BillQuick

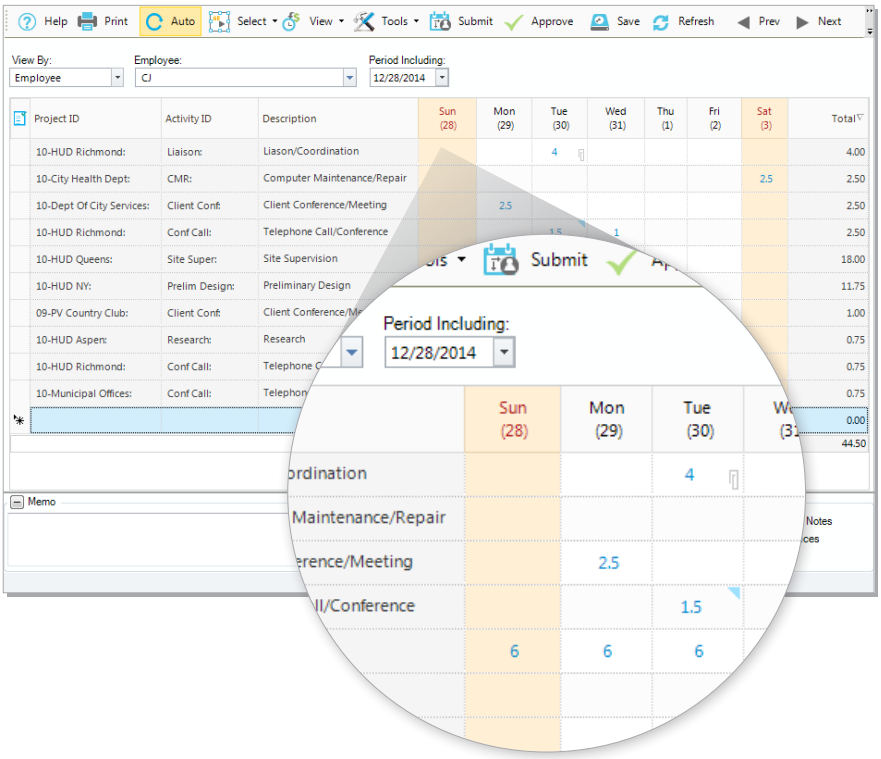
Power Up Your Business

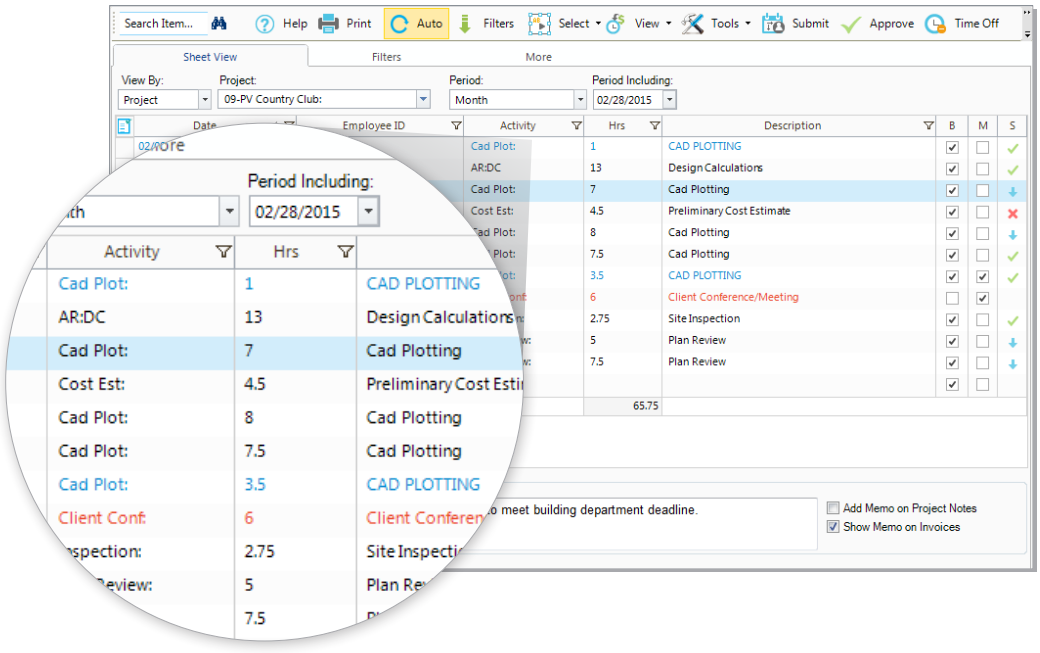
Improve Overall Productivity & Performance

This is not your average time and billing software. With a suite of dynamic business intelligence tools, BillQuick provides key metrics without additional data entry. Our sophisticated algorithms allow you to simplify your day-to-day business processes and streamline your most common tasks. BillQuick helps you focus on core areas of your business, while efficiently managing the right mix of people, projects and profitability.

