

Succeed 2017

The Top 10 Most Insightful Reports in BillQuick



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What We Will Learn

- Are my income numbers on track?
- How efficient is my business?
- Is my business healthy financially?
- How can I prepare for the future?

The Top 10

- A Income and Revenue
- B Business Health & Efficiency
- C Future Planning

Reports Should Bring Value

- Do I need this report & what does it mean?
- Easy access and easy to understand
- Avoid overly complicated reports
- Understand who the report is for
- Standardize reports across your business

1 Cash Flow vs. Revenue

- Frequency: Monthly
- What you billed and what you got paid
- Compare to revenue and track the ratio
- Identify factors blocking the cash flow
 - Early payment discounts
 - Accept credit cards
 - Stop-work clause in your agreements



Cash Flow vs. Revenue

As Of: 12/31/2017	Cash		Revenue		Revenue / Cash	
	2017	2016	2017	2016	2017	2016
January	\$144,000.00	\$0.00	\$136,183.75	\$0.00	0.95	0.00
February	\$170,323.16	\$0.00	\$207,827.95	\$0.00	1.22	0.00
March	\$215,605.10	\$0.00	\$169,637.60	\$189,600.38	0.79	0.00
April	\$117,838.85	\$175,815.03	\$236,653.88	\$135,250.52	2.01	0.77
May	\$270,295.00	\$114,138.35	\$185,951.57	\$208,000.80	0.69	1.82
June	\$0.00	\$266,225.32	\$197,990.32	\$201,246.79	0.00	0.76
July	\$270,242.50	\$159,759.43	\$25,399.47	\$182,030.39	0.09	1.14
August	\$0.00	\$192,449.75	\$127,701.21	\$177,225.10	0.00	0.92
September	\$0.00	\$177,357.10	\$0.00	\$185,801.45	0.00	1.05
October	\$0.00	\$142,157.60	\$1,000.00	\$170,596.35	0.00	1.20
November	\$0.00	\$205,979.72	\$0.00	\$172,518.95	0.00	0.84
December	\$0.00	\$168,000.00	\$0.00	\$170,464.15	0.00	1.01
Total:	\$1,188,304.61	\$1,601,882.30	\$1,288,345.75	\$1,792,734.88	1.08	1.12
Average:	\$99,025.38	\$133,490.19	\$107,362.15	\$149,394.57		



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② Revenue by Employee, Client and Item

- Frequency: Quarterly
- Compare sales & understand trends
- Identify growth driving sources

Revenue by Employee, Client and Item

Total Revenue from 1/1/2017 to 12/31/2017 **\$1,057,580.59**

Employee	Revenue*	%	Item	Revenue*	%	Client	Revenue*	%
Alan	\$160,748.00	15.20	Design Calcs	\$179,879.35	17.01	HUD	\$346,393.48	32.75
Walter	\$107,941.90	10.21	Structural Des	\$143,906.85	13.61	County	\$271,090.73	25.63
Curtis	\$106,401.03	10.06	BIM Model	\$117,863.04	11.14	City Services	\$140,774.71	13.31
Sarah	\$105,668.81	9.99	Const Mgmt	\$75,687.70	7.16	HILLARD	\$70,783.50	6.69
Bert	\$103,048.11	9.74	Elevations	\$61,787.43	7.16	Widgets Inc	\$61,750.00	5.84
Steve	\$83,029.70	7.85	Plans	\$48,042.26	5.84	Holiday Inn	\$49,825.88	4.71
Richard	\$74,249.25	7.02	Drafting	\$46,750.26	4.54	Allied Tech	\$38,013.40	3.59
Jennifer	\$67,085.89	6.34	Report	\$32,847.04	4.42	Factor	\$25,848.75	2.44
Richard	\$58,782.54	5.56	Review	\$27,777.49	3.11	Lancome	\$23,247.95	2.20
Bob	\$40,119.14	3.79	Meeting	\$26,927.50	2.63	LA DWP	\$20,447.50	1.93
Employee	\$907,074.37	85.77	Item	761468.62	72	Client	\$1,048,175.90	99.11



3 Staff Realization

- Frequency: Quarterly
- Higher Realization Rate = Higher Profit
- Shoot for 100% Realization Rate
- Identify ways to increase realization rates
 - Assign staff with core competencies to the project
 - Demonstrate value
 - Use flat fees and negotiate change orders

