print:

Opens the [Select a Report](#) screen listing related reports that you can preview or print. Preview displays the full screen representation of a report. The preview window provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

#### Undo Last:

Cancels the last action taken and undoes the last reconciliation made in the screen.

#### Next:

When clicked, it takes you to the next page where you can clear all the transactions and reconcile the accounts. You can also view a summary of the reconciliation.

**Layout:****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Select:**

The drop-down gives you these options:

- **Select All:** Selects all the records in the grid. You can also use Ctrl+A keys to select all rows.
- **Unselect All:** Un-selects all the records in the grid. Alternatively, you can click in any cell within the grid to unselect the selected records.
- **Reverse Select:** Reverses the selection. It unselects the selected records and selects the previously un-selected ones.

**Reconcile:**

You can choose to **Reconcile Now** or **Reconcile Later**. If the difference in the balances is \$0, you are ready to reconcile the accounts now. You can print the reconciliation report. If the difference is not \$0, you can choose to reconcile later. BillQuick saves the information and settings for the future. You can also force BillQuick to enter a journal entry for the difference using the Auto Adjust option when prompted.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Back:**

When clicked, it takes you back to the previous page where you can specify the account and statement options.

**Close:**

Closes the Reconcile Accounts screen.

**How Do I****HOW DO I RECONCILE ACCOUNTS?**

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You can reconcile your accounts in BillQuick with the bank or credit card statements. To do so:

1. Open the [Reconcile Accounts](#) screen from the Accounting menu.
2. In the Choose Account section, select the account to be reconciled from the drop-down list.
3. In the Statement Details section, enter the Date and Ending Balance on the statement.
4. Enter any Service Charges or Interest Earned on this account.
5. Click Next. Check the boxes for the transactions that have cleared since the last reconciliation.
6. After you have finished, click Reconcile and choose one of the following:

- Now: When the ending and cleared balances have been reconciled, choose this option. You will be prompted to print a reconciliation report or reconcile another account.
  - Later: If you would like to continue the reconciliation process later, choose this option. You can also choose this if there is a difference between the ending and cleared balance.
7. Click Close.



You can also choose an account to reconcile in the Chart of Accounts screen and then click on its Reconcile button.

## Checks

### CHECKS OVERVIEW

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BillQuick allows you to write checks and make payments to clients, employees or vendors. Some companies do not use A/P and hence do not enter vendor bills. They pay bills by writing checks, called *direct disbursements*. Typically, companies use a combination of bills and direct disbursements. They enter bills when they receive a physical bill from a vendor in the Vendor Bills screen and pay these bills using the Pay Bills screen. They use a direct disbursement and write checks to pay vendors that do not send bills (such as rent, delivery charges and petty cash). You can also write a quick check when you do not have the time to enter a bill, pay it and then print a check.

The [Write Checks](#) screen (accessible from the Accounting menu) allows you to write checks and make payments. You can make these payments to your employees, clients or vendors according to the situation. The Write Checks screen allows you to pay bills to your vendors by writing checks for direct disbursement, even using multiple accounts. When you write checks, BillQuick automatically posts that amount in the expense entry screen. These expenses can be marked up and then billed to the clients. You can use this feature to reimburse your employees or vendors for expenses incurred on projects. You can write checks for non-business or non-project related expenses as well. This is a useful feature if you do not track accounts receivable in your company.

You need to post the check amount against appropriate accounts. If the check is for activity/service and expense items, you have to specify those items. If you have specified the income and expense accounts in the Activity Codes and Expense Codes screens, BillQuick will record the transactions against those accounts. For example, if you are paying for inventory items, you need to post the payment to income or expense accounts. BillQuick records all the checks you write in a bank account register. In addition, checks for similar clients and of similar date are combined into a single check. The check transactions created automatically on reconciliation do not appear in the Print Checks screen.



You should NEVER use this screen to pay [vendor bills](#) that have already been entered in BillQuick.

The [Print Checks](#) screen (accessible from the Accounting menu) allows you to print checks created in the Write Checks screen. Before you can print, however, you must have a proper vendor name and address associated with the check. You also have to purchase computer checks and set up your printer.

## Reference Info

### WRITE CHECKS

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**Navigation** Accounting menu, Write Checks

The following are descriptions of the fields on the Write Checks screen:

**Bank Account:**

The bank account that is used for writing checks. It can be a checking or savings account.

**Ending Balance:**

Displays the ending balance of the bank account selected above. Depending upon the check amount, this balance gets reduced accordingly.

**View Previous Checks:**

This drop-down allows you to view previous checks written from this screen. It is unavailable in the new entry mode.

**To be printed:**

This check box allows you to tag the current check being written with 'To Print' instead of a regular check number. You can assign any number to it later in the [Print Checks](#) screen.

**Memorize on Save:**

You can check this option to [memorize the check](#) you are writing for future. It is memorized when you save the check transaction. You can also view the previously written checks on this screen and then click Memorize on the button panel to memorize it but this option makes it even faster and easier.

**No.:**

This displays the check number. BillQuick pre-fills this based on the next available check number. However, you can enter a different check number manually or check the 'To be printed' option which inserts a 'To Print' tag here. BillQuick also allows duplicate check numbers but warns you about it nevertheless.

You are able to edit the check number even after saving the check. BillQuick allows you to go back and change the check number without affecting any of your financial data. If the check is associated with a vendor bill, BillQuick automatically updates the related bill for you.

**Date:**

The date when the check is written. By default, it displays today's date and you can change it by selecting an alternate date from drop-down calendar. You are able to edit the date even after saving the check. BillQuick allows you to go back and change the check date without affecting any of your financial data. If the check is associated with a vendor bill, BillQuick automatically updates the related bill for you.

**Pay to the order of:**

Allows you to write the name of the person for whom the check is to be written or payment is to be made. The payee could be an employee, a vendor or a client. You can quickly add a new payee on the fly using the Add New option from the drop-down list. Typically, you would cut a check for a vendor.

**\$:**

The check amount. This is the amount you want to pay via the check being written. When you enter the check amount in figures, BillQuick automatically displays the amount in words below.

**Address:**

The address of the company or person to whom the check is paid based on the payee selected above. This information is already available in BillQuick; however, you can change it by clicking Address. If you have added a new payee on the fly, you have to enter the address details here.

**Memo:**

Memo associated with the check. It can be a short note or any reference number.

The Write Checks screen has two tabs: Accounts and Items. Each tab displays a grid.



Some of the fields show a summary at the bottom of the grid. You can click  $\Sigma$  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**Accounts Tab**

The Accounts tab allows you to specify the accounts to which the check is posted. It is used when you want to directly post the check to your accounts, say Miscellaneous account for reimbursable expenses, or when you want to write a check for an advance payment to a vendor. The following are descriptions of fields on the Write Checks-Accounts screen:

**Account:**

This is the account to which the check is posted. It can be a bank, income, expense, accounts payable or any other account. In case you want to write a check to a vendor for an advance payment, select Accounts Payable from the Account drop-down menu. This payment can be used as vendor credits while paying the vendor bills.



Only those vendor bills in the [Pay Vendor Bills](#) screen can use this vendor credit that have the same vendor and Accounts Payable account against which an advance payment check is written.

**Memo:**

You can enter any additional information or note about the check payment.

**Amount:**

This is the check amount to be posted against the selected account.

**Class:**

You can select a class for the check from the drop-down list. It displays classes in the drop-downs only if they are available in the Class List screen in BillQuick or transferred from your accounting software. Classes are assigned at the item level (activity and expense) or project level but can be overwritten here.

## Items Tab

You can use the Items tab if you have bought service and expense items from a vendor or any other person. The Items tab allows you to define the items for which you are writing a check. The following are descriptions of fields on the Write Checks-Items screen:

### Item:

This is the service/activity or expense item purchased from a vendor (or any other person) for whom a check payment is made. When you specify service and expense items here, BillQuick automatically creates corresponding time and expense entries. BillQuick restricts you from editing fields like Cost Rate, A-Hours, Units, etc. in the time and expense entry screens for entries that are linked to a check.



When you are writing a check to a vendor with unpaid reimbursable expenses that are not linked to any vendor bills, BillQuick prompts you to review these vendor expenses. If you click Yes, a screen opens listing those vendors and you can select the ones you want to pay.

### Description:

This is the description of the selected service or expense item. However, you can edit it here.

### Project:

ID of the project against which the items are being charged.

### Quantity:

This represents the number of service hours or expenses units purchased from a vendor (or any other person) for whom a check payment is made.

### Cost:

Cost rate of the service or expense item purchased from a vendor (or any other person) for whom a check payment is made.

### Amount:

The total cost amount of the service or expense item purchased from a vendor (or any other person) for whom a check payment is made. It is calculated as a product of cost and quantity of the items.

Amount = Quantity x Cost

### Billable:

The billable status of the item. When checked, it means the item can be billed to the client associated with the project against which it is being charged.

### Expense Account:

The account to which the transaction related to the service or expense item is posted. When writing a check, you can specify an expense account here.



You should balance the transaction by making sure that the sum of the Amount on the Accounts tab and Items tab is equal to the total check amount.

### Class:

You can select a class for the check from the drop-down list. It displays classes in the drop-downs only if they are available in the Class List screen in BillQuick or transferred from your

accounting software. Classes are assigned at the item level (activity and expense) or project level but can be overwritten here.

### Write Checks Button Panel

**Help:**

Opens the BillQuick Help in the Write Checks section.

**Print:**

Opens the [Print Checks](#) screen from where you can print the selected checks.

**Layout****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Journal:**

Opens the journal report displaying details of the transaction.

**Discount:**

Opens the Discount & Credits screen where you can apply a discount on the bill amount.

**Delete:**

Deletes the selected check from BillQuick. When deleting a check, any time or expense entries created with it are also deleted (*billed entries are never deleted*). You cannot delete checks (or credit card payments) if the checks fall within the closing date of your company (as set in the Company screen).



This feature is available in the BillQuick Enterprise edition only.

**Void/Un-Void:**

Allows you to void the selected check. When voiding a check, any time or expense entries created with it are deleted (*billed entries are never deleted*). Voiding is a better option to use if you do not want to delete the check so as to keep a record of it. To maintain the accuracy of your financial reports and balance the accounts affected by the check, BillQuick prompts you to create a journal entry in the earlier period and a reversing entry in the current period.

This is a toggle button that allows you to un-void a check after you have voided it. BillQuick does not allow you to un-void a check if time and expense items attached to it are already paid via the Pay Bills screen.



This feature is available in the BillQuick Enterprise edition only.

**Cancel:**

Clears the screen and cancels any changes.

**New:**

Allows you to write a new check.

**Save:**

Saves the data or changes made to the checks.

**Memorize:**

Opens the [Memorize Check](#) screen that allows you to memorize the current check for future automatic generation and processing.

**Close:**

Closes the Write Checks screen.

## PRINT CHECKS

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**Navigation** Accounting menu, Print Checks

The following are descriptions of fields on the Print Checks screen:

**Bank Account:**

The bank account that is associated with the checks to be printed.

**First Check Number:**

By default, the value is 1 but you can change it to match the number of the check loaded in your printer. BillQuick prints the checks starting with this number set by you.

**Check Style:**

You can choose to print your checks in any of the available styles—Standard, Voucher and Wallet. Choose the check style or check format that matches the computer checks that you have purchased. By default, the Standard style is selected.

- *Standard checks* are regular checks with the width of a regular business envelope. They usually fit three per standard A4-sized paper.
- *Voucher checks* have three detachable parts that fit on a standard A4-sized paper. In addition to a check and voucher (for explanation of reason or purpose of payment), it has a check stub that is retained by the issuer. It is the same width as a standard check.
- *Wallet checks* are like two-part personal checks with perforations on the left for tearing. They are narrower so as to fit in your wallet but of the same width as the other checks.

## Grid

**Print:**

Displays check boxes for the checks that are waiting to be printed. To print a check, you must select a check or multiple checks in this column.

**Check Number:**

A pre-assigned check number that enables BillQuick to print checks in that order. Instead of printing checks in a random order, it acts like a sort order. The check numbers are displayed only if you select the checks for printing.

**Date:**

For each check, the grid displays the date of the check. This is the date when the check was written. You can also print checks sorted by the check date.

**Payee:**

Payee is the receiver of the check. This is the name of the vendor, employee, client or any other person to whom a payment is to be made via check. You can also print checks sorted by the payee.

**Amount:**

This is the payment amount on the check. You can also print checks sorted by the check amount.

**Print Checks Button Panel****Help:**

Opens BillQuick Help in the Print Checks section.

**Layout:****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Select:**

The drop-down gives you these options:

- **Select All:** Selects all the records in the grid. You can also use Ctrl+A keys to select all rows.
- **Unselect All:** Un-selects all the records in the grid. Alternatively, you can click in any cell within the grid to unselect the selected records.
- **Reverse Select:** Reverses the selection. It unselects the selected records and selects the previously un-selected ones.

**Print:**

Prints the selected checks on the default printer in alphabetical order. They are sorted by the pay/check date first and then the payee name. BillQuick verifies whether the checks were printed properly or not.

**Alignment:**

Opens up the Check Alignment screen with a preview of a typical check. This screen allows you to edit and re-align the check, especially for first-time printing. You can change the layout of the check by right clicking on that item and choosing the relevant option. Modify Item, which opens the Modify Report screen where you can change the layout of the item according to your choice. You can also choose to change the font an item or all items on the check by choosing Modify Item Font or Modify All Fonts, respectively.

After you have made the necessary changes, you can choose to Test Print the check before printing your actual checks.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Close:**

Closes the Print Checks screen.

## MEMORIZE CHECK

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BillQuick gives you the flexibility of memorizing checks with user-defined frequency and schedule. It is useful for those who write checks to pay recurring bills with the same amount and vendor/employee, say rent, utilities, auto lease payments, etc. BillQuick can automate this process for you using the Memorize Check feature. You can just write a check the first time and then have the system memorize it for the future. *You cannot memorize void checks.*

The Memorize Check screen allows you to memorize the selected check, and set the frequency for automatic generation and processing. After specifying a recurring frequency and other settings for the checks, you can set the workflow to notify the right person to process the new check via the Memorized Checks Due screen. Better still, you can set it for automatic processing. When you set a schedule for a check and the schedule is due, the memorized check is processed as a new check. BillQuick then notifies the specified person about them. You also control how long the schedule is applicable--forever, specific number of times or specific start-end dates. BillQuick keeps the reminder active until you process the final check or choose not to be reminded again.

When you memorize a check, it creates an entry in the Memorized Checks screen. The grid lists all the individual memorized checks. This screen allows you to review and update check schedule, or even suspend it for some time, if needed. You can access the Memorize Check screen from the Write Checks screen.

The following are descriptions of fields on this screen:

**Check Number: (Read Only)**

The check number to be assigned to the memorized check. This number is automatically brought forward from the main screen.

**Amount: (Read Only)**

The amount for which the check is being generated. This amount is automatically brought forward from the main screen.

**Name:**

Name of the memorized check. Use a name that will help you easily identify the check and its schedule.

**Description:**

You can define or describe the memorized check here. The field size cannot exceed 100 characters.

**Inactive:**

Checked, the memorized check has an inactive status. Inactive memorized checks are not available for processing and can be used to suspend a scheduled check temporarily.

## Schedule Settings

### Frequency:

You can set the frequency for the memorized check schedule, that is, how often to process the check. The drop-down options include Daily, Weekly, Monthly, etc.

### Start Date:

You can select the start date for generating memorized checks. By default, today's date is selected but you can change it using the drop-down calendar.

After setting the frequency and start date, you must specify the limit or end date for the memorized schedule. The options include:

- **Never Expires:**  
Memorized checks will be generated indefinitely. The processing cycle will never stop.
- **Repeat. . .times:**  
Memorized checks will be generated for a specific number of times at the specified frequency. The processing cycle will continue for the number of times entered here.
- **End Date:**  
Memorized checks will be generated till this date. The processing cycle will continue up to the end date.

## Notify Settings

### Check will be processed by:

ID of the employee or vendor who will be responsible for the processing of the memorized checks. BillQuick generates checks according to the specified schedule but has to be processed by the person selected here. When this person logs in, BillQuick displays the Memorized Checks Due screen.

### Automatically process and inform:

ID of the employee or vendor who will be notified about the processed checks. BillQuick processes the checks automatically according to the specified schedule and then notifies the person selected here. When that person logs in, BillQuick displays a message that the check has been processed.

### Memo

Allows you to add a memo to the memorized check. You can type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. You can also create and add a new [Auto Complete Entry](#) here.

## Memorize Check Button Panel

### Help:

Opens the BillQuick Help in the Memorize Check section.

### Save:

Saves the memorized check and its schedule.

### Close:

Closes the Memorize Check screen.

## How Do I

### HOW DO I WRITE CHECKS?

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To write a check:

1. Open the Write Checks screen from the Accounting menu.
2. Select a Bank Account from the drop-down. BillQuick will use this account to write a check.
3. The next available check number is already filled in unless the 'To be printed' option is checked. Accept it or enter a new one in the No. field.
4. In the 'Pay to the order of' field, select the person whom you are paying by check, say a vendor.

 DO NOT use this screen to pay a vendor bill that has been entered in your company data file.

5. BillQuick pre-fills the address from its master profile. However, you can edit it here by clicking [Address](#).
6. Enter the payment amount in figures (say \$300). BillQuick auto-fills the amount in words (Three Hundred Dollars).
7. Enter a Memo to keep a record of what the payment was about or to mention anything specific.
8. Check 'To be printed' option if you want to print the check later from the Print Checks screen. The check also appears in the bank account register with the notation 'To Print'.
9. On the Accounts tab, select an Account for posting the check amount. In addition, enter a Memo (optional) and Amount in the grid.
10. For service or expense items, move to the Items tab. Select an activity or expense Item in the grid, and specify its Project (*optional*), Cost and Quantity.

 If you were paying a vendor bill via a check, you can take a discount on it here. Click Discount to reduce your payment amount.

11. To balance the transaction, make sure the total Amount (Accounts tab, Items tab or both) is equal to the check amount. Click Save.
12. When you have finished, click Close.

 When you write checks, BillQuick debits the expense account and credits the bank account by that amount.

## HOW DO I PRINT CHECKS?

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To print a check:

1. Open the Print Checks screen from the Accounting menu.
2. Select a Bank Account whose check you are printing.
3. The first time you print a check, the First Check Number is 1 but you can change it to match the number of the check loaded in your printer.
4. You can select a Check Style, which should match the check you purchased. It can be a Voucher, Standard or Wallet check.
5. On the grid, select the check you want to print by checking the Print box.
6. Click Alignment to check the layout of the default check form. You can select an item on the check and right click to adjust its position and layout. Click Test Print to test your layout.
7. When you are ready, click Print.

## Registers

### REGISTER OVERVIEW

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A register is available for balance sheet accounts (such as bank, A/R, A/P, retainer, credit card, equity, liability, asset, and more) and not for non-balance sheet accounts (such as, income and expense accounts). Balance sheet accounts provide information about the net worth of your business. You can use a register to view all account transactions and their details; enter transactions like writing checks, paying bills, making deposits, etc.; and maintain accounts like making adjustments, voiding transactions, reconciling bank accounts and so on. All transactions posted to a register must be balanced (Total Debit = Total Credit). You can access an account register from the Accounting menu, using the [Use Register](#) submenu, [Other Registers](#) option or Chart of Accounts screen.



The register varies for different accounts, such as bank, accounts receivable, accounts payable, and more.

The grid displays items in a general register format. You can change the grid to show columns in a simple layout by selecting Simple check box at the bottom of the screen. The shortcut menu on the grid provides various relevant options such as Send to Excel, Memorize, Delete, etc.

You can view all accounts receivable transactions and their details in the Accounts Receivable register. Here, you can also view invoices, client payments and credit memos. The screen also allows you to enter a new receivable in the form of a manual invoice. Similarly, BillQuick allows you to view all accounts payable transactions and their details in the Accounts Payable register. You can view and pay your vendor bills from this screen. The A/P register also displays approved reimbursable expense entries and unapproved but marked as paid expense entries.

## Reference Info

### USE REGISTER

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**Navigation** Accounting menu, Use Register

The Use Register screen provides access to your account registers. To open a register, you need to select an account from the drop-down submenu. This drop-down submenu lists all your bank, A/P and A/R accounts. On selecting any one account, it opens the corresponding account register, such as:

- Bank
- Accounts Receivable
- Accounts Payable



You can view all other registers from the Accounting menu, Other Registers option.

### OTHER REGISTERS

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**Navigation** Accounting menu, Other Registers, Use Register

A register is available only for balance sheet accounts (such as bank, assets, A/R, A/P, retainer, credit card, and more) and not for non-balance sheet accounts (such as income and expense accounts). You can use an account register to enter transactions (like writing checks, paying bills, making deposits, etc.), maintain accounts (like making adjustments, voiding transactions, reconciling bank accounts and so on) and viewing transactions.

You can access all other registers from the Use Register screen by selecting that account from the drop-down. The different types of account registers are:

- Other Asset
- Other Current Asset
- Fixed Asset
- Credit Card
- Other Current Liability
- Long Term Liability
- Equity

## How Do I

### HOW DO I USE BANK REGISTERS?

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To use a bank register:

1. Open a register from the Accounting menu by selecting Use Register for the desired account, say savings bank account.
2. You can view all the transactions involving this account. To record a transaction, enter a Transaction Date and a transaction Number in the last row.
3. Enter other data—number, name of the Payee, Account assigned to the transaction, amount of Payment or Deposit, and optionally, a Transaction Memo.

 Click Simple at the bottom to display the Register in a simpler view; all fields display in a single line.

4. While writing a check or making a deposit, you can split the transaction across different accounts. Click Splits and enter the required data.

 You *cannot* enter or view a split transaction that includes items. In addition, you cannot use more than one A/R or A/P account in the same transaction.

5. Click Record to save the transaction.
6. To modify a transaction, select a row and click Edit Transaction. It takes you to the source screen, depending upon the transaction type.
7. When you have finished, click Close.

## HOW DO I USE A/P REGISTERS?

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To use an Accounts Payable register:

1. Open a register from the Accounting menu by selecting Use Register for the desired account, say accounts payable.
2. You can view all the A/P transactions in the grid. To record a new transaction, enter a Date and Number for the bill in a blank row.

 For vendor bills, BillQuick displays the Type as 'Bill'. When you pay those bills, it pre-fills the Type with 'BillPay', and when you apply a credit, it displays 'BillCredit'.

3. Enter other data—name of Vendor, Account assigned to the transaction, Memo, Due Date of bill and amount Paid.

 Click Simple at the bottom to display the A/P grid in a simpler view; all fields display in a single line.

4. While paying a bill, you can split the transaction across different accounts. Click Splits and enter the required data.
5. Click Record to save the transaction.
6. To view the details and change a transaction, select that row and click Edit Transaction. It takes you to the source screen, depending upon the transaction type (Write Checks or Vendor Bills).
7. When you have finished, click Close.

## HOW DO I USE A/R REGISTERS?

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To use an Accounts Receivable register:

1. Open a register from the Accounting menu by selecting Use Register for the desired account, say accounts receivable.
2. BillQuick displays all the A/R transactions in the grid. To record a new transaction, enter a transaction Date and Invoice Number.



When you enter invoice details, BillQuick pre-fills the Type with 'Invoice' or 'MNLINV'. For payments, it displays 'Payment'.

3. Enter other data—Project ID, Item (Service or Expense), Units (number of service hours or expense units), Rate per unit, etc.



Click Simple at the bottom to display the A/R grid in a simpler view; all fields display in a single line. You can also choose to view more fields in the grid by clicking the  Field Chooser.

4. To view the details or change a transaction, select its row and click Edit Transaction. It takes you to the source screen, depending upon the transaction type (Manual Invoice, Payment or Invoice Review).
5. When you have finished, click Close.

## General Journal

### GENERAL JOURNAL

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**Navigation** Accounting menu, General Journal Entries

The General Journal screen allows you to record general journal entries or edit transactions recorded in your accounts. These transactions affect the General Ledger. At the closing of a financial year, accountants can use the General Journal to check any discrepancy in the company accounts and make adjustment entries. You can also use it to transfer amounts between income and expense accounts. Typically, only accountants who prefer traditional methods of accounting use a general journal. You can record those transactions here that cannot be made elsewhere.

The following are descriptions of fields on the General Journal screen:

#### **Date:**

This is the date of the journal entry. You can select a date from the drop-down calendar. By default, today's date is pre-selected.

#### **Entry No:**

A number assigned to the journal entry. BillQuick automatically assigns an entry number to your journal; however, you can change it, if desired. BillQuick prompts you in case you are using duplicate numbers.

**Entry Type:**

BillQuick gives you the ability to classify a general journal entry as Cash Only, Accrual Only, or Accrual and Cash. This option displays the type of journal entry being created or viewed. Depending upon the basis of accounting followed by your company, the general journals show up on those reports.

**Grid**

The grid allows you to record or view debit and credit entries of the selected account.

**Account:**

The account that gets posted when a transaction takes place—credited or debited—depending upon the type of transaction. The drop-down list does not include non-posting accounts (transaction such as purchase orders, sales orders, or pending invoices).

**Debit:**

Depending upon the type of transaction and account, debit amount represents an increase to an asset or expense account, and a decrease to a liability, income and equity account. For every debit, there has to be a corresponding credit. If you debit an A/P account, it decreases the A/P amount.

**Credit:**

Depending upon the type of transaction and account, credit amount represents a decrease to an asset or expense account, and an increase to a liability, income and equity account. For every credit, there has to be a corresponding debit. If you credit an A/P account, it increases the A/P amount.

**Memo:**

You can record notes or any aspect of the transaction in a memo.

**Class:**

Classes are transaction entities that allow you to track items, view statements and reports for that entity. You can select a class here for a transaction or journal entry. You can assign a class created in BillQuick or transferred from QuickBooks.

**Payee:**

The person or payee involved in the transaction. It can be a client, vendor, employee, etc.



For Accounts Receivable, you have to select a client while for Accounts Payable, you have to select a vendor as a payee.

**Previous Entries**

You can click  to open a panel displaying a list of previous journal entries. You can apply period and date filters to view selective journal entries in the grid. The details of the selected journal entry displays in the main grid above.

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

## General Journal Button Panel

**Help:**

Opens the BillQuick Help in the General Journal section.

**Print:**

Opens the journal report. Preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Delete:**

Displays a drop-down with options to delete a specific line item in the main journal (Delete Line) or delete the entire transaction recorded in the general journal (Delete Transaction). You can delete the entire transaction by selecting it in the Previous Entries grid.

**Clone:**

Allows you to create a new entry based on an existing journal entry by cloning it. The Entry No of the cloned entry displays 'C' while the Memo field displays "Clone of GJE". After creating, you can edit the entry as required.

**Reverse:**

Reverses the selected journal entry. The debited account is credited and vice versa. The Entry No of the reversed entry displays 'R' (or 'CR' for a cloned entry) while the Memo field displays "Reverse of GJE".

**Cancel:**

Clears the screen and cancels any changes.

**New:**

Clears the screen and allows you to enter a new journal.

**Save:**

Saves the general journal entries.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen. Alternately, you can use the combination of <Alt+R> for refreshing the grid.

**Close:**

Closes the General Journal screen.

## How Do I

### HOW DO I MAKE JOURNAL ENTRIES?

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To make a journal entry:

1. Open the General Journal screen from the Accounting menu.
2. Enter a Date for the journal entry.

3. The Entry No. is pre-filled but you can change it, if desired.
4. In the grid, select an Account from your chart of accounts. Enter a Debit or Credit amount for that account, depending upon the data you are entering.
5. You need to associate a Name with the transaction by selecting it from the drop-down.

 For A/R accounts, you have to select a project; for A/P accounts, you have to select a vendor; and for all other accounts, you can select a vendor, employee or client.

6. Optionally, enter a Memo to note anything specific about the journal entry.
7. Click Save. You can view the entry in the Previous Entries grid.
8. To clone an entry, select it on the grid. Click Clone and then Save.
9. You can make an entry on one date and then reverse it on another date. To reverse the debit/credit aspect of an entry, click Reverse and then Save.

 When you clone or reverse an entry, BillQuick creates a memo automatically.

10. When you have finished, click Close.

## Credit Card

### CREDIT CARD OVERVIEW

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#### *Navigation Accounting menu, Credit Card*

When you use credit cards, you have several options for tracking and paying the credit card bills. You can treat the credit card bill as a vendor and enter the bill when it arrives. Or you can treat credit card bill as a liability, tracking each transaction against the account as it occurs. When the actual bills arrive, you can match the transactions against them and decide about the payments. This way, your running balance is tracked against the credit card instead of your accounts payable balance.

The [Credit Card Purchase/Refund](#) screen (accessible from the Accounting menu) allows you to record credit card transactions and view previous transactions. It enables you to record a credit card purchase from and issue a refund (return) to clients, employees or vendors. Before using this feature, you need to create a credit card account in your Chart of Accounts. This account will be credited each time you receive a payment and debited when you make a payment.

You need to post the credit card transactions and expenses against appropriate accounts. If the transaction is for service and expense items, you have to specify those items. If you have specified the income and expense accounts in the Activity Codes and Expense Codes screens, BillQuick will record the transactions against those accounts. You can also view and

edit the previous credit card transactions here. If there is a credit card refund against expense or time entries, BillQuick makes the cost of these entries negative; in case of time entries, the bill rate is also made negative.

From the accounting view, entering credit card charges debits and increases your expense account; on the other hand credits and increases your credit card A/P account. Paying the credit card bills debits and decreases your credit card account; on the other hand credits and decreases your bank account.

The Credit Card Purchase/Refund screen has two modes—Purchase/Charge and Refund/Credit. The screen label changes according to the mode selected by you. Besides that, it displays information on two tabs—Accounts and Items. A credit refund transaction makes a negative expense entry in BillQuick and, therefore, credits the associated project.

## Reference Info

### **CREDIT CARD PURCHASE/REFUND**

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**Navigation** *Accounting menu, Credit Card*

The Credit Card Purchase/Refund screen has two modes—Purchase/Charge and Refund/Credit. The screen label changes according to the mode selected by you.

The following are descriptions of fields on this screen:

#### **Credit Card:**

Displays the credit card account for which you want to record a transaction. The drop-down includes all the credit card accounts whose information is saved in BillQuick. For the selected account, you can also see its Ending Balance here. This ending balance increases as more purchases and charges are recorded against the selected credit card.

#### **View Previous Entries:**

Allows you to select and view details of a previous credit card transaction.

#### **Purchase/Charge:**

You can choose this option to record a transaction involving a purchase or charge against a credit card.

#### **Refund/Credit:**

Alternatively, you can choose this option to record a transaction involving a refund or credit against a credit card. A credit refund transaction makes a negative expense entry in BillQuick and, therefore, credits the associated project.

#### **No.:**

You can assign a number to your credit card transaction here. It can be a receipt number or reference number of the transaction.

#### **Date:**

The date on which the credit card transaction was made. By default, today's date is selected.

**Purchased From:**

You can select the person from whom a purchase was made. It can be a vendor, employee, client or any other contact. You can also create a new, generic vendor named Credit Card Purchase (or something similar) and select it here for all your credit card purchase transactions. In this case, your vendor list will not be too long.

**Amount:**

Displays the amount involved in the transaction being recorded, thus changing the ending balance of the selected credit card. It can be a charge amount or refund amount. A charge amount increases the ending balance while a refund decreases the ending balance of a credit card.

**Memo:**

You can add notes regarding the credit card transaction. You can also note the name of the real vendor here if you have selected a generic vendor in the Purchased From field.

**Accounts Tab**

You can use the Accounts tab for general expenses. It allows you to specify the accounts that need to be credited or debited for the credit card transaction—whether purchase or refund. The following are descriptions of fields on the Credit Card-Accounts screen:

**Account:**

This is the account that is credited or debited for the credit card transaction. It can be a bank, income, expense or any other account.

**Memo:**

You can enter any additional information or note about the credit card transaction here.

**Amount:**

This is the credit card charge or purchase amount involved in the transaction. Else, it can be the amount of refund issued to the vendor (or any other person) from whom a purchase was made.

**Class:**

You can select a class from the drop-down list for the credit card transaction. It displays classes in the drop-downs only if they are available in the Class List screen in BillQuick or transferred from your accounting software.

**Items Tab**

You can use the Items tab if you have bought service and expense items from any person. The Items tab allows you to define the items for which the credit card transaction was made—whether purchase or refund. The following are descriptions of fields on the Credit Card-Items screen:

**Item:**

This is the service/activity or expense item purchased from or returned to a vendor (or any other person).

**Description:**

This is the description of the selected service or expense item. However, you can edit it here.

**Project:**

ID of the project against which the items are being charged.

**Quantity:**

This represents the number of service hours or expenses units purchased from or returned to a vendor (or any other person).

**Cost:**

Cost rate of the service or expense item purchased from or returned to a vendor (or any other person).

**Amount:**

The total cost amount of the service or expense item purchased from or returned to a vendor (or any other person). It is calculated as a product of cost and quantity of the items.

Amount = Quantity x Cost

**Billable:**

The billable status of the item. When checked, it means the item can be billed to the client associated with the project against which it is being charged.

**Expense Account:**

The account to which the transaction related to the service or expense item is posted. When entering credit card charges, you can specify an expense account here.



Selecting the *Link Expense Attachments to Invoices* and *Link Time Entry Attachments to Invoices* rule in the Project screen auto approves all the credit card and check transactions.

**Class:**

You can select a class from the drop-down list for the credit card transaction. It displays classes in the drop-downs only if they are available in the Class List screen in BillQuick or transferred from your accounting software. Classes are assigned at the item level (activity and expense) or project level but can be overwritten here.

**Credit Card Purchase/Refund Button Panel****Help:**

Opens the BillQuick Help in the Credit Card Purchase/Refund section.

**Layout:****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Journal:**

Opens the journal report showing the credit card purchase or refund details. Preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Delete:**

Deletes the current transaction or entry.

**Cancel:**

Cancels any action and clears the screen.

**New:**

Allows you to record a new credit card transaction.

**Save:**

Saves the transaction.

**Close:**

Closes the Credit Card Purchase/Refund screen.

**How Do I****HOW DO I RECORD CREDIT CARD TRANSACTIONS?**

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To record a credit card transaction:

1. Open the Credit Card screen from the Accounting menu. You can also open it from the Pay Vendor Bills-Previous Payments screen (*if the selected payment is made by a credit card*).
2. Select a Credit Card Account from the drop-down. BillQuick will use this account to record a purchase or refund.
3. Select your option—Purchase/Charge if you are recording a credit card purchase or Refund/Credit if you are recording a refund (payment) to the credit card account.
4. For the transaction, enter a No. for it. For example, receipt number.
5. Select the date of the credit card transaction. By default, BillQuick uses today's date.
6. In the Purchased From field, select the person associated with the credit card transaction, say a vendor in case of a purchase or a client in case of a refund.
7. Enter the transaction amount in figures (say \$300).
8. Enter a Memo to keep a record of what the transaction was about or to mention anything specific.
9. On the Accounts tab, select an Account for posting the credit card transaction. In addition, enter a Memo (optional) and Amount in the grid.
10. If you are recording a credit card transaction involving accounts receivable or accounts payable, select a Project or Vendor from the drop-down.



For A/R accounts, you must specify a project. For A/P, you must select a vendor.

11. If the transaction involves services or expenses, move to the Items tab. Select an activity or expense Item in the grid, and specify its Cost, Quantity (units or hours) and Project (*optional*).
12. To balance the transaction, make sure the total Amount (Accounts tab, Items tab or both) is equal to the credit card amount. Click Save.
13. When you have finished, click Close.



billing record (recurring contract type or a billing schedule record). A billing record summarizes approved time and expenses within the date range you define and brings forward other useful information like retainers, billable amounts, taxes, etc. BillQuick generates it based on 3 *key* business rules:

- For projects with a Fixed Fee, Hourly, Hourly Not To Exceed, Percentage or Cost Plus contract type, there must be one or more time or expense entries charged to it and approved for billing. *Exception:* If a project has the 'Always Show in Billing Review' rule set (Project-Detail screen), then regardless of the contract type, a billing record will be included on the Billing Review screen.
- For projects with Recurring, Recurring with Cap or Recurring + Expenses contract type, a billing record is generated, whether there are time or expenses charged to it and approved for billing. In essence, the recurring contract type pre-defines the billing record based on the recurring frequency chosen (Project-Billing screen). You also have an option in the Billing Review screen to allow billing the maximum amount for recurring contract types. When this option is checked, BillQuick recommends the larger amount for billing.
- For a project with any contract type (other than Recurring) having a billing schedule assigned to it, its billing records transfer to the Billing Review screen. You predefine the billing record and the Reminder Date in Billing Schedule, which determines when it displays in the Billing Review screen.

So based on above rules, billing records are generated in Billing Review if any of the following criteria are met:

1. A project has unbilled, approved time and expense entries (also called Work-in-Progress)
2. A project has a billing record defined in a [Billing Schedule](#). The project has at least one unbilled, approved time or expense entry charged to it or the Reminder Date is the current date.
3. A project has a recurring contract type and the last invoice is equal to or greater than the frequency set for billing. For example, for a monthly billing frequency, the last invoice is 30 days or more old.

BillQuick offers various billing methods or arrangements with flexible options. You can choose a method according to your need and situation:

- Fixed or Progressive Billing
- Hourly Billing
- Percent Complete Billing
- Phased Billing
- Recurring Billing
- Cost Plus Billing
- Batch Billing
- Split Billing

 See [Billing Methods](#) for details.

You can accomplish billing in any of the following ways:

- Invoice Wizards
- [Automatic Billing](#)
- [Billing Review](#)
- [Manual Invoice](#)

When you process a billing record into an invoice, the associated time and expenses are 'relieved' (marked billed and given an invoice number for reference). In a multi-user scenario, while generating bills, sometimes the same entries can be billed twice. This can happen when many users simultaneously use Billing Review and select the same project with billable time and expense entries. BillQuick allows concurrent billing but locks the related time and expense entries that show up in the Time/Expense Details screen. Another user will not see any invoice related to those entries until the first user releases them. You can also process multiple invoices for the same project by defining different dates (billing period).

From the accounting view, creating invoices debits and increases your A/R; on the other hand credits and increases your income account.

BillQuick allows you to change the Net Bill amount, generate a Write-Up/Write-Down on time entries, grant a discount, apply a retainer, exclude individual time and expenses (to be billed later), change WIP items to non-billable (that show on detailed invoices as 'No Charge') and do value billing (change the value of individual time and expenses). As needed, you can also change the invoice date. You can create an invoice one at a time or batch bill many billing records at once. In short, you can fine-tune a bill before generating a draft or final invoice. Processing invoices requires proper security permissions.

BillQuick also allows you to set retainage amounts. Retainage refers to the holding back of a portion of invoice payments by clients until they sign off on a project. This is most common in the construction industry, but also found in any project-oriented company. The clients pay the total or accumulated retainage amount later—when the project is over or until they verify the quality and completeness of the project. In BillQuick, you can set a retainage percentage and maximum retainage amount in the Project-Billing screen. When an invoice is generated in the Billing Review or Manual Invoice screen, BillQuick computes the retainage amount that will be unpaid by the clients until the agreed date. In addition, you can specify a maximum amount that the clients can retain on a given project.

For example, if you set a retainage of 5% and maximum retainage amount is \$2000 on a project, BillQuick calculate this 5% on every invoice (billable amount) until the accumulated retainage reaches \$2000. You can see the Retainage Amount to Date on the Billing Review screen. After it reaches this maximum limit, full invoice amount is due from the client.

In case of retainage, BillQuick computes the invoice amount as:

Amount Due = Services Billed + Expenses Billed + Taxes – Applied Retainer – Discount – Retainage

Hence, if the total bill amount is \$1000 and calculated Retainage is \$50, the invoice sent to the client will display the bill amount prior to applying the retainage (say \$1000) and then the Amount Due after retainage (say \$1000 - \$50 = \$950).

In BillQuick, you can apply a discount to an invoice prior to processing it. Discount refers to reduction in the usual bill or invoice amount. You can apply discounts in Billing Review, Manual Invoice and invoice wizards. It reduces the final invoice amount *after* taxes but *does*

*not* reduce the tax amount of service or expense. However, you can change this setting in Global Settings-Billing screen. Proper security permission is required to apply a discount. See [How Do I Apply Discounts.](#)

Further, BillQuick simplifies and automates the billing process by allowing you to define an auto-billing schedule at the project level. After you set up a billing schedule and frequency for the desired projects, BillQuick memorizes these settings and creates an entry in the Memorized Invoices screen. It releases the associated time and expense automatically and does the write-up and write-down as needed.

Automatic billing follows all the business rules built into BillQuick. It knows when the last invoice went out for a project and how much approved work-in-progress you have for it. It knows when the next invoice is due for a fixed fee project. If the project has a billing schedule, BillQuick generates the invoice accordingly. It also applies the rates correctly and automatically to hourly projects, releasing associated time and expenses. If a fixed fee or HNTE contract type is involved, BillQuick knows not to bill more than the contract amount. It knows whether expenses are part of the contract or on top of it. It knows when to write-up/down time to match the net bill amount. In addition, it knows which invoice template to apply. See [Automatic Billing of Projects.](#)

You can add project or billing related information to the invoices in the form of a memo. BillQuick allows you to add two memos to an invoice. For example, in one memo an IT firm can type, "Windows Server and Internet Information Server configurations handled by the new IT staff reduced the projected cost. These savings are reflected in the final bill." and "Thank you for your business. We look forward to satisfying your technology needs in the future." in the second memo. See [How Do I Add Memos to Invoices.](#)

Besides the memos, you can add notes to invoices, payments, etc. This is done using the [Notes](#) screen accessible from various screens such as Billing Review, Invoice Review, Payment, and so on.

## **UNDERSTANDING CONTRACT TYPES**

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It is important for you, especially the project managers, to understand contract types and their effect on the billing process. The contract type chosen for a project triggers business-processing rules. Though you can change it any time, it is best to choose the right type while setting up a project. You can do it in consultation with the billing manager of the company. In addition, it is a good practice to include a 'Stop Work' clause in your contracts to safeguard your interests. Projects will be profitable only if the client pays you on time for the work done.

BillQuick uses a project record to track information for any of these purposes:

- Revenue
- Marketing costs
- Overhead costs

For revenue-generating projects, you can choose a contract type such as Fixed (lump sum), Hourly (time and materials), Hourly Not to Exceed, Recurring and Cost Plus. These contracts might or might not have time and expenses or contract amounts associated with them. BillQuick is designed to record time and expense entries for all contract types. So whether the projects are to be billed per hour or lump sum or even not billed at all, record time and

expense entries against them to take advantage of the many project management tools in BillQuick.

Typically, BillQuick computes the default net bill amount based on the total time and expenses relieved with an invoice. It compares all time and expense flowing to a project to the revenue generated to show gross profit. Fixed types require a contract amount though it is a good idea to provide a contract amount for hourly contracts as well. BillQuick uses this information to evaluate time and expenses by comparing the amount spent [(B-Hours x Bill Rate) + Non-billable Expenses] against the contract amount. In such cases, your time and expense entries display in red. However, nothing will stop you from overbilling a project except if it is a Recurring with Cap contract or has a billing schedule. In addition, contract amount is used in the forecasting and work-in-hand reports.

For projects that your firm is trying to 'win', set them up as 'Marketing' contract type. BillQuick tracks all time and expense, giving you better profitability and management information for setting fees. Tracking of marketing time and expense costs begins when a new or existing client calls. Conversations, budget and estimate preparations, meetings, planning, and bid proposals all affect a project's profitability. After winning the project, you can carry out your plan through to final close of the project.

Finally, you can use the Overhead type to track internal activities and expenses like education, staff meetings, research, and so on. You could set up one or more research projects for the firm with the objective of improving your services and expanding your professional offerings to customers. An overhead project requires that you set up your company as a 'client' and then assign the overhead project to it.

You can choose from the predefined contract types on the [Project-General](#) screen in BillQuick. Various contract types include:

<p><b>Fixed-Type</b> Fixed Hourly Not to Exceed Percentage Recurring With Cap</p>	<p>These contracts types are used when you want to bill:</p> <ul style="list-style-type: none"> <li>• Accumulated value of time and expenses up to the contract amount</li> <li>• A percentage of the contract amount/settlement amount</li> <li>• A milestone achieved</li> <li>• A predefined billing schedule or bill amount and frequency up to the contract amount</li> <li>• Any amount up to the contract amount</li> </ul>
<p><b>Hourly-Type</b> Hourly Cost + Percentage Cost + Fixed Fee</p>	<p>These contract types are used when you want to bill:</p> <ul style="list-style-type: none"> <li>• Accumulated value of time and expenses</li> <li>• Accumulated direct costs of time and expenses plus profit/fee</li> <li>• A percentage of the contract amount</li> <li>• A milestone reached</li> <li>• A predefined billing schedule</li> <li>• Any amount you want to bill</li> </ul>
<p><b>Recurring-Type</b> Recurring Recurring + Expense Recurring + Hourly</p>	<p>These contracts types are used when you want to bill:</p> <ul style="list-style-type: none"> <li>• predefined bill amount and frequency</li> <li>• Expenses as part of the recurring amount</li> <li>• Expenses in addition to the recurring amount</li> <li>• predefined bill amount and frequency plus extra value of time and expenses</li> </ul>

<b>Non-Billable</b> Marketing Overhead	These contracts types are used when you want to record: <ul style="list-style-type: none"> <li>• All time and expenses incurred before the project starts</li> <li>• Non-billable marketing costs</li> <li>• Administrative time and expenses</li> </ul>
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The Contract Type field tells BillQuick what type of contract is to be used for the selected project.

- **Fixed**  
 Fixed contracts are based on a fixed firm price or contract amount agreed upon by the client and your company. The contract can be billed in full, by the hour or in incremental flat amounts. The impact is that a maximum contract amount or ceiling is ensured and automatic checking of each time and expense entry is made possible so that it does not push the project total over the contract amount. If it does, BillQuick displays a warning and adjusts the time or expense entry so the maximum is not exceeded. Hitting the ceiling of a contract amount does not block the recording of additional time and expense; however, BillQuick does automatically change billable to non-billable status. These processing rules can be overridden on a project-by-project basis.
- **Hourly**  
 Hourly contracts have no contract amount. Although BillQuick will allow you to bill any amount you want, hourly contracts are typically billed based on time and expense entries recorded for the project. There is no maximum contract amount (although you can record one for reference). The default invoice template for the Hourly Contract type prints the time and expense entries being billed, and there are variations that include notes and summaries.
- **Hourly Not to Exceed**  
 HNTE contracts are based on a contract amount agreed upon by the client and your company. They behave similarly to fixed contracts. The impact is that automatic checking of each time or expense entry is made possible so that it does not push the project total over the contract amount. If it does, BillQuick displays a warning and adjusts the time or expense entry so the maximum is not exceeded. Hitting the ceiling of a contract amount does not block the recording of additional time and expense; however, BillQuick does automatically change billable to non-billable status. These processing rules can be overridden on a project-by-project basis. The contract can be billed in full, by the hour or in incremental flat amounts. The reason both contract types are offered is to allow you to treat them differently. Commonly, companies will bill Hourly Not to Exceed projects by the hour and Fixed projects in incremental flat amounts. In this case, different invoice formats would be required for each contract type.
- **Marketing**  
 Marketing contracts should be assigned to projects for which a contract is not yet secured while work is being done to win it. Marketing contracts can be used to hold time and expenses incurred in an effort to obtain work. Marketing projects record all time entries as non-billable. When a full contract is secured, change the Contract Type from Marketing to whatever is appropriate. Doing this will prompt you with an option to automatically change previous time entries from non-billable to billable.

- **Overhead**  
Overhead contracts refer to work done on projects that track company overhead and are not billable to a client. This can include weekly meetings, filing expenses, office maintenance, birthday parties, holidays, sick time, vacations, etc. For this, you must assign your company as the client to overhead projects. See [How Do I Track Overhead Time & Expenses](#) for more.
- **Percentage**  
Percentage contracts are those based upon a certain percentage of a cost or settlement amount. Percentage based contracts are monitored by BillQuick just like fixed fee contracts. The impact is that automatic checking of each time and expense entry is made possible so that it does not push the project total over the contract amount. If it does, BillQuick displays a warning and adjusts the time or expense entry so the maximum is not exceeded. Hitting the ceiling of a contract amount does not block the recording of additional time and expense; however, BillQuick does automatically change billable to non-billable status. These processing rules can be overridden on a project-by-project basis. Commonly users will modify the contract amount of Percentage project due to change orders, etc. and while doing so, BillQuick will confirm whether you want to change the contract amount or not. Assigning Percentage contract types to these projects will make it easier to report on them and filter screens based on contract type.
- **Recurring**  
If you bill a fixed amount after a specified number of days, you can choose this type of contract for your projects. The project will be billed by that amount irrespective of how much time or expenses were spent on the project. You need to set the billing frequency and amount for this. A contract amount is not required but can be entered for reference. While any format can be used, an hourly invoice template is common. The project will automatically show in Billing Review based on the specified frequency and invoice amount.
- **Recurring With Cap**  
If you bill a fixed amount after a specified number of days and the total consideration for the project has a ceiling, you can choose this type of contract. For example, if you want to bill \$2,000 per month up to a total of \$25,000, BillQuick will generate a \$2,000 invoice every month for 12 months and then for the 13th month a \$1,000 invoice will be generated regardless of how much time is recorded to the project during those 13 months. You can set the billing frequency and amount for it. The project will automatically show in Billing Review based on the specified frequency and bill amount. You can enter a contract amount for 'Recurring with Cap' contract types. The impact is that automatic checking of each time and expense entry is made possible so that it does not push the project total over the contract amount. If it does, BillQuick displays a warning and adjusts the time or expense entry so the maximum is not exceeded. Hitting the ceiling of a contract amount does not block the recording of additional time and expenses; however, BillQuick does automatically change billable to non-billable status. These processing rules can be overridden on a project-by-project basis.
- **Recurring + Expenses**  
Recurring + Expenses are like recurring contracts, the difference being that expenses are not included in the recurring amount charged at a defined frequency. The

expense amount is charged in addition to this amount. Again, a contract amount is not required, but can be entered for reference.

- **Recurring + Hourly**

If you bill a certain fixed amount after a set number of days plus any additional amount based on time and expense entries, you can choose this type of contract for your projects. For the recurring portion, the project will be billed by that fixed amount irrespective of how much time or expenses were spent on the project on an hourly basis. This contract type can handle situations wherein you have, say, a block of hours that you sell for a certain amount per month and then any additional hours are billed on top of it at a different rate.

Recurring + Hourly contract type allows you to bill hours plus a fixed amount on top of that. E.g., an accountant's office might do monthly bookkeeping and charge a client \$500 for it. Any additional services done will be billed hourly. So the client pays the fixed amount of \$500 no matter what plus an amount for additional hours logged in. Another example would be that of computer consultants who charge every month, say, \$500 for providing support. In that price, they provide support for 10 hours. Any additional hours are charged separately, on top of it.

You need to set the billing frequency and amount for this type of contract. A contract amount is not required but can be entered for reference. The project automatically shows in Billing Review based on the specified frequency and invoice amount. As the recurring portion is added to the service amount, it results in a write-up.

While any format can be used, the default invoice template is Recurring Plus Hourly.

- **Cost + Percentage**

Cost + Percentage can be used as a billing arrangement when you want to bill direct costs (time and expense) *plus* a percentage of the costs (profit) to the client. BillQuick adds the profit percentage to the Net Bill before generating the invoice *until the project is complete*.

Fixed Fee Amount = Billable Amount x Fixed Fee %

Net Bill = Service Amount + Service Tax + Expense Amount + Expense Tax + Fixed Fee - Discount - Retainer Applied

For example:

Contract Amount = \$1000, Fixed Fee % = 10, Value of billable time and expenses = \$500

Fixed Fee = 500 x (10/100) = \$50



You can override the Net Bill Amount if desired.

- **Cost + Fixed Fee**

Cost Plus Fixed Fee can be used as a billing arrangement when you want to bill direct costs (time and expense) *plus* a fixed fee (profit) to the client. BillQuick adds a portion of the Fixed Fee to the Net Bill before generating the invoice. *BillQuick also tracks the fixed fee portion to ensure you do not over-bill.*

Fixed Fee Amount = Billable Amount x (Fixed Fee / Contract Amount)

Net Bill Amount = Service Amount + Service Tax + Expense Amount + Expense Tax + Fixed Fee - Discount - Retainer Applied

For example:

Contract Amount = \$1000, Fixed Fee Amount = \$100, Value of billable time and expenses = \$500

Fixed Fee =  $500 \times (100/1000) = \$50$



BillQuick will stop adding the fixed fee when the Fixed Fee Amount is exhausted. The direct costs continue to be billed.



You can set a default invoice and statement template for each type of contract in [Global Settings](#).

## UNDERSTANDING RATES

BillQuick supports both *default bill and cost rates*, and *special rates*. Employee default rates are part of the employee record. You can define special bill rates in a Service Fee Schedule assigned to a project. Optionally, you can define bill rates for activity codes.

After negotiating with a client, for instance, project managers decide whether to charge default employee bill rates, activity rates or special fee schedule rates. By defining the rates up-front, you eliminate non-billable administrative hours otherwise spent checking and correcting rate information. This can be as simple or as complex as the project requires. For example:

Use default bill and cost rates	Check the rates of each employee that will work on the project to make sure the Bill Rate, Pay Rate and Overhead Multiplier are up-to-date. No special rates apply.
Use special bill rates and default cost rates	Create a SFS that defines the special bill rates. You can select individual or group of employees/vendors and activities to which special bill rates apply.
Use activity bill rates	Set the activity bill rates in the Activity Codes screen. Next, add it to the Rate Hierarchy by marking the 'Rates from Activity Table' option on the Project-Detail screen.
Use default, activity and special bill and cost rates	Map out the rates on a piece of paper before entering them into BillQuick. After completing the map, review it and check for conflicts. Step through the rate hierarchy (see below). Finally, setup the rates in BillQuick and test them before going live on the project.

All time entries in BillQuick must have both a *bill rate* and a *cost rate*. One of the best features in BillQuick is the ability to assign an unlimited number of rates to employees, activities and projects. A manager can predetermine these rates, allowing the timekeepers to record their time without any knowledge of the rates. See [Calculate Cost Rates](#) for more.

There are three screens in BillQuick where you can define rates:

- [Service Fee Schedule](#): BillQuick assigns bill rates, cost rates and over-time multipliers based on a combination of employee-activity and classification.
- [Activity Codes](#): BillQuick assigns bill rate and a cost rate per activity.

- **Employee:** BillQuick assigns default bill rate, cost rate and overtime rate per employee.

Which rates are used, depend on the rate hierarchy. See [How Do I Determine Rates](#) for more.

BillQuick allows you to set fee schedule rates and specify a classification (job title or labor category) for the employee. You can have several titles for an employee and might want to set different rates for different titles. For example, an employee can be called a Research Analyst by one agency and a Junior Consultant by another. In addition, quite often we end up negotiating a fee structure with our client based on the employee's classification or title. For example, Senior Designer = \$200, Engineer = \$150, Draftsperson = \$95 and Junior Engineer = \$125. Therefore, BillQuick enables you to specify special fee schedule rates and job classification. This classification is associated with the relevant time and expense entries, but you can edit it in the respective screens.



'Rates by classification' feature is available in the BillQuick Pro and Enterprise editions only.

We recommend that everyone in your company who draws a paycheck (including principals) should enter time in BillQuick so that you have an accurate accounting of the hours (and thus, dollars) invested in your business. It can be a bit odd for non-project personnel to do so since BillQuick is 'project-centric', however, this ensures consistency in the use of a single program to record time. These 'indirect' people can basically make the same entry (say Project = GEN:Off, Activity Code = Clerical) from one day to the next and the system will send the time to the appropriate G/L account in your accounting software.

You might need to update or replace rates at any time. For example:

- A revised contract can result in new bill rates
- At year-end, you would update fee schedule items (or several times per year) for the New Year's rates
- At year-end, you can convert default employee rates to special fee schedule rates so as to easily handle 'special deals' offered to clients
- An employee received a raise
- The cost of employee benefits or other overhead items changed
- Higher costs are anticipated for the new year
- You want to recover profits siphoned by the weak economy over the past few years
- A new service is being offered



See [Update Rates](#) for more.

### **Day Rates**

BillQuick also handles day rates. A day-rate is a combination of a set number of hours (Minimum Hours) *and* amount charged to a client (Bill Rate) for a task or activity, regardless of the actual hours worked in a day. First, you must define the minimum hours for an activity; BillQuick then inserts those minimum hours in the B-Hours field while recording time using that activity. See [Bill Day Rates](#) for more.



You can also define a day rate in a service fee schedule.

How you report day rate activity on an invoice depends on whether actual time worked is greater or less than the stipulated time. When A-Hours (Actual Hours) are greater than the B-Hours (Billing Hours), you might want to show the *extra* hours on the invoice. Conversely, when A-Hours are less than B-Hours, you might not want to show this information. When a timekeeper selects the day-rate activity while recording time entries, BillQuick carries its Minimum Hours and Bill Rate to the time record. **For this, you must check the 'Rates from Activity Table' rule for the project in the Project-Detail screen.** It adjusts the B-Hours to the Minimum Hours and applies the activity's Bill Rate to calculate the Bill Amount. The timekeeper enters his A-Hours (actual hours), which calculates the cost of the activity and then saves the time entry.

On the invoice, if A-Hours are greater than B-Hours (say an 8-hour day-rate activity took 10 hours to complete), the extra 2 hours do not print on the invoice. Alternatively, if A-Hours is 6 and B-Hours is 8, you do not want to show that it took less time to complete the actual work to a client. When you want to present the extra or free hours on an invoice, you should split the time entry into two. Enter your hours, let BillQuick adjust B-Hours to the minimum, then make sure A-Hours is the same eight hours. Next, you must create a second entry for the same activity and enter 2 in both B-Hours and A-Hours fields, then mark the entry as non-billable. This creates a separate item on the invoice and because you marked it as non-billable, it prints '*No Charge*' on the invoice.

A timekeeper with appropriate security permissions can accomplish this task; however, many companies delegate this responsibility to a project or billing manager. Thus, while they review time in Sheet View or on the Billing Review-Time Details screen, they can look for day-rate activities and determine whether to split the time entry into two to show the *free* hours.

### **Realization and Utilization Rates**

Many owners, principals and managers do not take into account all the key elements that make up their bill and cost rates. You must consider your profit margin, overhead and employee pay rates while determining bill rates. You must also be aware of your employees' realization and utilization rates. Such information can be obtained in BillQuick from the Employee-Performance tab as well as staff performance reports. Some decision-makers can see the realization and utilization rates as indicators of who should be laid off or where skill development is needed.

Realization rate provides information about total time logged by an employee and that billed to the client. It also represents the effective bill rate of an employee and is calculated as:

$$\begin{aligned}\text{Realization Rate} &= \text{Billed Amount} / \text{Total Hours} \\ \text{Realization \%} &= \text{Billed Amount} / \text{Billable Amount (of billed entries)} \times 100\end{aligned}$$

The utilization rate gives a measure of the usefulness, efficiency and overall performance of an employee. It draws a comparison between the billable and non-billable value of time entries logged by an employee. It is calculated as:

$$\text{Utilization \%} = \text{Billable Hours} / \text{Total Hours} \times 100.$$

This utilization rate is also used in determining the ideal bill rate of an employee. Ideal Bill Rate is the bill rate of an employee producing the target profit per hour. To determine this rate, you need to know not only the *profit margin* but also the *utilization rate* of your employees and their *overhead multiplier*.

## UNDERSTANDING TAXES

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BillQuick handles most of the tax rules used in various countries – taxes on time or expense entry line items, taxes on invoiced labor and expense, **and** taxes on taxes. BillQuick provides different methods to tax services (time entries) and expenses (expense entries). You can specify three different tax rates—Tax 1, Tax 2 and Tax 3—per entry. Additionally, you can apply a fourth tax rate (Main Service Tax or Main Expense Tax) to the total when invoicing.

At the first level, there are three item taxes, Tax 1, Tax 2 and Tax 3. BillQuick sums the rates and applies the total percentage to the time or expense entry's pre-tax bill amount, then adds the resulting tax to the bill amount. You can modify these tax rates during time and expense entry (*with the proper security permissions*).

At the second level, BillQuick uses Main Service Tax (MST) and Main Expense Tax (MET) to tax total invoiced labor/services and total invoiced expenses, respectively. You might know them as Value Added Tax (VAT) in some countries like U.K., Goods and Services Tax (GST) in others like Canada or Harmonized Sales Tax (HST). **Item taxes are in addition to any Main Tax applied to invoiced activities.**

When generating billing records, Billing Review or Manual Invoice checks MST and MET for the project being billed. If BillQuick finds them, it calculates the required tax amount to carry to an invoice. The Tax 1, 2 and 3 amount is included in the contract amount but the main tax is not.

In the United States and many other countries, tax jurisdictions vary in how they tax services and expenses. If you want to tax individual activities and expense items, first determine jurisdiction requirements. You can customize tax field labels for your jurisdictions using [Custom Labels](#) (say, changing MET/MST to GST or VAT).

If the tax authority in your area imposes taxes only on invoiced labor or expenses, set up the MST and MET. If the tax authority charges one tax on top of another, use both the MST and item tax fields.

You can define MST and MET percentages on the Company screen. Each time you set up a new client, BillQuick carries forward those rates to the Client profile. You can edit them as needed. In turn, when you set up a new project for a client, MST and MET carry from the Client profile to the Project profile. Again, you can edit these rates.

Line item taxes for labor/services are set on the Activity Codes screen. Similar taxes for expenses are set on the Expense Codes screen. If you do not charge individual taxes on activities and expenses, you can turn off these fields on the Activity Codes, Expense Codes, Time Entry and Expense Log screens. You can also do so on a company-wide basis from the Global Settings screen.

BillQuick also enables you to specify how much tax you paid as part of the expense cost. This Purchase Tax is very important for tracking of GST, HST or VAT. It enables you to know how much tax the company paid, how much tax the company collected from the client and the net balance. For example, if you paid \$110 for lunch with a client, this amount includes the VAT or GST of \$10. To enter the net amount into BillQuick, you could make two separate entries—the pre-tax amount of \$100 and the VAT/GST portion of \$10. Alternatively, you can specify the purchase tax rate for an expense and BillQuick does the

math for you. You can run your VAT or GST reports that show the total taxes paid by your company and total taxes collected. The Net is what you owe to the tax authority.

Cost Amount = Net Cost Amount + Purchase Tax Rate

Cost with Purchase Tax = Amount without Purchase Tax / (1 + Purchase Tax Rate / 100)

When you specify the purchase tax rate in the Expense Codes (or Expense Log) screen and then check the rule 'Cost Includes Purchase Tax' in Expense Log, BillQuick splits the cost and subtracts the Purchase Tax from the Cost Amount before charging the client. For example, if you paid a taxi fare of \$110 that included 10% GST, you can specify this as the Purchase Tax while recording that expense. BillQuick calculates the Charge Amount for this expense on the pre-tax Cost Amount. Thus, while the company will reimburse you for \$110, it will charge the client for \$100 plus taxes (MET/GST specified at project or global level). However, if you do not use the purchase tax feature, you should enter expense costs excluding taxes.

