BillQuick for Project Managers 2017

Why BillQuick?

BillQuick is a project-centric system. This means that a project (job, matter or engagement) is the core element of the relationship between a company (firm) and its client (customer). It defines the scope of work being done for a client, how it should be processed, how it should be billed, and so on.

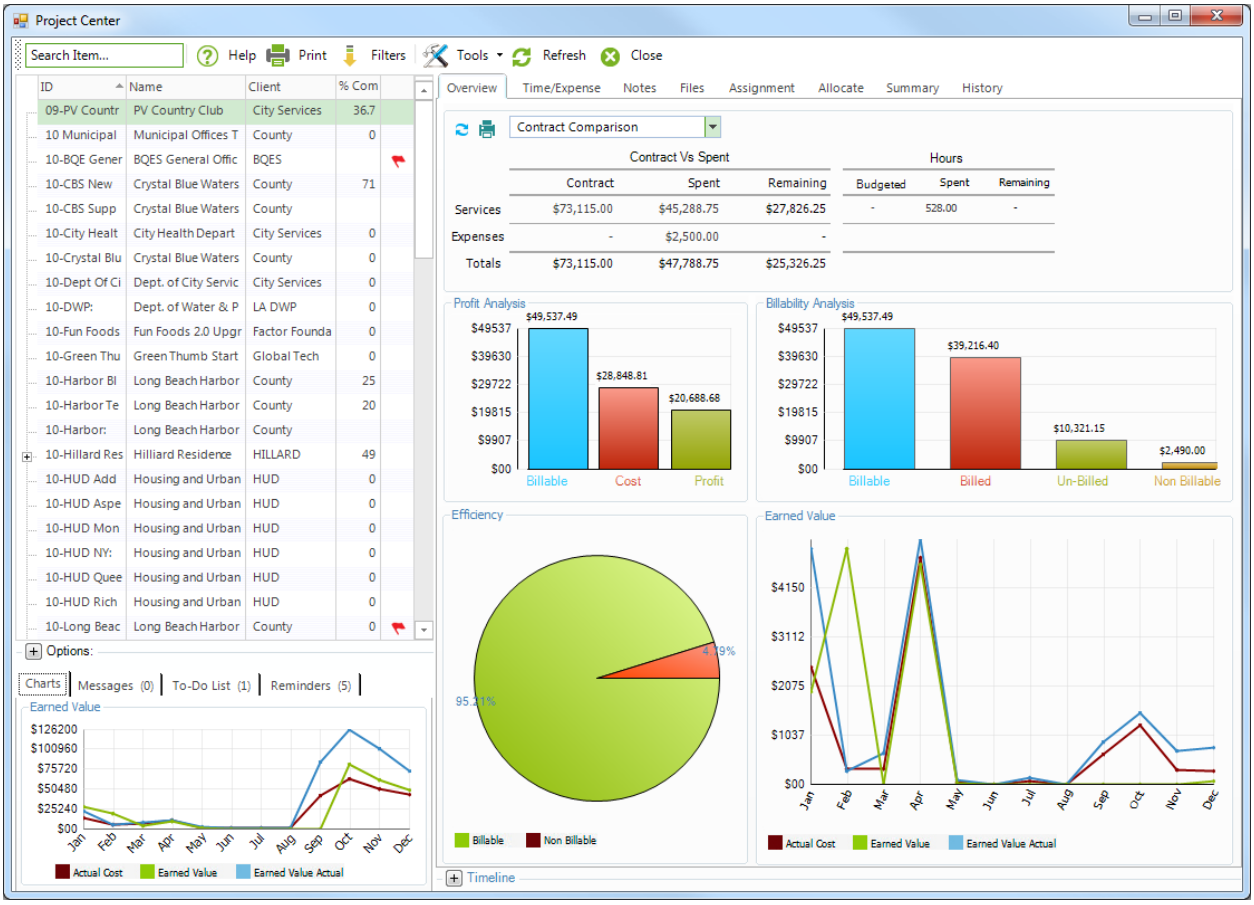
Implementation of BillQuick for project management is the right step towards increasing business productivity and investing in technology that helps you manage your projects. This role-based brochure highlights the functions and features of BillQuick that are useful for project managers. It focuses on important information needed for effective and efficient management of your projects. In other words, it answers your question "*What does BillQuick do for me?*"

Feature Overview

- Project Center for efficient, all-in-one-place information
- Project account summary
- Project history for invoices, purchase orders and vendor bills with drill down
- Contract analysis with spent and remaining amounts
- Extensive job cost reporting
- Budgets and estimates with comparisons
- Dashboard with key performance metrics
- Extensive project reporting
- 4-level work breakdown: projects, phases, segments and sub-segments
- 12 contract types including Hourly, Fixed Fee, Recurring and Cost Plus
- Separate contract type and amount for each project and phase
- Service and expense fee schedules for special rates
- Task allocation to employees with workload and revenue forecasting
- To-do tasks with dates
- Assignment of employees, activities and expenses to projects
- Extensive journal note-taking throughout the life of a project
- Attachments of any file type

- Tracking projects by due date and percent complete
- Retainage and retainer on projects
- Automatic billing on project basis
- Project contacts
- Customization of processing rules
- Group projects for advanced power
- Project merging
- Submit-approve workflow tracking
- Document management

Project Center



You can filter the project list as needed and control whether you want a visual alert for projects that are

unprofitable, over budget or over contract. It enables you to view your messages, to-do tasks and reminders right there.