Intuitive Time & Expense Tracking

- View time card in calendar, spreadsheet and stopwatch formats
- Run multiple timers concurrently
- Record expenses in multiple currencies
- Auto-populate your timesheet with previous week's activities and projects

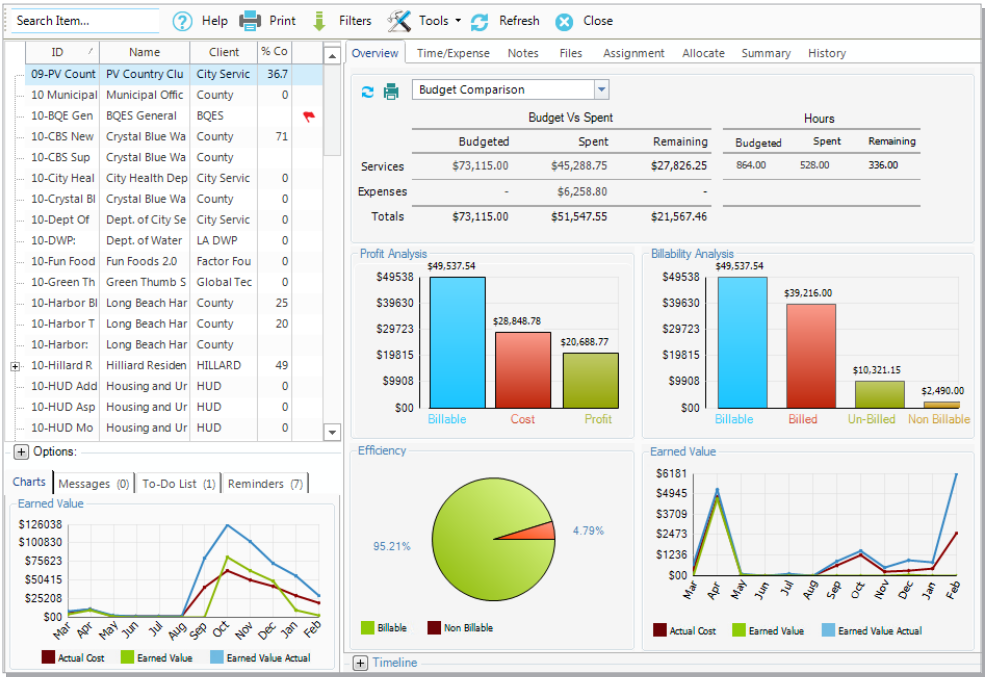


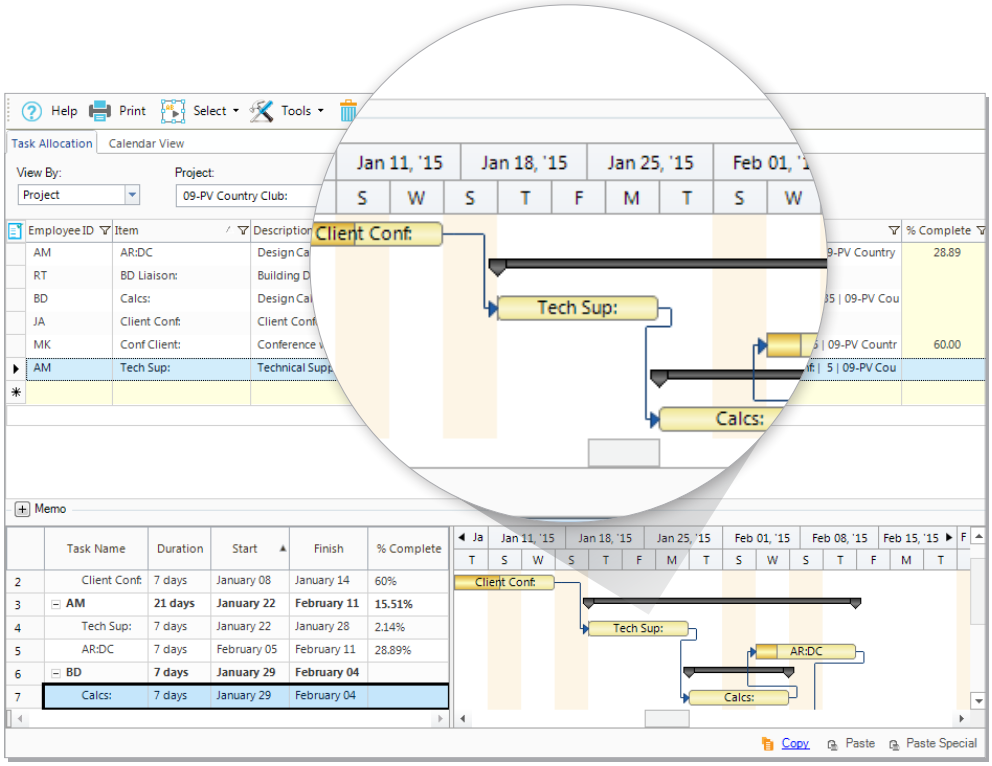


- Track Overtime, Compensation Time, and Paid Time Off
- Create time entries from To-Do items
- Single-click DCAA compliance

