

2012 EDITION COMPARISON CHART

The newest evolution of savvy software for architects, by architects has arrived! Enjoy the power of the Cloud, the efficiency of customizable dashboards, and easy syncing. ArchiOffice 2012 will leave users wondering how they ever tackled projects without it.

| | Basic | Pro | Enterprise |
|--|-------|-----|------------|
| EASE-OF-USE | | | |
| Access via Intranet and Internet | ✓ | ✓ | ✓ |
| Access via iPhone, iPad or Android Device | ✓ | ✓ | ✓ |
| Easily Export Data | ✓ | ✓ | ✓ |
| Streamlined Interface and Selective Use of Color Ensures Users Can Easily Spot Items that Need Attention | ✓ | ✓ | ✓ |
| Search and Filter for Quick Access to Specific Data | ✓ | ✓ | ✓ |
| Customize Dashboards | | ✓ | ✓ |
| Manage Documents | | ✓ | ✓ |
| Customize Project Folder Locations | | | ✓ |
| TIME AND EXPENSE | | | |
| Employees Only See Assigned Active Projects | ✓ | ✓ | ✓ |
| 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 | ✓ | ✓ | ✓ |
| On/Off Timer | | ✓ | ✓ |
| Project Task Selection | | ✓ | ✓ |
| Single-screen Review of Time and Expenses by Project or Employee | | ✓ | ✓ |
| Link Receipts, Pictures and Files to Expenses | | ✓ | ✓ |
| Approve for Billing | | ✓ | ✓ |
| Employee Day Viewer | | | ✓ |

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|---|-------|-----|------------|
| PROJECT MANAGEMENT | | | |
| Track Estimate vs. Budget vs. Actual | ✓ | ✓ | ✓ |
| Customize Phases and Job Codes On-the-fly | ✓ | ✓ | ✓ |
| 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 in Budgets | | ✓ | ✓ |
| Track Submittal-Approval Workflow | | | ✓ |
| Track Drawing Workflow | | | ✓ |
| Track RFI Workflow | | | ✓ |
| 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 | ✓ | ✓ | ✓ |
| Progress Billing | ✓ | ✓ | ✓ |
| Retainer Management | ✓ | ✓ | ✓ |
| Billing Review | ✓ | ✓ | ✓ |
| Assign Invoice Template to a Project | ✓ | ✓ | ✓ |
| Standard Invoice Templates | ✓ | ✓ | ✓ |
| 5 Contract Types including Stipulated Sum, Hourly, Percentage of Construction, Unit Cost, Multiple of DPE/DSE and Blended Rates In Addition To Hourly Billing | ✓ | ✓ | ✓ |
| Save Invoices as PDF or RTF (Word) | ✓ | ✓ | ✓ |

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| | Basic | Pro | Enterprise |
|---|-------|-----|------------|
| REPORTS AND INVOICES | | | |
| Memorize Reports | ✓ | ✓ | ✓ |
| 50+ Standard Reports | ✓ | ✓ | ✓ |
| Store Reports as PDFs | ✓ | ✓ | ✓ |
| Time and Expense | ✓ | ✓ | ✓ |
| Payroll Reports | ✓ | ✓ | ✓ |
| Extensive Report Filters | ✓ | ✓ | ✓ |
| Customize Reports and Invoices using Crystal Reports® | | ✓ | ✓ |
| Dashboard Displays Key Business Performance Indicators | | ✓ | ✓ |
| Task Reports | | ✓ | ✓ |
| Submittal Reports | | | ✓ |
| SECURITY | | | |
| Secure User Name Login | ✓ | ✓ | ✓ |
| Role-based Security | ✓ | ✓ | ✓ |
| Customize Security Profiles | ✓ | ✓ | ✓ |
| Customize Login IDs | ✓ | ✓ | ✓ |
| Assign Projects to Employees | ✓ | ✓ | ✓ |
| Apply Security to Custom Fields | ✓ | ✓ | ✓ |
| INTEGRATIONS | | | |
| QuickBooks® PC Integration (QuickBooks® 2002 Pro or better) | | ✓ | ✓ |
| Sync Email, Contacts and Calendar Events to Outlook (PC only) | | ✓ | ✓ |
| Sync to Mail, Contacts and Calendar (Apple Mail, AddressBook, iCal) | | ✓ | ✓ |
| Sync Email, Contacts and Calendar Events to Entourage (Mac) | | ✓ | ✓ |
| TECHNICAL | | | |
| MS SQL Express® | ✓ | ✓ | ✓ |
| MS SQL Server® | | | ✓ |

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To learn more about ArchiOffice and other BQE products, call us at (855) 687-1028 or email info@bqe.com.