# BillQuick 2011 User Guide

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BQE Software Inc. is a California based 'C' Corporation, founded in 1995. It first introduced its flagship product, BillQuick, in May 1996 and since then BQE has developed a host of applications and solutions for your specific needs.

You can contact us for information about the latest products and services, ordering products, training and consulting, technical support, report customization or any other business query.

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BillQuick 2011 is the culmination of 15 years of hard research and continuous improvements based on your suggestions and insights. In other words, BillQuick is *your* solution.

Your feedback helps us plan and improve BillQuick releases and associated documentation. Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# Table of Contents

# I

# Introduction

- BillQuick Overview

- BillQuick Editions

- User Guide Conventions

# BillQuick Overview

*Welcome to BillQuick® from* **BQE Software, Inc**. Thank you for making BillQuick your time, billing and business management solution. Virtually any company that tracks hours for job costing (and payroll) or bills by fixed fee, recurring amount, hourly, cost plus and variations will find strong value in BillQuick. It adapts and scales to various types and sizes of professional services firms – handling a two-person firm as efficiently as a large multi-office firm.
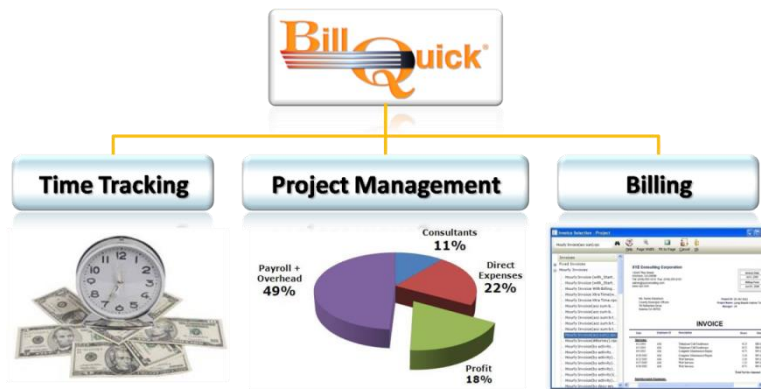


*Benefits:* BillQuick offers an easy and efficient way to reduce the overhead of your business and increase your revenue by accurately tracking professional hours, recording expenses and job costs, managing projects, billing your clients and reporting. Companies report saving 10, 25 and more hours monthly because of shortcuts, automatic features and simplified tasks in BillQuick. You can reduce your billing time from days to hours, accessing BillQuick on the desktop, web and Smartphone. In addition, you get to integrate BillQuick data with your accounting package.

*It is all about time*: Everything in BillQuick is designed with '*time'* in mind. For example:

- How to capture hours (time) and expenses with the minimum of effort and time
- How to bill clients with minimum user involvement
- How to generate reports easily and quickly

When you buy a software program, you want to know what the application offers, how it benefits you and how to use it in the simplest and fastest way possible. This User Guide meets this expectation by covering all the features and functionality of BillQuick at the *basic level* (for the first-time users) as well as at the *advanced level* (for existing users). It explains your most important questions – '*What does it do?'* and 'H*ow do I do it?'*

For a guided learning of BillQuick, please check our Training and Consulting Services at [www.bqe.com/Services.asp](www.bqe.com/Services.asp).

This BillQuick User Guide is organized into chapters – starting with an executive summary of major solutions offered by BillQuick. This is followed by some basic concepts and initial procedures for getting BillQuick up and running. There are sections focusing on specific *role-based* information and procedures. Often these role-based functions correspond to a person's position or title, although different companies organize roles and responsibilities in different ways. Typically, a company consists of a Principal/Partner

(owner or official head), Supervisor (company administrator or manager), Timekeepers (employees and vendors), Project Manager, Billing Manager, Staff (accountant, admin assistants, support staff, clerks) and so on.

Executive Summary briefly presents the major functions and features of BillQuick that are useful for managing your projects, billing and overall business. It summarizes the major solutions offered by BillQuick from the managerial perspective. In a typical company, a System/IT Administrator installs any software. Installation covers the start-up issues related to installing BillQuick such as system requirements, different installation scenarios, setting up a company database, activating the software and so on. General Features chapter contains information and procedures related to features commonly used by all. After understanding the basics of BillQuick, the first thing you need to do is add data to your company database. Setting up master profiles (such as employees, clients, projects, etc.) and related information (schedules, budgets, etc.) is covered in Master Information Setup.

After the setup issues, you will deal with the managerial aspect of BillQuick. Company Management covers important issues such as security, templates, database maintenance, company-wide settings and preferences. Being project-centric, BillQuick offers a complete Project Management solution. Essentially, for project managers, this chapter explains all the features of BillQuick useful for tracking and managing projects. Here, you find out about contract types, budgets, fee schedules, journals, project rules, dashboard, document management, and so on.

Time Tracking and Expense Tracking revolve around typical timekeepers (employees and vendors) and their managers. These explain various time and expense entry options, submission-approval procedures and other settings.

Accounting covers the accounting-related features in BillQuick, focusing on accounts payable. Typically, this chapter is for accountants or billing managers and covers issues related to purchase orders, vendor bills, data integration with accounting software, etc. Next, you can explore the billing chapters, focusing on useful information for billing managers or accountants. Billing Basics includes pre-billing tasks, billing methods and invoice settings; Billing explains the billing decisions and processes for creating various invoices; Accounts Receivable lays out procedures related to invoices, late fees and payments, followed by Retainer Management that covers everything about pre-paid amounts and retainers.

Finally, BillQuick provides a variety of reports for executives, managers and supervisors. Report Management talks about the excellent reporting capabilities of BillQuick including report filters, report customization and automation, statements and so on. The User Guide concludes with an Appendix displaying common report and invoice samples, glossary definitions and a useful index.

This Guide covers *all* the features of BillQuick, available in the Enterprise edition but may not be in the Basic and Pro editions.

# BillQuick Editions

BillQuick is available in four editions—Lite, Basic, Pro and Enterprise. Depending upon your requirements, you can choose the edition that fits you the best:

| Edition | Description | Database Type |
|---|---|---|
| BillQuick Lite | Free, limited edition of BillQuick. It is for a one-man company that requires only capture of time and expenses and basic billing. | Microsoft Access (Standard) |
| BillQuick Basic | Low-end, paid edition of BillQuick. It is for small companies with 2 to 4 users. Offers time and expense tracking, invoicing, billing, and reporting features. | Microsoft Access (Standard) |
| BillQuick Pro | Professional edition of BillQuick for companies with 5 to 20 users. Offers advanced features than Basic but less than the Enterprise. | Microsoft Access (Standard) Microsoft SQL Express |
| BillQuick Enterprise | Top-of-the-line edition for companies with more than 20 users or those who need very robust features. Offers all the advanced and new features. | Microsoft Access (Standard) Microsoft SQL Express Microsoft SQL Server |

For details, check all the BillQuick editions at www.bqe.com/BQFlavor.asp and the BillQuick Editions Comparison Chart.

BillQuick comes in three different versions. Depending upon what suits your company and situation, you can use one or more of these options:

- BillQuick – flagship product, installed and accessed on desktop computers and laptops
- Web Suite – web version of BillQuick, accessed from web browsers using Internet/ Intranet/ local network
- BillQuick Online – online *hybrid* SaaS version of BillQuick, hosted by us and accessed by subscribers from web browsers using Internet

# User Guide Conventions

The BillQuick 2011 User Guide follows standard presentation conventions, making it easier and faster to scan and review information. Conventions employed include:

| Item | Presentation |
|---|---|
| Field Name, Field Group Name | Initial capital for each word |
| *Section Title* | Initial capital for each word |
| **Chapter Title** | Initial capital for each word |
| *Minor emphasis* | No initial capital |
| ***Significant emphasis*** | No initial capital |
| Special information or notes |  within the text |
| Help Information |  within text |
| Warnings and caution |  within text |
| Buttons and icons | Initial capital for each word,  within the text |
| Reference selection from a menu | Each menu item is separated with a comma. E.g., 'Project menu, Document Management' means to select the Project menu and then choose Document Management from it |
| Keys on the keyboard | Key begins with a capital letter. E.g., Shift, Ctrl, Tab |
| Reference to selecting an icon or button | 'Click' means to mouse over the item and press the left mouse button. Click and another action or keystroke uses a plus sign. E.g., Ctrl+Click |
| Header on the page | Name of the chapter you are in |
| Footer on the page | Name and page number of the User Guide document |
| Hyperlinks | Click hyperlink to jump to the topic |
| Index | List of major chapters, sections and topics with page numbers |

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 Your feedback helps us plan and improve BillQuick releases and associated documentation. Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 2
# Executive Summary

- Architects & Engineers
- IT Consultants
- Accountants
- Attorneys
- Project Management
- Billing Management
- Business Management

# Executive Summary

Implementation of BillQuick for time tracking, billing and project management is the right step towards increasing business productivity and investing in technology that helps you manage your business. This executive summary highlights those functions and features of BillQuick that are useful for decision-makers and executives in a company. It focuses on important information needed by owners, principals, partners, executives, project managers, billing managers, company managers and such other people for effective and efficient management of projects, company and business as a whole. In other words, it answers your question "*What does BillQuick do for me?*"

Depending upon your business type, BillQuick adjusts its terminology and activity codes to your industry:

| Industry-Specific Terminology | | | |
|---|---|---|---|
| **Architects & Engineers** | **IT & Computer Consultants** | **Accountants & CPAs** | **Attorneys & Paralegals** |
| Employee | Employee | Timekeeper | Employee |
| Client | Customer | Client | Client |
| Project | Job | Engagement | Matter |
| Activity | Activity | Task/Service | Activity |
| Company | Company | Company | Firm |
| Vendor | Vendor | Consultant | Consultant |
| Budget | Budget | Budget | Estimate |

- [BillQuick for Architects and Engineers](#)
- [BillQuick for IT/Computer Consultants](#)
- [BillQuick for Accountants/CPAs](#)
- [BillQuick for Attorneys](#)

# BillQuick for Architects and Engineers

Architects and engineers are *project-oriented*. They generally encounter accounting issues, and project management and reporting is important to them. BillQuick is project-centric software that meets or exceeds all their expectations.

To manage and complete projects profitably, project managers need timely, complete, and accurate information about hours worked and expenses incurred on their projects. Thus, easy capture of time and expenses is required, whether you are in an office, at a *client's* location or working from home. The bill and cost rates applied to hours worked may be standard or special for *employees* or groups of employees. You can negotiate special rates with the client on a project-by-project basis or your firm may assign special rates based on the type of project and other factors.

Projects typically have *budgets*, which you need to develop and approve before starting a project. It is essential that a project manager knows exactly how much *budget* and, overall, how much of the contract amount has been 'burned'. While budget totals and contract amounts may be the same in some firms, in

others they are different to allow for unknown contingencies.

Throughout the project, a manager may update the percent complete value. Typically, the project fee will be a lump sum, hour rate, cost + percentage (profit margin) or cost + fixed fee (management fee). During a billing cycle, the net bill amount for a project may be based on:

- Total value of the hours worked (Hourly Billing, Time & Materials Billing)
- A percentage of the lump sum agreed to (Fixed Fee, Percent Complete Billing)
- Achieving a milestone in the project (Fixed Fee, Milestone Billing)
- The cost of work done plus a percent of cost or a portion of fixed fee (Cost Plus Billing)
- A predefined billing schedule with amount and billing dates (Fixed Fee using a Billing Schedule)

Depending on the situation, billing may be straightforward or may involve judgment:

- Project percent complete: how much of the contract has been earned
- Hourly contracts: quality and justifiability of time and expenses

An invoice must project the desired image of the *company*. It must represent the professionalism and brand of the company, and clearly communicate the work done, amount charged and the total due. Thus, firms pay special attention to the look and feel of their invoices, including logos, layout of information and the information itself.

Project managers and senior executives focus on satisfying clients and maximizing company profits. Scheduled reports and alerts ensure managers have the right information at the right time. If none of the 150 *plus* invoice formats and 400 *plus* reports included with BillQuick meets your requirements, you may customize them yourself or outsource the job to BQE Report Services.

# BillQuick for IT Consultants

Like architects and engineers, IT or computer consultants are also *project-oriented*. They share many of the same characteristics and pain points. Again, BillQuick is a project-centric software that meets or exceeds all their expectations.

A unique characteristic among IT *companies* is prepaid services. They may discount standard bill rates because they get payment upfront. This is justified as revenue in-hand, instead of waiting for a *client* to pay an invoice. Thus, bill rates for prepaid services are usually lower than for post-paid services.

Prepaid services involve keeping track of every minute with exact details, because clients will demand accounting for their up-front payment. Exact time is required, whether you are in your company office, at the client's office or traveling.

To improve productivity and profitability, IT consultants often multi-task when providing Help Desk and other services. They usually work with two or more clients at the same time through chat logs, online sessions or on the phone.

Management must know how much of the prepaid amount or retainer remains so that it can contact the

clients to replenish the funds and discuss increasing the total amount because of higher than estimated service activity.

These companies share many of the same billing and collections issues as architects, engineers, accountants and attorneys.

# BillQuick for Accountants

Accounting professionals and CPAs (certified public accountants) are *engagement-oriented*. They refer to 'projects' as 'engagements' and manage them just like the engineers or IT consultants. Again, BillQuick is engagement-centric software that meets or exceeds all their expectations.

