

# BillQuick for Project Managers

## 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.

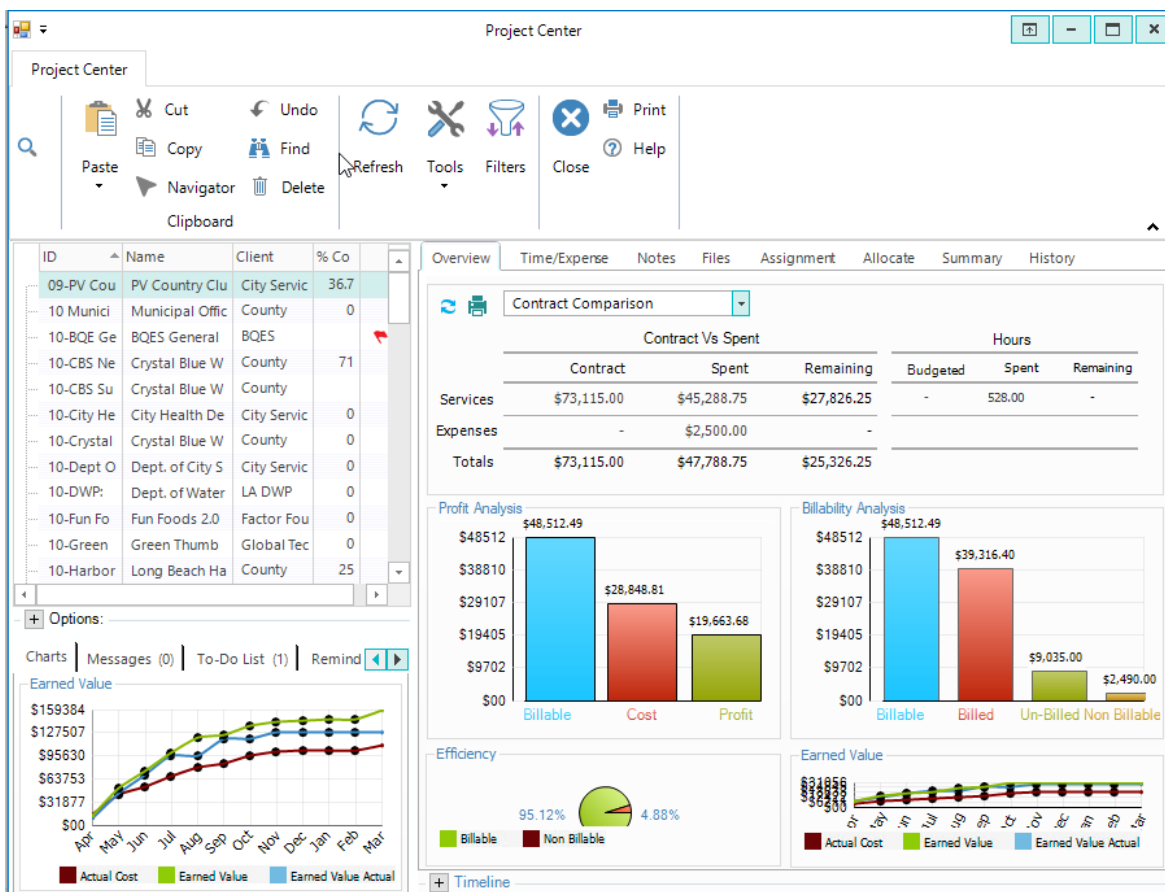
Implementation of BillQuick for project management is the right step towards increasing business productivity and investing in technology that helps you manage your projects. This role-based brochure highlights the functions and features of BillQuick that are useful for project managers. It focuses on 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.

## Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121

## Budget Vs Actual by Activity

Printed on: 4/14/2020  
Page 3 of 39

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

Item	Budgeted				Actual				Difference		
	Hrs/Units	Amount	Cost	Margin	Hrs/Units	Amount	Cost	Margin	Amount	Cost	Margin
<b>Service Budget</b>											
Accounting:	0.00	\$0.00	\$0.00	\$0.00	2.00	\$150.50	\$200.00	(\$49.50)	(\$150.50)	(\$200.00)	\$49.50
BD Liaison:	0.00	\$0.00	\$0.00	\$0.00	8.00	\$640.00	\$268.00	\$372.00	(\$640.00)	(\$268.00)	(\$372.00)
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)
Comp Ins:	0.00	\$0.00	\$0.00	\$0.00	8.00	\$684.00	\$196.00	\$488.00	(\$684.00)	(\$196.00)	(\$488.00)
Conf Call:	0.00	\$0.00	\$0.00	\$0.00	36.00	\$3,346.00	\$1,454.00	\$1,892.00	(\$3,346.00)	(\$1,454.00)	(\$1,892.00)
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)
<b>Expense Budget</b>											
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
Rentat:	0.00	\$0.00	\$0.00	\$0.00	1.00	\$55.00	\$50.00	\$5.00	(\$55.00)	(\$50.00)	(\$5.00)
<b>TOTALS:</b>											
Services:	0.00	\$0.00	\$0.00	\$0.00	1,713.50	\$191,925.25	\$64,477.50	\$127,447.75	(\$191,925.25)	(\$64,477.50)	(\$127,447.75)
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		\$196,928.10	\$69,471.00	\$127,457.10	(\$196,928.10)	(\$69,471.00)	(\$127,457.10)

**Hendricks Consulting LLC**

 2601 Airport Drive, Suite 380  
 Los Angeles, CA 90505  
 Tel: (310) 555-1212 Fax: (310) 555-2121

## Contract Spent by Project - Services &amp; Expenses (Options)

Printed on: 4/14/2020

Page 2 of 2

Project ID (Name)	Billable + N.B. Services w. Write-Up/Write-Down			Billable + N.B. Expenses w/o Taxes		
	Contract Amount	Spent	Balance	Contract Amount	Spent	Balance
10-MAIN:2-CD (HUD - Construction Documents)	\$87,500.00	\$48,230.00	\$39,270.00	\$0.00	\$0.00	\$0.00
10-MAIN:3-CA (HUD - Construction Administration)	\$12,500.00	\$675.00	\$11,825.00	\$0.00	\$0.00	\$0.00
10-Municipal Offices: (Municipal Offices Feasibility)	\$2,200.00	\$1,922.50	\$277.50	\$0.00	\$336.00	(\$336.00)
10-Municipal Offices-2: (Municipal Offices Development)	\$65,000.00	\$102,210.68	(\$37,210.68)	\$0.00	\$1,522.01	(\$1,522.01)
10-Overheads: (Company Overhead)	\$0.00	\$16,697.50	(\$16,697.50)	\$0.00	\$0.00	\$0.00
10-Party Planners: (Party Planners, Inc. System Upgrade)	\$30,000.00	\$8,155.00	\$21,845.00	\$0.00	\$0.00	\$0.00
10-Party Planners-2: (Party Planners, Inc. Tech Center)	\$0.00	\$11,670.90	(\$11,670.90)	\$0.00	\$0.00	\$0.00
10-Professional: (Professional Organizations)	\$0.00	\$35,120.00	(\$35,120.00)	\$0.00	\$0.00	\$0.00
10-Redondo Library: (Redondo Beach Library)	\$75,000.00	\$3,860.00	\$71,140.00	\$0.00	\$4,477.97	(\$4,477.97)
10-Staple Center: (Staples Center)	\$250,000.00	\$38,100.00	\$211,900.00	\$0.00	\$513.40	(\$513.40)
10-Torrance Airport: (Torrance Airport Upgrade)	\$100,000.00	\$22,944.36	\$77,055.64	\$0.00	\$0.00	\$0.00
10-WW New Systems: (World Wide New Systems)	\$25,600.00	\$65,335.24	(\$39,735.24)	\$0.00	\$0.00	\$0.00
	<b>\$1,553,715.00</b>	<b>\$1,544,361.69</b>	<b>\$9,353.31</b>	<b>\$2,000.00</b>	<b>\$54,346.55</b>	<b>(\$52,346.55)</b>

## Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121

## Task Assignment - Allocated vs. Spent by Project

Printed on: 4/14/2020

Page 5 of 6

### 10-MAIN:2-CD (HUD - Construction Documents)

Employee	Activity / Exp ID	Hours / Units Assigned	Hours / Units Consumed	Hours / Units Remaining
<b>Services</b>				
JA	Survey:	32.00	0.00	32.00
JA	BD Liaison:	32.00	0.00	32.00
JA	System Ins:	32.00	0.00	32.00
JA	Conf Call:	32.00	2.00	30.00
JA	Conf Client:	32.00	0.00	32.00
<b>Total Control Hours</b>		<b>160.00</b>	<b>2.00</b>	<b>158.00</b>
<b>Total</b>		<b>160.00</b>	<b>2.00</b>	<b>158.00</b>

### 10-MAIN:3-CA (HUD - Construction Administration)

Employee	Activity / Exp ID	Hours / Units Assigned	Hours / Units Consumed	Hours / Units Remaining
<b>Services</b>				
MK	Blue Printing:	32.00	0.00	32.00
MK	BD Liaison:	32.00	0.00	32.00
MK	Data Entry:	32.00	0.00	32.00
MK	Cost Est:	32.00	0.00	32.00
MK	Accounting:	32.00	0.00	32.00
MK	Comp Ins:	32.00	0.00	32.00
MK	Comp Ins:	32.00	0.00	32.00
MK	CAD:	32.00	0.00	32.00
<b>Total Control Hours</b>		<b>256.00</b>	<b>0.00</b>	<b>256.00</b>
<b>Total</b>		<b>256.00</b>	<b>0.00</b>	<b>256.00</b>

### 10-Municipal Offices: (Municipal Offices Feasibility)

Employee	Activity / Exp ID	Hours / Units Assigned	Hours / Units Consumed	Hours / Units Remaining
<b>Services</b>				
SB	Accounting:	32.00	0.00	32.00
SB	Cost Est:	32.00	0.00	32.00
SB	Data Entry:	32.00	0.00	32.00
SB	Client Conf:	32.00	0.00	32.00
SB	Blue Printing:	32.00	0.00	32.00
SB	Client Conf:	32.00	0.00	32.00
SB	Comp Ins:	32.00	0.00	32.00
<b>Total Control Hours</b>		<b>224.00</b>	<b>0.00</b>	<b>224.00</b>
<b>Total</b>		<b>224.00</b>	<b>0.00</b>	<b>224.00</b>

### 10-Party Planners: (Party Planners, Inc. System Upgrade)

Employee	Activity / Exp ID	Hours / Units Assigned	Hours / Units Consumed	Hours / Units Remaining
<b>Services</b>				
SE	Client Conf:	32.00	0.00	32.00
SE	Cost Est:	32.00	0.00	32.00
SE	Data Entry:	40.00	0.00	40.00
SE	Client Conf:	32.00	0.00	32.00
SE	Blue Printing:	32.00	0.00	32.00
SE	Comp Ins:	32.00	0.00	32.00
<b>Total Control Hours</b>		<b>200.00</b>	<b>0.00</b>	<b>200.00</b>
<b>Total</b>		<b>200.00</b>	<b>0.00</b>	<b>200.00</b>

BillQuick Standard Report Copyright © BQE Software, Inc.



## Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121

## Project Management List by Project Manager

Printed on: 4/14/2020

Page 4 of 6

### 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	Hourly	\$73,115.00	\$47,788.75	UNDER	\$25,326.25	(310)-555-2233	Project Complete.
10 Municipal Offices - 3:	Municipal Offices Technical Support	Fixed	\$80,000.00	\$194,075.25	OVER	(\$114,075.25)	(310)-555-3322	
10-City Health Dept:	City Health Department	HNTE	\$75,000.00	\$67,796.08	UNDER	\$7,203.92	(310)-555-2233	Schedule conference call for Wed 10/21.
10-Dept Of City Services:	Dept. of City Services	Hourly	\$0.00	\$29,681.25	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:	Long Beach Harbor	Hourly	\$0.00	\$15,097.74	NA		(310)-555-3322	
10-HUD Aspen:	Housing and Urban Development- Aspen, Colorado	Hourly	\$0.00	\$28,552.50	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 completion 60 days.
10-Main:	Housing & Urban Development	Hourly	\$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	
<b>Contracted Project Totals</b>			<b>\$833,815.00</b>	<b>\$468,946.33</b>	<b>UNDER</b>	<b>\$364,868.67</b>		
<b>Non-Contracted Spent Total:</b>				<b>\$364,137.31</b>				
								<b>\$494,897.67 Under Spent Amount</b>
								<b>\$130,029.00 Over Spent Amount</b>

## Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121

## To-Do Tasks - Project

Printed on: 4/14/2020

Page 1 of 1

**Project:** [10-Hillard Resd.](#)

<a href="#">Description</a>	Schedule a call with client	<a href="#">Priority</a>	Medium	<a href="#">Start Date</a>	10/3/2020	<a href="#">Remind on</a>
<a href="#">Assigned To</a>	SE	<a href="#">% Complete</a>	0.0%	<a href="#">End Date</a>	10/3/2020	<a href="#">Completed</a>
<a href="#">Status</a>	Active					
<a href="#">Memo</a>	In this meeting I would like to go through the design changes approved by Art Jury.					

BillQuick Standard Report Copyright © BQESoftware, Inc.

## Hendricks Consulting LLC

## Contract Analysis

Filters Used

- Project ID: 09-PV Country Club: to 10-DWP:

Printed on: 4/14/2020 Page 1 of 1

\*billed excludes discounts and extras

[enable breakdown](#)

Project ID - Name	Contract Amount	4/1/2020 to 4/30/2020 Spent	4/30/2020 Billed	As Of 4/30/2020 Spent	4/30/2020 Billed	Contract Balance [4/30/2020] To Be Spent	4/30/2020 To Be Billed	Est. % Comp.	Act. % Comp.
09-PV Country Club: - PV Country Club	\$73,115.00	\$660.00	\$100.00	\$30,203.75	\$25,893.75	\$42,911.25	\$47,221.25	41.3%	35.4%
10 Municipal Offices- 3: - Municipal Offices Technical Support	\$80,000.00	\$701.50	\$17.50	\$3,286.00	\$518.75	\$76,714.00	\$79,481.25	4.1%	0.6%
10-CBS New System: - Crystal Blue Waters New System Evaluation	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.0%	0.0%
10-CBS Support: - Crystal Blue Waters Ongoing Support	\$7,800.00	\$3,860.00	\$3,415.00	\$3,885.00	\$3,415.00	\$3,915.00	\$4,385.00	49.8%	43.8%
10-City Health Dept: - City Health Department	\$75,000.00	\$0.00	\$0.00	\$67,170.00	\$0.00	\$7,830.00	\$75,000.00	89.6%	0.0%
10-Crystal Blue Water: - Crystal Blue Waters New System Installation	\$10,000.00	\$9,965.00	\$3,000.00	\$10,795.00	\$3,000.00	(\$795.00)	\$7,000.00	108.0%	30.0%
10-DWP: - Dept. of Water & Power	\$46,000.00	\$0.00	\$0.00	\$14,410.00	\$13,810.00	\$31,590.00	\$32,190.00	31.3%	30.0%
<b>Grand Totals:</b>	<b>\$295,415.00</b>	<b>\$15,186.50</b>	<b>\$6,532.50</b>	<b>\$129,749.75</b>	<b>\$46,637.50</b>	<b>\$165,665.25</b>	<b>\$248,777.50</b>	<b>43.9%</b>	<b>15.8%</b>