Taxes	
Purchase Tax	The rate can be set in the Expense Codes screen. Check 'Cost Includes Purchase Tax' in the Expense Log screen.
Tax 1/2/3	The default rates can be set up in the <a href="#">Global Settings-Taxes</a> screen. Else, you can define these item taxes in the <a href="#">Activity Codes</a> and <a href="#">Expense Codes</a> screen.
Main Service Tax Main Expense Tax	You can specify the main tax rates in the <a href="#">Company</a> screen. BillQuick carries them to the <a href="#">Client</a> screen but you can override them. These rates then carry to the <a href="#">Project</a> screen but you can change them also. You can update these rates globally from the Global Settings screen.
Exempt Item Taxes	Individual projects can be exempted from item taxes (Tax 1/2/3) assigned at activity or expense level by checking this option on the Project-Detail screen. You can exempt all projects of a client from these taxes by checking this option on the Client-Billing screen.
MST/MET to Exclude Item Tax	Main taxes can exclude item taxes (Tax 1/2/3), if desired. You can directly apply the main taxes to labor/service and expense amount on invoices. You can apply these settings at the project level (Project-Detail screen) or the client level (Client-Detail screen).
Ceiling for Taxes	You can set a ceiling for MST and MET on the Global Settings-Taxes screen. This prevents anyone from applying a rate higher than what you specify here.

 See [How Do I Compute Taxes](#) for more.

## BILLING METHODS

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BillQuick offers various billing methods and arrangements with flexible options. You can choose the method according to your need and situation.

This topic covers the following:

- [Fixed Billing](#)
- [Hourly Billing](#)
- [Percent Complete Billing](#)
- [Phased Billing](#)
- [Recurring Billing](#)
- [Cost Plus Billing](#)
- [Split Billing](#)

### Fixed Billing

*Fixed or Flat Fee* billing occurs when a client is billed a portion of the total contract amount over a number of months. Depending on the circumstances, the billed amount can be the same (fixed) or vary in each billing cycle. At the end, Bill Final (right-click option) can be used to auto calculate the last Net Bill amount. When the project contract or company policy defines a different billing amount, use a Billing Schedule to define billing records. You can create future billing records in it, adding or editing them later. This is also useful for milestone billing. (See [Billing Schedules](#) for more)

Using the billing record's Reminder Date in the schedule, BillQuick knows when to remind you to process an invoice. The Billing Schedule allows you to enter a bill amount or calculate it as a percentage of the contract amount. In addition, you can apply a percentage of the project's retainer to all or part of selected billing records. Another option is to include expenses in the bill amount or to bill them in addition to the amount. Similarly, you can bill or 'absorb' extra time and expense (over-contract amounts). BillQuick also enables you to add a standard memo to carry to the invoice.

- **Fixed Fee Invoice**  
Fixed fee invoice is also called the company's 'single service fee invoice'. From the sample below, you can gain an understanding of how the billing process requires input from different sources and how the entire information fits together.

BillQuick adds the Draft watermark when you choose 'Process as Draft' option on the Billing Review screen. The watermark disappears when you finalize it in Invoice Review screen. The 'Paid' watermark prints when the invoice finishes processing.

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2 Tracy Hunter  
County Municipal Offices  
78 Reflection Drive  
Serene, CA 98700

### Invoice

3 Invoice Date: Feb 4, 2017  
Invoice Num: 1144  
4 Billing Through: Feb 4, 2017

Municipal Offices Development (10-Municipal Offices-2) - Managed by (JA)

5 Contract Type: Fixed  
Contract Amount: \$ 65,000.00  
Retainer Required: \$ 5,000.00

6 Amount:

Reimbursable Expenses:

Date	Employee	Description	Amount
1/14/2015	JA	PLANS/DRAWINGS/SKETCHES	\$15.00
1/15/2015	JA	MILEAGE	\$28.50
1/16/2015	JA	COURIER	\$30.00
1/17/2015	JA	MILEAGE	\$16.00
1/22/2015	JA	COURIER	\$27.50
1/23/2015	JA	MILEAGE	\$38.00

7 Total Expenses:

Amount Due This Invoice:

8 This invoice is due upon receipt

### 9 Account Summary

Services BTD	Expenses BTD	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
\$ 145,150.00	\$ 217.43	1137	6/21/2015	\$ 19,500.00	\$ 10,322.19	\$ 64,062.43

Total Amount Due Including This Invoice:

- 1 Name and address carries from the Company screen. The recipient's name and address carries from (a) the main client contact and client address, or (b) the project contact address (prints only if you mark 'Send Invoice to Contact').
- 3 Invoice Date defaults to the system date. Companies usually change the invoice to a future date to allow for printing and mailing. Aging begins on this date. BillQuick assigns the next available invoice number on checking the Bill box in the Billing Review screen. In this case, a draft invoice number prints in angle brackets.
- 4 The Billing Through date carries from the Billing Review screen. It determines what unbilled, approved time and expenses (work-in-progress) to include in the billing record as of or up to a certain date.
- 5 Note that the contract type is Fixed. The company chose to bill by time (rather than by percent complete or with a billing schedule).

⑥ The Amount (Net Bill on Billing Review) is Service Amount (Billable on Billing Review) less adjustments such as applied discounts, write-up/down, applied retainer, and so on. Service Amount is the billable value of the approved time entries in the specified date range (see ④), including any taxes on individual entries (Tax 1, 2 or 3 of Activity Codes or in the service fee schedule assigned to the project).

Net Bill = (Service Amount + Service Tax) + MST + (Expense Amount + Expense Tax) + MET - Discount - Retainer Applied

⑦ Approved expenses within the date range defined on the Billing Review screen, which includes taxes on individual entries.

You might or might not apply GST to your invoices. Typically, GST equals the calculated Main Service Tax on total labor billed plus calculated Main Expense Tax on total expenses billed. You can define MST and MET percentages on the Company screen, and as needed, change the rates in Client and Project profiles.

⑧ Payment terms for the invoice. BillQuick first looks at the terms specified in the Project profile, else the Client profile. If neither profile contains it, BillQuick prints the default payment term ('This invoice is due upon receipt').

⑨ Account Summary includes Accounts Receivable (A/R) information – past invoices, payments and amount unpaid. Other invoice formats include retainer paid, balance information or aging summary.

 BillQuick supports two memos per invoice. In most invoice formats, the first appears near the top of the invoice and the second near the bottom.

- **Progress Billing**

Often you are ready to bill but might not have entered all the time and expenses yet. Typically, you might want to send progress invoices to your client and associate your time and expense entries to the invoices on a later date. BillQuick allows you to go ahead with your billing and then link (or reconcile) the time and expense data on a later date. This is done in the Change screen of both time and expense entry. While progress billing your clients, BillQuick adjusts the difference in the value of time entries by generating a write-up/down. Similarly, for expense entries, it generates a markup. When the time and expense entries are ready and approved, you have the option to recalculate the write-up/down for all time entries and markups for all expense entries being associated with an existing invoice. BillQuick also allows you to enter a billable expense amount manually in Billing Review so as to include it in the Net Bill.

Progress billing helps you to improve your cash flow by sending invoices on time even though your staff has not completed their time and expense sheets. This feature enables you to bill time and expenses in advance and later associate the recorded entries to already processed invoices. You could send a progress bill or your monthly invoices with the projected value of the work done. Later, you can put the time and expense sheets through the submission and approval process, and then associate them with the right un-posted or posted invoice. You do not need to mark it as non-billable or reverse invoices or payments. Your job cost and profitability information are updated. Moreover, if you need to reprint the invoice, the items you added will be there.

 This feature is available in the BillQuick Pro & Enterprise editions only.

## Hourly Billing

Hourly billing is the most common billing practice across service industries. It involves dynamic generation of billing records for projects, bringing together time, expenses, retainer balances, amounts owed and paid, and other information. Only approved time and expenses (work-in-progress) are included for the selected date range. For Hourly invoices, the invoice amount is the total of the Bill Amount and Charge Amount for the billed time and expenses after any adjustments made during the billing process.

Depending on your tax situation, BillQuick applies taxes to individual activity codes and expense codes (Tax 1, 2, 3) when you record time and expenses. BillQuick also applies a second level of tax (Main Service Tax/ Main Expense Tax) to the total billed services and expenses. You can choose which [taxes](#) to apply.

BillQuick includes many standard hourly invoice templates, presenting services and expenses in a variety of summary and detailed formats.

- **Hourly Invoice**

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Mr. Mark Summer  
 2 Housing and Urban Development  
 652 Third Avenue  
 New York, NY 10001

**Invoice**

3 Invoice Date: Feb 4, 2018  
 Invoice Num: 1159  
 4 Billing Through: Feb 4, 2018

5 **Housing and Urban Development- Add Services** (10-HUD Add Services:) - Managed by (WB)

6 **Professional Services**

Date	Employee	7 Description	Hours	Rate	Amount
12/8/2014	WB	Client Conference/Meeting	2.00	\$100.00	\$200.00
12/8/2014	WB	Client Conference/Meeting	2.00	\$100.00	\$200.00
1/7/2015	WB	Client Conference/Meeting	2.00	\$100.00	\$200.00
1/7/2015	WB	Client Conference/Meeting	2.00	\$100.00	\$200.00

8 Total Service Amount: **\$800.00**

**Reimbursable Expenses:**

Date	Employee	Description	Amount
12/27/2014	WB	AIRFARE	\$279.00

9 Total Expenses: **\$279.00**

Amount Due This Invoice: **\$1,079.00**

10 *This invoice is due upon receipt*

11 **Account Summary**

Services BTD	Expenses BTD	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
\$ 18,400.00	\$ 314.00	1106	12/7/2014	\$ 1,795.00	\$ 1,000.00	\$ 795.00

Total Amount Due Including This Invoice: **\$1,874.00**

1 3 4 5 See the previous sample.

6 When making billing decisions, you can exclude or write up or down some time entries. The remaining entries print and total on the invoice. The invoice lists who worked, how much and on what activity and how much the client is charged per hour.

7 When timekeepers record time entries, BillQuick inserts the description for chosen the activity. Optionally, you can add a memo to a time entry (or expense entry). In some invoice formats, the time and expense descriptions and memos print on an invoice. Other formats omit it. You can customize the invoice format as needed.

8 The Amount (Net Bill on Billing Review) is Service Amount (Billable on Billing Review) less adjustments such as applied discounts, write-up/down, applied retainer, and so on. Service Amount is the billable value of the approved time entries as of or

up to a certain date (see [4](#)), including any taxes on individual entries (Tax 1, 2 or 3 of Activity Codes or in the service fee schedule assigned to the project).

Net Bill = (Service Amount + Service Tax) + MST + (Expense Amount + Expense Tax) + MET - Discount - Retainer Applied

[9](#) Approved expenses within the date range defined on the Billing Review screen, which includes taxes on individual entries.

This section displays the account summary. It informs the client about what the current bill covers and the total amount owed.

[10](#) Payment terms for the invoice. BillQuick first looks at the terms specified in the Project profile, else the Client profile. If neither profile contains it, BillQuick prints the default payment term ('This invoice is due upon receipt').

[11](#) Account Summary includes Accounts Receivable (A/R) information – past invoices, payments and amount unpaid. Other invoice formats include retainer paid, balance information or aging summary.

## Percent Complete Billing

'% Complete' in BillQuick is the subjective determination of how far along a project is. Throughout the life of a project, the manager can update this percent complete value. You can calculate this percentage based on the contract amount used or spent and then bill the client accordingly.

A percent complete invoice uses the '% Complete' value of the project (in Project screen or Billing Review grid) to calculate the net bill amount. BillQuick automatically calculates this value based on the contract amount and bills the client accordingly. Percent Complete billing supports both single project per invoice and joint invoicing.

You can use percent complete value in two ways in BillQuick:

- To compute the estimated earned value: BillQuick compares it to the actual earned value for the project (based on the Amount Spent). A significant difference in these two values indicates that a problem is looming. The Earned Value – Estimated report uses the percent complete value.
- To determine how much to bill: Percent Complete billing involves the usage of '% Complete' value of the project (in Project screen or Billing Review grid) to calculate the net bill amount.

Percent Complete billing supports both single project per invoice and joint invoicing. When billing on a percent complete basis, BillQuick asks if you want to update the % Complete value in the project profile as well. You have an option to include or exclude the expenses as a part of the contract amount so that BillQuick calculates percent complete bill amount accordingly on the project's Service or Labor Amount.

You can bill phases using percent-complete values from each project phase. For a joint phased percent-complete billing, BillQuick 'joins' the billing records for each phase with unbilled labor and expenses. If desired, you can include completed or not-yet-started phases. Billing records for the same client having the same code automatically combine on a joint invoice. You can decide to generate a phased percent-complete joint invoice for each

phase on the Project-Billing screen or dynamically during a billing session in the Billing Review screen. See [Joint Invoices](#) and [How Do I Create Percent Complete Invoices](#) for more.

## Phased Billing

You can bill one phase or all phases of a project on a joint invoice. It includes completed and not-yet-started phases. Special phased invoice wizard and formats are available in BillQuick (See *Invoice Wizards for more*). If you have specified different custom invoice formats for the phases, BillQuick looks for the invoice format of the first project in the list.

 Each phase of a project is an independent project record. Thus, you can assign different contract types or billing arrangements—hourly, fixed fee, percentage, and so on—to it. See [Project Hierarchy](#) for more.

 Whether you are new to BillQuick billing or use it only periodically to generate phased invoices, the Phase Invoice Wizard (View menu, Wizards) is easier to use. It walks you through the process of creating a joint invoice for phased projects. See *Invoice Wizards for more*.

You can make a billing decision to generate a joint (combined or consolidated) invoice before billing clients or as part of the billing process.

- **Joint Invoices**

For joint invoicing, BillQuick groups the projects based on a common client. In case of projects with phases, it groups the phases based on a common parent project. For example, if 'Send as Joint Invoice' option is checked for three phases of a project and two phases of another project having a common client, Billing Review does not join all five phases into a single joint invoice. It considers the parent project for each phase and joins them accordingly.

- *Combine all projects (all the time) for a client*– On the Client-Billing screen, mark the option 'Default to Joint Invoice'. BillQuick automatically assigns a unique 'J' code to billing records for these projects.
- *Combine selected projects*– On the Project-Billing screen, mark 'Send as Joint Invoice' in each project record you want on the joint invoice. BillQuick creates a unique 'J' code when you generate billing records.
- *Combine as a billing decision*– On Billing Review, enter a unique code into the 'J' column of each billing record you want to combine onto a single invoice. You can also drag and drop billing records on the grid to assign them automatically a joint invoice identifier.

 BillQuick separates the joint invoices of merged projects into individual invoices. See [Merge Project](#) for more.

• **Joint Phased Percent Complete Invoice**

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---

Mr. Mark Summer  
<sup>2</sup> Housing and Urban Development  
 652 Third Avenue  
 New York, NY 10001

**Invoice**

<sup>3</sup> **Invoice Date:** Nov 10, 2012  
**Invoice Num:** 1118  
<sup>4</sup> **Billing Through:** Dec 29, 2012

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<sup>5</sup> **Housing & Urban Development** (10-Main:) - Managed by (JA)

Phase	6 % of Fee	7 Contract Amount	8 % Complete	9 Contract Billed To Date	10 Current Services	Current Expenses
Construction Administration	10%	\$12,500.00	4%	\$500.00	\$500.00	\$0.00
Construction Documents	70%	\$87,500.00	6%	\$5,250.00	\$5,250.00	\$0.00
Schematic Design	20%	\$25,000.00	10%	\$2,500.00	\$2,500.00	\$0.00
<b>TOTALS</b>	<b>100.00%</b>	<b>\$125,000.00</b>		<b>\$8,250.00</b>	<b>\$8,250.00</b>	<b>\$0.00</b>

**Contracted Billed to Date:** \$8,250.00  
**Invoice Total:** \$8,250.00  
**Previous Outstanding Balance:** \$0.00  
**Balance Due:** \$8,250.00  
*This invoice is due upon receipt*

<sup>11</sup> **Account Summary**

Billed To Date	Paid To Date	Balance Due
\$ 8,250.00	\$ 0.00	\$ 8,250.00

<sup>1</sup> <sup>3</sup> <sup>4</sup> See the previous samples.

<sup>5</sup> Project ID and Phase Description carries from the project phase profile.

<sup>6</sup> Each phase's percent of the total project contract amount carries from the project profile.

<sup>7</sup> Contract (amount) carries from the project phase profile.

<sup>8</sup> Percent Complete is a decision of the billing manager—accept the % Complete value in the Project profile or enter an updated value in the Billing Review screen.

<sup>9</sup> This is the Contract Amount previously billed and carries from accounts receivable for each project phase. It illustrates how much of the contract you have already billed to date.

<sup>10</sup> This informs the client of the invoice amount currently due on Services and Expenses. Amount Due is <sup>7</sup> Contract Amount x <sup>8</sup> % Complete - <sup>9</sup> Contract Billed.

<sup>11</sup> See the previous samples.

## Recurring Billing

Recurring billing involves pre-setting amounts billed to the client on a set frequency such as weekly, biweekly, monthly, quarterly, and so on. The billed amount is the same regardless of the hours expended. BillQuick allows you to reduce the expenses on the recurring bill or to add them to the invoice (in addition to the recurring amount).



Frequency of billing for a project starts from the date of the invoice. Billing frequency can also be set for the non-recurring project contracts.

When you select a 'Recurring' contract type for a project, BillQuick generates the billing record according to the frequency set in Project screen. It does not automatically create an invoice; however, it does remind you via Reminders screen that bills need to be processed. If billing does not take place, BillQuick generates a recurring billing record for each billing period in Billing Review. If desired, you can allow billing a different and higher amount than the specified recurring amount. This happens when the value of time and expenses for the project exceeds the recurring amount.

Preferred invoice layouts for recurring bills vary widely. Some prefer a detailed list of time and expenses to show the amount of work done, while others prefer a fixed (single fee) invoice with occasional memos.

## Cost Plus Billing

If you are an engineering, architectural or other professional services firm that works for federal or state agencies, you might have to use Cost Plus contracts. Cost plus billing adds a profit margin or management fee to the bill amount. BillQuick supports Cost + Percentage and Cost + Fixed Fee contracts, including their invoice templates. You can set special bill rates in the SFS or EFS for the direct costs and set the fixed fee or percentage on the Project-General screen.

- **Cost + Fixed Fee**

This contract can be used as a billing arrangement when you want to bill direct costs—time and expense (if expenses are a part of contract)—*plus* a fixed fee (profit) to the client. The total fixed fee is available in the Project profile. BillQuick adds a portion of the Fixed Fee to the Net Bill before generating the invoice. BillQuick also tracks the fixed fee portion to ensure you do not over-bill.

Fixed Fee Amount = Billable Amount x (Fixed Fee / Contract Amount)

Net Bill = Service Amount + Service Tax + Expense Amount + Expense Tax + Fixed Fee - Discount - Retainer Applied

For example:

Contract Amount = \$1000, Fixed Fee Amount = \$100, Value of billable time and expenses = \$500

Fixed Fee =  $500 \times (100/1000) = \$50$

- **Cost + Percentage**

This contract can be used as a billing arrangement when you want to bill direct costs—time and expense (if expenses are a part of contract)—*plus* a percentage of the costs (profit) to the client. The total fixed fee percentage is available in the

Project profile. BillQuick adds the profit percentage to the Net Bill before generating the invoice until the project is complete.

$$\text{Fixed Fee Amount} = \text{Billable Amount} \times \text{Fixed Fee \%}$$
$$\text{Net Bill} = \text{Service Amount} + \text{Service Tax} + \text{Expense Amount} + \text{Expense Tax} + \text{Fixed Fee} - \text{Discount} - \text{Retainer Applied}$$

For example:

Contract Amount = \$1000, Fixed Fee % = 10, Value of billable time and expenses = \$500

Fixed Fee =  $500 \times (10/100) = \$50$

 This is how Billing Review calculates the Fixed Fee Amount. However, you can manually override it with a different amount. It will then re-calculate the Net Bill Amount. However, if you change the Net Bill manually, it does NOT change the Fixed Fee Amount.

## Split Billing

BillQuick is designed to handle billing of a single project to a single client. However, to enable billing a single project to multiple clients, that is split billing, it involves some additional processing. You can handle that by creating a single project initially but later adding phases to it. After time and expenses have been recorded to it, you can split the billing record among multiple clients in the desired ratio. See [How Do I Handle Split Billing](#) for details.

## Payment Terms

### TERMS OVERVIEW

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**Navigation** *View menu, Terms*

The [Terms](#) screen allows you to specify and customize payment terms on invoices. Payment terms indicate when you expect to receive payment from a customer. In case of tardy clients or late payments, the specified interest or late fee can be charged. You can create a list of often-used payment terms in the Terms screen. These user-defined terms are available in the Project and Client screens and applied in the Billing Review screen. On creating a new database, the Terms screen is pre-filled with the standard terms.

For example, if you expect payment from a customer within 30 days and you charge an interest rate of 5% on late payments, the terms can be set here as Net 30 for 30 grace days. The late fee charges can be set in the Project and Global Settings screen. To apply terms to a transaction, select the terms you want in the Client or Project screen to be used when you are creating an invoice. If payment terms are selected in the Client screen, these terms will always be associated with that customer and will automatically fill in whenever you create an invoice for this customer. If payment terms are selected in the Project screen, these terms will be associated with that project when you create an invoice for that particular project.

## Reference Info

### TERMS

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**Navigation** *View menu, Terms*

The following are descriptions of the fields on the Terms screen:

**Term Name:**

The name of the payment term applied to the invoices. You should enter a word or phrase that helps you recognize the terms when you use it in BillQuick. For example, Net 30, Standard, etc.

**Grace Days:**

The number of days after which interest is charged to late payments. This is a grace period provided after which the interest or late fee will be charged to the clients on unpaid or outstanding invoices. BillQuick uses the grace period and interest rate specified in the Global Settings screen, unless overridden in the Project screen.

### Terms Button Panel

**Help:**

Opens the BillQuick Help in the Terms section.

**Print:**

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

**Auto Fit:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Delete:**

Deletes the selected payment term.

**New:**

Allows you to create a new payment term. When it is clicked, your pointer will automatically be placed in the Term Name field where you can type the name of the term and tab to the other fields.

**Close:**

Closes the Terms screen.

### How Do I

#### HOW DO I CREATE TERMS?

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To create payment terms:

1. Open the Terms screen from the View menu.

2. Click New to add a new payment term.
3. Enter a Term Name, such as Net 30, Net 45 or Net 90.
4. Next, enter the related Grace Days, such as 30 days for Net 30 or 45 for New 45 term. Click on the next row to save the term.
5. When you have finished, click Close.

## HOW DO I ASSIGN TERMS?

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You can assign payment terms to purchase orders and invoices from various screens in BillQuick. You can do so in the following ways:

- Purchase Order screen: You can assign payment terms to purchase orders sent to vendors. *For details, see [Purchase Orders](#).*
- Client-Billing screen: Payment terms specified at the client level apply to all the projects of a client. *For details, see [Client](#).*
- Project-Billing screen: Payment terms specified at the project level apply to individual projects only. *For details, see [Project](#).*

The payment terms selected for a project overrides the default terms set at the client level. However, for *joint invoicing*, the payment terms *will always pull from the Client profile*. For example, if all projects included on an invoice are set to Net 30 at the project level, but Net 60 at the client level, the joint invoice will have Net 60 as the payment term.

## Currency Manager

### CURRENCY MANAGER OVERVIEW

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**Navigation** *Settings menu, Currency Manager*

Your operations can take place in multiple locations, say, United States with clients in Canada, Mexico and China. With different countries and foreign currencies, billing can get confusing. If you do business with international clients, you can enter foreign currency transactions in BillQuick the same way as you enter them in your local currency.

BillQuick supports multiple currencies with the [Currency Manager](#) feature. This feature enables you to bill your foreign clients in their currency values, making invoicing and payments easier. The Currency Manager screen stores country names and exchange rates or multipliers along with other relevant information to be used for currency conversion. Using these currency exchange rates, BillQuick converts home currency amounts on invoices to local currency for clients (including currency symbols, decimal and separators). It applies the exchange rate as of the date when an invoice is generated. The home currency is automatically identified from the Windows operating system as well as your Company screen.

You can select the desired currency to be used for billing in the Client and Project screen. Selecting a currency at the Client level will apply that currency for all the projects of that client; while selecting a currency at the project level will apply that to a specific project only. The only time you will see a foreign currency is on the invoices and when recording

payments. BillQuick saves applied conversion rates with the invoice, ensuring the same conversion rate is used when recording payments.

You can also enter expenses in foreign currencies and have BillQuick display the expense amount in both the local and foreign currency. You can specify a default currency in the Company screen and then override it for an employee in the Employee screen or while entering expenses in the Expense Log screen. Values on your BillQuick reports always appear in your home currency. The company records are also maintained in your home currency.

 This feature is available in the BillQuick Pro & Enterprise editions only.

## Reference Info

### CURRENCY MANAGER

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**Navigation** *Settings menu, Currency Manager*

The following are descriptions of fields on the Currency Manager screen:

#### **Get Latest currency exchange rates from the web:**

This hyperlink takes you online to check for the latest currency exchange rates. You can pre-define this web address in the Global Settings-Billing screen.

#### **Country (Currency):**

Lists various countries and their respective currencies with abbreviations. For example, U.S. Dollar (USD), Euro (EUR), etc. The list is editable and you can add more currencies to it.

#### **Current Multiplier:**

You need to know the exchange rates for the relevant currencies. Exchange rate or current multiplier is what one unit of foreign currency is worth in your local currency. For example, If U.S. \$1 (your local currency) is worth Australian \$1.298 (foreign currency), then you can enter 1.298 in this field. When printing or sending an invoice in another currency, you can use the default exchange rate (current multiplier=1) or modify it to reflect the latest rate. BillQuick allows you to enter currency up to 8 decimal places.

#### **Symbol:**

Lists all the symbols of the currencies. For example, \$ for U.S. Dollar, £ for the British Pound, etc. This list is also editable.

#### **Decimal Character:**

Lists the character used to denote the decimal currency values. By default, it is a period (.) but can be changed to any other character.

#### **Separator Character:**

Lists the character used as separators in the currency values or amounts. For example, an amount of ten thousand dollars would be represented as \$ 10,000. By default, it is a comma (,) but can be changed to any other character.

## Currency Manager Button Panel



### Search Item:

This enables you to search for a particular record in the grid. You can search for a record using full or partial ID, name or any other field. BillQuick displays the matching records in a drop-down list based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the drop-down. As you keep on typing more letters, it displays results that are more relevant. Click  to jump to the desired record in the grid.

You can also do a wildcard search (see [Find](#) for more). You can also access the Find feature from the right-click menu.

### Help:

Opens the BillQuick Help in the Currency Manager section.

### Print:

Opens the [Select a Report](#) screen allowing you to select the desired in-context report. From this screen, you can print, preview or cancel the report. The report will include only the items in the grid.

### Layout:

#### Auto Fit:

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

#### Best Fit:

BillQuick automatically adjusts the grid list so that the columns fit the contents.

### Select:

The drop-down gives you these options:

- **Select All:** Selects all the records in the grid. You can also use Ctrl+A keys to select all rows.
- **Unselect All:** Un-selects all the records in the grid. Alternatively, you can click in any cell within the grid to unselect the selected records.
- **Reverse Select:** Reverses the selection. It unselects the selected records and selects the previously un-selected ones.

### Delete:

Deletes the selected currency record.

### New:

Allows you to enter a new currency in the Currency Manager screen. When clicked, your pointer will automatically be placed in the last empty row where you can enter new data and <Tab> through the remainder of the grid to enter additional information.

### Close:

Closes the screen.

## How Do I

### HOW DO I SET CURRENCIES?

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To set or assign a currency:

1. Open the desired screen: Client-Billing screen or Project-Billing screen. You can also specify a default home currency in the Company-General or Employee-Rate screen.
2. Select a currency from the drop-down in the Currency field. To add a new currency, select <Add New>.
3. On the Currency Manager screen, click New.
4. You can enter a new Currency for a country along with the Current Multiplier and Symbol. BillQuick does not consider changes in rates unless you made the changes in the Multiplier field. It handles currency conversion automatically using this multiplier.
5. Update the conversion multipliers by getting the latest exchange rates from the web link at the top. You can specify the URL for this in the Global Settings-Billing screen (such as, [Yahoo currency converter](#)).
6. Define a preferred Decimal Character for your currency and a Separator Character, if required.
7. When you are done, click Close.
8. While entering expenses in a different currency, you can specify the foreign currency and multiplier in the Expense Log screen.

## Billing Schedule

### BILLING SCHEDULE OVERVIEW

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**Navigation** *Billing menu, Create Invoices, Billing Schedule*

The [Billing Schedule](#) screen allows you to define and schedule expected billings to be executed over the life of a project. It represents a decision to bill projects for a specified amount at a future date. This feature allows the managers to schedule expected cash flow by month or any desired billing period on a project. While you can define a billing schedule for any contract type, you would most commonly use it for fixed-type contracts. You can also create billing schedule for projects with milestone billing, wherein the project manager makes the billing decision rather than the billing manager. Architects and engineers make payment schedules based on milestones achieved while working on projects.

When you know the amount to be billed in each billing cycle, it allows you to define as many billing records as needed (each record will become an invoice), define the bill amount for each period, apply part of the retainer to the net bill, and optionally, set a reminder date for when to bill it. Working with a project contract amount, you can bill different amounts or a percentage of the contract on specific dates. If desired, you can allocate a portion of a

project's retainer balance to each scheduled billing. In addition, you can choose whether expenses and extra time are part of the contract amount or charged separately.

Depending on your needs, you can define billing records for the entire life of a project, or only for the initial period of work. You do not need to complete all billing records at one time. Thus, you can have a contract extending for two or three years, but only the immediate billing records need to be completed (for example, the next two or three months). Even if you schedule invoices many months or years into the future, you can always change any unbilled record. Projects with a billing schedule are added to Billing Review automatically, if the date of bill is due and falls within the date range specified there. A project must have at least one time entry during the billing period to generate a billing record in Billing Review. You can add, edit or delete billing records any time before generating an invoice in Manual Invoice or Billing Review screen.

BillQuick monitors the billing record dates to remind you to bill certain clients and then displays it on the Reminders screen.

 To export records in the Billing Schedule grid to Excel, point anywhere in the grid, right-click and choose **Send to Excel**, then save the file to the desired folder.

 To create a Manual Invoice from a billing schedule, select the record in the grid and right-click; choose Create Manual Invoice from the menu. From the Manual Invoice screen, you can process the bill into an invoice.

 **Find:**

Click to open the Find screen. It allows you to search for a project or any other module in the Billing Schedule.

## Reference Info

### BILLING SCHEDULE

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**Navigation** *Billing menu, Create Invoices, Billing Schedule*

The following are descriptions of fields on the Billing Schedule screen:

**Project ID: (required)**

ID of the project associated with the billing schedule. Enter an ID or select one from the drop-down list. You can add a new project on the fly using the Add New option from the drop-down list.

**Contract Amount: (Read-Only)**

Contract amount for the project. This carries forward from the Project screen.

**Contract Type: (Read-Only)**

Contract type for the project. This carries forward from the Project screen.

**Parent Project Retainer Available: (Read-Only)**

Parent project retainer that is available for the project phases and sub-phases.

**Client Retainer Available: (Read-Only)**

Retainer amount available for the client. It is for reference in case you want to apply it to the billing schedule.

**Project Retainer Available: (Read-Only)**

Retainer amount available for the project. It is for reference in case you want to apply it to the billing schedule.

**Grid**

Each row in the grid represents an individual billing record. The record carries to Billing Review for processing based on the reminder date. A billing record can be edited any time before generating an invoice in Billing Review. However, changes made to the billing record there *are not* reflected here. Billed records are color-coded **blue** (or the user-defined color-code for billed time and expenses) after the invoice is generated.

Some of the fields show a summary at the bottom. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

Decimal values are displayed based on the settings specified in Global Settings-User Interface. For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67). However, placing your pointer in the field will reveal the true value. If you specify 10 as the number of digits after a decimal, the grid will display values rounded off to ten decimal places (2500.666 will display as is).

**Field Chooser:**

Click  to open the Field Chooser. It is a list of field names that you can either hide or show in the grid. Check the field names you want to show on the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when entries are made. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. For example, if you charge taxes to service and expense items, show the following: Service Tax, Expense Tax, MST and MET. If you do not charge individual taxes (Tax 1, 2 and 3) to time and expense entries but do charge the main taxes, show Main Service Tax and Main Expense Tax by marking the relevant check boxes. The column names in the field chooser are displayed in alphabetical order.

**Bill #: (required)**

Sequence number for the bill records. It is a non-editable field. BillQuick automatically enters bill number in the rows as you click in the blank row. Each row represents an invoice to be generated in Billing Review. This sequence determines the order in which billing records will be available in Billing Review screen.

**Amount: (required)**

Bill Amount for the invoice before a retainer, if any, is applied. You can enter a value here or use % Contract Amount field to calculate it. In whichever field you enter a value, the other is automatically calculated. This field shows column summary at the bottom.

**Retainer:**

Portion of the available retainer that is applied to the invoice. Enter a value or use the % Retainer field to calculate it. In whichever field you enter a value, the other is automatically calculated. This value carries forward to the Retainer field in Billing Review.

**Net Bill:**

Net bill amount for the invoice. Net Bill on a billing schedule is *not* the same as Net Bill for a project on the Billing Review screen. The former adds the Main Service Tax and Billable Expenses to it to produce the latter value. The difference between the Net Bill and Billed Amount helps you to compare the projected vs. actual billed values.

Net Bill = Bill Amount - Retainer

**Exp:**

Generally, billable expenses are not included in the contract amount and are separately charged to the client as reimbursable expenses. However, when checked here, billable expenses count against the contract amount. Unchecked, expenses are in addition to the contract amount.

**Ext:**

Checked, time entries tagged extra count against the contract amount. Unchecked, these entries allow you to exceed the contract amount.

**% Contract Amount:**

Percentage of the contract amount to bill on the invoice. The value you enter here changes the bill amount and vice versa.

**% Retainer:**

Percentage of the retainer to apply to the bill. The value you enter here changes the Retainer amount and vice versa.

**Reminder Date:**

The date the billing record should be added to the [Reminders](#) screen. You can click the reminder in the Reminders screen to open the billing record in Billing Review and bill it. However, you can set the option in Billing Review to bring in billing records from the Billing Schedule screen based on this date. A project must have at least one time entry during the billing period to generate a billing record in [Billing Review](#) based on the schedule. Enter the month, day and four-digit year, or select one from the drop-down calendar.

**Notes:**

Unlimited length text can be added here to describe or explain any item or issue related to the billing record.

**Show Notes on Invoice:**

Checked, the note added in the Notes field becomes an invoice memo. The memo prints on standard invoice templates designed to show it.

**Billed Amount:**

The bill amount defined in a billing schedule can be changed in the Billing Review screen. If so, this Billed Amount field reflects the adjusted Net Bill amount in Billing Review. The difference between the Net Bill and Billed Amount helps you to compare the projected vs. actual billed values. *This field is blank for scheduled but unbilled records.*

**Invoice Number:**

The invoice number of the billed invoice. *This field is blank for scheduled but unbilled records.*

**Scheduled Bills Summary**

As you enter values in the grid, BillQuick automatically calculates totals for a quick reference. These fields are read-only.

**Amount:**

Total bill amount for the scheduled bills and the percentage of contract amount scheduled for billing.

**Retainer Amount:**

Total retainer applied to the scheduled bills and the percentage of retainer balance scheduled for billing.

**Net Amount:**

Total of the net bill amounts scheduled for billing.

**Billing Schedule Button Panel****Help:**

Displays the BillQuick Help in the Billing Schedule section.

**Print:**

Click to preview and print the Billing Schedule report. The report will include only the items in the grid. Preview displays the full screen representations of the report and allows you the choice of printing or exporting the report.

**Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Move Up:**

Takes you one-step up from the selected unbilled record in the grid.

**Move Down:**

Takes you one-step down from the selected unbilled record in the grid.



You can move up or down the unbilled line items only. You are not allowed to move an unbilled line item above the billed line item.

**Delete:**

Deletes one or more selected rows in the grid.

**New:**

Focuses the control over a blank row allowing you to add a new billing record to the selected project's billing schedule.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Close:**

Closes the Billing Schedule screen.

**How Do I****HOW DO I CREATE BILLING SCHEDULES?**

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You cannot create a billing schedule for a Recurring, Recurring with Cap and Recurring + Expenses contract types.

You can set up your billing schedule at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Setup
- Advanced Setup

**Billing Review****BILLING REVIEW OVERVIEW**

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**Navigation** *Billing menu, Create Invoices, Billing Review*

[Billing Review](#) is an important screen where you can implement billing decisions and process invoices. Whichever billing method you choose, all billing information flows to this screen. It enables you to generate invoices by client, project, manager, contract type and by whatever billing period you want.

You can customize the grid to show historical and current information. The Billing Review columns are color-coded. The yellow fields are editable. You can apply funnel filters to view data selectively and save time in billing. As billing is typically done by a manager, the most common view would be the Project Manager mode with the appropriate billing period selected.

Each billing record is a summary per project. Those project billing records that match the filters you select get displayed in the Billing Review grid. For instance, project managers can restrict the billing records to only those projects that they manage. Additionally, the date filters can restrict what time and expenses to display on the Billing Review grid.

From the Billing Review screen, you can change or finalize your billing decisions. You might want to preview some pre-billing reports or view some billing details by right clicking on a record. You can also view the Time Details or Expense details and decide to exclude some entries for billing purposes. These excluded entries will be kept on hold for this billing session but will be available in the future. You can also review the detailed information of a project associated with a billing record by selecting that option from the shortcut menu.

BillQuick supports concurrent billing, that is, multiple people can do billing in BillQuick at the same time. While billing, the related time and expense entries are locked for billing and display in **dark gray** color in the time and expense entry screens. You can edit these locked entries but not their hours, rates or taxes. This ensures that the value of billed entries is the same as that invoiced.

 Billing Review displays a warning if it detects unapproved time or expense entries for the time period that you are billing for.

## Reference Info

### BILLING REVIEW

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**Navigation** *Billing menu, Create Invoices, Billing Review*

The following are descriptions of fields on the Billing Review screen:

#### **Last Invoice #:**

Displays the last printed invoice number. BillQuick generates the invoice number and its format is based on the Last Printed Invoice settings in [Global Settings-Billing](#). In addition, you can edit the invoice number on the Invoice Review screen.

#### **Minimum Amount:**

The minimum amount to be billed as specified in the Global Settings screen. This field is editable and hence can be changed here also. The invoice processing will be skipped if the bill amount is less than this minimum amount and the selected project has no billing schedule or recurring contract rules associated with it.

#### **Invoice Review:**

Opens the [Invoice Review](#) screen where you can review and finalize the invoices.

#### **Create Phased Invoice:**

Opens the [Phased Invoice Wizard](#) that enables you to create joint invoices for phased projects.

#### **Create Retainer Invoice:**

Opens the [Retainer Invoices](#) screen enabling you to create retainer invoices.

#### **View By:**

The projects reviewed in Billing Review can be restricted to specific clients, projects, managers, and so on. You can select the desired option. Whatever is selected here determines the From-To list for viewing billing records in the grid.

#### **From-To:**

Depending upon your selection in the View By field, these fields display a list of corresponding items. The filters selected here determine which projects will be brought forward for review and invoicing. For example, if you selected Project Manager in the View By field, it will display a list of Project Managers in the From and To drop-downs. You can review billing records for a range of project managers by placing the first project manager in the From field and the last one in the To field. To view billing records related to just one project manager, select the same name in both From and To fields. You can also use All Project Managers option that fills the From-To fields with all the available items. The procedure is the same for other View By options.

#### **Period:**

This field allows you to select a time period for viewing billing records in the grid. You can choose Day, Week, Month, Year, Fiscal Year, All, Custom, and so on. This field works in

combination with the Period Including/Period From-To fields to determine what range of billing records are displayed in the grid.

### Period From-To:

These fields will limit the billing records displayed in the grid to those that fall within the date range specified. If you want to bill a particular month's worth of time and expenses, select the first day of the month in the From field and the last in the To field.

### Billing Review Grid

Each row in the grid contains billing information for a project. There is more information that can be viewed on a single screen, but is hidden by default. We recommend that you determine what information is applicable to your firm (say taxes, retainage, and so on.), then turn on or off these columns using the Field Chooser. To export billing records to Excel, point anywhere in the grid and right-click. Choose **Send to Excel** and then save the file to the desired folder.

Decimal values are displayed based on the settings specified in Global Settings-User Interface. For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67). However, placing your pointer in the field will reveal the true value. If you specify 9 as the number of digits after a decimal, the grid will display values rounded off to nine decimal places (2500.666 will display as is).

Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

### Field Chooser:

Click  to open the Field Chooser. It is a list of field names that you can either hide or show in the grid. Check the field names you want to show on the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when entries are made. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. For example, if you charge taxes to service and expense items, show the following: Service Tax, Expense Tax, MST and MET. If you do not charge individual taxes (Tax 1, 2 and 3) to time and expense entries but do charge the main taxes, show Main Service Tax and Main Expense Tax by marking the relevant check boxes. The column names in the field chooser are displayed in alphabetical order.

### J:

Joint invoice identifier. Enter the same letter or number to join separate projects for joint invoicing. Project phases and standalone projects with the same client can be joined together on a single invoice. This is where you mark the projects that you want to consolidate or combine for joint invoicing. For example, enter the letter 'j' in the J column next to the projects you want to join for billing.

Projects can be set to joint invoicing by default in the [Project](#) screen. Joint invoices can be defaulted for all projects of a client by marking that option in the Client screen.



If you change the value in the J column, following rules are applied:

- If the earlier value in the J column is blank and you enter a new value not existing in the grid, BillQuick does not change the Invoice # as it is already unique.
- If the earlier value in the J column is blank and you enter an existing value, then BillQuick uses the same invoice number for this row.
- If the value in the J column is replaced with nothing (blank), BillQuick checks whether the earlier value exists elsewhere in the grid. If yes, a new value is inserted in the Invoice # column; else there is no need to change the number, as it is already unique.
- If you replace the old value in the J column with a new value that exists in the grid, then BillQuick uses the same invoice number. If this is not the case, then a new invoice number is used.



Only projects with the same client can be combined on a joint invoice.

**Invoice #: (required)**

This column displays the invoice numbers based on the Last Invoice #. Initially it is blank. When you mark the B check box, the next available invoice number gets filled in automatically in this field. These invoice numbers are editable and will be associated with the new invoices after processing. Last Invoice # field is updated based on the numbers of those invoices that have been processed. You cannot keep this field blank or use an existing number. This number also depends on the J column. Invoice numbers cannot be duplicated in the grid except in case of joint invoices.

If you process a draft invoice and manually change its invoice number here, BillQuick assigns that custom number when finalizing it in the Invoice Review screen.

**P O #:**

This field allows you to view the purchase order number associated with a project. This way old PO numbers remain associated with their original invoices.

**Project ID:**

The project ID whose billing record appears in the grid.

**Project Name:**

The name of the project associated with the billing record.

**Type:**

The contract type or billing arrangement for the project associated with the billing record, for example, fixed, hourly or cost plus.

**Contract Amount:**

The contract amount fixed for the project associated with the billing record. When the service amount billed to the project reaches or exceeds the contract amount specified in the Project screen, you are prompted to mark the project status as Completed.

**Due Date:**

Date when the project is due for completion. It is brought forward from the Project screen.

**Billed:**

The total amount billed to date on the specific project.

**Paid:**

The total amount paid to date against project invoices, excluding retainers.

**Owed:**

The accounts receivable balance for the project. It is calculated as Billed - Paid amount.

**Hours:**

The billable time logged to a project. This is a sum of B-Hours recorded to a project that falls within the date range specified and are billable, unbilled and approved. The Hours field shows column summary at the bottom.

**Billable:**

Sum of the bill amounts for the time entries that are billable, unbilled and approved for invoicing within the specified date range. The amount *includes* service taxes applied (Tax 1/2/3) when the entries were originally recorded. The Main Service Tax amount is not included in it. In other words, it is the value of billable time entries and taxes on them.

**Expense:**

This is a sum of the expense amount recorded to a project that falls within the date range specified and is billable, unbilled and approved. The amount *includes* expense taxes applied (Tax 1, 2 and 3) when the entries were originally recorded. The Main Expense Tax is not included in it. In other words, it is the value of billable expense entries and taxes on them. This field is editable so that you can enter a billable expense amount manually and include it in the Net Bill. However, you cannot specify an expense amount lower than the original value to prevent negative markups.

**Retainer Paid:**

The total amount of project retainer paid by the client. Retainers paid must be entered in the [Payment](#) screen for the specific project in order for them to be available.

**Retainer Available (P):**

The total project retainer available that can be applied or used for the selected project. You can apply any part of this project retainer to the billing record. Retainers must be entered in the Payment screen in order for them to be available.

**Retainer Available (C):**

The total client retainer available that can be applied or used for the projects of the selected client. You can apply client retainer amount to the selected project if the project retainer is exhausted. Retainers must be entered in the Payment screen for a client in order for them to be available.

**Retainer Available (Parent P):**

The total parent project retainer available that can be applied or used for the selected project (phases and sub-phases).

**Discount:**

Type a discount value that you would like to apply to the invoice prior to processing. You can enter a dollar amount (simple numeric value) or a percentage (numeric value with a % symbol) here. The percentage value will be converted to the dollar amount automatically. The Net Bill amount will be reduced by whatever amount is entered here. The discount reduces the final invoice amount *after* taxes have been added. It does not reduce the tax amount of either services or expenses. Proper security permission is required to apply a discount.

**Retainer:**

Type a retainer value that you would like to apply to the invoice prior to processing. You can also use the Auto Apply Retainer option (Options button) to apply the available retainer automatically to the selected invoice. The Net Bill amount will be reduced by whatever amount is entered here. Retainer reduces the final invoice amount *after taxes*. When you apply a retainer in Billing Review, BillQuick uses the project's liability account for posting the transaction.

Proper security permission is required to apply a retainer. Retainers must be entered in Payment screen in order for them to be available here. In [Billing Schedule](#), the application of retainers can be scheduled. When scheduled, this field will be filled automatically.

The total retainer that can be applied to a row here would be Project Retainer Available + Client Retainer Available. You can apply any amount from the Project Retainer Available on an invoice. If the project retainer is not available, then you can apply any amount from the Client Retainer Available for the selected project. Let us say that the Project Retainer Available = \$200 and Client Retainer Available = \$1000. If you choose to apply retainer amount of \$200 or less, then we take it all from the Project Retainer Available. But if you choose to apply retainer greater than \$200, say \$300, then \$200 will be taken from the Project Retainer Available and \$100 from the Client Retainer Available. This will result in the client retainer remaining as \$900.

Retainer field shows column summary at the bottom.

**Retainage:**

This is a portion of the Net Bill amount that will be unpaid or retained by the client for a project. This amount is payable on a later date or when the project is completed.

**Retainage Accrued Till Date:**

This displays the cumulative accrued retainage amount that the client owes to the company till the current date. This amount is payable on a later date, when the project is completed or work done is verified by the client.

**Fixed Fee:**

Displays the amount charged as fixed fee for the project. This is common for the projects with cost plus contracts. It is added to the Net Bill amount.

**Net Bill:**

This is the amount due on the invoice. This amount is determined according to the contract type of the project or the adjustments made to it.

Net Bill = (Service Amount + Service Tax) + MST + (Expense Amount + Expense Tax) + MET - Discount - Retainer Applied

 See *Net Bill* for more information.

 If your contract amount has been specified (for example, fixed or 'hourly not to exceed' contract type) and you want to bill your client with the total amount due, BillQuick allows you to do so using the Bill Final option. Select a row in the Billing Review grid, right-click and choose **Bill Final** option. The net bill will display the amount to be charged to the client, excluding the amount that has already been billed. In this case:

Net Bill = Contract Amount - Billed to Date

If the '*Skip Extra Time Entry for Automatic Write-Up/Write-Down*' option is **checked** in Global Settings, BillQuick skips the time entries flagged as Xtra when performing an automatic write-up/down of time. For example, when you manually change the Net Bill amount, BillQuick writes up or down the value of time entries automatically. If this option is checked, extra time entries are excluded in this WUD.

**Bill:**

Bill check box is to be marked when you are ready to process the billing records into invoices. When the Process button is clicked, projects with the Bill column checked will be processed. Any projects that you are joining on an invoice using the 'J' column must also have this column checked.

**Class:**

You can select a class here for a project billing record, to be used for the invoice created. If classes are assigned to projects, the related time and expense entries are also assigned the same class. You can assign a class created in BillQuick or transferred from QuickBooks. This assignment can also be done from the [Assign Class panel](#) of the BillQuick-QuickBooks Integration Settings screen, if you do not specify them here.

 You need to assign class to BillQuick items **before** creating invoices and **prior** to the synchronization with your accounting software. Else, your class fields will remain blank there and will not display in reports.

**Client ID:**

The client assigned to the project in the Project screen. When creating a joint invoice, the Client ID of each project must be the same.

**Parent:**

Name of the parent or main project in case of a billing record for a project phase.

**Status:**

Displays the project status-active, main, hold, inactive, and so on.

**Phase Description:**

If the billing record is for a project phase, this field displays the name or description of that phase (child project).

**Manager:**

The person assigned to manage a project. The project manager may also be the billing manager.

**Service Amount:**

The labor (service) amount to be billed on an invoice. The Service Amount for some contract types can be pre-defined in the Billing Schedule. The Service Amount is different from the Billable amount, as it does not include the Tax 1, 2 and 3 of the time entries nor the Main Service Tax. When the service amount billed to the project exceeds the contract amount specified in the Project screen, you are prompted to mark the project status as Completed. This amount gets updated with every write-up or write-down being applied to the time entry.

- When the project does not have a billing schedule and its contract type is neither Recurring nor Recurring With Cap, the Service Amount is computed by multiplying the B-Hours by their bill rates.

Service Amount = Billable time and expense - (Tax 1 + Tax 2 + Tax 3)

- For a project with Recurring, Recurring + Expenses, Recurring + Hourly or Recurring with Cap contract types and a defined recurring billing record:  
Service Amount = Recurring Bill Amount

- For other projects with a linked billing schedule:

Service Amount = Billing Schedule Bill Amount - Service Tax Amount

- For projects with Cost + Percentage or Cost + Fixed Fee contract types:  
Service Amount = (Billable Hours X Bill Rate) + Fixed Fee

**Expense Amount:**

The value of expenses to be billed on an invoice. This amount does not include Tax 1, 2 and 3 of the expense entries nor the Main Expense Tax. It is calculated as:

Expense Amount = (Units x Cost) + MU %

**Service Tax:**

The tax charged on the services rendered on any project. It is considered part of the project's contract amount. It is the sum of Tax 1, 2 and 3 for the time entries when a billing schedule is not assigned to the project. It equates to Billable - Service Amount. When a billing schedule is assigned to a project, the service tax to the Service Amount is in the same proportion as the sum of Tax 1, 2 and 3 to the sum of (B-Hours x Bill Rates). Basically, it is estimated by the actual taxes that were recorded with the time entries. The Main Service Tax is not accounted for in this field.

**Expense Tax:**

The tax charged on the expenses incurred on any project. It is the sum of the Tax 1, 2 and 3 amounts for the expense entries. It equates to Expense - Expense Amount. The Main Expense Tax is not accounted for in this field.

**Invoice Date:**

The invoice date is the date when the invoice is processed. By default, it is today's date and can be modified to any other date you want. Late Fees and aging of invoices is based on this date. This date will be displayed on the Aging Reports and Statements and is used to calculate late fee owed by the client.

**Client Contact ID:**

The client contact assigned to the project. The invoice will be addressed to this contact. When a client contact is not assigned, the invoice will be addressed to the main client.

**Main Service Tax:**

The Main Service Tax of the invoice that is not considered part of the contract amount. The MST % can be assigned in the Company, Client or Project screen but can be edited here. It

equates to (Service Amount + Service Tax Amount) x (Main Service Tax %). If a project has a Main Service Tax % (carried forward from the Global Settings or Project screen), BillQuick computes the tax on the total labor in Billing Review. If Tax 1, Tax 2 or Tax 3 is applied to the time entries, and Main Service Tax is applied to invoiced labor, the result is charging tax on taxes. You can set the ceiling on the MST in Global Settings by which BillQuick checks that the total tax amount does not go beyond the limit specified.

### **Main Expense Tax:**

The Main Expense Tax of the invoice. The MST % can be assigned in the Company, Client or Project screen but can be edited here. It equates to (Expense Amount + Expense Tax Amount) x (Main Expense Tax %). If the project has a Main Expense Tax % (carried forward from the Global Settings or Project screen), BillQuick computes the tax for all invoiced expenses in Billing Review. If Tax 1, Tax 2 or Tax 3 is applied to expenses and Main Expense Tax is applied to invoiced expenses, the result is charging tax on taxes. You can set the ceiling on the MET amount in Global Settings by which BillQuick checks that the total tax amount does not go beyond the limit specified.

### **Accounts Receivable:**

If you need to maintain multiple A/R accounts for your company, you can choose it from the drop-down for the project billing record. This allows you to track various types of accounts receivable transactions in separate A/R accounts. If you have already set an A/R account for this project in the Project screen, BillQuick retrieves it here, though you can change it. This is the account you want to use for posting the billing transactions related to a project in BillQuick.



The A/R account feature is available in the BillQuick Enterprise edition only.

### **% Complete:**

The project's percentage of completion. It is brought forward from the '% Complete' field in the Project screen. It is stored in the invoice record when processed and can be displayed on invoices. It is editable and decimal values can be entered as well. Calculation of the Net Bill can depend on this value if the 'Use Percent Complete' option is used from the Options button.

If the '*Skip Extra Time Entry for Automatic Write-Up/Write-Down*' option is **checked** in Global Settings, BillQuick skips the time entries flagged as Xtra when performing an automatic write-up/down of time. For example, when you apply % Complete, BillQuick writes up or down the value of time entries automatically. If this option is checked, extra time entries are excluded in this WUD.

### **% Billable:**

The total percentage of contract amount that is billable. It reflects the total % Complete value of a project as of the current billing session. This takes the guesswork out of the billing process for the invoices billed based on percentage complete. This value is calculated as:

$\% \text{ Billable} = \text{Net Bill Amount} / \text{Contract Amount} + \text{Previous } \% \text{ Billable}$

For instance, if the Contract Amount = \$50,000

For the first invoice, Net Bill Amount = \$25,000

$\% \text{ Billable} = 25,000 / 50,000 = 50\%$

For the second invoice, Net Bill Amount = \$7500  
 $\% \text{ Billable} = 7500 / 50,000 + 50\% = 15\% + 50\% = 65\%$

 This feature is available in the BillQuick Pro and Enterprise editions only.

**Total Service:**

Displays the total billable and non-billable labor or service amount to date (whether billed or not). This is helpful because in case of fixed contracts, you bill on a percentage of project's completion as opposed to actual labor already put into that job. Many users prefer this reference information when making invoicing decisions, especially for percent-complete projects as opposed to billing actual hourly labor charged to a job.

**Total Expense:**

Displays the total billable and non-billable expenses in dollars to date (whether billed or not).

**Service Billed:**

It is the total sum of the Service Amount billed to date. It does not include the Tax 1, 2 and 3 amount of the time entries or the MST. When the service amount billed to the project exceeds the contract amount specified in the Project screen, you are prompted to mark the project status as 'Completed'.

**Expense Billed:**

It is the sum total of the Expense Amount billed to date. The amount includes neither the expense Tax 1/2/3 amounts nor the Main Expense Tax.

**Service Tax Billed:**

The total amount of service tax billed for the project.

**Main Service Tax Billed:**

The main service tax billed for the project so far.

**Main Expense Tax Billed:**

The Main Service Tax billed for the project so far.

**Expense Tax Billed:**

The total amount of expense tax billed for the project.

**Tax Amount:**

The sum of MET and MST applicable to the billing record in the Billing Review.

**Extra:**

This is the total service amount marked as Xtra (extra) in the time entry or expense entry screens. This field does not affect the net bill.

**Extra Billed:**

It shows how much extra service amount has been billed to date for the project.

**Extra Tax Amount:**

The total tax amount charged on the services marked as extra.

**Extra Expense Amount:**

The total amount of expenses marked as Extra in the expense entry screen.

**Extra Expense Tax Amount:**

The total tax amount charged on the expenses marked as extra.

**Extra Tax Billed:**

The total extra tax amount billed for the project so far.

**Extra Expense Billed:**

It shows how much extra expense amount has been billed to date for the project.

**Extra Expense Tax Billed:**

The total extra expense tax amount billed for the project so far.

**WUD:**

Displays the value of write-up or write-down generated on the billing record. You can access the [Write-Up/Write-Down](#) screen from the Tools menu. The default value is 1 which means 0% WUD.

**Notes:**

When a note is attached to the billing record, it displays . You can add or change a note by clicking on this field. It opens the [Add Notes](#) screen. You can type as much text as desired into the Notes area or enter Auto Complete shorthand codes to insert standard text.

**Billing Review Button Panel****Help:**

Opens the BillQuick Help in the Billing Review section.

**Print:**

Opens the [Select a Report](#) screen, where you can select the desired in-context report. From this screen, you can print, preview or cancel the report.

**Options:**

- **Calculator:** Opens the [system calculator](#). You can use the calculator to perform any of the standard operations for which you would normally use a handheld calculator. It performs basic arithmetic, such as addition and subtraction, as well as functions found on a scientific calculator, such as logarithms and factorials.
- **Use Percent Complete:** Click this if you want Billing Review to calculate the Net Bill amount based on the revised percent complete value of the selected project in the grid. If you opt for it, then the Net Bill will get automatically filled based on the percentage of project completion. This will happen only when there is no Billing Schedule associated with the project nor is its contract type recurring. You will also be prompted to update the % Complete value in the Project screen in case you edit it here. Moreover, if retainer is to be applied to the project (manually or automatically), it will be applied after the Net Bill has been revised according to the % Complete value of the project.
- **Show Active Items Only:** Click this to view only active items in the drop-down lists. Clients, projects, managers, and so on with only active status will be displayed in the lists.

- **Auto Apply Retainer:** Click this to apply the available project retainer automatically to the selected billing record with a single click. You can thus apply retainer automatically to the first invoice in the grid. The retainer applied will reduce the Net Bill amount. Retainer reduces the final invoice amount *after taxes*.
- **Show Vendors:** Click this to display the list of vendors in the Client and Project Manager (from-to) drop-downs. This enables you to choose projects based on managers where the list includes vendors and employees who can be project managers.
- **Use Billing Schedule Reminder Date:** When used, Billing Review will get the billing details of a project with a billing schedule based on the reminder date and then display the records in the grid accordingly.
- **Bill Maximum for Recurring Contract Types:** This option ensures that the larger amount (contract amount vs. total amount for time entries) will be billed. For example, if the amount due for the time entry is \$600 while the recurring bill amount is \$500, the Billing Review will display the larger of the two, that is, \$600 for billing purposes.

**Select:**

The drop-down gives you three options:

- **Select All:** Click this button to select all the entries in the Billing Review grid.
- **Un-Select All:** Click this button to unselect all the entries in the Billing Review grid. Alternatively, you could click in any cell within the grid to unselect the selected entries.
- **Reverse Select:** Click this button to reverse the selection. This unselects the selected entries, selecting all other entries.

**Bill Selected:**

This button acts as a toggle button. If clicked once, it will check the Bill column for the selected rows in the grid. The projects that have their Bill column checked will be invoiced when the Process button is clicked.

**Tools:** Displays the following options:

- **Layout**
  - **Auto Fit:**  
BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.
  - **Best Fit:**  
BillQuick automatically adjusts the grid list so that the columns fit the contents.
- **Spell Check:**  
This button globally checks the spelling of descriptions and memo for all billing records in the grid. It identifies unrecognized words and provides suggestions. See *Spell Check for more*.
- **Change:**  
Opens the [Billing Review Change](#) screen from where you can make batch changes to the billing records.
- **Write-Up:**  
Opens the [Write-Up/Write-Down](#) screen. You can write up (increase) or write down (decrease) the value of time entries according to your requirement.
- **Notes:**  
**Add Notes:** Opens the Add Journal Note entry screen where you can record a note.

**Review Notes:** Opens the [Project Notes](#) screen where you can review billing notes.

- **Memo:**  
The [Memo Pad](#) allows you to create and save invoice memos. Type as much text as desired or use an [Auto Complete](#) shorthand code to insert standard text. You can also create and add a new [Auto Complete Entry](#) here. After processing the invoice, this memo can be added or modified in [Invoice Review](#). BillQuick enables you to maintain two memos—First Memo and Second Memo. The memo can be modified for multiple invoices using the Change screen.
- **Clear Funnel Filters:**  
This allows you to remove all the funnel filters applied on the billing grid. You must click Refresh to view all the entries in the grid.

### Details:

Opens the Details submenu. From here you have access to various screens:

- **Time Details** opens the [Time Entry Details](#) screen. You can view and edit time data related to the selected records in the grid.
- **Expense Details** opens the [Expense Log Details](#) screen. You can view and edit expense data related to the selected records in the grid.
- **Billing Details** opens the Billing Details screen that provides a summary of the general accounts, billing and invoice information for the selected record. It can be used to view billing information quickly before producing a draft or final invoice.
- **Open in Sheet View** opens the [Sheet View](#) screen. You can view and edit time data related to the selected records in the grid.
- **Open in Expense Log** opens the [Expense Log](#) screen. You can view and edit expense data related to the selected records in the grid.

### Add:

Click this button to open a list of projects with or without current activity (time and expenses). This feature is used to include inactive projects or phases that do not have approved time and expenses, such as completed or not-yet-started phases on a joint invoice. You can use the Find textbox to search for any specific project or phase. Select the ones to include on the invoice by checking the boxes. Click Done for it to take effect. For example, for a project, phase 1 is complete, phase 2 is billed 40% and phase 3 is billed 20%. Even though phase 1 did not incur any new charges, you can include it on the invoice to show a complete job summary.



After you have manually added a project through the Add button, you will be prompted to refresh the screen to view the recently added projects in the Billing Review grid.

### Process:

The drop-down gives you following options:

- **Process Final:** Click this when you are ready to process the billing records. After selecting the billing records in the grid, this generates the invoices. Projects are selected for invoicing by checking the Bill column. The invoices are not printed in this step. They can be printed from Invoice Review after they are processed here or using the Process and Print option here. In case of any write-up/down, calculations are performed accordingly during the processing of the invoice. After getting processed, the billing records are removed from the grid.

- **Process as Draft:** Use this option to generate a draft invoice. Draft invoices are generated when a project's billing details are likely to change. After selecting the projects you want to process, click this to generate the draft invoices. Projects are selected for draft invoicing by checking the Bill column. The draft invoices are not printed in this step, but rather can be printed from Invoice Review after they are processed here. After getting processed, the billing records will be removed from the grid.

Draft invoice numbers will be stored in <####> format. For instance, if the last invoice number generated was 1234, then the draft invoice number will be stored and displayed as <1234>. The angular brackets will differentiate draft invoice number as temporarily used and if some other person is also generating normal invoices that person will get the next number 1235 and that way there will be no gaps in the normal invoicing. If you process a draft invoice and manually change its invoice number here, BillQuick assigns that custom number when finalizing it in the Invoice Review screen.