At a glance, you can scan high-level information about a project. You can view contract or budget spent. Then you can scan profitability, billability, efficiency and earned value information to gauge progress for the selected project.

For more detail, click the Time/Expense tab to view labor and expenses charged to the project, seeing both their bill value and cost. Use its filters to drill down to billed, unbilled, approved, unapproved, time only, expenses only and more. The Journal tab includes all notes for a project; you can even add new notes here. The Files tab lists attachments added to project, time and other records. To view a receipt, analysis, video or other file, double-click the link. For project control, you can add and view assignments (employee, activities, expense codes). The Allocate tab allows you to view who has been assigned to tasks for a project and how many hours were allocated to them.

Finally, the Project Center summarizes cost, billable, billed and unbilled information, as well as other key items, on the Account tab. The History tab lists invoices with payments, purchase orders and vendor bills for a project. Double-click any row to drill down for details.

Bottom Line: The information to manage projects or monitor project progress is all in one place.

Project Management Reports

Some of the most popular and useful BillQuick reports for project managers include:

1. Budget vs. Actual by Activity
2. Contract Spent by Project–Services (Project Service Amount Spent)
3. Task Assignment-Allocated vs. Spent by Project (Control Hours by Project)
4. Project Management List by Project Manager (Project Management)
5. To-Do Tasks–Project (To-Do Tasks By Project)
6. Contract Analysis
7. Time Summary by Project, Employee & Activity (Project Time Records by Emp-Activity)
8. Expense Detail by Vendor & Project (Vendor Expense Details)
9. Contract Services–Percentage Billed (Percentage Billed)
10. Profit by Project–Billable Summary (Project Profitability Summary)
11. Project Assignments

12. Project Account Summary
13. Time & Expense Detail–Phased Projects with Cost
14. Time & Expense Summary by Project
15. Expense Detail by Project and Expense Code
16. Hours Detail by Project and Activity with Memo
17. Billing Analysis by Project Manager
18. Contract Services & Expenses–Percentage Billed
19. Investment Summary by Project
20. Work in Hand by Project
21. Due Date by Client & Project
22. Journal Notes

Below are a few report samples.

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Budget Vs Actual by Activity

Printed on: 1/24/2016
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Filters Used:
- Project ID: 10 Municipal Offices - 3: to 10 Municipal Offices - 3:

Project ID: 10 Municipal Offices - 3:
Project Name: Municipal Offices Technical Support

	Budgeted				Actual				Difference		
Item	Hrs/Units	Billable	Cost	Margin	Hrs/Units	Billable	Cost	Margin	Billable	Cost	Margin
Service Budget											
Accounting:	0.00	$0.00	$0.00	$0.00	2.00	$150.50	$200.00	($49.50)	($150.50)	($200.00)	$49.50
Cad Plot:	0.00	$0.00	$0.00	$0.00	264.00	$39,600.00	$9,240.00	$30,360.00	($39,600.00)	($9,240.00)	($30,360.00)
Client Conf:	0.00	$0.00	$0.00	$0.00	148.00	$9,520.00	$3,638.00	$5,882.00	($9,520.00)	($3,638.00)	($5,882.00)
Conf Call:	0.00	$0.00	$0.00	$0.00	28.00	$2,662.00	$1,258.00	$1,404.00	($2,662.00)	($1,258.00)	($1,404.00)
Coordination:	0.00	$0.00	$0.00	$0.00	120.00	$8,040.00	$2,790.00	$5,250.00	($8,040.00)	($2,790.00)	($5,250.00)
Cost Est:	0.00	$0.00	$0.00	$0.00	12.00	$1,026.00	$294.00	$732.00	($1,026.00)	($294.00)	($732.00)
Field Insp:	0.00	$0.00	$0.00	$0.00	360.00	$39,600.00	$14,400.00	$25,200.00	($39,600.00)	($14,400.00)	($25,200.00)
Measurement:	0.00	$0.00	$0.00	$0.00	404.00	$38,190.00	$11,050.00	$27,140.00	($38,190.00)	($11,050.00)	($27,140.00)
Plan Review:	0.00	$0.00	$0.00	$0.00	12.00	$1,026.00	$294.00	$732.00	($1,026.00)	($294.00)	($732.00)
Prelim Design:	0.00	$0.00	$0.00	$0.00	12.00	$1,026.00	$294.00	$732.00	($1,026.00)	($294.00)	($732.00)
Report:	0.00	$0.00	$0.00	$0.00	2.50	$87.50	$42.50	$45.00	($87.50)	($42.50)	($45.00)
Review:	0.00	$0.00	$0.00	$0.00	6.00	$513.00	$147.00	$366.00	($513.00)	($147.00)	($366.00)
Site Insp:	0.00	$0.00	$0.00	$0.00	244.00	$42,342.00	$16,838.00	$25,504.00	($42,342.00)	($16,838.00)	($25,504.00)
Site Super:	0.00	$0.00	$0.00	$0.00	6.00	$513.00	$147.00	$366.00	($513.00)	($147.00)	($366.00)
Survey:	0.00	$0.00	$0.00	$0.00	5.00	$501.25	$625.00	($123.75)	($501.25)	($625.00)	$123.75
Tech Sup:	0.00	$0.00	$0.00	$0.00	64.00	$5,120.00	$2,560.00	$2,560.00	($5,120.00)	($2,560.00)	($2,560.00)
Expense Budget											
Copy:	0.00	$0.00	$0.00	$0.00	10.00	$22.00	$20.00	$2.00	($22.00)	($20.00)	($2.00)
DEL:	0.00	$0.00	$0.00	$0.00	1.00	$25.85	$23.50	$2.35	($25.85)	($23.50)	($2.35)
Outside Cons:	0.00	$0.00	$0.00	$0.00	2.00	$4,900.00	$4,900.00	$0.00	($4,900.00)	($4,900.00)	$0.00
Rental:	0.00	$0.00	$0.00	$0.00	1.00	$55.00	$50.00	$5.00	($55.00)	($50.00)	($5.00)
TOTALS:											
Services:	0.00	$0.00	$0.00	$0.00	1,689.50	$189,917.25	$63,817.50	$126,099.75	($189,917.25)	($63,817.50)	($126,099.75)
Expenses:	0.00	$0.00	$0.00	$0.00	14.00	$5,002.85	$4,993.50	$9.35	($5,002.85)	($4,993.50)	($9.35)
Grand Totals:		**$0.00**	**$0.00**	**$0.00**		**$194,920.10**	**$68,811.00**	**$126,109.10**	**($194,920.10)**	**($68,811.00)**	($126,109.10)

