

PRODUCT INFORMATION

Your Business Operating System



More than just software, BillQuick is your billing assistant, project manager and accountant.

Over the last 20 years, BillQuick has evolved from a simple time and billing solution to something much greater - a powerhouse that helps you track your billable hours, create and send effective invoices, perform accurate job costing, manage financially successful projects and much more. At the heart of BillQuick lies a powerful engine that helps service professionals all over the world run their business more efficiently. It understands your needs and works hard to solve those pain points, allowing you to spend more time providing quality service to your clients instead of managing internal processes.

Why choose BillQuick?

Winner of numerous awards and accolades, BillQuick is the top choice for professional services firms looking to use an integrated solution for Time and Expense Tracking, Billing, Project Management and Accounting. It organizes your data and automates repetitive tasks so you can make more informed decisions faster. The powerful system is designed to help your firm increase performance, productivity and profitability.



Welcome

This is BillQuick – your business operating system that offers powerful management tools and simple usability. With many industry-specific features, the solution streamlines your business processes and speeds up cash flow. It helps you efficiently manage the right mix of people, projects and profitability.

The screenshot shows the 'Simple Time Card' application window. At the top, there is a menu bar with options like Help, Print, Auto, Select, View, Tools, Submit, Approve, Save, Refresh, Prev, and Next. Below the menu, there are dropdown menus for 'View By: Employee' and 'Employee: CJ'. The main area is a grid with columns for days of the week (Mon, Tue, Fri, Sat) and rows for different project activities. A large blue circle highlights the grid area. At the bottom, there is a 'Memo' field and checkboxes for 'Add Memo to Project Notes', 'Show Memo on Invoices', and 'Attachments'.

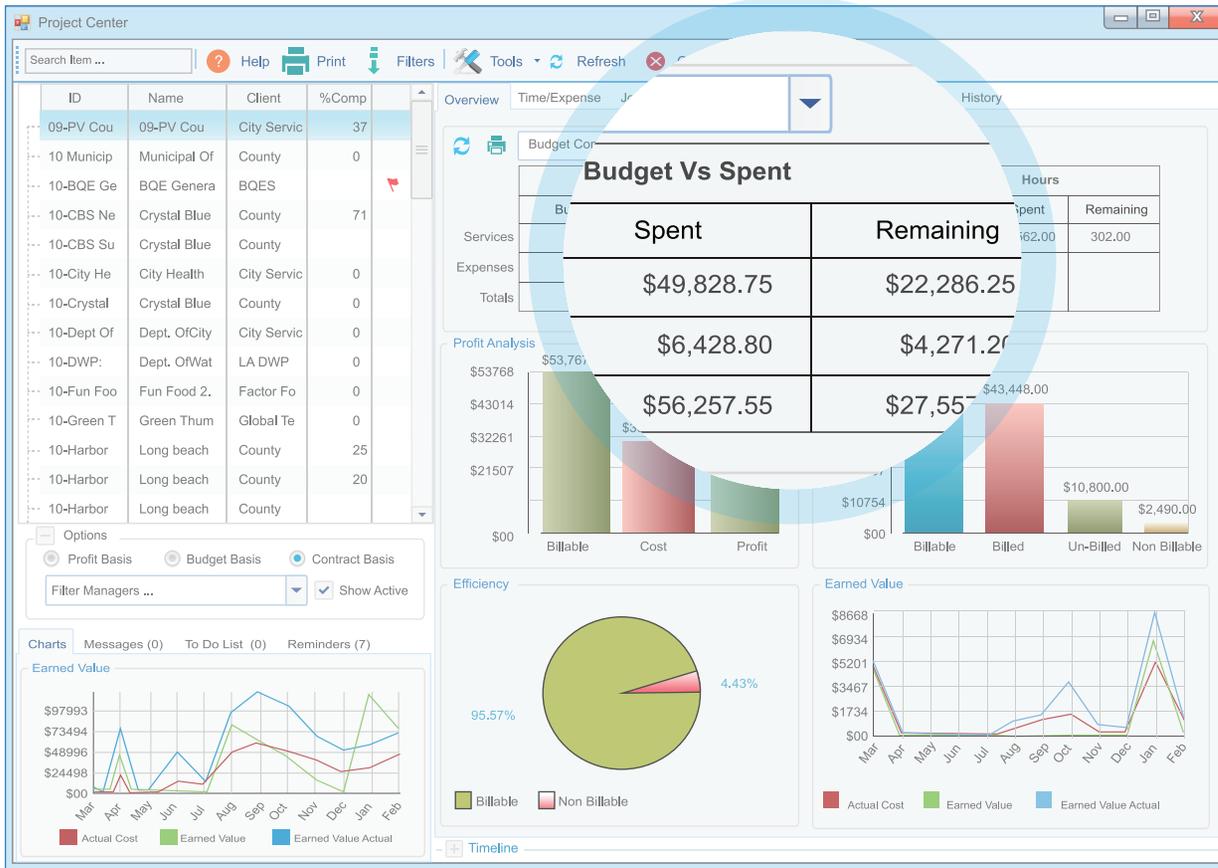
Project ID	Activity ID	Description	Mon (29)	Tue (30)	Fri (2)	Sat (3)	Total			
10-HUD Richmond:	Liaison:	Liaison/Coordination		4			4.00			
10-City Health Dept:	CMR:	Computer Maintenance				2.5	2.50			
10-Dept Of City Services:	Client Conf:	Client Conference/Meeting	2.5				2.50			
10-HUD Richmond:	Conf Call:	Telephone Call/Conference		1.5	1		2.50			
10-HUD Queens:	Site Super:	Site Supervision					18.00			
10-HUD NY:	Prelim Design:	Preliminary Design	6	6	6		11.75			
09-PV Country Club:	Client Conf:	Client Conference/Meeting				1	1.00			
10-HUD Aspen:	Research:	Research				0.75	0.75			
10-HUD Richmond:	Conf Call:	Telephone Call/Conference			0.75		0.75			
10-Municipal Offices:	Conf Call:	Telephone Call/Conference	0.75				0.75			
* (Total)							0.00			
			6.00	9.25	11.50	7.75	6.75	0.75	2.50	44.50