Engagements may involve *budgets*, fixed fee contracts and milestone billing. Accountants closely monitor budget spent and contract burned. Often, they schedule this information for automatic delivery or print it on-demand, as needed.

Other engagements are less complex but even then, you should manage them well for profitability. Such engagements include:

- Tax preparation (Fixed Fee)
- Monthly, quarterly and annual accounting services (Recurring)
- Payroll forms services (compliance) (Hourly)
- Payroll processing (Fixed Fee)
- Software consulting services (Hourly)
- Specialized consulting services (Hourly)
- Special financial analysis (Hourly)
- Loan application assistance (Hourly)

Traditional billing arrangements (contract types) with *clients* are hourly or recurring for accounting and consulting services. For tax services, they bill clients on a fixed fee or hourly basis. Some engagements contain a maximum fee, resulting in Hourly Not to Exceed contract. In less formal situations, accountants communicate a maximum fee verbally or associate a 'shadow' contract amount with an engagement.

Typically, managers review hours worked and expenses incurred before billing. Accounting *companies* refer to this as 'pre-billing' or 'reviewing the WIP worksheet'. Depending on the value of the work done, client, and formality of billing procedures followed by the partner, this stage could take an hour or days. Work-in-progress represents potential revenue to the company (some accounting companies treat WIP as revenue). Hence, time and expense entries must be accurate and complete with the right bill rates applied to hours. Bill rates may be standard or special, depending upon the type of engagement or person doing the work.

A key pain point is asking questions about work done. The distance between the time when you worked and when you reviewed it for billing can be a few days or months. The more distant in time or the busier an *employee* has been, the harder it is to remember the details. This 'fuzziness' affects billing decisions. Thus, companies prefer that timekeepers add notes (memos) to their entries.

When reviewing WIP and deciding what to include on an invoice, the billing person must balance various

factors such as the revenue earned for the work, reaction of the client and the likelihood of timely payment.

When billing, a partner or a billing manager may exclude specific time and expenses (put them back into WIP), write-off specific items (the bill value is reduced to zero), make items 'no-charge' (include on the invoice as a zero-charge item), or adjust the bill value (write-up or down) of individual items or the entire invoice. You need to monitor all these decisions to gauge the impact on the company and client relationship.

Accounting companies closely watch the 'realization rate' metric. This is the average bill rate achieved by a person on an engagement (billed) for a specific period. E.g., ideally, it should be 100% but realistically it should be 70-85%. Some companies use this rate to measure the effectiveness of staff and managers. Realization rate is often a substitute value for profitability. Increasingly, companies look at profitability reports for clients, engagements, employees and task codes.

# BillQuick for Attorneys

Law *firms* are *matter-oriented*. They share many of the same issues as an accounting company. Again, BillQuick is matter-centric software that meets or exceeds all their expectations.

A 'matter' is a project typically billed on an hourly basis *plus* expenses. You may do some type of work on a contingency basis (paid when you win a case) plus expenses.

Usually, you review work-in-progress before billing. The fuzzy factor is an issue here as well. Exclusions, write-offs, no-charge and write-up/downs are common billing decisions, along with discounts and retainers.

Many law firms require a retainer up-front. The retainer may be for any work done for a *client* or may be specific to a matter. You may apply retainers to bills while generating invoice to reduce the amount due, or apply as a payment to an outstanding invoice. After a matter is completed, typically you refund any retainer balance to the client. Depending on the nature of the matter and the state laws, you may combine the retainer with other retainers in a general bank account (co-mingled funds) or may require a separate account. In some situations, the separate account may be a special 'trust' account, with legal and regulatory requirements and liabilities.

Like CPAs, partners and managers in a law firm watch the 'realization rate' metric very closely. Depending on the firm, you may measure it for WIP, after billing (billed revenue) or after collection (after write-off of invoiced amounts). Another metric they watch closely is 'production' or 'billable time' per attorney. You may review it as hours or bill value against a goal (hours x bill rate). Typically, you measure production against formal or informal goals. Increasingly, you monitor profitability by client, matter, manager and staff. Comparison of realization rate, production and profitability among attorneys and law firms is common.

As a law firm grows, compensation reporting becomes more important. Compensation (direct, bonus) may be based on pre-billed revenues (production), billed revenues (what was invoiced) and/or collections (invoice amounts paid by the client). You may compute amounts for one or more of the following:

- Client rainmaker (who brought a client into the firm)
- Matter rainmaker (who brought immediate work into the firm)
- Attorney(s) performing the work
- Paralegals and others involved in a matter

Compensation formulas can be highly specific to a firm's management structure, negotiated partnership agreement, and general management style.

Keeping all these concerns as the driving force behind the success and popularity of BillQuick, it provides various solutions and features that enhance the overall productivity and profitability of your business concern—whether you are an architectural, engineering, IT, accounting or any other professional services firm.

Some critical aspects of a business are a major concern of all executives in any industry. BillQuick addresses all those concerns:

- project management
- billing management
- overall company and business management

# How Does BillQuick Manage My Projects?

BillQuick is a project-centric system that supports an unlimited number of projects. After winning a project, you need to plan and set up the scope of work to do, which can be as broad or as narrow as you wish. BillQuick lets you charge time and expenses to it and accordingly bill your client. All the billable and non-billable charges, issues and events occurring over the life of a project affects its budget, job costs, billing, profitability and utilization. The quality of project management depends on timely, complete and accurate capture and processing of time and expenses, which is why BillQuick is the best solution for your project management needs.

BillQuick provides the following solutions and benefits, enabling you to manage your projects in the most efficient way.

### ID Structures

Descriptive IDs can communicate useful information, especially if you plan their structure well. You can sort all grids and dropdown lists by activity, project, client, employee and other IDs, making it easier and faster to work. For companies offering a single category of services, BillQuick provides the option to auto-create project codes, saving time during initial setup.

See the Master Information Setup chapter for more information and detailed procedures.

### Project Structure

BillQuick records each project with a unique ID linked to a client, who authorizes and pays for the work.

A project's scope can be broken down into parts called phases, segments and sub-segments. In essence, BillQuick supports up to four levels in a project hierarchy. Each project record can have agreed-on contract provisions like fee, contract amount and type, manager, budget, estimate, fee schedule, employees, activities and expenses assigned to it.

## Contract Types

In BillQuick, project contract types trigger business-processing rules. BillQuick provides different contract types or billing arrangements to track information for any of these purposes:

- Billing and revenue
- Marketing
- Overhead

For instance, revenue-generating projects can be assigned Fixed Fee (lump sum), Hourly (time and materials), Hourly Not to Exceed, Recurring or Cost Plus contracts.

For projects that your company is trying to win, you can use 'Marketing' contract. Tracking of marketing time and expense can begin when a new or existing client calls. Conversations, budget and estimate preparations, meetings, planning and bid proposals- all affect a project's profitability. After winning a project, you can carry out your plan through to the final close of the project.

Finally, you can use 'Overhead' contract to track internal activities and expenses like education, staff meetings and research. In any case, time and expenses flow to the project, giving you accurate billing, profitability and management information. You can set up one or more research project(s) for the company with the objective of improving your services and expanding your professional offerings to customers. An overhead project will require you to set up your company as a 'client' and then assign the overhead project to it.

## Project Manager

BillQuick lets you assign a project manager who is responsible for that project. This is essential for proper tracking and managing of projects. Project managers can be assigned 'manager level' security permissions and 'role' to handle their projects in BillQuick. You can give them exclusive access to managerial reports for tracking and reporting of project issues.

## Project Journals

Having access to right information at the right time is the key to effective management and a successful business. BillQuick lets your project managers maintain a centralized record of project issues, events, billing decisions, change orders and other qualitative information over its life. These journals link to bills, invoices and payments, quite useful for later reference and analysis in the following situations:

- making billing decisions
- post-project analysis as part of the company's continuous improvement and client evaluation process
- recording collections conversations
- trying to get in touch with the project manager to get some answers

BillQuick also lets you record unlimited information about projects in a _memo._ If you prefer, these memos can display on invoices and journals.

You can find important project information in various BillQuick screens besides project reports and the dashboard. For quick 'at-a-glance' information, project managers can see summarized activity and account information of an existing project on the Project-Account and Project-History tabs.

**To Do List**

The To Do List feature allows you to create a list of tasks to do. It allows you to assign tasks to any employee, set priority on them, track the status of each item and get reminders, thus making project execution and management an efficient yet simple process. It supports various types of tasks and categorization with specific start-end dates.

**Project Rules and Settings**

BillQuick lets you specify rules and preferences that affect the management of your projects. These settings can be set at the project level or global level to let you control the progress of projects, their billing and related aspects.

**Budgets and Estimates**

As you would already know, budgets are a good way to track the expected revenue or cost of a project against the actual. On the other hand, estimates can support later-stage marketing efforts with a bid to provide specified services. For many professional services firms – architects, engineers, IT consultants, surveyors, computer consultants, etc. – it is the 'estimate' that is sent to the clients as part of their bid proposal. When accepted, it usually becomes the foundation for the project contract or engagement letter. Some companies start with a preliminary budget and then convert it to an estimate, and may go through multiple iterations until the client signs off. Once signed off and project begins, project managers keep track of the budgeted project.

BillQuick lets you use budgets and estimates for many purposes, including:

- Compare the actual vs. budgeted items on a daily or weekly routine. This helps project managers gauge progress of a project and identify issues that need immediate management attention.
- Analyze actual-to-budget results to improve operations, employee skill sets, fee structures and other aspects of profitable delivery of services to clients.
- Use the total budget amount as the contract amount.
- Restrict employees, expenses and activities to the budgeted ones while making time and expense entry.
- Use budgets to assign employees and consultants to a project with specific tasks, hours and expenses, then use the 'Budget by Employee' report to track whether those employees are over or under budget for the assigned task.
- Track budget line items by percentage done, provided you have assigned a budget to a project.
- Create purchase orders, manual invoices and project controls from a budget.

BillQuick budgets and estimates include separate services and expense portions and can draw bill rates

from fee schedules. You can use the same budget for several projects and include useful reports that compare budgeted hours and amounts to what you spent, how much remains, and whether you are over or under budget for a project.

## Fee Schedules

BillQuick allows project or billing managers to set up service fee schedules and expense fee schedules containing special bill and cost rates for projects. With fee schedules, BillQuick eliminates manual entry and changing of alternative rates or setting up extra codes for special situations. After assigning a fee schedule, you can relax and watch how BillQuick determines automatically whether to apply the default or special rates to time or expense entries.

BillQuick also lets you assign a Delayed SFS to projects to handle specific situations in which the bill rate changes based on a trigger event (e.g., project retainer balance, recurring amount, unbilled hours or unbilled amount). A company can use a Delayed SFS when offering prepaid services that are used up over a period. E.g., an IT company can offer a discounted bill rate for purchasing a certain number of hours or dollar value of help desk, remote assistance or on-demand consulting services. Employees or vendors charge their hours to these prepaid service projects until it exceeds the trigger value. Then onwards, BillQuick automatically replaces the regular SFS with the Delayed SFS.

## Project and Employee Control

BillQuick's project control feature lets managers limit who can charge time and expenses to a project. The net effect is that drop-down lists are significantly shorter, resulting in faster time and expense entry. It also increases data accuracy because there is less chance for error. For example, if you assign three employees to work on a construction project, only those employees will see that project in their time and expense entry drop-down lists (in BillQuick and in add-on modules).

BillQuick also provides employee control that works with security settings to manage what information an employee can view and use throughout BillQuick. It results in faster interaction with BillQuick because data is limited to assigned projects, activities and expenses. For example, if you assign John to work on six projects, he will see only those projects in all drop-down lists. Employee control ensures that all relevant data is available to project managers but confidential data is not accessible to all employees.

## Allocation

BillQuick lets you set expectations for how long it should take to complete tasks (allocated hours) or how much expenses to incur (allocated units) on each project. This establishes a *self-policing* process where project managers do not need to micro-manage timekeepers and their tasks. Your staff knows what you expect from them.

## Job Costing

Knowing your project or job costs is very important for the business. It is an important part of project management. While calculating the job costs, you must include both the *billable and non-billable hours* worked by your employees on a project. In addition, your project is profitable only if your costs are lesser than the amount paid by your client. BillQuick provides you with all the relevant information (billable hours, bill rate, non-billable hours and expenses) to calculate and track your job costs, including job-costing reports.

Cost = Total Hours x Bill Rate (+ Expenses)

### Project Reports

Many companies conduct a post-project analysis as part of their continuous improvement strategy. Project managers need reports for many reasons and situations, including:

- Tracking work-in-progress for projects
- Determining whether projects are under or over-budget
- Comparing the budgeted amount to the actual amount spent
- Tracking the qualitative information about project progress
- Reviewing time and expense entries against projects
- Determining due dates of projects
- Analyzing billing details of projects
- Checking staff performance on projects

BillQuick allows project managers and executives to produce project reports on a daily, weekly or monthly basis, or simple schedule it for automatic generation and delivery using BillQuick Agent. Using these reports combined with qualitative information captured in the project journal and memos, managers know what went well and what did not. This helps in making your future clients more satisfied and projects more profitable.

### Workflow Event Tracking

BillQuick's built-in workflow event tracking feature enables managers and reviewers track the entire submittal-approval process and take the desired action on events. The Workflow screen lets you view the status of all submitted, approved or rejected time and expenses, invoices, vendor bills, etc. – all in one screen. From here, reviewers and managers can check the details of the event, action taken and status.