Staff Realization

Employee ID	Bill Rate	Realiz.	*Time Entry Amt.	*Entry Bill Amt.	Difference	%
AM - Allen Marcello	\$80.50	\$128.46	\$100,518.75	\$160,420.35	\$59,901.60	60
BD - Bob Duncan	\$70.58	\$72.20	\$38,887.64	\$39,781.70	\$894.06	2
BW - Bert Woolmer	\$80.09	\$76.50	\$106,140.00	\$101,386.60	(\$4,753.40)	-4
CJ - Curtis James	\$67.54	\$65.46	\$108,795.00	\$105,446.00	(\$3,349.00)	-3
JA - Jennifer Arlington	\$119.14	\$117.26	\$66,810.00	\$65,751.91	(\$1,058.09)	-2
MK - Mark Kerns	\$52.87	\$90.73	\$7,455.00	\$12,792.23	\$5,337.23	72
RC - Richard Curtis	\$80.55	\$81.12	\$72,755.00	\$73,274.65	\$519.65	1
RT - Riley Thomas	\$71.84	\$71.14	\$59,270.00	\$58,689.61	(\$580.39)	-1
SB - Sarah Beth	\$70.00	\$67.17	\$110,022.50	\$105,575.92	(\$4,446.58)	-4
SE - Rose Annbach	\$80.00	\$133.92	\$49,600.00	\$83,029.74	\$33,429.74	67
SL - Sally Lawrence	\$84.13	\$94.04	\$17,814.25	\$19,912.69	\$2,098.44	12
WB - Walter Birch	\$104.98	\$110.00	\$100,437.50	\$105,238.74	\$4,801.24	5
Grand Totals:	\$79.45	\$88.48	\$838,505.64	\$931,300.14	\$92,794.50	11

4 Staff Utilization

- Frequency: Monthly
- Measure of staff billability
- Goal for entire staff (60% to 65%)
- Goal for professional staff (80% to 85%)

Staff Utilization

Employee	Billable	Non-Bill	Marketing	Overhead	Vacation	Sick	Holiday	Hours
Curtis James - Curtis James <i>Draftsman</i>	2,854.00 94.93%	0.50 0.02%	0.00 0.00%	38.50 1.28%	62.00 2.06%	11.50 0.38%	40.00 1.33%	3,006.50
Janet DeMarco - Janet DeMarco <i>Senior Engineer</i>	2,562.50 87.73%	0.00 0.00%	38.00 1.30%	182.25 6.24%	77.50 2.65%	12.50 0.43%	48.00 1.64%	2,920.75
Jason Acosta - Jason Acosta <i>Junior Engineer</i>	398.50 97.55%	0.00 0.00%	0.00 0.00%	6.00 1.47%	2.00 0.49%	2.00 0.49%	0.00 0.00%	408.50
Jennifer Smith - Jennifer Smith <i>Project Manager</i>	2,481.50 89.45%	0.00 0.00%	28.50 1.03%	136.75 4.93%	62.00 2.23%	15.00 0.54%	50.50 1.82%	2,774.25
Linda Dale - Linda Dale <i>Junior Engineer</i>	2,498.00 89.52%	0.00 0.00%	21.50 0.77%	117.00 4.19%	62.00 2.22%	20.00 0.72%	72.00 2.58%	2,790.50
Sally Ryan - Sally Ryan <i>Junior Engineer</i>	2,500.50 86.28%	0.00 0.00%	20.00 0.69%	241.25 8.32%	63.25 2.18%	25.00 0.86%	48.00 1.66%	2,898.00
Samantha Davis - Samantha Davis <i>Office Manager</i>	1.00 50.00%	1.00 50.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	2.00
Scott Jackson - Scott Jackson <i>Project Manager</i>	2,667.50 88.48%	14.00 0.46%	29.50 0.98%	157.75 5.23%	72.00 2.39%	26.00 0.86%	48.00 1.59%	3,014.75
Steve Cohen - Steve Cohen <i>Site Engineer</i>	2,537.00 88.78%	0.00 0.00%	37.00 1.29%	144.25 5.05%	63.50 2.22%	28.00 0.98%	48.00 1.68%	2,857.75
Grand Total:	18,500.50 89.49%	15.50 0.07%	174.50 0.84%	1,023.75 4.95%	464.25 2.25%	140.00 0.68%	354.50 1.71%	20,673.00



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5 Project Profitability

- Frequency: Monthly
- Track profitability at all times
- Learn from mistakes and successes