**Hendricks Consulting LLC**

 2601 Airport Drive, Suite 380  
 Los Angeles, CA 90505  
 Tel: (310) 555-1212 Fax: (310) 555-2121

**Time Summary by Project, Activity & Employee**

 Printed on: 4/14/2020  
 Page 47 of 51

**Project Name (ID): Staples Center (10-Staple Center:)**

Activity ID - Activity Name	Employee Name	Hours	Amount
<b>Client Conf: - Client Conference/Meeting</b>			
	( AM ) - Allen Marcello	7.50	\$600.00
	( BD ) - Bob Duncan	2.50	\$175.00
	( JA ) - Jennifer Arlington	2.50	\$300.00
	<b>Client Conf:</b>	<b>12.50</b>	<b>\$1,075.00</b>
<b>Conf Call: - Telephone Call/Conference</b>			
	( AM ) - Allen Marcello	3.00	\$240.00
	( BD ) - Bob Duncan	1.25	\$87.50
	( JA ) - Jennifer Arlington	1.75	\$210.00
	( SB ) - Sarah Beth	0.50	\$35.00
	<b>Conf Call:</b>	<b>6.50</b>	<b>\$572.50</b>
<b>Liaison: - Liason/Coordination</b>			
	( RT ) - Riley Thomas	1.50	\$105.00
	( SB ) - Sarah Beth	4.00	\$280.00
	<b>Liaison:</b>	<b>5.50</b>	<b>\$385.00</b>
<b>Marketing: - Marketing/Sales</b>			
	( JA ) - Jennifer Arlington	5.00	\$600.00
	<b>Marketing:</b>	<b>5.00</b>	<b>\$600.00</b>
<b>Measurement: - Site Measurement</b>			
	( BD ) - Bob Duncan	12.00	\$840.00
	( SB ) - Sarah Beth	12.00	\$840.00
	<b>Measurement:</b>	<b>24.00</b>	<b>\$1,680.00</b>
<b>Report: - Report/Letter</b>			
	( MK ) - Mark Kerns	1.50	\$52.50
	<b>Report:</b>	<b>1.50</b>	<b>\$52.50</b>
<b>Research: - Research</b>			
	( JA ) - Jennifer Arlington	1.00	\$120.00
	( RT ) - Riley Thomas	3.00	\$210.00
	( SB ) - Sarah Beth	18.00	\$1,260.00
	<b>Research:</b>	<b>22.00</b>	<b>\$1,590.00</b>
<b>Review: - Review</b>			
	( AM ) - Allen Marcello	1.50	\$120.00
	( BD ) - Bob Duncan	1.50	\$105.00
	( JA ) - Jennifer Arlington	1.50	\$180.00
	<b>Review:</b>	<b>4.50</b>	<b>\$405.00</b>
<b>Site Insp: - Site Inspection</b>			
	( BD ) - Bob Duncan	18.00	\$1,260.00
	( SB ) - Sarah Beth	6.00	\$420.00
	<b>Site Insp:</b>	<b>24.00</b>	<b>\$1,680.00</b>
	<b>Total (10-Staple Center):</b>	<b>105.50</b>	<b>\$8,040.00</b>

## Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121

## Expense Detail by Vendor & Project

Printed on: 4/14/2020

Page 1 of 1

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

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

Date	Description	Units	Cost	Reimb Cost	Mu %	Amount	
<b>09-PV Country Club: - PV Country Club</b>							
10/30/2019	SPECIAL DELIVERY/COURIER	1.00	\$19.95	\$0.00	10.00	\$21.95	📄 *
10/30/2019	Outside Consultant Fees	1.00	\$3,500.00	\$0.00	0.00	\$3,500.00	📄 *
9/30/2020	Outside Consultant Fees	1.00	\$2,500.00	\$0.00	0.00	\$2,500.00	📄
				<b>Billable Expenses Total:</b>		<b>\$6,021.95</b>	
				<b>09-PV Country Club: Total:</b>		<b>\$6,021.95</b>	
<b>10 Municipal Offices- 3: - Municipal Offices Technical Support</b>							
11/9/2019	SPECIAL DELIVERY/COURIER	1.00	\$23.50	\$0.00	10.00	\$25.85	📄 *
10/15/2020	Outside Consultant Fees	1.00	\$2,150.00	\$0.00	0.00	\$2,150.00	
				<b>Billable Expenses Total:</b>		<b>\$2,175.85</b>	
				<b>10 Municipal Offices- 3: Total:</b>		<b>\$2,175.85</b>	
<b>10-Crystal Blue Water: - Crystal Blue Waters New System Installation</b>							
10/15/2020	Outside Consultant Fees	1.00	\$575.00	\$0.00	0.00	\$575.00	
				<b>Billable Expenses Total:</b>		<b>\$575.00</b>	
				<b>10-Crystal Blue Water: Total:</b>		<b>\$575.00</b>	
<b>10-Harbor: - Long Beach Harbor</b>							
10/15/2020	Outside Consultant Fees	1.00	\$8,200.00	\$0.00	0.00	\$8,200.00	
				<b>Billable Expenses Total:</b>		<b>\$8,200.00</b>	
				<b>10-Harbor: Total:</b>		<b>\$8,200.00</b>	
<b>10-Hillard1-SD - Hillard Residence-Schematic Design</b>							
10/15/2020	Outside Consultant Fees	1.00	\$5,000.00	\$0.00	0.00	\$5,000.00	📄 *
				<b>Billable Expenses Total:</b>		<b>\$5,000.00</b>	
				<b>10-Hillard1-SD Total:</b>		<b>\$5,000.00</b>	
<b>10-Hillard3-CD - Hillard Residence-CD</b>							
10/15/2020	Outside Consultant Fees	1.00	\$3,200.00	\$0.00	0.00	\$3,200.00	
				<b>Billable Expenses Total:</b>		<b>\$3,200.00</b>	
				<b>10-Hillard3-CD Total:</b>		<b>\$3,200.00</b>	
<b>10-Redondo Library: - Redondo Beach Library</b>							
10/15/2020	Outside Consultant Fees	1.00	\$3,750.00	\$0.00	0.00	\$3,750.00	
				<b>Billable Expenses Total:</b>		<b>\$3,750.00</b>	
				<b>10-Redondo Library: Total:</b>		<b>\$3,750.00</b>	
				<b>Geo Engineering Total:</b>		<b>\$28,922.80</b>	

## Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121

## Contract Services - Percentage Billed

Printed on: 4/14/2020

Page 1 of 1

[Show Monthly Details](#)

Project ID - Name	Type	Contract Amt	Contract Billed*	Contract Bal.	% Billed
09-PV Country Club: - PV Country Club	Hourly	\$73,115.00	\$35,718.75	\$37,396.25	48.85
10-Municipal Offices- 3: - Municipal Offices Technical Support	Fixed	\$80,000.00	\$11,734.75	\$68,265.25	14.67
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	\$67,478.79	\$7,521.21	89.97
10-Crystal Blue Water: - Crystal Blue Waters New System Installation	Fixed	\$10,000.00	\$19,000.00	(\$9,000.00)	190.00
10-Dept Of City Services: - Dept of City Services	Hourly		\$28,567.50		
10-DWP: - Dept. of Water & Power	HNTE	\$46,000.00	\$20,447.50	\$25,552.50	44.45
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 Bldg 61: - 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-Hillard1-SD - Hilliard Residence-Schematic Design	Fixed	\$20,000.00	\$10,000.00	\$10,000.00	50.00
10-Hillard2-DD - Hilliard Residence Design Development	Fixed	\$10,000.00	\$9,432.50	\$567.50	94.33
10-Hillard3-CD - Hilliard Residence-CD	Fixed	\$50,000.00	\$25,000.00	\$25,000.00	50.00
10-Hillard4-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	Fixed	\$5,000.00	\$41,940.00	(\$36,940.00)	838.80
10-HUD Aspen: - Housing and Urban Development- Aspen, Colorado	Hourly		\$26,392.50		
10-HUD Monte Carlo: - Housing and Urban Development- Monte Carlo	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	Hourly		\$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: - Staples Center	Hourly	\$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
<b>Grand Total:</b>		<b>\$1,330,715.00</b>	<b>\$701,842.49</b>	<b>\$628,872.51</b>	
<b>Over Billed Adjustment Total:</b>				<b>(\$202,352.25)</b>	
<b>True Unbilled Total:</b>				<b>\$831,224.76</b>	
<b>Grand Total (no contract):</b>			<b>\$342,871.88</b>		