See the Project Management chapter for more information and detailed procedures.

# How Does BillQuick Manage My Billing?

Using BillQuick, you can track billable as well as non-billable hours to measure performance, utilization and profitability effectively. Non-billable hours may indicate how much time was lost or given away to gain or keep the business. Depending upon your preferences, you can choose the frequency and method of capturing time and expenses for accurate billing and reporting.

BillQuick provides an accurate and flexible billing system for billing managers, though in some cases you may delegate these tasks to accountants or project managers. Billing decisions can be made in real-time (on-screen) or through a printed billing report (off-screen). When creating invoices, billing decisions can range from 'no-decisions-needed' to application of retainers, adjustments, write-ups/downs, discounts, etc. After executing billing decisions, you can review and sign off on draft invoices, generate final invoices, send them to clients and receive payments. You may produce billing reports on-demand to keep yourself

updated on all projects.

BillQuick provides the following solutions and benefits, enabling you to manage your billing:

**Time and Expense Tracking**

BillQuick allows recording of time and expenses in any screen that suits your timekeepers- Sheet View, Simple Time Card, Timer, Expense Log, etc. In addition, several add-on modules (Web Suite, Outlook Add-In, etc.) allow them to capture hours worked and expenses incurred from any remote location using laptops and smart phones.

Many companies outsource tasks to vendors or consultants. Whether paid an hourly rate or a flat project fee, it is beneficial to track their hours for reporting and analysis. This information can help improve future estimates, budgets and other decisions. That is why BillQuick allows your vendors to record time and expenses with appropriate security permissions.

**Submit-Approve**

BillQuick's built-in submit and approve feature enables timekeepers to follow company policy and submit time and expenses, invoices, vendor bills, etc. to a designated reviewer or manager. Once submitted, BillQuick notifies the managers to review the submitted entries for approval and billing. BillQuick allows a chain of reviewers to check entries before a final reviewer approves them. For convenience, you can review both time and expense entries in a single Reviewer screen.

The Workflow tracking system gives you the status of all submitted timesheets, expenses, invoices, etc. – all in one screen. From here, reviewers and managers can check the details of the event, action taken and status.

BillQuick Agent includes a tracking feature wherein it monitors time cards and sends reminders to delinquent timekeepers. It also alerts the designated manager regarding the same.

**Automatic Evaluation**

BillQuick does not prevent you from accumulating time and expenses above the contract amount. Nor are you prevented from billing more than the contract amount for a fixed-type contract. However, BillQuick applies a Red Flag Rule to all time and expense entries charged to fixed-type contracts (except Percentage) to determine if it goes beyond the contract amount. If it does, BillQuick changes the status of the entry to 'non-billable', drawing the attention of employees and project managers.

BillQuick is smart enough to recognize that managers are busy and at times may miss things. Rather than inadvertently over-bill clients and likely lose them, the red flag prompts you to check the non-billable item.

See the Time Tracking and Expenses Tracking chapters for more information and detailed procedures.

**Accounting**

To provide your company with day-to-day accounting capabilities, BillQuick provides some core

accounting features that make it easier to keep track of financial information. With these capabilities, you can create purchase orders, receive items, create and pay vendor bills, write checks, and manage your chart of accounts and accounts payable in BillQuick.

BillQuick provides flexible options to billing managers by letting them create purchase orders based on budgets, vendor bills based on purchase orders and manual invoices based on budgets and estimates. This saves a lot of time and effort when you need to work with the same information.

You gain a major advantage of recording vendor bills in BillQuick because of the '*Pay When Paid*' feature. When your client pays for an invoice, BillQuick includes a link to a vendor bill, prompting you to schedule payments to your vendors. In essence, you pay your vendors when your clients pay you.

 See the Accounting chapter for more information and detailed procedures.

## Payment Terms

BillQuick lets you specify payment terms to indicate when you expect to receive payments from customers. In case of forgetful clients or late payments, you can charge specified interest rates or late fees. These user-defined terms are available at the project, client and billing level.

## Invoice Formats

An invoice is a marketing document that nurtures client relationships. It must communicate positive images to both new and long-term clients: Quality, Capability, Professionalism and Confidence. BillQuick offers more than 150 invoice formats for you to choose. These templates support detail or summary information, time and expense descriptions, retainers, memos, employee titles, value-added taxes (e.g. GST) and so on. BillQuick can even customize these templates for you.

All invoices associated with a specific contract type have their own default invoice format. However, for demanding clients, you can assign an invoice template per project. For example, most of your clients may like a particular invoice template because it displays detailed memos for each time and expense entry. Nevertheless, a certain client wants his invoices to display time entries by activity and without memos. BillQuick accommodates all such preferences.

## Invoice Numbers

When setting up BillQuick for the first time, managers need to consider whether to start with a new invoice format or use the last invoice number from an old time and billing system. BillQuick lets you define invoice numbering on a global level or customize it at the project level. You even have the flexibility to structure the invoice number so that it has a static and variable portion (automatically incremented). For example, you can include the fiscal year in the invoice number as static information while the variable will be the incremental part in curly brackets.

## Retainage

With BillQuick, you can set a retainage percentage and a maximum retainage amount that a client can hold back while making payments on invoices. This is most common in the construction industry, but you can find it in any project-centric company. The client pays the accumulated retainage amount later —

when the project is over or until the client verifies the quality and completeness of a project.

## Rates

One of the best features in BillQuick is the ability to assign an unlimited number of bill and cost rates to employees, activities and projects. It supports default bill rates (employee rates), special bill rates (fee schedule rates) and activity rates. BillQuick also lets you specify classification or title of employees for these rates. After negotiating with clients, project manager or billing manager decides which rate to charge. By defining the rates up front, you eliminate non-billable administrative hours otherwise spent checking and correcting rate information. In addition, you can allow your timekeepers to record their time without any knowledge of the rates.

BillQuick lets you determine the ideal bill rate for producing the target profit per hour, the utilization rate of your employees and day rates. Such information is extremely useful in making business decisions.

## Taxes

BillQuick handles most of the tax rules in various countries – taxes on time and expense line items, taxes on invoiced labor and expense, *and* taxes on taxes. BillQuick supports taxes at two levels. At the first level, there are three item taxes, summed and applied to the pre-tax bill amount. You can modify these tax rates during time and expense entry.

At the second level, there are two main taxes on the total invoiced services and invoiced expenses. A common example is GST in Canada and VAT or MST in other countries. Item taxes are in addition to these main taxes and both taxes carry to the invoice.

BillQuick also lets you specify the taxes paid on purchases and expenses. This is useful in tracking taxes paid, taxes collected and the net amount owed to the tax authorities.

## Currency Manager

Your business may be located in United States with clients in Canada, Mexico, China, and so on. With different countries and foreign currencies, billing can get confusing. However, BillQuick lets you convert bill and expense amounts of your home currency to the local currency of the client (or project) when generating an invoice. The only time you will see a foreign currency is on the invoices and when recording payments. BillQuick reports will always appear in your home currency.

## Billing Schedules

BillQuick lets you set up billing schedules to bill clients on a scheduled date for a scheduled amount. Depending on your needs, you can define billing records for the entire life of a project or only for the initial period of work. While you can define a billing schedule for any contract type, you would most likely use it for fixed-type contracts.

 See the Billing Basics chapter for more information and detailed procedures.

## Billing

BillQuick offers multiple and flexible options for billing managers. For initial billing or if in a hurry, you may use the wizards; for detailed or advanced billing, Billing Review is the best screen to use. Manual Invoice allows you to create quick invoices, with or without time and expense entries. BillQuick lets you determine the net bill amount based on project contract types, billing schedules, write-ups, discounts, retainers, fixed fees, retainage, taxes, etc.

You can opt for batch billing when you want to bill records *as-is*. BillQuick lets you generate percent complete invoice using the '% Complete' value of the project. Percent complete billing supports both single project per invoice *and* joint invoicing. You can set BillQuick for automatic billing at the project level and memorize invoices for future billing.

You can process and print (or email) invoices in one simple step. Billing can never get so simple and fast!

**Writing-Up/Down**

When billing a client, a billing manager may recognize that the company was more efficient than normal because of investment in new technology and staff training. Conversely, you may recognize that an employee or a team was less efficient because of some issues. Alternatively, you may look at the service delivered and decide its value is greater for the client than the calculated bill amount. Whatever the reason, you can adjust the bill amount of the invoices by writing up or writing down the value of time entries. This is especially common in the accounting industry.

**Manual Invoices**

BillQuick provides options as to where and how billing managers want to generate invoices. While you create most invoices using Billing Review, there are situations when Manual Invoice is a better option. For example, when you want to:

- Create a quick invoice from an estimate, budget, billing schedule or % Done value for activity/expense items
- Resell software, hardware or other products having no significant services associated with them
- Enter invoices (summary or detail) manually from a previous time and billing system, including your old invoice numbers
- Create an invoice with no time or expenses charged to a project.

Whatever the reason or situation, you can make use of any billing screen in BillQuick and do your billing in no time! You can also memorize your manual invoices for future billing.

**Billing Reports**

BillQuick has a huge collection of useful billing reports. Some billing managers use pre-billing reports to speed-up the billing process. Others record billing decisions on the report and hand it off to the administrative staff to complete billing. You can use the post-billing reports for analysis and decision-making.

See the Billing chapter for more information and detailed procedures.

**Invoices**

BillQuick lets you create, print, email, reverse, edit and finalize invoices in a single Invoice Review screen. You can even generate your invoices as PDFs, edit their memos and apply late fees to them. It contains everything you need to manage current, historical and draft invoices. BillQuick also support electronic invoices, popularly used in European nations.

At times, clients request another copy of an invoice or ask for more or less detail in a different format. Using BillQuick, your billing staff can easily reprint or resend invoices directly from Invoice Review, without reversing them or changing their settings. You can specify default settings for emailing invoices to clients, at the client as well as project level.

**Interest and Late Fees**

BillQuick lets you define and calculate late fees or finance charges on outstanding invoices based on a preferred date. You can define these settings at various levels. If you want a common interest rate for all your clients, that can be specified at the global level. For selective interest rates, you can set them up at the client or project level. BillQuick generates late fee invoices separately and can transfer them to your accounting package such as QuickBooks.

You can record late fee payments in the Payment screen and view them on several reports, such as Account Transaction and Cash Receipts Journal.

**Payments**

Tracking invoices to full payment is a critical task, well handled by BillQuick. Prompt receipt and recording of payment results in the most up-to-date information, drives cash flow and other management decisions as well as affects future billing decisions. BillQuick lets you record payments in many ways, to one invoice or multiple invoices, manually or automatically.

To top this, BillQuick allows secure processing of credit card payments from within the program. You can transfer credit card payments into BillQuick or embed an email link into invoices that lets your clients make online payments. When you email such invoices to clients, they can simply click on the link and make a payment. This saves time and is very convenient.

**Credit Memos**

You may want to inform your clients that you have reduced their outstanding balance. For such situations, BillQuick supports recording of credit memos against client invoices.

**Accounts Receivable**

To ensure proper cash flow and to lower the risk of reduced profits, it is important to manage receivables and track individual invoices for timely collections. You need to set a benchmark and payment terms for your clients. To help you, BillQuick displays significant aging information on the dashboard and includes various accounts receivable e and aging reports for managers.

The aging reports have client sections that list aged project invoices along with client contact details and

project managers. In addition, you can identify payment deficiencies and other issues from reports such as Monthly Billing, Cash Receipts, Statements, Collections, etc.

See the Accounts Receivable chapter for more information and detailed procedures.

**Retainers**

In BillQuick, you can have two types of retainers— client retainers (advance received from client for all projects) and project retainers (amount received from client for a specific project). Retainer Management maintains a complete history of all retainer activity, including retainer invoices, receipts and application to invoices. This information is also available in-context throughout BillQuick from client, project, billing and payment records, and reports. You can also memorize your retainer invoices for future billing.

See the Retainer Management chapter for more information and detailed procedures.

# How Does BillQuick Manage My Business?

It is recommended that everyone in your company who draws a paycheck (including principals and executives) should enter time in BillQuick so that you have an accurate accounting of the hours (and thus, dollars) invested in your business. This way, BillQuick will be able to send accurate time and other data to the appropriate general ledger account in your accounting software.

BillQuick provides the following solutions and benefits, enabling you to manage your overall company and business:

**Industry Codes**

BillQuick lets you select a standard list of activities or tasks based on your industry or business type, saving you a lot of effort and time. For examples, if you select 'Architect', you will have all the architecture related activity codes pre-filled in your company database.

**DCAA Compliance**

You can set up and operate BillQuick to allow contractors and government agencies to comply with the Defense Contract Audit Agency (DCAA) audit requirements. Feature such as password security, audit trail, task assignment and monitoring, time tracking, submittal and multi-level approval, reporting, etc. meet the DCAA compliance requirements. You can implement standard DCAA Compliant settings throughout BillQuick with a single click and set its password (using Global Settings). See the DCAA Compliance Guide 2011 for more information.

**BillQuick Messages**

Using BillQuick, you can send contextual messages to other users based on trigger events. For example, project managers can send time card rejection messages to timekeepers when they log in or open a time

entry screen. Similarly, you can send billing-related messages to billing managers when they open the Billing Review screen. This improves communication by notifying, reminding or advising others within the context of a task.