Project Profitability

Project	Type	Contract Amt	Earned Billings*	WIP	Earned	Applied Payments	Credit / Write-Offs	PTD AR	Labor Cost	Expense Cost	Profit	%
16-01 Cadillac.	Hrly	0	136,646.39	1,000.00	137,646.39	123,532.75	0	13,113.64	65,694.40	17,343.30	53,608.69	39%
16-02 Galaxy	Fixed	125,000.00	134,845.00	1,050.00	135,895.00	108,200.00	20,000.00	6,645.00	34,034.26	16,447.50	64,363.24	48%
16-03 PV Club:	HNTE	125,000.00	103,955.98	1,337.66	105,293.64	103,815.03	0	140.95	48,571.38	14,293.30	41,091.30	40%
17-01 Archlight: Archlight Theater in La Cienega												
01 Plan	Fixed	237,500.00	215,933.64	5,080.00	221,013.64	194,933.64	0	21,000.00	65,138.06	228.3	150,567.28	70%
02 Design	Fixed	190,000.00	142,732.50	50	142,782.50	142,732.50	0	0	101,755.31	4,082.50	36,894.69	26%
03 Tender	Fixed	95,000.00	57,150.00	175	57,325.00	57,150.00	0	0	40,114.90	150	16,885.10	30%
04 Const	Fixed	332,500.00	277,175.00	2,017.50	279,192.50	264,155.11	0	13,019.89	85,610.92	138,500.00	53,064.08	19%
05 P Const	Fixed	95,000.00	47,500.00	3,522.50	51,022.50	19,000.00	0	28,500.00	45,045.35	0	2,454.65	5%
17-01 Archlight:		950,000.00	740,491.14	0,845.00	751,336.14	677,971.25	0	62,519.89	337,664.54	142,960.80	259,865.80	35%
Grand Totals:		1,200,000.00	1,115,938.51	4,232.66	1,130,171.17	1,013,519.03	20,000.00	82,419.48	485,964.58	191,044.90	418,929.03	38%

6 Project Manager Billing Analysis

- Frequency: Monthly
- Revenue generated by projects managed
- Collections by project manager
- Ratio of revenue and collections

Project Manager Billing Analysis

Project Manger ID - Name	Revenue*	Credit	WriteOff	Collected*	Contribution
Jennifer Smith - Jennifer Smith	\$1,237,381.26	\$0.00	\$0.00	\$1,122,908.25	40.24%
Scott Jackson - Scott Jackson	\$948,177.56	\$0.00	\$20,000.00	\$861,105.01	30.86%
Steve Cohen - Steve Cohen	\$689,383.39	\$0.00	\$0.00	\$626,988.68	22.47%
Janet DeMarco - Janet DeMarco	\$206,138.42	\$0.00	\$0.00	\$179,184.97	6.42%
Grand Total:	\$3,081,080.63	\$0.00	\$20,000.00	\$2,790,186.91	

7 Work in Hand (backlog)

- Frequency: Monthly
- Forecast four to six months in advance
- Assign resources to revenue sources
- Relationship with monthly revenue capacity

Work in Hand (backlog)

<u>Project</u>	<u>Type</u>	<u>Contract</u>	<u>Serv Amt</u>	<u>Exp Amt</u>	<u>Amt Billed</u>	<u>Paid</u>	<u>Un-Paid</u>	<u>WIP</u>	<u>Un-Billed</u>
16-01 Cadillac	Hourly	-	\$119,797.75	\$16,848.64	\$136,646.39	\$123,532.75	\$13,113.64	\$1,000.00	N/A
16-02 Galaxy Ent.:	Fixed	\$125,000.00	\$118,397.50	\$16,447.50	\$134,845.00	\$128,200.00	\$6,645.00	\$1,050.00	\$6,602.50
16-03 PV Club:	HNTE	\$125,000.00	\$89,508.50	\$14,447.48	\$103,955.98	\$103,815.03	\$140.95	\$1,337.66	\$35,491.50
16-04 PV School:	Hourly	-	\$92,604.00	\$20,998.64	\$113,602.64	\$97,152.94	\$16,449.70	\$350.00	N/A
17-01 Archlight: - Archlight Theater in La Cienega (Jennifer Smith)									
17-01:01 Plan	Fixed	\$237,500.00	\$215,750.00	\$183.64	\$215,933.64	\$194,933.64	\$21,000.00	\$5,080.00	\$21,750.00
17-01:02 Design	Fixed	\$190,000.00	\$138,700.00	\$4,032.50	\$142,732.50	\$142,732.50	-	\$50.00	\$51,300.00
17-01:03 Tender	Fixed	\$95,000.00	\$57,000.00	\$150.00	\$57,150.00	\$57,150.00	-	\$175.00	\$38,000.00
17-01:04 Const	Fixed	\$332,500.00	\$137,150.00	\$140,025.00	\$277,175.00	\$264,155.11	\$13,019.89	\$2,017.50	\$65,825.00
17-01:05 P Const	Fixed	\$95,000.00	\$47,500.00	-	\$47,500.00	\$19,000.00	\$28,500.00	\$3,522.50	\$47,500.00
17-01:06 AS	Hourly	-	\$23,361.25	-	\$23,361.25	\$17,528.75	\$5,832.50	-	N/A
17-01 Archlight: Total:		\$950,000.00	\$619,461.25	\$144,391.14	\$763,852.39	\$695,500.00	\$68,352.39	\$10,845.00	\$224,375.00
Grand Total:		\$2,440,000.00	\$2,700,807.80	\$380,272.83	\$3,081,080.63	\$2,810,186.91	\$270,893.72	\$39,433.31	\$620,705.45

