

Succeed 2017

Things You Didn't Know BillQuick Could Do



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What We Will Learn

- Time saving features
- Hidden gems
- Simplify the complex

Tips for

- Time/Expense entry
- BillQuick Mobile App
- Web Suite / BillQuick Online
- Allocation & Forecasting
- Billing
- Reports



Time/Expense Entry

- Do not allow time & expense entry prior to project start date
- Approval of PTO creates time entry
- Enter credit card charges via Expense Log

BillQuick Mobile App

- Timer Control

Web Suite / BillQuick Online

- Connect your Exchange Calendar

Allocation & Forecasting

- Edit by “Start Week” view
- Task notifications

Billing

- Automatic Billing
- Send attachments as a single file

Reports

- Operators and the NOT filter
- Memorize report groups

What We Learned

- Time saving features
- Hidden gems
- Simplify the complex
- Work smarter, not harder!

What We Learned

- Prevent time/exp entry prior to project start date
- Automatically enter PTO
- Enter credit card charges via Expense Log
- BillQuick Mobile App: Timer Control
- Web Suite: Connect Exchange Calendar

What We Learned

- Task notifications
- Progress billing for time & expense
- Send attachments as a single file
- Report filter: Operators
- Print/Preview by report group

Q & A



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