## Customization

It is a good management practice to determine what information you want on your screens, especially when making billing decisions. BillQuick lets you customize the fields displayed in the grids—keep the fields you want to view and hide those you do not deal with. For example, do you collect taxes on labor or expenses? If yes, turn on the tax fields. Do you want the client ID, project name and activity description in the grid as reference information? If no, turn off those fields in the grid.

Besides this, BillQuick allows you to customize the screen labels and fields. You can also choose any other UI theme.

## File Linking

You can link scanned documents and graphics to BillQuick records like employees, clients, projects, time, expenses, purchase orders, vendor bills, etc. For instance, you may want to attach letters, employee performance reports, contracts, receipts, consultant invoices, bills or anything that is digital to records for quick reference. Files can be located anywhere on your computer or your company network. The benefit is that project managers, principals and others do not have to waste time in looking at different places to find important documents related to your current task or project.

## Memos

BillQuick lets you record important qualitative or quantitative information about clients, projects, time, invoices, payments and so on. For example, a descriptive memo for a time entry can eliminate non-billable time spent by a billing manager asking or waiting for clarification about an item. That time memo, when included on an invoice, would reduce a client's need to ask for more details. If your company or client prefers, you may add memos to invoices that explain the scope of the work and change orders. As the invoices change hands in your client's company, the memos reduce questions by providing useful insight into the project's progress and billing decisions.

## Filters

Data analysis and reporting are important aspects of business management. Executives and managers have to view many reports to keep themselves updated about their company affairs. They can use filter options in BillQuick to perform this task easily and efficiently.

BillQuick lets you limit the number of records displayed in the grids, drop-down lists and reports using filters. Filters are very useful data management tools that lessen the task of managing a large BillQuick database. You can use advanced filters to view and analyze selective data as per the criteria specified.

For example, your project manager who is responsible for 20 projects out of 700 active ones would prefer not to waste time scrolling and scanning hundreds of items in a list. Similarly, you may like to view clients with IDs that range from A through N, or only the employees belonging to the Marketing department.

**Finding Information**

At times, you need to find records that contain important information, say, a conversation with an important client recorded within an invoice memo. You remember typing it into Billing Review memo as you talked to a client, but cannot remember the exact date or which client it was. All you do remember is a reference to 'extension'. In BillQuick, searching for information is easy and fast because of the global find and quick find features.

Global Find searches all fields for a keyword and displays a list of records that match your criteria, whether simple or advanced. Quick Find simply searches records as you type initials or letters in the search box.

> See the General Features chapter for more information and detailed procedures.

**Security**

In BillQuick, you can control who should accesses its features, functions and reports. When you turn on security, only authorized employees and vendors, having full or selective access, can log into BillQuick and its add-on modules. For example, you may grant your staff permission to enter time while managers receive more extensive security permissions. This prevents any unauthorized access to your company database.

To avoid any hassle and save time, you can use the standard security profiles shipped with BillQuick, such as Billing Only, Manager Level Access, Time Entry Only and so on. You can customize these built-in security templates to your preference.

To top all these advantages, you can assign security permissions for BillQuick modules and features as well as for individual reports. Security is simply built into our BillQuick design!

**Roles**

BillQuick lets you select organizational roles for your staff members. Based on that, a special role-based navigator displays when they log in. This provides easy and authorized access to the frequent tasks associated with a role. For example, you may assign a 'Billing' role to a billing manager while a 'Time & Expense' role to a timekeeper.

**Log Viewer**

BillQuick lets you track all key actions taken by users in the program. Using the Log Viewer, you can view actions taken, know who performed them and when they were performed. You can even read the log records with a text editor or word processor. BillQuick maintains separate audit log files for each month in the same folder as your company database. This feature monitors and encourages user accountability by tracking actions over time.

**Reminders**

BillQuick displays system-generated and user-defined messages on the Reminders screen. It informs your employees about the actions to take, such as print invoices, approve time entries, process recurring invoices, and so on. You can set reminders on Employee and Vendor screens for specific dates and view them if security permits you to. As an example, it can remind a manager or supervisor few days prior to an employee's birthday or annual performance review. Alternatively, it can remind you about arranging for your next out-of-town meeting and so on.

## Groups

BillQuick lets you group employees, vendors, clients, codes and projects based on shared or common attributes. This is useful in filtering records included in the grid lists and reports. In addition, groups save time and effort when setting up fee schedules, controls and budgets. Some of the common groupings you could use include:

- Employees: hired date, department, title, annual review, skills, etc.
- Vendors: skills, location, ability to travel, etc.
- Clients: *Architects/Engineers* – commercial, residential and government
  *Accounting Firms* – 1040 tax, consulting, litigation support
  *Law Firms* – contracts, bankruptcy, divorces, real estate
  *Computer Consulting* – networks, remote maintenance services, solutions
- Activity Codes: tax services, administrative, marketing, technical, etc.
- Expense Codes: overheads, taxes, costs, reimbursable, administrative, etc.
- Projects: type, industry, location, etc.

## Archive and Restore Data

Many companies adopt archiving policies. For example, you might archive inactive clients and projects every 36 months because its management information value decreases. Reasons companies archive clients and projects include:

- To reduce database size by archiving data to another location
- To speed up database retrieval in Microsoft Access
- To have faster information for management
- To manage and report more recent information

BillQuick lets you archive (and restore) client and project data, and run reports on the archive database.

## Backup, Restore and Repair

In this age of information technology, where right information is *the* most important tool for any business, you would not want to lose it at any cost. BillQuick provides a built-in backup utility for Standard/Access databases. This is required to safeguard your data against a damaged company database (e.g. after a power loss or computer failure) or before making significant changes to your data. Backup copies allow you to restore data in case you change your mind about the changes or if your data is lost or damaged.

In addition, BillQuick provides built-in tools that attempt to repair a damaged database (MS Access and SQL) and protect the information stored in it. To guard against time delays resulting from database corruption, Repair Database utilities are valuable.

**Settings and Preferences**

To optimize BillQuick based on your company size, business goals, management styles and policies, you can choose various global settings, business rules and user preferences. For instance, you can specify your preferences regarding time and expense tracking, billing and invoices, taxes, emailing, UI and so on. Thus, you can control how BillQuick works for your company and employees.

**Data Exchange**

BillQuick lets you enter, import or convert data into your company database using its import-export, data conversion and data integration utilities. You can also export data to other supported programs.

In BillQuick, you can export documents such as invoices, reports and statements to Microsoft Excel, Microsoft Word, PDF and other formats. You can also exchange data with another program using Import-Export utility. For instance, you may want to export time data to an external payroll service or program. Additionally, if you work with two different BillQuick companies, you can export the client list from one company and import it into the other.

BillQuick includes built-in data conversion utilities that convert important data from your old system (Wind2/Deltek FMS and Timeslips) into BillQuick company database. This allows you to get up and running in no time if you have shifted from an old time billing or accounting system to BillQuick. If you need to convert or transfer data from another application to BillQuick but do not have the time or technical expertise to do so, you can use our exclusive and customized Data Conversion Services.

If you have not been using any accounting package nor have any electronic data to convert into BillQuick data, you can manually enter and set up historical invoices, payments and opening balances using Manual Invoice feature.

**BillQuick Family of Products and Add-Ons**

BQE Software offers other stand-alone products and add-on modules that can help you manage your company better by expanding BillQuick's core capabilities. According to your requirements and situations, you can decide to use these smart tools and modules, increasing your productivity and overall profitability.

- BillQuick Online is a subscription-based, *hybrid* Software-as-a-Service (SaaS) model of BillQuick desktop that is hosted by us. It provides you with a secure, hassle-free, investment-free time tracking, billing and business management software.

- Web Suite is a browser-based version of BillQuick ideal for companies with satellite offices or staff, managers and consultants working remotely. Some companies deploy Web Suite inside their company to cut the total cost of ownership.

- If you and your employees are using Microsoft Outlook and tend to keep very busy, you can deploy BillQuick Outlook Add-In in your company. These smart programs convert your Outlook appointments, emails and tasks to time entries in BillQuick with as little as a few mouse clicks.

- You can utilize BillQuick Agent for scheduling BillQuick reports for automatic generation and

delivery to anyone inside or outside your company via email or onscreen. Besides this major advantage, Agent is useful for monitoring time cards and generating business alerts. It automatically tracks the changes in the database that signal a special situation or an event that requires your immediate attention and sends relevant alerts.

- Human resources are the most important resource in any organization and hence need special attention. Our BillQuick HR product enables you to manage your employees and fulfill the associated human and legal obligations.

- If you are using QuickBooks and want a reporting tool that automates tasks, then AutoReporter is just right for you. With it, you can generate QuickBooks reports, memorize filters and formats to standard reports and schedule them for automatic processing.

> ⊙ To learn more about other BQE products, please visit www.BQE.com/Products.asp. 30-day trial versions of add-on modules and stand-alone applications are available here. To purchase, contact Sales at (310) 602-4020.

> ⊙ See the Company Management chapter for more information and detailed procedures.

## Document Management

BillQuick provides a desktop solution to managing and storing your entire client and project-related documents, such as contracts, engagement letters, spreadsheets, tax returns, financial statements, CAD files, etc. Using Document Management feature, your company can handle client and project documents, folders and emails within BillQuick. It lets you define any desired folder structure that makes sense to everyone in your company.

## Email

BillQuick's Document Management screen lists your client emails. In addition, you can link email folders from Microsoft Outlook (2000 or later) or Outlook Express (6.0 or later) to a client or project and then view them directly from BillQuick. This is a time saving feature as it lets you work in one smart system.

BillQuick also lets you send purchase orders, vendor bills and invoices via email directly from BillQuick. You can customize the default message as well as other email settings according to your preferences in the Global Settings and Preferences screens.

## Dashboard

The Dashboard is the most valuable and useful feature in BillQuick for decision-makers and executives. Rather than run through menu commands, set filters, run reports and then read them one after another to find exceptions and visualize trends, the dashboard lets you view important business metrics at-a-glance.

Using the dashboard, you can:

- view rankings of top performers – clients, projects, employees, etc.
- view account balances, aging, money owed, aged receivables and other summary information for your projects
- view oddities in annual trends, presented as simple bar charts
- use funnel filters to specify conditions and display selective data
- use advanced Boolean conditions through the custom funnel filters to fine-tune the lists to exactly what you need and want to view
- drill-down to reports that support the summary information in charts or lists
- find out your staff's effective rate and utilization rate

See the Project Management chapter for more information and detailed procedures.

## Accounting Integration

You may be using a software application for accounting and other financial functions such as general ledger, accounts payable, banking and financial reports. However, BillQuick provides you with excellent project and business management solutions such as time and expense tracking; management of projects, job costs and receivables; generation of invoices and reports; and so on. To offer you the best of both worlds, BillQuick lets you integrate your BillQuick data with a supported accounting package such as QuickBooks, Peachtree Accounting and MYOB.

With this feature, your day-to-day accounting and financial management tasks become easier. Integrating the two applications provides benefits such as elimination of duplicate data entry, transfer of QuickBooks classes into BillQuick prior to synchronization, assignment of G/L accounts to BillQuick items, etc.

See the Accounting chapter for more information and detailed procedures.

## Reports

Reports contain information that is important and useful to a company, especially its executives and decision-makers. Typically, managers follow a standard pattern when it comes to reviewing information. Contract spent and budget comparisons may be daily or weekly reports. Job costs, work-in-progress and unpaid invoices may be biweekly. After monthly billing, managers may check profitability, work-in-hand and analysis reports.

BillQuick offers more than 400 standard reports that can be printed, previewed, emailed and exported. There are reports corresponding to the charts and graphs that display on the navigators and the Dashboard, besides the statements and collection letters. For your convenience, BillQuick lets you access in-context reports from almost all screens.

You can use report filters to limit the number of records or data displayed on the reports. For example, if you make activities or expenses billable to a project, the Project Time and Expense Report initially shows unbilled costs for all projects and for all dates. This is too much information if all you want to see is last year's unbilled costs to one of the projects. You can use the Date and Projects Filters to print last year's Project Time and Expense report for a particular project.

You can tag reports as favorites or memorize any regularly viewed or printed report to save time and effort. For example, you may memorize a profit or a staff utilization report that shows the previous month's information. Better than that, BillQuick Agent can be used to schedule BillQuick reports (*or others created with Crystal Reports*) to be generated and delivered on any frequency to any email or postal address.

You can customize our editable collection letters (Word templates) to your company preference. BillQuick also allows limited report customization such as sorting data, suppressing items, changing font and style of the report. It lets you customize or create BillQuick reports using Crystal Reports 9.0 or later. Alternatively, you can have them customized by our Custom Reports Team.

See the Report Management chapter for more information and detailed procedures.

Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 3

# Installation

- Overview

- Installation

- System Requirements

- Upgrades

- Updates

- Company Database

- Product Activation

- License & Registration

# Overview

A 'BillQuick Supervisor' is responsible for planning and implementing the initial setup and deployment of BillQuick. After installing the software, follow it by setting up a company database and activating the program. You should follow a plan, ideally a written plan, to ensure all preliminary and necessary tasks are completed and checked off.