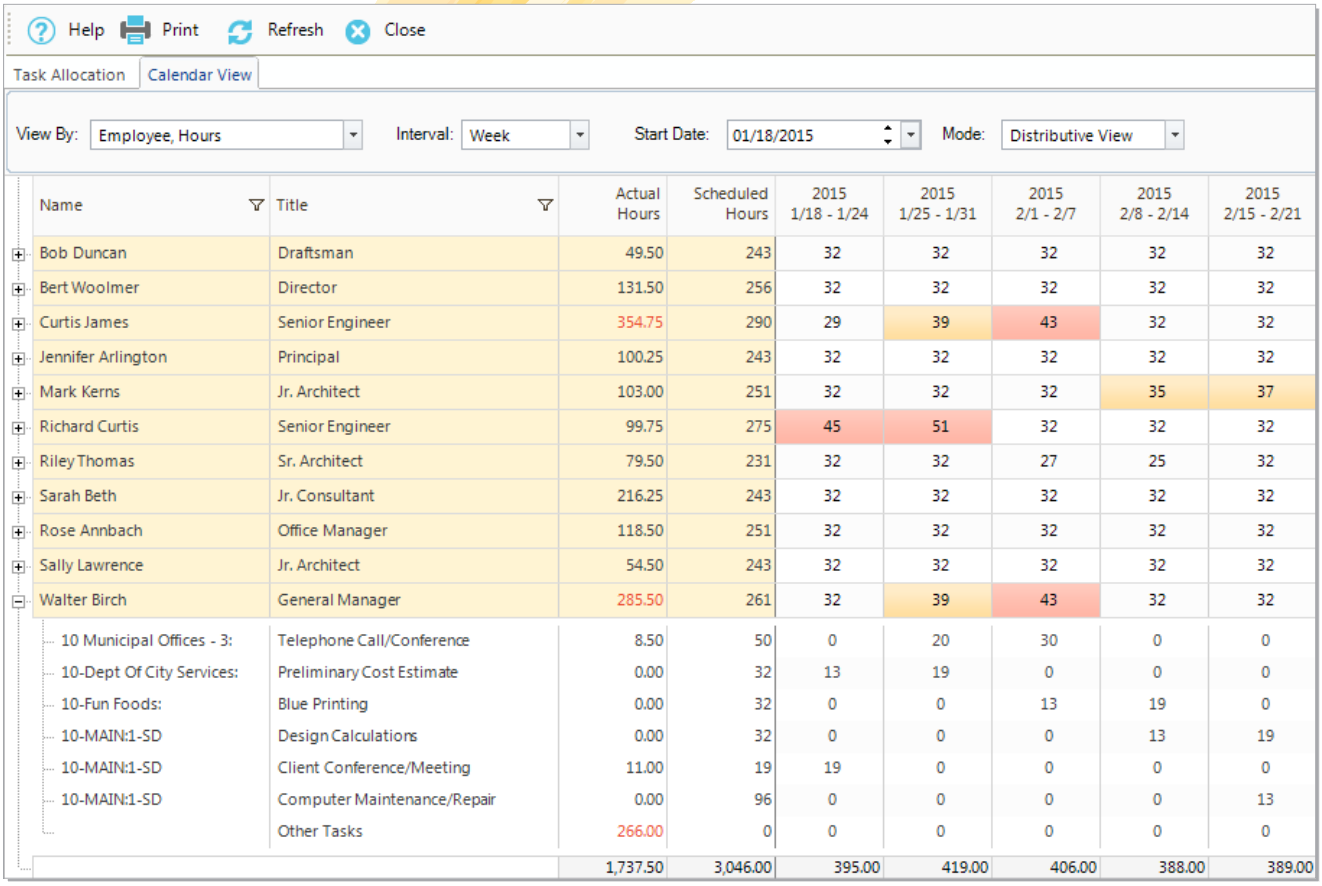
Smart Resource Scheduling & Project Management

- Instantly see which projects are running at a loss, have burned through the budget or have overspent their contract amount in the Project Center





