# ArchiOffice

Power Your Office. Empower Yourself.

# You control where your business is heading.

BQE ArchiOffice® is an award-winning time tracking, billing and project management software created by architects, for architects. For over 10 years, we have helped our customers efficiently manage people and projects, while they focus on designing great architecture. We provide principals and managers with easy-to-use tools to simplify their workload, increase cash flow and generate more revenue. ArchiOffice brilliantly organizes and analyzes your business data, presenting useful information to help steer your firm in the right direction.

Simple Usability

Intuitive, streamlined design that allows for efficiency and ease-of-use.
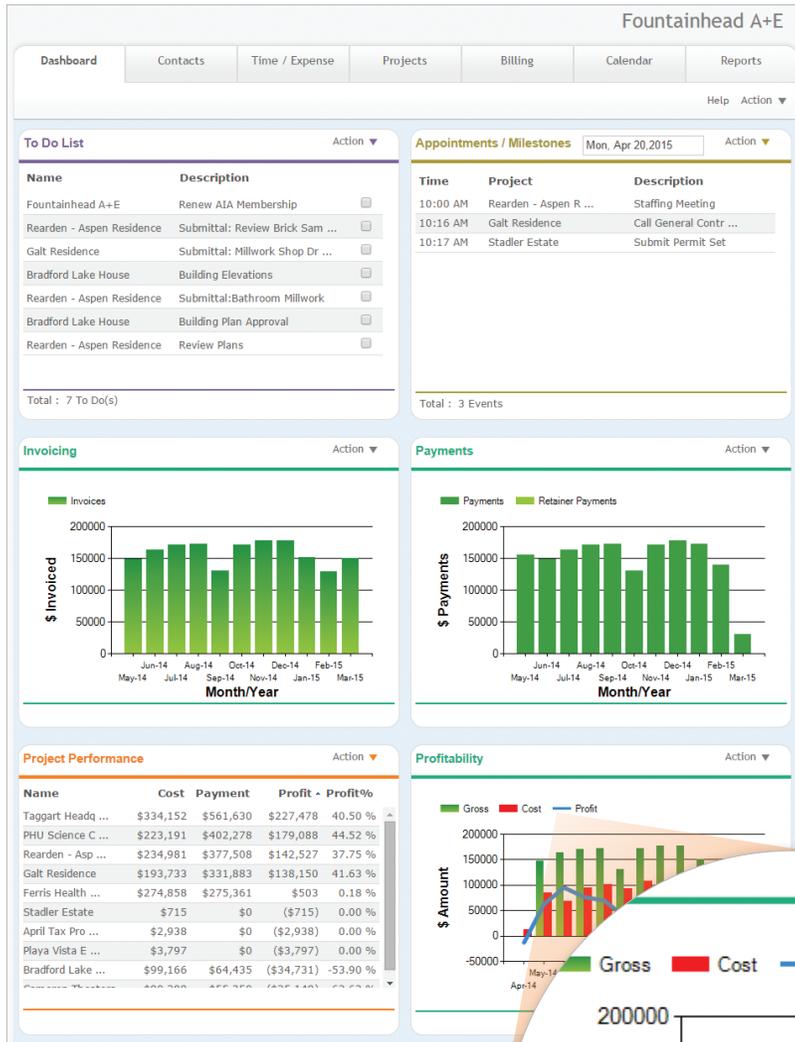
- Monitor KPIs on an organized Dashboard
- Accessible anywhere, anytime
- Access via iPhone, iPad or Android devices
- Export data easily
- Color code your data
- Manage documents in one place
- Customize project folder locations
- Easily identify "No-charge" time
- Transfer retainers between projects
- Print Client Statements
- Customize Start of the Week on timecard and reports
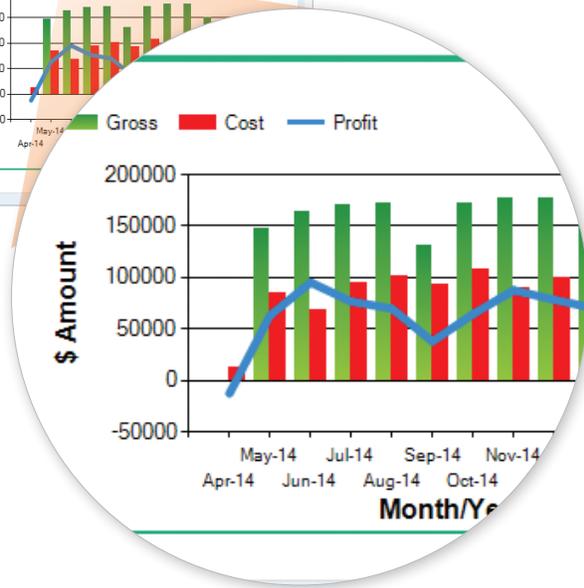
Powerful Time & Expense Tracking