# Implementation Checklist

This Implementation Checklist outlines the steps to follow in order to deploy BillQuick in your company. Typically, a BillQuick Supervisor will use it when setting up BillQuick.

| Check ✓ | Stage | Task | Details |
|---|---|---|---|
| | Pre-Installation | Assign BillQuick Supervisor (s). | Person responsible for the setup and management of BillQuick in the company |
| | Installation<br>BillQuick Supervisor<br>BillQuick User | Check system requirements. | Software and hardware system requirements |
| | | Install BillQuick. | Installation on a single PC<br>Installation on multiple PCs (would depend on the number of licenses purchased) |
| | | License and register BillQuick. | Activate, license and register the software for unlimited use. |
| | | Create a company database. | Place the company database in a folder on a shared drive. |
| | | Get started with BillQuick Start-Up Interview. | Provide information such as Company Name and the license and registration keys. **Do not** import from Timeslips or integrate with QuickBooks at this time. Skip the BillQuick Initial Setup Checklist wizard. |
| | Pre-Implementation | Define ID structures. | Develop standard ID structure for employees, projects, clients, activity and expense codes. |
| | | Determine source of data. | Sources include: (a) QuickBooks or another accounting package with which BillQuick integrates, (b) Timeslips or Wind2/FMS for which BillQuick includes conversion utilities, (c) Any application from which BillQuick imports |
| | Master and Other Information Setup | Add data into BillQuick. | Based on the source, transfer or enter data. If a BillQuick Consultant converts your data, you will receive a BillQuick database (see *Master Information Setup* for more). |
| | | Verify key information. | Check receivables and WIP reports to ensure data accuracy and completeness. |
| | | Set up company. | Enter Company data.<br>Set Custom Labels and terminology. |
| | | Set up master records | Enter Employee, Client, Project, Activity and Expense Codes data.<br>Specify Manager for clients, projects and employees. |

| Check ✓ | Stage | Task | Details |
|---|---|---|---|
| | | | Set up groups for clients, projects, employees, activity, and expense codes.<br>Set bill and cost rates for employees and vendors.<br>Enter Contract Type and Amount for each project. |
| | | Assign Security permissions to users. | Supervisor to set up security profiles and assign access permissions to employees and vendors |
| | | Specify roles. | Supervisor or Manager to specify employee roles |
| | Installation and Setup of Add-On Modules (optional) | Check system requirements. | Check that PCs/server meets software and hardware requirements. |
| | | Install add-ons products. | Follow order of installation: Web Suite, Outlook Add-In and Agent. |
| | Pre-Deployment | Specify settings and user preferences | Assign Global Settings, Preferences and other settings.<br>Set BillQuick to be DCAA Compliant. |
| | | Specify time and expense review and approval procedure. | Whether submit and approve or auto-approve setup? If submit and approve, then decide who reviews administrative time and billable time submitted by employees and vendors. |
| | | Review invoices. | Review your current invoices and BillQuick invoices to identify which ones to use or customize. |
| | | Review reports. | Review BillQuick reports and determine which ones to use for executives, project managers, billing managers and staff. |
| | Staff Training | Identify training needs of each group. | BillQuick Supervisors, Administrators, Principals, Partners, Project Managers, Billing Managers Staff, Timekeepers, Employees, Vendors |
| | | Train employees. | Develop internal self-training or utilize BQE's Training and Consulting Services. |
| | Deploy BillQuick | Manage projects. | Assign Project Control, Budgets, Fee Schedules, etc.<br>Maintain folders, journals, memos, etc. |
| | | Enter time and expenses. | Record time and expense entries in BillQuick |
| | | Manage billing functions. | Process bills and send invoices to clients.<br>Track payments and accounts receivable. |
| | | Generate and view reports. | Get the required information from standard and custom reports. |

# BillQuick Installation

The BillQuick Supervisor may install BillQuick in a company or allocate an IT/System Administrator to do so. According to your situation, you need to follow a procedure for installing BillQuick software. Choose the relevant procedure:

- System Requirements for Installing BillQuick
- Installing BillQuick for the First Time
- Installing BillQuick in a Network Environment
- Installing BillQuick with Microsoft SQL Server/ SQL Express
- Upgrading BillQuick from a Previous Version
- Upgrading from Time and Bill Professional
- Updating BillQuick
- Upsizing to BillQuick Enterprise

# System Requirements for Installing BillQuick

For successful installation and implementation of your BillQuick software, be sure your computer systems meet or exceed the requirements mentioned below.

**Hardware Requirements**

- 2.0 GHZ Intel Pentium IV-class processor or faster
- 1024 MB RAM
- 300 MB or more of hard disk space, plus 130 MB additional hard disk space for installation
- 1024 x 768 screen resolution or more

**Software Requirements**

- Microsoft Windows XP/2003/2008/Vista/Windows 7
- Microsoft Windows 2003 Server/2008 Server
- Compatible with 32 bit or 64 bit operating system (dual compatibility)
- Microsoft .NET Framework 2.0 or later (automatically installed with BillQuick)
- Microsoft SQL Server 2005 or later (for BillQuick Enterprise edition)
- Microsoft Data Access Components 2.8 or later (automatically installed with BillQuick)
- Microsoft Windows Installer 3.0 or later (typically installed or updated with Windows)
- Microsoft Internet Explorer 6 or later (for accessing BillQuick website)
- An Internet connection with a 256 KBPS or faster modem, DSL, cable modem or other broadband connection (for accessing BillQuick website and for Automatic Updates)

 For more, please check the BillQuick Help and BillQuick Getting Started Guide.

## Installing BillQuick for the First Time

Please follow the steps below to install BillQuick on a single computer.

1. If you received a BillQuick 2011 CD, insert it in your drive. If the installation program does not start automatically, click Start on the Windows task bar. Choose Run from the Start menu, and type: 'x:\BillQuick2011Setup.exe' without quotes (where x is the CD drive letter).

2. If you downloaded BillQuick from the website as a compressed archive file, use a Zip program to extract the file into a work folder or desktop.
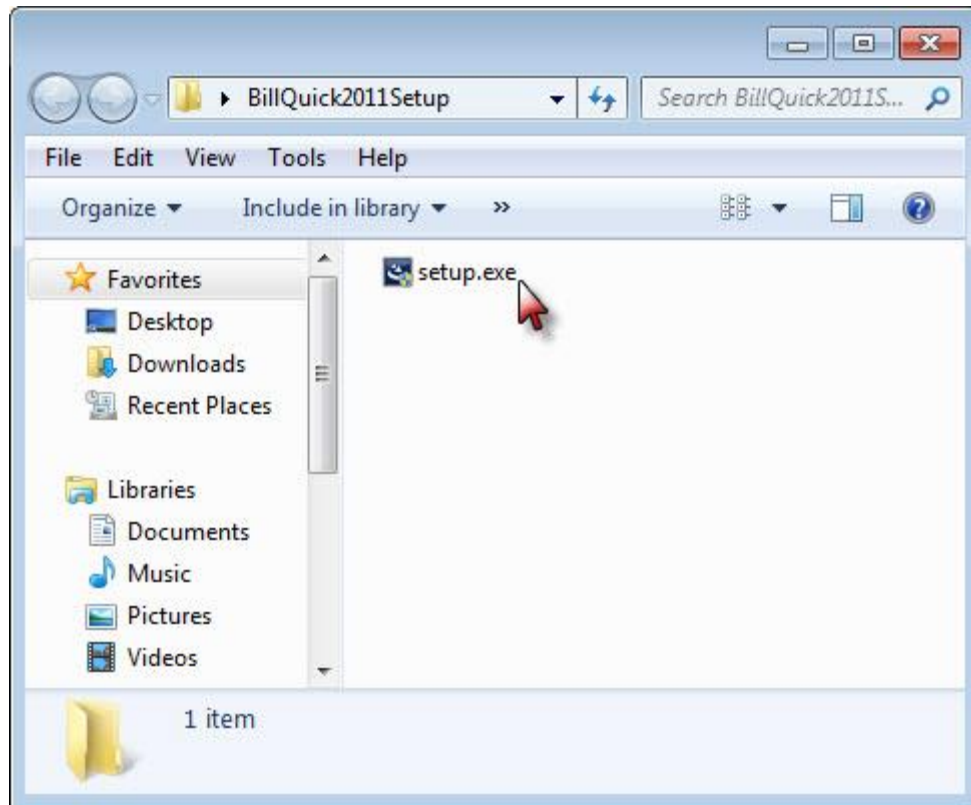


3. Right-click on the setup icon on your desktop and click Open.

4. When the first BillQuick installation screen appears, read the information and follow the instructions on each screen by clicking Next >.
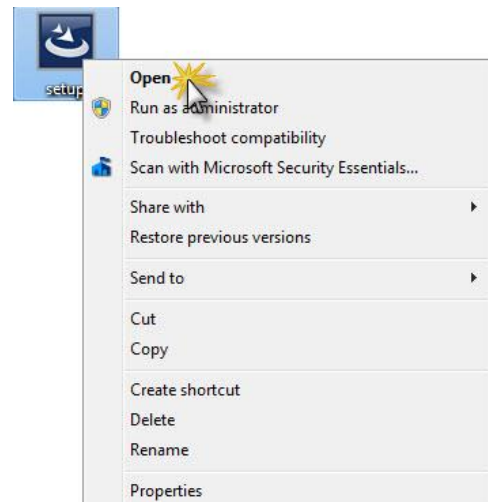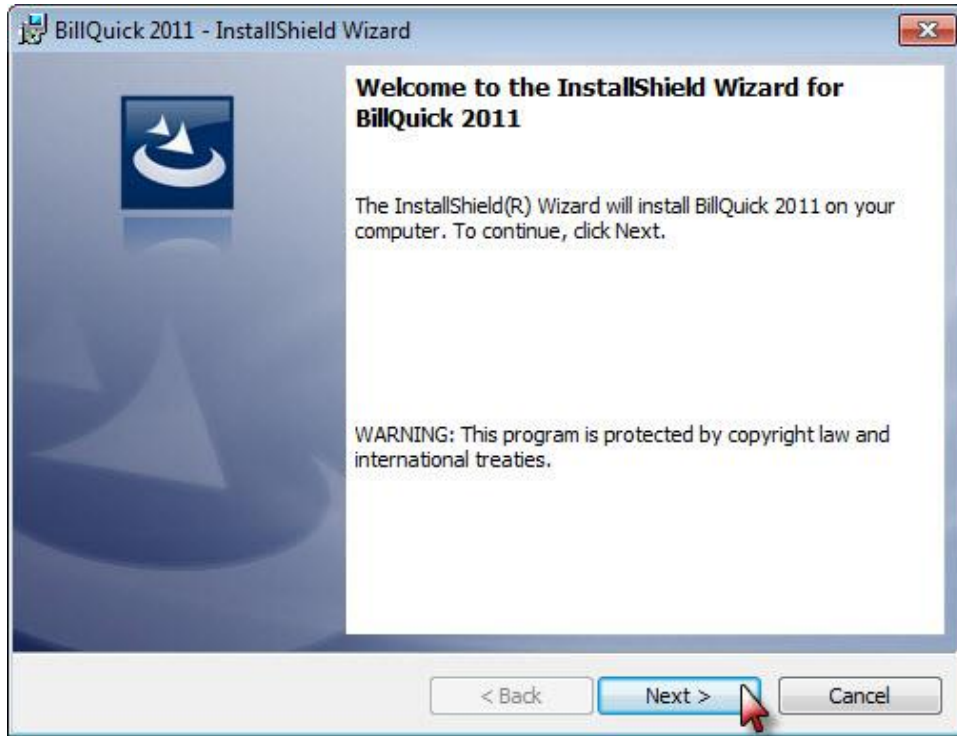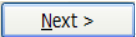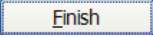
5. Accept or modify the User Name and Organization. Click [ Next > ].

6. The Destination Folder screen allows you to accept the default directory path for BillQuick or enter a new path. To accept the default, click [ Next > ]. To change the path, click [ Change ].
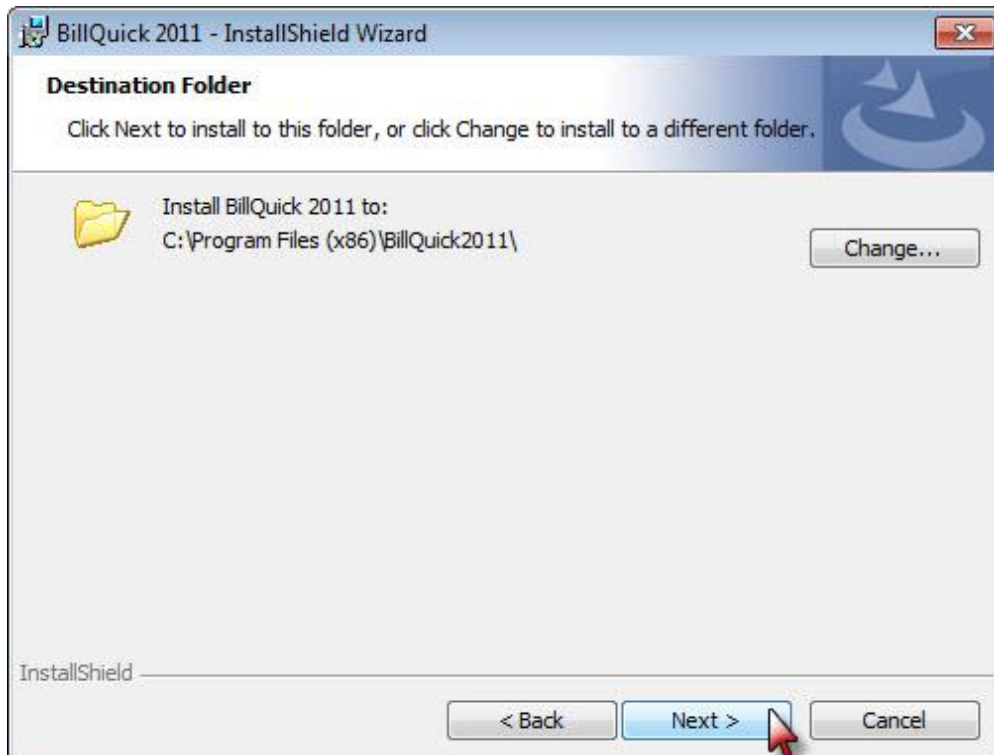
7.  On the Change Current Destination Folder dialog, enter the desired path or navigate to the folder where you wish to install BillQuick. Click OK , then click Next > .