Work in Hand (backlog)

- How many months of billing?:

= (WIP of Hourly Projects + Unbilled Fixed Contracts)/Average Monthly Billing

8 Revenue Forecast

- Frequency: Monthly
- Use billing schedule for milestone billing
- Great cash flow projection tool
- Identifies Scheduled vs. Actual

Revenue Forecast

Project	January	February	March	April	May	June	July	August	September	October	November	December	Total	Total Billed	Balance
17-01 Archlight <i>Sch</i>	\$21,000.00	\$92,000.00	\$79,000.00	\$40,000.00	\$37,000.00	\$55,000.00	--	\$40,000.00	\$18,000.00	\$15,000.00	\$17,000.00	\$13,500.00	\$427,500.00	\$370,071.14	\$57,428.86
<i>Bille</i>	\$21,025.00	\$92,000.00	\$79,085.00	\$40,008.50	\$36,585.00	\$58,072.64	\$1,620.00	\$41,675.00	--	--	--	--			
17-11 Regal <i>Sch</i>	--	--	--	--	--	--	--	--	--	\$30,000.00	\$35,500.00	\$27,500.00	\$93,000.00	--	\$93,000.00
<i>Bille</i>	--	--	--	--	--	--	--	--	--	--	--	--			
Grand Total:	\$21,000.00	\$92,000.00	\$79,000.00	\$40,000.00	\$37,000.00	\$55,000.00	--	\$40,000.00	\$18,000.00	\$45,000.00	\$52,500.00	\$41,000.00	\$520,500.00	\$370,071.14	\$150,428.86
Grand Total Billed:	\$21,025.00	\$92,000.00	\$79,085.00	\$40,008.50	\$36,585.00	\$58,072.64	\$1,620.00	\$41,675.00	--	--	--	--			

9 Income by Business Type

- Frequency: Quarterly
- Where are we winning business
- Revenue of new business
- Look into cost of winning

Income by Business Type

<u>Project Group ID</u>	<u># of Inv</u>	<u>Services Billed</u>	<u>Expenses Billed</u>	<u>Net Bill</u>
Commercial - Commercial Projects	124	\$1,274,534.75	\$233,418.09	\$1,507,952.84
Residential - Residential Projects	32	\$794,299.50	\$42,381.90	\$836,681.40
Institutional - Institutional Projects	87	\$631,973.55	\$104,472.84	\$736,446.39

10 Financial Budgeting

- Frequency: Monthly
- Compare actual results to financial targets
- Helps in gauging organizational expectations

Financial Budget Comparison

Account ID - Name	Budgeted	Actual	Remaining
Income			
4010 - Consulting Fees Income	\$1,020,995.25	\$719,916.78	\$301,078.47
4011 - Design Fee Income	\$557,593.42	\$321,771.69	\$235,821.73
4012 - Survey Fee Income	\$69,013.93	\$83,835.28	(\$14,821.35)
4013 - Environmental Fee Income	\$90,984.85	\$50,450.00	\$40,534.85
4014 - Mechanical Fee Income	\$60,280.00	\$33,500.00	\$26,780.00
4015 - Electrical Fee Income	\$55,631.40	\$27,950.00	\$27,681.40
4016 - Plumbing Fee Income	\$92,345.00	\$20,462.50	\$71,882.50
4900 - Reimbursed Expenses - Income	\$25,164.51	\$16,259.50	\$8,905.01
Total Income	\$1,972,008.37	\$1,274,145.75	\$697,862.62
Cost of Goods Sold			
5000 - Project Related Costs	\$17,120.00	\$14,200.00	\$2,920.00
5000 - Project Related Costs			
5100 - Outside Consultants	\$291,307.50	\$50,199.00	\$241,108.50
Total Cost of Goods Sold	\$308,427.50	\$64,399.00	\$244,028.50
Expense			
6010 - Job Expenses	\$0.00	(\$14,200.00)	\$14,200.00
6090 - Telephone Expense	\$548.38	\$1,350.00	(\$801.63)
6091 - Auto Lease	\$4,918.79	\$9,550.00	(\$4,631.21)
6130 - Car/Truck Expense	\$360.59	\$750.00	(\$389.41)
6145 - Contributions	\$2,140.00	\$4,750.00	(\$2,610.00)
6146 - 401K Contribution	\$0.00	\$53,500.00	(\$53,500.00)