- **Process Final and Print:** It is a one-step command that does two functions simultaneously. It processes the billing record as a final invoice and prints it as well.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen. While refreshing data, it informs you if some time and expense entries are locked for editing and billing due to multiple/concurrent billing.

**Close:**

Closes the Billing Review screen.

**Write-Up/Down****WRITE-UP/DOWN OVERVIEW**

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**Navigation** *Billing menu, Create Invoices, Billing Review, Tools, Write-Up*

When billing a client, a billing manager can recognize the company was more efficient than normal because of investment in new technology and staff training. Conversely, a billing manager can recognize that employees were less efficient because of some issues. Alternatively, the decision-maker can look at the service delivered and decide its value is greater for the client than the calculated bill amount. You might want to bill the client more or less than the actual billable amount. Whatever the reason, you can adjust the Net Bill amount of the invoices by writing up or writing down the value of time entries. *Write-up/down affects the bill rate and not the cost rate.*

The [Write-Up/Write-Down](#) screen allows you to write up (increase) or write down (decrease) the value of time entries according to your requirement. Increasing or reducing the time entry values in this screen will automatically get reflected in the time entry table of the database and calculated Net Bill value in Billing Review.

BillQuick handles write-up/down functionality in a simple manner. You can write-up or write down time records in the Billing Review screen via its Write-up/Write-Down feature. Else, Net Bill can be manually changed in the Billing Review grid, overriding any computed value and generating a write-up/write-down. For example, if the B-Hours x Bill Rate value of time entry in Billing Review is \$100 and you change it to \$200, this means you have written up

the value of the time entries by 100%. BillQuick distributes write-ups/write-downs to employees whose time is part of the bill. In addition, the new write-up/down reports will use the WUD field value to calculate the new billable value. This value will be filled only after an invoice is processed. If the invoice is reversed, this field is reset to default value.

If the '*Skip Extra Time Entry for Automatic Write-Up/Write-Down*' option is checked in Global Settings, BillQuick skips the time entries flagged as Xtra when performing an automatic write-up/down of time in the Billing Review, Manual Invoice or Invoice Wizard screen. For example, when you manually change the Net Bill amount or apply % Complete, BillQuick writes up or down the value of time entries automatically. If this option is checked, extra time entries are excluded in this WUD.

You can also write-up or write down time entries in the Sheet View screen itself by using its Change screen. By default, the WUD value for a time record is 0%, but gets changed after you write up or write down time entries. The write-up or write-down percentage or dollar amount will be reflected internally in the time entry screen and also in the Billing Review screen.

BillQuick generate a write-up/down on the fixed project contracts automatically because your billing differs from the actual time and expense value. In case of other contract types, it is a conscious billing decision taken by the billing manager or accountant.

To sum up, you can write up/down time records in three ways.

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Change Time Entries	Using the Write-Up/Down feature in Billing Review, you can adjust time entries by a percentage or an amount.
Change Net Bill Amount	By entering a new value for Net Bill in Billing Review, you generate a write-up (higher value) or write-down (lower value). To maintain the correct bill amount for the entries, the B-Hours display on the invoice as adjusted but the Bill Rate does not change.
Time Entry Change	When time entries are associated with a manual invoice, BillQuick compares their billable value to the Service Amount and generates a write-up or write-down accordingly. Before billing, the Time Entry Change screen can be used to write-up or down time entries.

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## Reference Info

### WRITE-UP/WRITE-DOWN

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**Navigation** *Billing menu, Create Invoices, Billing Review, Tools, Write-Up*

The following are the descriptions of the fields on the Write-Up/Write-Down screen:

**Project ID:**

The ID of the project selected in the Billing Review grid. This is the project that is associated with the time entries being written up or down.

**Project Name:**

Name or description of the project selected in the Billing Review grid. This is the project that is associated with the time entries being written up or down.

**Period From-To:**

These dates are retrieved from Billing Review. These limit the billing records being displayed in the Billing Review grid to the specified date range.

**Filters****Filter By:**

Filters are used to limit the data displayed in the grid. You can apply filters by selecting the desired option from the drop-down list—Employee, Employee Group, Activity or Activity Group. Specify the filter range in the **From-To** fields and then click the **Apply** button to apply those filters to the grid.

**Write-Up/Write-Down Grid****Date:**

The time entry date. This is the date on which the time entry was made.

**Project ID:**

ID of the project against which the time entry is made.

**Employee ID:**

ID of the employee who has worked on the project and recorded the time entry for the relevant activity.

**Activity ID:**

ID of the activity worked upon by the employee for the selected project.

**B-Hours:**

The billable time logged to the project. These are the billable hours recorded on an activity by the employee and can be written up or down.

**Description:**

Name or description of the activity worked upon for which the time entry has been made.

**Rate:**

Bill rate of the time entry. This is the rate at which the time entry is being billed to the client.

**A:**

Approve check box indicates whether or not the time record has been approved for invoicing.

**WUD %:**

This is the write-up/down percentage of the time entry, the default being 0. This value can be changed by specifying the percentage or dollar amount to be written up/down. The changed value will get reflected in the Net Bill amount in the Billing Review screen.

**Write-Up/Down by:**

You can write-up or write down the selected entries by specifying a percentage or dollar value and clicking the Update button. You can select either of the two options—**Percentage** or **Amount**. It calculates the relevant percentage and updates the WUD percentage value in the grid. To write up, enter positive values; to write down, enter

negative values. For example, if you enter 50 in this field (Amount option), the original value will be written up by \$50, whereas if you enter 50 (Percentage option), the original value gets updated by 50%. The default value is 0%. This value can also be changed via the time entry Change screen. The formula for the computation of WUD is:

$$(WUD \times B\text{-Hours} \times \text{Bill Rate} \times (1 + \text{Tax1}/100 + \text{Tax2}/100 + \text{Tax3}/100))$$


The Net Service Amount Before Changes (original Billable Service Amount) and the Net Service Amount After Changes (current Service Amount) is displayed at the bottom.

**Total WUD:**

The total WUD value is the cumulative write-up/write-down amount that has been applied on all the time entries in the grid. It is displayed as a dollar amount.

**Write-Up/Write-Down Button Panel****Help:**

Opens the BillQuick Help in the Write-Up/Write-Down section.

**Auto Fit:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Calculator:**

Opens the [system calculator](#). You can use the calculator to perform any of the standard operations for which you would normally use a handheld calculator. It performs basic arithmetic, such as addition and subtraction, as well as functions found on a scientific calculator, such as logarithms and factorials.

**Print:**

Opens a list of in-context write-up/write-down reports in the [Select a Report](#) screen. From this screen, you can print, preview or cancel a report. *The report includes the grid items only.*

**Apply:**

Applies changes to the selected time records and reflects that in the Billing Review screen.

**Select All:**

Selects all rows in the grid.

**Close:**

Closes the Write-Up/Write-Down screen.

**How Do I****HOW DO I WRITE UP/DOWN TIME?**

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To write up or down time entries:

1. Open any time entry screen, say Sheet View.

2. Select the time entry in the grid for which you want to write-up or write-down value. Check its WUD value in the grid (*if not visible, select it from the Field Chooser*).
3. Click Tools and select Change to enter the new Write-up/Down value.
4. Click OK to apply the change and close that screen.

Back on the time entry screen, you can see the modified value reflected in the WUD column for the selected entry.

Alternatively, you can write up and down entries in the following way:

1. Open the Billing Review screen and select the desired billing record.
2. Click Tools and select Write-Up to open the Write-Up/Write-Down screen.
3. You can filter time entries by Employee, Group or Activity. Click Apply to apply the filter to the time entry list.
4. Select the entries you want to adjust and specify the Percentage or Amount option for the write-up or write-down.
5. Enter a positive value to write up the entries or a negative value to write them down. Click Update.
6. When you have finished, click Apply and then Close to close the screen.

Back on the Billing Review screen, you can see the modified value and the new Net Bill. After creating the invoice, you can view the write-up/down value for each adjusted entry on the Sheet View screen. (*Turn on the WUD column.*)



While reversing an invoice, BillQuick also reverses WUD if you generated the write-up/down in the Billing Review screen. This does not happen if you generated it from the Write-Up/Down screen.

## **HOW DO I RESET WRITE-UP/DOWN?**

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If you have generated a write-up or a write-down on an invoice but need to set it back to the original amount, you can reset that in BillQuick.

To reset the write-up/down:

1. Select your project in the Billing Review screen.
2. Click Tools and select Write-Up to open the Write-Up/Write-Down screen.
3. Select all the time entries that you wrote up or down previously.
4. Set the Write-Up/Down percentage to 0 and click Update.
5. When you are done, click Apply and then Close.

6. Back on the Billing Review screen, click Refresh. Your invoice should now be set to the original amount.

## How Do I

### HOW DO I CUSTOMIZE BILLING REVIEW?

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It is a good management practice to determine what information you want when making billing decisions. BillQuick provides you the option to choose the fields, and thus information, you want to view and hide those you do not deal with. For example, do you collect taxes on labor or expenses? If yes, turn on the tax fields. Do you want the client, project name and contract amount in the grid as reference information? Do you need to see retainer amounts available? Do you group your joint invoices by PO number? Then turn on those fields in the grid.

To customize the fields (columns) in the Billing Review grid:

1. Open the Billing Review screen from the Billing menu, toolbar, Sidebar or navigator.
2. Click  Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.
3. Click the relevant check boxes for the columns you want to turn on. The grid dynamically adapts to your preferences.
4. Now, review the sequence of columns in the grid. Is it more logical for you to put the Bill check box between the historical information and the current billing information? Do you prefer reference information grouped together on the left or right side of the grid? If you regularly generate percent complete invoices, perhaps placing the % Complete column closer to the Discount, Retainer and Net Bill columns would be more intuitive.
5. To rearrange columns, position the mouse pointer on the column header, and then drag it left or right to the desired position. The column header moves with your mouse. Repeat this procedure as needed.
6. Next, determine how you want to sort billing records in the grid. If you have PO# for a group of projects or want to bill by project's Due Date, click on the column header to sort (once for ascending order, twice for descending order).
7. You can also sort by multiple columns. After clicking on the first column to sort it the way you want, press Shift while clicking on the next column. Repeat this for as many columns as needed to sort the billing records in the order you prefer.

 For more on customizing grids, see [Grids](#).

## HOW DO I CREATE INVOICES?

Other than the billing wizards and Manual Invoice screen, you can make billing decisions and create invoices from Billing Review. You can display as much or as little detail as you want on your invoices to the clients. BillQuick allows concurrent billing wherein multiple people can bill at the same time.

You can create your invoice at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Billing
- Advanced Billing

## HOW DO I CREATE JOINT INVOICES?

To generate a joint invoice:

1. In the Billing Review screen, choose View by: Client.
2. In the Client From drop-down, select the client for which you want to generate a joint invoice. Since the Client ID for joint projects must be identical, select the same client in the To field as well.
3. Enter the billing Period and Period From-To, if relevant. When you have set all the filters, click Refresh.
4. Review all records displayed in the grid and decide which projects you want to join.
5. Enter the same letter or number in the 'J' column of all such records. For example, enter the letter 'j' in the J column next to those project records. You can also drag and drop billing records on the grid to assign them automatically a joint invoice identifier.

J	Inv #	Project ID	Hrs	Billable	Expense	Discount	Retaine	Net Bill	Bill	% Complete
		09-PV Country Club:	0	\$0.00	\$78.65	\$0.00	\$0.00	\$78.65	<input type="checkbox"/>	36.7
		10-Hillard:1-SD	38.75	\$2,985.00	\$0.00	\$0.00	\$0.00	\$2,985.00	<input type="checkbox"/>	50
j	1205	10-MAIN:1-SD	72	\$5,710.00	\$0.00	\$0.00	\$0.00	\$5,710.00	<input checked="" type="checkbox"/>	10
j	1205	10-MAIN:2-CD	151.75	\$13,665.00	\$0.00	\$0.00	\$0.00	\$13,665.00	<input checked="" type="checkbox"/>	6
j	1205	10-MAIN:3-CA	4.5	\$675.00	\$0.00	\$0.00	\$0.00	\$675.00	<input checked="" type="checkbox"/>	4
			267.00	\$23,035.00	\$78.65			\$23,113.65		



For automatic joint invoicing, BillQuick joins the projects based on a common client; however, in case of project phases, it joins them based on a common parent project.

6. To process these billing records, mark each by checking the 'B' (bill) column.
7. Click Process and then choose Process Final option from the drop-down button to generate a final invoice. The records will disappear here and appear as joint invoice in the Invoice Review screen.
8. When you have finished, click Close.

## HOW DO I CREATE PERCENT COMPLETE INVOICES?

---

 You can create a Percent Complete invoice *only* when a project has a Contract Amount, with neither a billing schedule nor a recurring contract type assigned.

To create a Percent-Complete invoice:

1. Open the Billing Review screen from the Billing menu, toolbar, Sidebar or navigator.
2. Click  to open the Field Chooser and turn on Contract Type, Contract Amount, Due Date, % Complete, Amount Billed and Service Amount fields. *These are the most common columns used by managers when making percent complete billing decisions.*
3. Click Options and select Use Percent Complete option from the drop-down button. This turns on the automatic calculation of Net Bill based on the project's percentage of completion.

 Billing Review ignores the Use Percent Complete option if the % Complete value of the project is blank or zero.

4. Using the filters above the grid, enter the desired View by, Period and other data. Click Refresh. BillQuick displays all billing records that meet your criteria.
5. Find the billing record that you want to bill on a percent complete basis. Move to its % Complete column.
6. The current value carries from the Project profile. Accept the value or enter a new value and then press Tab to move on. *(You can enter a dollar value by inserting the \$ symbol and let BillQuick reverse calculate the percentage.)*
7. BillQuick recalculates the net bill amount and prompts you to accept or reject that value. Click Yes to re-calculate the Net Bill based on % Complete.
8. Click the B (bill) check box for each row you want to invoice.
9. Click 'Process as Draft' option to generate a draft invoice, Process Final to generate a final invoice, or 'Process Final and Print' from the Process drop-down button to generate and print a final invoice. BillQuick removes those billing records from the grid.
10. When you are done, click Close.

BillQuick includes invoice templates that print percent complete information.

## HOW DO I CREATE INVOICES FOR NEGATIVE TIME?

---

You might have recorded a negative time entry and would like to create an invoice that includes it. BillQuick handles such situations as well.

To create invoices for negative time:

1. Open the Billing Review screen and filter the project you would like to bill.
2. Click Add. Find your project in the list and mark that check box. *If the box is already checked, then uncheck and recheck it.*
3. Click Done and then back on the Billing Review screen, click Refresh.
4. You should now see the project listed with a negative Net Bill amount. Invoice this project as usual.

## HOW DO I PROCESS RECURRING INVOICES?

---

You can process billing records for projects with 'Recurring' contract type. To do so:

1. Open the Project screen and select the desired project from the grid.
2. On the General tab, check whether its Contract Type is 'Recurring' and then move to the Billing tab.
3. In the Billing section, specify the Recurring Bill Amount and Frequency. *Accordingly, BillQuick will generate billing records for this project in the Billing Review screen.*



Frequency of billing for a project starts from the date of the invoice.

4. Click Save and then Close.
5. Now, open the Billing Review screen and select the above project for billing.
6. Set the filters and click Refresh to view the billing records for that project.
7. Billing records will appear according to the schedule set in the Project screen. The Net Bill amount is the amount set as the Recurring Bill Amount. Check the 'B' (bill) column.
8. If desired, click Options and select 'Bill Maximum for Recurring Contract Types' to allow billing a different and higher amount than the specified recurring amount. This happens when the value of time and expenses for the project exceeds the recurring amount.
9. When ready, click Process and then click Process Final to generate a final invoice. The record will disappear from here and appear as invoice in the Invoice Review screen.
10. When you have finished, click Close.

## HOW DO I DO BATCH BILLING?

---

Most of the billing records generated in a billing cycle are billed *as-is*. These records can be projects with hourly, recurring, fixed fee or other contract type. Since they require no billing decisions—no adjustments, no exclusions, no editing—batch billing is the fastest way to create invoices. Processing and printing of invoices is a simple step.

To batch bill many billing records:

1. Open the Billing Review screen.
2. Click  to open the Field Chooser and show the Contract Type column in the grid.
3. Enter the View By mode and other criteria to generate the billing records. Then, click Refresh.

4. In the grid, click the Type column header once to sort the records by it.
5. Select the billing records that do not require special billing decisions. *Typically, Fixed and Recurring project contracts fall into this category.*
6. Click 'Bill Sel' to check the Bill box for the selected rows.
7. Click Print to print the billing report or Process to process the billing records. These records appear as processed invoices in the Invoice Review screen.
8. When you have finished, click Close.

## HOW DO I EXCLUDE TIME ENTRIES FOR BILLING?

There can be instances where you want to hold or not bill specific time entries on an invoice. In BillQuick, you can exclude these time entries to bill them later. Exclusion is for a single session only. If you close the Billing Review screen and open it again, the excluded time entries will reappear next time.

To exclude time entries on your invoice:

1. Open the Billing Review screen and set your filters to show the project for which you want to hold time.
2. Select the project. Click Details and select Time Details.
3. On the Time Entry Details screen, check the Exclude column corresponding to the time entries you want to hold from the current invoice you are trying to process.
4. After you have finished, click Close.

Back on the Billing Review screen, your services column will reflect the changes made above. Process this invoice as usual.



BillQuick places the excluded time entries back into work-in-progress for future billing. To ensure these excluded entries are included in your next billing cycle, set the 'From' Date older than the date on these time entries.

## HOW DO I ADJUST NET BILL AMOUNT?

In Billing Review, the net bill amount carries to the invoice. When generating a billing record, the net bill amount calculates depending upon

- contract type of the project
- assignment of a billing schedule
- whether a 'cap' or maximum amount is part of the billing arrangement

Contract Type	Net Bill Amount
Hourly	Billable <sup>1</sup> + Expenses <sup>2</sup>
	Adjusted Net Bill Amount
Hourly with Billing Schedule	Schedule Bill Amount (including expenses)
	Schedule Bill Amount + Expenses <sup>2</sup>
	Adjusted Net Bill Amount

Fixed	Billable <sup>1</sup> + Expenses <sup>2</sup> (up to the Contract Amount)
	Adjusted Net Bill Amount
Fixed with Billing Schedule	Schedule Bill Amount (including expenses)
	Schedule Bill Amount + Expenses <sup>2</sup>
Recurring	Recurring Bill Amount = Service Amount + MST - Retainer Applied - Discount
Recurring + Expense	Recurring Bill Amount + Expenses
Recurring with Cap	Recurring Bill Amount (up to the Contract Amount)
Percentage	Percentage of Contract Amount
Cost + Percentage	Net Bill Amount + Percentage <sup>3</sup>
	Adjusted Net Bill Amount
Cost + Fixed Fee	Net Bill Amount + Fee <sup>4</sup> (up to the Fixed Fee)
	Adjusted Net Bill Amount

<sup>1</sup> Sum of Bill Amounts for time entries included in the billing record.

<sup>2</sup> Sum of Charge Amounts for expense entries included in the billing record.

<sup>3</sup> Percentage x Billable Amount

<sup>4</sup> Ratio of Contract Amount / Fixed Fee

You can make the following adjustments to the Net Bill amount:

1. Exclude time entries and expenses you do not want to bill. Select Time Details or Expense Details option from the Details drop-down and use the Exclude option.
2. Edit time and expenses as needed. Click Edit from the Time Details or Expense Details screen.
3. Write up or write down time entries. Click Tools and select Write-Up on the Billing Review screen.
4. Apply Discount to reduce the net bill amount. You can enter a dollar amount or percentage (of the Net Bill amount) in the Discount field in the Billing Review grid.
5. Use Auto-Apply Retainers to reduce the Net Bill amount. BillQuick stops applying retainers when they are exhausted or the net bill amount is zero.
6. Apply Retainer to reduce the net bill amount. Enter a dollar amount or percentage (of the available retainer) in the Retainer field in the Billing Review grid. You must exhaust the project retainer balance before you can apply a client retainer to a billing record.
7. Edit the Net Bill Amount directly to increase or reduce the bill amount carried to the invoice.



Discounts and retainers can apply to any contract type; they simply reduce the net bill amount. When you apply discounts and retainers, BillQuick includes this information on the invoice.

## HOW DO I HANDLE SPLIT BILLING?

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BillQuick is designed to handle billing of a single project to a single client. However, to enable billing a single project to multiple clients, that is split billing, it involves some additional processing.

To bill a project to multiple clients:

1. Open the Project screen and create a project against one of the clients to begin with.
2. Let your employees enter time and expenses against this project as they normally would.
3. For billing, open the Billing Review screen. You will see a single billing record generated for the project with the full amount. At this stage, you can decide on how to split the invoice among multiple clients (say 50:50 between two clients).
4. Create sub-projects or phases for each client in the Project screen using the Create Phase button.
5. Back in Billing Review, view the time details of the parent project and mark the entries as billed. What this does is that it will effectively mark all the time entries for the parent project as having been billed and get them out of the work-in-progress (WIP) so they will not show up again in the Billing Review grid.
6. Now generate new billing records for the two clients by adding the two project phases to the parent project using the Add button.
7. After new billing records are created (for two phases), you will have to manually type the Net Bill amount for each record in the desired ratio (say 50:50).
8. Check the B box for both records and click Process to create separate invoices for them. You can view those invoices in the Invoice Review screen.

If you check the billing history of these projects on the Project-Summary screen, you will notice labor amount for the parent project but no billed amount; while for phases, you will see billed amount but no labor amount. On the Project-History screen, you can see the invoices for phases but not for parent project.

## HOW DO I APPLY DISCOUNTS?

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To apply a discount:

1. Open the Billing Review screen.
2. Enter the required data in the key fields and set the usual filters for the billing records.
3. Click Refresh. Review the billing records displayed in the grid.
4. Enter a dollar amount or percentage in the Discount column of the desired records. For example, enter 90 to reduce the net bill by \$90 or enter 5% (including the percent sign) to reduce the net bill by 5%.



BillQuick reduces the Net Bill amount by whatever amount you enter here. It converts the percentage value automatically to the dollar amount.

5. To process the billing records, check their 'B' (bill) column.
6. Click Process and select Process Final to generate a final invoice. The records disappear here and appear as invoices in the Invoice Review screen.
7. When you have finished, click Close.

## HOW DO I CREATE BILLING NOTES?

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To create a billing-related note:

1. Open the Billing Review screen from the Billing menu.
2. Display the Notes field using the  Field Chooser from the grid or Edit menu.
3. Select the desired billing record for which you have to record a note. Click in the Notes field to open the Add Notes screen.

Else, click Tools and select Add Notes option.

4. Enter your note. The 'Billing Review' Notes Category is pre-selected.
5. When you have finished, click Save and then Close.

 You can create a note in the Invoice Review and Manual Invoice screens and use it to track notes related to invoices. See [Project Notes](#) for more.

## Manual Invoices

### MANUAL INVOICE OVERVIEW

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**Navigation** *Billing menu, Create Invoices, Manual Invoice*

Typically, BillQuick processes invoices in the Billing Review screen. However, the [Manual Invoice](#) screen enables you to create and edit an invoice for a project that might or might not have time and expenses logged to it. This is useful when you are implementing BillQuick and need to enter past invoices and other historical information. Alternatively, you can do so from the Opening Balances screen available from the Project-History screen. Another common scenario where a manual invoice is used is when you need a quick invoice for a project without time or expenses charged to it.

The Manual Invoice screen mimics a paper invoice while providing time and effort-saving features. While you create most invoices using Billing Review, there are situations when Manual Invoice is a better option. For example:

- When you need to create a quick invoice from an estimate, budget or '% Done' for each activity or expense
- When there are no significant services associated with the product, such as reselling of software, hardware, and so on.
- When you want to create a quick invoice based on service and expense items

- When you want to enter historical invoices (summary or detail) from a previous time and billing system
- When there are no time or expense entries charged to a project
- When you have to create a quick invoice from a billing schedule
- When you want to bill the main project and apply payment to it

Manual Invoice is not limited to these situations. If you want, you can create a manual invoice for many other purposes. Many of the features in Billing Review are available in Manual Invoice and it also supports different billing options.

You can build a manual invoice from existing data such as budgets, estimates, billing schedules, time and expenses. BillQuick enables you to apply a retainer, add a memo, specify taxes (including MET and MST in addition to the item taxes) and discounts, and enter quick payments in the Manual Invoice screen. Besides these, you can [Memorize Invoices](#) that are created here. These invoices can be scheduled as per your needs for future billing. Like Billing Review, you can edit time and expense data in the Time Entry Details and Expense Log Details screens, if needed.

 Editing option in Manual Invoice is available in BillQuick Pro and Enterprise editions only.

Before printing a manual invoice, you should check the default manual invoice template. The default template can be changed in Global Settings. Invoice templates can also be assigned per project in the Project screen.

## Reference Info

### MANUAL INVOICE

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**Navigation** *Billing menu, Create Invoices, Manual Invoice*

The following are the descriptions of the fields on the Manual Invoice screen:

#### **Project ID:**

The project for which a manual invoice is being created and processed. You can even create a new project on the fly by using the Add New option from the drop-down list. *You can change the ID when cloning the manual invoice.*

#### **Billing Address**

This field is automatically filled when you select a project from the Project ID drop-down. The name and address of the client associated with the project is displayed. You can click on the [Billing Address](#) link to change the billing address in the Change Client Address screen. It then accordingly updates the Client profile.

#### **Edit an Existing Invoice:**

Click on the link to edit an existing manual invoice for the selected project. Select the desired invoice from the Invoice Number drop-down.

#### **Create Retainer Invoice:**

Click on the link to create a retainer invoice from the [Retainer Invoice](#) screen.

**How Do I:**

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.

**Invoice Number:**

The invoice number is generated based on the Last Invoice Number specified in Global Settings or you can enter one manually. You can specify the desired invoice format in the [Global Settings](#) screen.

The drop-down enables you to view the invoice numbers for previously created manual invoices, which can be viewed and edited here.

**Invoice Date:**

The date of the invoice. By default, Today's date is selected but you can change it using the drop-down [calendar](#) or the arrow keys. When cloning a manual invoice, you can edit the date, if desired.

**Date From-Date To:**

You can pick a date range from the drop-down calendars if you want to define a billing period for your manual invoice. Based on the date range specified here, the Manual Invoice template displays that date automatically.

**Build Options**

This panel enables you to build a manual invoice using existing data. You can create manual invoice using the information from an existing estimate, budget, billing schedule or previous invoice. You can click  to open the panel having the following fields:

**Estimate:**

You can use an estimate as the basis of a new manual invoice. The service and expense items of the selected estimate are retrieved. Select an estimate from the drop-down list and edit its data if needed. You can add a new estimate here on the fly using the Add New option from the drop-down list.

**Budget:**

You can use a budget as the basis of a new manual invoice. The service and expense items of the selected budget are retrieved. Select a budget from the drop-down list and edit its data if needed. You can add a new budget here on the fly using the Add New option from the drop-down list.

**Previous Invoice:**

You can use a previous manual invoice as the basis of a new manual invoice. The details of this invoice are displayed in the grid. You cannot make any changes to it but can create a new invoice from its data.

**Billing Schedule:**

You can use a billing schedule as the basis of a manual invoice. The service and expense items of the selected billing schedule are retrieved. Select the billing schedule from the drop-down list and edit its data if needed.

You can also create manual invoice using the time and expense data of the selected project.

**Period From/To:**

You can pick a date range for creating a manual invoice. Based on the date range specified here, the Manual Invoice grid is filled with time and expense entries of the selected project.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Show Dates:**

If checked, it displays the date of the time and expense entries being displayed in the grid.

**Show Non-Billable:**

If checked, it displays the non-billable time and expense entries with zero amounts in the grid.

**Group:**

If checked, it will group the same activities and expenses when getting data from the time and expense entry screens. After you check this option, make sure to click the Refresh button. BillQuick prompts you before grouping the activities and expenses.

**Grid**

Decimal values are displayed based on the settings specified in Global Settings-User Interface. For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67). However, placing your pointer in the field will reveal the true value. If you specify 10 as the number of digits after a decimal, the grid will display values rounded off to ten decimal places (2500.666 will display as is).

The grid displays the following fields:

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Item:**

It can be an expense or activity item to be invoiced. When an activity code or an expense code is chosen, the Description and Rate fields are automatically filled, provided that information exists in their respective profiles. You can add a new item on the fly using the Add New Item option from the drop-down. BillQuick prompts you to select whether you want to add a new activity or expense item.

**Description:**

Type the description of the service/activity or expense being billed to the client. This is like a memo field and thus supports long text. If the items are cloned from a previous manual invoice, copied from a budget or brought from the time and expense data, the description can be edited, if desired. When printed, long descriptions automatically word-wrap, and the manual invoice template paginates, as needed. The description will also display the date of the time or expense entries if Show Dates option has been checked while loading the time and expense data.

 You can enter an item description without having to enter anything in the Item field.

**Units:**

The number of units of the item that is being invoiced. These could be the number of hours worked or expense units incurred depending on the type of item being invoiced. If you skip the units and just enter the rate and amount, BillQuick reverse calculates the units for you.

**Rate:**

The per unit rate charged for the item. If you skip the rate and just enter the units and amount, BillQuick reverse calculates the rate for you.

**Amount:**

Depending upon the expense/activity item selected, the Amount column will get pre-filled with the values specified in the Expense Codes/Activity Codes screen, respectively. Else, it will be automatically calculated depending upon the units (number of hours worked or expense units) and rate associated with the item. However, you can also edit the amount to be charged for the service or expense without taxes or discounts. In case of an estimate or a budget, it gets retrieved from the respective screens.

**% Done:**

Shows or hides the %Done value in the grid. This value gets retrieved from the estimate or budget that has been loaded to create a manual invoice. This column shows the percentage of estimate or budget used up for the service or expense item. This enables you to specify percent complete for each service or expense item and is used to calculate the Total amount here.

**Tax %:**

This value is brought forward from the Activity Codes or Expense Codes screen when you select an item. However, you can edit this tax rate here.

**Total:**

The total amount for the selected item that will be charged to the client.

Total = Amount x % Done + (Tax % x % Done)

**Exp:**

Checked, the Expense box indicates that the line item is an expense.

**Income Account:**

The income account associated with an activity or expense item, and brought forward from their respective screens. However, you can change it here. Assigning income account to a line item on an invoice helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

**Expense Account:**

The expense account associated with an activity or expense item, and brought forward from their respective screens. However, you can change it here. Assigning expense account to a line item on an invoice helps keep track of the account information, and generate profit and loss and other such reports. It is required for data integration with your accounting software.

 To export records in the grid to Microsoft Excel, right-click anywhere in the grid and select **Send to Excel**.

 To delete any item on the grid, right-click and select Delete or use the delete key on the keyboard.

**Class:**

You can select a class here for a project billing record, to be used for the invoice created. If classes are assigned to projects, the related time and expense entries are also assigned the same class. You can assign a class created in BillQuick or transferred from QuickBooks. This assignment can also be done from the [Assign Class panel](#) of the BillQuick-QuickBooks Integration Settings screen, if you do not specify them here.

 You need to assign class to BillQuick items **before** creating invoices and **prior** to the synchronization with your accounting software. Else, your class fields will remain blank there and will not display in reports.

**Additional Fields****Memo:**

Click  to add a memo to the manual invoice. With each manual invoice, an unlimited length [memo](#) can be recorded. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. You can also create and add a new [Auto Complete Entry](#) here. To show/hide the memo box on the screen, click .

**Show %Done:**

Check to show the % Done column in the grid. This value gets retrieved from the estimate or budget that has been loaded to create a manual invoice.

**Sub Total:**

The total sum of charges for all services and expenses provided to the client, excluding the tax amount. This field is not editable.

**Tax:**

The sum of all tax amounts for this invoice. The ceiling on taxes set in [Global Settings](#) is applied here. Hence, BillQuick restricts the tax charged on the invoice to the amount specified there.

**Fixed Fee:**

Displays the fixed fee amount charged to the project whose contract type is either Cost + Fixed Fee or Cost + Percentage. It is added to the bill amount and is editable.

**Misc Amount:**

Any miscellaneous charges for the manual invoice can be entered here. It is added to the bill amount.

**Discount:**

Discount amount to be applied to the manual invoice. The discount is deducted from the bill amount after adding taxes to it.

**Retainer:**

Retainer amount to be applied to the manual invoice. The bill amount gets reduced by this value.

**Project Retainer:**

Shows the retainer available for the selected project. You can apply this retainer to the manual invoice. Client retainer will not be applied until project retainer is exhausted.

**Parent Project Retainer:**

Shows the Parent Project Retainer available for the selected project phases.

**Client Retainer:**

Shows the available Client Retainer associated with the selected project. You can apply this retainer to the manual invoice if the project retainer is exhausted.

**Service Amount:**

The service or labor amount to be billed on the manual invoice. This amount does not include the Tax 1/2/3 amounts of time entries and Main Service Tax.

**Exp Amount:**

The expense amount to be billed on the manual invoice. It is the sum of billable expense amounts recorded to the project that fall within the specified date range. This amount does not include the Tax 1/2/3 amounts of the expense entries and Main Expense Tax.

**MST:**

Main Service Tax amount associated with the manual invoice. It is editable.

**MET:**

Main Expense Tax amount associated with the manual invoice. It is editable.

**Total:**

The total of all charges, taxes and discounts. This is the amount due of the manual invoice and is non-editable.

Total = Sub Total + Tax + Fixed Fee + Misc Amount - Discount - Retainer.

**Paid Today:**

This is the payment amount received on the manual invoice. When the invoice is processed, a payment for this amount will automatically be entered in your database. Clicking on the link opens the Payment Detail screen where you can enter the payment details for the invoice.

**Retainage:**

This value depicts what portion of the bill amount will remain withheld by the client for a specific project. It reduces the overall amount due.

**Amount Due:**

The invoice or bill amount that is due from the client. It is calculated as:

Amount Due = Total - Paid Today - Retainage

This amount due is displayed on the invoice; however, the total amount is actually recorded as the invoice amount.

**Accounts Receivable:**

Select the desired A/R account from the drop-down for the manual invoice of the selected project. If you have already set an A/R account for this project in the Project screen, BillQuick retrieves it here, though you can change it. This is the account you want to use for posting the billing transactions related to a project in BillQuick.

 The A/R account feature is available in the BillQuick Enterprise edition only.

**Manual Invoice Button Panel****Help:**

Opens the BillQuick Help in the Manual Invoice section.

**Print:**

The drop-down gives you two options:

- **Process and Print:**  
With this option, you can process and print the manual invoice, email it to the client, generate PDF file or any combination of these options. The template that the invoice prints on can be changed in the Global Settings or Project screen. You can also print the manual invoices later from Invoice Review screen.
- **Process and Preview:**  
Generates a preview of the manual invoice. Preview displays the full screen representation of the report and allows you to print or preview the report. The preview window provides you with various options: export or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Tools:** Displays the following options:

- **Layout**
  - Auto Fit:**  
BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.
  - Best Fit:**  
BillQuick automatically adjusts the grid list so that the columns fit the contents.
- **Spell Check:**  
This option globally checks the descriptions of the entries in the grid and memos for the manual invoice. It identifies unrecognized words and provides Suggestions. You can Change a single word or all words similarly misspelled to the new spelling. To add a word or name, click Add To Dictionary. Ignore skips the unrecognized word and moves to the next one. You can Undo changes as well. The Cancel button closes the screen.
- **Notes:**  
The drop-down gives you two options:
  - **Add Notes:** Opens the Add Notes screen where you can record a note for the invoice.

- **Review Notes:** Opens the [Project Notes](#) screen where you can review the associated journal notes.
- **Clone:** This button is active when a previous invoice is displayed. It copies the information of the previous invoice to a new one. You can assign a new invoice number to process it as a new invoice.

**Memorize:**

Opens the [Memorize Invoice](#) screen where you can schedule manual invoices at the desired frequency. This button is visible only when viewing existing manual invoices.

**Time Entry Details:**

Time Entry Details enables you to see all the time entries that will be processed with this invoice. All the unbilled and approved time entries are brought forward in this screen. All records will be processed with the invoice unless they are excluded here prior to processing. Click the Edit button in the [Time Entry Details](#) screen to trigger the Time Entries-Edit Mode where you can edit these time entries.

**Expense Log Details:**

Expense Log Details enables you to see all the expense entries that will be processed with this invoice. All the unbilled and approved expense entries are brought forward in this screen. All records will be processed with the invoice unless they are excluded here prior to processing. Click the Edit button in the [Expense Log Details](#) screen to trigger the Expense Entries-Edit Mode where you can edit these expense entries.

**Process:**

Processes the manual invoice. After getting processed, you can print and send it to clients from [Invoice Review](#).

**New:**

Click the New button to clear the screen and create a new manual invoice.

**Close:**

Closes the Manual Invoice screen.

**How Do I****[HOW DO I CREATE MANUAL INVOICES?](#)**

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You can create your manual invoice at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Billing
- Advanced Billing

**[HOW DO I CREATE INVOICES FROM BUDGETS & ESTIMATES?](#)**

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To create and process a manual invoice from an estimate (or a budget):

1. Open the Manual Invoice screen from the Billing menu, toolbar, Sidebar or navigator.
2. Select a Project ID from the drop-down list.

3. In the Invoice Date field, enter the month, day and four-digit year or select a date from the drop-down calendar. *The date defaults to today (the system date in your computer).*
4. BillQuick automatically assigns the invoice number. If you want to edit it, click the field and enter another number. *(BillQuick does not allow duplicate invoice numbers.)*
5. In the Build Options section, select the desired Estimate (or Budget) from the drop-down list. Review or edit the estimate details displayed in the grid.
6. Click the '% Done' field for the activity item. Enter a value to indicate how much work you have done.
7. Next, enter the %Done for the expense items to indicate how much of the estimated expenses have been used up. *BillQuick indicates the expense items by the Exp checkmark.*

BillQuick calculates the Total amount for each line item.

8. If the client has pre-paid all or part of the invoice, click the Paid Today field and enter an amount. Note the Total fields below. All calculations are done in real-time.
9. You can process, preview or print the invoice by clicking Print or Process. When you have finished, click Close.

## HOW DO I RECORD HISTORICAL ACCOUNTS?

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If you have been using an accounting software or Microsoft Excel, you can sync or import your invoices into BillQuick. If you have not been using any accounting package nor have any electronic data to convert into BillQuick data, you might have to manually enter and set up historical invoices, payments or opening balances.

The Manual Invoice screen in BillQuick enables you to create an invoice for a project that has no time or expense logged to it. If you have a series of transactions, we recommend entering the historical ones first and then the current ones. For example, if today you receive a payment for an invoice not yet entered in BillQuick, you should enter the invoice first. You can also enter historical data in the Opening Balances screen accessible from the Project-History tab.

To enter historical invoices:

1. Open the Manual Invoice screen from the Billing menu, toolbar, Sidebar or navigator.
2. Click New to create a new invoice.
3. Select the ID of the Project whose historical invoice you want to record.
4. BillQuick pre-fills the 'Bill To' address, displaying the client information. Click Billing Address to edit the address.

5. Replace current date (today) with the date of the historical invoice. You can enter the date or change it using the drop-down calendar.
6. Replace the default invoice number with that of the historical invoice. BillQuick will not allow duplicate invoice numbers. If desired, you can add a prefix to historical invoice numbers for easy identification.
7. In the Description field, type the service or expense to bill. If you want to record only a summary service and expense, enter an appropriate description.
8. Enter the Amount charged for the service or expense (without taxes or discounts); else the total for services or expenses. You can also enter the Tax percentage if desired.
9. Check the Exp option for expense items.
10. You can add a Miscellaneous Amount to the invoice, Discount and Retainer in the fields at the bottom.
11. If the client has paid all or part of the invoice, enter that amount in the 'Paid Today' field. This is a quick way of recording a payment associated with the historical invoice.
12. Click Process to process your manual invoice. After getting processed, you can print it here or apply historical payments from the Payment screen.

To edit historical invoices:

If you want to edit or delete historical invoices, there are two possible scenarios for that.

- You have selected the wrong project in the Manual Invoice screen for the historical 'balance forward' information. In this case:
  1. Open the Invoice Review screen and select the incorrect invoice.
  2. Click on the Reverse button. The invoice is now gone.
  3. Return to the Manual Invoice screen and record the correct information.
- You have selected the right project but entered the wrong 'balance forward' information. In this case:
  1. Open the Manual Invoice screen and choose the project.
  2. Now choose the desired invoice from the Invoice Number drop-down.
  3. Change the incorrect amount and then click Process.
  4. It asks you to overwrite the invoice or create a new one. Choose Overwrite.

To record a historical payment against a manual invoice (created above):

1. Open the Payment screen from the Billing menu, toolbar, Sidebar or navigator.
2. Select the View by Invoice option and choose the invoice created above.
3. Choose the Date of payment and enter the total Amount of payment received.

4. In the grid, enter the payment or a portion of it in the Amt Applied field to apply against each invoice. Else, use the Auto Apply option to automatically apply the payments to the invoices in the 'older first' order.
5. When you have finished, click Save and then Close.

 If current and historical transactions are related, we recommend entering the latter one first. For example, if you receive a payment today for an invoice you have not yet entered, enter the invoice first.

If you would like to bill a client even though you had no activity on the account, you can do so by using the Manual Invoice screen. In order to assist you in producing bills according to a schedule, irrespective of the activities, we recommend that you create a Billing Schedule for the project. This enables you to set dates and amounts for invoices. The Billing Schedule creates reminder messages on the dates you are to create invoices.

## How Do I

### HOW DO I COMPUTE TAXES?

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Three scenarios illustrate charging taxes for time and expenses.

1. You are charging individual time entries for the same project at different rates.
2. You are charging all time entries for the same project at the same rate.
3. You are applying multiple taxes to time entries and the 'tax is taxed'.

 BillQuick provides you the option to exempt projects from item taxes (Tax 1/2/3) and also for main taxes (MST/MET) to exclude item taxes (Tax 1/2/3).

#### Scenario 1

You have applied different tax rates to time entries for the same project. Let us assume you have entered 1 hour for each activity and \$100 as Bill Rate for each entry.

Time entry with activity A; one tax is charged, Tax 1 = 10%

Time entry with activity B; two taxes are charged, Tax 1 = 20% and Tax 2 = 30%

Time entry with activity C; three taxes are charged, Tax 1 = 10%, Tax 2 = 20% and Tax 3 = 30%

Activity A: 1 hour x \$100 x 1.1 = \$110

Activity B: 1 hour x \$100 x (1.2 + 0.3) = \$150

Activity C: 1 hour x \$100 x (1.1 + 0.2 + 0.3) = \$160

The resulting amount due on the invoice will be \$300 service + \$120 service tax = \$420

 Note that BillQuick taxes each time entry individually. In addition, when there is more than one tax, BillQuick sums them before applying to the entry.

## Scenario 2

You have taxed all time entries at a single main tax rate for the same project. Let us assume you have entered 3 hours for an activity and \$100 as the Bill Rate for each entry.

Main Service Tax= 10%

Activity: (3 hours x \$100) x 1.1 = \$330

The resulting amount due on the invoice will be \$300 service + \$30 Main Service Tax= \$330.

 The important thing to note here is that BillQuick applies the main tax after computing the total labor amount. If you tax a standard tax rate on all labor and expense, enter it as the Main Service Tax in Company screen. BillQuick brings forward these values when creating new clients and subsequent projects.

## Scenario 3

You have applied multiple taxes to time entries and the 'tax is *taxed*' for the same project. Let us combine scenario 1 and 2. The individual time entries are taxed based on the activity (Scenario 1) and then that total amount is taxed (Scenario 2).

Activity A: 1 hour x \$100 x 1.1 = \$110

Activity B: 1 hour x \$100 x (1.2 + 0.3) = \$150

Activity C: 1 hour x \$100 x (1.1 + 0.2 + 0.3) = \$160

The resulting amount due on the invoice will be \$300 service + \$120 service tax = \$420

Total Service + 10% MST: \$420 x 1.1 = \$462

The resulting total amount due on the invoice will be \$462.

 Similarly, these scenarios apply to expense entries made in Expense Log.

## HOW DO I VIEW TIME AND EXPENSE DETAILS?

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To execute billing decisions about time and expenses, you can drill down into time and expense details in the Billing Review or Manual Invoice screen prior to invoicing. You must have appropriate security permissions to view and edit time and expense details.

 By default, invoices display time and expense entries based on their 'Created On' dates.

To view details:

1. Open the Billing Review screen.
2. Enter required data in the key fields and set appropriate filters for viewing the billing records. Click Refresh.
3. Select the billing record in the grid whose details you want to view.
4. Click Details. To review time details, select Time Details option.

5. In the Time Entry Details screen, the details of the labor amount display. If you do not want to bill all the time entries, you can choose them and mark Exclude against them. *See Excluding Time Entries below for more.*
6. You can also mark an entry as billed to write off the item or reduce its value to zero. You are not charging the client for it, but your reports show the cost of each item.

 'Mark Billed' time (displayed in blue) does **not** link to the invoices. This decision can be reversed or undone using Mark Unbilled. At times, you can bill \$5000 to a client with \$3000 worth of billable time. Later, some issue can make you work on the same project without charging the client anything extra. You can then mark the existing time entries as 'Mark Billed'. These entries are non-editable until they are marked as unbilled.

7. You can check or uncheck the 'Billable' option to mark the entry as billable or non-billable.
8. You can also edit time descriptions, B-Hours, bill rates and memos. Highlight the row in the Time Details grid and click Edit.
9. When you have edited and reviewed the time details, click Close to close the screen.

The same procedure applies to the Expense Details. BillQuick reflects these changes in the billing records.

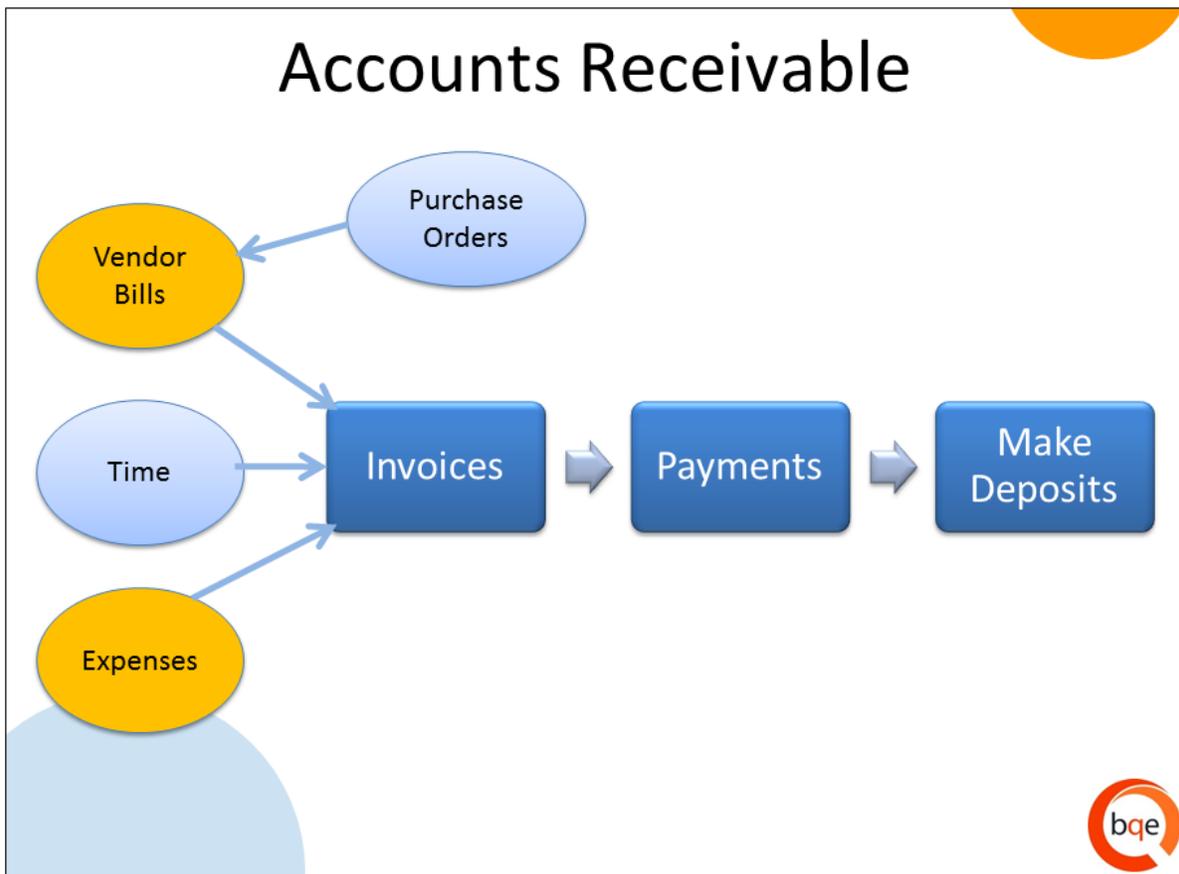
## ACCOUNTS RECEIVABLE

### UNDERSTANDING ACCOUNTS RECEIVABLE

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To provide your company with day-to-day accounting capabilities, BillQuick comes with some core accounting features that make it easier to keep track of accounts receivable and payable, client and vendor transactions and data integration with supported accounting packages. The accounting tasks are typically performed by billing managers and accountants, or can be delegated to the administrative staff.

Accounts Receivable represents money that the company is to receive. This usually would be money owed by clients for products and services provided on credit. An invoice sent to a client for work done *and* with an amount due is a receivable. Both time and expenses, and vendor bills contribute toward the invoices sent out to the clients. Slow receivables reduce profits, funds available for needed or desirable capital expenditures and resource improvements, and increase the costs of doing business. Thus, it is important to manage receivables and track individual invoices for timely collections. In addition, it is a good practice to include a 'Stop Work' clause in your contracts to safeguard your interests. Projects will be profitable only if the client pays you on time for the work done.



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Before using the A/R features, we recommend specifying related settings in the [Global Settings-Accounting](#) screen. You can choose the default A/R accounts, and switch between cash and accrual basis of accounting without messing the accounts in BillQuick. In an accrual-based accounting system,

Invoices = Income  
Vendor Bills = Expense

In a cash-based system,

Payments/Deposits = Income  
Pay Bills or Expenses = Expense

When you create invoices, BillQuick debits the accounts receivable (A/R) account and credits the income or sales tax account. You can deposit payments in the relevant accounts after receiving them. After you do that in the Make Deposits screen, you can view or edit transactions in the account registers. BillQuick also enables you to transfer funds between accounts. When you record payments, BillQuick debits the Undeposited Funds or bank account and credits the A/R account. BillQuick allows you to view all accounts receivable transactions and their details in the Accounts Receivable Register. You can view invoice and payment information here and edit these transactions.

BillQuick contains many tools to help you track and analyze receivables and work-in-progress with reports, billing-related memos, notes and collections conversations. BillQuick displays the invoices that are past due and their total bill amount on the Reminders, Dashboard and Company navigator. You can then drill down to the past due items or print a report. You can track your receivables, cash flow and other critical information using the Dashboard. See [Dashboard](#) for details.

Client investment is a good indicator of your accounts receivable.

Client Investment = Unpaid Invoices + Work-in-Progress – Retainer

When the client investment is too high, you need to remind the client for payments. You can obtain this information from the Investment Summary (WIP + A/R) or A/R Reconciliation reports. You can also track and manage your receivables by using various aging and A/R reports in BillQuick. The running balance of an A/R account should match the aging report balance. You can print aging reports using one or more ranges as filters:

- Invoice numbers
- Transaction dates
- Clients
- Projects

If you need an aging summary, such formats are also available. You can drill-down to the details while previewing the report. In addition, you can identify payment deficiencies and other receivable information from other A/R reports such as Client Snapshot with AR Aging, Billings Summary by Month, Cash Receipts, Statements, Collections, and more.

BillQuick comes with the following system accounts:

Account ID	Account Name	Account Description	Account Type
11000	Accounts Receivable	Accounts Receivable	Accounts Receivable
12000	Undeposited Funds	Undeposited Funds	Other Current Asset
12010	Legacy Payments	Legacy Payments	Other Current Asset
20000	Accounts Payable	Accounts Payable	Accounts Payable
2100	Payroll Liabilities	Payroll Liabilities	Other Current Liability
2200	Customer Deposits/Retainers	Customer Deposits/Retainers	Other Current Liability
25100	Main Service Tax Payable	Main Service Tax Payable	Other Current Liability
25200	Main Expense Tax Payable	Main Expense Tax Payable	Other Current Liability
25300	Service Tax Payable	Service Tax Payable	Other Current Liability
25400	Expense Tax Payable	Expense Tax Payable	Other Current Liability
3000	Opening Balance Equity	Opening Balance Equity	Equity
40000	Default Item Income Account	Default Item Income Account	Income
40199	Default Discount Account	Default Discount Account	Income
60001	Default Item Expense Account	Default Item Expense Account	Expense
6560	Payroll Expenses	Payroll Expenses	Expense

## Invoices

### UNDERSTANDING INVOICES

An invoice is a marketing document that nurtures client relationships. It must communicate a positive image to both new and long-term clients: Quality, Capability, Professionalism and Confidence. BillQuick comes with 180 standard invoice templates, all designed with Crystal Reports, the *de facto* standard report writer software.

 To customize invoice templates, you can use Crystal Reports 9.0 or later to do it yourself, or contact us for Report Customization Service at (310) 602-4020. Many of our invoice templates are available for [preview](#) or you can check out the *free* BillQuick Role-Based Brochures for [billing managers](#), [principals & partners](#), [project managers](#) and [office managers & accountants](#). You can also check out the detailed **BillQuick Invoice Book**.

Invoices are created in either Manual Invoice or Billing Review. After billing decisions are made and invoices generated, Invoice Review provides an efficient environment to preview, print and email invoices. Any past or current invoice, paid or not, draft or final is accessible in Invoice Review. The invoice list can be filtered using a dozen criteria generating just the

subset with which you want to work. You can act on one or multiple invoices at a time. In addition to invoices, statements can be printed from this screen. You have an active spell check in the Invoice Review screen. You have the ability to calculate late fee based on any date. You must have proper security permissions to print and process invoices.

BillQuick enables you to change the invoice template on a global, project and invoice level. The desired invoice templates can be specified for each contract type. You can customize the invoice number and format, and set invoice display attributes per project or for all projects. For example, if you want to show the account summary on some project invoices and hide it on others, you can do so by checking those rules on the Project-Detail screen. You can also set these options for all projects from the Global Settings-Billing screen.

Standard invoice templates support detail or summary information, individual time and expense descriptions and memos, retainers and discounts applied, two invoice memos, employee titles, and value-added taxes (say GST). In addition, many support a standard graphic logo (*Company screen*). While previewing invoices, you can customize them to some extent and then save them as a new invoice template. You can access those from the Invoice Selection screen under the Saved Invoices category.



You can set all your invoice templates to show Goods and Services Tax (GST) at the project or global level. This option is checked by default for all countries other than USA when creating a new database.

When setting up BillQuick for the first time, consider whether you want to start with a new number structure or use the last invoice number from your old time and billing system. Either way, BillQuick needs the last invoice number. By default, it begins numbering invoices with the invoice number defined on Global Settings-Billing screen. You can override this and specify a custom invoice number on the Project-Billing screen. If a project has phases under it, you are prompted whether to let the immediate phases inherit the custom invoice number or not.

If you want to structure the invoice number so that it has static and variable portions, you can define this. BillQuick supports automatically incremental invoice numbers of up to 10 characters (including punctuation). For example, if you wanted to include the fiscal year in the invoice number structure, you have to enter it as static information. The variable will be the incremental part put in curly brackets.



Custom invoice numbering feature is available in the BillQuick Enterprise edition only.

BillQuick does not add a draft invoice to the receivables of a company until you finalize it. During the review and approval process, the invoice can be reversed, additional billing decisions made, and processed again as a draft invoice (or a final invoice) until you are satisfied with its content. BillQuick also memorizes and generates draft invoices automatically for specific projects, which you can then finalize here.



You cannot create a late fee invoice for a draft invoice.

Some companies prefer electronic invoicing, especially in Europe. It involves delivery of invoices electronically via the Internet or formalized EDI relationship between the buyer and supplier. BillQuick supports electronic invoices. See [Electronic Invoices](#) for more.

BillQuick allows you to specify the default settings for emailing invoices to clients (*on Client-Billing screen and Project-Billing screen*). If neither profile is set for emailing invoices, you can do so from the Invoice Review screen. You can email any invoice – paid, unpaid, new, old, and draft and attach additional documents to it. While emailing invoices, BillQuick also allows you to email the linked files or attachments automatically.

Invoices can be stored as PDF files in a user-defined location. You can save invoices as PDFs in the Retainer Management screen for the retainer invoices and in the Invoice Review screen for the regular invoices. The PDF button option creates separate PDFs for each invoice. On the other hand, previewing invoices in a group and then exporting them as PDF creates a single PDF including all invoices. This could be useful while sending invoices to a principal or partner for approval or review. See [How Do I Save Invoices as PDFs](#) for more.

## ELECTRONIC INVOICES

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Some companies prefer electronic invoicing, especially in Europe. It involves delivery of invoices electronically via the Internet or formalized EDI relationship between the buyer and supplier. With tools like Vendor and Supplier Portals, virtually any company can accept electronic invoices from their vendors and suppliers without having to implement costly and complicated systems. It provides benefits to both buying companies (paper and expense reductions) and supplying companies (elimination of mail float and lower billing costs).

BillQuick supports electronic invoices using both the Finnish Reference Number and Structured Creditor Reference. Depending upon your preference, you can specify a reference calculation method in Global Settings.

 Support for electronic invoicing is available in the BillQuick Enterprise edition only.

The Finnish Reference Number is generated using an invoice number and a check digit (minimum *4 digits + 1 check digit* and maximum *19 digits + 1 check digit*). BillQuick calculates it automatically using a method called Multiplier 137. The 137 Method ensures the delivery of invoices electronically to its intended recipient with these numbers printed on the invoices. The reference number is very important to make online electronic invoicing between accounting and banking systems possible. The invoicing company's reference number identifies the invoice sent to the client. Payments furnished with a reference number are transferred to the payee's account reserved for payments with a reference number. The check digit makes sure that the payments in the bank and invoices in the accounting systems can be connected with each other automatically. See *Electronic Invoicing in Finland* for more.

On the other hand, the Structured Creditor Reference is a new international business standard based on ISO 11649, popularly used by the European Union. The Creditor Reference number is generated as an alphanumeric string with RF as a prefix and two check digits (*RF + 2 check digits + 21 digits maximum*). BillQuick generates it automatically using the invoice number. This RF Creditor Reference method ensures the delivery of invoices electronically to its intended recipient with these unique references printed on the invoices. The invoicing company adds the RF Creditor Reference to its invoices. When the clients pay the invoices, they write this RF Creditor Reference instead of the invoice number in its message or payment ledger. When the company receives the

payments, it can automatically match the remittance information to its accounts receivable system. *See RF Creditor Reference for more.*

## LATE FEE

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At times, you can include a late fee or finance charge on your invoices. In such cases, you will receive a payment for the invoice amount plus that late fee amount. Typically, companies calculate late fee or finance charges on the last invoice and the clients pay it with the last payment. In some cases, companies prefer to calculate late fee on each outstanding invoice and clients have to pay it each time.

In BillQuick, you can calculate late fee on the outstanding balance or invoice amount based on a specified date. For example, if you bill clients for \$5000 and they make a \$2500 payment within the payment term, but are late for the second payment of \$2,500, BillQuick calculates the late fee on the outstanding balance of \$2500 and not the entire principal amount of \$5000. It takes into account payments applied to invoices and late fees before calculating the new late fee on the unpaid balance.

 Late fee invoices print on selected invoices formats and statements. They use the Finance Charge invoice template by default. The late fee invoices age like any other invoice and print on aging reports. You can write off all or part of a late fee invoice and apply payment to it.

You can define the late fee settings or interest rates at the company level or the individual level. Based on these settings, BillQuick calculates late fee when you create a late fee invoice in the Invoice Review screen. You can also change its label in the Custom Labels screen. You can define late fee settings in the following ways:

- *Global Settings-Billing screen*: If all projects for all the clients should have the same late fee settings, then specify them at the global level.
- *Client-Billing screen*: If all projects of a client carry the same payment terms, then set them up at the client level **before** creating project profiles. *For more, see [Client Setup](#).*
- *Project-Detail screen*: If only selective projects should incur a charge for overdue invoices or if you want to override the client setting for a particular project, enter the settings in the Project profile. *For more, see [Project Setup](#).*

For all joint invoicing, the Payment Terms will always pull from the Client profile. For example, if all projects included on an invoice are set to Net 30 at the project level but Net 60 at the client level, the joint invoice will have Net 60 as the payment term. In addition, in case of joint invoices, late fee invoice gets created for only one project, the last project.

When you create a late fee invoice in the Invoice Review screen, BillQuick generates a manual invoice internally with an invoice number same as that of the actual invoice but with 'LF' appended to it. The first late fee invoice will have the same invoice number but with a -LF suffix, and any subsequent late fee invoices will have initials -LF1, -LF2 and so on. You can view regular invoices as well as associated late fee invoices there. Late fee invoices have the same A/R account as that of the parent invoice.

 You can transfer separate late fee invoices and corresponding payments from BillQuick to your accounting software. *Check out the detailed [Integration Guides](#) for more information.*

The method to calculate late fees on past due invoices incorporates the new approach of date stamping the late fee amount. BillQuick calculates the late fee based on the date you choose in the Invoice Review screen for the outstanding balance or invoice amount. However, you can calculate late fee manually also and include the exact amount in the Net Bill amount while viewing late fee invoices. You can record the late fee payments separately in the Payment screen and then view several reports, such as Account Transaction report and Cash Receipts Journal.

The following example clarifies the process:

*January 1, 2017:* You generate an invoice #1005 for \$1000 for Project A. The project is set to charge 1.5 % interest per month on past due invoices. The grace period is set to 45 days.

*February 15, 2017:* This is the 45<sup>th</sup> day since the invoice was generated and therefore within the grace period. You open the Invoice Review screen and bring up invoice #1005. You calculate the late fee for this invoice by setting the 'Calculate Late Fee Up To' date to February 15, 2017 and clicking 'Create Late Fee Invoices' under Tools. This results in zero late fee since it is within the 45-day grace period. Therefore, total owed on invoice #1005 = \$1000

*February 16, 2017:* This is the 46<sup>th</sup> day since you generated the invoice. You open the Invoice Review screen and bring up invoice #1005. You calculate the late fee for this invoice by setting the "Calculate Late Fee Up To' date to February 16, 2017 and clicking 'Create Late Fee Invoices' under Tools. This results in a late fee of \$23 ( $[\$1000 \times 1.5 \times 46] / [100 \times 30]$ ). Therefore, total owed on invoice #1005 = \$1000 and on 1005-LF = \$23.

*July 20, 2017:* This is the 200<sup>th</sup> day since you generated the invoice. You open the Invoice Review screen and bring up the invoice #1005. You calculate the late fee for this invoice by setting the "Calculate Late Fee Up To' date to July 20, 2017 and clicking 'Create Late Fee Invoices' under Tools. This results in a late fee of \$100 ( $[\$1000 \times 1.5 \times 200] / [100 \times 30]$ ). Therefore, total owed on invoice #1005 = \$1000 and on 1005-LF1 = \$100.