Clearly track employees' time and expenses on a single screen.

- Quickly review time and expenses by project or employee
- Configure settings so employees see only their assigned projects
- Write unlimited length notes for time and expenses
- Track Personal Time Off
- Flag items as Billable/Non-Billable
- Easily withhold selected time or expenses from being invoiced
- Turn Timer on/off
- Select and assign tasks for every project
- Link receipts, pictures and files to expenses
- Easily track employees' schedules in real-time
- Instantly learn which team members are overloaded or underutilized

Smart Project Management

Business intelligence tools that help you stay organized and up-to-date on jobs.

- Watch the status of tasks by phase
- Schedule, budget and assign tasks as you see fit
- Easily schedule start and end dates for project phases
- Track budget vs. actual hours and costs in real-time
- Track submittal-approval, drawing and RFI workflows
- Identify inefficient employees and profit sources
- Prepare competitive, realistic fee proposals
- Customize phases and job codes
- Manage consultant fees
- Track % complete using Tasks
- Live access to all project documents
- Create secure notes for projects and contacts

Flexible Invoicing

Dynamic invoicing features that make it easier for you to bill clients.

- Select any of the 5 invoice methods:
  - Stipulated Sum
  - Hourly Rate
  - Percent of Construction
  - Unit Cost
  - Multiple of DPE/DSE

- Designate certain phases to bill hourly
- Batch invoicing
- Reverse or void invoices and payments
- Track GST and VAT
- Bill clients now with Progress Billing
- Save invoices as PDF or RTF (Word)

ArchiOffice

Fountainhead A+E

INVOICE

BILL TO

Mr. Henry Cameron
Cameron Enterprises
910 Park Avenue
New York, NY 10021

Project Description: Cameron Theaters

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
CAM-03	Mar 24, 2015	Apr 19, 2015	13-03	**$100,712.50**

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount billed	% Complete	Value of completed	Amount Remaining
02 Schematic Design	21.82%	$120,000.00	25.00%	$30,000.00	70.00%	$54,000.00	$36,000.00
03 Design Development	25.45%	$140,000.00	10.00%	$14,000.00	25.00%	$21,000.00	$105,000.00
04 Construction Documents	40.91%	$225,000.00	5.00%	$11,250.00	10.00%	$11,250.00	$202,500.00
	88.18%	**$485,000.00**	**11.39%**	**$55,250.00**	**17.78%**	**$86,250.00**	**$343,500.00**

Basic Services

Role			Hrs	Rate	Extension
01 Pre-Design					
Architect			34.75	$150.00	**$5,212.50**
Principal			44.00	$210.23	**$9,250.00**
		01 Pre-Design Total:	**78.75**		**$14,462.50**
		Basic Services Sub Total:	**78.75**		**$14,462.50**
		Invoice Total:			**$100,712.50**
		Payments Received:			**$49,250.00**
		Account Balance:			**$100,712.50**

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

- Attach task and description to itemized invoices
- Create draft invoices with a "Draft" watermark
- Create invoices with memorized dates and date ranges
- Assign custom or standard invoice template to a project
- Email invoices to clients directly from ArchiOffice

Enhanced Reporting

Robust reporting features that meet your specific business needs.