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Contract Spent by Project - Services & Expenses (Options)

Printed on: 1/24/2016
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Filters Used:
- Project ID: 09-PV Country Club: to 10-HUD Monte Carlo:

	Billable Services w. Write-Up/Write-Down			Billable + N.B. Expenses w/o Taxes		
Project ID (Name)	**Contract Amount**	**Spent**	**Balance**	**Contract Amount**	**Spent**	**Balance**
09-PV Country Club: (*PV Country Club*)	$73,115.00	$43,003.69	$30,111.31	$0.00	$6,258.80	($6,258.80)
10 Municipal Offices- 3: (*Municipal Offices Technical Support*)	$0.00	$189,917.25	($189,917.25)	$0.00	$5,002.85	($5,002.85)
10-BQE General: (*BQES General Office*)	$0.00	$0.00	$0.00	$0.00	$4,325.00	($4,325.00)
10-CBS New System: (*Crystal Blue Waters New System Evaluation*)	$3,500.00	$4,940.00	($1,440.00)	$0.00	$0.00	$0.00
10-CBS Support: (*Crystal Blue Waters Ongoing Support*)	$7,800.00	$21,169.25	($13,369.25)	$0.00	$0.00	$0.00
10-City Health Dept: (*City Health Department*)	$75,000.00	$67,778.75	$7,221.25	$0.00	$1,382.08	($1,382.08)
10-Crystal Blue Water: (*Crystal Blue Waters New System Installation*)	$10,000.00	$26,940.07	($16,940.07)	$0.00	$575.00	($575.00)
10-Dept Of City Services: (*Dept. of City Services*)	$0.00	$30,007.50	($30,007.50)	$0.00	$123.75	($123.75)
10-DWP: (*Dept. of Water & Power*)	$46,000.00	$21,287.50	$24,712.50	$0.00	$1,077.50	($1,077.50)
10-Fun Foods: (*Fun Foods2.0 Upgrade*)	$15,000.00	$26,068.73	($11,068.73)	$0.00	$0.00	$0.00
10-Green Thumb: (*Green Thumb Starter System*)	$10,500.00	$14,904.97	($4,404.97)	$0.00	$339.58	($339.58)
10-Harbor Bldg42: (*Long Beach Harbor Terminal Bldg. 42*)	$75,000.00	$24,399.97	$50,600.03	$0.00	$523.10	($523.10)
10-Harbor Terminal Bldg61: (*Long Beach Harbor Terminal Bldg. 61*)	$157,000.00	$34,035.02	$122,964.98	$0.00	$326.95	($326.95)
10-Harbor: (*Long Beach Harbor*)	$0.00	$5,882.50	($5,882.50)	$0.00	$8,765.24	($8,765.24)
10-Hillard Resd: (*Hilliard Residence*)	$100,000.00	$0.00	$100,000.00	$0.00	$0.00	$0.00
10-Hillard:1-SD (*Hilliard Residence-Schematic Design*)	$20,000.00	$2,985.00	$17,015.00	$0.00	$5,000.00	($5,000.00)
10-Hillard:2-DD (*Hilliard Residence Design Development*)	$10,000.00	$19,707.50	($9,707.50)	$0.00	$0.00	$0.00
10-Hillard:3-CD (*Hilliard Residence-CD*)	$50,000.00	$35,434.04	$14,565.96	$0.00	$3,200.00	($3,200.00)
10-Hillard:4-CA (*Hilliard Residence-CA*)	$20,000.00	$40,585.02	($20,585.02)	$0.00	$0.00	$0.00
10-HUD Add Services: (*Housing and Urban Development- Add Services*)	$0.00	$42,640.00	($42,640.00)	$0.00	$314.00	($314.00)
10-HUD Aspen: (*Housing and Urban Development- Aspen, Colorado*)	$0.00	$28,552.50	($28,552.50)	$0.00	$1,800.00	($1,800.00)
10-HUD Monte Carlo: (*Housing and Urban Development- Monte Carlo*)	$0.00	$44,925.00	($44,925.00)	$0.00	$814.00	($814.00)
	$672,915.00	**$725,164.26**	**($52,249.26)**	**$0.00**	**$39,827.85**	**($39,827.85)**