Flexible time entry - track time in three ways: Simple Timecard, Sheet View, and Timers

- Easily start and switch between multiple timers
- Record expenses in multiple currencies and attach receipts
- Auto-populate your timesheet with previous week's activities and projects
- Track time and expenses on-the-go via free native iPhone and Android apps

Intuitive Time & Expense Tracking

We get it - time and expense tracking is not your favorite thing to do at the end of a long day or week. BillQuick makes it easy by allowing you to auto-populate timesheets, run multiple timers concurrently, and record time and expenses from anywhere using our native mobile apps. Managing your billable hours and reimbursable expenses is no longer a chore.



Instantly see which projects are running at a loss, have burned through the budget or have overspent their contract amount in the Project Center

- Powerful multi-level submittal and approval process for time and expenses, budgets, estimates, vendor bills and invoices
- Assign tasks to employees and check for conflicts using interactive Gantt charts
- Efficiently manage people with smart tools for resource scheduling, allocation and utilization

Smart Resource Scheduling & Project Management

What was your firm’s most profitable project in the last 6 months or 12 months? Who is the most under-utilized employee in your firm? With BillQuick, answers to these questions are instantly available. You get clear visibility into your project finances and know exactly where each project stands. Its powerful project accounting and job costing features allow you to track the financial progress of every project so you know which projects bring in the most value to your firm.

Net Amount	Paid
\$4,260.00	\$0.00
\$2,417.50	\$0.00
\$876.69	\$0.00
\$1,296.69	\$0.00
\$2,820.00	\$572.50
\$11,670.88	\$572.50
\$11,670.88	\$572.50
\$11,098.38	\$11,098.38

Inv#	Date	Project ID	Project Name
1145	03/23/2015	10-Party Planners-2:	Party Planners, Inc. Tech Center
1131	05/23/2015	10-Party Planners-2:	Party Planners, Inc. Tech Center
1111	01/04/2015	10-Party Planners-2:	Party Planners, Inc. Tech Center
1087	11/04/2014	10-Party Planners-2:	Party Planners, Inc. Tech Center
1071	10/06/2014	10-Party Planners-2:	Party Planners, Inc. Tech Center

Type	Date	Invoice	Amount
Payment	10/26/2014	1071	\$572.50
			\$572.50

Make informed decisions based on information - payment history, key historical data and account notes - in the Collection Center

- Over 100 professional and customizable invoice templates
- Create many invoice types: percent complete, retainer, recurring, fixed, hourly, phased, joint and more
- Send multiple invoices in a single email
- Choose from convenient billing methods: Automatic, Progress, Manual and more

Simplified Billing and Accounts Receivable

Billing with BillQuick is everything you imagined it would be - simple and sophisticated. It is designed to cut your billing time in half, saving you countless hours creating and sending accurate invoices. Just set your billing rules and frequency to enjoy all the benefits of automatic billing. Now sit back, relax and watch as your cash flow improves.