Fountainhead A+E

Budget vs Invoiced Report

	Hours Alloc	Hours Used	Hours Remain	$ Budget	$ Inv	$ Remain	Inv%
Peter Keating							
2012-0003 - PHU Science Center							
01 Pre-Design	50.00	644.00	-594.00	$10,000.00	$10,000.00	$0.00	100.00%
02 Schematic Design	378.38	16,157.50	-15,779.12	$70,000.00	$70,000.00	$0.00	100.00%
03 Design Development	472.22	14,004.00	-13,531.78	$85,000.00	$85,000.00	$0.00	100.00%
04 Construction Documents	571.43	33,480.00	-32,908.57	$100,000.00	$130,450.00	-$30,450.00	130.45%
06 Contract Administration	266.67	1,044.00	-777.33	$40,000.00	$100,500.00	-$60,500.00	251.25%
Totals for PHU Science Center	**1,738.70**	**65,329.50**	**-63,590.80**	**$305,000.00**	**$395,950.00**	**-$90,950.00**	**129.82%**
2012-0004 - Taggart Headquarters							
00 Marketing	0.00	44.00	-44.00	$0.00	$0.00	$0.00	0.00%
01 Pre-Design	162.50	1,295.25	-1,132.75	$32,500.00	$32,500.00	$0.00	100.00%
02 Schematic Design	577.78	22,125.25	-21,547.47	$130,000.00	$132,700.00	-$2,700.00	102.08%
03 Design Development	1,114.29	53,438.00	-52,323.71	$195,000.00	$195,000.00	$0.00	100.00%
04 Construction Documents	1,300.00	61,799.25	-60,499.25	$195,000.00	$189,150.00	$5,850.00	97.00%
05 Construction Procurement	185.71	2,356.00	-2,170.29	$32,500.00	$8,125.00	$24,375.00	25.00%
06 Contract Administration	371.43	468.00	-96.57	$65,000.00	$0.00	$65,000.00	0.00%
Totals for Taggart Headquarters	**3,711.71**	**141,525.75**	**-137,814.04**	**$650,000.00**	**$557,475.00**	**$92,525.00**	**85.77%**
2013-0002 - Bradford Lake House							
01 Pre-Design	56.25	812.50	-756.25	$11,250.00	$8,915.00	$2,335.00	79.24%
02 Schematic Design	250.00	13,264.50	-13,014.50	$45,000.00	$58,670.00	-$13,670.00	130.38%
03 Design Development	375.00	9,758.00	-9,383.00	$56,250.00	$48,375.00	$7,875.00	86.00%
04 Construction Documents	500.00	1,721.25	-1,221.25	$67,500.00	$19,892.50	$47,607.50	29.47%
06 Contract Administration	360.00	0.00	360.00	$45,000.00	$0.00	$45,000.00	0.00%
Totals for Bradford Lake House	**1,541.25**	**25,556.25**	**-24,015.00**	**$225,000.00**	**$135,852.50**	**$89,147.50**	**60.38%**
2013-0003 - Cameron Enterprises HQ							
01 Pre-Design	0.00	1,181.25	-1,181.25	$0.00	$14,462.50	-$14,462.50	0.00%
02 Schematic Design	648.65	27,887.50	-27,238.85	$120,000.00	$84,000.00	$36,000.00	70.00%
03 Design Development	933.33	20,361.00	-19,427.67	$140,000.00	$35,000.00	$105,000.00	25.00%
04 Construction Documents	1,666.67	342.00	1,324.67	$225,000.00	$22,500.00	$202,500.00	10.00%
06 Contract Administration	0.00	0.00	0.00	$0.00	$0.00	$0.00	0.00%
Totals for Cameron Enterprises HQ	**3,248.65**	**49,771.75**	**-46,523.10**	**$485,000.00**	**$155,962.50**	**$329,037.50**	**32.16%**
Totals for Peter Keating	**10,240.30**	**282,183.25**	**-271,942.95**	**$1,665,000.00**	**$1,245,240.00**	**$419,760.00**	**74.79%**
Grand Totals	**10,240.30**	**282,183.25**	**-271,942.95**	**$1,665,000.00**	**$1,245,240.00**	**$419,760.00**	**74.79%**

