

BillQuick vs. Web Suite vs. Online

This chart is designed to help you determine which version of BillQuick—desktop, Web Suite or Online—is the best fit for your firm. As a rule of thumb, firms that host their own servers typically prefer Web Suite, firms that prefer to work in the cloud like BillQuick Online and those who want an installed application use BillQuick desktop.

Ease-of-Use	Desktop	Web Suite	Online
Custom Conversion	✓	✓	✓
Single-Click DCAA Compliance	✓	✓	✓
Track Collected and Paid Taxes (GST, PST, HST, VAT, etc.)	✓	✓	✓
To-Do Lists and Tasks	✓	✓	✓
Custom Fields	✓	✓	✓
Native Mobile Apps for iOS and Android Devices	✓	✓	✓
Convert Appointments into Time Entries via Microsoft Exchange Integration		✓	✓
Access via Internet/Intranet		✓	✓
Wizards for Easy Setup and Billing	✓		
Easily Import/Export Data	✓		
Auto-Open Your Favorite Screens	✓		

Intelligent Time and Expense

Write Up/Down Entries	✓	✓	✓
Track Overtime and Compensation Time	✓	✓	✓
Multiple Screens for Time and Expense Entry	✓	✓	✓
Auto-Apply Standard and Special Bill Rates	✓	✓	✓
Back Out Taxes Paid with Expense Items	✓	✓	✓
Record Unlimited Length Notes for Time and Expenses	✓	✓	✓
View Time and Expenses by Either Employee or Project	✓	✓	✓
Support for Multiple Currencies in Expense Sheets	✓	✓	✓
Auto-Check if Time or Expense Exceed Contract Amount	✓	✓	✓

Intelligent Time and Expense	Desktop	Web Suite	Online
Create Time Entries From To-Do Items	✓	✓	✓
Attach Web References/URLs to Records	✓	✓	✓
Submittal, Review and Approval Process	✓	✓	✓
Personal Time Off Management	✓	✓	✓
Analyze Time and Expense Entries for Multiple Projects or Employees on a Single Screen	✓	✓	✓
Run Simultaneous Timers for Multiple Projects and View on a Single Screen	✓	✓	✓
Shorthand Codes for Memos	✓	✓	✓
Attachment and Memo Indicator in Time and Expense Records	✓	✓	✓
Track Time and Expense by Class	✓	✓	✓
Track Both Working and Idle Time with Timers	✓		

Robust Project Management

Project Center - Everything You Need to Manage a Project in One Place	✓	✓	✓
Create Phases and Segments	✓	✓	✓
12 Contract Types Including 'Cost Plus' and 'Hourly'	✓	✓	✓
Custom Cloning of Projects	✓	✓	✓
Easily Monitor Unpaid Retainers on Project Screen	✓	✓	✓
Single Screen Review of Invoices, Vendor Bills & Purchase Orders	✓	✓	✓
Project Performance Metrics	✓	✓	✓
Retainage per Project	✓	✓	✓
Assign Tasks with an Allocated Hour to Complete	✓	✓	✓
Prioritize Scheduled Tasks for a Project and Assign Custom Descriptions	✓	✓	✓
Automatic Rescheduling of Dependent Tasks upon Parent Task Delay	✓	✓	✓
Auto Notifications When Scheduled Tasks are Updated by Staff	✓	✓	✓
Attach Contracts, NDAs, Engagement Letters, etc. to Emailed Estimates	✓	✓	✓
Track % Complete in Budgets and Tasks (in Addition to Projects)	✓	✓	✓
Assign Activities, Expenses and Employees to Projects	✓	✓	✓
Employee Workload Forecast Calendar	✓	✓	✓
Interactive Gantt Charts	✓	✓	✓

Robust Project Management	Desktop	Web Suite	Online
Submittal-Approval Workflow Tracking	✓	✓	✓
Real-Time Tracking of Project Schedules	✓	✓	✓
Due Date Alerts	✓	✓	✓
Specify Detailed Contract Amount at Project Phase Levels	✓	✓	✓
Merge Multiple Clients Into One	✓	✓	✓
Exception for Over Contract, Over Budget and Unprofitable Projects	✓	✓	✓
Automatically Record Project Journal Entries on Specific Events	✓	✓	✓
Analyze Budgets with Real-time Spent Information	✓	✓	✓
Quick Update of Project Percentage Complete	✓	✓	✓
Profitability Analysis Graph	✓	✓	✓
Billability Analysis Graph	✓	✓	✓
Project Efficiency Graph	✓	✓	✓
Earned Value Metrics and Graph	✓	✓	✓
Drill Down into and Analyze Job Cost Details	✓	✓	✓
Assign Accounts at the Project Level	✓	✓	✓
Assign User-Defined Classes for All Transactions	✓	✓	✓
Edit Cumulative Budget at the Parent-Project Level	✓	✓	✓

Streamlined Billing

Batch Create Invoices	✓	✓	✓
Detailed Billing	✓	✓	✓
Edit Invoice Descriptions and Memos	✓	✓	✓
Invoice Format Auto-Selected by Contract Type	✓	✓	✓
Assign Special Invoice Format to a Project	✓	✓	✓
Automatic Billing	✓	✓	✓
Percent Complete with Automatic Calculation	✓	✓	✓
Auto Apply Retainers	✓	✓	✓
Progress Billing	✓	✓	✓
Specify Custom Invoice Number per Project	✓	✓	✓
Automatically Create Custom PDF Invoice Names	✓	✓	✓