- Assign tasks to employees using interactive Gantt charts

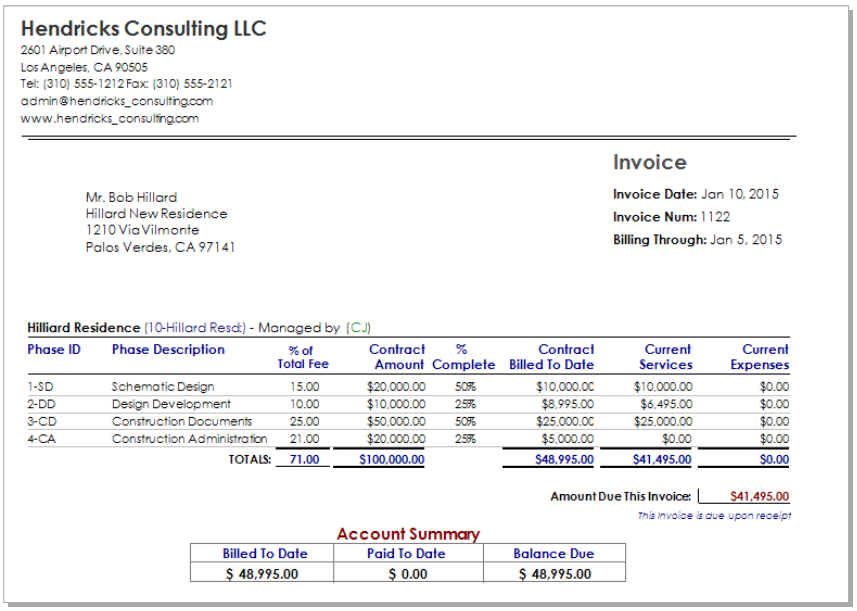


Name	Title	Actual Hours	Scheduled Hours	2015 1/18 - 1/24	2015 1/25 - 1/31	2015 2/1 - 2/7	2015 2/8 - 2/14	2015 2/15 - 2/21
Bob Duncan	Draftsman	49.50	243	32	32	32	32	32
Bert Woolmer	Director	131.50	256	32	32	32	32	32
Curtis James	Senior Engineer	354.75	290	29	39	43	32	32
Jennifer Arlington	Principal	100.25	243	32	32	32	32	32
Mark Kerns	Jr. Architect	103.00	251	32	32	32	35	37
Richard Curtis	Senior Engineer	99.75	275	45	51	32	32	32
Riley Thomas	Sr. Architect	79.50	231	32	32	27	25	32
Sarah Beth	Jr. Consultant	216.25	243	32	32	32	32	32
Rose Annbach	Office Manager	118.50	251	32	32	32	32	32
Sally Lawrence	Jr. Architect	54.50	243	32	32	32	32	32
Walter Birch	General Manager	285.50	261	32	39	43	32	32
10 Municipal Offices - 3:	Telephone Call/Conference	8.50	50	0	20	30	0	0
10-Dept Of City Services:	Preliminary Cost Estimate	0.00	32	13	19	0	0	0
10-Fun Foods:	Blue Printing	0.00	32	0	0	13	19	0
10-MAIN:1-SD	Design Calculations	0.00	32	0	0	0	13	19
10-MAIN:1-SD	Client Conference/Meeting	11.00	19	19	0	0	0	0
10-MAIN:1-SD	Computer Maintenance/Repair	0.00	96	0	0	0	0	13
	Other Tasks	266.00	0	0	0	0	0	0
		1,737.50	3,046.00	395.00	419.00	406.00	388.00	389.00

- Track employee workload
  - View each employee's assignments in a color-coded Calendar View
  - Quickly learn which team members are overextended or under-utilized
  - Keep an eye on your forecasted work, as well as who is available to work on upcoming projects
- Using the allocated task information, calculate and forecast your revenue for efficient cash flow management
- Develop project schedules and effortlessly track them in real-time with automatic notifications

Simplified Billing & Accounts Receivable

- Effortless yet effective invoicing
- Generate invoices using over 180 customizable Invoice templates
- Create various invoice types: Percent complete, retainer, recurring, fixed, hourly, phased, joint, cost plus and more
- Specify invoice PDF names by using variables such as Client Name, Project ID, etc.
- Automatically assign time and expense attachments to invoices
- Send multiple invoices in a single email



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admin@hendricks_consulting.com
www.hendricks_consulting.com

Invoice

Invoice Date: Jan 10, 2015
Invoice Num: 1122
Billing Through: Jan 5, 2015

Mr. Bob Hillard
Hillard New Residence
1210 Via Vilmonte
Palos Verdes, CA 97141

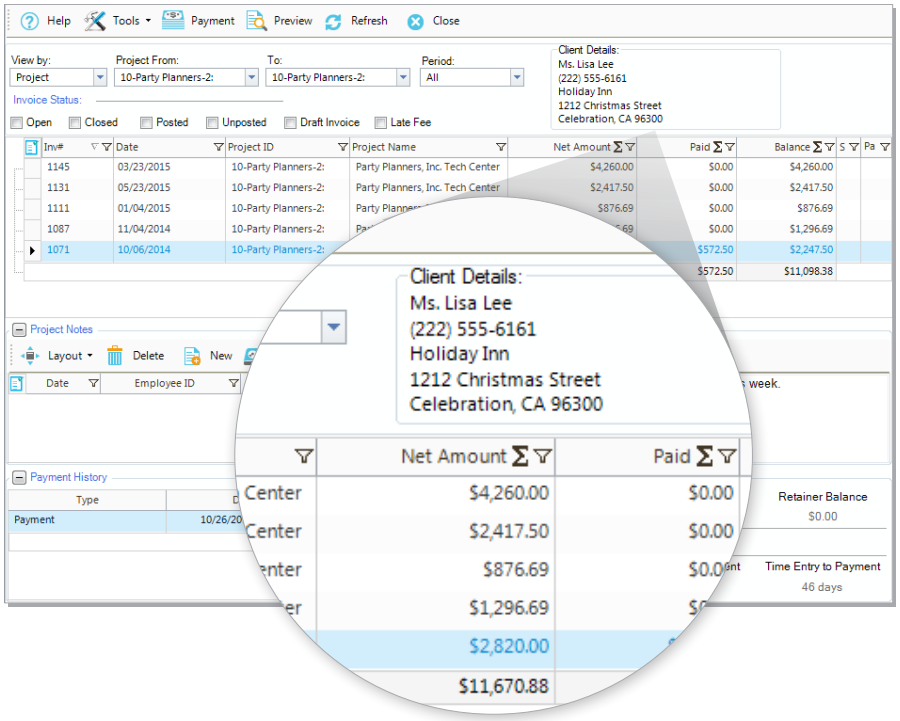
Hilliard Residence (10-Hillard Resd:) - Managed by (CJ)