- Choose from over 50 reports, including:
  - Work-in-Hand
  - WIP with A/R Aging
  - Bi-Weekly Timecard
  - Time and Expense
  - Payroll
  - Profitability

Fountainhead A+E

WIP with AR Aging - Project

13-01 - Ferris Health Clinic

	Hrs/Units	Cost	Amount
Expenses:	100.00	$17,880.00	$51.00
Services:	26.25	$3,244.94	$4,132.50
Total:		$21,124.94	$4,183.50

Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
FERRIS-008	1/21/2015	$61,241.68	$50,000.00			$11,241.68		$11,241.68
FERRIS-009	2/20/2015	$39,090.30	$0.00		$39,090.30			$39,090.30
								$50,331.98

13-02 - Rearden - Aspen Residence

	Hrs/Units	Cost	Amount
Expenses:	1.00	$178.80	$250.00
Services:	23.00	$3,971.14	$4,442.50
Total:		$4,149.94	$4,692.50

Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
REA-012	3/24/2015	$16,004.00	$0.00	$16,004.00				$16,004.00
								$16,004.00

13-03 - Cameron Theaters

	Hrs/Units	Cost	Amount
Services:	496.00	$53,125.32	$86,425.00

Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
CAM-03	3/24/2015	$100,712.50	$5,000.00	$95,712.50				$95,712.50
								$95,712.50

13-04 - Galt Residence

	Hrs/Units	Cost	Amount
Expenses:	53.00	$9,476.40	$43.00
Services:	22.75	$3,638.35	$4,010.00
Total:		$13,114.75	$4,053.00

Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
GALT-012	2/20/2015	$12,525.00	$0.00		$12,525.00			$12,525.00
GALT-013	3/24/2015	$3,000.00	$0.00	$3,000.00				$3,000.00
								$15,525.00

- Create memorized reports from previously used templates
- Store reports as PDFs
- Customize reports and invoices using Crystal Reports®
- Filter reports by Status, Task, Project, Project Leader, etc.
- Run Profitability reports based on a date range
- Sort Billing reports by Project Status
- Create Project Performance Accrued and Cash reports

Seamless Integration

Seamlessly sync ArchiOffice with other applications.

- QuickBooks® Integration (QuickBooks® 2008 Pro or better)
- Sync Email, Contacts and Calendar Events with Microsoft Outlook (PC only)
- Sync Mail, Contacts and Calendar (Apple Mail, Apple Contacts, Apple Calendar)
- Sync Email, Contacts and Calendar Events with Entourage (Mac)

Other Notable Features

Feature:	Description:
Web-Accessible	Remotely update your information and access it anytime, anywhere from your computer, iPhone, iPad or Android device.
Visual Cues	Easily spot items that need attention or do a quick comparison.
Document Tracking	Always know where Submittals, Drawings and RFIs are in your project workflow.
Customizable Reports	Change reports to fit your firm's needs.
Memorized Reports	Memorize your favorite reports with search criteria.
Checklists and Tasks	Never miss an important task again by viewing the status of each task by phase.
User Permissions	Securely protect data and control access that is appropriate by role.
QuickBooks Integration	Expand the capabilities of your QuickBooks software and seamlessly sync your data.
Microsoft Outlook, Entourage, Apple Mail, Apple Contacts and Apple Calendar Integration	Access your contacts, calendar appointments and emails, no matter where you are.
Document Management	Create new documents from professional templates, attach other existing files and organize documents in a central location on the file server.
Mobile Apps	Keep track of your time and expenses on the go by using the native mobile app available on iPhone and Android devices.