What We Learned

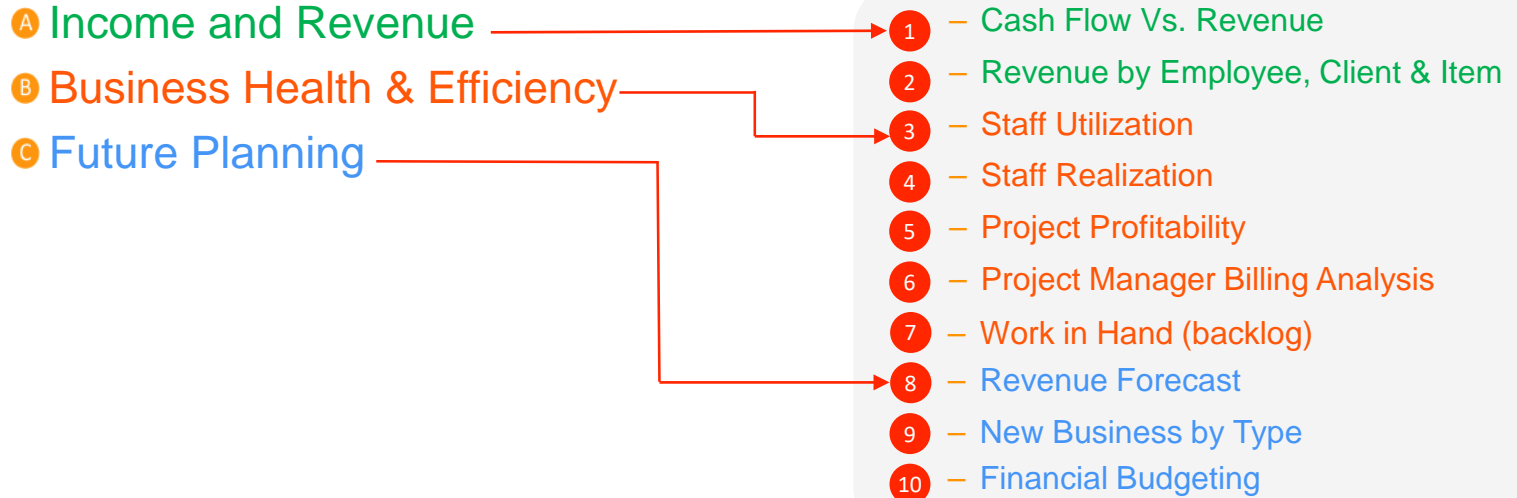
- Be a business that is both data and knowledge rich. Take full advantage of BillQuick's powerful reporting
- Identify your key sources of revenue for your business
- Analyze your cash flow trend. It can adversely affect the ability of your firms financial obligations

What We Learned

- Set reasonable utilization goals for your non-admin staff (75% to 85 %)
- Keep an eye on your firm's backlog. Monthly billing reduces your backlog, replace it by newly earned contracts

The Top 10

Reports



How Can I Find These Reports in BillQuick

This Session

- 1 – Cash Flow Vs. Revenue
- 2 – Revenue by Employee, Client & Item
- 3 – Staff Utilization
- 4 – Staff Realization
- 5 – Project Profitability
- 6 – Project Manager Billing Analysis
- 7 – Work in Hand (backlog)
- 8 – Revenue Forecast
- 9 – New Business by Type
- 10 – Financial Budget

Comparable BillQuick Reports

- 1 – Cash Flow Vs. Revenue
- 2 – Sales by Item, Client, Employee (top 10)
- 3 – Employee Utilization
- 4 – Write-Up/Write-Down Summary (custom grouping)
- 5 – Profit by Project Manager - Comprehensive
- 6 – Billing Analysis by Project Manager
- 7 – Work in Hand – Phased Projects
- 8 – Billing Schedule - Tab
- 9 – Top Ten in Revenue (custom grouping)
- 10 – Financial Budget Vs. Actual



Q & A



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