8.  Installation begins and you can see the progress bar. When the Finished screen appears, click Finish . Restart your computer to complete the installation.

## Installing BillQuick in a Network Environment

In a network environment, you must install BillQuick software on the computer of each person who needs to access it.

1.  On the computer used by your primary BillQuick user (BillQuick Supervisor), install BillQuick (*as explained above*).

2.  Create a BillQuick database and activate it (*see below for details*). Make sure the BillQuick database is in a shared folder.

3.  Install BillQuick on the other computer from which you want a user to access it (*follow the steps above*). Start BillQuick.

4.  Select File menu, Open Company and navigate to the shared folder.

5.  Select your BillQuick database. BillQuick remembers the location each time you open it.

6.  With the database open, select File menu, Registration. Enter the registration key from the email you received. Click OK .



7.  Repeat the above steps on each computer from which users will access BillQuick.
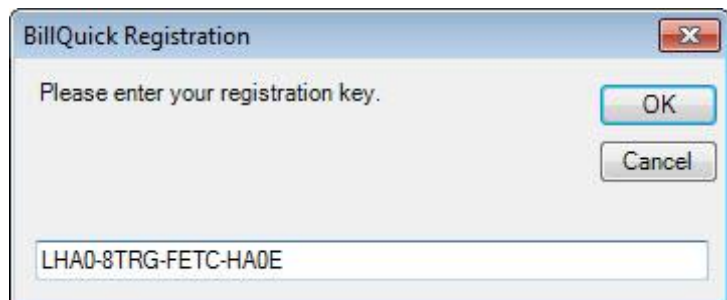
BillQuick also works in other network scenarios. Contact BillQuick Support for more information (310-602-4030).
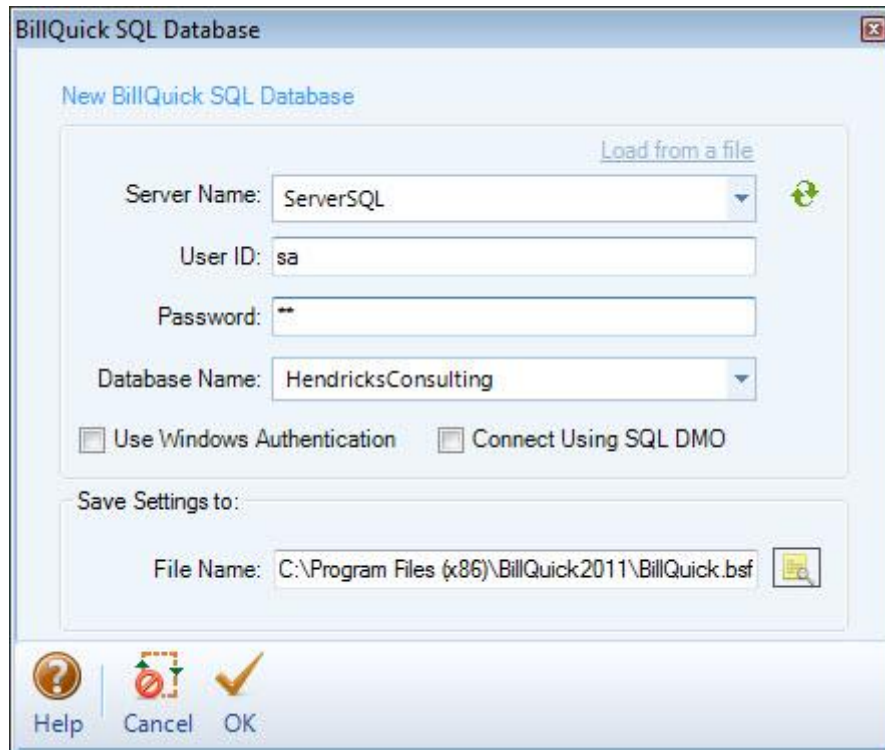
## Installing BillQuick with Microsoft SQL Express/SQL Server

BillQuick installation does not require SQL Scripts or special items to create a SQL Server/SQL Express database for your company. All logic is built into BillQuick.

⚠ Support for full SQL Server as backend is available in the BillQuick Enterprise edition only.

1. Install and configure Microsoft SQL Express/ SQL Server before installing BillQuick. Specifically:

   - Make sure to enable TCP/IP and Named Pipes for the SQL instance to which you are connecting.
   - Make sure SQL browser is running.
   - If you receive *Error 5*, it is possibly a network or firewall issue. Please check all firewalls (including Windows) and make sure to add either port 1433 or BillQuick as an exception.

2. Install BillQuick on the primary computer that is accessed by the Supervisor. (*See above.*)

3. Start BillQuick and go to File menu, New Company, SQL Server Database.

4. Enter the Server Name, User ID, Password and Database Name. *Typically, the database name is similar to the company name.*



5. Click OK to create the database.

> If you receive error messages or have any other trouble connecting to the SQL Server during BillQuick installation, please look up our Knowledgebase for related issues. Else, contact our Technical Support at (310)602-4030.

# Upgrading BillQuick from a Previous Version

BillQuick 2011 installs as a separate application from your current version of BillQuick. However, you can upgrade your current version or simply uninstall it. If you wish to uninstall it, do so from Control Panel, Add/Remove Programs. When upgrading from one version of BillQuick to another, it does not retain your personal settings and report mappings.

If you had been using a MSDE or SQL Server database, BillQuick will create a newly converted database, with the same name as the existing one but with '2011' concatenated at the end. It will leave the previous database as a backup in the *pre-2011* format. In the case of MS Access database, BillQuick will automatically make a copy of your database that is compatible with your current version. In addition to your main database, BillQuick will upgrade your archive file.

> ⚠ Please make sure that other users have logged off from BillQuick prior to converting your database and they stop using the previous version to prevent having to re-enter any data.

Please follow the steps below to upgrade to BillQuick 2011:

1.  Install the new version of BillQuick (see *Installation above*).

2.  On the Destination Folder screen, double-check the default directory to make sure it is *not* the same one as your old version of BillQuick. *You must install BillQuick 2011 in a separate folder on your hard drive.*

3.  Double-click  on your desktop to start the application.

4.  As you have already been using a previous version of BillQuick, it will prompt you to upgrade your database. Click .

5.  BillQuick will now make a backup of your previous database and then convert it to BillQuick 2011.

6.  When conversion is complete, you are prompted to copy any custom reports or invoice templates created in the previous version to the new location. In addition, if Global Settings is pointing to a common folder other than the install folder, BillQuick will reset it to the install folder.

7.  Next, BillQuick will prompt you to license and register your application. Choose 'Already Purchased' option on the Product Activation screen.

> ❓ For more, please see the Upgrade to BillQuick 2011 whitepaper.

# Upgrading from Time and Bill Professional

If you have been using Time and Bill Professional, you can easily upgrade to BillQuick. To do so:

1.   Open your Time and Bill Professional application and look at its status bar at the bottom. It displays your current database location and name (*say, C:\ Program Files\TimeandBill\mycompany.mdb*). Please make a note of your database location.

2.   Install BillQuick (*see above sections for details*).

3.   Copy your Time and Bill Professional database (*with .mdb extension*) from its current location to the folder where you installed BillQuick. Typically, you install BillQuick in *C:\Program File\BillQuick2011* folder.

4.   Run BillQuick and when prompted, select 'Open an Existing File' option.

5.   Point it to the BillQuick installation folder and open the database that you just copied.

6.   After you have successfully opened your database in BillQuick, you can uninstall the Time and Bill Professional application from your computer.

## Updating BillQuick

When you purchase BillQuick, periodic updates containing bug fixes, minor improvements and new features are available free. You can see which version you have installed by selecting Help menu, About BillQuick.

To receive updates:

1.   If you have an Internet connection on your computer, BillQuick automatically checks for an update each time you start it up. If a new update is available, it prompts you to download the update.

2.  You can disable automatic updates on the Preferences-Options screen (Settings menu). When disabled, you must manually check for updates using Help menu, Get Updates.

3.  You can view the download size and the detailed list of changes made in the update. Click on the link provided to read the associated log file. Else, click the Download button to start the download.

4.  Once BillQuick downloads an update, it prompts you to install it. Click ⌐ Yes ⌐ to do so.

> A System or Network Administrator should install the update by running the BQUpdate.exe program on each workstation.

## Upsizing to BillQuick Enterprise

Over time, most databases become more complex and need to support more users. Microsoft has designed the Access database for 1 to 4 users to log in consecutively. Beyond that threshold, Access databases can become unstable and the file can become corrupt. BillQuick utilizes the Microsoft Access/Standard database, which can support a growing organization, but at some point, speed may become an issue. Hence, you should consider upsizing to SQL Express or SQL Server database that uses BillQuick Pro or Enterprise editions.

General guidelines for database selection are:

| Users | Recommended Database | BillQuick Edition |
| --- | --- | --- |
| 2 to 4 | Microsoft Access/ Standard | BillQuick Basic BillQuick Pro BillQuick Enterprise |
| 5 to 50 | Microsoft SQL Express | BillQuick Pro BillQuick Enterprise |
| 50 or more | Microsoft SQL Server | BillQuick Enterprise |

> If you are not comfortable installing and configuring SQL on the server or PC, a BQE Consultant can help you for a nominal fee. Please contact BQE sales at (888) 245-5669 (outside USA +1 (310) 602-4020) or check our Consulting Services for more information.

BillQuick includes a utility to convert your Microsoft Access database to Microsoft SQL. However, this requires a new license key. The Upsize feature also up-sizes your accounts payable data, if any.

To upsize to BillQuick Enterprise:

1.  After installing Microsoft SQL and BillQuick Enterprise, open your existing BillQuick 2011 database.

2.  From the File menu, select 'Upsize to SQL Server'.

3.  In the 'BillQuick SQL Database' screen, enter the SQL Server Name, User ID, Password and Database Name of the new BillQuick Enterprise database. *The User ID must have system administrative (SA) rights on the SQL Server.*
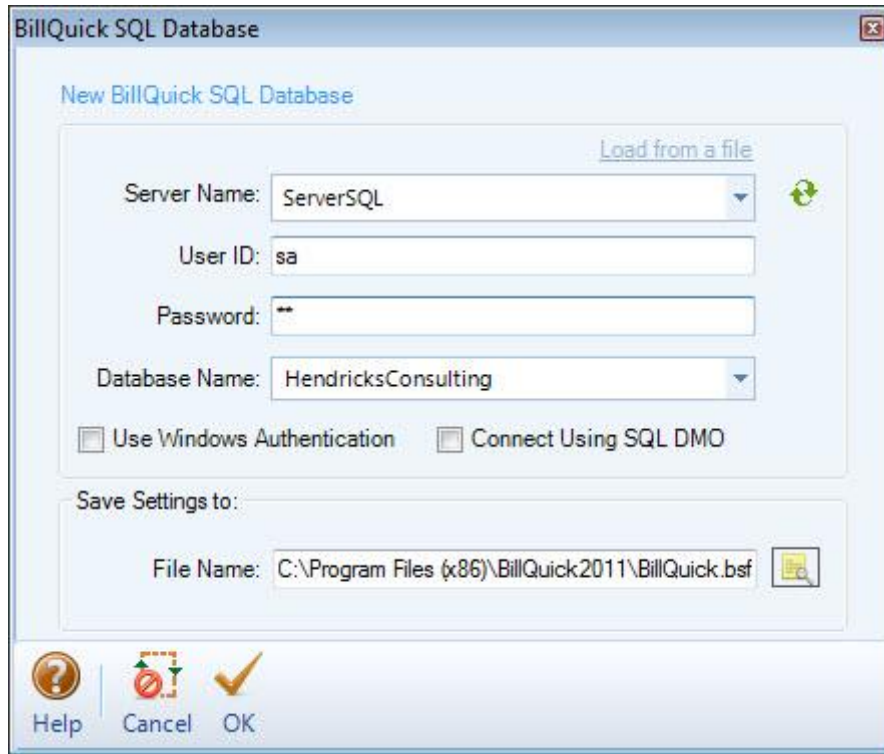


4.  Enter or click  to browse for the location where these SQL database settings will be saved. Click OK.

5.  A progress bar and message indicates the upsizing activity. You will receive error messages if the connection is not established. Sometimes, due to slow network speed or server, the upsizing may not be successful. If so, use SQL Server Enterprise Manager to delete the database and try again.

Upon completion, BillQuick creates a log file (*bqsqlerr.txt)* containing the details of the success events and errors encountered during the upsizing process. Please review the file to determine the severity of the errors.

# Company Database

The BillQuick Supervisor is responsible for setting up the BillQuick company database and master information. You can also assign this responsibility to an IT/System Administrator.