**Hendricks Consulting LLC**

 2601 Airport Drive, Suite 380  
 Los Angeles, CA 90505  
 Tel: (310) 555-1212 Fax: (310) 555-2121

## Profit by Project - Billable Summary

 Printed on: 4/14/2020  
 Page 1 of 1

## Filters Used:

- Project ID: 09-PV Country Club: to 10-Dept Of City Services:

Project ID - Name	B-Hrs	Units	Cost Amount	Bill Amount*	Profit/Loss	%
09-PV Country Club: - PV Country Club	528.00	389.00	\$28,848.81	\$48,512.49	\$19,663.68	41
10 Municipal Offices- 3: - Municipal Offices Technical Support	1,713.50	14.00	\$69,471.48	\$196,928.10	\$127,456.62	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	\$69,143.50	\$33,970.65	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	367.75	225.00	\$14,890.75	\$29,681.25	\$14,790.50	50
<b>Grand Totals</b>	<b>8,387.50</b>	<b>1,352.00</b>	<b>\$268,177.41</b>	<b>\$397,889.66</b>	<b>\$129,712.25</b>	<b>33</b>

BillQuick Standard Report Copyright © BQES Software, Inc.

\*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





## World Headquarters

### North & South America

3825 Del Amo Boulevard, Torrance, CA 90503  
United States of America

#### SALES

Tel: (866) 945-1595  
+ 1 (310) 602-4020 (Outside USA)  
Email: [sales@bqe.com](mailto:sales@bqe.com)  
Website: <https://www.bqe.com>

#### SUPPORT SERVICES

Tel: + 1 (310) 602-4030  
Hours: 24/7 365 days a year  
Email: [support@bqe.com](mailto:support@bqe.com)

For more information, visit  
[www.bqe.com](http://www.bqe.com) or call  
(866) 945-1595.

[www.bqe.com](http://www.bqe.com)  
[www.twitter.com/BillQuick](https://www.twitter.com/BillQuick)  
[www.facebook.com/BillQuick](https://www.facebook.com/BillQuick)

©2020 BQE Software Inc. All rights reserved.  
BQE, BQE logo and Web Suite logo are  
registered trademarks and/or registered  
service marks of BQE Software Inc. in the  
United States and other countries. Other  
parties' trademarks or service marks are the  
property of their respective owners.

## Regional Offices

### Australia

Level 10, 100 Walker Street, North Sydney, NSW 2060  
Australia

Sales: 1300 245 566  
Sales: +61 2 8935 6498 (Outside Australia)  
Support: +61 2 8935 6487  
Email: [aus-sales@bqe.com](mailto:aus-sales@bqe.com)  
Website: <https://www.bqe.com.au>

### India

BQE Software Pvt. Ltd.,  
Sector 44, Institutional Area Gurgaon, Haryana, India

SIDCO, Electronic Complex Rangreth  
Budgam, J&K 190007, India

Sales: +91 194 2300562  
Email: [sales@bqe.com](mailto:sales@bqe.com)

### UAE

BQE Software FZ-LLC  
Business Center RAKEZ  
Ras Al Khaimah, UAE

Sales: 097 15598 10135  
Support: + 1 (310) 602-4030  
Email: [sales@bqe.com](mailto:sales@bqe.com)

### United Kingdom

Support: +441-183-70-1649  
Email: [sales@bqe.com](mailto:sales@bqe.com)