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Task Assignment - Allocated vs. Spent by Project

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Filters Used:
- Project ID: 09-PV Country Club: to 10-CBS New System:

09-PV Country Club: (PV Country Club)

	Employee	Activity / Exp ID	Hours / Units Assigned	Hours / Units Consumed	Hours / Units Remaining
Services					
	RT	BD Liaison:	32.00	0.00	32.00
	AM	Tech Sup:	35.00	6.00	29.00
	JA	Client Conf:	5.00	16.00	-11.00
	BD	Calcs:	32.00	0.00	32.00
		Total Control Hours	**104.00**	**22.00**	**82.00**
		Total	**104.00**	**22.00**	**82.00**

10 Municipal Offices - 3: (Municipal Offices Technical Support)

	Employee	Activity / Exp ID	Hours / Units Assigned	Hours / Units Consumed	Hours / Units Remaining
Services					
	SL	Site Insp:	32.00	4.00	28.00
	SL	Cost Est:	32.00	12.00	20.00
	SL	Conf Call:	32.00	4.00	28.00
	WB	Conf Call:	50.00	20.00	30.00
	SE	Tech Sup:	32.00	64.00	-32.00
		Total Control Hours	**178.00**	**104.00**	**74.00**
		Total	**178.00**	**104.00**	**74.00**

10-CBS New System: (Crystal Blue Waters New System Evaluation)

	Employee	Activity / Exp ID	Hours / Units Assigned	Hours / Units Consumed	Hours / Units Remaining
Services					
	AM	Conf Call:	32.00	7.00	25.00
	BW	CAD:	32.00	0.00	32.00
	CJ	Cost Est:	50.00	6.00	44.00
	CJ	Cost Est:	36.00	6.00	30.00
	SE	Comp Ins:	32.00	0.00	32.00
	JA	Conf Call:	32.00	3.00	29.00
		Total Control Hours	**214.00**	**22.00**	**192.00**
		Total	**214.00**	**22.00**	**192.00**

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Project Management List by Project Manager

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Filters Used:
- Project Manager: JA to JA

Project Manager: Jennifer Arlington (JA)

Project ID	Project Name	Type	Contract	Spent*	Status	Under/Over	Phone	Comments\Memo
09-PV Country Club:	PV Country Club	HNTE	$73,115.00	$47,513.75	UNDER	$25,601.25	(310)-555-2233	Project Complete.
10 Municipal Offices - 3:	Municipal Offices Technical Support	Hourly	$0.00	$194,920.10	NA		(310)-555-3322	
10-City Health Dept:	City Health Department	HNTE	$75,000.00	$67,778.75	UNDER	$7,221.25	(310)-555-2233	Schedule conference call for Wed 10/21.
10-Dept Of City Services:	Dept. of City Services	Hourly	$0.00	$30,131.25	NA		(310)-555-2233	
10-DWP:	Dept. of Water & Power	HNTE	$46,000.00	$22,365.00	UNDER	$23,635.00	(310)-555-1212	Set up final meeting for project
10-Green Thumb:	Green Thumb Starter System	Fixed	$10,500.00	$26,453.75	OVER	($15,953.75)	(575)-444-5656	Project 95% complete
10-Harbor Bldg 42:	Long Beach Harbor Terminal Bldg. 42	HNTE	$75,000.00	$11,305.00	UNDER	$63,695.00	(310)-555-3322	
10-Harbor Terminal Bldg 61:	Long Beach Harbor Terminal Bldg. 61	%	$157,000.00	$7,010.00	UNDER	$149,990.00	(310)-555-3322	
10-Harbor:	LongBeach Harbor	Hourly	$0.00	$15,097.74	NA		(310)-555-3322	
10-HUD Aspen:	Housing and Urban Development- Aspen, Colorado	Hourly	$0.00	$30,352.50	NA		(213)-555-9966	Set up client conference Tues 10/21.
10-HUD NY:	Housing and Urban Development- New York City	Hourly	$0.00	$82,684.05	NA		(213)-555-9966	Project 75% complete.
10-HUD Queens:	Housing and Urban Development- Queens	Hourly	$0.00	$96,035.00	NA		(213)-555-9966	Project 45% complete.
10-HUD Richmond:	Housing and Urban Development- Richmond, VA	Hourly	$0.00	$76,966.77	NA		(213)-555-9966	Estimated completion60 days.
10-Main:	Housing & Urban Development	Fixed	$125,000.00	$0.00	UNDER	$125,000.00	(213)-555-9966	Set up client conference Tues 10/21.
10-MAIN:1-SD	HUD - Schematic Design	Fixed	$25,000.00	$20,240.00	UNDER	$4,760.00	(213)-555-9966	
10-MAIN:2-CD	HUD - Construction Documents	Fixed	$87,500.00	$48,230.00	UNDER	$39,270.00	(213)-555-9966	
10-MAIN:3-CA	HUD - Construction Administration	Fixed	$12,500.00	$675.00	UNDER	$11,825.00	(213)-555-9966	
10-Municipal Offices:	Municipal Offices Feasibility	Fixed	$2,200.00	$1,922.50	UNDER	$277.50	(310)-555-3322	
10-Municipal Offices-2:	Municipal Offices Development	Fixed	$65,000.00	$21,085.00	UNDER	$43,915.00	(310)-555-3322	Change order needed ASAP.
10-Professional:	Professional Organizations	Marketing	$0.00	$35,120.00	NA		(888)-245-5669	
		Contracted Project Totals	$753,815.00	$274,578.75	UNDER	$479,236.25		
		Non-Contracted Spent Total		$561,307.41		$495,190.00	Under Spent Amount	
						$15,953.75	Over Spent Amount	

