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.
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.

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
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 underutilized 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.
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.

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
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.
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.

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
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.
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.

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<thead>
<tr>
<th>Feature</th>
<th>Benefit</th>
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<tbody>
<tr>
<td>Ease of Use</td>
<td>- Accessible via desktop, web browser and mobile devices</td>
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<td>- Free native iPhone and Android apps for cloud-based time and expense tracking</td>
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<td>- Integrated document management supports a folder structure you define</td>
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<td>- Robust security with role-based profiles and restrictions on Client, Project and Employee levels</td>
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<td>- DCAA compliance with a single click</td>
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<td>Time and Expense</td>
<td>- Flexible time entry provides the ability to track time in three ways: Sheet View, Simple Timecard and Timer</td>
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<td>- Detachable Timer Control manages all timers from one small window</td>
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<td>- Easily start and switch between multiple timers</td>
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<td>- Record expenses and attach receipts for management approval and employee reimbursement</td>
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<td>Project Management</td>
<td>- Instantly see which projects are running at a loss, have burned through the budget or have overspent their contract in the Project Center</td>
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<td>- Easily reorganize your project schedule by dragging, dropping and stretching tasks on an interactive Gantt Chart</td>
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<td>- View assignments for each employee in a beautiful color-coded calendar and instantly learn which team members are overextended or under-utilized</td>
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<td>- Using the allocated task information, BillQuick forecasts your revenue and will help you plan your cash flow</td>
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| **Reporting**    | - 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**      | - 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**   | - 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** | - 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.

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<tr>
<th>Web Suite</th>
<th>BillQuick Online</th>
<th>BillQuick HR</th>
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<td>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.</td>
<td>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.</td>
<td>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.</td>
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<th>BillQuick Agent</th>
<th>BillQuick Outlook Add-In</th>
<th>BillQuick Mobile App</th>
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<td>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.</td>
<td>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.</td>
<td>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.</td>
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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.
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.

Want the inside scoop?

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– Linkedin.com/groups/1359617
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