Phase ID	Phase Description	% of Total Fee	Contract Amount	% Complete	Contract Billed To Date	Current Services	Current Expenses
1-SD	Schematic Design	15.00	$20,000.00	50%	$10,000.00	$10,000.00	$0.00
2-DD	Design Development	10.00	$10,000.00	25%	$8,995.00	$6,495.00	$0.00
3-CD	Construction Documents	25.00	$50,000.00	50%	$25,000.00	$25,000.00	$0.00
4-CA	Construction Administration	21.00	$20,000.00	25%	$5,000.00	$0.00	$0.00
	TOTALS:	71.00	$100,000.00		$48,995.00	$41,495.00	$0.00

Amount Due This Invoice: $41,495.00
This invoice is due upon receipt

Account Summary

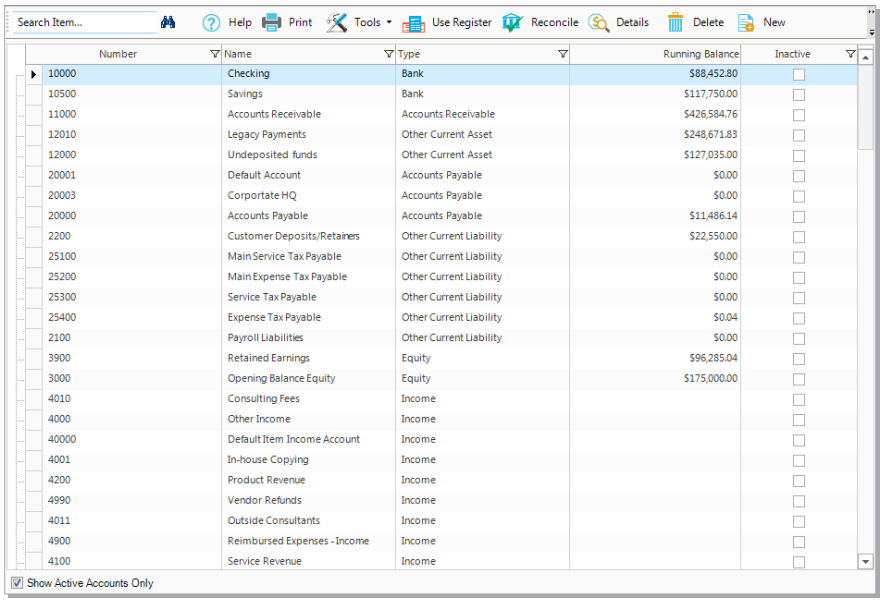
Billed To Date	Paid To Date	Balance Due
$ 48,995.00	$ 0.00	$ 48,995.00



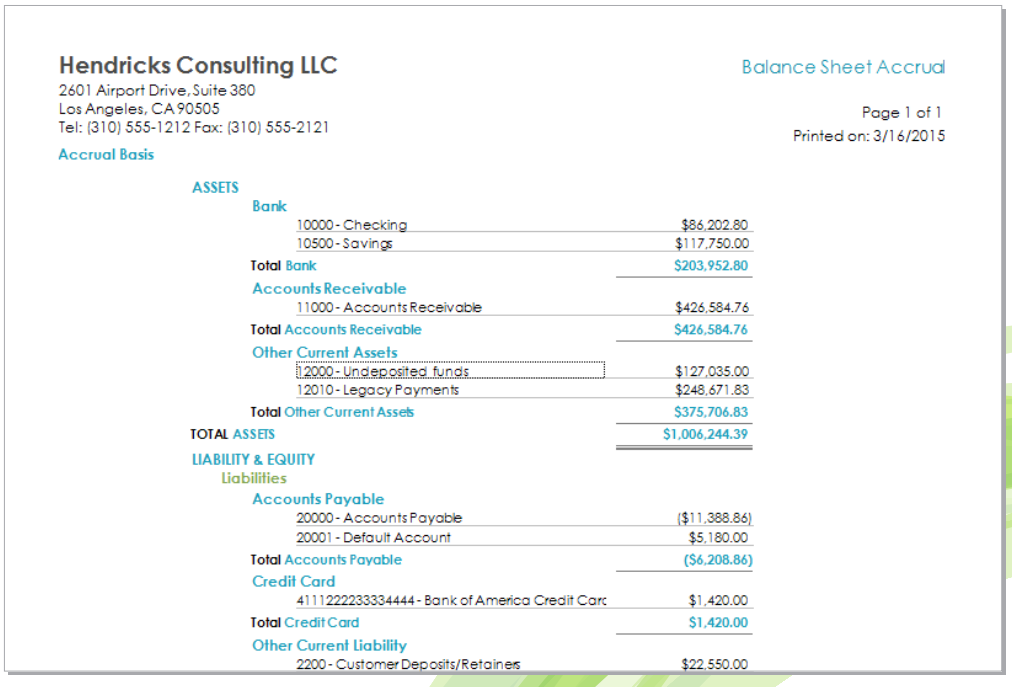
- Choose from two convenient billing methods:
  - Automatic billing is fast, powerful and complies with standard billing rules
  - Progress billing allows you to bill now and link the time and expense data later
- Instantly make informed decisions by gathering your necessary information – payment history, key historical data and account notes – beforehand in the Collection Center