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**Spent = B-Hours x Bill Rate or Units x Cost Rate x MU%. Contracted projects exclude extras*

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To-Do Tasks - Project

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Project: *10-Hillard Resd:*

Description	*Schedule a call with client*	Priority	*Medium*	Start Date	*3/11/2015*	Remind on
Assigned To	*SE*	% Complete	*0.0%*	End Date	*3/11/2015*	Completed
Status	*Active*					
Memo	In this meeting I would like to go through the design changes approved by Art Jury.					

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Hendricks Consulting LLC

Contract Analysis

Filtered Period- 1/1/2016 to 1/31/2016
Filters Used:
- ≠ Client ID: County to County

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**billed excludes discounts and extras*

enable breakdown

Project ID - Name	Contract Amount	FILTERED PERIOD Spent	FILTERED PERIOD Billed	PROJECT TO DATE Spent	PROJECT TO DATE Billed	CONTRACTUAL BALANCE Spent	CONTRACTUAL BALANCE Billed	Est. % Comp.	Act. % Comp.
09-PV Country Club: - *PV Country Club*	$73,115.00	$120.00	$0.00	$46,363.75	$35,618.75	$26,751.25	$37,496.25	63.4%	48.7%
10-City Health Dept: - *City Health Department*	$75,000.00	$0.00	$0.00	$67,778.75	$67,478.75	$7,221.25	$7,521.25	90.4%	90.0%
10-DWP: - *Dept. of Water & Power*	$46,000.00	$180.00	$0.00	$22,275.00	$20,447.50	$23,725.00	$25,552.50	48.4%	44.5%
10-Fun Foods: - *Fun Foods 2.0 Upgrade*	$15,000.00	$0.00	$0.00	$21,285.00	$25,848.75	($6,285.00)	($10,848.75)	141.9%	172.3%
10-Green Thumb: - *Green Thumb Starter System*	$10,500.00	$60.00	$0.00	$26,333.75	$9,000.00	($15,833.75)	$1,500.00	250.8%	85.7%
10-Hillard Resd: - *Hilliard Residence*									
10-Hillard:1-SD - *Hilliard Residence-Schematic Design*	$20,000.00	$0.00	$0.00	$3,210.00	$10,000.00	$16,790.00	$10,000.00	16.1%	50.0%
10-Hillard:2-DD - *Hilliard Residence Design Development*	$10,000.00	$0.00	$0.00	$20,987.50	$9,432.50	($10,987.50)	$567.50	209.9%	94.3%
10-Hillard:3-CD - *Hilliard Residence-CD*	$50,000.00	$1,350.00	$0.00	$22,718.00	$25,000.00	$27,282.00	$25,000.00	45.4%	50.0%
10-Hillard:4-CA - *Hilliard Residence-CA*	$20,000.00	$0.00	$0.00	$42,702.00	$26,351.00	($22,702.00)	($6,351.00)	213.5%	131.8%
10-Hillard Resd: Totals:	**$100,000.00**	**$1,350.00**	**$0.00**	**$89,617.50**	**$70,783.50**	**$10,382.50**	**$29,216.50**	**89.6%**	**70.8%**
10-Main: - *Housing & Urban Development*									
10-MAIN:1-SD - *HUD - Schematic Design*	$25,000.00	$0.00	$0.00	$20,240.00	$2,500.00	$4,760.00	$22,500.00	81.0%	10.0%
10-MAIN:2-CD - *HUD - Construction Documents*	$87,500.00	$0.00	$0.00	$48,230.00	$5,250.00	$39,270.00	$82,250.00	55.1%	6.0%
10-MAIN:3-CA - *HUD - Construction Administration*	$12,500.00	$0.00	$0.00	$675.00	$500.00	$11,825.00	$12,000.00	5.4%	4.0%
10-Main: Totals:	**$125,000.00**	**$0.00**	**$0.00**	**$69,145.00**	**$8,250.00**	**$55,855.00**	**$116,750.00**	**55.3%**	**6.6%**
10-Party Planners: - *Party Planners, Inc. System Upgrade*	$30,000.00	$0.00	$0.00	$8,137.50	$38,137.50	$21,862.50	($8,137.50)	27.1%	127.1%
10-Redondo Library: - *Redondo Beach Library*	$75,000.00	$0.00	$0.00	$7,610.00	$3,760.00	$67,390.00	$71,240.00	10.1%	5.0%
10-Staple Center: - *Staples Center*	$250,000.00	$0.00	$0.00	$8,040.00	$37,500.00	$241,960.00	$212,500.00	3.2%	15.0%
10-Torrance Airport: - *Torrance Airport Upgrade*	$100,000.00	$0.00	$0.00	$25,970.64	$23,247.95	$74,029.36	$76,752.05	26.0%	23.2%
10-WW New Systems: - *World Wide New Systems*	$25,600.00	$0.00	$0.00	$72,885.00	$63,750.00	($47,285.00)	($38,150.00)	284.7%	249.0%
Grand Totals:	**$925,215.00**	**$1,710.00**	**$0.00**	**$465,441.89**	**$403,822.70**	**$459,773.11**	**$521,392.30**	**50.3%**	**43.6%**