Number	Name	Type	Running Balance
10000	Checking	Bank	\$88,452.80
10500	Savings	Bank	\$117,750.00
11000	Accounts Receivable	Accounts Receivable	\$426,584.76
12010	Legacy Payments	Other Current Asset	\$248,671.83
12000	Undeposited funds	Other Current Asset	\$127,035.00
20001	Default Account	Accounts Payable	\$0.00
20003	Corporatate HQ	Accounts Payable	\$0.00
20000	Accounts Payable	Accounts Payable	\$0.00
2200	Customer Deposits/Retainers	Other Current Liability	\$0.00
25100	Main Service Tax Payable	Other Current Liability	\$0.00
25200	Main Expense Tax Payable	Other Current Liability	\$0.00
25300	Service Tax Payable	Other Current Liability	\$0.00
25400	Expense Tax Payable	Other Current Liability	\$0.04
2100	Payroll Liabilities	Other Current Liability	\$0.00
3900	Retained Earnings	Equity	\$96,285.04
3000	Opening Balance Equity	Equity	\$175,000.00
4010	Consulting Fees	Income	
4000	Other Income	Income	
40000	Default Item Income Account	Income	
4001	In-house Copying	Income	
4200	Product Revenue	Income	
4990	Vendor Refunds	Income	
4011	Outside Consultants	Income	
4900	Reimbursed Expenses - Income	Income	
4100	Service Revenue	Income	

