2015 ArchiOffice Edition Comparison Chart

Meet the powerful and intelligent ArchiOffice 2015, the award-winning solution for architects that properly tracks, organizes and understands their business information.

Ease-of-Use	Basic	Pro	Enterprise
Intelligent Search Ability	✔	✔	✔
Memorized Screen Settings	✔	✔	✔
Access via Intranet and Internet	✔	✔	✔
Access via iPhone, iPad or Android Device	✔	✔	✔
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 2015		✔	✔
Customize Project Folder Locations			✔
Archive and Restore Projects with Related Time, Expense and Payment Info			✔
New Dashboard Widget Displays All Connected Users			✔

Time and Expense	Basic	Pro	Enterprise
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	✔	✔	✔
Start of the Week Preference for Timecard and Reports		✔	✔
On/Off Timer		✔	✔
Project Task Selection		✔	✔

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Time and Expense

Time and Expense	Basic	Pro	Enterprise
Single-screen Review of Time and Expenses by Project or Employee		✔	✔
Link Receipts, Pictures and Files to Expenses		✔	✔
Approve for Billing		✔	✔
Employee Day Viewer			✔

Project Management

Project Management	Basic	Pro	Enterprise
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		✔	✔
Track Submittal-Approval, Drawing and RFI Workflows			✔

Billing and Accounts Receivable

Billing and Accounts Receivable	Basic	Pro	Enterprise
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	✔	✔	✔

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Billing and Accounts Receivable	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)	✔	✔	✔
Transfer Retainers between Client Projects			✔
New Dashboard Widget Shows Past Monthly Payments			✔

Reports and Invoices

	Basic	Pro	Enterprise
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		✔	✔
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	✔	✔	✔

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Integrations

Integrations	Basic	Pro	Enterprise
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

Technical	Basic	Pro	Enterprise
MS SQL Express®	✔	✔	✔
MS SQL Server®			✔

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