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**Spent= B-Hours x Bill Rate or Units x Cost Rate x MU for all non-extra entries*

Hendricks Consulting LLC

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Time Summary by Project, Activity & Employee

Printed on: 1/24/2016
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Filters Used:
- ≠ Employee ID: JA to JA

Project Name (ID): All Over 2.0 Upgrade (09-PV Country Club:)

Activity ID - Activity Name	Employee Name	Hours	Amount
Marketing: - *Marketing/Sales*			
	(CJ) - Curtis James	1.50	$90.00
	Marketing:	**1.50**	**$90.00**
Plan Review: - *Plan Review*			
	(SE) - Rose Annbach	2.00	$160.00
	(WB) - Walter Birch	12.50	$2,187.50
	Plan Review:	**14.50**	**$2,347.50**
Prelim Design: - *Preliminary Design*			
	(AM) - Allen Marcello	162.75	$13,020.00
	(BW) - Bert Woolmer	6.00	$480.00
	(SE) - Rose Annbach	4.00	$320.00
	Prelim Design:	**172.75**	**$13,820.00**
Report: - *Report/Letter*			
	(MK) - Mark Kerns	1.25	$43.75
	(SL) - Sally Lawrence	4.00	$140.00
	Report:	**5.25**	**$183.75**
Site Insp: - *Site Inspection*			
	(AM) - Allen Marcello	5.00	$400.00
	Site Insp:	**5.00**	**$400.00**
Survey: - *Field Surveying*			
	(BW) - Bert Woolmer	4.00	$440.00
	Survey:	**4.00**	**$440.00**
Tech Sup: - *Technical Support*			
	(AM) - Allen Marcello	6.00	$480.00
	(RC) - Richard Curtis	41.50	$3,320.00
	Tech Sup:	**47.50**	**$3,800.00**
Web Serv: - *Web Services*			
	(AM) - Allen Marcello	2.00	$160.00
	Web Serv:	**2.00**	**$160.00**
	Total (09-PV Country Club:):	**501.50**	**$41,983.75**

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Expense Detail by Vendor & Project

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Geo Engineering - **Greg Wang** , Geotechnical Engineers - (Vendor)

* = Invoiced (mouse over for #), = Marked as Billed

Date	Description	Units	Cost	Reimb Cost	Mu %	Amount	
09-PV Country Club: - *PV Country Club*							
4/6/2014	SPECIAL DELIVERY/COURIER	1.00	$19.95	$0.00	10.00	$21.95	×
4/6/2014	Outside Consultant Fees	1.00	$3,500.00	$0.00	0.00	$3,500.00	×
3/8/2015	Outside Consultant Fees	1.00	$2,500.00	$0.00	0.00	$2,500.00	
			Billable Expenses Total	$0.00		$6,021.95	
			09-PV Country Club: Total	$0.00		$6,021.95	
10 Municipal Offices- 3: - *Municipal Offices Technical Support*							
4/16/2014	SPECIAL DELIVERY/COURIER	1.00	$23.50	$0.00	10.00	$25.85	×
3/23/2015	Outside Consultant Fees	1.00	$2,150.00	$0.00	0.00	$2,150.00	
			Billable Expenses Total	$0.00		$2,175.85	
			10 Municipal Offices- 3: Total	$0.00		$2,175.85	
10-Crystal Blue Water: - *Crystal Blue Waters New System Installation*							
3/23/2015	Outside Consultant Fees	1.00	$575.00	$0.00	0.00	$575.00	
			Billable Expenses Total	$0.00		$575.00	
			10-Crystal Blue Water: Total	$0.00		$575.00	
10-Harbor: - *Long Beach Harbor*							
3/23/2015	Outside Consultant Fees	1.00	$8,200.00	$0.00	0.00	$8,200.00	
			Billable Expenses Total	$0.00		$8,200.00	
			10-Harbor: Total	$0.00		$8,200.00	
10-Hillard:1-SD - *Hilliard Residence-Schematic Design*							
3/23/2015	Outside Consultant Fees	1.00	$5,000.00	$0.00	0.00	$5,000.00	×
			Billable Expenses Total	$0.00		$5,000.00	
			10-Hillard:1-SD Total	$0.00		$5,000.00	
10-Hillard:3-CD - *Hilliard Residence-CD*							
3/23/2015	Outside Consultant Fees	1.00	$3,200.00	$0.00	0.00	$3,200.00	
			Billable Expenses Total	$0.00		$3,200.00	
			10-Hillard:3-CD Total	$0.00		$3,200.00	
10-Redondo Library: - *Redondo Beach Library*							
3/23/2015	Outside Consultant Fees	1.00	$3,750.00	$0.00	0.00	$3,750.00	
			Billable Expenses Total	$0.00		$3,750.00	
			10-Redondo Library: Total	$0.00		$3,750.00	
			Geo Engineering Total	$0.00		$28,922.80	

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* = Non-Billable, × = Xtra

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Contract Services - Percentage Billed

