

# ArchiOffice Edition Comparison Chart

ArchiOffice is designed to make your time and expense tracking more efficient, and improve your project management workflow. It empowers you to work smarter and be more productive.

Ease-of-Use	Basic	Pro	Enterprise
Intelligent Search Ability	✓	✓	✓
Memorized Screen Settings	✓	✓	✓
Access via Intranet and Internet	✓	✓	✓
Native Mobile Apps for iOS and Android Devices	✓	✓	✓
Easily Export Data	✓	✓	✓
Streamlined, Color-Coded Interface	✓	✓	✓
Search and Filter for Quick Access to Specific Data	✓	✓	✓
Customize Dashboards		✓	✓
Simple Document Management		✓	✓
Email Invoices Directly from ArchiOffice		✓	✓
Customize Project Folder Locations			✓
Archive and Restore Projects with Related Time, Expense and Payment Info			✓
Dashboard Widget Displays All Connected Users			✓

## Time and Expense

Employees Only See Assigned Active Projects	✓	✓	✓
Fast, Simple, Intelligent Time Sheet Entry	✓	✓	✓
Unlimited Length Notes for Time and Expenses	✓	✓	✓
Personal Time-Off Tracking	✓	✓	✓
Billable/Non-Billable Flag	✓	✓	✓
Reimbursable to Employee Flag	✓	✓	✓
Easily Hold Selected Time or Expenses From Being Invoiced	✓	✓	✓
Create Time Entries from Calendar Events or To-Do Items	✓	✓	✓
Start of the Week Preference for Timecard and Reports		✓	✓
On/Off Timer		✓	✓

Time and Expense (cont.)	Basic	Pro	Enterprise
Single-screen Review of Time and Expenses by Project or Employee		✓	✓
Link Receipts, Pictures, and Files to Expenses		✓	✓
Approve for Billing		✓	✓
Project Task Selection		✓	✓
Employee Day Viewer			✓

## Project Management

Track Estimate vs. Budget vs. Actual Hours and Costs	✓	✓	✓
Customize Phases and Job Codes	✓	✓	✓
Manage Consultant Fees	✓	✓	✓
Customize Fields		✓	✓
Create Secure Notes for Projects and Contacts		✓	✓
Project Charts		✓	✓
Standard Form 330 Discipline and Experience Fields		✓	✓
Standardized Tasks		✓	✓
Track Status of Tasks by Phase		✓	✓
Live Access to All Project Documents		✓	✓
Track % Complete using Tasks		✓	✓
Schedule Start and End Dates for Project Phases		✓	✓
Auto Alert for Calendar Events		✓	✓
Perform Earned Value Analysis		✓	✓
Track Submittal-Approval, Drawing and RFI Workflows			✓

## Billing and Accounts Receivable

Designate Certain Phases to Bill Hourly Regardless of Contract Type	✓	✓	✓
Batch Invoicing	✓	✓	✓
Reverse or Void Invoices and Payments	✓	✓	✓
Track GST and VAT	✓	✓	✓

Billing and Accounts Receivable (cont.)	Basic	Pro	Enterprise
5 Contract Types Including Stipulated Sum, Hourly, Percentage of Construction, Unit Cost and Multiple of DPE/DSE	✓	✓	✓
Save Invoices as PDF or RTF (Word)	✓	✓	✓
Progress Billing	✓	✓	✓
Retainer Management	✓	✓	✓
Billing Review	✓	✓	✓
Assign Invoice Template to a Project	✓	✓	✓
Standard Invoice Templates	✓	✓	✓
Link Scanned Checks to Transactions		✓	✓
Transfer Retainers between Client Projects			✓
Dashboard Widget Shows Past Monthly Payments			✓
Project-Specific Invoice Numbering			✓
Attach Expense Receipts to Invoices			✓

## Reports and Invoices

Memorize Reports	✓	✓	✓
50+ Standard Reports	✓	✓	✓
Store Reports as PDFs	✓	✓	✓
Time and Expense Reports	✓	✓	✓
Payroll Reports	✓	✓	✓
Extensive Report Filters	✓	✓	✓
Filter Reports by Project Leader	✓	✓	✓
Create Profitability Reports Based on Date Range	✓	✓	✓
Memorized Invoice Dates and Date Ranges	✓	✓	✓
Itemized Invoices with Task and Description		✓	✓
Customize Reports and Invoices using Crystal Reports®		✓	✓
Dashboard Displays Key Business Performance Indicators		✓	✓
Task Reports		✓	✓
Custom Invoice Numbering		✓	✓
View Earned Value Chart and Report		✓	✓
Submittal Reports			✓

Security	Basic	Pro	Enterprise
Secure User Name Login	✓	✓	✓
Role-based Security	✓	✓	✓
Customize Security Profiles	✓	✓	✓
Customize Login IDs	✓	✓	✓
Assign Projects to Employees	✓	✓	✓
Apply Security to Custom Fields	✓	✓	✓
Set Your Own Password Policy			✓

## Integrations

QuickBooks® PC Integration (QuickBooks® 2002 Pro or better)		✓	✓
Sync Email, Contacts and Calendar Events to Outlook (PC only)		✓	✓
Sync Mail, Contacts and Calendar (Apple Mail, Apple Contacts, Apple Calendar)		✓	✓
Sync Email, Contacts and Calendar Events to Entourage (Mac)		✓	✓

## Technical

MS SQL Express®	✓	✓	✓
MS SQL Server®			✓

## World Headquarters

### North & South America

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

Tel: (855) 687-1028 (toll-free)  
+1 (310) 602-4020

Email: [sales@bqe.com](mailto:sales@bqe.com)

[support@bqe.com](mailto:support@bqe.com)

For more information, visit  
[www.bqe.com](http://www.bqe.com) or call  
(855) 687-1028.

[www.bqe.com](http://www.bqe.com)  
[www.twitter.com/ArchiOffice](https://www.twitter.com/ArchiOffice)  
[www.facebook.com/ArchiOffice](https://www.facebook.com/ArchiOffice)

©2017 BQE Software Inc. All rights reserved.  
BQE, BQE logo and ArchiOffice logo are  
registered trademarks and/or registered  
service marks of BQE Software Inc. in the  
United States and other countries. Other  
parties' trademarks or service marks are the  
property of their respective owners.

## 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](mailto:aus-sales@bqe.com)  
[aus-support@bqe.com](mailto:aus-support@bqe.com)

### Europe, Middle East & Africa

Tel: +44 20 3318 8111

Email: [uk-sales@bqe.com](mailto:uk-sales@bqe.com)  
[uk-support@bqe.com](mailto:uk-support@bqe.com)