This section teaches you the following initial setup tasks:

- [Creating a New Company Database](#)
- [Setting-Up a Company Database](#)
- [Activating BillQuick](#)

## Creating a New Company Database

To start up BillQuick, do one of the following:

- In Windows, click Start and select Programs from the menu. From the program list, choose BillQuick 2011.

- On your desktop, double click .
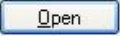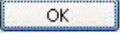
The first time you start BillQuick, it will prompt you to select a company file and database type. Creation of BillQuick database requires system administrative privileges. Typically, a BillQuick Supervisor (or an IT Administrator) handles this task and then informs the other users about its location, User ID and Password (if applicable).

1. Click on 'Create a New Company File' option.
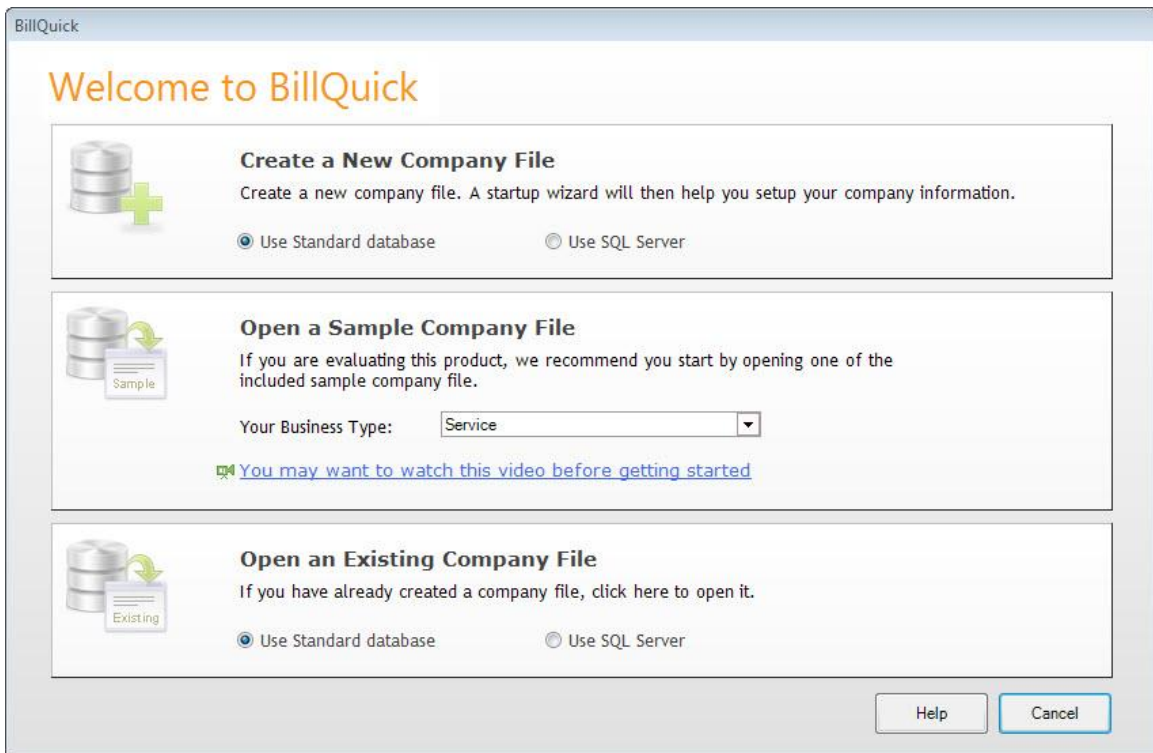


You can create a new company file in a Standard database (Microsoft Access) or SQL Server (SQL Express or SQL Server). Your options depend on which edition of BillQuick you have purchased - Basic, Pro or Enterprise.

2. Select the correct database option. (To choose SQL, make sure you have already installed and configured SQL database.)

3. Navigate to the folder where you want to store your company database. *If you are in a network environment, this should be a shared folder.* Place this file in a safe location such as My Documents.

4. Enter a name for your BillQuick company database and click [ Open ].

5. You will receive a message confirming the successful creation of your database. Clicking [ OK ] will launch the BillQuick Start-Up Interview wizard.

6. You can skip it or step through it without worrying about your selections. You can change them later. Click Finish and exit.

> In specific situations, you might have to close the BillQuick database connection for a logged-in user. E.g., If a user is logged into BillQuick for more than 48 hours, use the 'Force Close DB Connection' option (from Utilities menu) to force the BillQuick connection to close.

## Setting-Up a Company Database

After creating a new database, you can add your company information to it in the following way:

1. When you create a new database, it prompts you with a BillQuick Start-Up Interview. Else, select it from the View menu, Wizards or Sidebar, Wizards.

2. On the BillQuick Start-Up Interview screen, click Next.

3. On the Business Type screen, choose your industry type, such as Business Consultant, Accounting, Computer Programming, etc. BillQuick copies industry-specific activity (service) and expense codes into your company database. Click Next.

4. Custom Labels allow you to change key business terms to suit your professional and company preferences in BillQuick. Select your preferred terms from the drop-down lists, such as Customer instead of Clients, Jobs instead of projects and so on. When you are done, click Next.

5. On the Company Name panel, enter your company name. Spell it exactly as it appears in your License and Registration email.

6. Click Next to accept the defaults on the remainder of the screens. *You can update these options later in the Global Settings and Preferences screen.* On the last panel, click Finish.

7. After the Interview is over, you will be taken to the Data Import screen if you selected 'Yes' for importing data from Timeslips. Skip this for now.

8. The BillQuick Initial Setup Checklist screen displays. It enables the *first time user* to create master information (employee, client, project, activity and expense codes) by clicking on the relevant option.
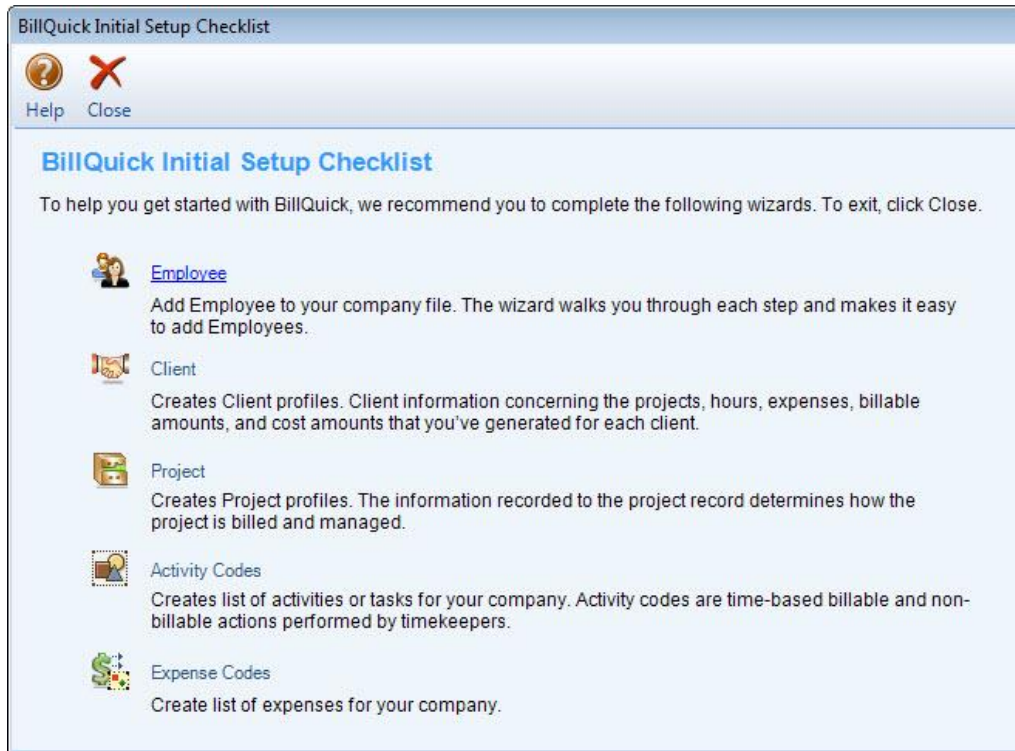
9.   When you are done, click Close to exit.

Once you have successfully created your database, BillQuick prompts you for product activation and login.

## Activating BillQuick

When BillQuick is in the evaluation mode or un-licensed, the Product Activation screen displays. It provides various options.

- 'Activate Now' allows you to obtain an evaluation key.
- 'Activate Later' allows you to continue working with BillQuick during a 7-day free trial. After this period, you must obtain an evaluation key or purchase a full software license.
- 'I am Ready to Buy' option allows you to provide your details to BQE Software. This is how BQE Software will contact you with your license and registration keys.
- 'Already Purchased' option allows you to license and register your BillQuick software. (*See License and Registration below for details.*)

# License and Registration

BQE Software provides various options for licensing and registering your copy of BillQuick. You can use the Product Activation, Company or Product Licensing and User Management screen in BillQuick to do so. The BillQuick Supervisor usually licenses and registers the BillQuick software.

Select your scenario and move on:

- Licensing and Registering BillQuick for the First Time
- Licensing BillQuick and Add-Ons
- Updating a License Key

## Licensing and Registering BillQuick for the First Time

If you have successfully created your company file and received the Product Activation screen upon opening BillQuick, follow these steps to proceed:

1. When you are ready to purchase and license BillQuick, click 'I Am Ready to Buy' option.

2. Purchase your license from the BillQuick website or call BQE Software at (310) 602-4020 to speak with a BillQuick Account Rep. You will receive your license and registration keys via email at the email address that you provide.

3. After purchasing a software license, click 'Already Purchased' on the Product Activation screen. It asks for your company name, license key and registration key.
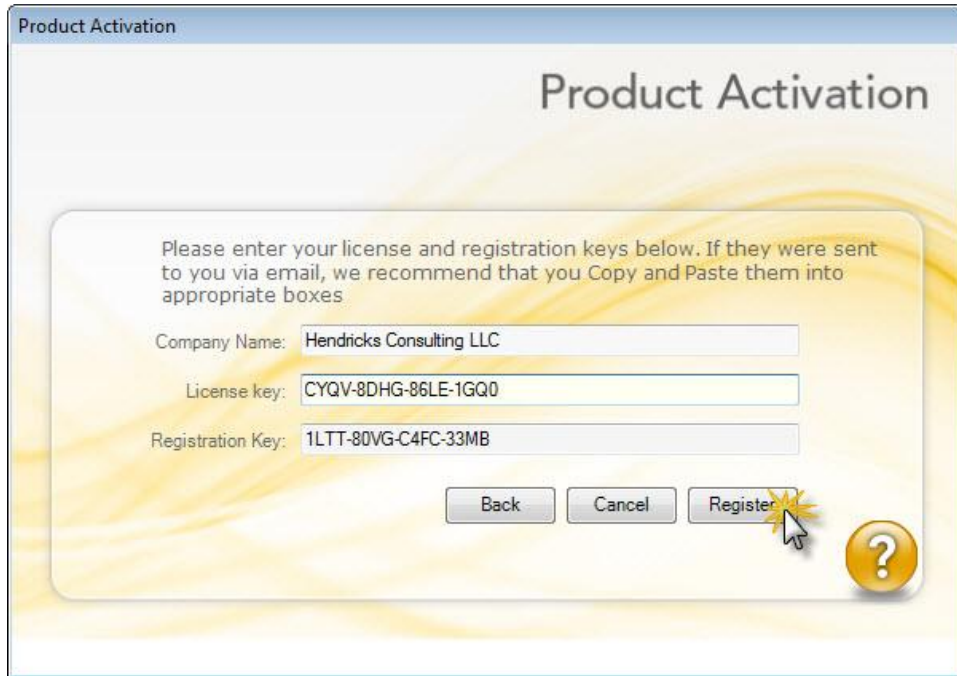
4.  Using the email you received, enter or cut-and-paste the keys. *It should be exactly as you see in the email* (if you want to change your company name, contact your BillQuick Account Rep).

5.  Click Register. You have now licensed BillQuick for unlimited use.

    When you evaluate other modules in the BillQuick Family, you can run the evaluation software and licensed software together.