Powerful Accounting

- 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



Number	Name	Type	Running Balance	Inactive
10000	Checking	Bank	$88,452.80	
10500	Savings	Bank	$117,750.00	
11000	Accounts Receivable	Accounts Receivable	$426,584.76	
12010	Legacy Payments	Other Current Asset	$248,671.83	
12000	Undeposited funds	Other Current Asset	$127,035.00	
20001	Default Account	Accounts Payable	$0.00	
20003	Corportate HQ	Accounts Payable	$0.00	
20000	Accounts Payable	Accounts Payable	$11,486.14	
2200	Customer Deposits/Retainers	Other Current Liability	$22,550.00	
25100	Main Service Tax Payable	Other Current Liability	$0.00	
25200	Main Expense Tax Payable	Other Current Liability	$0.00	
25300	Service Tax Payable	Other Current Liability	$0.00	
25400	Expense Tax Payable	Other Current Liability	$0.04	
2100	Payroll Liabilities	Other Current Liability	$0.00	
3900	Retained Earnings	Equity	$96,285.04	
3000	Opening Balance Equity	Equity	$175,000.00	
4010	Consulting Fees	Income		
4000	Other Income	Income		
40000	Default Item Income Account	Income		
4001	In-house Copying	Income		
4200	Product Revenue	Income		
4990	Vendor Refunds	Income		
4011	Outside Consultants	Income		
4900	Reimbursed Expenses - Income	Income		
4100	Service Revenue	Income		



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Balance Sheet Accrual

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Printed on: 3/16/2015

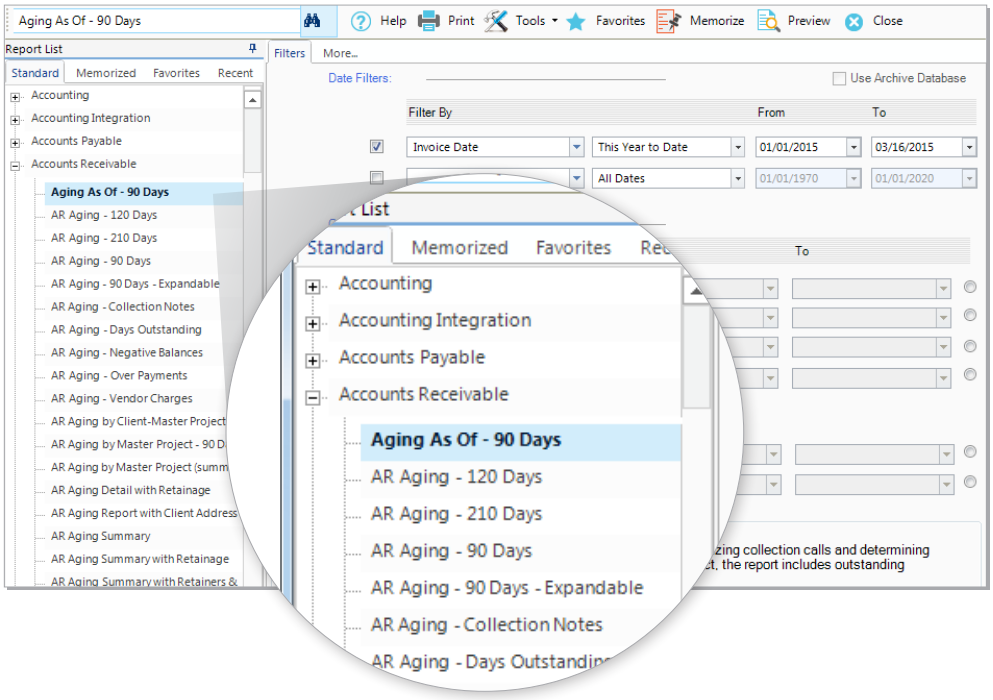
Accrual Basis

ASSETS	
Bank	
10000 - Checking	$86,202.80
10500 - Savings	$117,750.00
Total Bank	**$203,952.80**
Accounts Receivable	
11000 - Accounts Receivable	$426,584.76
Total Accounts Receivable	**$426,584.76**
Other Current Assets	
12000 - Undeposited funds	$127,035.00
12010 - Legacy Payments	$248,671.83
Total Other Current Assets	**$375,706.83**
TOTAL ASSETS	**$1,006,244.39**
LIABILITY & EQUITY	
Liabilities	
Accounts Payable	
20000 - Accounts Payable	($11,388.86)
20001 - Default Account	$5,180.00
Total Accounts Payable	**($6,208.86)**
Credit Card	
4111222233334444 - Bank of America Credit Card	$1,420.00
Total Credit Card	**$1,420.00**
Other Current Liability	
2200 - Customer Deposits/Retainers	$22,550.00