Streamlined Billing (cont.)	Desktop	Web Suite	Online
Send Multiple Invoices in a Single Email	✓	✓	✓
Customizable Billing Screen	✓		

Real-Time Accounts Receivable

Collection Center - Key Information to Enhance Your Collection Efforts	✓	✓	✓
Reverse or Void Invoices and Payments	✓	✓	✓
Standard and As-Of Aging Reports with Contact Info and Collection Notes	✓	✓	✓
Auto, Selective and Manual Apply Payments	✓	✓	✓
Customer and Project Statements	✓	✓	✓
Electronic Invoices	✓	✓	✓
Attach Files to Invoices, Print/Email Them with the Invoice	✓	✓	✓
Automatic Notifications of Invoice Approval by Manager	✓	✓	✓
Retainer Management	✓	✓	✓
Automatic Payment Receipts	✓	✓	✓
Submittal and Approval of Invoices	✓	✓	✓
Custom Fields for Invoices	✓	✓	✓
Attach Files to Payments Received (Ex: Scanned PDF of a Check)	✓	✓	✓
Support for Multiple A/R Accounts	✓	✓	✓
Accept Credit Card Payments	✓		

BillQuick Plus Accounting

(Optional accounting module available for purchase)

Chart of Accounts with Easy Number Changes	✓	✓	✓
Purchase Orders and Vendor Bills	✓	✓	✓
Purchase Order History	✓	✓	✓
Ability to Run Financial Reports by Class	✓	✓	✓
Vendor-Based A/P Account Assignment	✓	✓	✓
Deposits and Transfers	✓	✓	✓
Pay Vendor Bills	✓	✓	✓
Enter Credits	✓	✓	✓
Memorized Transactions (Bills & Checks)	✓	✓	✓
Registers	✓	✓	✓

BillQuick Plus Accounting (cont.)

(Optional accounting module available for purchase)

	Desktop	Web Suite	Online
Balance Sheet: Cash and Accrual	✓	✓	✓
Profit and Loss Report: Cash and Accrual	✓	✓	✓
Statement of Cash Flow	✓	✓	✓
Write and Print Checks	✓	✓	✓
Trial Balance: Cash and Accrual	✓	✓	✓
General Ledger	✓	✓	✓
General Journal Entries and Journal Report	✓	✓	✓
Bank Reconciliation	✓	✓	✓
Vendor Expenses, Balances and Paid/Unpaid Bills	✓	✓	✓
Immediate or Batch Print of Deposit Slips	✓	✓	✓
Track Credit Card Expenses	✓	✓	✓
Automated Check Generation for Retainer Refunds	✓	✓	✓
Track Company-wide Financial Budget	✓	✓	✓
Import Credit Card Transactions	✓		

Powerful Reporting

Report Center - Access to a Library of over 500 Report Templates	✓	✓	✓
Favorite and Memorized Reports	✓	✓	✓
Store Reports as PDFs	✓	✓	✓
Dashboard Display of Key Performance Indicators	✓	✓	✓
Performance Metrics (Realization, Utilization, Profit) on a Single Screen	✓	✓	✓
View Available Vacation/Holiday/Sick Time in Real-Time	✓	✓	✓
Memorize Reports and Add to a Report Group	✓	✓	✓
Make Memorized Reports Private	✓	✓	✓
Search for Reports by Keyword	✓	✓	✓
Customize Reports and Invoices using Crystal Reports®	✓	✓	✓
List of Similar Reports for Each Standard Report	✓	✓	✓
Description for all Standard Reports	✓	✓	✓
Add Custom Reports to Report Groups with Unique Names	✓	✓	✓

Powerful Reporting (cont.)	Desktop	Web Suite	Online
Report Customization: Change Fonts and Colors	✓	✓	✓
Re-Run Recent Reports for Up To Several Months	✓	✓	✓
Preview Sample Report Without Running a Report	✓		

Smart Security

Role-based Security with Profiles	✓	✓	✓
Audit Trail	✓	✓	✓
Assign Projects, Activities and Expenses to Employees	✓	✓	✓

Seamless Integration

QuickBooks® Integration (QuickBooks 2002 or better)	✓		
Peachtree® Integration (Complete/Premium 2005 or better)	✓		
MYOB® (Australia) Integration	✓		
Export Invoices to LEDES® Format	✓		
QuickBooks® Online Integration			✓

Database Support

Microsoft SQL Server®	✓	✓	✓
Microsoft SQL Express®	✓	✓	
Microsoft Access®	✓		

Optional Add-Ons for Purchase

BillQuick Mobile: Free Mobile App for iPhone® and Android Devices	✓	✓	✓
BillQuick Outlook® Add-In: Convert Appointments, Tasks and Emails into Time Entries	✓		
BillQuick Agent: Time Card Monitoring and Report Scheduling	✓		
BillQuick HR: Human Resource Management	✓		

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