*July 31, 2017:* Client makes a total payment of \$800 after receiving the July 20 statement. The payment is applied as:

\$700 towards principal = Invoice # 1005  
\$100 towards late fee = Invoice # 1005-LF1

*August 19, 2017:* You get ready to generate a new invoice statement. This is the 230<sup>th</sup> day since you generated the first invoice. You open the Invoice Review screen and bring up the invoice #1005. You calculate the late fee for this invoice by setting the "Calculate Late Fee Up To' date to August 19, 2017 and clicking 'Create Late Fee Invoices' under Tools. Considering the payment made on July 31, the late fee amount would be:

Late Fee =  $(\$1000 \times 1.5 \times 230) / (100 \times 30) - \$100 = \$15$   
Therefore, total owed on invoice #1005 = \$300 and on 1005-LF2 = \$15.

 It is better for the client to pay off the late fee invoice before paying the original invoice amount (principal amount).

## Invoice Review

### INVOICE REVIEW OVERVIEW

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**Navigation** *Billing menu, Review Invoices, Invoice Review*

After billing decisions are made and invoices are processed in either Manual Invoice or Billing Review, [Invoice Review](#) provides an efficient environment to finalize and distribute those invoices. Any past or current invoice, paid or not, draft or final is accessible in the Invoice Review screen. After you have created invoices, you can preview, print, email, reverse and post those invoices, edit invoice memos, calculate late fees and save invoices as PDFs in the Invoice Review screen. It contains everything you need to manage current, historical and draft invoices. BillQuick also supports electronic invoices commonly used in European nations. See [Electronic Invoices](#) for more.

The invoice list can be filtered using the desired filters. You can work on one or multiple invoices at a time. Invoices displayed in the grid are color-coded. Posted, closed or printed invoices are **blue**. All other invoices are **black**. A few fields in the grid are editable till the invoices are posted. To edit any other information, you must reverse the invoice, make those changes in Billing Review and then process the invoice again.

The Invoice Review displays decimal values based on the settings specified in Global Settings-User Interface. For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67). However, placing your pointer in the field will reveal the true value. If you specify 9 as the number of digits after a decimal, the grid will display values rounded off to nine decimal places (2500.666 will display as is).

To export the listed invoices to Microsoft Excel, you can use the right-click option **Send to Excel** and then save the file to the desired folder. On the Invoice Review grid, you can see if an invoice was sent to the contact or client via email and the date it was last emailed. This helps to avoid duplicate emails.

In addition to invoices, statements can also be printed from this screen. You have the ability to calculate late fee on invoices based on any date (see [Late Fee](#) for more). In addition, you can link new or existing files to the invoices. For all this, you must have proper security permissions.

At times, clients request another copy of an invoice. You can reprint or re-send any invoice in BillQuick via email. In addition, when a client asks for more or less detail, or simply the same invoice information in a different format, you can reissue the invoice directly from Invoice Review. You can do this without reversing the invoice or changing its project settings. This option is faster and easier than printing a report. See [Choose Invoice Templates](#) for more.

To make things easier, you can record a payment for the selected invoice using the right-click option, Payment. It opens the Payment screen, enabling you to record payment against that invoice. Memorize Invoice option opens the Memorize Invoice screen, allowing you to generate invoices automatically according to the defined frequency. You can also

review the detailed information of a project associated with an invoice by selecting that option from the shortcut menu.



When an invoice is printed from the Invoice Review screen, BillQuick prompts you to know if you would like to print all the attached files automatically.

## Reference Info

### INVOICE REVIEW

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**Navigation** *Billing menu, Review Invoices, Invoice Review*

The following are descriptions of fields on the Invoice Review screen:

#### Filters

Filters limit the number of records displayed in the grid. For example, if you would like to view only invoices related to clients with the IDs from A to M, you must enter that range in the Client filter. You can select multiple items in the drop-down list using <Ctrl> or <Shift> keys. You can scroll the list using the arrow keys and click <Enter> to apply the filter. The individual filters are turned on with a checkmark after you select the relevant items from the drop-down. Without any filters selected, all invoices are displayed in grid when Refresh is clicked. BillQuick remembers and applies the previously set filter settings.

#### Invoice Number:

This is the invoice number filter. The draft invoices are displayed in angular brackets <> in the drop-down list.

#### Project:

Filters invoices based on their project. You can select the relevant projects from the drop-down.

#### Client:

Filters invoices based on their client. You can select the relevant clients from the drop-down.

#### Invoice Date:

This filters the invoices on the basis of their invoice date. You can choose a specific date or a range of dates from the drop-down calendar.

#### Invoice Status

You can filter invoices in the grid based on their status.

- **Open:** invoices are those with a positive, outstanding balance (not paid in full).
- **Closed:** invoices are those without a positive balance. These are fully paid invoices.
- **Posted:** invoices are those that have been processed and marked as posted. These invoices can no longer be edited.
- **Unposted:** invoices are those that have been processed but not yet posted. These invoices are editable.
- **Draft Invoice:** are those that are still under review and not yet finalized. These invoices need to be processed and then appear within <>.
- **Late Fee:** invoices are those created for late fee charges on the outstanding amount of an invoice. These invoices have -LF suffix appended to their invoice

numbers. If you void a late fee invoice, it displays in the Invoice Review grid if you select the *Include Void* filter option.

- **Include Void:** Checked, BillQuick includes all the void invoices in the list of displayed invoices. The void invoices have been deleted, but still exist in the database.
- **Void Only:** Checked, BillQuick displays only the void invoices in the grid. The void invoices have been deleted, but still exist in the database.

### More Filters

Click  to open the More Filters panel. It displays the following filters for selective data viewing.

#### Project Manager:

Filters the invoices based on the associated project manager. It brings forward the invoices of only those projects that are handled by the specified project managers.

#### Project Group:

Filters the invoices based on their projects within a specific project group.

#### Client Manager:

Filters the invoices based on the associated client manager. It brings forward the invoices of only those clients that are handled by the specified client managers.

#### Client Group:

Filters the invoices based on their clients within a specific client group.

#### Contract Type:

This filter is used to limit the invoices displayed based on their contract type.

### Invoice Review Grid

The grid displays invoices according to the criteria defined in the filters. Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

The columns in the grid can be filtered using the Excel style funnel filters () based on options like (All), (Blanks), and other conditions. You can apply pre-defined Text and Number Filters on the columns or set your own Custom Filter. In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

#### Field Chooser:

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

#### Invoice #:

If you would like to modify the invoice number, just change it here. This is an editable field. BillQuick automatically assigns sequential invoice numbers when the invoice is processed.

The number will be incremented and assigned to the next invoice processed. This number can be specified in the Last Printed Invoice # field of [Global Settings](#). Reversing an invoice does not decrement the counter; however, BillQuick does reuse the invoice number. In addition, if you change the invoice number, BillQuick checks to make sure the number has not been used already.

**Date:**

Aging reports, statements and late fees use this invoice date in their calculations. Invoice date is assigned in Manual Invoice, Billing Review or Billing Schedule. Invoice dates can be edited for unprinted invoices only. On changing the date, you are prompted as to whether the new date should be applied to all other invoices in the grid. This batch change of the invoice date enables you to set a single date for the invoices being reviewed. In addition, if printing or emailing of invoices is delayed, you can change the invoice date to ensure proper A/R aging.

**Project ID:**

ID of the project for which the invoice is processed. If the Project ID indicates Joint, it means that it is a joint invoice for multiple projects or project phases. Joint invoices are processed in the [Billing Review](#) screen.



In case of projects having joint invoices, when you hover your mouse over the joint invoice, BillQuick displays the Project IDs as a tool tip.

**Project Name:**

The name of the project being invoiced.

**Net Amount:**

The net bill amount charged on the invoice, including taxes (if any). This field is editable for late fee invoices in case you want to include a late fee amount in it manually.

Net Amount = Amount + Total Tax - Retainer - Discount

**Paid:**

The total amount paid towards the invoice. The value updates as receipts and adjustments are made in the Payments screen.

**Balance:**

The outstanding balance or amount due on an invoice.

Balance = Net Amount - Paid

**Invoice Template:**

Invoices are generated using the default templates. BillQuick gives you the ability to change the invoice template here before printing or emailing it to the client. Click  to open the [Invoice Selection](#) screen where you can select and preview invoice templates.

Typically, this change is only for the current work session. However, if you assign a different template to an invoice here, you are prompted to change the invoice template permanently for that project.

**Client ID:**

ID of the client associated with the invoice. The invoice is billed to this person.

**Employee ID:**

ID of the employee who generates the invoice.

**M:**

Displays  for manual invoices. It helps you to identify a manual invoice as opposed to a regular invoice generated from Billing Review.

**Amount:**

The total amount charged on an invoice, excluding taxes and retainers (if any).

**Main Service Tax:**

Main Service Tax is the main tax charged on invoiced service or labor.

**Main Expense Tax:**

Main Expense Tax is the main tax charged on invoiced expenses.

**Total Tax:**

The total tax amount charged on an invoice.

Total Tax = MET + MST

**Due Date:**

The date when the invoice payment is due. This date is based on the payment terms as set for the project.

**Overdue:**

Number of days the invoice has been overdue or outstanding. It depends on the Due Date and payment term applied. For example, if the due date of an invoice is May 18, 2017 and the term is Net 30 (30 days), then on April 18, overdue is 1, on April 19, overdue is 2 and so on.

**Discount:**

The discount amount applied to an invoice before processing in Billing Review. The discount reduces the final invoice amount after taxes have been added. The discount will not reduce the tax amount of services or expenses. However, if a processed invoice is to be given a discount then the amount should be written off in the [Payment](#) screen.

**Retainer:**

This is the retainer amount applied on an invoice. Like a discount, it reduces the Net Amount due from a client.

**Service Billed:**

It is the total sum of the Service Amount billed to date. It neither includes Tax 1/2/3 of the time entries nor the MST. When the service amount billed to the project passes the contract amount specified in the Project screen, you are prompted whether to mark the project status as Completed.

**Expense Billed:**

It is the total sum of the Expense Amount billed to date. The amount includes neither Tax 1/2/3 of the expense entries nor the Main Expense Tax.

**Project Notes:**

 indicates a note is attached to an invoice. Click it to view the note. However, you can add a new note by clicking on this cell to open the [Add Notes](#) screen. You can type as much text as desired into the Project Note area or enter Auto Complete shorthand codes to insert standard text.

**Project Manager:**

Displays the name of the project manager assigned to the project.

**Linked: (Read-Only)**

This field is checked if the invoice is linked to your accounting package like QuickBooks, Sage 50 (formerly Peachtree) or MYOB.

**Retainage:**

This value indicates what portion of the net bill amount will remain withheld by the client for a specific project whose invoice is being created.

**Fixed Fee:**

Displays the amount charged as fixed fee for projects having the Cost + Fixed Fee contract type. See [Understanding Contracts](#) for more.

**Retainage Paid:**

The value indicates what portion of the retainage is paid by the client till date.

**S (Approval Status):**

The S column in the grid shows the status of each invoice:

[blank] Not submitted   ↓ Submitted   → Forwarded   ✓ Approved   ✗ Rejected

**Submitted By ID:**

The field displays the ID of the user who has submitted the invoice for approval.

**Approved By ID:**

The field displays the ID of the user who approves or rejects the submitted invoice.

**J:**

This is a joint invoice identifier and displays  for multiple invoices that have been combined into a single invoice.

**F (Attachment):**

Displays  for those invoice records that have files attached to them. You can click on the cell to open the [Attachments](#) screen which allows you to add new files to an invoice.

**Class:**

You can view the class assigned to an invoice. If classes are assigned to projects, the related time and expense entries and invoices are also assigned the same class but can be overwritten. Payments inherit the same class as that of the invoices. You can assign a class created in BillQuick or transferred from QuickBooks. This assignment can also be done from the [Assign Class panel](#) of the BillQuick-QuickBooks Integration Settings screen.

In case of joint invoices, because each project phase can have a different class, BillQuick displays the class of one of the joint projects. Typically, phases on a joint invoice will be having the same class.

 You need to assign class to BillQuick items **before** creating invoices and **prior** to the synchronization with your accounting software. Else, your class fields will remain blank there and will not display in reports.

**Printed On:**

This is the date when an invoice is printed. You can enter a date from the drop-down calendar or let BillQuick fill it automatically when you actually print an invoice.

**Emailed On:**

This is the date when an invoice is emailed to a client or any other person. You can enter a date from the drop-down calendar or let BillQuick fill it automatically when you actually email an invoice.

**Reference Number:**

This number enables you to keep track of your electronic invoices. It represents the invoicing company's reference number that identifies the invoice sent to a client. See [Electronic Invoices](#) for more.

**RF Number:**

This is the RF Creditor Reference number that enables you to keep track of your electronic invoices. BillQuick generates it automatically using the invoice number. The invoicing company adds this number to its invoices. See [Electronic Invoices](#) for more.

**Status:**

Displays the status of the project associated with the invoice. It can be Active, Inactive, etc.

**Type:**

Displays the contract type or billing arrangement of a project associated with the invoice. For example, Hourly, Fixed, Recurring, and more.

**Accounts Receivable:**

Select the desired A/R account from the drop-down for the selected invoice. This is the account you want to use for posting the transaction related to an invoice in BillQuick.

**PO #:**

This is the purchase order number associated with a project and is brought forward from Manual Invoice or Billing Review, depending upon where the invoice for that project was generated. By having this information here, it ensures that the old PO numbers remain associated with their original invoices. You can, however, edit it here without affecting the historical invoices. The maximum field length is 50 characters.

**Custom 1/2/3/4/5:**

These custom fields allow you to record additional information about an invoice. If you have a need to track additional data per invoice such as the 'Last Contact Date', 'State' against which invoice revenue is tracked or type of project such as commercial or residential, this is the feature to use. Not only can you change the caption or label of these custom fields, you can also change the user interface and assign your own drop-down value list in the [Custom Labels](#) screen. Each custom field holds up to 50 characters. You can also filter reports based on these invoice custom fields.

 These Custom Fields are available in the BillQuick Enterprise edition only.

## Invoice Review Button Panel

### Help:

Opens the BillQuick Help in the Invoice Review section.

### Print:

Prints the selected invoices. When you print the invoices, it changes their status to printed. You can specify your options in the Print dialog box for printer, print range, copies, etc. The template that the invoice uses can be altered in [Global Settings](#), [Project](#) or Invoice Review itself.



When an invoice is printed, BillQuick prompts you to print all the attached files if desired.

### Send To

- **QuickBooks/MYOB:**

This option transfers the selected invoices to QuickBooks or MYOB. If anything about your invoice data changes in BillQuick after you have transferred it, you can use this option to update the invoices in QuickBooks/MYOB. You can also execute this action through the shortcut menu. New or modified invoice information will be transferred to your firm's QuickBooks or MYOB database.

### Select:

The drop-down gives you these options:

- **Select All:** Selects all the records in the grid. You can also use Ctrl+A keys to select all rows.
- **Un-Select All:** Un-selects all the records in the grid. Alternatively, you can click in any cell within the grid to unselect the selected records.
- **Reverse Select (Regular):** Reverses the selection for regular invoices. It unselects the selected records and selects the previously un-selected ones.
- **Reverse Select (Late Fee):** Reverses the selection for late fee invoices. It unselects the selected records and selects the previously un-selected ones.

### Email:

Sends the invoice as a PDF file attachment via email. From the drop-down, you can choose to whom you want to send the email. The options are Client, Client Manager, Project Manager and Other. When Other is chosen, the [Email](#) screen opens where you can enter the email address of the recipient.

When emailing an invoice, you are given the option to edit the body of the email. Moreover, you can also store a custom email message on [User Preferences—Email Settings](#), which can be edited anytime. You can choose to email invoices without previewing them by selecting the 'Send without Preview' option. You can also choose to attach multiple invoices (PDFs) of the same client in a single email. In addition, BillQuick allows you to attach all the files linked with an invoice automatically to the email message. When sending invoices via email with attachments, you can see a list of attachments and also click on its name to preview it.

When invoices are sent via email using SMTP settings, BillQuick automatically creates a journal entry for your record. You can send multiple invoices or file attachments in an email using the SMTP option only. MAPI supports a single file attachment.

 This feature is available in the BillQuick Pro and Enterprise editions only.

**Tools:**

Displays the following options:

- **Layout**
  - Auto Fit:**  
BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.
  - Best Fit:**  
BillQuick automatically adjusts the grid list so that the columns fit the contents.
- **Details:**  
Opens the Invoice Details screen where details of the selected invoice can be viewed. You can also view the time and expense entry details in their respective screens.
- **PDF:**  
Creates a PDF file for the selected invoice and automatically saves it at the default location. The PDF documents are saved at a location identified in the User Preferences screen. You are not prompted while creating a PDF file as it automatically uses the project ID and invoice number for naming the file. Invoices emailed to a client are automatically produced as a PDF file and then attached to the email.
- **Edit:**  
Opens the [Invoice Time Entry and Expense Log Details](#) screen. You can edit some of the time and expense entry details for the selected invoice from this screen.
- **Memo:**  
Opens the [Memo Pad](#) where you can enter or view an invoice memo. This memo can also be created when the invoice is processed in [Billing Review](#). If the invoice memo exists, it will be brought forward here. Memo can be added or edited for unprinted invoices only. BillQuick enables you to maintain two levels of memos—First Memo and Second Memo. Both memos are available in a collapsible memo box that can be opened by clicking  and collapsed again by clicking . The memo can be applied to multiple invoices that are selected from the Invoice Review grid.
- **Print Statements:**  
Generates a preview of the project statement. Preview displays the full screen representation of a statement. It provides you with various options: export, print or email statement, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize statement, etc.
- **Create Late Fee Invoices:**  
Opens a floating panel where you can specify the date up to which you want to calculate late fees. You can enter the date or select it from the drop-down [calendar](#).

After setting the date, you can click the Create Late Fee Invoices button for past due or outstanding invoices. The late fee is calculated on the remaining balance amount rather than the whole invoice amount. For example, if a client is billed \$5000 and makes a \$2500 payment within the term but is late for the second payment of \$2,500, the late fee calculates on the outstanding balance of \$2500 and not for \$5000. These invoices have -LF suffix appended to their invoice numbers. Late fee invoices have the same A/R account as that of the parent invoice. See [Late Fee](#) for more.

- **Attachments:**

Click Add New to attach a web link or any file to an invoice record or use the shortcut menu. BillQuick allows you to link files to invoices for reference or as a requirement for billing. For example, you might want to scan and attach some documents or images to the invoice for reference. You can add and save files for the selected invoice from the [Attachments](#) screen. The files attached to a draft invoice do not need to be reattached after it is finalized. BillQuick maintains the attachments automatically when you finalize the invoice.

Besides attaching new files to the invoices, you can also link existing attachments to them. When you click on an invoice and choose Select Existing option, BillQuick scans the associated client, project, time and expense data for existing attachments. It will display a list of already linked files and you can choose to attach any of them to the selected invoice. For example, if an employee attached a lunch receipt when recording the expense, it will be available here without you having to search for it. This list also includes attachments to vendor bills that are associated with an invoice.



You can send multiple attachments with an email using the SMTP option only. In addition, BillQuick allows you to attach all the files linked with an invoice automatically to the email message.

- **Workflow:**

Opens the [Workflow](#) screen where you can track the submit-approve events of the selected invoices.

- **Change:**

Opens the Change screen where you can make batch changes to the selected invoices.

- **Clear All Filters:**

Clears all the checkbox filters applied on this screen in addition to the funnel filters. You must click Refresh to view all the invoices in the grid.

**View:**

Displays the following options:

- **Billing Review:**

Opens the [Billing Review](#) screen, allowing you to view the billing details of the invoice.

- **Credit Memo:**

Opens the [Credit Memo](#) screen, allowing you to record a credit against an invoice.

- **Record Payments:**

Opens the [Payment](#) screen. Payments can be recorded for the reviewed invoices.

- **Review Project Information:**

Opens the [Project](#) screen, allowing you to view the details of the project being invoiced.

**Journal:**

You can understand the accounting behind an invoice by looking at its journal entries. Click to open the Journal report to view the transaction details, including the accounts being credited or debited. The Journal button is invisible if you do not have an A/P license.

**Submit:**

Opens the [Submit-Approve](#) screen from where you can submit the selected invoices for

approval. The reviewer will get a reminder message for approving the invoice. BillQuick allows you to submit a draft invoice before finalizing it.

**Post:**

You can click the Post button to mark the selected invoice as posted. When you apply a payment to an invoice, it is automatically posted. Else, you can do it manually here to lock its editing. This ensures proper security of your invoices. If you have security permissions, you can edit posted invoices, provided no payments are attached to them and also if they are not joint invoices. It is always a good idea to capture the final invoice and archive it as a good bookkeeping practice. When you post an invoice, BillQuick prompts you to create a PDF copy of the invoice and save it to the default location.

**Process:**

The drop-down gives you the following options:

- **Process Invoice:** Click this to process the selected draft invoice after the project manager has approved it. If you process a draft invoice and manually change its invoice number in Billing Review (or Manual Invoice), BillQuick assigns that custom number when finalizing it here.
- **Process and Print:** It processes the billing record as a final invoice and prints it as well.

**Approve:**

Approves the selected invoices. Approved invoices can be edited only by a user with the proper security permissions.



The Submit-Approve feature of invoices is available in BillQuick Enterprise edition only.

**Reverse:**

Enables you to delete the selected invoices. Voiding an invoice is better than deleting it if you want to go back and view it at a later date.

After getting reversed, the invoice can be re-processed in either Billing Review or [Manual Invoice](#). The number used on an invoice that is reversed is not reassigned automatically. The number that will be incremented and assigned to the next invoice is displayed and can be altered in the Last Printed Invoice # field of Global Settings. If anything needs to be altered (that is, bill rates, amount due, etc.) the invoice must be reversed.

When you reverse an invoice, BillQuick removes the associated attachments and linked files from it.

**Void:**

Enables you to void the selected invoices and save it in the database. Voiding an invoice is better than deleting it if you want to go back and view it at a later date. BillQuick does not permit voiding an invoice that falls in a closed accounting period. So, when you void an invoice, the entry is removed from the period to which the invoice was originally posted. You cannot void a draft invoice, an already void invoice and an invoice with attached payments.



If you void a late fee invoice, it displays in the Invoice Review grid if you select the

*Include Void filter option.*

**Preview:**

Generate a preview of the invoice. Preview displays a full screen representation of an invoice. It provides you with various options: export, print or email invoice (email address of the client is already filled by default).

**Refresh:**

Retrieves the latest data from the database and displays it on the screen. Clicking Refresh without any filters will cause all existing invoices to be brought forward. You can also execute this action through the shortcut menu.

**Close:**

Closes the Invoice Review screen.

**How Do I****HOW DO I REVIEW INVOICES?**

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You can review and finalize your invoice at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Review
- Advanced Review

**HOW DO I FINALIZE DRAFT INVOICES?**

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To process a draft invoice:

1. Open the Billing Review screen.
2. Select View by Project and then select the desired projects in the From/To fields.
3. Select the desired Period and then click Refresh.
4. Various billing records appear in the grid. Mark the 'B' (bill) box for the desired projects.
5. Click Process and select 'Process as Draft'. BillQuick removes the billing record from the grid and creates a draft invoice.
6. Click Close to close the Billing Review screen.

To finalize a draft invoice:

1. Open the Invoice Review screen from Billing menu, toolbar, Sidebar or navigator.
2. Click the down arrow button and select the Filters you want to apply. Click Refresh.
3. All the invoices meeting your criteria appear in the grid. Now select the 'Draft Invoice' check box above the grid. Again, click Refresh.

4. The draft invoices appear. Notice the angle brackets <> around the invoice number. In addition, notice that a new Process Invoice button appears at the top. *This appears only when draft invoices display in the grid.*
5. You can print the draft invoice by clicking Print or review it on-screen. *A DRAFT watermark appears on all pages of a draft invoice.*
6. If the draft invoice needs substantial changes, click Reverse, modify the billing record, and then re-process it.
7. To finalize the draft invoice, click Preview. After checking it out, click Process Invoice. The invoice row disappears because it is no longer a draft invoice.
8. Clear the 'Draft Invoice' check box. Click Refresh. The finalized invoice displays in the grid with other invoices.
9. You can print or email the invoice to the client. When you have finished, click Close.

### HOW DO I ENABLE ELECTRONIC INVOICING?

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To enable electronic invoicing:

1. Open the Global Settings screen and select its Billing panel.
2. In the Reference Calculation Method field, choose either 137 Method or RF Creditor Reference. It assigns a unique number to invoices.
3. Check 'Show Reference Number on Invoices' if you want to display the reference numbers on invoices.
4. Click Save and then Close.

When you review and finalize invoices in the Invoice Review screen, you will see the Reference No and RFNumber generated for them on the grid.

### HOW DO I CALCULATE LATE FEE?

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You should use the late fee option on Invoice Review before you print statements or run reports on which you want up-to-date late fee amounts.



You cannot create a late fee invoice on a draft invoice.

To calculate late fee:

1. In the Invoice Review screen, select the desired invoice (except draft) from the grid.
2. Choose Create Late Fee Invoices option under the Tools button. It opens a floating panel.
3. Enter the date up to which you want to calculate late fees. Type it or choose the date from the drop-down calendar.

4. Click 'Create Late Fee Invoices' to calculate late fee on the outstanding balance and generate a late fee invoice.
5. BillQuick prompts you to review the invoice. Check the Late Fee invoice filter and click Refresh.
6. The late fee invoice displays on the grid. You can process it as usual.

## HOW DO I REVERSE INVOICES?

---

BillQuick prevents you from reversing an invoice if it has late fee invoices linked to it.

To modify a processed invoice:

1. Open the Invoice Review screen from the Billing menu, toolbar, Sidebar or navigator.
2. Apply Filters available on the top panel of the screen for selective viewing of invoices. Click Refresh.
3. Review the invoices and select the one to modify or reverse.
4. Click Reverse to reverse or delete the invoice. Reversing an invoice cancels your billing decisions and puts the time and expenses back into work in progress for later billing.
5. The selected invoice disappears from the grid. You can view the reversed invoice in the Billing Review screen and re-process it after modifications. *(If you missed deleting any associated payments, BillQuick displays a message.)*
6. When you have finished, click Close.



While reversing an invoice, BillQuick also reverses WUD if you have generated the write-up/down in the Billing Review screen. This will not happen if you have generated it from the Write-Up/Down screen.

## HOW DO I CHANGE INVOICE TEMPLATES?

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To reissue an invoice in a different format:

1. From the Invoice Review screen, click the  Field Chooser and turn on the Invoice Template column.
2. When you hover your mouse over this field, BillQuick displays . Click it to open the Invoice Selection screen.
3. Select the invoice format you want, and then click OK.
4. Back on the Invoice Review screen, highlight the row and click Preview, Print or Email.

5. When you have finished, click Close.

## HOW DO I FINALIZE INVOICES?

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To finalize an invoice:

1. Open the Invoice Review screen from the Billing menu, toolbar, Sidebar or navigator.
2. In the Filters section, set the desired filters using the down arrow button. Then click Refresh.
3. All invoices meeting the filters display in the grid. Select the invoice to finalize.
4. Click Print to produce a hard copy of the invoice or Preview to preview it. *Invoice Review is intelligent enough to see there is a contact listed for the selected project and change the address to that.*

 In BillQuick Enterprise edition, you can print invoice attachments automatically when printing an invoice.

5. Else, click Tools and select PDF to convert the invoice to the Portable Document Format.
6. If you generate invoices for internal purposes and do not distribute them to clients, you can click Post. This marks the selected invoices as 'posted'.
7. Click Email to email the invoice (and any linked files) to a client, manager or any other person.
8. Right-click on a manual invoice and select Memorize Invoice to memorize it for future billing. See [Memorizing Invoices](#) for more.
9. When you have finished, click Close.

## HOW DO I SEND INVOICES TO CLIENT CONTACTS?

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BillQuick can send invoices directly to your client contacts. When sending the invoice, the contact's email address carries from the [Client Contacts](#) screen. The invoice attaches to the email as a PDF file.

To send an invoice:

1. Open the Client Contacts screen from the View menu or Client screen.
2. Click New to create a new contact.
3. Enter the required contact information and save the record.
4. Open the Project screen and select the project whose contact you want to display on invoices.
5. On the Billing tab, check 'Send Invoice to Contact' and specify that Contact from the drop down.
6. When you have finished, click Save and then Close.

 On joint invoices, if a contact has been specified for the first project, BillQuick will use that information.

## HOW DO I SAVE INVOICES AS PDFS?

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Invoices can be stored or saved as PDFs in BillQuick.

To do so:

1. Open the Invoice Review screen.
2. After applying filters, click Refresh.
3. Select the desired invoice from the grid.
4. Click Tools and select PDF. BillQuick creates the invoice PDF and automatically saves it in the default folder location (*specified in Global Settings-Folders or User Preferences-Folders screen*).
5. When you have finished, click Close.

## Memorize Invoices

### MEMORIZE INVOICE OVERVIEW

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BillQuick gives you the flexibility of creating memorized invoices with user-defined frequency and schedule. Most of the businesses that use fixed-contract types will find the memorized invoice feature extremely useful. It is also useful for those who send invoices to the same clients for the same amounts. For example, retainer invoices to clients every month or quarter. BillQuick can automate this process for you using the Memorize Invoice feature. You can create memorized invoices from the Manual Invoice, Retainer Management and Invoice Review screens.

The [Memorize Invoice](#) screen allows you to memorize the selected manual or retainer invoices, and set the frequency for automatic generation and processing. After specifying a recurring frequency and other settings for invoices, you can set the workflow to notify the right person to process the new invoice via the [Memorized Invoices Due](#) screen. Better still, you can set it for automatic processing. When you set a schedule for an invoice and the schedule is due, the memorized invoice is processed as a new invoice. BillQuick then notifies the specified person about them. You also control how long the schedule is applicable – forever, specific number of times or specific start-end dates. When you memorize an invoice, it creates an entry in the [Memorized Invoices](#) screen. The grid lists all the individual memorized invoices. This screen allows you to review and update invoice schedule, or even suspend it for some time, if needed. BillQuick keeps the reminder active until you process the final invoice or choose not to be reminded again.

If you have memorized a manual invoice, say for \$5000, and opt to release time and expenses with it, the services and expenses total can be more or less than the scheduled invoice amount. In such a case, you can process the memorized invoice for the scheduled

amount but BillQuick will generate a write-up/down against the time records (service amount). Say,

Services = \$4850  
Expenses = \$550  
Total Services + Expenses = \$4850 + 550 = \$5400  
Bill Amount = \$5000

However, the difference between the Bill Amount and Total Amount ( $\$5400 - 5000 = \$400$ ) will result in a write-down of \$400 or 8.25% from the service amount ( $400/4850 \times 100 = 8.25\%$ ).

BillQuick also enables you to set an [automatic billing](#) schedule at the project level. When you do so from the Project screen, it also creates an entry in the Memorized Invoices screen. However, auto-bill feature differs from the memorized invoices as that is set at the project level while the latter is set at the invoice level. Unlike project automatic billing, here you have a pre-defined fixed amount being invoiced to the client irrespective of the work done on projects.

## Reference Info

### MEMORIZE INVOICE

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You can access the Memorize Invoice screen from the Manual Invoice, Retainer Management and Invoice Review screens. The following are descriptions of fields on this screen:

**Invoice: (Read Only)**

The invoice number to be assigned to the memorized invoice. This number is automatically brought forward from the main screen.

**Amount: (Read Only)**

The amount for which the invoice is being generated and billed. This amount is automatically brought forward from the main screen.

**Name:**

Name of the memorized invoice. Use a name that will help you easily identify the invoice and its schedule.

**Description:**

You can define or describe the memorized invoice here. The field size cannot exceed 100 characters.

**Inactive:**

Checked, the memorized invoice has an inactive status. Inactive memorized invoices are not available for processing and can be used to suspend a scheduled invoice temporarily.

**Process as Draft:**

If you want to review the memorized invoice before it is processed, you can mark it as a draft. On the scheduled date, you will be prompted to review and finalize the draft invoice.

## Schedule Settings

### Frequency:

You can set the frequency for the memorized invoice schedule, that is, how often to process the invoice. The drop-down options include Weekly, Monthly, etc.

The frequency you choose here can help you improve your cash flow. If you set your projects to be invoiced on a biweekly basis, BillQuick will let you process your invoices automatically every two weeks.

### Start Date:

You can select the start date for generating memorized invoices. By default, today's date is selected but you can change it using the drop-down calendar.

After setting the frequency and start date, you must specify the limit or end date for the memorized schedule. The options include:

- **Never Expires:**  
Memorized invoices will be generated indefinitely. The processing cycle will never stop.
- **Repeat. . .times:**  
Memorized invoices will be generated for a specific number of times at the specified frequency. The processing cycle will continue for the number of times entered here.
- **End Date:**  
Memorized invoices will be generated till this date. The processing cycle will continue up to the end date.

## Notify Settings

### Invoices will be processed by:

ID of the employee or vendor who will be responsible for the processing of the memorized invoices. BillQuick generates invoices according to the specified schedule but has to be processed by the person selected here. When this person logs in, BillQuick displays the [Memorized Invoices Due](#) screen.

### Automatically process and inform:

ID of the employee or vendor who will be notified about the processed invoices. BillQuick processes the invoices automatically according to the specified schedule and then notifies the person selected here. When that person logs in, BillQuick displays a message that the invoice has been processed.

## Other Settings

### Use next available invoice number:

The next sequential invoice number will be allotted to the memorized invoice. The invoice number sequence is specified in the Global Settings screen. This option is selected by default.

### Use custom invoice number:

You can customize the numbering of memorized invoices here. To do so, you can specify a Prefix (appended at the start of the invoice number), Last Invoice Number (an incremental number within curly braces {}) and Suffix (appended at the end of the invoice number).

**Use Memo on Invoices:**

You can choose to show your memo on memorized invoices by checking this option.

**Release Time:**

Associates relevant time entries to the memorized invoice automatically. However, the time entries released do not affect the invoice amount.

**Release Expenses:**

Associates relevant expense entries to the memorized invoice automatically. However, the expense entries released do not affect the invoice amount.

**Memo**

Allows you to add a memo to the memorized invoice. You can type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text. You can also create and add a new [Auto Complete Entry](#) here.

**Memorize Invoice Button Panel****Help:**

Opens the BillQuick Help in the Memorize Invoice section.

**Save:**

Saves the memorized invoice and its schedule.

**Close:**

Closes the Memorize Invoice screen.

**MEMORIZED INVOICES**

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**Navigation** *Billing menu, Create Invoices, Memorized Invoices*

You can view the memorized invoices on the Memorized Invoices screen. The following are descriptions of fields on this screen:

**Invoice: (Read Only)**

The invoice number assigned to the memorized invoice. This number is brought forward from the Memorize Invoice screen.

**Amount: (Read Only)**

The amount for which an invoice is billed. It is the net bill amount on the invoice.

**Name:**

Name of the memorized invoice. It is brought forward from the Memorize Invoice screen but can be changed here.

**Description:**

Name or description of the memorized invoice. It is brought forward from the Memorize Invoice screen but can be changed here. The field size cannot exceed 100 characters.

**Inactive:**

Checked, the memorized invoice has an inactive status. Inactive memorized invoices are not available for processing.

**Process as Draft:**

Checked, the memorized invoice is set as a draft invoice. On the scheduled date, you will be prompted to review and finalize it. This option is set in the Memorize Invoice screen.

**Schedule Settings**

These settings are brought forward from the Memorize Invoice screen but can be changed here.

**Frequency:**

Frequency for the memorized invoice schedule, that is, how often to process the invoice. The drop-down options include Weekly, Monthly, etc.

**Start Date:**

Start date for generating memorized invoices. By default, today's date is selected but you can change it using the drop-down calendar.

Besides the frequency and start date, you must have specified the limit or end date for the memorized schedule. The options include:

- **Never Expires:**  
Memorized invoices will be generated indefinitely. The processing cycle will never stop.
- **Repeat. . .times:**  
Memorized invoices will be generated for a specific number of times at the specified frequency. The processing cycle will continue for the number of times entered here.
- **End Date:**  
Memorized invoices will be generated till this date. The processing cycle will continue up to the end date.

**Notify Settings**

These settings are brought forward from the Memorize Invoice screen but can be changed here.

**Invoices will be processed by:**

ID of the employee or vendor who is responsible for the processing of memorized invoices. BillQuick will generate invoices according to the specified schedule but will have to be processed by the person selected here. When that person logs in, BillQuick displays the [Memorized Invoices Due](#) screen.

**Automatically process and inform:**

ID of the employee or vendor who is notified about the processed invoices. BillQuick will process invoices automatically according to the specified schedule and then notify the person selected here. When that person logs in, BillQuick displays a message that the invoice has been processed.

**Other Settings**

These settings are brought forward from the Memorize Invoice screen but can be changed here.

**Use next available invoice number:**

The next sequential invoice number is allotted to the memorized invoice. The invoice number sequence is specified in the Global Settings screen. This option is selected by default.

**Use custom invoice number:**

Customized numbering of memorized invoices. This is done by specifying a Prefix (appended at the start of the invoice number), Last Invoice Number (an incremental number within curly braces {}) and Suffix (appended at the end of the invoice number).

**Use Memo on Invoices:**

When checked, your memo shows on memorized invoices.

**Release Time:**

When checked, BillQuick associates relevant time entries to the memorized invoice automatically. However, the time entries released do not affect the invoice amount.

**Release Expenses:**

When checked, BillQuick associates relevant expense entries to the memorized invoice automatically. However, the expense entries released do not affect the invoice amount.

**Memo**

Memo added to the memorized invoice. It can contain regular text typed into the memo box or [Auto Complete](#) shorthand codes.

**Memorized Invoices Button Panel****Help:**

Opens the BillQuick Help in the Memorized Invoices section.

**Layout:****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**View Invoices:**

Opens the [Memorized Invoices Due](#) screen that displays all the due memorized invoices, awaiting processing.

**Delete**

Deletes the memorized invoice selected in the grid.

**Save:**

Saves any changes made to the memorized invoice.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Close:**

Closes the Memorized Invoices screen.

## MEMORIZED INVOICES DUE

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**Navigation** *Billing menu, Create Invoices, Memorized Invoices, View Invoices*

This Memorized Invoices Due screen lists all the memorized invoices that are waiting for processing or are due till today but have not been processed yet.

The following are descriptions of each field on this screen.



There is a check box that is to be marked when you are ready to process invoices. When the Process button is clicked, only those invoices with this column checked will be processed.

**Number:**

The memorized invoice number. The invoice that will be processed based on this memorized invoice will get a new invoice number depending on the options selected while creating this memorized invoice.

**ID:**

The ID of the project for which the memorized invoice has been created.

**Name:**

The name of the memorized invoice. It is entered when you create a memorized invoice.

**Client ID:**

The ID of the client for whom the memorized invoice has been created.

**Frequency:**

The billing frequency set for the memorized invoice. It can be daily, monthly, weekly and so on.

**Scheduled Date:**

The scheduled date for the memorized invoice. It is based on the frequency set in the Repeat field on the Memorize Invoice screen. This date becomes the Invoice Date of the memorized invoice.

**Start Date:**

The start date of the memorized invoice. This is the date from which BillQuick starts to schedule the memorized invoices for future billing. If the memorized transaction falls on a non-working day, then BillQuick automatically sets the transaction or invoice date as the next working day.

**Draft:**

When checked, it indicates that the memorized invoice is a draft invoice and needs to be finalized before processing. You might want to process a draft invoice so as to look at it first, make corrections and then process the final one.

**Type:**

The type of item that is memorized. It displays Invoice for memorized invoices.

BillQuick provides the **Send to Excel** option for the grid via the shortcut menu. It enables you to export the list to Microsoft Excel.

## Memorized Invoices Due Button Panel

### Help:

Opens the BillQuick Help in the Memorized Invoices Due section.

### Layout:

#### Auto Fit:

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

#### Best Fit:

BillQuick automatically adjusts the grid list so that the columns fit the contents.

### Select Rows:

The drop-down gives you three options:

- **Select All:** Selects all the entries in the grid.
- **Un-Select All:** Unselects all the selected entries in the grid. Alternatively, you can click in any cell within the grid to unselect the selected entries.
- **Reverse Select:** Reverses the selection. It unselects the selected entries and selects all the other unselected ones.

### Mark Selected:

Selects the check box of the highlighted row to mark it (say an invoice) for processing. When the Process button is clicked, invoices with the selected check boxes are processed.

### Process:

Click this button to process the selected invoices.

### Refresh:

Retrieves the latest data from the database and displays it on the screen.

### Close:

Closes the Memorized Invoices Due screen.

## How Do I

### HOW DO I MEMORIZE INVOICES?

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To memorize an invoice:

1. Open the Invoice Review screen from the Billing menu and select a manual invoice to memorize. *You can create and process a new one for this purpose in the Manual Invoice screen.*
2. Right-click and select Memorize Invoice from the menu. It opens the Memorize Invoice screen with the invoice number and amount pre-selected. *You can also access it from the preview window while previewing a manual invoice.*
3. Type a Name for the memorized invoice. Enter a detailed Description as well.

4. Enter the desired Schedule Settings, including the Repeat frequency. For example, you can select Weekly to generate memorized invoices each week or on a monthly basis.

 The schedule you set can go on forever, repeat a set number of times, or begin and end on specific dates.

5. In the Notify Settings section, specify who has to process the memorized invoices by selecting that ID from the drop-down. Else, set it for automatic processing.

 In case of automatic processing, you can specify whom to notify about it via email.

6. Assigning an invoice number is automatic. Select whether to use the next sequential invoice number available in BillQuick or specify a custom number.
7. It is a good idea to Release Time or Release Expenses with the memorized manual invoice by checking the appropriate option.

 By doing so, time and expenses (WIP) are associated with an invoice, enabling you to keep track of bookkeeping, realization, profitability and gross margins. The invoice might or might not print the time and expense details. It depends on the invoice format selected for the contract type or specifically for the project.

8. Check 'Use Memo on Invoices' option if you want to display this memo on the memorized invoice.

 If available, BillQuick does not carry forward the Manual Invoice memo to the Memorize Invoice screen. When the above option is checked, it replaces the existing manual invoice memo to print on the invoice.

9. When you have finished, click Save and then Close.

## **HOW DO I PROCESS MEMORIZED INVOICES?**

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To process memorized invoices:

1. Open the Memorized Invoices screen from the Billing menu (BillQuick will prompt you with this screen if the memorized invoices are due for processing).
2. Select a memorized invoice on the grid to view its schedule details. Make changes, if desired.
3. Click + at the bottom to open the Memo box and add unlimited length memo to the memorized invoice. (See [Memos](#) for details.)
4. Click View Invoices to view all the memorized invoices that are due for processing.

5. When ready, check the B box and click Process to generate an invoice.
6. When you have finished, click Close.

## Submit-Approve

### SUBMIT-APPROVE INVOICES OVERVIEW

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**Navigation** *Billing menu, Review Invoices, Invoice Review, Submit*

BillQuick workflow also supports submittal and approval process for invoices besides time and expenses. You can submit invoices, including draft invoices, to project managers, principals or billing managers for approval prior to sending them to clients using the [Submit-Approve](#) screen in the Invoice Review.

For a company that follows a submit-review-approval process, the built-in workflow in BillQuick makes the process easy and fast. It enables you to follow company policy and submit invoices to a client manager, project manager, employee manager or a specific person. After submitting, BillQuick notifies the manager or reviewer concerned about those invoices via Reminders or email.

A chain of reviewers can check invoice before a final reviewer approves them. Then you can send the approved invoices to the client for payment.

 The Submit-Approve feature for invoices is available in the BillQuick Enterprise edition only.

BillQuick automatically routes invoices to the person responsible for reviewing and approving them. The next time a reviewer logs in, BillQuick notifies via the Reminders screen, Workflow section of the Company Navigator or email that invoices are waiting for review.

The [Workflow](#) event tracking system allows you to track the flow path of the entire submit-approve process and take the desired action on events. It gives you the status of all submitted invoices—all in one screen. From here, reviewers and managers can check the details of the event, action taken and status. Besides the submitted and approved items, you can reference the rejected, forwarded and un-submitted items from this screen.

## How Do I

### HOW DO I SUBMIT INVOICES?

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To submit invoices:

1. Open the Invoice Review screen. You can specify various Filters in the top section of the screen using the down arrow for selective viewing of invoices—Invoice #, Project, Client, Manager, etc.

2. Select the invoices in the grid that you want to submit to a particular reviewer. *BillQuick will submit all the selected rows to the same person.*
3. Click Submit to open the Submit-Approve screen.
4. Select whom to submit the entries. You can submit invoices to a Project Manager (or a billing manager), Specific person or My Manager (your direct supervisor). **Your BillQuick Supervisor will provide submission instructions.**
5. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.
6. Optionally, enter a Memo for the submitted invoices.
7. Click OK and you have finished the task!

## HOW DO I APPROVE INVOICES?

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To approve submitted invoices:

1. Open your Reminders screen. Double click on any invoice awaiting approval and it opens in the Invoice Review screen. Else, directly open the Invoice Review screen.
2. On the Invoice Review screen, check invoice amount, date, memo and other information as required. If you have appropriate security permissions, you can edit associated time and expense details.
3. Select the invoices that need to be approved and click Approve. Else, click Submit to open the Submit-Approve screen and approve invoiced from there.
4. If you want to send the invoices to another person for further review (a review chain), or you want to reject one or more invoices, choose the desired (Submit To or Reject) option.

 When you reject invoices, you have the option of sending a message to the users. They will receive it the next time they log into BillQuick.

5. When you have finished, click OK.

 You can track all these submission-approval events in the [Workflow](#) screen and approve all invoices from there.

## How Do I

## HOW DO I CHOOSE INVOICE TEMPLATES?

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Invoice templates are set at the global level but you can change them at the project and invoice level.

To choose a global invoice template:

1. Open the Global Settings screen from the Settings menu or toolbar.
2. Select the Templates option.
3. Click  next to the relevant contract type to open the invoice list.
4. On the Invoice Selection screen, choose the desired invoice template. *The sample displays on the right.*
5. Click OK to save the template.
6. Back on the Global Settings screen, click Save and then Close.

 By default, invoices display time and expense entries based on their 'Created On' dates.

To choose a project invoice template:

1. Open the Project screen and select a project from the grid for which you want a different invoice template.
2. Click Tools and select Invoice Templates or click Invoice Templates on the Billing tab to open the Invoice Selection screen.
3. You can see the default Assigned Invoice Templates at the top. To change a template, scan the Invoices list on the left.
4. Choose the desired invoice template and preview the sample on the right.
5. Click Assign Selected for the relevant invoice type. BillQuick checks that option automatically. For Statement, you can click Browse and select any other template.
6. When you have finished, click OK to save the template.
7. Back on the Project screen, click Save and then Close.

When the invoice is printed, BillQuick uses the custom template from the Project screen rather than the Global Settings template. You can change the invoice template at the last minute in the Invoice Review screen without reversing it or changing the project settings.

## **HOW DO I CUSTOMIZE INVOICE NUMBERS?**

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To customize your invoice numbers:

1. Open the Global Settings screen from the Settings menu or toolbar.
2. Click the Billing option on the left.
3. Enter the desired value in the 'Last Invoice #' field, say, {0000}. The next invoice generated will have a number of {0001} and so on. You can add a prefix to it, like

INV or FY-2017. The prefix will remain static while the number in the curly brackets will be incremented.

4. Click Save and then Close.

You can also customize invoice numbers at the project level. To do so:

1. Open the Project screen.
2. Select a project from the grid to which you want to assign a custom invoice number. Then move to its Billing tab
3. Enter the desired Prefix, Last Invoice Number and Suffix values, say, Tax-{1100}-2017.
4. Check the 'Use Custom Invoice Number' option to enable this customization for the project.
5. When you have finished, click Save and then Close.

The next invoice generated for this taxation project will have a number of Tax-{1101}-2017.

## Statements

### STATEMENTS OVERVIEW

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**Navigation** *Billing menu, Review Invoices, Statements*

A statement summarizes information regarding invoices, adjustments and payments for a project or client. BillQuick includes both project and client statements. You can create your statements from the [Statements](#) screen or Report Center. Project statements can also be generated from the Invoice Review screen. The Statements screen allows you to print and preview both types of statements namely, client and project statements. When you generate a statement, BillQuick automatically calculates any late fee on outstanding invoices. The filter selections make your job much easier by letting you view only relevant and selective data.

Default statement templates are defined for all contract types in the Global Settings-Templates screen. You can also choose an alternative statement for a project in the Project-Billing screen. BillQuick includes standard statement templates for nine contract types. You can have the following statements:

- Billing Statement by Client Group, by Project Group, for Phased Project
- Monthly Billing Statement
- Statement by client, by project (detail/complete/accountant format)

 You can customize all BillQuick statements using Crystal Reports 9.0 and later. You can also use our [Report Customization Services](#) to do so.

## Reference Info

### STATEMENTS

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**Navigation** *Billing menu, Review Invoices, Statements*

The following are descriptions of the fields on the Statements screen:

#### Invoice Date Filter

You have three options for the date filters. You can view and print statements for any of these dates.

#### All Dates:

This option enables you to preview all the statements generated till date in the database.

#### Date As Of:

You can choose to view a statement for a period up-to or as-of a certain date. You can enter or choose a date from the drop-down calendar.

#### Date Range:

You can choose to view a statement for a specific date range. It can be All Dates, This Year/Quarter/Week, Last Year/Quarter/Week, etc. or a Custom date. For Custom option, you must specify the **From-To** dates, while it is pre-filled for other options. For example, if you have selected 'This Month to Date', the From-To fields will show the dates starting from the 1st of the current month to the current date of the month. When the date range selected is All Dates, the From-To field is ignored.

#### Exclusion Filter

##### Exclude Clients. . .

The exclusion filter allows you to exclude certain billing information from the statement being generated. You can exclude clients with billing between a certain date range (**From-To**) or for a specific time period. For example, you can choose to exclude clients with billing for This Fiscal Year or Last Week. These clients will not show up in the statement.

#### Statement Type

The statement type options allow you to specify the templates to be used for your statements. There are a few in-built templates that can be chosen:

- **Client Statement**
- **Project Statement**
- **Other Type:** This gives you the following alternatives to choose from:
  - Project Statement—Outstanding Invoices
  - Project Statement—Full Detail
  - Outstanding Invoices by Project
  - Client Statement by Project—Full Detail
  - Client Statement—Full Detail

#### Add:

This allows you to add a new customized statement template. However, this button remains inactive in case Client or Project Statement option is selected.

### Other Filter Options

Some more filters that you can apply to narrow down your criteria while creating a statement include:

**Basic:** filters allow you to choose to view the statement for all or specific clients, projects or managers. You can select **All Clients/Projects/Managers** to include all irrespective of their active or inactive status. Else, you can use the **Select Items** option where you select discrete or specific items from the drop-down list.

**Groups:** filters allow you to choose to view the statement for all or specific groups. You can select **All Client Groups/Project Groups** to include all the groups irrespective of their active or inactive status. Else, you can use the **Select Items** option where you select discrete or specific groups from the drop-down list.

### Additional Filter Options

**Include invoices with balance greater than:**

Checked, only those invoices will be included in the statement whose balance amount is greater than the amount you specify.

**Include invoices with aging greater than:**

Checked, only those invoices will be included in the statement whose aging period is greater than the number of days you specify. By default, it is 30 Days.

**Active Clients Only:**

Checked, you can view statements for those clients only whose status is active.

**Inactive Clients Only:**

Checked, you can view statements for those clients only whose status is inactive.

**Active Projects Only:**

Checked, you can view statements for those projects only whose status is active.

**Inactive Projects Only:**

Checked, you can view statements for those projects only whose status is inactive.

**Message on Statement:**

You can enter a default message in this text box that appears on your statements. Similar to a [memo](#), you can type unlimited length text or insert standard [Auto Complete](#) shorthand codes in it. By default, it is blank but when you enter a message, BillQuick remembers it.

### Statements Button Panel

**Help:**

Opens the BillQuick Help in the Statements section.

**Print:**

When ready, you can print the statements, which changes their status to *printed*. You can specify your options in the Print dialog box for printer, print range, copies, etc. The template that the statement prints on can be altered in the [Global Settings](#), [Project](#) or [Invoice Review](#) screen.

**Email:**

Sends the statement as a PDF file attachment via [Email](#). From the drop-down, you can choose to whom you want to send the email—Client, Client Manager or Other. Regardless of which email recipient you use, the Email screen opens. Except for the Other option, BillQuick pulls the email address from the Client or Client Contact record (if an email address exists in the database). You can edit the Subject and body of the email. Moreover, you can also store a custom email message in the [User Preferences-Email Settings](#) screen.

You can also choose to email the statement without previewing it by selecting the 'Send without preview' option.



Since you cannot select the statements individually, BillQuick limits the number of emails being sent to 10.

**Preview:**

Generates a preview of the statement. Preview displays the full screen representation of the statement. The preview window provides you with various options: export, print or email statement, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Close:**

Closes the Statements screen.

**How Do I****HOW DO I PRINT STATEMENTS?**

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BillQuick gives you the ability to print statements for clients even if they have no invoices for a particular month. However, as an exception you can choose to 'Exclude Clients with Billing Between' specified From-To dates.



As in case of invoices, statements in BillQuick are intelligent enough to see there is a contact listed for a project and change the address to the contact's address.

To preview or print a statement:

1. Open the Invoice Review screen and select an invoice from the grid.
2. Click Tools and select Print Statements.
3. The statement displays in a preview window. From here, you can export, email or print it.

Alternately, you can print statements directly from the Statements screen. To do so:

1. Open the Statements screen from the Billing menu.
2. Set the Invoice Date Filter to preview statements for a specific date or all dates.

3. Specify the Statement Type, whether Project or Client statement. 'Other Type' provides various alternatives to choose from—Outstanding Invoices by Project, Client Statement by Project—Full Details, etc.

Alternatively, click Add to browse for a custom statement and load it.

4. If desired, select Other/Additional Filter Options for further selective viewing. You can choose to view information by groups or discrete items, status and so on.
5. Click Preview if you want to view the statement. Else, directly print the statement by clicking Print.
6. When you have finished, click Close.

 To customize invoice templates, you can use Crystal Reports 9.0 or later to do it yourself, or contact us for Report Customization Service at (310) 602-4020. Many of our invoice templates and reports are available for [preview](#) or you can check out the *free* BillQuick Role-Based Brochures for [billing managers](#), [principals & partners](#), [project managers](#) and [office managers & accountants](#). You can also check out the detailed **BillQuick Report Book**.

## Payments

### Payment

#### **PAYMENT OVERVIEW**

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**Navigation** *Billing menu, Receive Payments, Payments*

Tracking invoices to full payment is a critical task. Prompt receipt and recording of payments results in the most up-to-date information, driving cash flow and other management decisions as well as affecting billing decisions. Through the Payment screen, you can record a variety of payments manually or automatically. Real-time access to secure online payment services is also available.

The [Payment](#) screen enables you to record a payment against an invoice or a billing statement, and apply discounts and credits. This screen allows direct input of payment information as well as reviewing of previously recorded payments. When recording payments, you can distribute the payment among multiple invoices on either a client or a project basis. A payment can cover one or more invoices, or it might not completely cover an invoice. You can apply a payment manually to each invoice or let BillQuick apply it automatically.

BillQuick allows you to record various types of payments— checks, cash, debit, credit memos, retainer receipts, electronic funds transfer and so on – and apply them to unpaid invoices. You can apply payments to regular invoices, electronic invoices as well as late fee invoices. You can also record retainer payments from this screen and create credit memos for a 'Credit' type of payment recorded against an invoice. That is used to inform clients that you have reduced their outstanding balance.

The Payment screen enables you to view and edit previous payments and also the associated retainer information. You can choose to show or hide void payments. BillQuick also allows you to add a payment memo and client note to the transaction. In addition, you can email a nice thank you note to your clients whenever you receive their payment by enabling this option in the Global Settings-Billing screen. The email can confirm that you received the payment and also attach an electronic receipt of that. This gives your clients a better experience of working with you.

 The payment receipt goes to the project contact (if the Payment screen has a value in the Project drop-down), if it has one assigned. Else, it goes to the client contact (if there is no email address for the client contact, then client's email address is used).

From the accounting view, recording payments debits and increases your Undeposited Funds, bank and asset account; on the other hand credits and decreases your A/R. Writing off bad debts debits and increases your expenses; on the other hand credits and decreases your A/R.

## Reference Info

### PAYMENT

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**Navigation** *Billing menu, Receive Payments, Payments*

The following are descriptions of fields on the Payment screen:

 Decimal values are displayed based on the settings specified in Global Settings-Options. For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67). However, placing your pointer in the field will reveal the true value. If you specify 10 as the number of digits after a decimal, the grid will display values rounded off to ten decimal places (2500.666 will display as is).

#### How Do I:

Click to access the list of related How Do Is. It includes procedures or instructions on how to perform a related task.

#### View By:

Choose the desired view mode—Client, Project, Invoice or Reference No. If Client is chosen, you will be able to apply payments to any of the invoices associated with the selected client. When viewing by project, you will be able to apply payments to any of the invoices associated with the selected project. If Invoice is chosen, you can apply payments or retainers to the selected invoice number. If the selected invoice is not a joint invoice, the Project ID is pre-filled. Reference Number enables you to apply payments to any of the invoices associated with the selected Reference # used in electronic invoicing.

#### Client ID/Invoice #/Reference #:

If View by Client is selected, choose the desired client from the drop-down list. When a client is chosen, all of the client's invoices are displayed. You can check the **Show Active Only** option to view only active clients in the list. When View by Invoice or Reference number is selected, you can choose the desired number here.

**Project ID:**

When View by Project is selected, choose the desired project from the drop-down list prior to entering payments. When View by Client is chosen, this drop-down list will display only those projects that belong to the selected client. Select a project if you want to record a payment to one project only; otherwise, ignore this field. You can check the **Show Active Only** option to view only active projects in the list (in the View by Project mode).

**Project Name: (Read Only)**

The project name is brought forward when a Project ID is selected.

**Date:**

The date of the payment being recorded—you can choose any date you want for your payment. Today's date is selected by default.

**Pay Method:**

You can select the method of payment from the drop-down list. BillQuick remembers the last one used for the next session. The available options are:

**Cash**

This method involves immediate cash payment. It is a Cash payment type.

**Check**

This method involves payment via travelers checks, etc. that can be encashed or deposited in the bank. This is a Check payment type.

**Credit**

Credit is issued to clients in favor or exchange for any task or activity. It can be used for recording over-payments or saved as a retainer (project or client retainer). If the client has a credit with you, you can apply this credit to an invoice. This payment will reduce the outstanding balance on invoices as in a discount. When you record and save a credit payment, BillQuick asks if you want to print a [Credit Memo](#).

BillQuick allows retainer payments with pay method of Credit. This allows you to issue credit to a project or client even when there are no outstanding invoices for them.

**Credit Card**

When a payment is made via a credit card, it can be recorded under this payment method. It is a Cash payment type.

**Debit**

It is charged to the client for some favor or service, thus increasing the outstanding balance. It is a Cash payment type.



Debit pay method can be used in case client makes a payment through check and later that check gets bounced, you can reverse that payment via Debit pay method.

**NSF**

Non-Sufficient Funds (NSF) payment method is used for bounced checks and is treated as a debit payment. If you record a non-sufficient payment (NSF) in the Payment screen, that reduction in fees or expenses gets reflected in the Payment Disbursement screen in the form of negative entries. This offsets the previous disbursement for the original payment.

**EFT**

When the payment is made via the Electronic Fund Transfer system, it can be recorded under this payment method. It is a Cash payment type and is similar to a wire transfer.

**Money Order**

When payment is made via a money order, it can be recorded under this pay method. It is a Cash payment type.

**Write-Off**

If you know that the payment on an invoice will not be made, you can write off that amount due. It reduces the outstanding balance on invoices and applies to payments as an irrecoverable/uncollectible amount.

**Other**

If a payment is made via any other method not listed, you can record it under this method. It is a Cash payment type.

**PayPal**

If you have a [PayPal](#) business account, your clients can make secure online payments with a credit card. If you want to record such a payment, you can choose this option.

**E-check**

E-check is a method of paying for products and services directly from a checking (bank) account, without having to send in an actual paper check. If your client pays you via an electronic check, you can choose this option. The payment amount is debited to the client's account and is then transferred to your company's account the same manner as if it was a paper check. E-check is similar to an ACH (Automated Clearing House) transaction.

**Wire Transfer**

Wire transfer or credit transfer is a method of payment that involves electronic funds transfer from one person or company to another. If your clients make payments from their bank account or from a financial institution to your bank account, you can choose this option.



Select **Use Retainer** option from the Pay Method drop-down list to record a retainer payment.

**Amount:**

The total amount of payment received. This amount can be applied to any number of outstanding invoices displayed in the grid. This amount entered can be more than the bill amount. In such cases, there will be a remainder. On saving the payment, you will be prompted to record the over-payment as a retainer.



If you are recording a payment to a client, the over-payment will be recorded as a Client Retainer. If a project is specified, it will be recorded as a Project Retainer.

You can also record negative retainer payments. When you do so, BillQuick prompts you to refund or pay back the client for that amount. If you choose yes, it takes you to the [Write Checks](#) screen with all necessary details pre-filled and the check amount equal to the

negative retainer amount (*only if you have the BillQuick Plus edition with the A/P module*). Check out *How Do I Handle Unused Retainers*.

**Process Credit Card:**

You can click this button to [process the payment](#) received through credit card in the Credit Card Processing screen. On successful credit card processing, BillQuick allows you to print a receipt with information such as client name, invoice number, etc. This receipt can be sent to the client, if desired.

**Reference:**

A reference number can be entered here to track the method of payment. For example, a routing number from a personal check can be typed here. The field size should not exceed 60 characters. This is a drop-down list and holds list of previous payment references.

**Memo:**

A memo field is provided for additional notes related to the payment. This is a drop-down list and holds list of previous payment memos. The field size should not exceed 60 characters.

If you enter a memo for an overpayment, BillQuick saves the memo to the retainer payment as well as the invoice payment.

**Auto Apply:**

When checked, the payment amount will be automatically applied to the selected invoice s in the order of 'oldest to latest'. However, you can change that sort order to your preference and then apply payment to it in the top-down order. When applying a lump sum payment to multiple invoices at a time, you have the option to auto apply the payment to selective invoices only by unchecking the Apply box for the invoices to be excluded.



You cannot use Auto Apply option in case of Debit pay method. You will have to check the **Apply** option in the grid manually to record that payment.

If a payment is made to an invoice having time or expense entries linked to vendor bills, you are prompted to pay the vendor bills associated with that invoice. If you click Yes, Pay Bills screen is opened listing those vendor bills with the pay amount pre-filled. This is the *Pay When Paid* feature of BillQuick. However, if the associated vendor bills are already paid, no prompt is generated.