ArchiOffice Will Help You

- Quickly provide principals, project managers and the entire staff with essential information they need to get work done on time and under budget

- Focus on applying creativity to the projects you design, rather than trying to figure out how to manage them

- Make your firm stand out as professional, efficient and on the leading edge of technology

- Improve your cash flow with customizable invoices that align with your needs and clients' expectations

- Eliminate misfiled documents and save precious time looking for them

- Consistently deliver the highest quality of work to your clients

Anytime, Anywhere, Any Device
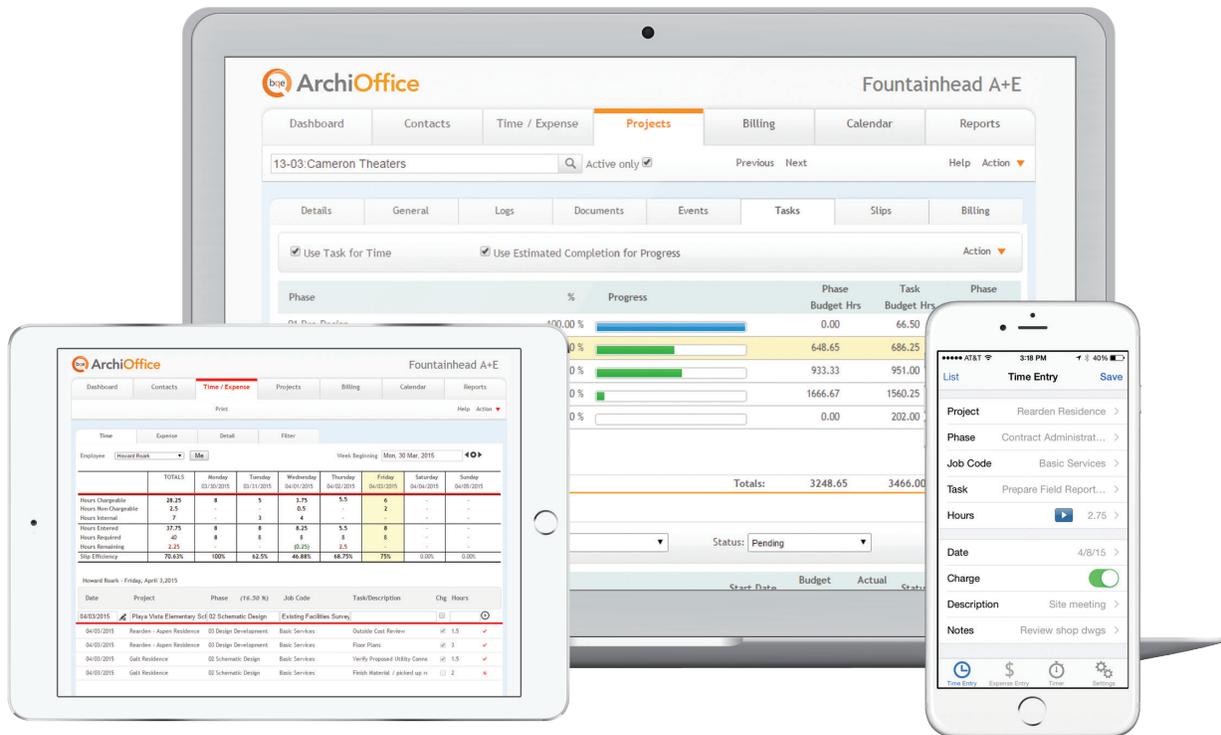
ArchiOffice

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