Printed on: 1/24/2016
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Show Monthly Details

Project ID - Name	Type	Contract Amt	Contract Billed*	Contract Bal.	% Billed
09-PV Country Club: - PV Country Club	HNTE	$73,115.00	$35,618.75	$37,496.25	48.72
10 Municipal Offices- 3: - Municipal Offices Technical Support	Hourly		$11,734.75		
10-CBS New System: - Crystal Blue Waters New System Evaluation	Fixed	$3,500.00	$2,740.00	$760.00	78.29
10-CBS Support: - Crystal Blue Waters Ongoing Support	Hourly	$7,800.00	$17,895.00	($10,095.00)	229.42
10-City Health Dept: - City Health Department	HNTE	$75,000.00	$67,778.80	$7,221.20	90.37
10-Crystal Blue Water: - Crystal Blue Waters New System Installation	Fixed	$10,000.00	$19,575.00	($9,575.00)	195.75
10-Dept Of City Services: - Dept. of City Services	Hourly		$28,567.50		
10-DWP: - Dept. of Water & Power	HNTE	$46,000.00	$20,747.50	$25,252.50	45.10
10-Fun Foods: - Fun Foods 2.0 Upgrade	Fixed	$15,000.00	$25,848.75	($10,848.75)	172.33
10-Green Thumb: - Green Thumb Starter System	Fixed	$10,500.00	$9,000.00	$1,500.00	85.71
10-Harbor Bldg 42: - Long Beach Harbor Terminal Bldg. 42	HNTE	$75,000.00	$20,822.50	$54,177.50	27.76
10-Harbor Terminal Bldg61: - Long Beach Harbor Terminal Bldg. 61	%	$157,000.00	$34,035.00	$122,965.00	21.68
10-Harbor: - Long Beach Harbor	Hourly		$5,882.50		
10-Hillard:1-SD - Hilliard Residence-Schematic Design	Fixed	$20,000.00	$10,000.00	$10,000.00	50.00
10-Hillard:2-DD - Hilliard Residence Design Development	Fixed	$10,000.00	$9,432.50	$567.50	94.33
10-Hillard:3-CD - Hilliard Residence-CD	Fixed	$50,000.00	$25,000.00	$25,000.00	50.00
10-Hillard:4-CA - Hilliard Residence-CA	Fixed	$20,000.00	$26,351.00	($6,351.00)	131.76
10-HUD Add Services: - Housing and Urban Development- Add Services	Hourly		$41,940.00		
10-HUD Aspen: - Housing and Urban Development- Aspen, Colorado	Hourly		$26,392.50		
10-HUD Monte Carlo: - Housing and Urban Development- Monte Carl	Hourly		$44,925.00		
10-HUD NY: - Housing and Urban Development- New York City	Hourly		$68,100.00		
10-HUD Queens: - Housing and Urban Development- Queens	Hourly		$85,715.00		
10-HUD Richmond: - Housing and Urban Development- Richmond, VA	Hourly		$63,618.50		
10-Long Beach Harbor: - Long Beach Harbor- Recurring	Recurring		$8,000.00		
10-MAIN:1-SD - HUD - Schematic Design	Fixed	$25,000.00	$2,500.00	$22,500.00	10.00
10-MAIN:2-CD - HUD - Construction Documents	Fixed	$87,500.00	$5,250.00	$82,250.00	6.00
10-MAIN:3-CA - HUD - Construction Administration	Fixed	$12,500.00	$500.00	$12,000.00	4.00
10-Municipal Offices: - Municipal Offices Feasibility	Fixed	$2,200.00	$1,922.50	$277.50	87.39
10-Municipal Offices-2: - Municipal Offices Development	Fixed	$65,000.00	$147,830.00	($82,830.00)	227.43
10-Party Planners: - Party Planners, Inc. System Upgrade	Fixed	$30,000.00	$38,137.50	($8,137.50)	127.13
10-Party Planners-2: - Party Planners, Inc. Tech Center	Hourly		$11,670.88		
10-Redondo Library: - Redondo Beach Library	HNTE	$75,000.00	$3,760.00	$71,240.00	5.01
10-Staple Center: - StaplesCenter	Fixed	$250,000.00	$37,500.00	$212,500.00	15.00
10-Torrance Airport: - Torrance Airport Upgrade	C+FF	$100,000.00	$23,247.95	$76,752.05	23.25
10-WW New Systems: - World Wide New Systems	Fixed	$25,600.00	$63,750.00	($38,150.00)	249.02
	Grand Total:	**$1,245,715.00**	**$649,242.75**	**$596,472.25**	
	Over Billed Adjustment Total:			($165,987.25)	
	True Unbilled Total:			**$762,459.50**	
	Grand Total (no contract):		$396,546.63		

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*contract billed= serv. + exp. - extra serv. - extra exp. [tax 1/2/3 inc.]