**Apply as Retainer:**

When you are recording a payment for a project that has not been invoiced yet, you can check this option and record that payment as a retainer. A Client ID or a Project ID must be selected when recording retainer payments. When a retainer is applied to a client only, it is recorded as a client retainer in BillQuick, while as if a project is specified, it is recorded as a project retainer. BillQuick enables recording of a negative amount as a retainer payment. This will enable you to refund a portion of the retainer received or the remaining retainer. BillQuick allows retainer payments with pay method of Credit. This allows you to issue credit to a project or client even when there are no outstanding invoices for them.

Retainers can also be applied to retainer invoices in Payment screen or when they are processed in [Billing Review](#). However, in case you choose to make a payment on a joint invoice in the View by Invoice mode, the 'Apply as Retainer' option is unavailable. Retainer

invoices can be printed in [Project](#) or [Retainer Management](#) screen. You are warned if you try to delete a retainer transaction that has been fully or partly applied to the invoices.



Retainers are included because they are applied to invoices when processed, which results in a reduced invoice amount and, therefore, a reduced Total Amount Billed.

### **Attachments:**

When you receive a payment, you might want to attach a PDF copy of the check received from the client or a copy of the wire transfer document to the payment record. You can attach one or more electronic documents to each payment record. Click the link to open the [Attachments](#) screen and add the desired files. The attachment is saved if the payment is saved.



This feature is available in the BillQuick Enterprise edition only.

### **Balance:**

The total amount still owed by the client. This amount does not reflect any retainer payments.

### **Unused Payment:**

While applying a payment, the entire amount might not be applied to the invoices. In that case, it will show the unused payment amount here. Before saving, you will be prompted to save the remainder as a retainer.

### **Client Retainer Available:**

This gives the retainer available for the selected client or the client of the selected project. It is the Client Retainer Paid - Client Retainer Used amount. This helps you to know what is available before recording a retainer payment (Use Retainer pay method).

### **Project Retainer Available:**

This gives the retainer available for the selected project of a client. It is the Project Retainer Paid - Project Retainer Used amount. This helps you to know what is available before applying a retainer (Use Retainer pay method).

### **Parent Project Retainer Available:**

This shows the retainer available for the parent project.

### **Show Void Payments:**

When checked, the void or canceled payments are also displayed in the grid.

### **Hide Paid Invoices:**

When checked, only invoices with outstanding balance will be displayed in the grid.

## **Grid**

### **Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid.

Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Apply:**

Checked, it indicates that the payment amount will be applied to the invoice against the checkmark. It is a quick way to mark the invoices to which you want to apply a payment. When applying a lump sum payment to multiple invoices at a time, you have the option to auto apply the payment to selective invoices only. To exclude any invoice, un-check this box.

If a payment is made to an invoice having time or expense entries linked to vendor bills, you are prompted to pay the vendor bills associated with that invoice. If you click Yes, Pay Bills screen is opened listing those vendor bills with the pay amount pre-filled. This is the *Pay When Paid* feature of BillQuick. However, if the associated vendor bills are already paid, no prompt is generated.

**Project ID:**

In the View by Client mode, this column shows the projects of the selected client. In the View by Project mode, it displays the Project ID of the selected project.

**Project Name:**

In the View by Client mode, this column shows the name of the projects of the selected client. In the View by Project mode, it displays the name of the selected project.

**Invoice #:**

The invoice number. Retainer invoices will show 0 as their invoice number.

If a payment is made to an invoice having time or expense entries linked to vendor bills, you are prompted to pay the vendor bills associated with that invoice. If you click Yes, Pay Bills screen is opened listing those vendor bills with the pay amount pre-filled. However, if the associated vendor bills are already paid, no prompt is generated.

**Date:**

The invoice date. Aging of an invoice is based on this date. By default, the payment grid is sorted by this invoice date and auto applies payment in the oldest-to-latest order.

**Net Bill:**

The bill amount of the invoice. It does not include any previous balance that might have been displayed on the invoice.

**Paid:**

The amount already paid toward the invoice. After a payment is applied against an invoice, it appears automatically in this field.

**Balance:**

The outstanding balance of an invoice. Parenthesis indicates a negative balance.

**Amount Applied:**

Enter the portion of the total payment to be applied against each invoice. The Remainder will indicate any difference between the Amount Applied and the payment Amount entered.

**Details:**

When you hover your mouse pointer in the Details column, it displays . Clicking on it opens the Payment Disbursement screen that allows you to specify the invoice line items being paid. The screen opens only after you have applied a payment to an invoice.

**Foreign:**

This displays the invoice balance multiplied by the currency multiplier used for that transaction. It enables you to see how much the client owes on a particular invoice in a foreign currency.

**Project Notes:**

 indicates a note attached with the payment record. Click on the cell to open the [Add Notes](#) screen and type a note as desired. You can use [Auto Complete](#) shorthand codes to insert standard text. You can also create and add a new [Auto Complete Entry](#) here. This journal note is forwarded to the Collection Center with the payment information.

**Memo:**

Allows you to add a memo or client notes to the selected payment record. You can create or edit a [memo](#) by clicking . Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text.

**Payment Button Panel****History:**

A drop-down list is available that displays all previous payments, giving information about the invoice number, client, payment, date, etc. In order to check a previous payment, select that payment from the list. The payment history will be displayed on the screen. The payment record can be deleted by clicking the Delete button. This is helpful if an error occurs while applying the payment.

**Help:**

Opens the BillQuick Help in the Payment section.

**Print:**

Opens the [Select a Report](#) screen listing related reports that you can preview or print. The preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Send To**

- **QuickBooks/MYOB:**

This button transfers selected payment to QuickBooks or MYOB. If anything about your payment changes in BillQuick after you have transferred it, click on this button to update the payments in QuickBooks or MYOB. You can also send the payment data to QuickBooks through the shortcut menu. New or modified payment information will be transferred to your QuickBooks or MYOB database.

**Tools:** Displays the following options:

- **Layout**

- **Auto Fit:**

- BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

- **Best Fit:**

- BillQuick automatically adjusts the grid list so that the columns fit the contents.

- **Distribute Payment:** Opens the Payment Disbursement screen that allows you to specify the invoice line items being paid. The screen opens only after you have applied a payment to an invoice.
- **Bounced Checks:** Opens the Bounced Check screen where you can specify the charges towards the bounced check. *Check out How Do I Handle Bounced Checks for more details.*

**Delete:**

A previous payment can be deleted by clicking the Delete button. You need to select a previous payment first and then use this option. If you try to delete a retainer payment, you will be prompted in case it has been partially or fully applied to an invoice.

**Void:**

A previous payment can be voided by clicking the Void button. You need to select a previous payment first and then use this option. When you void a disbursed payment, the associated disbursement of time and expense entries is also deleted.

**Edit:**

A previously entered payment can be deleted and then edited by clicking this button. This allows you to edit previous payments without having to re-enter all details. You cannot edit the payments made via the Paid Today option in the Manual Invoice screen.



For any payments that have already been exported to your accounting software like QuickBooks, you will have to make a similar change there to keep payments in line.

**Journal:**

You can understand the accounting behind a payment by looking at its journal entries. Click to open the Journal report to view the transaction details, including the accounts being credited or debited. The Journal button is invisible if you do not have an A/P license.

**Cancel:**

An entry can be canceled only if it has not yet been updated. After the Cancel button is chosen, the grid is cleared and you can either start over again or leave the screen.

**Save:**

Click Save to save the payment and record a new one, if desired.

While saving a payment on an invoice, if BillQuick detects that the invoice includes vendor bills, it prompts you to review those bills. If the bills are unpaid, you are given an option to pay them from the Pay Vendor Bills screen. You can choose the desired payment amount, method, etc.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen.

**Close:**

Closes the Payment screen.

**How Do I****HOW DO I RECORD PAYMENTS?**

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You can record your payment at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic Entry
- Advanced Entry

**HOW DO I DELETE PAYMENTS?**

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You can delete payments in the following way:

1. Open the Payment screen from the Billing menu, toolbar, navigator or Sidebar.
2. Select the desired View by, Client ID and Project ID from the drop-downs.
3. Choose the payment to delete from the History drop-down on the toolbar.
4. Click Delete. BillQuick prompts you to confirm the deletion. Select Yes to delete the invoice.
5. When you have finished, click Save and then Close.

At times, you can delete payments because you have to delete associated projects and clients. In such cases, you can delete master information only after deleting the associated payments. To do so:

1. Open the Client screen and list all the projects of the client.
2. Next, open the Project screen. Determine what you have recorded against each project by reviewing the Project-Summary screen. (*Note the values pointing to time, expense, invoice and payments.*)



'Services x Billable' shows there are time entries on file. 'Expenses x Billable' shows there are expense entries. 'Total Amount Billed' shows there is invoice activity and 'Total Amount Paid' shows there are payment records.

3. Open the Payment screen from the Billing menu, toolbar, Sidebar or navigator.
  4. Select View By: Project, then select your project.
  5. Next, move to the History drop-down and select a previous payment. The corresponding invoice and payment details display in the grid.
  6. Click Delete. When you have finished, click Close.
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## HOW DO I HANDLE RETURNED CHECKS?

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Clients can make payments on the invoices via checks. At times, they might have insufficient funds in their bank account and hence you have a bounced or returned check. There are several ways to handle that in BillQuick.

To handle a bounced-check payment or insufficient funds:

1. Open the Payment screen and record a regular payment for the amount that has bounced.



If you have already recorded this payment, you can view it from the Previous Payments field, but cannot void or delete it.

2. Next, enter a payment of the same Amount to counter the first payment.
3. Select Debit as the Pay Method and uncheck 'Hide Paid Invoices' to see the previously paid invoice.
4. Now, check Apply in the grid against that invoice. The outstanding invoice amount increases by that amount.

Alternatively, you can enter this payment using the NSF (Not Sufficient Funds) option. It behaves exactly as a Debit type of payment.



Auto Apply option is not available for Debit and NSF payments.

5. When you have finished, click Save and then Close.
6. Next, you must create a General Ledger entry to debit the un-deposited funds (bounced check amount) and credit the bank account (move the funds from one account to the other).

**Note:** In case you want to account for any bank fee involved in the bounced check transaction, you can create a separate invoice for that and charge it to your defaulting client. If you prefer creating line items instead, enter your charges to the client and also your bank's charges on a manual invoice and then bill the client.

## HOW DO I WRITE OFF ACCOUNTS RECEIVABLE?

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At times, you might have to write-off all or part of an invoice because of bad debt, non-payment of outstanding amount or any other reason where you know *accounts receivable* will not be collected. In such a case, BillQuick enables you to write off an invoice amount.

To generate a write-off:

1. Open the Payment screen and select the relevant *client/project* with an outstanding balance.
2. In the Pay Method field, select the Write-Off option.

3. Enter the Amount you want to write off.
4. In the *grid*, check Apply next to the invoice that you would like to write off.
5. When you have finished, click Save and then Close.

 If you sync with *QuickBooks*, a write-off will transfer as a credit or discount.

## Credit Memos

### CREDIT MEMO

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**Navigation** *Billing menu, Receive Payments, Credit Memo*

A credit memo is a document notifying clients that their balance has been reduced or it can be used as a means of refunding them. Credit is given to clients in favor or exchange for any task or activity. If a client has a credit with you, you can apply that credit to an invoice. This payment record will reduce the outstanding balance on invoices. The Credit Memo feature in BillQuick allows you to create, view and print credit memos; modify credit payment details, etc. Credit memos can be created directly from the Credit Memo screen or after a credit payment has been recorded against an invoice in the Payment screen. *The changes made here get reflected in the previous payments of the [Payment](#) screen.* Credit memos also sync with QuickBooks, Sage 50 (formerly Peachtree) and MYOB accounting programs.

From the accounting view, credit memos debit and decrease your income account; on the other hand credit and decrease your A/R.

 This feature is available in BillQuick Pro and Enterprise editions only.

The following are descriptions of fields on the Credit Memo screen:

**Client:**

The client for whom you want to create or view a credit memo.

**Project ID:**

*This field is visible only while creating a new credit memo.* This is the project for which a credit memo is recorded.

**Date:**

The date of the credit memo. You can select it from the drop-down calendar.

**Amount:**

The credit amount recorded in a credit memo for the selected client.

**Memo:**

The credit payment memo. This memo field is provided for additional notes related to the payment. You can select any existing memo from the drop-down list or enter a new one. The field size should not exceed 60 characters.

**Reference:**

A reference number can be entered to track the payment or credit memo. You can select any existing payment reference from the drop-down list or enter a new reference. The field size should not exceed 60 characters.

**Description:**

Client notes or detailed [memo](#) for the credit payment. You can enter unlimited length text here or use Auto Complete shorthand codes.

**Auto Apply:**

When checked, the credit payment will be automatically applied to the selected invoices, from the oldest to the latest. *This field is visible only when a new credit payment is being entered.*

**Grid****Project:**

Project of the selected client for which a credit memo is created.

**Invoice #:**

Number of the invoice to which a credit payment is applied.

**Date:**

The invoice date. This is the date when the invoice was created or processed.

**Net Bill:**

The bill amount of an invoice. It does not include any previous balance that might have been displayed on the invoice. *This field is visible only when a new credit payment is being entered.*

**Paid:**

The amount already paid towards the invoice. *This field is visible only when a new credit payment is being entered.*

**Balance:**

The outstanding balance of an invoice. Parenthesis indicates a negative balance. *This field is visible only when a new credit payment is being entered.*

**Amount Applied:**

The portion of the total credit payment applied against an invoice.

**Details:**

When you hover your mouse pointer in the Details column, it displays . Clicking on it opens the Payment Disbursement screen that allows you to specify the invoice line items on which you want to apply the credit.

**Credit Memo Button Panel****Help:**

Opens the BillQuick Help in the Credit Memo section.

**Print:**

Displays a preview of the credit memo. Preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Tools:** Displays the following options:

- **Layout:**

- Auto Fit:**

- BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

- Best Fit:**

- BillQuick automatically adjusts the grid list so that the columns fit the contents.

- **Payment:** Opens the [Payment](#) screen allowing you to record a payment.
- **Delete/Void:** Depending on the option chosen in [Global Settings](#), this allows you to either delete or void a credit payment. Voiding a credit memo saves it in the database and enables you to view it at a later date.

**Cancel:**

Cancels any action or payment entry.

**New:**

Allows you to create a new credit memo.

**Save:**

Saves the credit memo or credit payment information.

**Journal:**

You can understand the accounting behind a credit memo by looking at its journal entries. Click to open the Journal report to view the transaction details, including the accounts being credited or debited. The Journal button is invisible if you do not have an A/P license and also in the New mode.

**Close:**

Closes the Credit Memo screen.

**How Do I****HOW DO I CREATE CREDIT MEMOS?**

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To create a credit memo:

1. Open the Credit Memo screen from the Billing menu. (You can also open it from the Invoice Review screen.)
2. Select a Client from the drop-down list (*whose memo you want to create*).
3. Select the Project ID for the client against whom you are recording the payment.

4. Next, enter the payment Date and Amount.
5. Optionally, enter a Memo, Reference number or unlimited length Description related to the credit memo.
6. Apply the credit amount to the invoices by manually entering the Amt Applied in the grid. Else, use the Auto Apply option to apply the amount automatically to the listed invoices.
7. Click Save. Else, click Print to preview or print the credit memo.
8. When you have finished, click Close.

 You can record a credit memo from the Payment screen as well. When you select the 'Credit' payment method, BillQuick asks if you want to print a Credit Memo after saving the payment.

## Credit Cards

### CREDIT CARD PROCESSING—FAQS

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The ability to process credit cards right from your desktop eases receipt and recording of payments from your clients. These FAQs should answer any questions that can arise in your mind. However, if you need more clarification, please contact our [Technical Support](#).

#### **What is credit card processing?**

Credit card processing (merchant account) allows all types of businesses who sell products or services to accept credit cards from their customers as a method of payment.

#### **What type of business can accept credit cards?**

All types—home-based, internet (e-Commerce) retail, wholesale, trade-show exhibitors, mail-order and telephone-order (MOTO) companies can all take advantage of accepting credit cards.

#### **Should a business accept credit cards?**

Statistics show that customers who use a credit card to pay for goods or services usually buy more and spend more money. All businesses should accept credit cards as a form of easy, fast and secure payment. See [www.innovativemerchantsolutions](http://www.innovativemerchantsolutions) for more.

#### **What is a discount rate?**

Every bank charges a discount rate. The discount rate is the percentage of each transaction that the processing company charges to handle the transaction. For example, a discount rate (e-commerce merchant) of 2.35% equal \$2.35 on every \$100 in sales. See [www.innovativemerchantsolutions](http://www.innovativemerchantsolutions) for more.

#### **Is the discount rate the same for all businesses?**

No. Credit card transactions that are keyed-in are considered higher risk since the card is not present at the time of the sale. Merchants who do a lot of keyed-in sales (for example, mail-order, telephone-order and Internet-based businesses) experience a higher discount rate than retailers where cards are physically presented and swiped through a credit card terminal.

***Is a transaction fee charged?***

Yes. Credit card processing includes both a discount rate and transaction fee. Transaction fees are calculated by dollars and not percentages, say \$.35. For example, a typical charge (for a non-retail merchant) is 2.35% + \$.35. The cost for a \$100 sale is \$2.70 ( $\$100 \times 2.35\% + \$.35$ ). See [www.innovativemerchantsolutions.com](http://www.innovativemerchantsolutions.com) for more.

***Is additional equipment or a credit card terminal required?***

No. You can directly make payments from BillQuick using the [Credit Card Processing](#) screen. You would, however, need to be connected to the Internet for that.

***Which credit cards are acceptable?***

You can use Visa, MasterCard, American Express or Discover credit cards.

**Reference Info****CREDIT CARD PROCESSING**

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**Navigation** *Billing menu, Receive Payments, Process Credit Cards*

The Credit Card Processing screen enables you to receive and process payments made by your clients using their credit cards. You can record and process credit card payments securely from within BillQuick. It also allows you to embed an electronic link on invoices that enables your client to make online credit card payments. To be able to process credit cards, you need to set up your merchant account information in the [Global Settings](#) screen.



This feature is available in the BillQuick Pro & Enterprise editions only.

The following are descriptions of fields on this screen:

**Card Holder Information**

If you open the Credit Card Processing screen from the [Payment](#) screen, this information is automatically pre-filled based on the invoice selected for payment.

**Name on Card:**

The name of the client (or cardholder) who is making the payment.

**Address:**

The street address of the client.

**City:**

The city where the client is located.

**State:**

The state or province in which the client is located.

**Zip:**

The client's zip or postal code.

**Credit Card Information**

You need to enter the following information to process the credit card payment:

**Card Type:**

Select the type of the credit card used by the client. BillQuick enables you to process payments using American Express, Visa, MasterCard and Discover credit cards.

**Card Number:**

The client's credit card number.

**Verification Code:**

The three-digit verification code for the client's credit card.

**Expiration Date:**

The date when the client's credit card expires. You must select the correct month and year.

**Amount:**

The amount for which the client is making payment using the credit card.

**Status Message:**

After you click the Process button, the status of the transaction is displayed here.

The status can indicate a successful transaction or a pending/bad card/problem message. Pending status means that the transaction is still in process. If the credit card number or verification number used is wrong, the status will show bad card. If there is any other problem during the transaction, the status shows problem.

**Credit Card Processing Button Panel:****Help:**

Opens the BillQuick Help in the Credit Card Processing section.

**Process:**

Processes the credit card payment. On successful credit card processing, BillQuick allows you to print a receipt with information such as client name, invoice number, etc. This receipt can be sent to the client, if desired.

**Close:**

Closes the Credit Card Processing screen.

**DOWNLOAD CREDIT CARD PAYMENTS**

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**Navigation** *Billing menu, Receive Payments, Download Credit Card Payments*

The Download Credit Card Payments screen enables you to download and view all the credit card payments received.



This feature is available in the BillQuick Pro & Enterprise editions only.

The following are descriptions of fields on this screen:

**Filters for Downloading Payments**

The filters enable you to specify which credit card payments you want to view.

**From-To:**

You can select a date range from the drop-down calendars in the From and To fields. This determines the time period for which payments will be displayed in the grid.

**Status:**

The status of the credit card transaction. The drop-down list provides various options—success, pending, bad card and problem—which you can choose to view the desired payments in the grid. Successful transactions are the ones for which credit card payment has been made successfully; pending are the ones that are still being processed; bad card means that the credit card number or verification number used is wrong; problematic transaction involves payments that couldn't be completed due to problems in the credit card information provided.

**Show All Payments:**

You can check this option to view all payments that your clients have made using credit cards, irrespective of their status.

**Download Credit Card Payments Button Panel****Help:**

Opens BillQuick Help in the Download Credit Card Payments section.

**Print:**

Displays a print preview of payments received using credit cards.

**Auto Fit:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Select All:**

Selects all the rows in the grid.

**Transfer:**

Transfers the selected credit card payments to your BillQuick database.

**Refresh:**

Retrieves the latest data from the merchant's web server and displays it on the screen.

**Close:**

Closes the screen.

**How Do I****HOW DO I SET CREDIT CARD OPTIONS?**

---

Before processing credit card payments, you need to establish a merchant account. To specify credit card settings:

1. Open the Global Settings screen from the Settings menu or toolbar.
2. Select the Merchant option on the left.

3. Choose the desired service provider – PayPal or Innovative Merchant Solutions.
4. Enter the Account Email, ID and Password that you will get on registering with PayPal or Innovative Solutions.
5. Choose desired currency for the transactions.
6. Next, check the option to include the electronic payment link on the invoices. This is a good option if the clients do not want to share their credit card information directly with your company.
7. When you have finished, click Save and then Close.

These settings apply to all transactions that you make using the credit card processing feature. When you email an invoice to clients, they can just click on the link and make a payment.



Part of the information on the credit card payment web page is pre-filled. Your client only needs to add required information (marked with an \*).

## **HOW DO I PROCESS CREDIT CARD PAYMENTS?**

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BillQuick allows you to receive and process payments from your clients using the credit card. This saves time and is very convenient for you and your clients.

To receive credit card payments from your clients:

1. Open the Payment screen from the Billing menu, toolbar, Sidebar or navigator.
2. Select the desired View by, Client ID and Project ID option.
3. Enter the payment amount in the Amount field and select Credit Card as the Pay Method.
4. Click Process Credit Card option. The Credit Card Processing screen opens with the Card Holder Information (client) pre-filled.

Alternately, you can select Process Credit Cards from the Billing menu and manually enter the Client Holder Information.

5. Next, enter the Credit Card Information (Card Type, Dates, etc.). Enter the full set of numbers in the Card Number field. *Do not type spaces or dashes.*
6. Enter the three-digit Verification Code on the back of the credit card. For American Express, this is a four-digit code on the front of the card.
7. Now enter the Amount to charge to the credit card.
8. Click Process. The payment is processed and the status of the transaction displays in a message.

9. Click Close.

 You can view the payments received using the credit card in the Download Payment screen. See [Downloading Payments](#) for details.

## HOW DO I DOWNLOAD CREDIT CARD PAYMENTS?

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Download Credit Card Payments screen allows you to pull in credit card payments from clients into BillQuick. To do so:

1. Open the Download Credit Card Payments screen from the Billing menu.
2. Filter the payments you want to view for a date range by selecting the From-To dates.
3. Filter the payments based on the status of credit card payments. The Status drop-down list includes Success, Pending, Bad Card and Problem.
4. After reviewing the items, click Transfer to move them into BillQuick as payments.
5. When you have finished, click Close.

## Collections

### COLLECTION CENTER OVERVIEW

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**Navigation** *Billing menu, Collection Center*

Accounts receivable is one of the largest and most liquid assets in the books of accounts. Earlier, companies viewed A/R as a basic function but now they realize that less outstanding account balances mean less bad debts and write-offs, and hence, enhanced profitability. Managing your accounts receivable properly can result in better cash flow, which is essential for increasing your working capital.

Collection is a major part of working capital management in a business, which includes methods, procedures and techniques to collect money from your debtors. Your clients would like to delay payments as far as possible. For your business, the longer the money remains blocked in these debtors, the more you experience cash flow problems. This reduces the profit margin on the products and services. Typically, companies have a formal procedure for debt collection. When invoices are sent out, there is a follow-up through collection letters, reminders and telephone calls. This is a time consuming process, further adding to the losses. The biggest problem is that many small businesses, especially consultants, do not have a collection department nor enough work force. They rely on their admin staff or clerk to keep track of collections, hoping people pay on time.

BillQuick provides efficient and effective accounts receivable collection options wherein you can define your collection period, payment terms, interest rates and grace days up-front. You can run aging reports periodically to keep track of your outstanding invoices and also send out late fee invoices. Besides these, BillQuick also has a set of editable standard collections letters that can be sent out to customers as notices. To top it all, BillQuick has a dedicated [Collection Center](#) that ensures a systematic follow up with the clients.

The Collection Center screen helps you keep track of the outstanding invoices and debts. You can focus on those that seem to be getting closer to becoming bad debts using the available statistics. This feature is designed specifically to optimize collection efforts and maintain past collection history, allowing you to attach time-stamped notes related to each invoice; display the payment history and other metrics such as the average number of days it takes a client to pay; add and view notes related to collections; attach files to invoices and much more. Next time you contact a client, your previous collection notes are automatically displayed for reference purpose.

 This feature is available in the BillQuick Enterprise edition only.

## Reference Info

### COLLECTION CENTER

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**Navigation** *Billing menu, Collection Center*

The following are descriptions of fields on the Collection Center screen:

#### **View By:**

This enables you to choose how to view the invoices on the grid. You can view invoices by Client, Project, Manager or Group. Depending upon what is selected here, the next fields change accordingly. Note that you can view invoices for a project manager, who might be managing projects belonging to different clients.

#### **From-To:**

Depending upon what is selected in the View By field, you must select the desired clients, projects or project managers in these fields. You can select an individual item from the drop-down list in both From and To fields or just select a range.

#### **Period:**

This determines the time period for which the invoices will be displayed on the grid. You can select All, This Year, Last Month, Custom, etc. When Custom is selected, you must select custom dates in the Period From-To fields.

#### **Invoice Status**

You can filter invoices in the grid based on their status.

- **Open:** invoices are those with a positive, outstanding balance (not paid in full).
- **Closed:** invoices are those without a positive balance. These are fully paid invoices.
- **Posted:** invoices are those that have been processed and marked as *posted*. These invoices can no longer be edited.
- **Unposted:** invoices are those that have been processed but not yet posted. These invoices are editable.
- **Draft Invoice:** are those that are still under review and not yet finalized. These invoices need to be processed and then appear within <>.
- **Late Fee:** invoices are those created for late fee charges on the outstanding amount of an invoice. These invoices have LF- prefix appended to their invoice number.

**Client Details:**

Displays the client's address including contact information, such as phone number, when you select an invoice. This makes it easy for you to contact the client while reviewing the payment history.

**Grid**

Some of the fields show a summary at the bottom of the grid. You can click  $\Sigma$  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

**Field Chooser:**

Click  to open the Field Chooser to hide or show columns in the grid. Check the field names you want to show in the grid. You can also drag-and-drop fields between the Field Chooser and the grid. Whether or not fields are hidden, values are recorded to them when data is entered. By default, some of the fields are already checked and displayed in the grid. Uncheck them if you want to hide them in the grid. The column names in the Field Chooser are listed in the alphabetical order.

**Amount:**

The total amount charged on an invoice, *excluding* taxes and retainers (if any).

**Main Service Tax:**

Main Service Tax is the main tax charged on invoiced service or labor.

**Main Expense Tax:**

Main Expense Tax is the main tax charged on invoiced expenses.

**Total Tax:**

The total tax amount charged on an invoice.

Total Tax = MET + MST

**Invoice #:**

BillQuick automatically assigns sequential invoice numbers when the invoice is processed. The invoice number is incremented and assigned to the next invoice processed. This number can be specified in the Last Printed Invoice # field of [Global Settings](#).

**Date:**

Aging reports, statements and late fees use this invoice date in their calculations. Invoice date is assigned in Manual Invoice, Billing Review or Billing Schedule.

**Project ID:**

ID of the project for which the invoice is processed. If the Project ID indicates Joint, it means that it is a joint invoice for multiple projects or project phases. Joint invoices are processed in the [Billing Review](#) screen.

**Project Name:**

The name of the project associated with the invoice.

**Retainer:**

This is the retainer amount applied on an invoice. Like a discount, it reduces the Net Amount due from a client.

**Discount:**

The discount amount applied to an invoice before processing. The Net Amount is reduced by whatever amount is here. The discount reduces the final invoice amount *after* taxes have been added. The discount will not reduce the tax amount of services or expenses. However, if a processed invoice is to be given a discount then the amount should be written off in the [Payment](#) screen.

**Service Billed:**

It is the total sum of the Service Amount billed to date. It neither includes Tax 1/2/3 of the time entries nor the MST. When the service amount billed to the project passes the contract amount specified in the Project screen, you are prompted whether to mark the project status as Completed.

**Expense Billed:**

It is the total sum of the Expense Amount billed to date. The amount includes neither Tax 1/2/3 of the expense entries nor the Main Expense Tax.

**Net Amount:**

The net bill amount charged on the invoice, *including* taxes (if any).

Net Amount = Amount + Total Tax - Retainer - Discount

**Employee ID:**

ID of the employee who generated the invoice.

**J:**

This is a joint invoice identifier and displays  for multiple invoices that have been combined into a single invoice.

**Paid:**

The total amount paid towards the invoice. The value updates as receipts and adjustments are made in the Payments screen.

**Balance:**

The outstanding balance or amount due on an invoice.

Balance = Net Amount - Paid

**Invoice Template:**

Invoices are generated using the default templates. Here, you can see which template is assigned to each invoice. Invoice templates can be assigned in the Global Settings and Project screen.

**Type:**

Displays the contract type or billing arrangement of a project associated with the invoice. For example, Hourly, Fixed, Recurring, and more.

**M:**

Displays  for manual invoices. It helps you to identify a manual invoice as opposed to a regular invoice generated from Billing Review.

**Client ID:**

ID of the client or debtor associated with the invoice. The invoice is billed to this person.

**Project Manager:**

Displays the name of the project manager assigned to the project.

**Retainage:**

This value indicates what portion of the net bill amount will remain withheld by the client for a specific project whose invoice is created.

**Fixed Fee:**

Displays the amount charged as fixed fee for projects having the Cost + Fixed Fee contract type. See [Understanding Contracts](#) for more.

**Retainage Paid:**

The value indicates what portion of the retainage is paid by the client till date.

**Status:**

Displays the status of the project associated with an invoice. It can be Active, Inactive, etc.

**PO #:**

This is the purchase order number associated with a project. By having this information here, it ensures that the old PO numbers remain associated with their original invoices.

**Due Date:**

The date when the invoice payment is due.

**Overdue:**

Number of days the invoice has been overdue or outstanding. It depends on the Due Date and payment term applied. For example, if the due date of an invoice is May 18, 2017 and the term is Net 30 (30 days), then on April 18, overdue is 1, on April 19, overdue is 2 and so on.

**Project Notes:**

 indicates a note is attached to an invoice. You can view the invoice note below in the Project Notes panel.

**Linked:**

This field is checked if the invoice is linked to your accounting package like QuickBooks, Sage 50 (formerly Peachtree) or MYOB.

**F (Attachment):**

Displays  for those invoice records that have files attached to them. You can click on the cell to open the [Attachments](#) screen which allows you to add new files to an invoice.

**S (Approval Status):**

The S column in the grid shows the status of each invoice:

[blank] Not submitted   ↓ Submitted   → Forwarded   ✓ Approved   ✗ Rejected

**Submitted By ID:**

The field displays the ID of the user who had submitted the invoice for approval.

**Approved By ID:**

The field displays the ID of the user who approved or rejected the submitted invoice.

**Printed On:**

This is the date when an invoice is printed. You can enter a date from the drop-down calendar or let BillQuick fill it automatically when you actually print an invoice.

**Emailed On:**

This is the date when an invoice is emailed to a client or any other person. You can enter a date from the drop-down calendar or let BillQuick fill it automatically when you actually email an invoice.

**Reference Number:**

This number enables you to keep track of your electronic invoices. It represents the invoicing company's reference number that identifies the invoice sent to a client. See [Electronic Invoices](#) for more.

**RF Number:**

This is the RF Creditor Reference number that enables you to keep track of your electronic invoices. BillQuick generates it automatically using the invoice number. The invoicing company adds this number to its invoices. See [Electronic Invoices](#) for more.

**Pay:**

You can hover your mouse pointer in this column to see . If you want to view the payment details or record a payment for the selected invoice, you can click in the cell to open the Payment screen.

**Project Notes:**

You can click  on the grid to open the Project Notes panel where you can view existing notes related to the selected invoice or payment, or add a new note to it. Else, you can click  at the bottom of the grid to open it. These notes are helpful, especially when the client has made a partial payment. You can attach time-stamped notes or [memo](#) related to each invoice. Whenever you contact the client, your previous collection notes will be displayed automatically for reference purpose.

If you are saving the notes when calling your customers for past due invoices, you can run the aging report that prints the past collection notes below each open invoice. This is an excellent way to update the principals and managers about the collection efforts and the status of their open invoices.

**Payment History:**

You can click  to open this panel. It provides historical information about the payments associated with the selected invoice. This enables you to view previous payment details such as type (payment, retainer applied, etc.), date of payment and amount paid.

### Additional Fields

Besides the payment history grid, you can also view some key metrics and averages related to the selected invoice that can help in managing your collections better. Using these figures, you can see client payment patterns and know where the bottleneck is concerning the cash flow. These metrics include:

#### Average Invoice Value:

This gives you an idea about the average amount billed on an invoice. It is calculated *per client* as:

$$\text{Average Invoice Value} = \text{Total Net Amount} / \text{Total Number of Invoices}$$

#### Average Hourly Rate:

This gives you an idea about the average hourly rate billed to client. It is calculated *per invoice* as:

$$\text{Average Hourly Rate} = \text{Total Service Amount} / \text{Total Number of A-Hours}$$

#### Retainer Balance:

This gives you an idea about the average retainer balance, that is, Project Retainer Available. It is calculated *per project\** as:

$$\text{Retainer Balance} = \text{Total Retainer Paid} - \text{Total Retainer Applied}$$

\*You can view invoices for a project manager, who can be managing projects belonging to different clients. Hence, retainer balance is calculated for a project.

### Average Days From

#### Time Entry to Invoice:

This gives you an idea about the average number of days to bill a client since work is done or time entries are recorded. It is calculated *per invoice* as:

$$\text{Days to Bill (Time Entry to Invoice)} = \text{SUM (Invoice Date - Time Entry Date)} / \text{COUNT (Number of Time Entries)}$$

For example, if you have five time entries and bill them on a specific date, then the average number of days to bill these entries will be calculated as:

Time Entry Date	Invoice Date	Time Entry to Invoice
Jan 1, 2017	Jan 20, 2017	19
Jan 2, 2017	Jan 20, 2017	18
Jan 3, 2017	Jan 20, 2017	17
Jan 4, 2017	Jan 20, 2017	16
Jan 5, 2017	Jan 20, 2017	15
<b>Average</b>		17

#### Invoice to Payment:

This gives you an idea about the aging of an invoice. It provides the average number of days to pay since an invoice is billed to a client. It is calculated *per invoice* as:

$$\text{Days to Pay (Invoice to Payment)} = \text{Last Payment Date} - \text{Invoice Date}$$

For example, if you have billed five time entries and received payment on them on a specific date, then the average number of days to pay will be calculated as:

Invoice Date	Payment Date	Invoice to Payment
Jan 20, 2017	Jan 30, 2017	10
Jan 20, 2017	Jan 30, 2017	10
Jan 20, 2017	Jan 30, 2017	10
Jan 20, 2017	Jan 30, 2017	10
Jan 20, 2017	Jan 30, 2017	10
	<b>Average</b>	10

**Time Entry to Payment:**

This gives you an idea about the total number of days it takes to receive payment since work is done or time entries recorded. In other words, it represents the number of days to bill an invoice and then receive payment on it. It is calculated *per invoice* as:

$$\text{Days from Work to Pay (Time Entry to Payment)} = \text{Days to Bill (Time Entry to Invoice)} + \text{Days to Pay (Invoice to Payment)}$$

For example, if you have billed five time entries and received payment on them on a specific date, then the average number of days from work to pay will be calculated as:

Time Entry Date	Invoice Date	Payment Date	Time Entry to Invoice	Invoice to Payment	Time Entry to Payment
Jan 1, 2017	Jan 20, 2017	Jan 30, 2017	19	10	29
Jan 2, 2017	Jan 20, 2017	Jan 30, 2017	18	10	28
Jan 3, 2017	Jan 20, 2017	Jan 30, 2017	17	10	27
Jan 4, 2017	Jan 20, 2017	Jan 30, 2017	16	10	26
Jan 5, 2017	Jan 20, 2017	Jan 30, 2017	15	10	25
		<b>Average</b>	17	10	27

**Collection Center Button Panel**

**Help:**

Opens the BillQuick Help in the Collection Center section.

**Tools:** Displays the following options:

- **Layout**

**Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

- **Attachments:**

Click **Add New** to attach a web link or any file to an invoice record or use the shortcut menu. BillQuick allows you to link files to invoices for reference or as a requirement for billing. For example, you might want to scan and attach some documents or images to the invoice for reference. You can add and save files for the selected invoice from the [Attachments](#) screen.

Besides attaching new files to the invoices, you can also link existing attachments to them. When you click on an invoice and choose **Select Existing** option, BillQuick scans the associated client, project, time and expense data for existing attachments. It will display a list of already linked files and you can choose to attach any of them to the selected invoice. For example, if an employee attached a lunch receipt when recording the expense, it will be available here without you having to search for it.

**Payment:**

Opens the Payment screen to record a payment quickly on an invoice. By opening the Payment screen directly from here, BillQuick pre-fills it with the data of the selected invoice.

**Preview:**

Generates a preview of the Collection Details—Invoice report. Preview displays a full screen representation of the report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Print:**

Opens the [Select a Report](#) screen listing related reports that you can preview or print. Preview displays a full screen representation of a report. The preview window provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Email:**

Sends the invoice as a PDF file attachment via email. From the drop-down, you can choose to whom you want to send the email. The options are Client, Client Manager, Project Manager and Other. When Other is chosen, the [Email](#) screen opens where you can enter the email address of the recipient.

**Refresh:**

Retrieves the latest data from the database and displays it on the screen. Clicking Refresh without any filters will cause all existing invoices to be brought forward. You can also execute this action through the shortcut menu.

**Close:**

Closes the Collection Center screen.

## RETAINER MANAGEMENT

### UNDERSTANDING RETAINERS

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Retainer is a partial fee paid in advance for professional services and is typically required in the legal and IT consulting industry. It is an up-front deposit or payment that belongs to the client but has been given to you in advance for the projects. In other words, this advance money has been received, but not yet earned by you. Thus, retainer can be a liability in your accounting records, even though you deposit this fund in the client's account. However, depending upon your accounting practice, your company can regard it as an income. Companies need to be careful and professional in handling client funds. When the invoice for the project is in excess of the retainer available, you can create an invoice and apply the retainer amount to the invoice.

In BillQuick, you can have two types of retainers—client retainers and project retainers. Client Retainer is an advance payment received from a client and is available for all the projects of that client. Project Retainer is an advance payment received from a client on a particular project and, hence, can be applied on that project only. Whether BillQuick classifies the amount that you receive as a client retainer or a project retainer depends on how you record it. For a client retainer, you select only a Client ID. For a project retainer, you select only a Project ID or both Client ID *and* Project ID. BillQuick saves overpayments and other unapplied amounts—funds on account—as client retainers, not as credits.



In QuickBooks, retainers are considered as advance payment and hence a liability; while credits are considered as overpayments and hence negative accounts receivable.

Retainer Management screen allows you to manage client and related project retainers. It maintains a complete history of all retainer activity, including retainer invoices, payments and application of retainers to invoices. Retainer information is also available in-context throughout BillQuick, including Client, Project, Billing Review, Manual Invoice, Payments and various reports.

BillQuick recognizes a retainer and makes it available for application **only after** you record it in the Payment screen. Typically, you would apply a retainer toward the end of a project on the final invoice. Most of the industries, especially architectural and engineering, consider it as a security deposit and use it at the end of a contract. After sending retainer invoices to clients and receiving the retainer payments, you can apply them to invoices in several ways:

- On billing records in the Billing Review screen
- On manual invoices in the Manual Invoice screen
- On billing records in the Billing Schedule screen
- On outstanding invoices (A/R) in the Payment screen

You can memorize retainer invoices and schedule them for automatic processing on a user-defined frequency. You can specify a recurring frequency and other settings for your retainer invoices, and set the workflow to notify the right person to make the decision whether to process the new invoice or set it for automatic processing. BillQuick then notifies you about these future billings via messages or reminders.

 BillQuick **does not** allow retainers for a Main project. It distributes retainer and contract amount to its phases and segments using '% of Total Project' for each (on the Project-Detail screen). You can manually distribute the retainer amount to phases or generate a retainer invoice for them.

### Retainer Situations

You might be having clients who pre-bill for all their work or offer pre-paid services. Typically, they use fixed fee contract types involving monthly, quarterly or annual billing. In other words, there are no time or expense entries when they issue invoices.

You can handle this situation in three ways:

- Set up a billing schedule for each contract. You can specify the bill amount and reminder date for the billing to take place, irrespective of the time and expense entries made.
- Set the project as 'Recurring' and specify the recurring amount and frequency on the Project, Billing tab. After a project is set as recurring type, it will show up in the Billing Review irrespective of whether you have recorded any time or expense against the project.
- Send the client a retainer invoice at the beginning of every month and then internally create a regular invoice at the end of the month for the same amount and apply the retainer received. This will result in a zero dollar invoice, which you will not email to the client. However, the time and expense entries will link correctly, giving you the correct realization rates and accurate write-up/write-down values.

### RETAINER INVOICE

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**Navigation** *Billing menu, Create Invoices, Retainer Management, Summary tab, Create Retainer Invoice*

Retainer Invoice screen allows you to create and process retainer invoices for a client. If a retainer is required from a client on a project, you can create a retainer invoice for that from this screen. This invoice is simply stored as reference information for the project; it does not record any retainer payment. Retainer invoices created here appear on the Payment tab of the Retainer Management screen as well. After the retainer payment is received, you need to enter it in the [Payment](#) screen.

The following are descriptions of fields on the Retainer Invoice screen:

#### Retainer Invoice for:

You can choose for whom to create a retainer invoice. The options include Project, Project Group and Client.

 You can create retainer invoices for 'Main' projects also and later apply the retainer to their sub-projects or phases.

**Project/Project Group/Client:**

Depending upon the selection in the 'Retainer Invoice for' field, this field changes accordingly. You can choose a project, client or project group from the drop-down list for whom you want to create a retainer invoice. By default, it brings up whatever is already selected in the Retainer Management or Project screen. However, you can change it here to any other item. You can also add a new item on the fly using the Add New option from the drop-down list.

**Invoice Number:**

The retainer invoice number is filled based on the Last Retainer Invoice Number specified in [Global Settings](#). You can, however, change the invoice number manually and use numeric or alphanumeric characters.

**Date:**

The date of the retainer invoice being created. By default, it selects the current system date.

**Retainer Amount:**

This is the retainer amount to be billed to the client. This amount appears in the Billed column of the Payment grid and on the retainer invoice as well.

**Client Address:**

Displays the address of the client associated with the selected project. The retainer invoice is sent to this client.

**Change Client Address:**

You can use this link to open the [Change Client Address](#) screen. Here you can change the address of the client. These changes are saved in the Client screen.

**Description:**

You can add a description or memo to the retainer invoice. You can enter unlimited length [memo](#) or use Auto Complete shorthand codes here.

**Previous Retainer History**

You can view the previous or existing retainer history of the selected project in this grid.

**Pay Date:**

Date when the retainer payment was made by the client.

**Billed:**

Retainer amount that has been billed to the client.

**Paid:**

The retainer amount that has been paid by the client.

**Invoice #:**

The number associated with the retainer invoice.

## Retainer Invoice Button Panel

**Auto Fit:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Help:**

Opens the BillQuick Help in the Retainer Invoice section.

**Print:**

Opens the dialog box to print the retainer invoice created. It opens the [Select a Report](#) screen to allow you to select the desired invoice template. This button is unavailable if you are creating a retainer invoice for a project group.

**Email:**

Sends the retainer invoice as a PDF file attachment via [email](#). Before you email it to the client, you are required to select an invoice template in the [Select a Report](#) screen. You must click the Email button to open the Email screen. When emailing an invoice, you are given the option to modify the email message that has been saved in the [User Preferences-Email](#) Settings screen. This button is unavailable if you are creating a retainer invoice for a project group.

**Pay:**

Opens the [Payment](#) screen where you can record a retainer payment. This button is unavailable if you are creating a retainer invoice for a project group.

**Delete:**

Deletes the retainer invoice selected from the grid.

**Cancel:**

Cancels the new retainer invoice being created.

**New:**

Creates a new retainer invoice for the selected project. It highlights the Retainer Amount field allowing you to enter the retainer amount.

**Process:**

Processes the new retainer invoice being created. After processing the invoice, it will appear in the Previous Retainer History grid as well as the Retainer Management-Payment screen.

**Close:**

Closes the screen.

## Retainer Management

### RETAINER MANAGEMENT OVERVIEW

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**Navigation** *Billing menu, Create Invoices, Retainer Management*

The Retainer Management screen provides information about all client and project retainers. It is a very useful screen that maintains a history of retainer invoices and payments on the

basis of a client and related projects. Retainer Management data is used on reports and invoices.

 This feature is available in the BillQuick Pro & Enterprise editions only.

BillQuick provides a tree structure in the grid to keep the clients and associated projects together. The client records have a  sign that can be clicked to expand the tree to see all the related projects. You can sort the client list in ascending or descending order based on the ID, Name, etc.

You can create retainer invoices, view previous retainer invoices, attach memos and print retainer invoices from this screen. BillQuick allows numbering for tracking the retainer invoices. The format can be set in the Global Settings-Master Information screen (*BillQuick Pro and Enterprise edition only*). Retainer invoices created here appear on its Payment tab. After the retainer payment is received, you can enter it in the Payment screen. Retainer payment can be associated with a retainer invoice (invoice number 0) and is recorded in the Payment screen for a proper audit trail. Retainers can also be applied to invoices when they are processed in Billing Review. Client retainer can be applied only when the individual project retainers are exhausted.

 Retainers can also be recorded and used against the projects whose status is Main; not directly but to the associated phases.

Decimal values are displayed for the retainers based on the settings specified in Global Settings-User Interface. For example, if you specify 2 as the number of digits after decimal, the grid will display values rounded off to two decimal places (2500.666 will be displayed as 2500.67). However, placing your pointer in the field will reveal the true value. If you specify 9 as the number of digits after a decimal, the grid will display values rounded off to nine decimal places (2500.666 will display as is).

The Retainer Management screen has three tabs—[Summary](#), [Payment](#) and [Filter](#). The following fields displays on the main screen.

#### **Show Active Clients Only:**

Select this filter if you want to display only those clients in the grid who have an active status.

#### **Reference Info**

### **RETAINER MANAGEMENT—SUMMARY TAB**

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**Navigation** *Billing menu, Create Invoices, Retainer Management*

The following are descriptions of fields on the Service Fee Schedule-Filters screen:

#### **Summary**

##### **Client Retainer Paid:**

The sum of all the client retainer payments received and entered in the [Payment](#) screen for the selected client.

**Client Retainer Applied:**

The sum of all the client retainer payments applied or used up on invoices. Retainers can also be applied to invoices in the [Payment](#) screen or when they are processed in [Billing Review](#).

**Client Retainer Available:**

The total amount remaining from the client retainer. This amount can be applied on invoices after the associated project retainer is exhausted. It is calculated as:

Client Retainer Available = Client Retainer Paid - Client Retainer Applied

**Project Retainer Paid:**

The sum of all the retainer payments received on a project and entered in the Payment screen for a client. The retainer payment entered for a main project is distributed to the phases based on the '% of Total Project' field of the phase. However, you can re-distribute this amount to the phases as desired.

**Project Retainer Applied:**

The sum of all the project retainer payments applied or used up on invoices. Retainers can also be applied to project invoices in the Payment screen or when they are processed in Billing Review.

**Project Retainer Available:**

The total amount remaining from the project retainer. This amount can be applied on invoices. It is calculated as:

Project Retainer Available = Project Retainer Paid - Project Retainer Applied

**Total Available:**

The total remaining amount from the client and project retainer payments. It is calculated as:

Total Retainer Available = Client Retainer Available + Project Retainer Available

**Create Retainer Invoice:**

You can create retainer invoices by selecting a project or client on the grid and clicking this button. It opens the [Retainer Invoice](#) screen with the relevant project or client pre-filled. Retainers created here can be viewed on the Payment tab.



You can create retainer invoices for 'Main' projects and later apply the retainer to their sub-projects or phases.

**Grid**

Some of the fields show a summary at the bottom of the grid. You can click  $\Sigma$  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**ID:**

ID of the project that is associated with the invoice. This column displays all the projects of the selected client or specific project selected in the grid.

**Invoice #:**

The invoice number on which the retainer was applied. You can double-click on the invoice number to view the details in the [Invoice Review](#) screen.

**Invoice Date:**

This is the date when the invoice was created and processed.

**Invoice Amount:**

Amount due on an invoice. The retainer can be applied on this invoice amount.

**Applied:**

The amount of retainer used from the retainer fund and applied to an invoice.

**RETAINER MANAGEMENT—PAYMENT TAB**

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**Navigation** *Billing menu, Create Invoices, Retainer Management*

The Payment tab of the Retainer Management screen contains information about the retainer invoices and retainer payments received from the clients. The following are descriptions of fields on the screen:

**Details****Company:**

The client's company name.

**Client ID:**

ID of the client whose retainer information is being viewed.

**Project ID:**

ID of the project whose retainer information is being viewed.

**Grid**

Some of the fields show a summary at the bottom of the grid. You can click  at the top of the column. The Select Summaries dialog box enables you to select a summary option such as Average, Count, Maximum, Minimum and Sum. By default, it displays the sum total at the bottom.

**Date:**

Date when the retainer payment was made by the client.

**Billed:**

Retainer amount that has been billed to the client. When a retainer invoice is created, this field gets filled with that amount billed to the client.



You can right-click on any billed item in the grid and choose **Pay** to open the [Payment](#) screen where you can record a retainer payment against the selected retainer invoice. In addition, BillQuick pre-fills the amount field and auto checks the **Apply as Retainer** check box while you do so.

**Paid:**

The retainer amount that has been paid by the client on the specified date. You can view the client retainer paid or project retainer paid, depending upon what is selected in the grid.

### Payment Tab Button Panel

This button panel is activated only when there is a billed retainer item in the grid.

**Delete:**

Deletes the selected retainer invoice.

**Print:**

Opens the [Select a Report](#) screen to allow you to select the desired in-context report. From this screen, you can print, preview or cancel the report.

**Email:**

Sends the selected retainer invoice to the client as a PDF attachment via [email](#). Clicking on the Email button opens the [Select a Report](#) screen. You need to select the desired invoice template from the list. When emailing an invoice, you are given the option to modify/edit the body of the email message that has been specified in the [User Preferences-Email Settings screen](#).

**PDF:**

Creates a PDF file for the retainer invoice selected on the grid. The PDF file will be saved in the default PDF folder location set in the [User Preferences](#) screen.

**Memorize:**

Opens the [Memorize Invoice](#) screen where you can schedule the retainer invoice to be created automatically based on your settings.

**Memo:**

Opens the [Memo](#) to allow you to enter notes or unlimited length text related to the retainer invoice. Type as much text as desired or use [Auto Complete](#) shorthand codes to insert standard text.

## RETAINER MANAGEMENT—FILTER TAB

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**Navigation** *Billing menu, Create Invoices, Retainer Management*

The following are descriptions of fields on the Retainer Management-Filters screen:

### Filters

**Clients:**

Filters data on the basis of selected clients. This filter applies only when the main Filters On/Off button is activated.

**Auto Fit Columns:**

Enables BillQuick to adjust the grid list automatically so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Clear All:**

Clears the selected items displayed in the filter grid.

## How Do I

### HOW DO I CREATE RETAINER INVOICES?

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You can create retainer invoices from the Project screen as well as the Retainer Management screen.

To create a retainer invoice:

1. Open the Retainer Management screen from the Billing menu.
2. Select the desired client or project in the grid. On the Summary tab, click Create Retainer Invoice.
3. On the Retainer Invoice screen, select the Project/Client/Project Group for which you want to produce a retainer invoice (*it will be pre-filled in this case*). The default Client Address displays; however, you can change it by clicking on the [Change Client Address](#) link.
4. Next, enter the Retainer Amount and Date of the invoice.
5. Optionally, add a description. Depending on the invoice format chosen, you can print this text on the retainer invoice. To save time, use Auto Complete shorthand codes.
6. Click Process to create the retainer invoice.
7. To preview or print a retainer invoice, click Print.
8. When you have finished, click Close.

Alternatively, you can create a retainer invoice from the Project screen. To do so:

1. Open the Project screen.
2. Select a project in the grid for which you want to produce a retainer invoice. Move to the Billing tab.
3. In the Retainer section, enter a Retainer Amount to request from the client. Click  to create and preview the retainer invoice.
4. Choose the desired invoice type and then click Preview.
5. From the preview window, you can print, email or export the retainer invoice.

 You can memorize retainer invoices with user-defined frequency. See [Memorizing Retainer Invoices](#) for more.

## **HOW DO I PROCESS RETAINER INVOICES?**

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Retainer invoices can be created and processed using the [Retainer Invoice](#) screen.

To do so:

1. Open the [Retainer Management](#) screen from the Billing menu, toolbar or navigator.
2. Select a project from the grid for which to create a retainer invoice.
3. On the Summary tab, click the Create Retainer Invoice button.
4. In the [Retainer Invoice](#) screen, enter the Retainer Amount, Date, etc.
5. Optionally, type a related memo or notes in the Description textbox.
6. Click Process and then click Email to send the retainer invoice to a client.
7. Click Close.

Retainer invoices can also be sent to the clients from the Retainer Management-Payment tab.

## DATA INTEGRATION

### UNDERSTANDING DATA INTEGRATION

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BillQuick generally manages projects, job costs and receivables; tracks time and expenses; generates invoices and reports, and manages other practice management information. You can perform many of the accounts payable functions in the Plus editions of BillQuick and hence use it as a complete business solution. However, you can also use your existing accounting system for accounting and financial functions such as general ledger, accounts payable, banking, payroll and financial reports.

Your day-to-day accounting and financial management tasks become easier when you integrate BillQuick with your accounting system. Integrating the two programs eliminates duplicate data entry. Each record common to BillQuick and your accounting package shares a unique *Link ID* that identifies them as related. Hence, re-sending any record does not create duplicates in the other program.

The following illustration gives an idea about the common breakdown of tasks you should be doing in BillQuick and your accounting system.



BillQuick integrates with the following accounting programs:

Program	Version
QuickBooks® Pro/Premier/Accountant's Edition	2002 and later
QuickBooks® Enterprise Solutions/Accountant's Edition	3.0 and later
QuickBooks® Canada	2004 and later
QuickBooks® UK	2003 and later
Reckon Accounts (formerly QuickBooks® Australia) Reckon Accounts EasyStart/Accounting/Pro/Accountants Edition	2008 or later
Peachtree/Sage 50 Accounting®-US Edition	
Peachtree/Sage 50® Complete Accounting/Premium Accounting	2005 and later
Peachtree Premium Accounting for Construction/ Sage 50 Construction Accounting Peachtree Premium Accounting for Distribution/ Sage 50 Distribution Accounting Peachtree Premium Accounting for Manufacturing/ Sage 50 Manufacturing Accounting Peachtree Premium Accounting for Non-Profit/ Sage 50 Non-Profit Accounting	(2006 or later)
Peachtree Quantum—Accountants' Edition/ Sage 50 Accountant Edition	(2006 or later)
MYOB® Premier Australia/Premier Enterprise	v9 to v19
MYOB® Accounting/Accounting Plus	v15 to v19

 You must have security permissions in BillQuick to perform the integration tasks. The BillQuick Supervisor in your company grants integration (and other) rights to users.

The rules set by the developer of your accounting package determine your synchronization options.

Sync Option	QuickBooks	Peachtree/ Sage 50	MYOB
Real-Time	<b>Yes</b> <sup>1</sup>		
On-Schedule	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
On-Demand	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

<sup>1</sup> It requires QuickBooks 2004 or later.

 Download the free *BillQuick Integration Guides* and *BillQuick Conversion Guides* from [BQE Support](#).

## BillQuick-QuickBooks Integration

### BILLQUICK-QUICKBOOKS INTEGRATION OVERVIEW

Data integration between BillQuick and [QuickBooks®](#) (by Intuit) can make your time billing, accounting and financial management tasks easier. Full-featured, BillQuick helps you manage your company—whether your time, expense, billing and reporting needs are simple or you require complex billing, reporting and management capabilities. QuickBooks is a business accounting software that provides solutions such as general accounting, accounts receivable, accounts payable, online banking, reporting, payroll and other functions. Integrated, BillQuick and QuickBooks deliver a virtual program that *ensures data accuracy, eliminates time-consuming duplicate manual entry, enhances flexibility, and increases control over your bottom line.*

BillQuick can bi-directionally integrate data with QuickBooks. The table below shows the direction in which data can *potentially* flow between BillQuick and QuickBooks. Whether it flows in one direction or the other (or both) depends on choices made in the [Integration Settings](#) screen. You can assign your synchronization settings and initiate data synchronization from within BillQuick under the Accounting, QuickBooks submenu.

BillQuick Table Name	Dataflow	QuickBooks Table Name
Activity Codes	<-->	Service Item
Expense Codes	<-->	Other Charge Item
Employee	<-->	Employee
Vendor	<-->	Vendor
Client	<-->	Customer
Project	<-->	Job
Time Entry	<-->	Time Tracking
Expense Log	<--	Checks/Credit Cards
Invoice	<-->	Invoice
Payment	<-->	Payment
Vendor Bills	<-->	Bills
Chart of Accounts	<-->	Chart of Accounts
Estimate	←	Estimate
Class	←	Class

Data synchronization between BillQuick and QuickBooks can take place in any of the three modes, namely:

- **Real-Time Synchronization:** is completely automatic and requires no action. You just need to click this option from the Accounting menu.
- **On-Schedule Synchronization:** With On-Schedule synchronization, you select the day of the week, day of the month, daily and other frequency (options are set in the QuickBooks Integration Wizard or on Global Settings-Integration panel). This allows QuickBooks and BillQuick to send and receive data according to the time/date settings.
- **On-Demand Synchronization:** is performed manually using menu options. In addition, various profiles allow sending selected records to QuickBooks.

 You can change synchronization choices at any time. During integration setup or regular processing, both BillQuick and QuickBooks must be running. The exception to this rule is Real-Time Synchronization (requires QuickBooks 2004 or later).

 For details, check the [BillQuick-QuickBooks Integration Guide](#).

## **BILLQUICK-QUICKBOOKS TABLE & FIELD MAPPING**

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You can check out the table-to-table and field-to-field maps for each data table in BillQuick and QuickBooks. Tables show dataflow in both directions, as well as transfers from BillQuick to [QuickBooks](#) and QuickBooks to BillQuick. *Be sure to look for the arrows/symbols for the dataflow direction.* These tables help you understand what data transfers between the two programs and how it can be adjusted in different situations. Please check the help file for details.

### **Integration Settings**

## **BILLQUICK-QUICKBOOKS INTEGRATION SETTINGS OVERVIEW**

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**Navigation** *Integration menu, QuickBooks, Sync Settings*

In BillQuick, you can specify data transfer rules and settings in the BillQuick-QuickBooks Integration Settings screen. These settings apply company-wide and are used as defaults when you choose to sync data between BillQuick and [QuickBooks](#).

The BillQuick-QuickBooks Integration Settings screen has six tabs—[Send Settings](#), [Get Settings](#), [Account Assignments](#), [Invoices](#), [Payroll Settings](#) and [Assign Class](#).

 If the integration incidentally takes place between BillQuick sample database and QuickBooks database, you are warned regarding the synchronization.

### **Integration Settings Button Panel**

**Help:**

Opens the BillQuick Help in the Integration Settings section.

**Save:**

Saves the synchronization settings for the module selected in the list. These settings will be used when you transfer that data.

**Close:**

Closes the screen. *Be sure to save changes before closing.*

## Reference Info

### **BILLQUICK-QUICKBOOKS SEND SETTINGS PANEL**

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**Navigation** *Integration menu, QuickBooks, Sync Settings*

Send Settings panel of the BillQuick-QuickBooks Integration Settings screen allows you to set rules for data transfer from BillQuick to [QuickBooks](#) database. You can also restrict the data sent from BillQuick to QuickBooks by specifying filters and options.

 The Send options change depending upon the module selected from the list on the left of the screen.

The following are descriptions of fields on this screen:

#### **QuickBooks File:**

Your QuickBooks database is displayed here. By default, BillQuick will always connect to the currently open QuickBooks company file. However, if QuickBooks is not running, then BillQuick opens the file specified here using the Browse button.

#### **Options**

BillQuick provides some options for sending BillQuick data to QuickBooks:

#### **Do Not Send. . .**

Check this option if you do not want BillQuick to send data for the selected module. For example, if you do not want to send time data to QuickBooks, check 'Do not Send Time Data' option.

#### **Ignore Last Sync Date:**

Checked, BillQuick ignores the date when it had last integrated with QuickBooks for the selected module. The *Last Sync On* date, displayed at the bottom of the screen, is used for reference when we want BillQuick to sync data since this date.

#### **Skip during Real-Time Sync:**

Checked, the data from the selected module is not transferred to QuickBooks during real-time synchronization. This option is not available for activities.

#### **Active Only:**

Checked, only active BillQuick data is considered for transfer, such as active employees, clients and vendors.

For Time Records, you can specify additional options:

- **Map TE Memo to QB Notes:**  
Check this option to map BillQuick time entry memos to QuickBooks time entry notes.
- **Transfer A-Hours:**  
Check this option to transfer actual hours to QuickBooks instead of billable hours (B-Hours).
- **Skip Comp Time:**  
Check this option if you do not want to transfer compensation time to QuickBooks.

- **Skip Sending Employee/Vendor Time:**  
Check any of these options to skip sending employee or vendor time entries to QuickBooks.

For Vendor Bills, you can specify an additional option:

- **Map Reference to QB Reference:**  
You can check this option if you want to map the Reference number field of Vendor Bill in BillQuick to the QB Reference field in QuickBooks. Else, it gets mapped to the bill number in QuickBooks.

### **Overwrite Rules for Duplicate Records:**

In this section, you can specify the overwrite rules for selected module. For instance, if both BillQuick and QuickBooks have record for employee John Doe:

- **Never:**  
Neither BillQuick's nor QuickBooks' version of field data will be updated. Thus, you will have two versions of that record. For example, if the employee record has different address in each database, those fields will not be updated upon synchronization.
- **Always:**  
BillQuick data will always overwrite the QuickBooks data in the Send mode. Again, if two different addresses exist, the employee address in BillQuick will replace that of QuickBooks.
- **Most Recent:**  
BillQuick compares the Last Modified On date-time stamps for QuickBooks and BillQuick fields. The more recent one replaces the older data in the other database.

