

2015 BillQuick Edition Comparison Chart

Ease-of-Use	Basic	Pro	Enterprise
Access via Internet/Intranet	~	~	V
Wizards for Easy Setup and Billing	~	~	V
Timeslips® and Wind2/FMS Data Conversion Wizards	~	~	V
Custom Conversion	~	~	V
Easily Import/Export Data	~	~	V
Single-Click DCAA Compliance	v	~	V
Track Collected and Paid Taxes (GST, PST, HST, VAT, etc.)	~	~	V
Multiple Currencies	~	~	V
Access via iPhone®, Windows 8 Phone and Android Devices		~	V
To-Do Lists and Tasks		~	V
Customizable Custom Fields			V
Intelligent Time and Expense			
Write Up/Down Entries	~	~	✓
Run Simultaneous Timers for Multiple Projects and View on a Single Screen	~	~	✓
Track Overtime and Compensation Time	✓	~	✓
Multiple Screens for Time and Expense Entry	~	~	~
Auto-Apply Standard and Special Bill Rates	~	~	V
Track Both Working and Idle Time with Timers	~	~	~
Back Out Taxes Paid with Expense Items	~	~	V
Record Unlimited Length Notes for Time and Expenses	v	~	V
View Time and Expenses by Either Employee or Project	·	~	V
Shorthand Codes for Memos	~	~	V
Support for Multiple Currencies in Expense Sheets	v	V	V
Auto-Check if Time or Expense Exceed Contract Amount	v	V	V
Create Time Entries From To-Do Items		~	V



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

Robust Project Management

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



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

Streamlined Billing

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



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

BillQuick Plus Accounting

(Optional accounting module available for purchase)

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



BillQuick Plus Accounting (Optional accounting module available for purchase)	Basic	Pro	Enterprise
Write and Print Checks	V	V	~
Ability to Run Financial Reports by Class		~	V
Purchase Orders		V	V
Automatically Create Vendor Bills on a Specified Frequency		~	V
Automatically Write Checks on a Specified Frequency		~	V
Specify Vendor Level Payment Terms		~	V
Purchase Order History			~
Vendor-Based A/P Account Assignment			~
Assign Accounts at the Project Level			V

Powerful Reporting

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



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Smart Security	Basic	Pro	Enterprise
Role-based Security with Profiles	V	V	V
Audit Trail	/	V	✓
Assign Projects, Activities and Expenses to Employees		V	V
Seamless Integration			
QuickBooks® Integration (QuickBooks 2002 or better)	V	V	V
Peachtree® Integration (Complete/Premium 2005 or better)	/	V	V
MYOB® (Australia) Integration	✓	V	✓
Export Invoices to LEDES® Format		V	✓
Database Support			
Microsoft Access®	V	V	V
Microsoft SQL Express®		V	V
Microsoft SQL Server®			V

Optional Add-Ons for Purchase

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



World Headquarters

North & South America

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

Tel: (866) 945-1595 (toll-free)

+1 (310) 602-4010

Email: sales@bqe.com

support@bqe.com

Regional Offices

Australia, New Zealand & Asia

Level 40 North Point Towers, 100 Miller Street, North Sydney NSW 2060 Australia

Tel: 1300 245 566 (toll-free)

+61 (02) 9657 1355

Email: aus-sales@bqe.com

aus-support@bqe.com

Europe, Middle East & Africa

Crosshaven Co. Cork

Ireland

Tel: +44 2034119852

Email: uk-sales@bqe.com

uk-support@bqe.com

For more information, visit www.bqe.com or call (866) 945-1595.

www.bqe.com www.twitter.com/BillQuick www.facebook.com/BillQuick

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