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Profit by Project - Billable Summary

Printed on: 1/24/2016
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Project ID - Name	B-Hrs	Units	Cost Amount	Bill Amount*	Profit/Loss	%
09-PV Country Club: - *PV Country Club*	526.75	389.00	$28,803.19	$49,262.49	$20,459.30	42
10 Municipal Offices- 3: - *Municipal Offices Technical Support*	1,689.50	14.00	$68,811.48	$194,920.10	$126,108.62	65
10-BQE General - *BQES General Office*	4,106.50	2.00	$87,407.27	$0.00	($87,407.27)	0
10-CBS New System: - *Crystal Blue Waters New System Evaluation*	66.75	0.00	$2,542.50	$4,940.00	$2,397.50	49
10-CBS Support: - *Crystal Blue Waters Ongoing Support*	259.50	0.00	$10,155.75	$21,169.25	$11,013.50	52
10-City Health Dept: - *City Health Department*	883.00	721.00	$35,172.85	$69,160.83	$33,987.98	49
10-Crystal Blue Water: - *Crystal Blue Waters New System Installation*	462.50	1.00	$19,688.00	$27,515.07	$7,827.07	28
10-Dept Of City Services: - *Dept. of City Services*	370.75	225.00	$14,995.75	$30,131.25	$15,135.50	50
10-DWP: - *Dept of Water & Power*	270.50	14.00	$11,721.00	$22,365.00	$10,644.00	48
10-Fun Foods: - *Fun Foods 2.0 Upgrade*	245.75	0.00	$10,662.02	$26,068.73	$15,406.71	59
10-Green Thumb: - *Green Thumb Starter System*	329.00	438.00	$13,555.21	$15,244.55	$1,689.34	11
10-Harbor Bldg42: - *Long Beach Harbor Terminal Bldg. 42*	130.25	460.00	$5,694.04	$24,923.07	$19,229.03	77
10-Harbor Terminal Bldg61: - *Long Beach Harbor Terminal Bldg. 61*	97.25	310.00	$3,813.21	$34,361.97	$30,548.76	89
10-Harbor: - *Long Beach Harbor*	80.25	285.00	$11,889.67	$14,647.74	$2,758.07	19
10-Hillard:1-SD - *Hilliard Residence-Schematic Design*	40.75	1.00	$6,604.00	$7,985.00	$1,381.00	17
10-Hillard:2-DD - *Hilliard Residence Design Development*	202.50	0.00	$7,633.90	$19,707.50	$12,073.60	61
10-Hillard:3-CD - *Hilliard Residence-CD*	179.00	1.00	$9,333.00	$38,634.04	$29,301.04	76
10-Hillard:4-CA - *Hilliard Residence-CA*	321.00	0.00	$12,705.12	$40,585.02	$27,879.90	69
10-HUD Add Services: - *Housing and Urban Development- Add Services*	539.50	2.00	$21,633.00	$42,954.00	$21,321.00	50
10-HUD Aspen: - *Housing and Urban Development-Aspen, Colorado*	345.75	6.00	$15,596.00	$30,352.50	$14,756.50	49
10-HUD Monte Carlo: - *Housing and Urban Development- Monte Carlo*	588.75	2.00	$23,276.00	$45,739.00	$22,463.00	49
10-HUD NY: - *Housing and Urban Development- New York City*	1,145.75	6.00	$41,825.90	$82,684.05	$40,858.15	49
10-HUD Queens: - *Housing and Urban Development-Queens*	1,297.00	0.00	$48,017.00	$96,035.00	$48,018.00	50
10-HUD Richmond: - *Housing and Urban Development-Richmond, VA*	914.00	23.00	$39,723.22	$76,946.77	$37,223.55	48
10-Long Beach Harbor: - *Long Beach Harbor-Recurring*	604.50	0.00	$22,713.00	$11,156.05	($11,556.95)	-104
10-MAIN:1-SD - *HUD - Schematic Design*	262.00	0.00	$10,114.00	$20,240.00	$10,126.00	50
10-MAIN:2-CD - *HUD - Construction Documents*	597.50	0.00	$24,103.00	$48,230.00	$24,127.00	50
10-MAIN:3-CA - *HUD - Construction Administration*	4.50	0.00	$157.50	$675.00	$517.50	77
10-Municipal Offices: - *Municipal Offices Feasibility*	20.50	603.00	$1,293.72	$2,258.50	$964.78	43
10-Municipal Offices-2: - *Municipal Offices Development*	266.25	1,183.00	$12,024.25	$99,351.99	$87,327.74	88
10-Overheads: - *Company Overhead*	208.50	0.00	$8,220.50	$0.00	($8,220.50)	0
10-Party Planners: - *Party Planners, Inc. System Upgrade*	99.00	0.00	$4,077.25	$8,155.00	$4,077.75	50
10-Party Planners-2: - *Party Planners, Inc. Tech Center*	144.00	0.00	$5,827.44	$11,670.90	$5,843.46	50
10-Professional - *Professional Organizations*	321.00	0.00	$17,560.00	$0.00	($17,560.00)	0
10-Redondo Library: - *Redondo Beach Library*	47.50	386.00	$6,358.57	$8,237.97	$1,879.40	23
10-Staple Center: - *Staples Center*	105.50	792.00	$4,509.23	$38,013.40	$33,504.17	88
10-Torrance Airport: - *Torrance Airport Upgrade*	314.25	0.00	$13,105.86	$22,844.36	$9,738.50	43
10-WW New Systems: - *World Wide New Systems*	925.50	0.00	$36,441.00	$65,335.24	$28,894.24	44
Grand Totals	**19,012.75**	**5,864.00**	**$717,764.40**	**$1,352,501.34**	**$634,736.94**	**47**

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Bill Amount= B-Hours x Bill Rate x WUD or Units x Cost Rate x MU for all billable entries. Marked Billed entries always= 0

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