### **Filters**

Filters allow you to restrict the data transferred between BillQuick and QuickBooks. For example, you might like to transfer only one group of clients from BillQuick to QuickBooks. The filter fields keep on changing depending upon the module selected. The intersection of data produced by applying all filters is what will be transferred.

#### **Date Filters:**

Each linked record saves a 'Last Modified On' date that is used to determine which record is most recent. It is the system date when a record was generated or modified. On the other hand, the Date filter is the time and expense entry or invoice date that we enter in BillQuick. Both filters are useful and save time when you want to sync data for a specific period.

#### **Other Filters:**

Depending upon the module selected, you can also apply other filters to restrict data sent from BillQuick to QuickBooks. For example, you can filter data by IDs, groups or managers for employees, activities and projects. For Chart of Accounts, you can filter data by the type of account.



'Last Sync on' displays the date when BillQuick was last synced with QuickBooks for the selected module. This date is used for reference when we want BillQuick to sync since the last synchronization date.

## BILLQUICK-QUICKBOOKS GET SETTINGS PANEL

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**Navigation** *Integration menu, QuickBooks, Sync Settings*

Get Settings tab on the BillQuick-QuickBooks Integration Settings screen allows you to set rules for data transfer from [QuickBooks](#) to BillQuick database. You can also restrict the data received from QuickBooks into BillQuick by specifying options and filters.



The Get options change depending upon the module selected on the left of the screen.

The following are descriptions of fields on this screen:

### **QuickBooks File:**

Your QuickBooks database is displayed here. By default, BillQuick will always connect to the currently open QuickBooks company file. However, if QuickBooks is not running, then BillQuick opens the file specified here.

### **Options**

BillQuick provides some options for getting QuickBooks data into BillQuick:

#### **Do Not Get:**

Check this option if you do not want BillQuick to get data for the selected module. For example, if you do not want to get employee data from QuickBooks, check 'Do not Get Employee Data' option.

#### **Active Only:**

Checked, only active QuickBooks data is considered for transfer, such as active employees, clients and vendors.

#### **Skip during Real-Time Sync:**

Checked, the data from the selected module is not transferred to BillQuick during real-time synchronization.

For Expenses, you can specify additional options:

- **Skip Non-Billable/Billable Expenses:**  
Check any of these options if you want to skip getting non-billable or billable expenses from QuickBooks into BillQuick.
- **Skip Getting Credit Cards/Bills/Checks:**  
Check any of these options if you want to skip getting expenses such as credit card charges, vendor bills and checks from QuickBooks into BillQuick.

#### **Overwrite Rules for Duplicate Records:**

In this section, you can specify the overwrite rules for selected module. For instance, if both BillQuick and QuickBooks have a record for employee John Doe:

- **Never:**  
Neither BillQuick's nor QuickBooks' version of field data will be updated. Thus, you will have two versions of that record. For example, if the employee record has

different address in each database, those fields will not be updated upon synchronization.

- **Always:**  
QuickBooks data will always overwrite the BillQuick data in the Get mode. Again, if two different addresses exist, the employee address in QuickBooks will replace that of BillQuick.
- **Most Recent:**  
BillQuick compares the Last Modified On date-time stamps for QuickBooks and BillQuick fields. The more recent one replaces the older data in the other database.

## Filters

Filters allow you to restrict the data transferred between BillQuick and QuickBooks. For example, you might like to transfer only one group of clients from QuickBooks into BillQuick. The filter fields keep on changing depending upon the module selected. The intersection of data produced by applying all filters is what will be transferred.

### Date Filters:

Each linked record saves a 'Last Modified On' date that is used to determine which record is most recent. It is the system date when a record was generated or modified. On the other hand, the Date filter is the time and expense entry or invoice date that we enter in QuickBooks. Both filters are useful and save time when you want to sync data for a specific period.

### Other Filters:

Depending upon the module selected, you can also apply other filters to restrict data received from QuickBooks. For example, you can filter data by IDs for employees, activities and projects. You can filter Chart of Accounts by the type of account.

## Other Settings

There are some additional options available for the Employee module. When employee data is transferred from QuickBooks to BillQuick, you have to specify default information that is not available in QuickBooks.

### Default Bill Rate:

You need to set a default bill rate for employees transferred from QuickBooks. By default, the value is taken as 1. You can also change these values later in BillQuick Employee screen.

### Default Cost Rate:

You need to set a default cost rate for employees transferred from QuickBooks. By default, the value is taken as 1. You can also change these values later in the Employee screen.

### Set Bill Rate as Pay Rate Multiplier of:

BillQuick allows you to set the Bill Rate from a standard multiplier, based on the pay rate in QuickBooks. Thus, if pay rate changes in QuickBooks, Bill Rate can be easily updated in BillQuick.



'Last Sync on' displays the date when BillQuick was last synced with QuickBooks for the selected module. This date is used for reference when we want BillQuick to sync since the last synchronization date.

## **BILLQUICK-QUICKBOOKS ACCOUNT ASSIGNMENT PANEL**

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**Navigation** *Integration menu, QuickBooks, Sync Settings*

Activity Codes in BillQuick are linked to Service Items in [QuickBooks](#). Similarly, Expense Codes in BillQuick are linked to Other Charge Items in QuickBooks. A key step in the integration process is to assign general ledger (G/L) accounts to BillQuick activity codes, expense codes and other invoice items prior to the synchronization. You can assign G/L accounts to various BillQuick items from the Global Settings, Project or other screens; else, do that on the Account Assignment panel of the BillQuick-QuickBooks Integration Settings screen prior to the synchronization.



For more on QuickBooks accounts, check the [BillQuick-QuickBooks Advanced Integration Guide](#).

The following are descriptions of fields on this screen:

### **Default Accounts**

You can send summarized or detailed invoices to QuickBooks. For detailed invoices having activity and expense items on them, you can set the accounts here at the item level. For summarized invoices, you must specify default income accounts for activity (service amount charges) and expense (expense amount charges) line items that are lumped together and invoiced. Other invoice items can be assigned to specific QuickBooks accounts on the Invoices panel.

#### **Default Account for Service Items:**

Every service item in QuickBooks must be assigned to an income account. The QuickBooks income account selected here is assigned to all activity/service items of BillQuick. By default, Other Income account is selected but you can choose any other Account Name from the drop-down list.

#### **Default Account for Expense Items:**

Every expense item in QuickBooks must be assigned to an income account. The QuickBooks income account selected here is assigned to all expense items of BillQuick. By default, Other Income account is selected but you can choose any other Account Name from the drop-down list.

#### **Income Account for Services Invoiced:**

The QuickBooks income account selected here is where the service total of your BillQuick invoices will transfer upon synchronization. By default, Other Income account is selected but you can select any other Account Name from the drop-down list.

#### **Income Accounts for Expenses Invoiced:**

The QuickBooks income account selected here is where the expense total of your BillQuick invoices will transfer upon synchronization. By default, Other Income account is selected but you can select any other Account Name from the drop-down list.

## Activity Accounts

Besides the default account, you can specify income and expense account for each BillQuick activity code (service item). You can select an activity (or multiple activities) from the grid and assign the desired account to it. If you leave it blank, BillQuick uses the default account previously specified. BillQuick provides the Inactive status column in the grid that enables you to assign accounts to only active activity items, if desired.

### **Income Account for Services Invoiced:**

The QuickBooks income account chosen here is assigned to the selected activity (or activities). By default, Other Income account is selected but you can select any other Account Name from the drop-down list.

### **Expense Account for Services Invoiced:**

The QuickBooks expense account chosen here is assigned to the selected activity (or activities). By default, Other Income account is selected but you can select any other Account Name from the drop-down list. If you are creating vendor bills in QuickBooks, then you do not need to set this account. This account is used only when you create vendor bills in BillQuick and then send them to QuickBooks. This transfer requires an expense account because vendor bills are accounts payable.

## Expense Item Accounts

As in case of activity codes, you can specify income and expense account for each BillQuick expense code (other charge item). You can select an expense (or multiple expenses) from the grid and assign the desired account to it. If you leave it blank, BillQuick uses the default account previously specified. BillQuick provides the Inactive status column in the grid that enables you to assign accounts to only active expense items, if desired.

### **Income Account for Expenses Invoiced:**

The QuickBooks income account chosen here is assigned to the selected expense (or expenses). By default, Other Income account is selected but you can select any other Account Name from the drop-down list.

### **Expense Account for Expenses Invoiced:**

The QuickBooks expense account selected here is assigned to the selected expense (or expenses). By default, Other Income account is selected but you can select any other Account Name from the drop-down list.

You can also assign QuickBooks Accounts (income and expense) to individual or groups of activity and expense codes in the Activity Codes and Expense Codes screens.

## Project Accounts

When sending summarized invoices to QuickBooks, BillQuick assigns default accounts specified on the Account Assignment > Default Accounts panel to the invoice items. You can override those accounts and assign different G/L accounts to invoice items on a project or project group basis. You can assign accounts to projects from the Project screen as well.

For the selected project or project group, each item on a BillQuick invoice like tax amount, discount, retainers, etc. can have a G/L account assigned to it. When you sync invoices with QuickBooks, the corresponding G/L account will be updated there.

### Project/Project Group:

You can either select a project or project group from the drop-down list to which the G/L accounts are assigned.

 If you assign accounts to a project group (say 'ALL'), you no longer have to go back to the Integration Settings screen every time you add a new project to that group. BillQuick will automatically assign these settings to the new project.

### Accounts assigned. . .

You can select QuickBooks accounts for each invoice line item such as Service Amount, Service Tax Amount, Main Service Amount, Invoice Discount, Retainer and Late Fee, that is transferred from BillQuick to QuickBooks via invoices. This way, the correct accounts are posted for every transaction.

 Tax items should be assigned to liability accounts. For example, Service Tax Amount can be assigned to Sales Tax Payable account and so on.

## BILLQUICK-QUICKBOOKS INVOICES PANEL

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**Navigation** *Integration menu, QuickBooks, Sync Settings*

You can send summary or detailed invoices to QuickBooks. Every invoice item in [QuickBooks](#) must be assigned to an account. For detailed invoices having activity and expense items on them, you can set the accounts at the item level. For summarized invoices, you must specify default income accounts for summarized services and expenses that are invoiced. Tax items should be assigned to a liability account such as Sales Tax Payable. You can assign all these accounts to various BillQuick items from the Global Settings, Project or other screens; else, do that on the invoices panel of the BillQuick-QuickBooks Integration Settings screen prior to the synchronization.

Besides specifying accounts for activity and expense items, you need to specify default income and expense accounts for other invoice items. These are the accounts into which the service, expense, tax, retainer, late fee and other amounts on BillQuick invoices transfer upon synchronization. You can specify these accounts on the Invoices panel of the BillQuick-QuickBooks Integration Settings screen. *See [Sending Invoices to QuickBooks for more.](#)*

The following are descriptions of fields on this screen:

You can select the relevant income/expense accounts from the drop-down lists for each of these invoice items.

Item	Description
Invoice Discount Amount	Discount amount applied to an invoice in Billing Review or Manual Invoice before processing. It reduces the final invoice amount <i>after taxes</i> have been added.
Retainer Amount Applied	Retainer amount that is applied to an invoice in Billing Review or Manual Invoice prior to processing. It reduces the final invoice amount <i>after taxes</i> .

Misc Amount	Any miscellaneous charges added to the bill amount in Manual Invoice. This applies to the manual invoices only.
Amount Paid	Payment amount received on a manual invoice. It is recorded in the Paid Today field of Manual Invoice.
Service Amount	Labor/service amount billed on an invoice in Billing Review or Manual Invoice. It <i>does not</i> include item taxes (Tax 1/2/3 of time entries) nor the Main Service Tax.
Service Tax Amount	Tax charged on the services in Billing Review. It is the sum of Tax 1/2/3 for the time entries and excludes Main Service Tax.
Expense Amount	The expense amount billed on an invoice in Billing Review or Manual Invoice. It <i>does not</i> include item taxes (Tax 1/2/3 of expense entries) nor the Main Expense Tax.
Expense Tax Amount	Tax charged on the expenses in Billing Review. It is the sum of Tax 1/2/3 for the expense entries and excludes Main Expense Tax.
Main Service Tax	Main Service Tax is the main tax charged on invoiced services/labor. It can be assigned in the Company, Client or Project screen but finalized in Billing Review or Manual Invoice.
Main Expense Tax	Main Expense Tax is the main tax charged on invoiced expenses. It can be assigned in the Company, Client or Project screen but finalized in Billing Review or Manual Invoice.
Retainer Paid/Applied	Total amount of retainer paid by the client and recorded in the Payments screen.
Late Fee	Late fee calculated on the outstanding invoice balance in Invoice Review.
Fixed Fee for Cost Plus	Amount charged as fixed fee for projects with cost plus contracts. It is added to the Net Bill amount in Billing Review or Manual Invoice.

## Invoice Accounts

### Income Account:

The QuickBooks income account chosen here is assigned to the invoice item selected in the list. By default, Other Income account is selected but you can choose any other Account Name from the drop-down list.

### Expense Account:

The QuickBooks expense account chosen here is assigned to the invoice item selected in the list. By default, Other Income account is selected but you can choose any other Account Name from the drop-down list.

If you select Other Liability account type in the Income Account field (say Sales Tax Payable), then you must choose a Vendor here instead of the expense account. The liability is payable to the vendor specified here.

**Do Not Send Time/Expense Details. . .**

You are given the option of not sending time and expense details for various invoice types transferred from BillQuick to QuickBooks. You can check any contract type (such as Hourly, Percentage, Cost Plus, and so on) or manual invoice for which you do not want to send time and expense details. For example, you might prefer to skip sending time and expense details for fixed invoices but send all the details for hourly invoices.

**Do Not Send Late Fee. . .**

BillQuick creates separate invoices for late fee calculated on outstanding invoices. You can skip sending these to QuickBooks by checking this option. Your BillQuick invoices transfer to QuickBooks without the late fee invoices.



For more on QuickBooks accounts, check the [BillQuick-QuickBooks Advanced Integration Guide](#).

**BILLQUICK-QUICKBOOKS PAYROLL SETTINGS PANEL**

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**Navigation** *Integration menu, QuickBooks, Sync Settings*

Every payroll item must be assigned to an account in [QuickBooks](#). BillQuick allows you to assign QuickBooks payroll items and accounts to its time entry related items such as regular time, overtime, vacation, and more on an employee or employee group basis. The time data transferred will be assigned to the specified payroll item and account in QuickBooks. You can specify the payroll items on the Payroll Settings panel of the BillQuick-QuickBooks Integration Settings screen. You need to set these options if you want to transfer time data from BillQuick to QuickBooks for payroll purposes.

The following are descriptions of fields on this screen:

**Default Payroll Item:**

You can specify a QuickBooks payroll item or wage type as the default payroll item. For example, you can select Regular Pay or Salary as the default payroll type for BillQuick employees.

**Payroll Expense Account:**

You can specify a QuickBooks account for payroll expenses. By default, Payroll Expenses is selected but you can choose any other Expense Account from the drop-down list.

**Employee or Employee Group:**

You can specify QuickBooks payroll items to BillQuick time data at the individual employee or employee group level. You can choose the payroll items from the drop-down list for different items, say Regular Time, Overtime, Sick, etc. Accordingly, the time data of the selected employee/employee group will be assigned to that payroll item when data transfers to QuickBooks.



If you assign payroll items to an employee group (say 'ALL'), you no longer have to go back to Integration Settings screen every time you add a new employee to that group. BillQuick will automatically assign these settings to the new employee.

**Payroll Items:**

BillQuick's time entry-related items (such as Regular Time, Overtime, Sick, Holiday, and so on) should have a corresponding QuickBooks payroll item. You can select any QuickBooks payroll item from the drop-down list and assign it to the BillQuick items. Accordingly, the time data of the selected employee/employee group will be assigned to that payroll item when data transfers to QuickBooks.

BillQuick also allows you to specify a corresponding QuickBooks payroll item for time entry fields such as Flag 1/2/3. These fields can tag time entries in BillQuick for some attribute and can be assigned a payroll item prior to data synchronization.

**Add/Remove:**

Assigns the selected QuickBooks payroll items to the BillQuick time-related items for the selected employees. You can clear or delete these assignments by clicking on the Remove button.

**BILLQUICK-QUICKBOOKS ASSIGN CLASS PANEL**

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**Navigation** *Integration menu, QuickBooks, Sync Settings*

[QuickBooks](#) sets up transaction entities called classes. This allows you to view financial statements and other accounting reports for the entity. After establishing connection between the two programs, you can transfer these classes from QuickBooks to BillQuick and assign them to items such as activities, expense codes and even projects. You can do so from the Assign Class panel of the BillQuick-QuickBooks Integration Settings screen.

When you are sending invoices with some write-up/down adjustment, BillQuick checks if the project has a class associated with it. If it has, then the same class is assigned to the WUD line item. If it does not, then BillQuick adds the WUD on the fly to the item class as specified on the Assign Class panel. You can also create classes in BillQuick itself and then send them to QuickBooks.

 You need to assign QuickBooks class to BillQuick items **before** creating invoices and **prior** to the synchronization. Else, your class fields will remain blank in QuickBooks and will not display in reports.

The following are descriptions of fields on the screen:

**Assign Class to Projects:**

Before transferring a project from BillQuick, you can assign a QuickBooks class to it. Select one or multiple projects from the grid and choose the desired class for it from the drop-down list. Else, assign a class to a Project Group. You can also assign classes to projects in BillQuick from the Project screen. The assigned projects can be viewed in the timesheet of QuickBooks.

If you assign a class to a project group (say 'ALL'), you no longer have to go back to Integration Settings screen every time you add a new project to that group. BillQuick will automatically assign these settings to the new project. Same is true for the service and expense items.

**Assign Class to Items:**

Before transferring an expense or activity code from BillQuick, you can assign a QuickBooks class to it. Select one or multiple items from the grid and choose the desired class from the drop-down list. Else, assign a class to an Item Group. You can also assign classes to activity and expense codes in BillQuick from the respective screens.

**Assign:**

Saves and assigns the QuickBooks class to the selected projects or service/expense items.



For more about QuickBooks classes, check the [BillQuick-QuickBooks Integration Guide](#).

**BILLQUICK-QUICKBOOKS SMART MATCH**

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**Navigation** *Integration menu, QuickBooks, QuickBooks Smart Match*

If you have been using BillQuick and [QuickBooks](#) both and now plan to use them as integrated programs, it is important that you develop a proper integration plan. Depending upon what has been transferred in the past (manually or via Import/Export tool) between the two programs, your initial integrations steps can vary.

If you have created a set of clients, projects (jobs), employees, invoices and payments in both databases, you should move the records from BillQuick to QuickBooks first. If you move this data from BillQuick to QuickBooks and some of these records already exist in QuickBooks, we recommend that you merge the duplicates. This merging of the records can be a time taking process. BillQuick provides a separate BillQuick-QuickBooks Smart Match tool similar to the Smart Match option in the QuickBooks Integration Wizard. You will need to do it only once and then from that point onwards, data can be synced automatically, in real-time or using other synchronization options. You can even select the modules for matching data.

BillQuick attempts to find matching data (both active as well as inactive) and link them automatically via the BillQuick-QuickBooks Smart Match feature. If it fails to find a match, you will be able to match it manually. If you want to skip auto-match for certain tables, you have the option to select the desired ones only.



The name of the BillQuick and QuickBooks databases being matched is displayed at the bottom of the screen.

This screen consists of two tabs:

**Matched Tab**

You can view the matched or linked BillQuick and QuickBooks data in the grid. Depending upon the option selected in the Data field, the relevant data will be displayed. Fields in the grid change according to the selection made there. BillQuick data is displayed on the left and QuickBooks data on the right. For example, if you select Activity Codes in the Data field, you can view the activity data already matched between the two programs. The grid will display the BillQuick Activity Codes and the corresponding matched QuickBooks Service Items. You have the option of selecting one or multiple matched records and then unlinking them.

**Search:**

This enables you to search for a particular record in the grids. You can search for a record using full or partial ID, name or any other field. BillQuick displays the matching records in the grid based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the grid. As you keep on typing more letters, it displays results that are more relevant.

**Unmatched Tab**

You can view the unmatched or unlinked BillQuick and QuickBooks data in the grid. Depending upon the option selected in the Data field above, the relevant table data will be displayed. Fields in the grid change according to the selection made there. BillQuick data is displayed on the left and QuickBooks data on the right. For example, if you select Clients in the Data field, you can view the client data that can be matched between the two programs. The grid will display the BillQuick Clients and the QuickBooks Customers. You have the option of selecting the desired records and then linking them.

The search boxes on this tab enable you to search for a particular record in the grid. You can search for a record using full or partial ID, name or any other field. BillQuick displays the matching records in the grid based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the grid. As you keep on typing more letters, it displays results that are more relevant.

**Auto-Match the unmatched records:**

You can choose to match the unmatched records automatically between BillQuick and QuickBooks by checking this option.

**Smart Match Button Panel****Help:**

Opens BillQuick Help in the BillQuick-QuickBooks Smart Match section.

**Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**UnLink:**

This button is activated on the Matched tab only. Select the records in the grid and then click this button to unlink the matched records between BillQuick and QuickBooks.

**Link:**

This button is activated on the Unmatched tab only. Select the records in the grid and then click this button to link the unmatched records between BillQuick and QuickBooks.

**Data:**

Select the BillQuick module name from the drop-down list whose data is to be displayed in the grid. For example, if you select Clients in the Data field, you can view the client data that can be matched between the two programs. The grid will display the BillQuick Clients and the QuickBooks Customers.

**Refresh: (F5)**

Retrieves the latest data from the database and then displays it on the grid.

**Close: (Ctrl+F4)**

Closes the screen.

## **BILLQUICK-QUICKBOOKS REAL-TIME SYNCHRONIZATION**

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**Navigation** *Integration menu, QuickBooks, Real-Time Sync with QuickBooks*

To make your day-to-day accounting and financial management tasks easier, the BillQuick-QuickBooks Integration feature allows you to transfer or sync data between BillQuick and [QuickBooks](#) programs. You can assign your synchronization settings and initiate data synchronization from within BillQuick using either the Sync Settings or the BillQuick-QuickBooks Integration Wizard.

With Real-Time smart integration, data for critical activities can be shared instantaneously between BillQuick and QuickBooks without having to enter it manually. As merging of the records can be a time consuming process, this powerful option is completely automatic. You can specify this option in the QuickBooks Integration Wizard or on the Integration menu, QuickBooks and then from that point onwards, data is synced automatically.



We recommend real-time synchronization for data integration with QuickBooks 2004 or later.

The various steps involved in setting up real-time synchronization via the QuickBooks Integration Wizard are:

1. Choose your scenario. There are four possible scenarios for BillQuick or QuickBooks users:
  - New QuickBooks User—New BillQuick User (New-New)
  - Existing QuickBooks User—New BillQuick User (Existing-New)
  - New QuickBooks User—Existing BillQuick User (New-Existing)
  - Existing QuickBooks User—Existing BillQuick User (Existing-Existing)
2. In case you are a New QuickBooks User, you have to create a new company file in QuickBooks. If you are an Existing QuickBooks or BillQuick User, you have to back up your QuickBooks/BillQuick company files.
3. Make sure QuickBooks is running, QuickBooks Company File is open and you are logged in as administrator and in single user mode.
4. BillQuick will now try to access your QuickBooks Company File. QuickBooks must authorize your program for each company file. You will be prompted by QuickBooks to give permission to BillQuick to access the data. Please do so by giving it full permission and select Yes Always option.
5. QuickBooks associates accounts to all the invoice related items. Please select the appropriate accounts for the BillQuick items that will be sent to QuickBooks. You can assign different accounts to each or all items. Save the settings for each item using the Save button.
6. The wizard will allow you to select modules of BillQuick that will sync with QuickBooks. You will be allowed to send/get data to/from QuickBooks or skip the data synchronization for each module (Activity Codes, Expense Codes, Employee, Vendor Bills, Projects, time entry, and so on).

7. Choose the desired data integration type—Real-Time Sync in this case. BillQuick will check whether you have QuickBooks 2004 or better. If you do, it will carry on to next step. If you do not, it recommends On-Schedule synchronization.
8. In case of an Existing BillQuick and QuickBooks User, you can use the Smart Match feature. Being an existing user, you might have entered same data in both programs and to avoid creating duplicate records, BillQuick will attempt to find matching data and link them automatically. If it fails to find a match, you will be able to match it manually by selecting the items from each list and clicking the Match Selected button. You can even un-match the items by clicking on the Unmatch button. After you have finished doing so for all the modules, click the Next button.
9. BillQuick will now sync data with QuickBooks. In future, BillQuick and QuickBooks will automatically integrate data with each other without any user intervention.

Real-Time Integration follows a set of rules that ensure accuracy and completeness of information in both company databases:

- Automatically syncs any employees, clients and vendors added, deleted or updated in either BillQuick or QuickBooks
- Automatically syncs any projects added or updated in either BillQuick or QuickBooks. If you delete projects in either BillQuick or QuickBooks, the corresponding records will not be deleted automatically in the other.
- Automatically syncs invoices created in either BillQuick or QuickBooks. If you delete an invoice in QuickBooks, it will not be deleted automatically in BillQuick.
- Automatically syncs any payment received or deleted in either BillQuick or QuickBooks.
- Automatically syncs any new time entries made in either BillQuick or QuickBooks. If you delete or update time entries in either BillQuick or QuickBooks then the corresponding entries will not be deleted automatically in the other.
- Automatically syncs any expense entries added or updated in either in BillQuick or QuickBooks
- Data synchronization takes place in the real-time mode on saving the data in BillQuick, except for the time entry module where data synchronization occurs on closing the screen.

There are certain options associated with Real-Time Sync that users have to deal with. These include:

### ***Connect in Single User Mode***

For successful integration, user is asked to use this option. If an integrated program opens a company file in single-user mode, no other programs or users can work on that company file during that session. This will result in faster data transfer or synchronization when sending data from BillQuick to QuickBooks.

The advantages of connecting in this mode are:

- Certain QuickBooks features require that you operate in single-user mode. For instance, a company file must be open in single-user mode for you to delete any of its list items.
- Locking and opening protection. If the company file is not already opened by another QuickBooks-integrated program, BillQuick will be able to open it with exclusive access (locking out other programs), gaining improved performance.

The disadvantages of connecting in this mode are:

- Lockout. If BillQuick attempts to open a company file in single-user mode and that company file is already open in multi-user mode, BillQuick will not be able to access the company database. It will be locked out (If BillQuick does not use this mode, it can share access to the company file).
- Exclusion of other applications. BillQuick locks out other programs, denying them access to the company file. In environments that are known to need multi-user access, this might not be done.

### **Ask Before Delete**

Checked, you would be prompted to confirm deletion of any record in BillQuick after synchronization has occurred. Otherwise, if any record is deleted in BillQuick, then the corresponding record will also be deleted automatically in QuickBooks.

## **QUICKBOOKS SYNC REPORTS**

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**Navigation** *Integration menu, QuickBooks, QuickBooks Sync Reports OR Reports menu, Report Center, Accounting Integration*

The QuickBooks Sync Reports submenu displays a list of reports containing data that has been synced between BillQuick and QuickBooks. When the report is selected, it opens the Report Filters screen where you can apply filters for selective data viewing.

Following is a list of synchronization reports:

### **Clients Synced with QuickBooks**

It gives information about clients linked/synced and unlinked with QuickBooks.

### **Employees Synced with QuickBooks**

It gives information about employees linked/synced and unlinked with QuickBooks.

### **Vendors Synced with QuickBooks**

It gives information about vendors linked/synced and unlinked with QuickBooks.

### **Projects Synced with QuickBooks**

It gives information about projects linked/synced and unlinked with QuickBooks.

### **Service Items Synced with QuickBooks**

It gives information about activities linked/synced and unlinked with QuickBooks.

### **Expense Items Synced with QuickBooks**

It gives information about expense items linked/synced and unlinked with QuickBooks.

### **Expenses Synced with QuickBooks**

It gives information about expenses linked/synced and unlinked with QuickBooks.

### **Time Entries Synced with QuickBooks**

It gives information about time entries linked/synced and unlinked with QuickBooks.

### **Vendor Bills Synced with QuickBooks**

It gives information about vendor bills linked/synced and unlinked with QuickBooks.

### **Invoices Synced with QuickBooks**

It gives information about invoices linked/synced and unlinked with QuickBooks.

### **Payments Synced with QuickBooks**

It gives information about payments linked/synced and unlinked with QuickBooks.

## **How Do I**

### **HOW DO I INTEGRATE DATA WITH QUICKBOOKS?**

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You can sync your BillQuick data at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic First-Time Integration
- Advanced Day-to-Day Integration



Before integrating data, create a backup in QuickBooks and BillQuick.

### **BillQuick-MYOB Integration**

#### **BILLQUICK-MYOB INTEGRATION OVERVIEW**

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Data integration between BillQuick® and MYOB® (by [MYOB Technology Pty Limited](#)) can make your time billing, accounting and financial management tasks easier. Full-featured, BillQuick helps you manage your company, whether your time, expense, billing and reporting needs are simple or you require complex billing, reporting, accounting and management capabilities. MYOB is a multi-user business management software providing business solutions such as integrated payroll, inventory, multiple currency transactions, profit and loss analysis and other financial tasks. Integrated, BillQuick and MYOB deliver a virtual program that *ensures data accuracy, eliminates time-consuming duplicate manual entry, enhances flexibility, and increases control over your bottom line.*

BillQuick can bi-directionally integrate data with MYOB Premier Australia, MYOB Accounting and MYOB Accounting Plus.

<b>BillQuick Table Name</b>	<b>Dataflow</b>	<b>MYOB Table Name</b>
Activity Codes	<-->	Activities List
Expense Codes	<-->	Items Bought**
Employee	<-->	Cards-Employee
Vendor	<-->	Cards-Supplier
Client	<-->	Cards-Customer
Project	<-->	Job
Time Entry	<-->	Activity Slips
Invoices	<-->	Invoices
Payments	<-->	Payments
Chart of Accounts	<-->	Chart of Accounts
Purchase Orders	<-->	Purchase Orders

\*\* Items that are marked as 'I sell this' in MYOB, are marked as Products in BillQuick.

The table above shows the direction in which data can *potentially* flow between BillQuick and MYOB. Whether it flows in one direction or the other (or both) depends on choices made in the [Sync Settings](#) screen.

 See the [BillQuick-MYOB Integration Guide](#) for more.

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## BILLQUICK-MYOB TABLE & FIELD MAPPING

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You can check out the table-to-table and field-to-field mapping for BillQuick and [MYOB](#) data. Tables show dataflow in both directions, as well as transfers from BillQuick to MYOB and MYOB to BillQuick. *Be sure to look for the arrows/ symbols for the dataflow direction.* These tables help you understand what data transfers between the two programs and how it can be adjusted in different situations. Please see the help file for details.

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## MYOB CONNECTION INSTRUCTIONS

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You can be an existing or a new user of MYOB. If a new user, you must have installed MYOB program and ODBC Driver, purchased licenses and created a new company file. Depending on the [MYOB](#) version you are using, you would need to download an ODBC driver that is supported by it. After installation, you must register your MYOB data file for ODBC access. Please check out the [BillQuick-MYOB Integration Guide](#) for more.

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## Sync Settings

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### BILLQUICK-MYOB SYNC SETTINGS OVERVIEW

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**Navigation** [Integration menu](#), [MYOB](#), [Sync Settings](#)

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Prior to integrating data with \_ accounting program, you need to review the synchronization settings in BillQuick. For the first-time synchronization, you need to back up both BillQuick and MYOB databases. You can assign your synchronization settings and then initiate data synchronization from within BillQuick under the Accounting menu, MYOB. The BillQuick-MYOB Sync Settings screen consists of four tabs: [General](#), [Send Settings](#), [Get Settings](#) and [Account Assignment](#).

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 See the [BillQuick-MYOB Integration Guide](#) for more.

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### BillQuick-MYOB Sync Settings Button Panel

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#### Help:

Opens the BillQuick Help file in the BillQuick-MYOB Sync Settings section.

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#### Reset Links:

This option is used when BillQuick records have already been synced with MYOB. It removes all the previous references between the selected MYOB database and BillQuick database. You can re-sync your data after resetting the links with your MYOB database. The data you sync now will be treated as a new record.

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#### Save:

Click this button to save your filter settings and overwrite rule for the selected modules.

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**Close:**

Closes the BillQuick-MYOB Sync Settings screen.

**Reference Info****BILLQUICK-MYOB GENERAL TAB**

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**Navigation** *Integration menu, MYOB, Sync Settings*

The General tab of the BillQuick-MYOB Sync Settings screen allows you to specify general settings for data transfer between BillQuick and MYOB. You can specify both the databases for integration.

The following are descriptions of fields on this screen:

**MYOB Settings****Select MYOB Data file:**

Specify the data file of the MYOB Company with which you want to sync the BillQuick data. You can click to browse for the database where the MYOB company files are located. Click Open to open and connect to the selected company database in MYOB.

**Select MYOB Executable:**

Specify the program file (.exe) of MYOB to sync the data with BillQuick. You can click to browse for the program file where the MYOB folder and files are located. Click Open to open and connect to the selected MYOB program.



Data transfer from MYOB Accounting to BillQuick excludes activities and time entries as these are not available in MYOB Accounting. However, the data transfer works well with MYOB Accounting Plus and MYOB Premier.

**ODBC Driver String:**

For successful data integration, you need the relevant ODBC Driver to connect successfully to the MYOB program. ODBC Driver acts as an interface for data transfer between MYOB and BillQuick. BillQuick must be allowed to access MYOB for automatic integration to be successful. The installed drivers will be available in the drop-down list. For example, you can choose the MYOAU1001 driver with MYOB Premier version 19.

**User ID/Password:**

Depending upon the driver chosen, you are required to enter the User ID and Password. *Administrator* is the default User ID and Password. After you have selected these, click Connect to proceed.

**Connect:**

Click on this button to load the company files and executable, and establish a successful connection with the MYOB program. This action is required every time you use the Sync Settings screen.

**BillQuick Database:**

The location of the BillQuick database to be used for data synchronization is displayed here. By default, it accesses the currently used BillQuick database.

 In case either of the two databases, namely MYOB and BillQuick, is changed, you will be prompted that data transfer is being changed.

## **BILLQUICK-MYOB SEND SETTINGS TAB**

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**Navigation** *Integration menu, MYOB, Sync Settings*

The Send Settings tab of the BillQuick-MYOB Sync Settings screen allows you to set rules for data transfer from BillQuick to MYOB database. You can also restrict the data sent from BillQuick to MYOB and specify filters.

 The Send options change depending upon the Module selected from the list on the left of the screen.

The following are descriptions of fields on this screen:

### **Do Not Send. . .**

Check this option if you prefer BillQuick not to send data for the selected screen. You can disable the modules that you do not want to sync with. For example, if you check 'Do Not Send Activity Codes' option for the Activities module and select 'All' from the Send menu, then data for all BillQuick tables will be transferred to MYOB except for the Activity module.

 While sending regular invoices to MYOB, time and expense details will also be sent (accounts set for activity and expense codes, if any, will be used).

### **Overwrite Rule for Duplicate Records:**

In this section specify the overwrite rules for the duplicate records for the selected module. Choose from Never or Always options. For example, if both BillQuick and MYOB have records for employee Curtis James and a new address data has been entered in BillQuick. . .

- **Never:**  
This means MYOB's version of existing field data will not be updated while getting the data from BillQuick. Thus, you will have two versions of the data in MYOB. For example, if this employee record has different addresses, then these fields will not be updated and both records will exist in MYOB.
- **Always:**  
This means the contents of BillQuick data fields will always overwrite the MYOB fields in the Send mode. For example if two different addresses exist, the address in BillQuick will replace the employee address in MYOB. This option is not available for time entries.

### **Filters**

Filters allow you to restrict the data transferred from BillQuick to MYOB. The filter fields keep on changing depending upon the module selected. The intersection of data produced by applying all filters is what will be transferred.

### **Last Modified Filters:**

Each linked record saves a 'Last Modified On' date that is used to determine which record is most recent. It is the system date when a record was generated or modified. You can select

All or From-To range when filtering data based on Last Modified On date. It saves time when you want to sync data for a specific period. However, this option is not available for all modules.

**Filters:**

Depending upon the module selected, you can also apply filters to restrict data sent from BillQuick to MYOB. You can select the All or From-To filter option. For example, if you would like to send only one client from BillQuick, select that Client ID in both the From and To fields of the Client Filters. In case of time entries or invoices, you can specify the Date Filters. You can select more than one filter, if available. The selection of data produced by applying all filters is what will be sent from BillQuick.

In case of Time Entries, an additional option is available:

**Map BillQuick Time Entries to MYOB Time Sheets:**

You can check this option if you want to map time entries from BillQuick to the MYOB timesheets. Otherwise, BillQuick time entries are mapped to MYOB Activity Slips.

 The Last Sync On status/date is displayed below the module list. This date is used for reference when we want BillQuick to send data since the date of the last synchronization.

**BILLQUICK-MYOB GET SETTINGS TAB**

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**Navigation** *Integration menu, MYOB, Sync Settings*

The Get Settings tab of the BillQuick-MYOB Sync Settings screen allows you to set rules for data transfer from MYOB to BillQuick database. You can also restrict the data received from MYOB into BillQuick and specify filters.

 The Get options change depending upon the module selected on the left of the screen.

The following are descriptions of fields on this screen:

**Do Not Get. . .**

Check this option if you prefer BillQuick not to receive data for the selected module. You can disable the modules that you do not want to sync with. For example, if you check 'Do Not Get Activities' here for the Activity Codes screen and select 'All' from the Get menu, then data from all MYOB modules will be transferred to BillQuick except for the Activity module.

**Overwrite Rule for Duplicate Records:**

In this section you need to specify the overwrite rules for the selected module. For example, if both BillQuick and MYOB have records for employee Curtis James and a new address has been entered in MYOB.

- **Never:**  
This means the version of existing field data in BillQuick will not be updated while getting the data from MYOB. Thus, you will have two versions of the data in BillQuick. For example, if this employee record has different addresses, then these fields will not be updated and both records will exist in BillQuick.

- **Always:**  
This means the contents of MYOB data fields will always overwrite the BillQuick fields in the Get mode. For example, if two different addresses exist, the address in MYOB will replace the employee address in BillQuick.

### Filters

These filters allow you to restrict the data that is transferred from MYOB to BillQuick. The filter fields keep on changing depending upon the module selected. The intersection of data produced by applying all filters is what will be transferred.

#### Filters:

Depending upon the module selected, you can also apply the All or From-To filter option. For example, if you would like to get only one customer from MYOB to BillQuick, select that Client ID in both the From and To fields of the Client Filters. Or you can specify the date or date range in the Date Filters for the time, expense, invoice or payment modules. You can select more than one filter, if available.

#### Status Filters:

You can choose to get data from MYOB based on its status—All Records or Active Only. Typically, you would want to get only active data. For example, if you would like to get only active customers from MYOB to BillQuick, select the Active Only option of the Client Status Filters.



If you transfer only active projects from MYOB to BillQuick, the activity slips, invoices and payments associated with the inactive projects will not get transferred.

In case of Activity Slips, additional options are available:

#### Activity Slips Only/Timesheets Only/Both:

You can choose to get only activity slips, only timesheets or both data from MYOB into BillQuick Time Entry module. Timesheets are optional in MYOB and hence might not be used by your company.



The Last Sync On status/date is displayed below the module list. This date is used for reference when we want BillQuick to get data since the date of the last synchronization.

## BILLQUICK-MYOB ACCOUNT ASSIGNMENT TAB

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### **Navigation** *Integration menu, MYOB, Sync Settings*

MYOB requires accounts for every item and transaction. A key step in the data integration process is to assign general ledger (G/L) accounts to BillQuick activity codes, expense codes and other invoice items prior to the synchronization. You can assign G/L accounts to various BillQuick items from the Global Settings, Project or other screens; else, do that on the Account Assignment tab of the BillQuick-MYOB Sync Settings screen prior to the synchronization.

The following are descriptions of fields on this screen:

## Default Accounts

While sending BillQuick data to MYOB, you must specify default accounts for billable activities, billable expenses and payments. Besides these, you can also specify specific accounts for individual activity and expense items.

### **Activities Sent to MYOB:**

Before transferring billable activities from BillQuick to MYOB, you need to specify the Income Account and Tax Code to be assigned to them. This is so because each item in MYOB is assigned an account to post the related transactions to it. You can choose the Account Number or Name from the drop-down list. In addition, depending upon the tax settings specified here, different tax type and rate applies to the activities transferred to MYOB. If the income account and tax code are not specified, then they are transferred as non-chargeable activities in MYOB.

### **Expenses as Items Bought:**

You need to specify the Income Account, Expense Account and Tax Code to be assigned to the expense codes of BillQuick that transfer to MYOB. This is so because each item in MYOB is assigned an account to post the related transactions to it. You can choose the Account Number or Name using the drop-down lists. In addition, depending upon the tax settings specified here, different tax type and rate applies to the expenses transferred to MYOB.

### **Payments Sent to MYOB:**

You need to specify the Deposit Account to be assigned to the BillQuick payments that transfer to MYOB. This is so because each item in MYOB is assigned an account to post the related transactions to it. This is the account where payments are deposited in MYOB. You can choose the Account Number or Name using the drop-down list.

## Invoice Accounts

Besides specifying default accounts for activity and expense items, and payments, you need to specify income and expense accounts for invoice items. These are the accounts into which the service, expense, tax, retainer and other amounts on BillQuick invoices transfer upon synchronization.

### **Income Account:**

The MYOB income account chosen here is assigned to the invoice item selected in the list. By default, Other Income account is selected but you can choose any other account from the drop-down list.

### **Expense Account:**

The MYOB expense account chosen here is assigned to the invoice item selected in the list. By default, Other Income account is selected but you can choose any other account from the drop-down list.

### **Add:**

Saves and assigns the selected accounts to the invoice items.

### **Do NOT Send Time and Expense Details. . .**

You are given the option of not sending time and expense details for various invoice types transferred from BillQuick to MYOB. You can check any contract type (such as Hourly, Percentage, Cost Plus, and so on) or manual invoice for which you do not want to send time

and expense details. For example, you might prefer to skip sending time and expense details for fixed invoices but send all the details for hourly invoices.

**Do Not Send Late Fee. . .**

BillQuick creates separate invoices for late fee calculated on outstanding invoices. You can skip sending these to MYOB by checking this option. Your BillQuick invoices transfer to MYOB without the late fee invoices.

**Project Accounts**

When sending invoices to MYOB, BillQuick assigns the specified Invoice Accounts to the invoice line items. You can override those accounts for specific projects by assigning G/L accounts to invoice items at the project or project group level. For the selected project or project group, each item on a BillQuick invoice like tax amount, discount, retainers, and so on, can have a specific G/L account in MYOB. When you sync invoices with MYOB, the corresponding G/L account will be updated there for the selected projects.

**Project/Project Group:**

You can either select a project or project group from the drop-down list to which the G/L accounts are assigned.



If you assign accounts to a project group (say 'ALL'), you no longer have to go back to the Sync Settings screen every time you add a new project to that group. BillQuick will automatically assign these settings to the new project.

**Invoice Accounts:**

You can select MYOB accounts (Income Account and Expense Account) for each invoice line item such as Service Amount, Service Tax Amount, Main Service Amount, Invoice Discount, and Retainer that is transferred from BillQuick to MYOB via invoices. This way, the correct accounts are posted for every transaction. By default, Other Income/Other Expenses account is selected but you can choose any other account from the drop-down lists.



Tax items should be assigned to liability accounts.

**Add:**

Saves and assigns the selected accounts to the invoice items.

**Activity Accounts**

Besides the default accounts, you can specify income and expense accounts for each BillQuick activity code (service item) that is invoiced. You can select a single item or multiple items from the grid and assign the desired account to it. If you leave it blank, BillQuick uses the default accounts specified previously.

**Income Account:**

The MYOB income account chosen here is assigned to the selected activity (or activities). By default, Other Income account is selected but you can select any other account from the drop-down list.

**Expense Account:**

The MYOB expense account chosen here is assigned to the selected activity (or activities). By default, Other Expenses account is selected but you can select any other account from the drop-down list.

**Expense Accounts**

Besides the default accounts, you can specify income and expense accounts for each BillQuick expense code (expense item) that is invoiced. You can select a single item or multiple items from the grid and assign the desired account to it. If you leave it blank, BillQuick uses the default accounts specified previously.

**Income Account:**

The MYOB income account chosen here is assigned to the selected expense codes. By default, Other Income account is selected but you can select any other account from the drop-down list.

**Expense Account:**

The MYOB expense account chosen here is assigned to the selected expense codes. By default, Other Expenses account is selected but you can select any other account from the drop-down list.



See the [BillQuick-MYOB Integration Guide](#) for more about MYOB accounts.

**BILLQUICK-MYOB SMART MATCH**

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**Navigation** *Integration menu, MYOB, MYOB Smart Match*

BillQuick provides a separate BillQuick-MYOB Smart Match tool as an aid to data integration between BillQuick and [MYOB](#). Smart Match is a screen that allows you to visually compare, link or unlink data between the two programs. It finds matching data (both active as well as inactive) and links them automatically. If it fails to find a match, you will be able to match data manually. Conversely, you can unlink the already-linked records. This unlinking, however, works only till the next time you run Smart Match.



The BillQuick and MYOB databases being matched for data integration are displayed at the bottom of the screen. If the integration incidentally takes place between BillQuick sample database and MYOB database, you are warned regarding the synchronization.

The Smart Match screen consists of two tabs:

**Matched Tab**

You can view the matched or linked BillQuick and MYOB data in this grid. Depending upon the option selected in the Data field on the button panel, the relevant records will be displayed, such client, project, employee, and so on. Fields in the grid change according to the selection made there. BillQuick data is displayed on the left and MYOB data on the right. For example, if you select Clients in the Data field, you can view the client data already matched between the two programs. The grid will display the BillQuick Clients and the corresponding MYOB Customers. You have the option of selecting the matched records and then unlinking them.

## Unmatched Tab

You can view the unmatched or unlinked BillQuick and MYOB data on the Unmatched tab in two separate grids. Depending upon the option selected in the Data field on the button panel, the relevant records will be displayed, such as client, projects, employees, and so on. Fields in the grid change as per the selection made there. BillQuick data is displayed on the left and MYOB data on the right. For example, if you select Clients in the Data field, you can view the client data that is not matched with the MYOB client data. The grid will display the BillQuick Clients and MYOB Customers. You have the option of selecting the desired records and then linking them.

## Smart Match Button Panel

### Help:

Opens BillQuick Help in the BillQuick-MYOB Smart Match section.

### Auto Fit:

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

### UnLink:

This button is activated on the Matched tab only. Select the records in the grid and then click this to unlink the matched records between BillQuick and MYOB.

### Link:

This button is activated on the Unmatched tab only. Select the records in the grid and then click this to link the unmatched records between BillQuick and MYOB.

### Data:

Select the BillQuick module name from the drop-down list whose data is to be compared. For example, if you select Clients in the Data field, you can view the client data that can be matched between the two programs. The grid will display the BillQuick Clients and the MYOB Customers.

### Refresh: (F5)

Refreshes the grid and retrieves the latest data from the database.

### Close: (Ctrl+F4)

Closes the BillQuick-MYOB Smart Match screen.

## How Do I

### HOW DO I INTEGRATE DATA WITH MYOB?

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You can sync your BillQuick data at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.

- Basic First-Time Integration
- Advanced Day-to-Day Integration

## BillQuick-Sage 50 Integration

### BILLQUICK-SAGE 50 INTEGRATION OVERVIEW

Data integration between BillQuick and [Sage 50®](#) (formerly Peachtree) can make your time billing, accounting and financial management tasks easier. Full-featured, BillQuick helps you manage your company—whether your time, expense, billing, project management and reporting needs are simple or you demand complex billing, reporting and management capabilities. Sage 50 (formerly Peachtree) is a business accounting software that provides solutions such as general accounting, limited time and billing, accounts receivable, accounts payable, inventory, online banking, job costing, reporting and payroll services. Integrated, BillQuick and Sage 50 deliver a virtual program that *ensures data accuracy, eliminates time-consuming duplicate manual entry, enhances flexibility and increases control over your bottom line.*

BillQuick can bi-directionally integrate data with Sage 50. The table below shows the direction in which data can *potentially* flow between BillQuick and Sage 50. Whether it flows in one direction or the other (or both) depends on choices made in the [Sync Settings](#) screen.

BillQuick Table Name	Dataflow	Sage 50 Table Name
Activity Code	<-->	Inventory Item (Activity)
Expense Code	<-->	Inventory Item (Charge)
Employee	<-->	Employee
Vendor	<-->	Vendor
Client	<-->	Customer
Project	<-->	Job
Time Entry	<-->	Time Ticket
Expense Log	<--	Expense Ticket
Invoice	<-->	Invoice (Sales and Invoicing)
Payments	<-->	Payments (Receipts)
Chart of Accounts	<-->	Chart of Accounts
Purchase Orders	<-->	Purchase Orders
Vendor Bills	<-->	Vendor Bills

To review detailed, field-by-field mapping of data between Sage 50 and BillQuick, see the [Table & Field Mapping](#) section.



For details, check the [BillQuick-Sage 50 Integration Guide](#).

### BILLQUICK-SAGE 50 TABLE & FIELD MAPPING

You can check out the table-to-table and field-to-field mapping for each data table in BillQuick and [Sage 50](#). Tables show dataflow in both directions, as well as transfers from BillQuick to Sage 50 (formerly Peachtree) and Sage 50 to BillQuick. *Be sure to look for the arrows/symbols for the dataflow direction.* These tables help you understand what data transfers between the two programs and how it can be adjusted in different situations. Please see the help file for details.

## Sync Settings

### BILLQUICK-SAGE 50 SYNC SETTINGS OVERVIEW

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**Navigation** *Integration menu, Sage 50, Sync Settings*

In BillQuick, you can specify data transfer rules and settings in the BillQuick-Sage 50 Sync Settings screen. These settings apply company-wide and are used as defaults when you choose to sync data between BillQuick and [Sage 50](#). The BillQuick-Sage 50 Sync Settings screen has five tabs—[General](#), [Send Settings](#), [Get Settings](#), [Accounts](#) and [Payroll Settings](#).

 If the integration incidentally takes place between the BillQuick sample database and Sage 50 database, you are warned regarding the synchronization taking place.

 For details, check the [BillQuick-Sage 50 Integration Guide](#).

### BillQuick-Sage 50 Sync Settings Button Panel

**Help:**

Opens the BillQuick Help in the BillQuick-Sage 50 Sync Settings section.

**Save:**

Saves your filter settings and overwrite rules for the selected modules.

**Close:**

Closes the BillQuick-Sage 50 Sync Settings screen.

### Reference Info

### BILLQUICK-SAGE 50 GENERAL TAB

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**Navigation** *Integration menu, Sage 50 Accounting, Sync Settings*

The General tab of the BillQuick-Sage 50 Sync Settings screen allows you to set rules for data transfer between BillQuick and [Sage 50](#) (formerly Peachtree Accounting). You can specify database options for the data synchronization here.

The following are descriptions of fields on this screen:

#### Sage 50 Version

**Sage 50 Accounting:**

You can select the version of Sage 50 (formerly Peachtree) program you are using with which to integrate the BillQuick data. This is useful when you are using various editions of Sage 50 program in the company, such as Peachtree Accounting 2011 as well as Sage 50—U.S. Edition 2012. By default, BillQuick will integrate with that version of Sage 50 which is open.

## Sage 50 Companies

### Selected Company File:

Select the desired Sage 50 company file from the drop-down list. The companies are listed along with the path and directory location. You need to specify the company file in Sage 50 for which to specify the synchronization settings. You must click **Connect** to open and connect to the selected database in Sage 50.

### Browse:

You can click Browse to search for a Sage 50 company file. It displays the Open Sage 50 Company dialog box from where you can locate the database for data synchronization. By default, BillQuick always connects to the currently open Sage 50 company file. However, if Sage 50 is not running, then BillQuick will try to open the file specified in the Sync Settings screen.

### BillQuick Database:

The location of the BillQuick database to be used for the data synchronization is displayed here. By default, it accesses the currently used BillQuick database.

## Cost Code Settings

### Map Cost Codes to BillQuick Activity/Expense Codes:

Unchecked by default, BillQuick sends activities/expenses to Sage 50 Inventory Item screen with Item Class field for Activity as *Activity Item* and for Expense as *Charge Item*. On getting activities/expenses from Sage 50 to BillQuick, the inventory items with Item Class as Activity Item are brought in as *Activity* and inventory items with Item Class as Charge Item are brought in as *Expense*.

However, if this option is checked, then on sending activities/expenses to Sage 50, activities as well as expenses are sent as Cost Codes with cost type as *Labor* for activities and *Other* for expenses. On getting activities/expenses from Sage 50 to BillQuick, Cost Codes with cost type as Labor are brought in as *Activity* and others are brought in as *Expense*. For details on cost codes, check the [BillQuick-Sage 50 Integration Guide](#).

## BILLQUICK-SAGE 50 SEND SETTINGS TAB

### **Navigation** *Integration menu, Sage 50, Sync Settings*

The Send Settings tab on the BillQuick-Sage 50 Sync Settings screen allows you to set rules for data transfer from BillQuick to [Sage 50](#) database. You can also restrict the data sent from BillQuick to Sage 50 by specifying various options and filters.

 The Send options change depending upon the module selected from the list on the left.

The following are descriptions of fields on this screen:

### **Do Not Send. . .**

Check this option if you prefer BillQuick not to send data for the selected module. You can choose to send selective data by checking this rule for those modules. For example, if you check 'Do Not Send Activity Codes' here for the Activity Codes screen and select 'All' from

the Send menu, then data for all BillQuick modules will be transferred to Sage 50 except for the Activity Code module.

**Ignore Last Sync Date:**

Checked, BillQuick will ignore the date when it last sent data to Sage 50 for the selected module. By default, it is unchecked. The Last Sync On status/date is displayed below the module list. This date is used for reference when we want BillQuick to send data since the last synchronization date.

**Overwrite Rule For Duplicate Records:**

In this section, you can specify the overwrite rule in case of duplicate records found in Sage 50 for the selected module.

- **Always:** This means the contents of BillQuick data fields will always overwrite the Sage 50 fields in the Send mode. For example, If two different addresses exist for an employee record, the address in BillQuick will replace the employee address in Sage 50.

 The other rule (Never) does not apply here. This is so because there is no 'Last Updated' field in Sage 50. Hence, existing records just get replaced.

**Filters**

Filters allow you to restrict the data transferred from BillQuick to Sage 50. The filter fields keep on changing depending upon the module selected. The intersection of data produced by applying all filters is what will be transferred.

**Last Modified Filters:**

Each linked record saves a 'Last Modified On' date that is used to determine which record is most recent. It is the system date when a record was generated or modified. You can select All or From-To range when filtering data based on Last Modified On date. It saves time when you want to sync data for a specific period. However, this option is not available for all modules.

**Filters:**

Depending upon the module selected, you can also apply filters to restrict data sent from BillQuick to MYOB. You can select the All or From-To filter option. For example, if you would like to send only one client from BillQuick, select that Client ID in both the From and To fields of the Client Filters. In some cases, you can also specify the Group Filters. That can be useful when you want to send data for a group of items, say group of activities. For modules such as time entries or invoices, you can specify the Date Filters instead. You can select more than one filter, if available. The selection of data produced by applying all filters is what will be sent from BillQuick.

In case of Time Entries module, an additional option is available:

**Billing Type:**

When time entries are sent from BillQuick to Sage 50, the billing type for them is set based on the selection made here. This determines the rate at which time entries for Employee and Vendor will be billed in Sage 50, such as Employee rate, Activity rate, and so on.

However, there is an exception to this rule. If 'Activity rate' is set as billing type, then all time entries sent to Sage 50 will use the activity rate. However, if the bill rate in BillQuick

for a time entry is not among the pay levels in Sage 50, the billing type will be set to 'Override rate' for the time entry.

In case of Invoice module, additional options are available:

### **Do NOT Send Time and Expense Details. . .**

You are given the option of not sending time and expense details for various invoice types transferred from BillQuick to Sage 50. You can check any contract type (such as Hourly, Percentage, Cost Plus, and so on) or manual invoice for which you do not want to send time and expense details. For example, you can prefer to skip sending time and expense details for fixed invoices but send all the details for hourly invoices.

### **Do Not Send Late Fee. . .**

BillQuick creates separate invoices for late fee calculated on outstanding invoices. You can skip sending these to Sage 50 by checking this option. Your BillQuick invoices transfer to Sage 50 without the late fee invoices.

## **BILLQUICK-SAGE 50 GET SETTINGS TAB**

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**Navigation** *Integration menu, Sage 50 Accounting, Sync Settings*

The Get Settings tab on the BillQuick-Sage 50 Sync Settings screen allows you to set rules for data transfer from [Sage 50 \(formerly Peachtree\)](#) to BillQuick database. You can also restrict the data received from Sage 50 into BillQuick by specifying various options and filters.



The Get options change depending upon the module selected on the left.

The following are descriptions of fields on this screen:

### **Do Not Get. . .**

Check this option if you prefer BillQuick not to get data for the selected module. You can choose to get selective data from Sage 50 by checking this option for the desired modules. For example, if you check 'Do Not Get Activity Codes' here for the Activity Codes screen and select 'All' from the Get menu, then data from all Sage 50 modules will be transferred to BillQuick except for the Activity Code module.

### **Overwrite Rule for Duplicate Records:**

In this section, you can specify the overwrite rule in case of duplicate records found in BillQuick for the selected module. Choose from Never or Always options. For example If both BillQuick and Sage 50 have records for employee John Doe...

- **Never:** This means the contents of Sage 50 data fields will never overwrite the BillQuick fields in the Get mode. Thus, you will have two versions of that data in BillQuick. For example, if this employee record has different addresses, then those fields will not be updated upon synchronization and both records will exist.
- **Always:** This means the contents of Sage 50 data fields will always overwrite the BillQuick fields in the Get mode. For example If two different addresses exist, the address in Sage 50 will replace the employee address in BillQuick.

## Filters

Filters allow you to restrict the data transferred from Sage 50 to BillQuick. The filter fields keep on changing depending upon the module selected. The intersection of data produced by applying all filters is what will be transferred.

### Filters:

Depending upon the module selected, you can apply filters to restrict data sent from MYOB. You can select the All or From-To filter option. For example, if you would like to get only one client from Sage 50, select that Client ID in both the From and To fields of the Client Filters. For modules such as time entries or invoices, you can specify the Date Filters instead.

 'Last Sync on' displays the date when BillQuick last synced with Sage 50 for the selected module. This date is used for reference when we want BillQuick to get data since the last synchronization date.

## BILLQUICK-SAGE 50 ACCOUNTS TAB

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**Navigation** *Integration menu, Sage 50, Sync Settings*

Activity Codes in BillQuick are linked to Inventory Items in [Sage 50](#) while Expense Codes in BillQuick are linked to Inventory Charge Items in Sage 50 (formerly Peachtree). Similarly, all items in Sage 50 are linked to general ledger account. A key step in the integration process is to assign general ledger (G/L) accounts to BillQuick activity codes, expense codes, invoices and other items prior to the synchronization. Normally, the transactions debit or credit these accounts. You can assign G/L accounts to various BillQuick items from the Global Settings, Project or other screens; else, do that on the Accounts tab of the BillQuick-Sage 50 Sync Settings screen prior to the synchronization.

The following are descriptions of fields on this screen:

### Default Accounts

While sending BillQuick data to Sage 50, you must specify default accounts for BillQuick items such as activities, expenses, invoices, payments, and so on. This is required so that transactions related to these items are posted to the correct accounts in Sage 50.

#### Activities Sent to Sage 50:

Before sending activity codes to Sage 50, you must specify the default general ledger accounts for it.

**Default Income Account for Activities:** Income account contains revenue items (say, from the sale of services to the customers). For your business, you might need to create specific income accounts based upon the services you offer. Different income accounts are created for each category of revenue that is being tracked (for example, retail income, service income, interest income, and so on). Hence, for activity codes transferred from BillQuick to Sage 50, specify the corresponding income account.

**Default Expense Account for Activities:** Expense account contains expenditure items that are incurred on services for the specified fiscal year. For your business, you might need to create specific expense accounts based upon the services you offer.

Hence, for activity codes transferred from BillQuick to Sage 50, specify the corresponding expense account.

**Expenses Sent to Sage 50:**

Before sending expense codes to Sage 50, you must specify the default general ledger accounts for it.

**Default Income Account for Expenses:** Income account contains revenue items (say, from the sale of products and services to the customers). For your business, you might need to create specific income accounts based upon the products or services you offer. Hence, for expense codes transferred from BillQuick to Sage 50, specify the corresponding income account.

**Default Expense Account for Expenses:** Expense account contains expenditure items that are incurred on products and services for the specified fiscal year. For your business, you might need to create specific expense accounts based upon the products and services you offer. Hence, for expense codes transferred from BillQuick to Sage 50, specify the corresponding expense account.

**Invoices Sent to Sage 50:**

Besides specifying default accounts for activity and expense items, you need to specify default accounts for invoice items. General Ledger contains information about all the financial transactions and balances in various accounts for the specified fiscal year or time period. Different G/L accounts are created for invoice items that are being tracked. This is the account into which the service, expense, tax, retainer and other invoice line items transfer upon synchronization with Sage 50.

**Default A/R Account:** Accounts Receivable represents amounts owed by customers for items or services sold to them. Typically, A/R balances are recorded on sales invoices that include terms of payment. If you have set up your company on an accrual basis, you must enter an A/R general ledger account. Different A/R accounts are created for each category of accrued income that customers owe. Hence, for invoices transferred from BillQuick, you have to specify the corresponding A/R account in Sage 50.

**Default Service Amount Account:** This is the account into which the service amount on BillQuick invoices is posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**Default Expense Amount Account:** This is the account into which the expense amount on BillQuick invoices is posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**Default Service Tax Account:** This is the account into which the service tax (activity item tax 1/2/3) on BillQuick invoices are posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**Default Expense Tax Account:** This is the account into which the expense tax (expense item tax 1/2/3) on BillQuick invoices are posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**Default Main Service Tax Account:** This is the account into which the main service tax (MST/GST) on BillQuick invoices is posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**Default Main Expense Tax Account:** This is the account into which the main expense tax (MST) on BillQuick invoices is posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

### **Vendor Bills and Purchase Order Sent to Sage 50:**

Besides specifying default accounts for activity and expense items, you need to specify a default account for your accounts payable items. This is the account into which the vendor bills and purchase orders transfer upon synchronization with Sage 50.

**Default A/P Account:** Accounts Payable represents money that the company owes to its vendors or suppliers. It represents credit that the vendor offers to the company by allowing it to pay for a product or service at a later time. Different A/P accounts can be created for each category of liability that your company has. Hence, for vendor bills and purchase orders transferred from BillQuick, you have to specify the corresponding A/P account in Sage 50.

### **Payments Sent to Sage 50:**

Besides specifying default accounts for invoices, you need to specify a default account for your payments. This is the account into which the payments received from clients transfer upon synchronization with Sage 50.

**Default Cash Account:** Cash represents available deposits in banks, cash on hand, un-deposited checks, drafts, money orders, and so on. A cash account contains all the cash transactions and balances for the specified fiscal year or time period. Different cash accounts are created for each category, such as bank checking accounts, petty cash accounts, money market accounts, certificates of deposit (CDs), payroll, cash receipts, cash sales, and more. Hence, for payments transferred from BillQuick, you have to specify the corresponding cash account in Sage 50.