Search Item... Help Print Tools Use Register

10000 Checking Bank \$88,452.80

10500 Savings Bank \$117,750.00

11000 Accounts Receivable Accounts Receivable \$426,584.76

12010 Legacy Payments Other Current Asset \$248,671.83

12000 Undeposited funds Other Current Asset \$127,035.00

20001 Default Account Accounts Payable \$0.00

20003 Corporatate HQ Accounts Payable \$0.00

20000 Accounts Payable Accounts Payable \$0.00

2200 Customer Deposits/Retainers Other Current Liability \$0.00

25100 Main Service Tax Payable Other Current Liability \$0.00

25200 Main Expense Tax Payable Other Current Liability \$0.00

25300 Service Tax Payable Other Current Liability \$0.00

25400 Expense Tax Payable Other Current Liability \$0.04

2100 Payroll Liabilities Other Current Liability \$0.00

3900 Retained Earnings Equity \$96,285.04

3000 Opening Balance Equity Equity \$175,000.00

4010 Consulting Fees Income

4000 Other Income Income

40000 Default Item Income Account Income

4001 In-house Copying Income

4200 Product Revenue Income

4990 Vendor Refunds Income

4011 Outside Consultants Income

4900 Reimbursed Expenses - Income Income

4100 Service Revenue Income

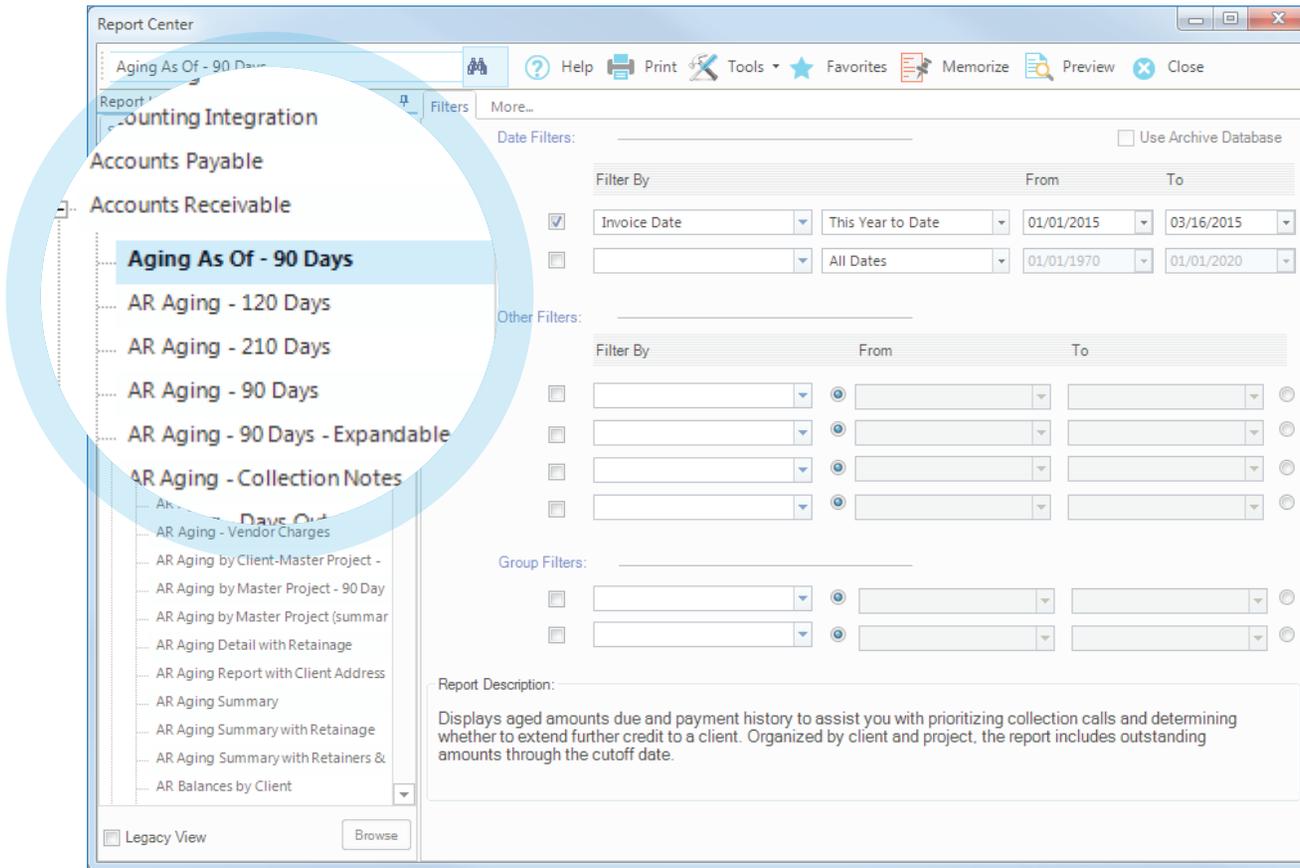
Show Active Accounts Only

Create customizable Chart of Accounts

- Easily manage vendor bills and purchase orders
- Write checks and reconcile bank accounts
- Quickly access General Journal Entries, Registers and General Ledger
- Run financial reports by Class
- Generate accrual and cash-based balance sheets, as well as profit & loss reports

Powerful Accounting

BillQuick manages your accounts receivable as well as your accounts payable - making it a true integrated solution for your business. Whether you need to pay vendor bills, write checks or perform bank reconciliation, BillQuick manages all your transactions in one place. It allows you to quickly access the General Ledger and gain valuable insights into your finances.



Select any report, apply filters, instantly preview and view related reports in the Report Center

- Over 500 standard reports that are fully customizable using Crystal Reports
- Create memorized reports and tag any report as your favorite
- Customize your Dashboard to display business Key Performance Indicators (KPIs)
- View breakdowns of utilization, realization and billable work for employees as well as consultants

Robust Reporting

A business has many moving parts and reports help us make sense of its financial and operating data. BillQuick offers extensive reporting capabilities that expose critical information about your business' health and transcribe statistical data into actionable insights for principals, project managers, owners, and other team members. You will be amazed at how easy it is to generate and share reports using the Report Center in BillQuick.

Seamless Integration

BillQuick complements and extends your investment in accounting programs while allowing you to unlock BillQuick's full power to easily meet the time billing, project management, invoicing and billing needs of your firm. Our certified partnerships with Intuit, Microsoft, Sage, MYOB and other market leaders ensure that BillQuick intuitively extracts, customizes and delivers customized output from any third-party accounting software.