- Generate accrual and cash-based balance sheets, as well as profit & loss reports

Robust Reporting

- Select any report, apply filters, instantly preview and view related reports in the Report Center
- Create memorized reports and easily tag any report as your favorite



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Aging As Of - 90 Days
Printed on: 3/16/2015
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Filters Used:
- Invoice Date: 1/1/2015 to 12/31/2015
- Client ID: Allied Tech to City Services

Allied Technology (Allied Tech) - *Lynn Tracey @ 606-555-1212*

Staples Center (10-Staple Center:) - Managed by (AM)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1148	3/23/2015	$30,460.00	$25,000.00	$5,460.00	--	--	--	$5,460.00
			Project (10-Staple Center:) Balance	$5,460.00	$0.00	$0.00	$0.00	$5,460.00
			Client (Allied Tech) Balance	$5,460.00	$0.00	$0.00	$0.00	$5,460.00

City Serivces Dept. (City Services) - *Carolyn Summer @ 310-555-2233*

PV Country Club (09-PV Country Club:) - Managed by (JA)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1161	5/23/2015	$2,735.00	$2,719.92	$15.08	--	--	--	$15.08
			Project (09-PV Country Club:) Balance	$15.08	$0.00	$0.00	$0.00	$15.08

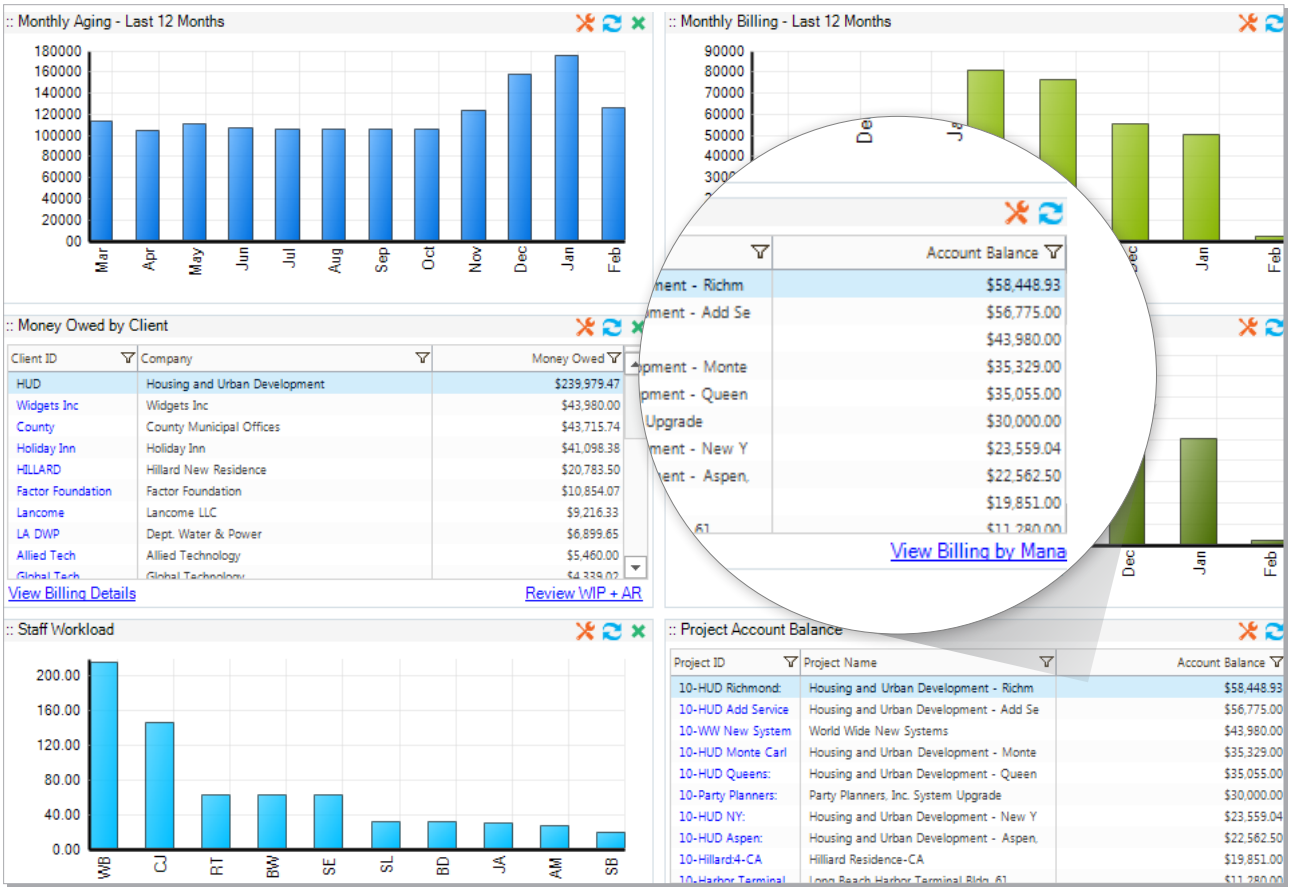
Dept. of City Services (10-Dept Of City Services:) - Managed by (JA)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1198	4/21/2015	$41.25	--	$41.25	--	--	--	$41.25
			Project (10-Dept Of City Services:) Balance	$41.25	$0.00	$0.00	$0.00	$41.25