**Default Write-off Account:** A write-off account contains all the write-off transactions for the specified fiscal year or time period. Hence, for write-offs transferred from BillQuick, you have to specify the corresponding account in Sage 50.

**Default Credit Account:** A credit account contains all the credit transactions for the specified fiscal year or time period. Hence, for credit payments transferred from BillQuick, you have to specify the corresponding account in Sage 50.

## **Activity Accounts**

Besides the default accounts, you can specify income and expense accounts for each BillQuick activity code (service item) that is invoiced. You can select a single item or multiple items from the grid and assign the desired account to it. If you leave it blank, BillQuick uses the default accounts specified previously.

### **Income Account:**

The Sage 50 income account chosen here is assigned to the selected activity code (or activities). You can select any account from the drop-down list.

**Expense Account:**

The Sage 50 expense account chosen here is assigned to the selected activity code (or activities). You can select any account from the drop-down list.

**Expense Accounts**

Besides the default accounts, you can specify income and expense accounts for each BillQuick expense code (expense item) that is invoiced. You can select a single item or multiple items from the grid and assign the desired account to it. If you leave it blank, BillQuick uses the default accounts specified previously.

**Income Account:**

The Sage 50 income account chosen here is assigned to the selected expense code (or expenses). You can select any account from the drop-down list.

**Expense Account:**

The Sage 50 expense account chosen here is assigned to the selected expense code (or expenses). You can select any other account from the drop-down list.

**Project Accounts**

When sending services, expenses, invoice items, and so on to Sage 50, BillQuick assigns the specified default accounts to them. However, you can override those accounts for specific projects by assigning G/L accounts to items at the project or project group level. For the selected project or project group, each BillQuick item can have a specific G/L account in Sage 50. When you sync invoices and other data with Sage 50, the corresponding G/L account will be updated there for the selected projects.

**Project/Project Group:**

You can either select a project or project group from the drop-down list to which the G/L accounts are assigned.



If you assign accounts to a project group (say 'ALL'), you no longer have to go back to the Sync Settings screen every time you add a new project to that group. BillQuick will automatically assign these settings to the new project.

**Income Account for Services:** Income account contains revenue items (say, from the sale of services to the customers). For your business, you might need to create specific income accounts based upon the services you offer. Different income accounts are created for each category of revenue that is being tracked (for example, retail income, service income, interest income, and so on). Hence, for activity codes transferred from BillQuick to Sage 50, you can specify the corresponding income account for the selected project/project group.

**Expense Account for Services:** Expense account contains expenditure items that are incurred on services for the specified fiscal year. For your business, you might need to create specific expense accounts based upon the services you offer. Hence, for activity codes transferred from BillQuick to Sage 50, you can specify the corresponding expense account for the selected project/project group.

**Income Account for Expenses:** Income account contains revenue items (say, from the sale of products and services to the customers). For your business, you might need to

create specific income accounts based upon the products or services you offer. Hence, for expense codes transferred from BillQuick to Sage 50, you can specify the corresponding income account for the selected project/project group.

**Expense Account for Expenses:** Expense Account contains expenditure items that are incurred on products and services for the specified fiscal year. For your business, you might need to create specific expense accounts based upon the products and services you offer. Hence, for expense codes transferred from BillQuick to Sage 50, you can specify the corresponding expense account for the selected project/project group.

**A/R Account:** Accounts Receivable represents amounts owed by customers for items or services sold to them. Typically, A/R balances are recorded on sales invoices that include terms of payment. If you have set up your company on an accrual basis, you must enter an A/R general ledger account. Different A/R accounts are created for each category of accrued income that customers owe. Hence, for invoices transferred from BillQuick, you can specify the corresponding A/R account in Sage 50 for the selected project/project group.

**Service Amount Account:** This is the account into which the service amount on BillQuick invoices is posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**Service Tax Account:** This is the account into which the service tax (activity item tax 1/2/3) on BillQuick invoices are posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**Main Service Tax Account:** This is the account into which the main service tax (MST/GST) on BillQuick invoices is posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**Expense Amount Account:** This is the account into which the expense amount on BillQuick invoices is posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**Expense Tax Account:** This is the account into which the expense tax (expense item tax 1/2/3) on BillQuick invoices is posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**Main Expense Tax Account:** This is the account into which the main expense tax (MST) on BillQuick invoices is posted upon synchronization with Sage 50. You can choose the desired Sage 50 account from the drop-down list.

**A/P Account:** Accounts Payable represents money that the company owes to its vendors or suppliers. It represents credit that the vendor offers to the company by allowing it to pay for a product or service at a later time. Different A/P accounts can be created for each category of liability that your company has. Hence, for vendor bills and purchase orders transferred from BillQuick, you can specify the corresponding A/P account in Sage 50 for the selected project/project group.

**Discount Account:** Discount represents the amount reduced on an invoice. A discount is given to a client, thus reducing your A/R. For invoices transferred from BillQuick, you can specify the corresponding discount account in Sage 50 where discount transactions will be posted for the selected project/project group.

**Cash Account:** Cash represents available deposits in banks, cash on hand, un-deposited checks, drafts, money orders, and so on. A cash account contains all the cash transactions and balances for the specified fiscal year or time period. Different cash accounts are created for each category, such as bank checking accounts, petty cash accounts, money market accounts, certificates of deposit (CDs), payroll, cash receipts, cash sales, and so on. Hence, for payments transferred from BillQuick, you can specify the corresponding cash account in Sage 50 for the selected project/project group.

**Writeoff Account:** A write-off account contains all the write-off transactions for the specified fiscal year or time period. Hence, for write-offs transferred from BillQuick, you can specify the corresponding account in Sage 50 for the selected project/project group.

**Credit Account:** A credit account contains all the credit transactions for the specified fiscal year or time period. Hence, for credit payments transferred from BillQuick, you have to specify the corresponding account in Sage 50.

**Add:**

Saves and assigns the selected accounts to the items.

**Remove:**

Clears or removes the accounts assigned to items.



For more about Sage 50 accounts, check the [BillQuick-Sage 50 Integration Guide](#).

## **BILLQUICK-SAGE 50 PAYROLL SETTINGS TAB**

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### **Navigation** *Integration menu, Sage 50, Sync Settings*

Every payroll item in BillQuick must be assigned a number that will determine the order in which it will be listed in Sage 50's Pay Types list. The pay types are the types of compensation offered to employees. BillQuick allows you to assign Sage 50 pay levels to its payroll items such as regular time, overtime, vacation, sick, and so on an employee or employee group basis. Each pay level has its own default G/L account. The time entry data transferred will accordingly correspond to the Sage 50 payroll item. This is done on the BillQuick-Sage 50 Sync Settings-Payroll Settings screen.

The following are descriptions of fields on this screen:

### **General Payroll Settings**

**Default Payroll Item:**

You have to specify the correct pay level to the default payroll item in BillQuick. This number will determine the order in which the default payroll item will be listed in Sage 50's Pay Types list on data transfer. You can distribute gross pay to employees using up to 20 pay levels in Sage 50, each with respective default G/L accounts.

**Payroll Item Assignment Per Employee or Group**

You can assign a separate payroll settings per employee or employee group for various types of payroll items in BillQuick. The time entry data of the selected employees being transferred to Sage 50 will accordingly be assigned to the selected pay types.

**Employee/Employee Group:**

You can select either an employee or a group of employees from the drop-down list to which you will assign the payroll settings.



If you assign payroll settings to an employee group (say 'ALL'), you no longer have to go back to Sync Settings screen every time you add a new employee to that group. BillQuick will automatically assign these settings to the new employee.

You can select a pay type or number from the drop-down list for each payroll item used in BillQuick for effective time entry data transfer with Sage 50. This number will determine the order in which each BillQuick payroll item will be listed in Sage 50's Pay Types list on data transfer. Each pay level has a respective default G/L account. The BillQuick payroll items include:

- Regular Time
- Regular Non-billable Time
- Overtime
- Overtime Non-Billable
- Vacation
- Sick
- Holiday
- Other

By default, whatever pay level you select for the Default Payroll Item above gets pre-filled for all these items. However, you can change it to any other number.

**Add:**

Saves and assigns the selected payroll settings.

**BILLQUICK-SAGE 50 SMART MATCH**

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**Navigation** *Integration menu, Sage 50, Sage 50 Smart Match*

BillQuick provides a separate BillQuick-Sage 50 Smart Match feature that helps in ensuring an accurate and complete data integration between BillQuick and [Sage 50](#). The BillQuick-Sage 50 Smart Match screen allows you to visually compare, link or unlink data between the two programs.

Smart Match finds matching data (both active as well as inactive) between BillQuick and Sage 50 (formerly Peachtree), and then links them automatically. If it fails to find a match, you can do it manually. Conversely, you can unlink the already matched data, if needed. This unlinking, however, works only until the next Smart Match session.



Both the BillQuick and Sage 50 databases being used for data integration are displayed at the bottom of the screen. If the integration incidentally takes place between BillQuick sample database and Sage 50 database, the user is warned regarding the synchronization.

This screen consists of two tabs:

## Matched Tab

You can view the matched or linked BillQuick and Sage 50 data in the grid. Depending upon the option selected in the Data field on the button panel, the relevant data will be displayed. Fields in the grid change according to the selection made there. BillQuick data is displayed on the left and Sage 50 data on the right. For example, if you select Employees in the Data field, you can view the employee data already matched between the two programs. The grid will display the BillQuick Employees and the corresponding matched Sage 50 Employees. You have the option of selecting the matched records and then unlinking them.

## Unmatched Tab

You can view the unmatched or unlinked BillQuick and Sage 50 data on the Unmatched tab in two separate grids. Depending upon the option selected in the Data field on the button panel, the relevant data will be displayed. Fields in the grid change according to the selection made there. BillQuick data is displayed on the left and Sage 50 data on the right. For example, if you select Clients in the Data field, you can view the client data that can be matched between the two programs. The grid will display the BillQuick Clients and the Sage 50 Customers. You have the option of selecting the desired records and then linking them.

### **Auto-Match the unmatched records:**

You can choose to match the unmatched records automatically between BillQuick and Sage 50 by checking this option.

## BillQuick-Sage 50 Smart Match Button Panel

### **Help:**

Opens the BillQuick Help in the BillQuick-Sage 50 Smart Match section.

### **Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

### **UnLink:**

This button is activated on the Matched tab only. Unlinks the matched records between BillQuick and Sage 50.

### **Link:**

This button is activated on the Unmatched tab only. Links the unmatched records between BillQuick and Sage 50.

### **Data:**

Select the BillQuick module or screen name from the drop-down list whose data is to be compared. For example, if you select Clients in the Data field, you can view the client data that can be matched or unmatched between the two programs. The grid will display the BillQuick Clients and the Sage 50 Customers.

### **Refresh:**

Retrieves the latest data from the database and displays it on the screen.

### **Close:**

Closes the screen.

## How Do I

### **HOW DO I INTEGRATE DATA WITH SAGE 50?**

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You can sync your BillQuick data at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections in the help file.

- Basic First-Time Integration
- Advanced Day-to-Day Integration

## REPORT MANAGEMENT

### UNDERSTANDING REPORTS

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Reports contain important and useful information for the company, especially the executives such as owners, principals, partners and managers. BillQuick comes with a complete library of standard, memorized and custom reports. More than 500 reports and 180 invoice templates come pre-designed with the program. There are also reports corresponding to the charts and graphs that display on the [navigators](#) and [Dashboard](#). The reports compile and make use of all the data that has been entered in BillQuick. BillQuick cuts the wait time with the background report generation. You can get back to work while BillQuick compiles and generates your report.

BillQuick standard reports are only a launching point for one of the most powerful custom report modules available—Crystal Reports. [Crystal Reports](#) for BillQuick enables you to add custom company logos to make unique professional reports. Crystal Reports for BillQuick is accessible from the Design/Edit Reports, Invoices option on the Reports menu. Reports created or modified with Crystal Reports can be placed in any folder you want, including the default BillQuick Reports folder or a new folder defined in the User Preferences screen.

BillQuick allows you to store reports in separate folders. For example, you can save manager reports with sensitive company information in a separate network directory with limited read/write access permissions. By default, BillQuick stores the reports and invoices on every machine in the installation directory under the Reports and Invoices folders. BillQuick gives you the ability to move them to a network location. This becomes vital when customizations come into play as the task of updating each user's machine becomes tedious. The folder locations can be set in User Preferences or Global Settings. Typically, the reports are stored with the file extension .rpt and the invoices have an extension of .rpc. You can always associate .rpc files with Crystal Reports if you are designing on your own.

To produce any of the pre-designed reports in BillQuick, you can use the [Reports menu](#), [Report Center](#) or [in-context reports](#) from the individual screens. You can find and view all reports in the Report Center while selective reports are available from the other options. You can filter any of the pre-defined reports in BillQuick according to your needs using the report filters. You get an amazing power to run reports specific to any group, date or other parameter. Besides the reports, you can also access collection letters and statements from the Reports menu. Collection letters are editable Word templates that you can customize to your company preference.

You can make reports dealing with critical data more secure by assigning report-level security to the user besides the modular security. BillQuick filters and adjusts the reports in the Reports menu and Report Center automatically based on your report permissions.

Many managers and staff review the same report or a set of reports. Typically, executives and decision makers follow a standard pattern when it comes to reviewing information. Contract spent and budget comparisons can be daily or weekly reports. Job costs, work in progress and unpaid invoices can be biweekly. After monthly billing, managers check profitability, work-in-hand and analysis reports. You can apply filters or modify a report to suit your needs. It is a good practice to memorize a modified or regularly viewed report to save time and for quick access. For example, you can memorize a profit report or a staff utilization report to show the previous month's information. You can memorize a report from the Report Center screen or preview window, and then run it directly from the Reports menu. BillQuick also enables you to tag your favorite reports.

BillQuick Agent is an add-on module that schedules BillQuick reports (*or other reports created with Crystal Reports*) to be generated and delivered on any frequency to an email address (as a PDF attachment) or postal address (as a printed document).

 To customize report templates, you can contact us for Report Customization Service at (310) 602-4020. Many of our report templates are available for [preview](#) or you can check out the *free* BillQuick Role-Based Brochures for [billing managers](#), [principals & partners](#), [project managers](#) and [office managers & accountants](#). You can also check out the detailed **BillQuick Report Book**.

## CRYSTAL REPORTS

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Crystal Reports® is the de facto standard report writer by Business Objects Software Ltd., an SAP company. BillQuick uses Crystal Reports API to generate all report and invoice-related previews and printouts. All BillQuick report and invoice templates are designed in the Crystal Reports developer software. Please read the [BillQuick Crystal Reports Guide](#) for more details.

 BQE Software offers fee-based report development and customization services. For details, visit [www.BillQuick.com](http://www.BillQuick.com), call 888-245-5669, or contact [BillQuick Sales](#) for the BillQuick Report Book.

## Report Level Security

### REPORT PERMISSIONS OVERVIEW

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**Navigation** *Settings menu, Security, Set Security, Tools, Report Permissions*

The [Report Permissions](#) feature allows you to specify report-related security permissions for individual employees (or vendors) as well as for security profiles of users. It controls their access to standard and custom reports in BillQuick. For the selected BillQuick user, the Report Permissions screen allows you to grant or restrict access all reports available in BillQuick. You can set the report permissions for a security profile rather than individual employees. This is a huge time saver and ensures that the security is correctly applied based on the profile used. The Report Permissions feature ensures the confidentiality and security of your company data.

 Report level security cannot be set for the Supervisor. All reports are accessible to the Supervisor.

The report-level security permissions allow you to view and print only selective reports. On the Report Permissions screen, you can select as few or as many reports as you want to assign to a user. Report-level security follows a restrictive approach. You can access a report **only** if you have permission to view standard/custom reports in the first place (permission granted on the main Security screen) and then have permission for those from the Report Permissions screen. By default, BillQuick limits the reports you can access to those that match security permissions for each module. Assigning report-level security further refines those permissions. If you change the default report permissions of a user,

BillQuick prompts you about that change and allows you to update the profile of other similar users.

Depending upon these security settings, you will see only those reports for which you have permission. In the Report Center as well as the Reports menu, BillQuick will filter out the reports that you cannot access.



You can use keyboard shortcuts like Ctrl+click, Shift+click and Ctrl +A to select individual rows, a range of rows or all rows in the grid.

## Reference Info

### REPORT PERMISSIONS

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**Navigation** *Settings menu, Security, Set Security, Tools, Report Permissions*

The following are descriptions of fields on the Report Permissions screen:

#### **Employee ID/Profile Name:**

Depending upon what is selected in the Show field on the main Security screen, displays the ID of the employee (or vendor) for whom the report-level security settings are being specified or displays the security profile name. This data is automatically brought forward from the [Security](#) screen. You can set the report permissions for a security profile rather than individual employees, if required. This is a huge time saver and ensures that the security is correctly applied based on the profile used.

#### **Grid**

The grid displays a list of all reports in BillQuick and your custom reports, which have been added to the [Custom Report List](#). The grid displays the following fields:

#### **Allow:**

This check box indicates whether a user has access to a report or not. You must check this option to grant access permission to each report.

#### **Report Name:**

The name of a report for which security permission is being set. For example, 'Activity Code List by Group'.

#### **Group Name:**

The name of the group to which the report belongs. BillQuick reports are categorized into various groups such as Accounts Receivable, Analysis, Billing, etc. Your custom reports belong to the Custom group. For example, the 'Activity Code List by Group' report is categorized under the Master Information Lists.

#### **Report File:**

The actual name of the report file, such as, ActivityCodeGroups.rpt.

## Report Permissions Button Panel



### Search Item:

This enables you to search for a particular record in the grid. You can search for a record using full or partial ID, name or any other field. BillQuick displays the matching records in a drop-down list based on what *you type* in the search text box. The items displayed get narrowed down as you keep on typing. For example, you might want to search for a record whose ID starts with letter A. As you type letter A, all IDs beginning with letter A are displayed in the drop-down. As you keep on typing more letters, it displays results that are

more relevant. Click  to jump to the desired record in the grid.

You can also do a wildcard search (see [Find](#) for more). You can also access the Find feature from the right-click menu.

### Layout

#### Auto Fit:

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

#### Best Fit:

BillQuick automatically adjusts the grid list so that the columns fit the contents.

### Help:

Opens the BillQuick Help in the Report Permissions section.

### Print:

Opens the Preview window. Preview displays the full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

### Select:

The drop-down gives you these options:

- **Select All:** Selects all the records in the grid. You can also use Ctrl+A keys to select all rows.
- **Unselect All:** Un-selects all the records in the grid. Alternatively, you can click in any cell within the grid to unselect the selected records.
- **Reverse Select:** Reverses the selection. It unselects the selected records and selects the previously un-selected ones.

### Apply/Un-Apply:

Checks or un-checks the Allow option when working with multiple selections. These buttons allow you to grant (apply) or restrict (un-apply) the access to multiple reports selected on the grid.

### Save:

Saves the report-level security settings for the selected employee.

### Close:

Closes the screen.

## How Do I

### HOW DO I ASSIGN REPORT PERMISSIONS?

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To assign report-level security permission to a user:

1. Open the Security screen and select an employee.
2. Click Tools and select Report Permissions option to open the [Report Permissions](#) screen.
3. To sort the list, click the column header (or use the Search Item option to search for a report). Check the Allow box for each report assigned to a user.
4. You can also select one or multiple rows and click Assign to assign that report to the selected employee. (You can click Un-Assign to un-assign any report.)
5. When you have finished, click Save and then Close.

## Reports Menu

### REPORTS MENU

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The Reports menu contains commands that enable you to generate and print reports. BillQuick provides a wide variety of standard reports that are designed to give you quick and easy access to your company information. You can access the following features and options from this menu:

- **Report Center** - Opens the [Report Center](#) where you can access and generate reports using various filters.
- **Memorized Reports**—Displays a submenu that lists all your [memorized reports](#).
- **Favorite Reports** —Displays a submenu that lists all the reports marked as your favorite.

The menu also provides easy access to following report categories. The related reports are categorized into groups for easy identification. When you select a report from the Reports menu, the Report Filters screen displays.

- [Aging](#)—Contains aging-related reports
- [Billing](#)—Contains reports relating to billing, write-up/down, statements, etc.
- [Client](#)—Contains reports related to clients
- [Company](#)—Contains reports related to company and staff
- [Employee](#)—Contains reports related to employees, time and expenses
- [Project](#)—Contains reports related to projects, time and expenses
- [Payments](#)—Contains reports related to payments and vendor bills
- [Analysis](#)—Contains analysis reports related to billing, costs, WIP, etc.
- [Activity](#)—Contains activity and expense related reports
- [Accounting](#)—Contains reports related to accounting—accounts payable, general ledger, and other financial reports.

Besides these, the Reports menu also provides access to:

- **Custom Report List**—Opens the [Custom Report List](#) screen which lists all your customized report templates.
- **Design/Edit Reports, Invoices**—Opens [Crystal Reports](#) for BillQuick. Crystal Reports enables you to design and customize reports.

## Report Categories

### AGING REPORTS

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**Navigation** *Reports menu, Aging OR Reports menu, Report Center, Accounts Receivable*

Age of an invoice indicates the time period from the date when the invoice is sent to the client till it remains unpaid. An aging report shows who owes how much and how long the invoice has been out. It helps you to maintain control of the cash flow in your company by displaying all the amounts owed to you by each customer, arranged by the number of days outstanding at any selected date. Aging period denotes the time interval, which also represents the grace period increment of the outstanding/unpaid invoices with the clients. You can specify the aging period in the Global Settings screen, which sets the time interval and gets reflected on the aging reports accordingly. This results in customized aging intervals with user-defined length (days) for each sequential period, for example aging the invoices in 30-day increments.

 You should make sure to run the aging reports at year-end for current and last year, as of a certain date. In addition, aging should be compared and evaluated against your billing revenue. See the **BillQuick Report Book** for details.

 A/R Aging reports do not include general journal entries, negative invoices, discounts and retainer received. They primarily include invoiced amount and paid amount (including retainer used or applied).

Following is a list of common aging reports:

#### **Aging Report**

This aging report shows which client owes how much on related projects and how long the invoice has been out. It displays the total amount owed to you by each customer arranged by the number of days outstanding at any date you select, hence displaying the outstanding project and client balance.

#### **Aging Summary**

This aging report shows the summary of the outstanding amount owed by the clients and how long the invoice has been out. It displays the total amount owed to you by each customer arranged by the number of days outstanding at any date you select, displaying the outstanding grand total of the client balance. You can drill-down to the source information directly from this report to locate the source of any problem or search through relevant data.

#### **Aging Report As Of**

This aging report shows which client owes how much on various related projects as of a particular date and can be run as of a certain date. It displays the Bill Amount balance owed to you by each client arranged by the number of days outstanding at

any date you select, hence displaying the outstanding project and client balances. It shows the As Of date on each page of the report. For example, you can run aging by invoice date or due date. You can also look at aging as of a date in the past.

### **Aging with Over Payments**

This aging report shows which client owes how much on related projects and how long the invoice has been out. It displays the total amount owed to you by each customer, arranged by the number of days outstanding at any date you select, hence displaying the outstanding project and client balance. It also displays information about zero-balance, fully paid or over-paid invoices, with aging period interval.

### **Aging Summary with Credits**

This aging report shows the summary of the outstanding amount owed by the clients plus the credit available for a particular client and how long the invoice has been out. It displays all the amounts owed to you by each customer arranged by the number of days outstanding at any date you select, displaying grand total of the client balance. You can drill down to the source information directly from this report to locate the source of any problem or search through relevant data.

### **Aging with Client Address**

This aging report shows which client owes how much on related projects and how long the invoice has been out. It displays the total amount owed to you by each customer arranged by the number of days outstanding at any date you select, hence displaying the outstanding project and client balance. Client ID and contact address are listed on the report to allow you to make calls and collect unpaid invoices.

## **ANALYSIS REPORTS**

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**Navigation** Reports menu, Analysis OR Reports menu, Report Center, Analysis

Analysis reports are very important reports for the top management and executives. It provides useful information to them for decision-making. See the **BillQuick Report Book** for details. Following is a list of analysis reports in BillQuick:

### **A-Hours/B-Hours Comparison by Employee**

Actual Hours and billable hours are not always the same. This report compares the two per employee along with the amount information.

### **A-Hours/B-Hours Comparison by Project**

Actual Hours and billable hours are not always the same. This report compares the two per project along with the amount information.

### **Activity Billing per Project**

This report analyzes the billing information for each project on activity basis.

### **Billing and Cost**

These monthly, quarterly or yearly reports show time and expense billing and cost information for each project in detail.

### **Billing and Cost Summary**

These monthly, quarterly or yearly reports show time and expense billing and cost information for each project in a summarized format.

**Cash Receipts Year to Date Comparison**

This report shows the project account balances on a daily, weekly or monthly basis along with the bank deposits since a specified time to date.

**Gross Margins**

This report shows the gross profit for each project on a client basis.

**Staff Billing**

This performance report analyzes the billable and non-billable hour and rate information of each employee.

**Work-in-Progress with AR (Summary)**

This report gives the work-in-progress plus the accounts receivable summary on a client basis. It tells you about the investment made by clients for all of their projects in a summary.

**Work-in-Progress with AR**

This report gives the work-in-progress plus the accounts receivable details of the client on a project basis. It tells you about the investment made by clients on each one of their projects.

**Allocation Revenue Earned with Forecast by Project**

Displays the scheduled and actual revenue earned, organized by project. The report lists the allocated amount and actual amount used, along with the expected amount (forecast) for each employee based on existing data or trend.

**Allocation Revenue Earned with Forecast by Employee**

Displays the scheduled and actual earnings on projects, organized by employee. The report lists the allocated amount and actual amount used, along with the expected amount (forecast) based on existing data or trend for each project.

## ACCOUNTING REPORTS

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**Navigation** *Reports menu, Accounts Payable OR Reports menu, Report Center, Accounts Payable*

Reports that show accounting and financial information of a company are grouped together as accounting reports. The main categories of financial reports are:

- Balance Sheet (net worth, assets and liabilities)
- Income Statement or Profit & Loss (income, expenses, gain and loss)
- Statement of Cash Flows (cash in and cash out)
- Trial Balance (summary of debit and credit transactions)
- General Ledger (debit and credit transactions)

See the **BillQuick Report Book** for details. Following is a list of commonly used accounting reports:

**General Ledger****General Ledger - Accrual Basis:**

Provides financial information such as debit and credit balances of various accounts—on accrual basis of accounting.

This report displays your account activity over a period of time. Organized by type of account in your chart of accounts, the report lists all the transactions for that account, providing details about date, bill number, account involved, debit or credit amount, and running balances. When the credit amount is more than the debit amount, the balance is displayed in red. You can drill down further to see the details.

**General Ledger - Cash Basis:**

Displays your account activity on cash basis of accounting over a period of time. Organized by the account type, the report lists all the transactions for that account, providing details about date, bill number, account type, debit or credit amount, and balance. You can drill down further to see the details.

**Trial Balance****Trial Balance - Accrual Basis:**

Provides financial information such as debit and credit balances of various accounts—on accrual basis of accounting.

This report displays a trial balance of your chart of accounts. It lists all the accounts along with their beginning balance, debit and credit amounts, and balance on accrual basis of accounting. It also shows the write-up/down adjustments and grand totals. Trial balance includes all A/R account balances, including long-term receivable.

Trial Balance A/R amount = A/R Aging balance + Credits (negative invoices) + General Journal balance (A/R accounts used in A/P transactions such as deposits).

You can drill down further into the report to see the details.

**Trial Balance - Cash Basis:**

Displays a trial balance of your chart of accounts. The report lists all the accounts and their beginning balance, debit or credit amounts, and balance on cash basis of accounting. You can drill down into the details.

**Profit and Loss****Profit and Loss - Accrual:**

Provides a profit or loss summary for your company following accrual basis of accounting. The report summarizes your income and expenses for the selected period, including subtotals for each account in your chart of accounts.

**Profit & Loss Monthly – Accrual:**

Provides a profit or loss summary for your company following accrual basis of accounting. The report summarizes your income, costs and expenses on a monthly basis, including subtotals for each account. The last line shows your net income (or loss) for each month. It involves the following calculations:

Net Income = Income + Other Income - Expenses – Other Expenses - Cost of Goods Sold

**Profit & Loss Previous Year Comparison - Accrual:**

Provides a profit or loss summary for your company following accrual basis of accounting. The report compares your income and expenses for the current year and previous year, including subtotals for each account in your chart of accounts. It shows the change in amount and percentage while the last line shows your net income (or

loss) for the two years. It involves the following calculations:

$$\text{Net Income} = \text{Income} + \text{Other Income} - \text{Expense} - \text{Other Expense} - \text{Cost of Goods Sold}$$

**Profit & Loss by Class - Accrual:**

Provides a profit or loss summary for your company following accrual basis of accounting. Organized by class, the report summarizes your income and expenses for the selected period, including subtotals for each account in your chart of accounts. The first line shows your net income (or loss) for the specified period. It involves the following calculations:

$$\text{Net Income} = \text{Income} + \text{Other Income} - \text{Expense} - \text{Other Expense} - \text{Cost of Goods Sold}$$

**Profit and Loss - Cash:**

Provides a profit or loss summary for your company following cash basis of accounting. The report summarizes your income and expenses for the selected period, including subtotals for each account in your chart of accounts.

**Profit & Loss Monthly - Cash:**

Provides a profit or loss summary for your company following cash basis of accounting. The report summarizes your income, costs and expenses on a monthly basis, including subtotals for each account. The last line shows your net income (or loss) for each month. It involves the following calculations:

$$\text{Net Income} = \text{Income} + \text{Other Income} - \text{Expenses} - \text{Other Expenses} - \text{Cost of Goods Sold}$$

**Profit & Loss Previous Year Comparison - Cash:**

Provides a profit or loss summary for your company following cash basis of accounting. The report compares your income and expenses for the current year and previous year, including subtotals for each account in your chart of accounts. It shows the change in amount and percentage while the last line shows your net income (or loss) for the two years. It involves the following calculations:

$$\text{Net Income} = \text{Income} + \text{Other Income} - \text{Expense} - \text{Other Expense} - \text{Cost of Goods Sold}$$

**Profit & Loss by Class - Cash:**

Provides a profit or loss summary for your company following cash basis of accounting. Organized by class, the report summarizes your income and expenses for the selected period, including subtotals for each account in your chart of accounts. The first line shows your net income (or loss) for the specified period. It involves the following calculations:

$$\text{Net Income} = \text{Income} + \text{Other Income} - \text{Expense} - \text{Other Expense} - \text{Cost of Goods Sold}$$

**Balance Sheet****Balance Sheet - Accrual Basis:**

The report displays the balance sheet details on accrual basis of accounting. On the Balance Sheet,

Assets = Liabilities + Equity

**Balance Sheet - Cash Basis:**

The report displays the balance sheet details on cash basis of accounting. On the Balance Sheet,

Assets = Liabilities + Equity

***Journal***

The report provides useful information for accountants practicing double entry of bookkeeping. The report displays a breakdown of every transaction into debits and credits besides providing other transaction details.

***Deposit Detail***

The report displays details about deposits made in BillQuick.

***Check Detail***

The report displays detailed information about all the checks you have written in BillQuick.

***Paid Vendor Bills***

The report provides information regarding payments made against vendor bills.

***Transaction List by Account***

The report provides management and accounting staff with details about various accounts and related transactions.

***Unpaid Vendor Bills***

The report provides information about all the unpaid vendor bills.

***A/P Aging Detail***

The report provides details about unpaid bills in accounts payable, grouped by when the bill was due (aging period). Information includes total amount billed, total applied receipts and the aged balance due.

***A/P Aging Summary***

Summarizes the status of unpaid bills in accounts payable. Organized by vendor, the report lists to whom your company owes money, how much it owes for the current and previous billing periods, and shows the balance.

***Vendor Balance Summary***

The report provides summary about all the transactions related to vendors. Organized by vendor, the report displays amount billed, paid and unpaid balances.

***Vendor Balance Detail***

Provides information about all the transactions related to vendors. Organized by vendor, the report displays bill numbers, amount billed, paid and unpaid balances.

***Expenses by Vendor Detail***

Provides detailed information about vendor-related expenses. Organized by vendor, the report lists expense and credit transactions with your vendors, showing date, bill number, accounts involved, amount and balances.

### **Expenses by Vendor Summary**

Provides summary about vendor-related expenses. Organized by vendor, the report lists the net expense and credit amounts.

## **Report Filters**

### **REPORT FILTERS OVERVIEW**

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When you run a report, it can show more information than you need. Filters allow you to display reports with only the information you want to include. When you apply a filter to a report, you choose how you want BillQuick to restrict the information displayed on a report, for example to certain clients. BillQuick then excludes from the report any information that does not meet your criteria.

BillQuick categorizes and groups similar reports on the Reports menu. From the Reports menu, you can choose a category of report (Company, Analysis, Project, etc.) and then select the one you want. This displays the Report Filters screen, which enables you to change the scope of a report.

The intersection of data produced by applying all filters is what is displayed on a report. For example, if you make activities or expenses billable to a client or project, the 'Project Time and Expense' report initially shows unbilled costs for all projects and all dates. This would be too much information if all you wanted were to see last year's unbilled costs for the projects. You would use the Date filter by itself to print last year's 'Project Time and Expense' report for all projects in BillQuick database. But to print last year's report for a particular project, you must use the Date filter along with the Project filter. Similarly, if you want to view a report for employees with IDs ranging from A through M, you must select that range in the Employee filter. Each additional filter further restricts the data shown on the report.

You can filter any of the pre-defined reports according to your requirements, including filtering by groups. You can apply the group filters to the custom reports as well. This gives you an amazing power to run reports specific to any group you might have created. You can set filters for reports in the Report Filters as well as Report Center screen.

## **Report Center**

### **REPORT CENTER OVERVIEW**

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#### **Navigation** *Reports menu, Report Center*

The Report Center screen includes the entire library of standard BillQuick reports. BillQuick allows you to store your reports in separate folders. For example, you can locate manager reports with sensitive company information in a separate network directory with limited Read/Write access permissions. Managers can browse for the appropriate folder as needed. Other reports, such as staff time and expense listings, can be located in a common directory (for example, the default BillQuick Reports folder, X:\Program Files\BillQuick2017\Reports).

For any report, you can specify multiple date filters and other filters ranges. The Report Center includes AND/OR/NOT operators to narrow or broaden the search for desired information. In addition, you can apply SQL query strings to reports for greater control over

report content. You can save a report and its filter and SQL query string parameters under a name for future use, saving a lot of time for commonly used reports.

BillQuick provides two ways of looking at reports in the Report Center screen. You can view the report list in the regular view, where all the report files are organized in a way that makes it easier to find what you are looking for. The Legacy View shows the report files as they exist in the installation folders. Reports and invoices can be placed only one folder deep. If you want to add a report in the regular view, you will need to use the Report List to point to that file and choose that folder. As always, make sure you tab to the next line to complete the entry.

When you are in the Report Center, you can memorize a report by applying the desired filters and giving it a new name. It will then show up in the Memorized Reports list on the Reports menu and on the Memorized tab of the Report Center. The Memorize feature allows you to categorize your reports the way you prefer. For example, you can memorize the utilization and profitability reports for employees for the current year and then put them in the Staff Performance report group. *The memorized reports are database-specific.*

The Report Center screen has two tabs—[Filters](#) and [More](#). The following are descriptions of fields on the main Report Center:

### Report List:

This section consists of four tabs listing the BillQuick reports for easy access. You can move these tabs in any order, as desired and BillQuick will remember it for you.

- **Standard:** This tab displays all the standard BillQuick reports in a tree structure, segregated into categories. By default, the reports are listed under a new categorization but you can choose the Legacy View to change it to the traditional/older categorization.
- **Memorized:** This tab displays a list of reports that have been memorized in BillQuick. You can right-click on a memorized report or report group, and choose to batch print or preview the entire set using the Print All or Preview All options.
- **Favorites:** BillQuick allows you to access your most-often used reports easily by tagging them as your favorite. All the reports marked as favorite are accessible on this Favorite tab. You can right-click on a favorite report or report group, and choose to batch print or preview the entire set using the Print All or Preview All options.
- **Recent:** This tab displays a list of recently run reports, up to a maximum of 25 reports. For example, you can view a list of reports that you ran Today, Last Week, Two Weeks Ago, and so on. BillQuick also saves the filters of the last 50 reports run by you, whether from the Reports menu or Report Center.

You can select any report from the relevant category. The report list is categorized and displayed as a tree-structure for user ease. Similar reports display under a report category.

You must click  to expand the list and view the reports. The list can be browsed using the scroll bar on the right side.

### Legacy View:

Checked, the reports are listed in the traditional/older view with the report file names (.rpt). The categories are similar to those in the Reports menu. By default, this option is unchecked and you can view the report list based on the new categorization. In the Legacy View, you will find some reports with the tag 'dd' attached to their names, indicating drill-

down enabled reports. You can drill-down to the source information or details directly from these reports.

**Browse:**

This button becomes active when you check the Legacy View option. You can locate specific report files from a different folder by browsing through drives, directories and folders. If you are unsure of the name of the report that you want to use, you can use the Windows Search tool (located on the Windows Start menu). You can search for the report files by entering \*.rpt. This will find all the files with suffix rpt. You can narrow the search by restricting the Search function with a date range or a specific directory. After the files are displayed, you should be able to locate the one that you are looking for.



If report-level security has been assigned, you will be able to view only the reports for which you have permissions.



Check out the **BillQuick Report Book** for detailed descriptions and samples of reports.

**Reference Info****REPORT CENTER—FILTERS TAB**

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**Navigation** *Reports menu, Report Center*

The information displayed on a report can be filtered using the filters on the Report Center-Filters screen. After you have applied filters, you can memorize your reports for future. BillQuick also saves the filters of the last 100 reports run by you, whether from the Reports menu or Report Center. Next time you select that report, BillQuick will fill-in the filters for you automatically. If you have created your own reports and saved them in the BillQuick directory, they will also appear in the Report List.

The following are descriptions of fields on the Report Center-Filters screen (you can tab through the filter fields):

**Date Filters**

Up to two date filters can be specified for a report. Select the desired type of date filter from the drop-down list. You can choose All Dates, Today's Date, As Of, Last Month, This Year, Last Fiscal Year, Custom, etc. BillQuick marks the check box next to the Filter By option when you select a filter. After specifying the date filter, you can select the relevant dates in the **From-To** fields or use the drop-down calendar. Date filters are unavailable if they are not applicable to a report.

Select **AND**, **OR** or **NOT** to narrow or broaden the search. AND narrows the search for records that match the first filter and any filters with an AND. This is referred to as an 'intersection of data'. OR broadens the search by getting records that match one or more of the filters with an OR. This is referred to as a 'union of data'. NOT is an exclusion filter where you specify the items or data that should not be queried or fetched for the reports. This 'Not' filter has amazing power in analyzing data. For example, you might want to run a billing analysis report and not include a few projects. Such a task will be as simple as a mouse click.

By default, these operators are hidden and can be displayed from the Tools drop-down button.

### Use Archive Database:

Checked, the archived data will be included in the reports. You can apply date or other filters to display selective data on the reports.

### Other Filters

Up to four other filters can be specified for a report. Filters allow you to display reports utilizing only the information you want to include. For example, if you would like to see a report based only on clients with the IDs from AT to GE, you must select the Client ID option in the **Filter By** field and enter the desired range in the **From-To** fields. In the From field, place the beginning of the range, in this case AT, and in the To field, place the end of the range, GE. If you want to create a report relating to one client only, that ID should be selected in both fields. You can also use the **Select Items** field to filter by discrete or individual items.

To activate these filters, the check box on the left must be checked. Not all filters are applicable to every report. A report can require modification to enable certain filtering parameters.



Report Center has the ability to filter reports by custom fields (Custom1, Custom 2, etc.) as well.

Select **AND**, **OR** or **NOT** to narrow or broaden the search. AND narrows the search for records that match the first filter and any filters with an AND. This is referred to as an 'intersection of data'. OR broadens the search by getting records that match one or more of the filters with an OR. This is referred to as a 'union of data'. NOT is an exclusion filter where you specify the items or data that should not be queried or fetched for the reports. This 'Not' filter has amazing power in analyzing data. For example, you might want to run a billing analysis report and not include a few projects. Such a task will be as simple as a mouse click.

By default, these operators are hidden and can be displayed from the Tools drop-down button.

### Group Filters

Up to two group filters can be specified for a report. Group filters allow you to display reports utilizing the information of specific groups. For example, if you would like to see a report based only on clients belonging to groups, say Los Angeles through New York, you must select Client Group option in the **Filter By** field and enter the desired group range in the **From-To** fields. In the From field, place the first group, in this case Los Angeles, and in the To field, place the last group, New York. If you want to create a report relating to one client group only, that client group should be selected in both fields. You can also use the **Select Items** field to filter by discrete or individual items.

To activate the filter, the check box on the left must be checked.

Select **AND**, **OR** or **NOT** to narrow or broaden the search. AND narrows the search for records that match the first filter and any filters with an AND. This is referred to as an 'intersection of data'. OR broadens the search by getting records that match one or more of the filters with an OR. This is referred to as a 'union of data'. NOT is an exclusion filter

where you specify the items or data that should not be queried or fetched for the reports. This 'Not' filter has amazing power in analyzing data. For example, you might want to run a billing analysis report and not include a few projects. Such a task will be as simple as a mouse click.

By default, these operators are hidden and can be displayed from the Tools drop-down button.

### Report Description:

This provides a brief explanation about the selected report. When you are not sure about which report to use, you can quickly read its description or preview its sample to decide if it is the right one.



Check the **BillQuick Report Book** for detailed descriptions and samples of reports.

## REPORT CENTER—MORE TAB

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**Navigation** *Reports menu, Report Center*

The following are descriptions of fields on the Report Center-More screen:

### Sample Preview

#### Auto Sample Preview:

This displays the preview of the selected report, allowing you to get a glimpse of what the generated report would look like. You can choose to zoom in/out (using , ) and scroll up, down, left or right using arrow buttons to have a better view of the sample report.

#### Similar Reports

This section gives you a list of reports similar to the one you have selected. This helps you find the most appropriate report for your needs. Clicking a report name opens that in the Sample Preview window.

### Custom Query String

Customized SQL string that refines the information to be included on a report can be entered here. An SQL string can be used separately or in combination with the other filters. The report query follows the standard Crystal Reports format and is case insensitive. You need to check the 'Append to (E) Query' option to attach the SQL statement with the other filters. The general syntax to be followed in writing a SQL query string is:

```
{Table Name.Field Name}='Field Name'
```

An SQL string query can be converted to a date query. The general syntax to be followed in writing a SQL query for date is:

```
{Table Name.Field Name}=cDate('Date')
```

For example, In order to apply multiple filters to an activity report, the query will be: {Activity.AC\_BillRate}=100.00 AND {Activity.AC\_MinHours}>5. This will create a report on activity codes with bill rates \$100 and minimum hours less than 5. Similarly, in order to

apply a date filter to a time entry report, the query will be:  
{TimeEntry.TEDate}=cDate('5/18/2017').

You can append multiple queries in the custom string using the AND and OR commands. You can also append the custom query to the above filters using these operators to narrow or broaden the records search. AND narrows the search for records that match the first filter and any filters with an AND. This is referred to as an 'intersection of data'. OR broadens the search by getting records that match one or more of the filters with an OR. This is referred to as a 'union of data'. AND narrows the search by requiring records to match the SQL query string in addition to any filters. OR broadens the search by including records that match any filters or the SQL query string.



Not all filters are applicable to every report. A report can require modification to enable certain filtering parameters.

### **Append to (E) Query:**

Checked, SQL statements entered in the Custom Query String field act as a filter. Query strings and predefined filters can both be applied to a report.

### **Report File Path:**

This displays the location of the selected report file. The reports displayed here are all .rpt files that are located in your BillQuick Reports directory (by default, C:\Program Files\BillQuick2017\Reports). You can store BillQuick reports at any location and then set that as the default location in the [User Preferences](#) screen.

## **SELECT A REPORT**

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BillQuick comes with a library of standard and in-context reports. The in-context reports compile and make use of all the relevant data that has been entered in a specific BillQuick module or data table. BillQuick allows you to store reports in separate folders. Reports created or modified with Crystal Reports can be placed in any folder you want, including the default BillQuick Reports folder or a new default folder defined in [User Preferences](#) screen.

There are three ways you can select a report in BillQuick: [Reports menu](#), in-context reports (available by clicking the Print button on BillQuick screens) and [Report Center](#). You can access in-context reports from almost all the screens in BillQuick. For example, if you are using the Payment screen, you can access payment reports from that screen. Similarly, if you are in the Employee screen, you can generate employee reports from there.

The Select a Report screen displays a list of relevant reports. The report includes only the data on the screen grid. For example, if you click the Print button on the Client screen, it displays a list of in-context reports, such as Client Master File Detailed List, Client Master File List, and more.

### **Select a Report Button Panel**

#### **Help:**

Opens the BillQuick Help in the Select a Report section.

#### **Print:**

Opens the [Printer Setup](#) dialog box, where you can specify your printer options and have your report printed out.

**Preview:**

[Preview](#) displays the full screen representations of a report. The preview window provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Close:**

Closes the screen.



To get a comprehensive know-how about BillQuick reports, contact [BillQuick Sales](#) for the **BillQuick Report Book**.

## CUSTOM REPORT LIST

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**Navigation** *Reports menu, Custom Report List*

The Custom Report List screen allows you to create a list of custom reports that your company uses. Not only does this feature help you manage and keep track your custom reports, it also enables you to set security for these reports via the [Report Permissions](#) screen. After you add your custom reports to this list, they are made available in the Security screen. You can view them in the Report Permissions screen.

The following are descriptions of fields on this screen:

**Report Name:**

The name of your custom report. You can enter any name for it.

**Report File:**

The file name of your custom report. To add a new custom report to the list, you must hover your pointer on this field and click  to browse for it.

**Group Name:**

The group name for the report. All custom reports added to the screen have the group name 'Custom' by default. You can change it to anything else. All your custom reports display under these groups in other BillQuick screens like Report Center and Security.

### Custom Report List Button Panel

**Help:**

Opens the BillQuick Help in the Custom Report List section.

**Print:**

Opens the Print Preview of the selected report. Preview displays a full screen representation of a report. It provides you with various options: export, print or email report, page setup, printer selection, navigation, modify fonts and items, zoom or sort data, find data, memorize report, etc.

**Layout:****Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

**Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

**Select:**

The drop-down gives you three options:

- **Select All:** Selects all the records in the grid. You can also use Ctrl+A keys to select all rows.
- **Unselect All:** Un-selects all the records in the grid. Alternatively, you can click in any cell within the grid to unselect the selected records.
- **Reverse Select:** Reverses the selection. It unselects the selected records and selects the previously un-selected ones.

**Delete:**

Deletes the selected custom report from the list.

**Close:**

Closes the Custom Report List screen.



To get a comprehensive know-how about BillQuick reports, contact [BillQuick Sales](#) for the **BillQuick Report Book**.

**How Do I****HOW DO I GENERATE REPORTS?**

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To view or print a report:

1. Select a report from the Reports menu.
2. It opens the Report Filters screen where you can apply filters to view specific data only.
3. Enter or select the desired Date Filters, Other Filters, Group Filters or Options by selecting a range of items from the drop-down lists or discrete items in Select Items drop-down.
4. After you have applied the filters, click Preview to view the report or Print to print it directly. From the preview window, you can print, export or email the report.

Alternatively, you can view and generate reports from the Report Center screen. To do so:

1. Select Report Center from the Reports menu.
2. Open the Standard report list. *Check 'Legacy View' at the bottom if you want to view the report list according to the traditional categorization of reports.* You can click

Browse (*active in Legacy View only*) to open a navigation dialog box to select the path to an alternative folder containing other BillQuick report templates.

3. Open the desired report category by clicking + next to it and then select a report.

Alternatively, you can search for a specific report by typing that name in the box at the top and clicking  .

 A brief Report Description displays for the selected report on the Filters tab. You can view a sample preview and full location (path) of the selected report on the More tab.

4. On the Filters tab, check 'Use Archive Database' option to include archived data in the reports.
5. Apply Date Filters by selecting the desired Filter By options such as Transaction Date, Time Entry Date and Invoice Date.
6. In the next field, select a range such as All Dates, This Week/Month/Quarter/Year to Date and appropriate dates in the From-To fields.
7. You can select AND or OR option to narrow or broaden the search when using multiple Date or Other filters. *Click Tools and select Show Operators to show/hide these AND/OR options.*

 If you specify a range of employee IDs AND a range of project IDs, only that data which match both filters will be included in a report. Thus, the report will contain fewer records. In contrast, OR retrieves records that match one or both filters, resulting in more records for the report.

8. Apply Other Filters by selecting a Filter By option (Activity, Client, Employee, Project, Payment, Time and so on) and then a range of items in the From-To fields. You can also select discrete items in the Select Items drop-downs.

 Other Filters available on the Report Center screen also include custom fields from master information records associated with the report, say, Client Custom 1, Client Custom 2, Project Custom 1, etc.

9. Similarly, you can specify Group Filters (such as Employee Group or Client Group) and then select the appropriate From-To range.
10. Move to the More tab. You can see a Sample Preview of your report. If this is not what you want, selected another from a list of Similar Reports.
11. If required, enter a Custom Query String as a specific filter by clicking +. Check 'Append to (E) Query' option to apply it.
12. Click Print or Preview. From the preview window, you can print, export or email the report.

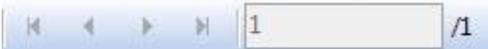
13. On the button panel, click Favorites to tag the current report as your favorite. All your favorite reports will display in the Reports menu, Favorite Reports drop-down.
14. If you applied filters to the report and want to save the settings, click Memorize. See [Memorizing Reports](#) for more.
15. When you have finished, click Close.

## HOW DO I PREVIEW AND PRINT REPORTS?

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You can view a report (invoice and statement as well) by clicking the Print or Preview button on any screen. You can see the full path of the report or invoice at the top.

From the preview window, you can:

- Click  Export to export a report to another format and save it to a folder. Formats include PDF, Word and Excel.
- Click  Print setup to choose printer options, properties, print range and copies to print.
- Click  Refresh to refresh the data displayed on the report.
- Jump to a section of the report using  Toggle Group Tree or click  Find to search for any text in the report.
- Scroll page-by-page through the report using  or Page Up/Down keys. You can also use the keyboard arrows to scroll vertically and horizontally on a page.
- Click  to change the zoom level from 400% to 25%, plus Whole Page, Page Width and a custom setting. The report viewer remembers the zoom level upon closing.
- Click  Email to email the report as a PDF, Word or Excel file. You can accept the standard message (*from the User Preferences-Email Settings screen*) or add a new message. You can also change the default Subject and Attachment name of the email (*from the Global Settings-Email Settings screen*).
- Click  Page Setup to choose paper, orientation and margin settings for the printed reports.
- You can also make changes to the reports and invoices like modifying items and fonts. For example, if you want to suppress one element of the Account Summary shown at the bottom of your invoice, you can now accomplish that by drilling into the Account Summary section and suppressing it.
- Click  to enable or disable the drill-down feature. When available, you can click on an item or section and view its details. For example, in the Aging Summary report, you can drill down from client to projects; projects into phases.
- Sort the information present on the report. You can choose the criterion for sorting from the drop-down list—Client ID, Project ID or Invoice Number. Accordingly you can select the  Sort Ascending or  Sort Descending option.

- Click  to tag the report as your favorite. It appears instantly in your Favorite Reports list in the Reports menu and Report Center for easy and fast selection. *This setting is user-specific.*
- Click  toggle button to roll-up all project phase totals into the main project. Thus, it can help summarize a very long report into a few pages. This option appears for only certain reports that display main/parent project and phase details, such as, Phased Projects Services Billed vs. Contract Summary report.
- Click  to apply filters to the report after generating or previewing it. It takes you back to the Report Center-Filters screen.

 Besides the reports, you have these options available for statements and invoices as well.

## HOW DO I CUSTOMIZE REPORTS?

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You can view a report (invoice and statement as well) by clicking Preview in any screen. From the preview window, you can sort data, suppress items, customize font style, size and color of the report, besides print, email or export it. Customization choices can be ad hoc (on the fly, one-time), or you can save the new settings as a standard for future copies of the report.

 All the common email and modify features are available on the right-click menu.

- Click  Modify Item Font to select the text that you want to edit in terms of font size, style and effects.
- Click  Modify All Fonts to modify the entire report's font—the font size, style and effects.
- Click  Modify Item to open the Modify Report screen, which allows you to edit selected report items and fields. You can modify item visibility, apply border and other effects, and change the text, format, size and position of the item. For example, you might want to suppress items like 'Hours' or 'Cost' in a report.
- Sort the items on the report by selecting the field/column heading by which to sort the report. Then click  Sort Ascending or  Sort Descending as needed.
- Click  to save the modified report as a new report. You can access this modified report from the Report Center screen under the Custom or Saved Reports (Legacy View) category. In case of invoices, you can access those from the Invoice Selection screen under the Saved Invoices category.
- Click  to memorize the previewed report. You can assign a new name and report group to it and save it under the Memorized Reports category in the Reports menu (and Report Center).
- You can customize the size of the logo in the preview window. Resizing is done proportionally using  Modify Item option.

## HOW DO I MEMORIZE REPORTS?

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To memorize a report:

1. Open the Report Center from the Reports menu.
2. Select the desired report from the list on the Standard tab.
3. Apply the desired Date Filters. For this example, let us assume managers want to view employee report based on the date they were hired. So choose All Dates.
4. In the Other Filters section, select Employee Manager or Project Manager from the drop-down list. You can memorize the performance report for one of the employee managers.
5. Click Memorize to create a new memorized report.
6. In the Memorize Report screen, enter a descriptive Name for the report.
7. Check 'Save in Report Group' option and enter the group in which you want this memorized report saved.
8. When you have finished, click OK.
9. You can see the new report listed on the Memorized tab of Report Center as well as on the Reports menu (under Memorized Reports). You or the project manager can now run the profitability report anytime.

## HOW DO I SAVE REPORTS AS PDFS?

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Invoices as well as reports can be stored as PDF files. To do so:

1. Open a report from any BillQuick screen, Reports menu or Report Center screen.
2. To export the report as a PDF, click  in the preview window.
3. In the Export dialog box, enter a file name for this report and save it as a PDF. Click Save.

BillQuick creates and saves the PDF report at the specified location or in the client files at the default PDF Folder location (*specified in the User Preferences-Folder screen*).

4. You can also click  to email the report as a PDF.
5. When you have finished, close the preview window.

## HOW DO I ADD CUSTOM REPORTS?

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BillQuick enables you to manage and keep track of your custom reports that your company uses frequently. You can also set security for these reports using Report Level Security and apply group filters on them.

To add a custom report:

1. Open the Custom Report List screen from the Reports menu.
2. Enter a name for the custom report in the Report Name field.
3. Click on the Report File field and browse for a custom report by clicking  in the cell. BillQuick adds your report to this list.
4. You can change the Group Name (*Custom* by default) and specify an Industry and Description for the custom report.
5. When you have finished, click Close.

 You can also modify an existing BillQuick report in the preview window and save it. You can access it from the Report Center screen under the Custom category.

## HOW DO I AUTOMATE REPORTS USING AGENT?

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To generate reports automatically:

1. Open the Agent program from the BillQuick Add-Ons menu (*opens only if you have purchased it*).
2. Click Reports to open the Reports Scheduler screen. Move to the Database Options tab.
3. Select the relevant Database Type—BillQuick Standard, SQL Server or any other.
4. Accordingly, enter the Name, Password, etc. of the BillQuick database. Click Apply.
5. The BillQuick Reports folder is loaded. Select the relevant Report File Name from the list.
6. If desired, move to the Report Filters tab and apply the desired filters.
7. Click on the 'Scheduling and Auto Run Settings' tab. In the Process section, specify the processing date and frequency.
8. Specify the Email preferences for delivering the scheduled report. You can view and edit the text of the email.
9. To save these settings as a memorized report, click New, Save or Save As on the button panel.
10. Click Preview or Print to view the report.
11. When you have finished, click Close to exit BillQuick Agent. Your BillQuick reports will be automatically processed and distributed.

 The [Agent Workflow Automation](#) tool is available separately. Contact BillQuick Sales at (310) 602-4020 for more information.

## UTILITIES

### DATA CONVERSION OVERVIEW

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BillQuick includes built-in data conversion utilities. In addition, BillQuick consultants provide custom data conversion services. Custom conversions include Deltek Advantage, Deltek Vision, Deltek Costpoint, Deltek Time, Sema4, ProSystem fx Practice Management, Sage MAS 90, HighTower Time and Billing, Tenrox, Replicon, Journyx, Axium, ArchiOffice, etc.

 Contact BillQuick Consulting Services if you want guidance through the conversion process or if you want to transfer more-than-required data from your existing database to BillQuick. Please check our [Data Conversion Services](#) or [BillQuick Custom Data Conversion Guide](#) for more information.

#### Data Conversion

### DATABASE MAINTENANCE OVERVIEW

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Occasionally, a database can become corrupted. This can occur on any computer. BillQuick provides tools that will repair a damaged database and protect the information stored within. To guard against database corruption, we recommend that you run some [utilities](#) periodically, especially after deleting or archiving data. Prior to performing the repair operations, make sure your database is not being accessed elsewhere.

 You can select Current BillQuick Users from the View menu to check the currently logged users in BillQuick. The logged in users are displayed only when Security is on.

We recommend backing up your data regularly to safeguard against a damaged company database (say after a power loss or computer failure). You should also back up before making significant changes to your data. Backup copies allow you to restore data in case you change your mind about the modifications or if your data is lost or damaged. You can select the Backup Database and Restore Database options from the Utilities menu to take a backup of your BillQuick database and restore a previously backed-up database, respectively. You can back up your data on a local hard drive or any external media. When backing up your database you should back up your archive database too. The archive database has the same name as your BillQuick database with .ark file extension.

BillQuick offers a built-in back-up feature for Standard/Access databases. For SQL Express and SQL Server, you can use their built-in backup feature or any other tool to make complete and incremental backups. To automate your backup routine, specify the Application Backup Reminder in the Global Settings-Security screen. You can set a reminder of Daily, Weekly, Monthly, etc.

To guard against time delays resulting from database corruption, you should run the [Optimize](#) utilities periodically. The Optimize utilities attempt to repair all errors found in the expense entry, time entry and other tables in the BillQuick database. BillQuick sets database fields to their defaults, removes unknown errors and attempts to fix structural integrity errors. In addition, this Optimize tool removes deleted records to optimize access speed. You must not interrupt the procedure; rather wait until a confirmation is given prior to working in BillQuick. For a large database, the process can take a lot of time.

 In the unlikely event that your database becomes corrupted to the extent that BillQuick does not start, it can be repaired from outside the BillQuick program. Please contact Customer Support for help.

## BACKUP DATABASE

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**Navigation** *Utilities menu, Backup Database*

Backup is an exact copy of your company file. This provides an alternate and complete database if your computer fails, hard disk crashes or you accidentally erase information from the working database. You should back up your data at the end of each session or day. It is highly recommend that you back up your database regularly and store multiple backup files on tape or a zip disk.

 BillQuick handles backup for a Microsoft Access and an SQL Server database.

BillQuick provides the Backup Database tool and enables you to schedule automated backup reminders in [Global Settings](#). How often you should backup your company database depends on the volume of data entered each day. The more data you enter, the longer it will take (and the higher the cost) to re-enter lost data. If you use the Standard Database Engine, we recommend that you run the [Repair and Compact Database](#) tool. It checks for database structural integrity errors and other problems. If any are found, BillQuick tries to fix them.

The backup feature of BillQuick makes copies of three files. When the copies are made, they will replace all existing backup files.

1. *BillQuick database*: All of your un-archived BillQuick data is stored in one file. The name of the file is shown in the BillQuick window. The file name has an extension of .mdb.'
2. *Archive file*: When data is archived from BillQuick, it is moved to another file. The archive file, if it exists, has an extension of .ar.
3. *Password file*: Your BillQuick database password is stored in a .pwd file.

Names for backup files are similar to the names for your company files. BillQuick appends the date and a sequential code based on the time of day. This code prevents overwriting a good backup file with a corrupt one. In addition, BillQuick changes the file extension to .bbk.

Let us assume you have named your BillQuick file myfile.mdb. When you create a backup, three files listed above are copied and named:

- myfile2017050303053613.bbk
- myfile2017050303053613.ar.bbk
- myfile2017050303053613.pwd.bbk

The location of your backup files is determined by settings in the [Global Settings](#) screen.

 Prior to running this tool, all the BillQuick users need to log out from the shared database.

### **Recommended Backup Routine**

If you back up locally and your hard disk has more than one drive, back up onto a different drive from the one where you keep your working data. If you have only one hard disk drive, back up onto a removable medium such as 3.5-inch diskette, zip disk, CD-ROM or tape. Remember that an important purpose for backing up data is to protect against a hard disk failure.

- Each day, back up onto removable media to keep in the office (If you are using 3.5-inch disks that need to be formatted prior to backup, do not choose Quick Format. Instead, choose Full Format).
- The first time you do a daily backup, we suggest that you make several sets of backup disks and label the sets as BillQuick Backup Monday, BillQuick Backup Tuesday and so on.
- At least once a month, make a backup copy to keep off your premises. For your monthly backups, you might want to alternate between two sets of disks. If your database gets corrupted, you will want to have a reliable record of your data to fall back on.
- At the end of your fiscal year, make a copy of your database to keep off-premises.

### **SQL Express or SQL Server Database**

The built-in Backup and Restore database options in BillQuick work only with the Standard Database Engine. If you have a SQL Express or SQL Server database, then you need to use an external utility program. It is more efficient to use the built-in backup functions of those data servers for complete or differential backups. Microsoft offers backup/restore utility programs for their SQL Express and SQL Server products. Check the features of the latest offerings at Microsoft.com to see if the utilities are built-in or add-on modules. In addition, third-party vendors offer a variety of backup/restore utilities. Be sure the tool can back up automatically and that the restore process is simple and easy.

Please follow the steps in [How to Back Up a Database](#). The steps defined there guide you on how to take a full backup of your SQL database.

## **OPTIMIZE DATABASE**

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### **Navigation** *Utilities menu, Optimize*

BillQuick provides various built-in tools that attempt to repair and optimize a damaged database (Microsoft Access and SQL) to protect the information stored in it. To guard against time delays resulting from database corruption, you must run these database utilities periodically.

You can access the following Optimize options:

 Prior to running this tool, all the BillQuick users need to log out from the shared database.

- Optimize Time Entry Table—Attempts to repair all errors found in the time entry data table.
- Optimize Expense Log Table—Attempts to repair all errors found in the expense entry data table.