QuickBooks®

When you integrate BillQuick® and QuickBooks®, you gain a lot more than elimination of duplicate data entry. This exchange of critical data between a leading time billing solution and a leading provider of business and financial management solutions for small businesses and accounting professionals will provide a wide variety of businesses with a breakthrough product that will save them time, money and resources.



Sage 50®

BillQuick® and Sage 50 Accounting® integration (formerly Sage Peachtree) allows you to easily transfer or synchronize data between programs, with a set-up that takes less than 10 minutes. When data is entered, modified or deleted in one program, the change will be reflected in the other.



MYOB® (Australia)

BillQuick offers MYOB users a dramatically streamlined method for invoicing, tracking time and expenses, job phasing, billing against retainers, billing for sub-consultant fees and meeting the requirements from one-person offices to larger, network-based organizations. You will efficiently manage project development and office profitability, while leveraging your investment in MYOB.

Key Benefits

BillQuick is scalable for all business sizes with different editions to choose from. It boosts your firm's performance, speeds up cash flow and increases revenue.

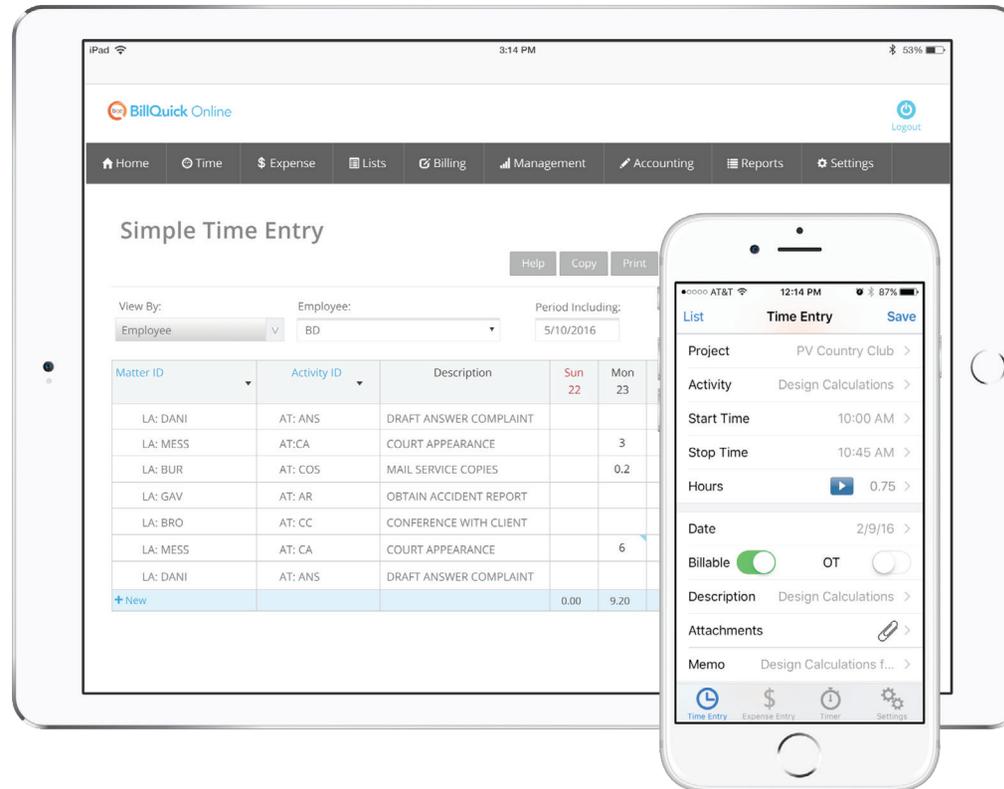
Feature	Benefit
Ease of Use	<ul style="list-style-type: none"> - Accessible via desktop, web browser and mobile devices - Free native iPhone and Android apps for cloud-based time and expense tracking - Integrated document management supports a folder structure you define - Robust security with role-based profiles and restrictions on Client, Project and Employee levels - DCAA compliance with a single click
Time and Expense	<ul style="list-style-type: none"> - Flexible time entry provides the ability to track time in three ways: Sheet View, Simple Timecard and Timer - Detachable Timer Control manages all timers from one small window - Easily start and switch between multiple timers - Record expenses and attach receipts for management approval and employee reimbursement
Project Management	<ul style="list-style-type: none"> - Instantly see which projects are running at a loss, have burned through the budget or have overspent their contract in the Project Center - Easily reorganize your project schedule by dragging, dropping and stretching tasks on an interactive Gantt Chart - View assignments for each employee in a beautiful color-coded calendar and instantly learn which team members are overextended or under-utilized - Using the allocated task information, BillQuick forecasts your revenue and will help you plan your cash flow