Redondo Beach Library (10-Redondo Library:) - Managed by (BD)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1194	8/19/2015	$200.00	--	$200.00	--	--	--	$200.00
			Project (10-Redondo Library:) Balance	$200.00	$0.00	$0.00	$0.00	$200.00
			Client (City Services) Balance	$256.33	$0.00	$0.00	$0.00	$256.33

- Generate reports using over 500 report templates



- Customize your Dashboard to display business Key Performance Indicators (KPIs)
- View breakdowns of utilization, realization and billable work for employees and consultants

BillQuick Add-ons

Expand the capabilities of BillQuick with these powerful add-ons

Web Suite

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—while traveling, working remotely or visiting a client. (Compatible with BillQuick Mobile app for iOS, Android and Windows Mobile.)

BillQuick Online

Get the power of BillQuick combined with the benefits of a cloud solution—no installation, backups or hardware maintenance. Record time and expenses, generate reports, and create and review profiles of your activities, expenses, employees, clients and projects—while traveling, working remotely or visiting a client. (Compatible with BillQuick Mobile app for iOS, Android and Windows Mobile.)

BillQuick HR

BillQuick HR is a powerful human resource management application that enables you to manage your employees in a simple and effortless manner. This software is based on the principals of typical human resource management systems but is flexible to meet your specific needs.

Agent

BillQuick Agent is a powerful workflow automation tool that reduces your overhead by scheduling your reports for automatic delivery, provides business alerts, and monitors your time and expense sheets. It allows you to stay informed about your business without manually running reports.

BillQuick Outlook Add-In

BillQuick Outlook Add-in allows you to send your Microsoft Outlook appointments, tasks and emails to BillQuick. The Add-in simply eliminates reentering hours into BillQuick and efficiently completes the time entry process.

BillQuick Mobile App

The new BillQuick Mobile app lets you easily add expenses, quickly track time and seamlessly sync that information with your BillQuick Online or Web Suite account—all from the convenience of your phone. BillQuick Mobile is available for the Apple® iPhone®, iPad®, iPod® Touch and devices running the Android operating system.

Key Benefits

- Scalable for all business sizes with BillQuick Basic, Pro and Enterprise editions
- Quickly and easily understand how your firm or project is performing
- Speed up and increase the accuracy of the time tracking process
- Understand which projects perform best for your firm
- Save time by automating repetitive tasks
- Decrease the amount of time it takes to complete your billing
- DCAA compliance with a single-click

Feature	Benefit
Time & Expense	• Flexible time cards that track time in three ways: Sheet View, Timecard and Timer • Intelligent time cards built to minimize data entry • Detachable Timer Control designed to take minimum real estate on your screen. • Easily start and switch between multiple timers • Record expenses in multiple currencies and attach receipts • Effortlessly track Overtime, Compensation Time, and Paid Time Off
Business Automation	• Powerful multi-level submit/approve workflow for time and expenses, budgets, estimates, vendor bills, and invoices • Automate report delivery and notifications for tardy time sheets • Create alerts for a wide-range of tasks from budgets to staff allocation
General	• Accessible via the web and mobile devices • DCAA compliance with a single-click • Manages documents and supports a folder structure you define • Full-featured security with restrictions by employee, project and task • Pre-defined role-based security profiles
Reporting and Billing	• Display the Key Performance Indicators you want on the dashboard • Over 500 standard reports that are fully customizable • Email reports as a Word, Excel or PDF file • 180 professional and customizable invoice templates • Automatically create PDFs and send emails • Process credit cards payments
Accounting	• Clear Profit & Loss reports and Balance Sheets – Cash & Accrual, Current Year and Comparisons • General Ledger and General Journal Entries • Simple bank reconciliation • Customizable Chart of Accounts with sub-accounts • Vendor Bills and Purchase Order Management • Features check writing, bank register and trial balance
Project Management	• Manage people quickly and easily with tools for resources scheduling, allocation and utilization • Interactive Gantt chart supports dragging and dropping tasks plus it checks for conflicts • Full budgeting capabilities including the ability to lock projects at contract amount, track over budgeted projects, and compare budgeted vs. actual • Supports up to four levels of details letting you organize your projects into phases, segments and sub-segments

For more information, visit www.bqe.com or call (866) 945-1595.

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