- Optimize Other Tables—Attempts to repair all errors found in all other BillQuick data tables.
- Optimize Views—Attempts to optimize all views (stored queries) found in the BillQuick database, especially for A/P modules and budget comparison reports.
- Optimize A/R Tables—Attempts to rebuild the Accounts Receivable data tables in BillQuick.
- Repair and Compact Database—Sets the database fields to their default values and removes all errors. It attempts to fix structural integrity errors in your BillQuick database (*Access only*). *For a large database, this process can take a lot of time.*

 **Do not** interrupt the repair procedure. Wait until a message confirms that the process is complete.

## How Do I

### HOW DO I BACK UP ACCESS DATABASE?

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 BillQuick backup tool does not replace making a backup for offsite storage. It is an in-place safety measure in case you need to return to a previous version of the database quickly.

To back up your standard Access database:

1. Select the storage media on which you want to back up your BillQuick Company. Common choices include your local hard drive (C, F, E) or external media like CD-ROMs, DVD-ROMs, thumb/pen drives, network drives, etc. and other external storage media.

 If you need to format the disk prior to backup, *do not* choose Quick Format. Instead, choose Full Format.

2. By default, BillQuick stores the backup copy in the same folder as your company database (for example, in the standard installation folder x:\Program Files\BillQuick2017; where x is the drive letter). To change this location, do so in the Global Settings-Security screen (Backup Folder).
3. Now, select the Backup Database option from the Utilities menu. When completed, BillQuick will display a message.

After backing up, My\_Company.mdb becomes My\_Company20170807104102.bbk. This indicates that you backed up the database on July 8, 2017 at 10:41:02 a.m.

### HOW DO I BACK UP SQL DATABASE?

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You can back up an SQL Server Express or SQL Server database by following the steps in [How to Back Up a Database](#).

 Support for full SQL Server as back-end is available in the BillQuick Enterprise edition only.

## HOW DO I RESTORE DATABASE?

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To restore a backup copy of a BillQuick database, do the following:

1. Select the Restore Database option from the Utilities menu.
2. In the dialog box, select the desired backup file with a .bbk file extension (say, My\_Company20170807104102.bbk). Click Open.
3. In the next dialog box, select the location and file name with .mdb file extension (say, My\_Company.mdb) for the restored database.
4. Click Save. When completed, BillQuick will display a confirmation message.

### Archive & Restore Data

#### ARCHIVE RESTORE OVERVIEW

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**Navigation** *Utilities menu, Archive and Restore Data*

Many companies adopt archiving policies for various reasons. For example, you can archive inactive clients and projects every 36 months because their management information value decreases. Reasons why companies archive client and project data include:

- To reduce database size by archiving data to another location
- To speed up database retrieval in Microsoft Access
- To have faster information for management
- To manage and report more recent information

When a project has been completed or if it has been placed on an indefinite hold, it can be archived to save disk space. If you have accumulated time and expenses for a client, whether billed or not, and the projects are completed or not, it is generally best to retain the client profile and all associated information in the company database for one year to ensure accurate and complete reporting. After this point, it is best to archive the client. Or if the client defaults entirely on the monies owed to your company and there is no hope of even partial recovery, maintain the records for the remainder of the fiscal cycle to ensure accurate and complete reporting. Then, depending on your company policy, you can electronically archive the client and related information for future needs.

In BillQuick, you can archive (and restore) data by client or project and use filters for selective archiving. Most commonly, inactive clients and projects are archived along with their time and expense entries, invoices, and other records, to speed up database retrieval and manage active clients and projects easily and quickly. One or multiple clients and projects can be archived at a time, and additional clients and projects appended at any time. You can opt to archive only the billed time and expense entries that are associated with a project and then restore them as well.

 No other users should be logged into BillQuick when you begin the archive or restore process. The program automatically closes all screens, interrupting any work in process.

All related information, such as time, expenses, invoices, payments, project control settings, transfers to the archive database. However, the task allocation data for a project is not archived along with the project since the employees involved are still in the active database. The [Archive Restore](#) feature archives the workflow events when you archive time entries. You can also run reports on the archive database. However, only a Supervisor or an authorized person can perform these tasks. The archive database has the same name as your company database except it has an .ar extension (for example, BQE.ar). It is stored in the same directory (folder) as the main database (default directory is X:\Program Files\BillQuick2017) and cannot be moved. However, in case of SQL Express/SQL Server, BillQuick appends ark.mdf to it (for example, BQEark.mdf) and you can move it to another location. You should store BillQuick 2017 database and archive file in the same folder.

The Archive Restore screen consists of two tabs-[Archive/Restore](#) and [Filters](#).

 After archiving or restoring data, run the 'Recalculate Account Summaries' tool to ensure all information is correct. In addition, run the '[Repair and Compact Database](#)' tool to optimize your database (Access only) for fastest speed.

## Reference Info

### [ARCHIVE/RESTORE TAB](#)

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**Navigation** *Utilities menu, Archive and Restore Data*

The grid on the Archive restore screen displays data depending on your selection on the left panel. Two modes are supported-archive data and restore data. In addition, you can choose to archive or restore data based on either clients or projects and their related data.

The following are descriptions of fields on the Archive Restore screen:

#### Mode

##### **Archive:**

Select this option if you want to archive the BillQuick data (projects, clients, and so on) selected on the grid. The archive file will have an extension .ar.

##### **Restore:**

Select this option if you want to restore the data (projects, clients, and so on) selected on the grid to your BillQuick database. When this option is selected, the contents of the archive file will be displayed on the grid. Archived data can be restored at any time. Problems can arise if a previously archived Project ID was created as a new project while the original project was archived. If this occurs, BillQuick will not restore the project record but will restore all other data archived with that project. If you archive only the billed time and expense data of a project, BillQuick allows you to restore that billed time and expense data.

##### **Option 1:**

Select this option if you want to archive/restore clients and their related information

(projects, expense entries, invoices, time entries, payments and billing schedule). With this selection, you can view the client information on the grid, such as company, client name, client manager, and so on.

**Option 2:**

Select this option if you want to archive/restore projects and their related information (expense entries, time entries, invoices and billing schedule). With this selection, you can view the project information on the grid, such as project name, client, project manager, and so on.

Client or project records will be displayed in the grid depending on whether you have selected to archive/restore clients (Option 1) or projects (Option 2).

**Overwrite Existing Data:**

Select this option if you want to overwrite existing data when you archive or restore. This option is useful if you have archived data (for example Project A) and then created a record by the same name (Project A). When archiving Project A again, if this option is checked, the archived data will be overwritten by the new data. In addition, when restoring Project A, the existing data in the database will be overwritten by the archived data.



Click the heading of any column in the grid to reverse the sort order. They will be listed in ascending or descending order.

**ARCHIVE RESTORE-FILTER TAB**

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**Navigation** *Utilities menu, Archive and Restore Data*

Filters limit the number of records displayed in the grid to be archived or restored. You can select specific projects by marking the check box next to their names in the drop-down. Filters set on this tab allow you to select easily the projects or clients whose data you want to archive based on your company's specific needs. The grid on the Archive/Restore tab displays items based on the filter settings specified here.

The following fields display on the Archive Restore-Filter screen:

**Project Filters****Select Items:**

This will filter records on the basis of Project IDs. You can select specific projects by marking the check box against projects that you want to include.

**Start Date:**

This will filter the projects based on their start date.

**Not Active Since:**

This is a very useful filter that allows you to archive projects that have had no time entries, expense entries or invoices since the specified date. BillQuick looks for the Project Start Date, Time Entry Date, Expense Entry Date and Invoice Date prior to archiving. If all these dates are older than the date specified, it will then archive the project.

**Archive Time and Expense Entries only:**

Allows you to archive/restore only time and expense entries based on the settings below:

- **From-To:**  
Allows you to define a time range for which you want to archive/restore the time and expense entries.
- **Billed Time and Expense only:**  
Allows you to archive/restore only billed time and expense entries.

## How Do I

### HOW DO I ARCHIVE CLIENTS?

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BillQuick allows you to archive client and related data. To archive a client:

1. Use the 'Current BillQuick Users' option from the View menu to make sure no one is currently logged into BillQuick. *Continue only when everyone has logged off.*
2. Open the Archive and Restore screen from the Utilities menu.
3. If this is your first time archiving, BillQuick prompts you to create a new archive file. Please do so by clicking Yes.
4. On the Archive-Restore screen, select OPTION 1: Client and all Projects...
5. To archive, select the desired client in the grid. To archive multiple clients, select the rows using the Shift and Ctrl keys. *Review your selection to ensure you selected the correct records.*
6. You can move to the Filter tab and apply Client Filters to archive only selective client data.
7. When ready, click Begin. BillQuick displays a progress bar for each data group as it transfers to the archive database.
8. When the process is complete, click Close.

### HOW DO I RESTORE DATA?

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You can restore archived data at any time. Problems can arise if you create a new project similar to a previously archived project (ID). In this case, BillQuick will restore all other data archived with that project, except the project record. If you archived only billed time and expenses, BillQuick allows you to restore that data for a project.

To restore archived data, follow the steps below:

1. Use the 'Current BillQuick Users' option from the View menu to make sure no one else is logged into BillQuick. If none is, continue.
2. Open the Archive and Restore screen from the Utilities menu.

3. On the Archive-Restore screen, select the Restore Mode. The contents of the archive file display on the grid.
4. Select either OPTION 1: Clients and related data or OPTION 2: Projects and related data. This would depend on the data that you want to restore.
5. For any reason, if you want to overwrite the existing data with the archived data, check the 'Overwrite existing data' option.
6. Accordingly select the archived client/project records in the grid to restore. You can use Shift+click to select a range of records or Ctrl+click to select individual records.
7. Check the 'TE/EL Only' option in the grid to restore only time and expense entries associated with the selected projects (*in case of OPTION 2*).
8. Click Begin. BillQuick displays a progress bar for each data group as it transfers data from the archive database to the current database.
9. When the process is complete, click Close.

 After archiving or restoring data, run the 'Recalculate Account Summaries' tool to ensure all information is correct. In addition, run the 'Repair and Compact Database' tool to optimize your database for fastest speed.

## Import-Export

### IMPORT EXPORT OVERVIEW

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**Navigation** *Utilities menu, Import/Export*

'Import Export for BillQuick' tool can import and export data to and from data sources, including text files, ASCII files and Excel spreadsheets. You can import and export data regularly or copy data on an ad hoc basis. For example, you can extract data from a database into an Excel spreadsheet running on a laptop and take it on a business trip. You can export part or all of your company information to another BillQuick company. For example, if you work with two different BillQuick companies, you might want to export a list of clients you created in the first company to the second company.

The Import Export screen has two tabs-[Export](#) and [Import](#). In order to use the Import Export feature, you should have proper security permissions. When security is on, accessing the Import Export screen requires a proper login. By default, the User ID and Password is *supervisor*.

 Prior to running this tool, all BillQuick users need to log out from the shared database.

You can export virtually all data in the BillQuick data tables to another program or export file. For instance, you can export time data for use with an external payroll service or program. Additionally, if you work with two different BillQuick companies, you can export the client list from one company and import it into the second. BillQuick also includes a

built-in option, called Send to Excel, in almost all screens to export the contents of a grid (such as time records, expenses, project list, and more) to Microsoft Excel.

To export data from BillQuick, you must choose the desired fields from the drop-down lists to build your Export Layout File (.elf). Before exporting, you can use filters to refine the data. Filter options differ for each data table. Selected records can even be viewed before exporting. When the layout is exactly as you want, it can be saved for future use. Only one BillQuick data table (such as, client) can be exported at a time. The Import Export tool can create export files in the following common formats:

- Comma separated
- Tab separated
- Space separated
- Carriage return (CR) separated

Besides exporting, BillQuick can import data from a comma separated (.csv) and tab separated (.tab) file. If the software from which you want to import data cannot create a comma—or tab-delimited file format, you should first export that data to Microsoft Excel and then save it in a comma or tab-separated format. BillQuick can then read the file and import its contents.

It is very important that you format your Excel or .csv file properly before you import it to BillQuick. The easiest way to understand the format BillQuick needs to import data is to export some of your BillQuick data and view the resulting file in a spreadsheet. You can move the contents of all the cells down by one row so that the first row is blank. In that blank row, you can create a header. For better understanding, check the structure of the spreadsheet. Each type of list (client, vendor, activity codes, etc.) should be in a separate sheet. The Import Export tool will accept files for import in the following formats:

- Comma separated
- Tab separated

## Reference Info

### IMPORT EXPORT—IMPORT TAB

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**Navigation** *Utilities menu, Import/Export*

The following are descriptions of fields on the Import Export-Import screen:

#### **File Name:**

Directory path and file name from which data to be imported should be read. Else, click Browse to select an existing file or locate it. The data from this file will be imported into your BillQuick database. The accepted formats include ascii, tab, text and comma file. *BillQuick remembers the previous file location.*

#### **File Type:**

Select the type of file to be imported. It can be either comma or tab delimited file.

**Ignore Header:**

Checked, BillQuick *does not* read the first record or header information in the import file. Unchecked, the header information will also be imported. By default, this option is checked.

**Ignore Encoding:**

Checked, BillQuick does not decode any data that is not in Western European (Windows) format. To correctly import data that is saved in other formats, clear this option and use the From-To Encoding options.

**From Encoding:**

You can choose the encoding format in which your imported data was created, say, Baltic (Windows).

**To Encoding:**

You can choose the encoding format in which your BillQuick data is stored. Using this option, data encoded using other mechanisms is correctly transferred to BillQuick database. In general, BillQuick stores the data in Western European (Windows) format.

**Read:**

Reads the data tables to be imported and populates the Import Data grid with that data.

**BillQuick Import Table:**

Data table into which imported data is saved. If no pre-designed import file exists, you should create your own. From the drop-down list, select a data table into which the imported data will be stored, say Client. The Required Fields/Optional Fields grid will fill with the data fields contained in the selected table.

The import feature in BillQuick enables you to map the imported data with the available BillQuick data fields. Mapping allows you to specify how you want the information to be imported into BillQuick. You can control how each column from your spreadsheet or other file is brought into BillQuick, using a one-to-one correlation. You can create the mapping for **Required Fields** and **Optional Fields** by associating the column number (Col #) of the Import Data grid to a Field Name in these grids. If you want to assign a specific value to a field, you should select Value from the Col# drop-down and then enter that value in the Value field. These links can be saved for later use in an import file layout by clicking Save.

**Import Data:**

Displays a grid filled with data that has been read and imported from another program. The grid will be populated with data only after clicking the Read button. You can view the imported data here and then proceed toward arranging that into the proper data table and fields.



You can view the errors committed while importing data into BillQuick by clicking [View Import Error Log](#).

**IMPORT EXPORT—EXPORT TAB**

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**Navigation** Utilities menu, Import/Export

The following are descriptions of fields on the Import Export-Export screen:

**Export:**

You can select the data table that you want to export from the drop-down list.

**To:**

Enter a directory path and file name for your export file. Else, click Browse to select an existing file or locate it. You can use standard extensions like .csv for comma-delimited files or .tab for tab-delimited files. ASCII and text files are also accepted formats. *BillQuick remembers the previous file location.*

**Set Filters:**

You must check this box to turn on filters; also, you need to turn on individual filters using the adjoining check boxes on the left.

Filters limit the number of records displayed in a grid or file. For example, if you would like to export only the clients whose IDs range from AO through FF, you must enter that range in the Client ID From-To fields. In the From field, place the beginning of the range, in this case AO, and in the To field, place the end of the range, FF. These filters change depending upon the data table chosen in the Export field. They include IDs, dates, status, etc.

**Keep Text Fields within Quotes:**

Check this option if you want to send the text data within quotes. Quoted text is the default to ensure that a program importing the data does not misread it. That is why it is selected by default.

**Export only text for memo fields:**

Memo files can store text in RTF format, that is, with formatting information such as font, text alignment, and more. However, if you want to export only the memo text without its formatting, you can check this option.

**Export File Header:**

You can enter a header for the export file. The header information is included at the beginning of the export file.

**Export File Layout**

In this grid, you can create the desired export file layout. The layout has four columns: Prefix, Field Names, Postfix and Length.

**Prefix:**

It is a special character inserted before each data field. This field delimiter separates one field from another. For example, it can be a comma, tab, space, and so on.

**Field Names:**

Data fields that will be exported. The data table to be exported will determine the field names that appear in this drop-down list, such as, ClientID, ClientCompany, and so on.

**Postfix:**

It is a special character inserted after each data field. This field delimiter separates one field from another. For example, it can be a comma, tab, space, and so on.

**Length:**

Character size or length of the data field. BillQuick defaults to the field length in the data table if it is left blank here. Else, you can specify a size when the program to which you are exporting this data has a smaller field size than BillQuick.

 After you have created your export file layout, you can save this file and then export it.

## How Do I

### HOW DO I EXCHANGE DATA?

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BillQuick exchanges data with other software programs. Various options are available to do so:

1. The Import/Export tool imports and exports data via ASCII files to and from BillQuick. You can use the tool to sync useful data between BillQuick and other programs. *Please refer to [Importing Data](#) and [Exporting Data](#) for more information.*
2. BillQuick allows you to export documents such as invoices, reports (standard and custom) and statements to Microsoft Excel, Microsoft Word, PDF and other formats. BillQuick can also email these documents.
3. In BillQuick, you can export data from any grid to Microsoft Excel using the Export option in the right-click menu or Edit menu.
4. BillQuick Consultants also provide custom data conversion for 20 programs and homegrown solutions. See [Data Conversion](#) for more.
5. BillQuick integrates with various accounting packages such as QuickBooks, Sage 50 Accounting (now Sage 50—U.S. Edition) and MYOB. You can sync data between BillQuick and other supported accounting packages. See [Data Integration](#) for more.
6. BillQuick allows you to export invoices to the LEDES (Legal Electronic Data Exchange Standard) format. The LEDES is a standard file format used by the legal industry for the electronic exchange of information. See [Exporting Invoices to LEDES](#) for more.

 If you need to convert or transfer data from another program to BillQuick and do not have the time or technical expertise, BQE Software provides exclusive and customized Data Conversion Services. For more, visit [www.bqe.com/Services](http://www.bqe.com/Services) or contact us at 310-602-4020.

### HOW DO I IMPORT DATA INTO BILLQUICK?

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To import data into BillQuick:

1. Open the Import/Export screen from the Utilities menu.
2. When security is on, BillQuick prompts you for a login. Enter your User ID and Password. Then click OK.
3. On the Import tab, select the File Name from which data should be read (can be a previously exported file) by clicking Browse. To use an existing export layout file (.elf), click Load.

4. In the dialog box, select the file (with .asc, .csv, .tab or .txt file extension) to be imported and click Open.
5. Back on the Import/Export screen, select the File Type. It can be either comma or tab delimited file.
6. Check 'Ignore Header' option if you do not want BillQuick to read the first record in the import file as a header or field name.
7. Select 'Ignore Encoding' option if your data is already in Western European format or if you want to ignore decoding options. Else, to ensure that BillQuick imports all the data in the correct format, clear Ignore Encoding. In that case, also select the From Encoding format of your particular database (say Baltic Windows) and To Encoding format (Western European).
8. Click Read to populate the Import Data grid on the right with data from your file.
9. In the BillQuick Import Table field, select the desired table, say Client. The Required Fields and Optional Fields display below.
10. To map imported data to BillQuick fields, enter the column number of the imported data into the Col # of the desired Field Name.
11. Click Import to import the data into the BillQuick database.
12. Click Save to save the import settings and layout as a Field Layout File (.flf) for future use.
13. When you have finished, click Close. Check the imported data in the appropriate BillQuick screens.

## HOW DO I EXPORT DATA FROM BILLQUICK?

---

To export data from BillQuick:

1. Open the Import/Export screen from the Utilities menu.
2. When security is on, you must enter your User ID and Password; then click OK.
3. On the Export tab, select the desired data table from the Export drop-down list. To use an existing export layout file (.elf), click Load to select it.
4. Specify the directory path and file name where you want to write or save the export file. Click Browse to open the Export To dialog box and select the desired location.
5. Mark the 'Set Filters' check box so that all defined filters restrict the records extracted for export. Removing the check mark deactivates all filters.
6. Select the individual filters for data you want to export. These filters change depending upon the data table chosen in the Export field above.
7. Check the 'Keep Text Fields within Quotes' option to save text fields within quotes in the report file. Quoting the text ensures that the program does not misread the imported data.

8. In the grid, define the Export File Layout. First, select the Prefix to insert before each data field, such as Comma, Tab, etc.
9. Next, select the Field Names to export from the data table.
10. Now, select the Postfix to separate one field from the next.
11. Finally, specify the Length of characters in the field to export. BillQuick defaults to the field length in the data table if you leave the field blank. You must know the length of the receiving field in the program into which you want to import data.
12. Click Build to generate a set of records to export using the defined filters and layout.
13. Click Save to save it as an Export Layout File (.elf) for future use.
14. You can click View to view the Selected Records before exporting them.
15. When you are ready to export, click Export.
16. When you have finished, click Close.

## QUICKUPDATE FOR BILLQUICK

---

### *Navigation Utilities menu, QuickUpdate*

QuickUpdate for BillQuick is a tool that allows you to update bill rates and cost rates for a batch of time entries and vendor bills (if unpaid). This simple-to-use feature is a time saver as a batch of or selective time entries and vendor bills can be updated in no time. This is what it is all about—a quick update! It allows a selective filter-based update as well. You have the option to update all time entry and vendor bill rates, or selectively update entries using filters. Time entries that are billed and linked to an invoice are automatically excluded. However, QuickUpdate does not enforce project control settings.

 Prior to running this tool, all the BillQuick Users need to log out from the shared database.

The following are descriptions of fields on the QuickUpdate screen:

### **Filters**

These user-assigned filters enable you to update selective or narrow range of time entries or vendor bills in the BillQuick database. Filters can be used by selecting either the **All** option (which sends the entire data present in the current database) or the **From-To** option (wherein you can set a single value by selecting the same value in both From and To fields or specify a range using different values in these fields). Drop-down lists are provided for each From-To filter which can be clicked to set the values. Selecting the From-To option deactivates the All option and vice versa.

### **Date:**

You can select the All option to update bill and cost rates for time entries or vendor bills of all dates or select a date range using a drop-down calendar in the From-To fields.

### **Employee:**

You can select the All option to update bill and cost rates for time entries or vendor bills of all employees or specify a single/range of employees using the From-To fields.

**Employee Manager:**

You can select the All option to update bill and cost rates for time entries or vendor bills of employees under all employee managers, or specify a single/range of employee managers using From-To fields.

**Project:**

You can update the bill and cost rates for time entries or vendor bills of all the projects in your database using the All option or limit it to a single/range of projects in the From-To fields.

**Project Manager:**

You can select the All option to update bill and cost rates for time entries or vendor bills for projects under all project managers, or specify a single/range of project managers using From-To fields.

**Project Group:**

You can update the bill and cost rates for time entries or vendor bills of all project groups in your database using the All option or limit the selection by specifying a single project group or a range of project groups in the From-To fields.

**Activity:**

You can update bill and cost rates for time entries or vendor bills of all activities using the All option or limit it to a single activity or a range of activities using the From-To fields.

**Cost Rate:**

You can use this filter for updating only those bill and cost rates for time entries or vendor bills whose cost rates match those specified here—whether all or a selective range.

**Bill Rate:**

You can use this filter for updating only those bill and cost rates for time entries or vendor bills whose bill rates match those specified here—whether all or a selective range.

**Billable Only/Unbilled Only/OT Only/Extra Only:**

These filter options can be combined with the above filters. QuickUpdate uses the 'and' operator for this. Checking these check boxes for billable, unbilled, overtime or extra time entries can further restrict the selected entries for update.

**Flag 1/2/3:**

Flag 1/2/3 = True filters can be checked to further restrict the time entries to be updated. If you check a box, QuickUpdate will then include only those entries having that flag with a true value.

**Action**

Time entries or vendor bills are selected on the basis of intersection (AND) of all the filters applied. The query must have at least one record before any action can be taken.

**Set Bill Rate:**

This field allows you to type the desired bill rate that will replace the older rates. This rate will be applied on the existing time entries or vendor bills in the BillQuick database. It is activated when the 'Update using current Bill Rates' option is unchecked.

**Set Cost Rate:**

This field allows you to type the desired cost rate that will replace the older rates. This rate will be applied on the existing time entries or vendor bills in the BillQuick database. It is activated when the 'Update using current Cost Rates' option is unchecked.

**Update using current Bill rates/Cost rates:**

These options are to be checked if you want to update the time entry or vendor bill rates using the current rates in the BillQuick database. These rates can be taken from the current service fee schedule assigned to the projects, Activity Codes screen or the default employee rates (as per the Rate Hierarchy). These options are useful when bill or cost rates in time entry or Vendor Bills screen have been changed manually and you want to reset the earlier rates. Or, if you have recently changed the rates and want the time entries or vendor bills to use those instead of the earlier rates.

**QuickUpdate Button Panel****Help:**

Displays the BillQuick Help file in the QuickUpdate section.

**Reset:**

Sets the default filter settings on the screen by clearing the previous ones. By default all filters are unavailable by having the All option selected.

**Build/Rebuild:**

This button allows QuickUpdate to confirm the filter-based search of records, builds the set of matching records and reports back as to how many records were selected. A message is displayed and you can proceed to update the selected records. After the first click, the Build button changes to Rebuild to allow further selection and confirmation.

**View:**

Displays the Selected Time Entries screen to allow you to view all the selected entries that are to be updated. It also provides details such as the employee, project and activity associated with the entries being updated.

**Update:**

Saves changes and updates the time entry or vendor bill rates in the BillQuick database.



We recommend running the Recalculate Account Summary tool from the Utilities menu to ensure proper and accurate data.

**Close:**

Closes the QuickUpdate screen.

**Change ID Codes****CHANGE IDS**

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**Navigation** *Utilities menu, Change ID Codes*

There are times when it can be necessary to change an ID number for a specific client, activity, expense, employee, project, and more. To accommodate this need, BillQuick has

an ID rename mechanism called Change ID. This renaming mechanism searches throughout the entire database for all records with the old ID entry and then changes them to the new ID. Prior to running this tool, all the BillQuick users need to log out from the shared database.

The following are descriptions of fields on the Change screen:

**Change:**

Choose the item that you want to change from the available options—Client ID, Project ID, Activity ID, Expense ID, Employee ID, Vendor ID, SFS ID, EFS ID, Budget ID, Estimate ID, Account ID (number) and Client Contact ID.

**Old ID:**

The existing ID of the selected item that needs to be changed. The drop-down list displays the items (including items with status active, inactive, terminated, incomplete, etc.) depending on which screen you have selected.

**New ID:**

The new ID that will replace the old ID of the selected item.



You cannot create an Employee ID or Vendor ID called 'Current User' in BillQuick.

**Change Button Panel****Help:**

Opens the BillQuick Help in the Change section.

**OK:**

Saves the changes. BillQuick informs you that the records are being updated.

**Close:**

Closes the Change screen.

**How Do I****HOW DO I CHANGE IDS?**

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Prior to running this tool, all the BillQuick users must log out from the shared database. You must also back up your BillQuick database.

To change an ID code:

1. Open the Change screen from the Utilities menu.
2. Select the desired option in the Change section, say Activity ID.
3. Select the Old ID and then enter the New ID.
4. When you have finished, click OK to save the changes and then Close.

## Industry Codes

### ADD INDUSTRY CODES

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**Navigation** *Utilities menu, Add Industry Codes*

The Add Industry Codes screen allows you to select a standard list of activities or tasks for your company from the available industries. While activities are easy to set up, you will want to spend some time deciding how they can best work for you before you start creating the codes. Hence, you can use these standard activity codes as a starting point. You have an option later on to add or delete these from the [Activity Codes](#) screen.

 Prior to running this tool, all the BillQuick users need to log out from the shared database.

The Add Industry Codes screen displays a list of industries. You can select the most relevant one for your company.

**Exclude:**

Click this button to exclude some items from the standard list of activities chosen by you. It opens a page that allows you to do so by checking and unchecking the boxes.

#### Add Industry Codes Button Panel

**Help:**

Opens the BillQuick Help in the Add Industry Codes section.

**OK:**

Imports the standard activities from the BillQuick database according to the selection made and then closes the screen.

**Close:**

Closes the Add Industry Codes screen.

#### How Do I

### HOW DO I ADD INDUSTRY CODES?

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BillQuick allows you to select a standard list of activities or tasks for your company. While activities are easy to set up, you might want to spend some time deciding how they can work best for you before you start using them. Use the standard activity codes as a starting point.

 Prior to running this tool, all BillQuick users need to log out from the shared database.

To do so:

1. Open the Add Industry Codes screen from the Utilities menu.
2. Select your industry type or profession from the available list.

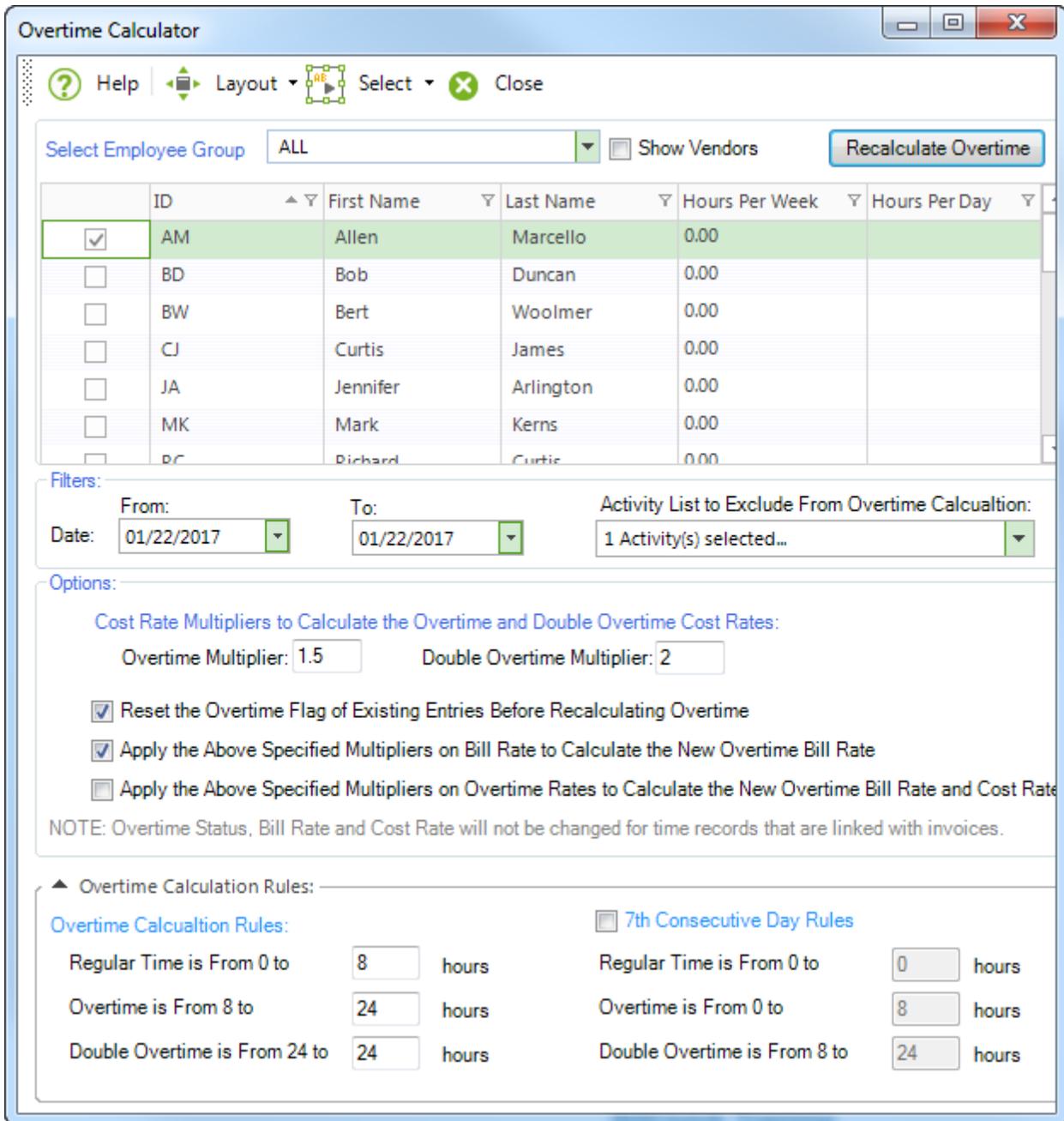
3. If you want to exclude some of the activity (service) items from the standard list, click Exclude.
4. Check the items to exclude and then click Back to go back to the main screen.
5. When you have finished, click OK to allow BillQuick to add the standard activity codes to your database. *You have an option to later add or delete activity codes from the Activity Codes screen.*

## **OVERTIME CALCULATOR**

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**Navigation** Utilities menu, Overtime Calculator

The Overtime Calculator is a powerful tool that allows you to analyze your staff's time sheets and mark qualifying entries as *overtime* (beyond standard hours) or *double overtime* (extended hours) automatically with appropriate overtime rates. It marks the time entries as regular, overtime and double overtime based on the rules configured by you to accommodate most hours and wages rules worldwide. You can set the overtime options and rates in the Employee-Detail (or Vendor-Detail) screen for billing and payroll purposes. The rates can also be set in a service fee schedule. See [Overtime and Comp Time](#) for more.



**Overtime Calculator**

Help | Layout | Select | Close

Select Employee Group: ALL  Show Vendors **Recalculate Overtime**

	ID	First Name	Last Name	Hours Per Week	Hours Per Day
<input checked="" type="checkbox"/>	AM	Allen	Marcello	0.00	
<input type="checkbox"/>	BD	Bob	Duncan	0.00	
<input type="checkbox"/>	BW	Bert	Woolmer	0.00	
<input type="checkbox"/>	CJ	Curtis	James	0.00	
<input type="checkbox"/>	JA	Jennifer	Arlington	0.00	
<input type="checkbox"/>	MK	Mark	Kerns	0.00	
<input type="checkbox"/>	RC	Richard	Curtis	0.00	

Filters:

Date: From: 01/22/2017 To: 01/22/2017 Activity List to Exclude From Overtime Calculation: 1 Activity(s) selected...

Options:

Cost Rate Multipliers to Calculate the Overtime and Double Overtime Cost Rates:

Overtime Multiplier: 1.5 Double Overtime Multiplier: 2

Reset the Overtime Flag of Existing Entries Before Recalculating Overtime

Apply the Above Specified Multipliers on Bill Rate to Calculate the New Overtime Bill Rate

Apply the Above Specified Multipliers on Overtime Rates to Calculate the New Overtime Bill Rate and Cost Rate

NOTE: Overtime Status, Bill Rate and Cost Rate will not be changed for time records that are linked with invoices.

Overtime Calculation Rules:

Overtime Calculation Rules:  7th Consecutive Day Rules

Regular Time is From 0 to <input type="text" value="8"/> hours	Regular Time is From 0 to <input type="text" value="0"/> hours
Overtime is From 8 to <input type="text" value="24"/> hours	Overtime is From 0 to <input type="text" value="8"/> hours
Double Overtime is From 24 to <input type="text" value="24"/> hours	Double Overtime is From 8 to <input type="text" value="24"/> hours

The following are descriptions of fields on the Overtime Calculator screen:

**Select Employee Group:**

To calculate the overtime for employees and consultants, you must select the relevant group from the drop-down list. The group members display on the grid. You can then select the desired employees (or consultants) by checking the relevant boxes.

**Show Vendors:**

You can check this option if you want to view and calculate overtime for vendors. Checking this option includes the vendors in the drop-down and grid list.

## Grid

The columns in the grid can be filtered using the funnel filters () based on options like (All), (Custom), (Blanks) and (Non-blank). In addition, the data displayed in the [grid](#) can be sorted by clicking on any column header.

### **ID:**

ID of the employee or vendor whose overtime can be calculated.

### **First Name:**

This is the first name of the employee or vendor listed in the grid.

### **Last Name:**

This is the last name or surname of the employee or vendor.

### **Hours Per Week:**

These are the standard working hours per week set for the employee or vendor, say 40. You can set the standard hours in the Employee-Detail or Vendor-Detail screen (other than in Global Settings).

### **Hours Per Day:**

These are the standard working hours per day set for the employee or vendor, for example, 8 hours. You can set the standard hours in the Employee-Detail or Vendor-Detail screen (other than in Global Settings).

## Filters

### **Date From-To:**

You can select the desired date range from the drop-down calendars. This range determines the period for which you want to analyze time entries for overtime calculation.

### **Activity List to Exclude From Overtime Calculation:**

You can choose the activities that you want excluded from the calculation of overtime for the selected employees or vendors. For instance, you might want to exclude non-billable or certain activities in the calculation of overtime.

## Options

You can specify the Cost Rate Multipliers here to calculate the Overtime and Double Overtime Cost Rates. These numbers are multiplied to the cost rates to arrive at the overtime rates, say if 2 is the multiplier and the cost rate is \$50, then overtime rate is  $2 \times \$50 = \$100$ .

### **Overtime Multiplier:**

The numeric value entered here is used as the Overtime Multiplier to override the default Overtime Bill Rate or Cost Rate associated with the selected employees (or vendors).

### **Double OT Multiplier:**

The numeric value entered here is used as the Double Overtime Multiplier to override the default Overtime Bill Rate or Cost Rate associated with the selected employees (or vendors).

**Reset the Overtime Flag. . .**

Checked, BillQuick resets the OT flag or status of time entries already marked as overtime and reanalyzes them. It then recalculates the overtime when you click Recalculate Overtime. This option is useful if you have incorrectly or manually marked some time entries as overtime and want to reset their OT flag back to regular time and correct the rates as well. While doing so, it updates the rates for overtime entries based on the date when overtime is re-calculated but does not do so for regular time entries. Typically, you will keep this option checked if you want to take corrective action.

**Apply the Above Specified Multipliers on Bill Rate to Calculate the New Overtime Bill Rate:**

By default, overtime rates are calculated based on cost rates. However, if you check this option and have specified Overtime Multiplier or Double Overtime Multiplier above, BillQuick uses these multipliers with the bill rates of the overtime entries to calculate the new Overtime Bill Rates.

**Apply the Above Specified Multipliers on Overtime Rates to Calculate the New Overtime Bill Rate and Cost Rate:**

By default, BillQuick uses the cost rates to calculate the overtime rates. However, you can override those rates by checking this option and specifying the Overtime Multiplier or Double Overtime Multiplier above. Then BillQuick uses these multipliers with the default overtime rates of the time entries to calculate the new Overtime Bill Rate and Cost Rates.

**Note:** The overtime status, bill rates and cost rates of time entries linked with invoices are not changed by the Overtime Calculator.

**Overtime Calculation Rules**

Although the overtime laws vary from place to place, generally 8 hours of labor constitutes a day's work and any work beyond these 8 hours in any workday or more than 6 days in any workweek is allowed only if the employee is compensated for the overtime at not less than:

- One and a half times (1.5) the employee's regular Pay Rate for all hours worked in excess of 8 hours up to and including 12 hours in any workday, and for the first 8 hours worked on the 7th consecutive day of work in a workweek; and
- Double (2) the employee's regular Pay Rate for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of 8 on the 7th consecutive day of work in a workweek

**Overtime Calculation Rules:**

You can specify the values (in hours) for regular time, overtime and double overtime here for the calculation of overtime worked. BillQuick accordingly applies the rates and calculates the overtime worked by the employees and vendors. Enter the appropriate hours in the relevant fields:

- **Regular Time is from 0 to ...** hours (say 0 to 8 hours)
- **Overtime is from 8 to ...** hours (say 8 to 24 hours)
- **Double Overtime is from 24 to ...** hours (say 24 hours onwards)

**7th Consecutive Day Rules:**

Check this option if you want to apply the Seventh Consecutive Day rule in your company. You can specify the values (in hours) for regular time, overtime and double overtime here for the calculation of overtime for the 7th consecutive day worked. BillQuick accordingly

applies the rates and calculates the overtime worked by the employees and vendors. Enter the appropriate hours in the relevant fields:

- **Regular Time is from 0 to ...** hours (say 0 to 0 hours)
- **Overtime is from 0 to ...** hours (say 0 to 8 hours)
- **Double Overtime is from 8 to ...** hours (say 8 to 24 hours)



This feature is available in the BillQuick Pro and Enterprise editions only.

### **Recalculate Overtime:**

Analyzes the overtime status of time entries for the selected employees (or vendors) based on the options specified. It then recalculates the overtime and accordingly marks their OT flag after splitting them into regular time and overtime. While doing so, it updates the rates for overtime entries based on the date when overtime is re-calculated but does not do so for regular time entries. In addition, it does not change the overtime status, bill rate or cost rate of time entries that are already billed or linked to invoices.

### **Overtime Calculator Button Panel**

#### **Help:**

Opens the BillQuick Help in the Employee Control section.

#### **Layout:**

##### **Auto Fit:**

BillQuick automatically adjusts the grid list so all columns fit in the grid window. Else, the grid list columns display at default widths. Regardless of the settings, you can adjust column width manually. By default, this option is on for grids.

##### **Best Fit:**

BillQuick automatically adjusts the grid list so that the columns fit the contents.

#### **Select:**

The drop-down gives you three options:

- **Select All:** Click this button to select all the entries in the Billing Review grid.
- **Un-Select All:** Click this button to unselect all the entries in the Billing Review grid. Alternatively, you could click in any cell within the grid to unselect the selected entries.
- **Reverse Select:** Click this button to reverse the selection. This unselects the selected entries, selecting all other entries.

#### **Close:**

Closes the Overtime Calculator screen.

### **Export Invoices to LEDES**

#### **EXPORT BILLQUICK INVOICES TO LEDES OVERVIEW**

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**Navigation** *Integration menu, Export Invoices to LEDES*

The LEDES (Legal Electronic Data Exchange Standard) format is a standard file format used by the legal industry for the electronic exchange of information. The LEDES file format has been successful in unifying the U.S. legal industry for the purpose of exchanging electronic

invoice data. It codifies a uniform data output from law firm time-and-billing systems for export to e-billing systems. Electronic Billing is the method of submitting an invoice to a customer in a format readable by its computer or database systems.

Traditionally, invoices have been submitted to customers in paper format. By processing electronic bills, corporations save paper handling and processing costs. The LEDES format is a modification of the Delimited ASCII EDI standard. The LEDES format is basically used for conventional hourly billing but alternative billing arrangements are also handled. For example, in case of fixed-contract types, LEDES file can be prepared in various ways.

BillQuick allows you to transfer your invoices to the LEDES 1998-B and 2000 XML format as a text file. This helps the law firms using BillQuick to output bills in a format acceptable by the legal industry. Export BillQuick Invoices to LEDES Wizard enables you to transfer BillQuick invoices easily to a LEDES export file. It is a special form of user assistance that automates tasks through a dialog with you, helping you to accomplish tasks that can be complex for the first time. The wizard takes you step-by-step towards the completion of the invoice data transfer from BillQuick database to LEDES export database. BillQuick exports only billable time and expenses with the invoices.

 This feature is available in the BillQuick Pro and Enterprise editions only.

When exporting invoices from BillQuick in the LEDES format, the timekeeper classification (or title) is also exported along with other data. For the proper transfer of timekeeper classification or title, the Title field in the Employee screen or the Classification field in the Time Entry Sheet View screen must use one of the following titles for which a corresponding LEDES export code exists. When no title or classification exists in BillQuick, OT is used as a placeholder for the LEDES format.

Code	Title
PT	Partner
AS	Associate
OC	Of Counsel
LA	Legal Assistant
OT	Other Timekeeper
SI	Summer Intern
PL	Paralegal
SE	Secretary or Clerk
NP	Non-Legal Professional

 This is provided for information only and must not be used by the receiving application as a primary key for the timekeeper. Most expense items do not have a Timekeeper Classification associated with them.

## How Do I

### HOW DO I EXPORT INVOICES TO LEDES FORMAT?

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To export your invoices to LEDES format:

1. Open the *Export BillQuick Invoices To LEDES Wizard* from the Integration menu.

2. On the **Select File Name** page, specify the location and name of the BillQuick data file (.mdb) and LEDES export data file (.lds). *By default, it accesses the currently used BillQuick database.*
3. On the **Company Information** page, provide your BillQuick company name. It retrieves the company name from the BillQuick database specified above.
4. Next, enter the Employer ID or Company ID. It can be a number assigned to the BillQuick Company.
5. On the **Global Options** page, check the relevant option if you want to override the default First Name Last Name combination to Last Name First Name combination for the timekeeper's name. In addition, specify the character for separating the first name from the last name.
6. Check the relevant option if you want to export the sales tax as a separate line item.
7. Select a custom field, either in Client screen or in Project screen, with which you want to map the Client Matter ID. BillQuick will use this value from the chosen screen to generate a Client Matter ID.
8. On the **Select BillQuick Invoices** page, select the desired invoice numbers from the drop-down list. You can select all the invoices or a range of invoices to export to the LEDES format.

 Check the 'Show Joint Invoice Only' option if you want to view only joint invoices in the Invoice # drop-down.

Alternatively, check the Date option and select the invoice dates in the From-To fields to specify which invoices to be exported to LEDES.

 If you filter invoices based on the Invoice Date, data transfers in the LEDES 1998-B format only.

9. At the bottom, check the relevant options for mapping BillQuick item codes with custom codes for specific clients.

 If you choose to map BillQuick Activity Codes (or Expense Codes) with Custom Codes, a new page opens where you can customize codes for each activity/expense item for the selected client. Alternatively, you can specify Task Codes for activities from there.

10. You can also choose to map summarized line items for projects by checking that option. It opens the Custom Settings page.
11. For a selected project, you can replace the time and expense data to be exported with summarized line items using the custom values entered here. Click Save When you have finished.

While transferring data to LEDES format, the custom codes and settings will replace the BillQuick data.

12. You can choose to exclude time details for fixed type is projects. Check that option and click Next.
13. Choose the LEDES format for export—whether 1998B or 2000 XML format. Click Finish to start the data export process.

After the process ends, BillQuick prompts you to open the export file.

## APPENDIX

### SHORTCUT KEYS

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BillQuick provides many ways to access commands and dialog boxes. These shortcut keys are available in specific areas of BillQuick. To access the command, press the keys indicated. For example, press Ctrl+F to open the Find dialog box. This means that while pressing and holding the Ctrl key, you press the F key.

#### Main Menu

Menu Shortcuts	Function
Alt+F	Access the <a href="#">File</a> menu.
Alt+E	Access the <a href="#">Edit</a> menu.
Alt+V	Access the <a href="#">View</a> menu.
Alt+P	Access the <a href="#">Project</a> menu.
Alt+T	Access the <a href="#">Time-Expense</a> menu.
Alt+B	Access the <a href="#">Billing</a> menu.
Alt+R	Access the <a href="#">Reports</a> menu.
Alt+S	Access the <a href="#">Settings</a> menu.
Alt+U	Access the <a href="#">Utilities</a> menu.
Alt+I	Access the <a href="#">Integration</a> menu.
Alt+A	Access the <a href="#">Accounting</a> menu.
Alt+O	Access the <a href="#">Add-Ons</a> menu.
Alt+W	Access the <a href="#">Window</a> menu.

#### Quick Task

Menu Shortcuts	Function
Alt+F+L	Opens <a href="#">Log Viewer</a> .
Alt+F+X	Exit BillQuick.

### Edit Menu

Menu Shortcuts	Function
Alt+E+S	Paste Special
Ctrl+Z	Undo
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+D	Delete
F5 key	Refresh
Ctrl+F	Find

### View Menu

Menu Shortcuts	Function
Alt+V+6	Service Fee Schedule Screen
Alt+V+7	Expense Fee Schedule Screen
Alt+V+V	Vendors Screen
Ctrl+Shift+E	Employees Screen
Ctrl+F8	Clients Screen
Ctrl+F5	Activity Codes Screen
Ctrl+F7	Expense Codes Screen
Ctrl+F6	Service Fee Schedule Screen
Ctrl+Shift+F	Expense Fee Schedule Screen
Ctrl+Shift+D	Vendors Screen
Ctrl+Shift+R	Reminders Screen

Ctrl+Shift+B	Dashboard Screen
Ctrl+Shift+N	Navigators Screen

### Project Menu

Menu Shortcuts	Function
Alt+P+E	Estimate Screen
Ctrl+Shift+P	Project Information Screen
Ctrl+Shift+G	Budget Screen
Ctrl+Shift+J	Project Control Screen

### Time-Expense Menu

Menu Shortcuts	Function
Alt+T+R	Reviewer Screen
Ctrl+T	Sheet View Screen
Ctrl+W	Calendar View Screen
Ctrl+Shift+S	Timer Screen
Ctrl+L	Expense Log Screen

### Billing Menu

Menu Shortcuts	Function
Ctrl+Shift+K	Billing Review Screen
Ctrl+Shift+U	Manual Invoice Screen
Ctrl+Shift+I	Invoice Review Screen
Ctrl+Shift+Y	Payment Screen

### Reports Menu

Menu Shortcuts	Function
Alt+R+R	Access Custom Reports List

### Integration Menu

Menu Shortcuts	Function
Alt+S+C	Currency Manager

### Accounting Menu

Menu Shortcuts	Function
Alt+R+R	Access Custom Reports List

### Window Menu

Menu Shortcuts	Function
Alt+W+L	Close All Windows option selected.

## IMPLEMENTATION CHECKLIST

This Implementation Checklist outlines the steps to follow in order to deploy BillQuick in your company. Typically, a BillQuick Supervisor will use it when setting up BillQuick.

Check	Stage	Task	Details
<input type="checkbox"/>	Pre-Installation	Assign <a href="#">BillQuick Supervisor</a> .	Person responsible for the setup and management of BillQuick in the company
		Check system requirements.	Software and hardware system requirements
		Install BillQuick.	Installation on a single computer Installation on multiple PCs (would depend on the number of licenses purchased)
<input type="checkbox"/>	<a href="#">Installation</a> BillQuick Supervisor <a href="#">BillQuick User</a>	License and register BillQuick.	Activate, license and register the software for unlimited use.
		Create a company database.	Place the company database in a folder on a shared drive.
		Get started with BillQuick Start-Up Interview.	Provide information such as Company Name and the license and registration keys. <b>Do not</b> import from integrate with QuickBooks at this time. Skip the BillQuick Initial Setup Checklist wizard.

<input type="checkbox"/> Pre-Implementation	Define ID structures.	Develop <a href="#">standard ID structure</a> for employees, projects, clients, activity and expense codes.
	Determine source of data.	Sources include: (a) QuickBooks or another accounting package with which BillQuick <a href="#">integrates</a> , (b) Any program from which BillQuick imports
	Add data into BillQuick.	Based on the source, transfer or enter data. If a BillQuick Consultant converts your data, you will receive a BillQuick database.
	Verify key information.	Check receivables and WIP reports to ensure data accuracy and completeness.
<input type="checkbox"/> Master and Other Information Setup	Set up company.	Enter <a href="#">Company</a> data. Set <a href="#">Custom Labels</a> and terminology.
	Set up master records	Enter Employee, Client, Project, Activity and Expense Codes data. Specify Manager for clients, projects and employees. Set up <a href="#">groups</a> for clients, projects, employees, activity, and expense codes. Set bill and cost <a href="#">rates</a> for employees and vendors. Enter <a href="#">Contract Type</a> and Amount for each project.
	Assign <a href="#">Security</a> permissions to users.	Supervisor to set up security profiles and assign access permissions to employees and vendors
	Specify roles.	Supervisor or Manager to specify employee roles
	Check system requirements.	Check that PCs/server meets software and hardware requirements.
<input type="checkbox"/> Installation and Setup of <a href="#">Add-On Modules</a> ( <i>optional</i> )	Install add-ons products.	Follow order of installation: Web Suite, Outlook Add-In and Agent.
	Specify settings and user preferences	Assign Global Settings, User Preferences and other settings. Set BillQuick to be DCAA Compliant.
<input type="checkbox"/> Pre-Deployment	Specify time and expense review and approval procedure.	Whether <a href="#">submit and approve</a> or auto-approve setup? If submit and approve, then decide who reviews administrative time and billable time submitted by employees and vendors.

		Review invoices.	Review your current invoices and BillQuick invoices to identify which ones to use or customize.
		Review reports.	Review BillQuick reports and determine which ones to use for executives, project managers, billing managers and staff.
<input type="checkbox"/>	Staff Training	Identify training needs of each group.	BillQuick Supervisors, Administrators, Principals, Partners, Project Managers, Billing Managers, Staff, Timekeepers, Employees, Vendors
		Train employees.	Develop internal self-training or use <a href="#">BQE Training and Consulting Services</a> .
<input type="checkbox"/>	Deploy BillQuick	Manage projects.	Assign Project Control, Budgets, Fee Schedules, etc. Maintain folders, notes, memos, etc.
		Enter time and expenses.	Record time and expense entries in BillQuick
		Manage <a href="#">billing</a> functions.	Process bills and send invoices to clients. Track payments and accounts receivable.
		Generate and view <a href="#">reports</a> .	Get the required information from standard and custom reports.

## COMPANY SETUP CHECKLIST

Setting up a new company and associated master information should follow a plan to ensure tasks are completed and checked off.

General Decisions			
Area	Decision	Where to Implement	
<input type="checkbox"/>	Business Type	Add standard activity codes according to your industry.	<a href="#">BillQuick Start-Up Interview</a> <a href="#">Add Industry Codes</a>
<input type="checkbox"/>	Custom Labels	Change standard terminology in BillQuick to your industry/profession.	BillQuick Start-Up Interview
<input type="checkbox"/>	Database	Hide location of database on BillQuick status bar.	<a href="#">Global Settings-Security</a>
<input type="checkbox"/>	User Interface	Change screen terminology or caption in BillQuick to your industry/profession.	<a href="#">Custom Labels</a>
		Customize field labels such as Tax, Custom	Custom Labels

		fields, Zip, Flags, and more to your preference. (say, Zip to Postal Code; MST to GST or VAT)	
		Change the postal or phone field mask (say 99-999-9999 to 999-999-9999)	Custom Labels
<input type="checkbox"/>	First Day of the Week	Define the first day of a workweek for internal processing and reporting.	BillQuick Start-Up Interview  <a href="#">Global Settings</a>
<input type="checkbox"/>	Database Maintenance	Specify the number of times BillQuick starts before database utilities automatically run.	BillQuick Start-Up Interview
<input type="checkbox"/>	Automatic Backup	Schedule backup reminder – on exit, daily, never, weekly or monthly	BillQuick Start-Up Interview  Global Settings-Security
<input type="checkbox"/>	<a href="#">Security</a> Permissions	Assign security permissions and passwords for users.	<a href="#">Employee screen</a>  Security screen
Master Information			
Area	Decision	Where to Implement	
<input type="checkbox"/>	ID Structure	Define desired ID and Code structure.	Master screens: <a href="#">Project</a> , <a href="#">Client</a> , <a href="#">Activity Codes</a> , <a href="#">Expense Codes</a>
<input type="checkbox"/>	<a href="#">Integration</a> with accounting packages	Get data from QuickBooks.	Integration menu, QuickBooks
		Get data from Sage 50 Accounting (formerly Peachtree—U.S. Edition).	Integration menu, Sage 50
		Get data from MYOB.	Integration menu, MYOB
		Get data from any other program.	BQE <a href="#">Data Conversion Services</a>
<input type="checkbox"/>	Import data from other programs	Manually re-enter data from an old paper or electronic system.	<a href="#">Import/Export</a> tool
<input type="checkbox"/>	<a href="#">Company</a> Profile	Enter required data.	Company-General screen
		Specify company-wide settings.	Company screen Global Settings screen
<input type="checkbox"/>	Employee Profile	Enter required data.	Employee: General and Rate tab
		Set default bill and cost rates for the employee.	Employee-Rate screen
		Set standard work, vacation, holiday and sick hours.	Employee-Detail screen
	Client Profile	Enter required data.	Client screen

<input type="checkbox"/>		Create client contacts.	Client: Client Contacts screen
<input type="checkbox"/>	Client Relationship	Identify the principal/partner, manager or staff member who has primary responsibility for the client relationship.	Client-General screen: Client Manager or Custom field
<input type="checkbox"/>	Activity Profile	Create activity codes for all services or tasks.	Activity Codes screen
		Organize tasks by category: Use Code field for the category and Sub-code field for the task within the category.	Activity Codes screen
		Organize tasks by department: Use Code field for the department and Sub-code field for the task performed in the department.	Activity Codes screen
		Transfer from an integrated accounting package.	Integration menu Activity Codes screen
<input type="checkbox"/>	Expense Profile	Create expense codes for all expenses or charges.	Expense Codes screen
		Organize expenses by category: Use Code field for the category and Sub-code field for the expense within the category.	Expense Codes screen
		Organize expenses by department: Use Code field for the department and Sub-code field for the expense incurred in the department.	Expense Codes screen
		Transfer from an integrated accounting package.	Integration menu Expense Codes screen
<input type="checkbox"/>	Project Profile	Enter required data.	Project screen
		Automatically increment project codes	Global Settings-Master Information
		Create project phases and segments, if needed.	Project screen
		Assign percentage of parent project's Contract Amount to the phases.	Project-Detail screen
<input type="checkbox"/>	Project Management	Identify the principal/partner, manager or staff member	Project-General screen: Project Manager field <a href="#">Project Center</a>

who has primary responsibility for the project. Manage your projects and track their progress.

## PROJECT MANAGEMENT CHECKLIST

Setting up projects and managing them should follow a plan to ensure tasks are completed and checked off.

Project Decisions		
Area	Decision	Where to Implement
<input type="checkbox"/> <a href="#">Project</a>	Assign a project manager, project contact and contract type.	Project-General screen
	Create project hierarchy, if needed. Allocate the contract amount to phases.	Project-General screen Project-Detail screen
<input type="checkbox"/> Groups	Identify projects with common attributes for purposes of grouping them.	Project screen: Group
<input type="checkbox"/> Budgets	Define standard budgets applicable to multiple projects. Assign employees, vendors, activity codes and expense codes to budgets by group (rather than as individual items).	<a href="#">Budget</a> screen
	<a href="#">Assign budgets</a> to projects and phases.	Project-Billing screen Assign screen
	Share a parent or Main project budget with project phases using the '% of Total Project' feature.	Project-Detail screen
	Set budgeted employees, activities and expenses for a project.	Project-Detail screen: Rules
<input type="checkbox"/> <a href="#">Project Control</a>	Control who (employee) works on what (activity) and incurs what (expense) on a project.	Project-Assign screen or Project Control screen
<input type="checkbox"/> Filters	Identify projects for purposes of filtering the lists.	Project screen: Filters
<input type="checkbox"/>	Adjust or set up special bill and cost rates.	Project-Billing screen

		Client-Billing screen <a href="#">Service Fee Schedule</a> <a href="#">Expense Fee Schedule</a>
	Specify a retainage, if any.	Project-Billing screen
Billing Rules and Invoice Settings	Specify invoice format, invoice number, message and other options for a project.	Project-Billing screen Project-Detail screen Client-Billing screen Client-Detail screen Global Settings-Billing
	Assign payment terms.	Project-Billing screen Client-Billing screen
	Assign interest and tax rates to a project.	Project-Detail screen Client-Detail screen Global Settings
<input type="checkbox"/> Project Documents	Define folder structure and manage project-documents.	<a href="#">Document Management</a> User Preferences-Folders Global Settings-Folders
	Link related files to project records.	Project-General screen: <a href="#">Attachments</a> User Preferences-Folders Global Settings-Folders
<input type="checkbox"/> Project Management	Manage everything related to your projects.	<a href="#">Project Center</a>

**BILLING CHECKLIST**

The billing managers can check out the following checklist to ensure that they take all billing decisions with the right information at the right time.

<b>Billing</b>		
<b>Area</b>	<b>Decision</b>	<b>Where to Implement</b>
<input type="checkbox"/> Pre-Billing Tasks	Print or check on-screen memos and project notes for billing-related notes and decisions.	Time and expense <a href="#">Memos Notes</a>
	Set up BillQuick Agent for alerts and emails in case of delinquent timekeepers.	Agent, Time Card Monitoring Agent, Alerts
	Check reports for approved time and expenses (WIP) as well as unapproved entries.	<a href="#">Reports menu</a> <a href="#">Report Center</a> screen
<input type="checkbox"/> Invoice Layout	Add a logo to invoices.	<a href="#">Company-General</a> screen
	Check company name, address, etc. to print on invoices.	Company-General screen
	Typically add the standard text as memos or notes on multiple invoices.	<a href="#">Auto Complete</a> screen
	Hide no-charge (non-billable) entries on detailed invoices.	<a href="#">Global Settings-Time &amp; Expense</a> screen
	Provide electronic payment option (PayPal/IMS) in emailed invoices.	<a href="#">Global Settings-Merchant</a> screen
<input type="checkbox"/> Billing Arrangement	Define contract type and invoice settings at the project level.	<a href="#">Project-General</a> screen <a href="#">Project-Billing</a> screen
	Define billing and invoice settings at the client level.	<a href="#">Client-Billing</a> screen <a href="#">Client-Detail</a> screen
	Review bill and cost rates of employees, activities and expense codes, and special rates in fee schedules.	<a href="#">Employee-Rate</a> screen <a href="#">Activity Codes</a> screen <a href="#">Expense Codes</a> screen <a href="#">Service Fee Schedule</a> <a href="#">Expense Fee Schedule</a>

	Determine special bill rates to apply to a project when you pre-purchase hours (funds/retainer on account).	Project-Billing screen: <a href="#">Delayed SFS</a>
	Negotiate retainage with the client.	Project-Billing screen
	Identify who receives the invoice in the client organization (billing contact address).	Client-Detail screen: Main Contact Project-Billing screen: Contact
	Define payment terms to print on invoices.	<a href="#">Terms</a> screen Client-Billing screen Project-Billing screen
	Identify clients and projects to bill in a foreign currency and check currency settings.	<a href="#">Currency Manager</a> screen Company-General screen Project-Billing screen Client-Billing screen Employee-Rate screen
	All or selective project invoices should be emailed to the client.	Client-Billing screen Project-Billing screen
	Set up project for automatic billing on a specified frequency.	Project-Billing: <a href="#">Automatic Billing</a>
	Set up invoices for automatic processing on a specified frequency.	Invoice Review: <a href="#">Memorize Invoices</a>
<input type="checkbox"/>	Invoice Formats	<a href="#">Global Settings-Templates</a> Project-Billing screen <a href="#">Invoice Review</a> screen
	Set the standard invoice number format for invoices. Optionally, define custom invoice numbers for projects.	BillQuick Start-Up Interview <a href="#">Global Settings-Billing</a> Project-Billing screen
<input type="checkbox"/>	Joint Invoices	Client-Billing screen Project-Billing screen
	Identify projects for a client or phases of a project to bill together. Set the default to joint invoice.	

		Combine billing records on a single invoice.	<a href="#">Billing Review</a> screen
		Set the standard invoice number format for retainer invoices.	Global Settings-Billing
		Request project-specific or client-specific retainers from the clients Create retainer invoices.	<a href="#">Retainer Management</a> screen Project-Billing screen
<input type="checkbox"/>	Retainers	Record retainer payments from clients.	<a href="#">Payment</a> screen
		Apply project or client retainer payments.	Payment screen Billing Review
		Set up retainer invoices for automatic processing on a specified frequency.	<a href="#">Retainer Management-Payment</a> Memorize Invoices
<input type="checkbox"/>	Late Fees	Set interest rate and grace period for all past due invoices of all clients	BillQuick Start-Up Interview <a href="#">Global Settings-Billing</a>
		Set interest rate and grace period for past due invoices related to a project	<a href="#">Project-Detail</a> screen

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