Feature	Benefit
Reporting	<ul style="list-style-type: none"> – Select any report, apply filters, instantly preview and view related reports in the Report Center – Over 100 standard reports that are fully customizable using Crystal Reports – Memorize reports – Create personal report groups – Email reports in PDF, Excel or Word format
Billing	<ul style="list-style-type: none"> – Make informed decisions based on the information in the Collection Center—payment history, key historical data and account notes – Over 100 professional and customizable invoice templates, with the ability to add a company logo – Email invoices in PDF, Excel or Word format
Accounting	<ul style="list-style-type: none"> – Profit and Loss, Balance Sheets, Cash and Accrual reporting with comparison data – Track multiple entities in one accounting file via Classes – Manage General Ledger and General Journal entries – Process credit cards payments – Customizable Chart of Accounts with sub-accounts – Check writing, bank register and trial balances – Import credit card transactions
Business Automation	<ul style="list-style-type: none"> – Powerful multi-level submittal/approval for time, expenses, invoices, budgets, vendor bills and purchase orders – Automate report delivery and schedule daily, hourly or weekly email notifications for missing time – Create alerts and due dates for a wide range of tasks from budgets to staff allocation

BillQuick Add-Ons

Expand the capabilities of BillQuick with these powerful add-ons.

Web Suite	BillQuick Online	BillQuick HR
<p>Extend the power of BillQuick to remote users and satellite offices via the Internet by hosting it on your server. Record time and expenses, generate reports, and create and review profiles of your activities, expenses, employees, clients and projects off-site or on. Compatible with the BillQuick Mobile app, available on iOS and Android.</p>	<p>Get the power of BillQuick combined with the benefits of a cloud solution—no installation or hardware maintenance. Record time and expenses, bill customers, generate reports, and create and review profiles of your activities, expenses, employees, clients and projects off-site or on. Compatible with the BillQuick Mobile app.</p>	<p>BillQuick HR is a powerful human resource management application that enables you to effortlessly manage your employees - it helps maintain thorough up-to-date records, monitor employees' histories and instantly access information with ease. This software is based on typical HR management practices but is flexible to meet your specific needs.</p>
BillQuick Agent	BillQuick Outlook Add-In	BillQuick Mobile App
<p>BillQuick Agent is a powerful workflow automation tool that reduces your overhead by scheduling reports for automatic delivery, providing business alerts and monitoring your time and expense sheets. It allows you to stay informed about your business without having to manually run reports. Meet the personal assistant of your dreams.</p>	<p>BillQuick Outlook Add-in converts Outlook appointments, tasks and emails into time entries in BillQuick without you ever having to leave the email application. The Add-in eliminates re-entry of hours into BillQuick and efficiently completes the time entry process. Now, you can get paid for the hours you spend reading client emails.</p>	<p>The BillQuick Mobile app allows you to easily add expenses, quickly track time, attach files and seamlessly sync that information to your company database—all from the convenience of your phone. BillQuick Mobile app is available for the iPhone®, iPad®, iPod® Touch and devices running the Android operating system.</p>



Anytime, Anywhere, Any Device

BillQuick is available across all major platforms so you can enjoy the freedom and flexibility to run a successful firm anywhere in the world.



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Positive Reviews & Awards

Software reviewers and editors have repeatedly picked BillQuick as their #1 choice for time billing, project management and accounting in the professional services industry. CPA Practice Advisor Magazine, K2 Enterprises, CNET are just a few examples.

About BQE Software

BQE Software develops innovative practice management software for professional services firms. Its products, including BQE BillQuick®, BQE ArchiOffice® and BQE EngineerOffice®, simplify the way firms enter and use information for time tracking, billing, project management and accounting. This allows them to make informed decisions faster, improve productivity and increase performance. With more than 400,000 users worldwide, BQE software is trusted by leading accountants, architects, attorneys, engineers, IT specialists and business consultants.

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