Alternatively, you can register BillQuick using the Company screen. To do so:

1.  Open the Company screen from the View menu.

2.  Enter your company name on its General tab. It should be exactly as printed on the email you received. Click Save.

3.  On the Licenses tab, enter or cut-paste the License Key from the email.
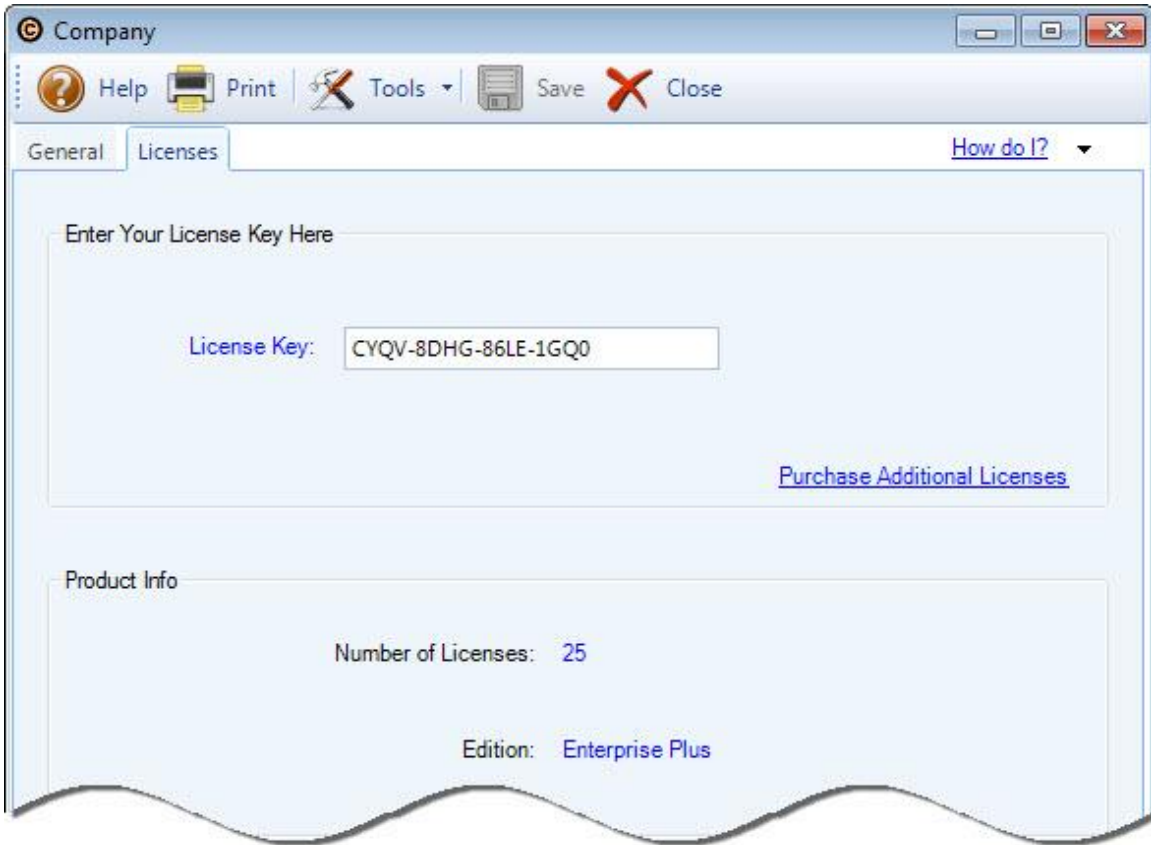
4. Click Tools and select Validate License Keys, and then click Save. It displays the No. of Licenses and Edition purchased by you.

5. Again, click Tools and select Register Software.

6. Enter or cut-and-paste the Registration Key from your email. Click **OK**.

You have successfully licensed and registered your BillQuick!

In a networked environment, the Supervisor needs to repeat the same procedure on each computer.

## Licensing BillQuick and Add-Ons

When you have to license BillQuick as well as add-on module(s), it is convenient to use the Product Licensing and User Management Console instead. You can license your software from any PC on a network that has BillQuick installed on it. Typically, you would do it from a computer assigned to the BillQuick Supervisor.

To license BillQuick using the Console:

1. Open the Product Licensing and User Management screen from the File menu.

2. Enter the license key against the relevant product (BillQuick) on the Licenses tab.
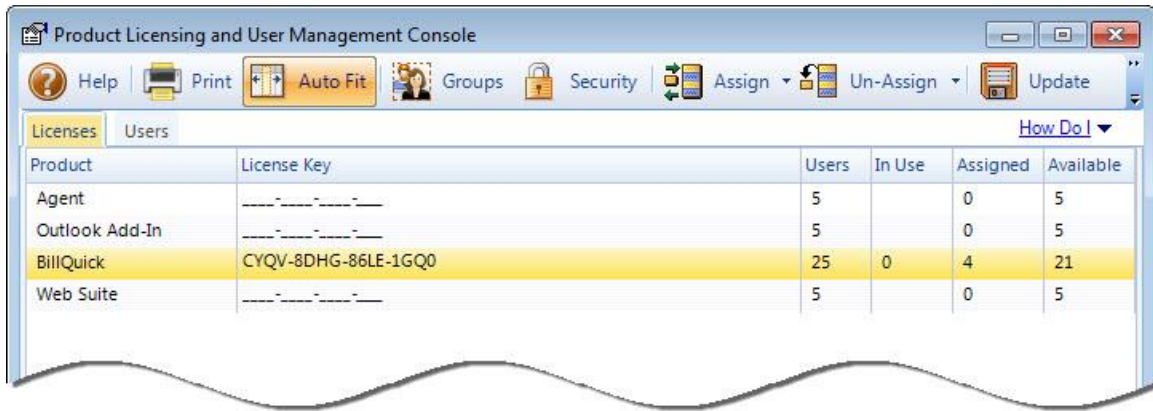


3. Click Update to save the license information.

4. Move to the Users tab. You can grant employees and vendors access to BillQuick and other add-on module(s) by marking the checkbox in the appropriate column.
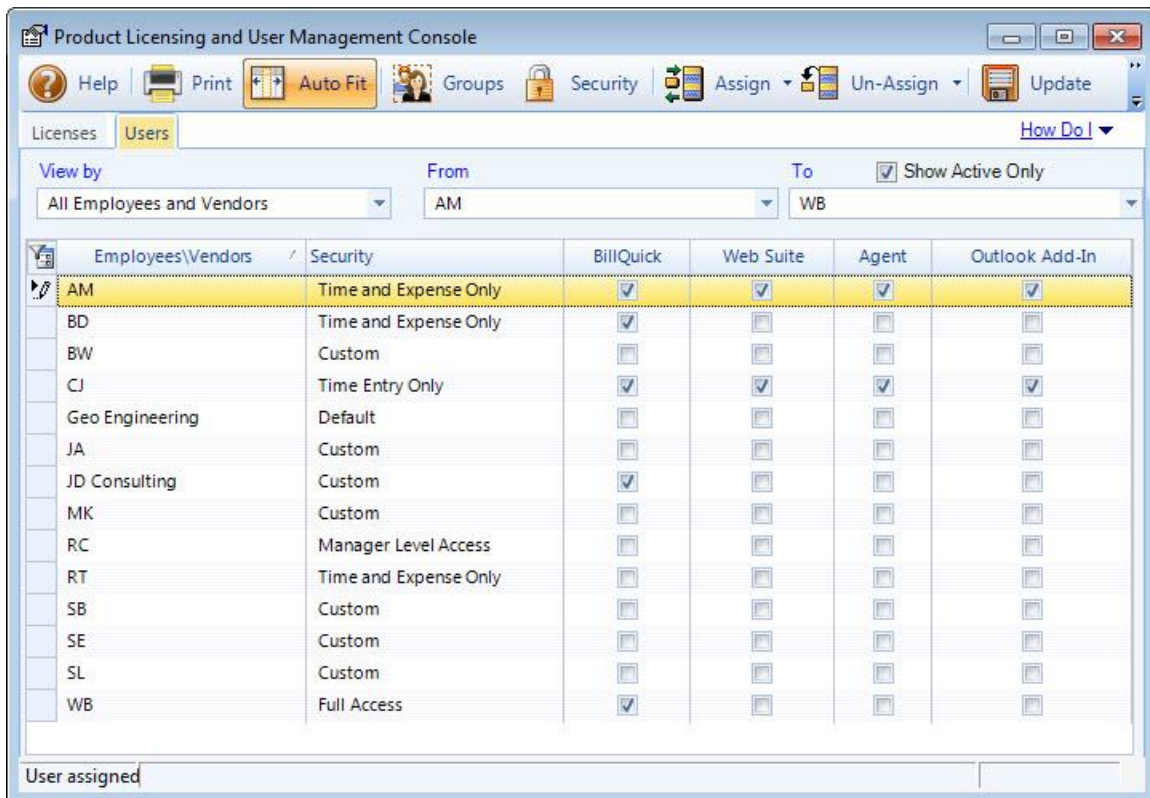
Alternatively, you can select row(s) and use the right-click menu or button panel to Assign or Un-Assign user(s) to an application.

5. Choose the desired Security profile for an employee or vendor from the list, e.g., Full Access, Time and Expense Only, Billing Only and so on. If you prefer to select individual security permissions for employees or vendors, click Security to do so from the Security screen.

6. When you are done, click Close to exit.

# Updating a License Key

BQE Software provides new license keys

- when you change your company name (spelling, punctuation, etc.)
- when you purchase additional user licenses for BillQuick
- when you upgrade to a new version of software (e.g., from BillQuick 2010 to BillQuick 2011)

To update your license key:

1. Open the Company screen from the View menu.

2. Click the Licenses tab.
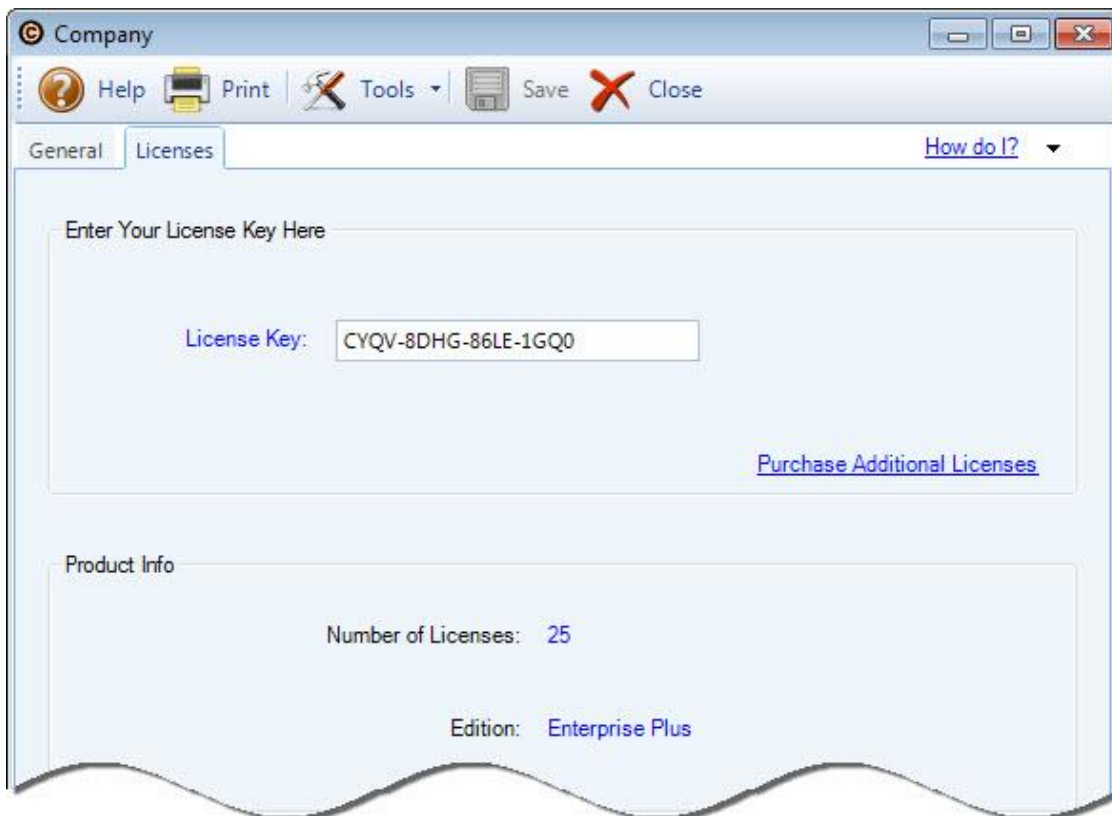
3. Enter the new License Key received from BQE Software in the field provided or cut-paste the same from the License and Registration email.

4. Click Tools and select Validate License Keys, and then click Save. It updates the No. of Licenses and Flavor (software edition) purchased.

5. When you are done, click Close.

If you type the License Key or Company Name incorrectly, an error message displays. Enter the information again. If the error persists, contact BillQuick Support at (310) 602-4030 or Support@bqe.com.

Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 4

# General Features

- Login
- Navigation
- Help & Support
- File Linking
- Custom Labels
- Memos
- Auto Complete
- Messages
- Find
- Batch Change
- Keyboard Shortcuts

# BillQuick Basics

After installing BillQuick, you need to have an understanding of the basic options and procedures related to login, navigation and other general features.

This section covers the following basic topics:

- BillQuick Login
- Navigation
- Grids
- Filters
- File Linking
- Printing Reports
- Using Wizards
- Using Calendars

# BillQuick Login

Once you have successfully created your company database and turned on security, BillQuick will prompt you for a login. Supervisor and other users of BillQuick – employees and vendors – need to log into the program to access its functions and features.

By default, the Employee ID of a user is also its login (User ID) and password. If you change the Employee ID of a user, the User ID is also changed. You can change the login password as needed (*see Setting and Changing Passwords in the Company Management chapter*) and make them case-sensitive (*from Global Settings-Rules screen*).

BillQuick allows you to specify a separate Login ID per user in the Employee screen (or Vendor screen). E.g., a user 'Curtis James' may have an Employee ID 'CJ' and Login ID 'Curtis'.

You can choose between the following login options:

- Logging into Standard Database
- Logging into SQL Database

## Logging into Standard Database

The BillQuick Login dialog displays the company name and database location. To log into BillQuick standard database, note the following:

1. For the BillQuick Supervisor, the default User ID and Password is 'Supervisor' (without quotes). ***Please change the Supervisor password before deploying BillQuick in your company.***

2. Enter your User ID and Password provided by the Supervisor.

3. When only one person uses a particular computer, mark the Remember checkbox to make your User ID the default.

4. Click OK to access BillQuick.
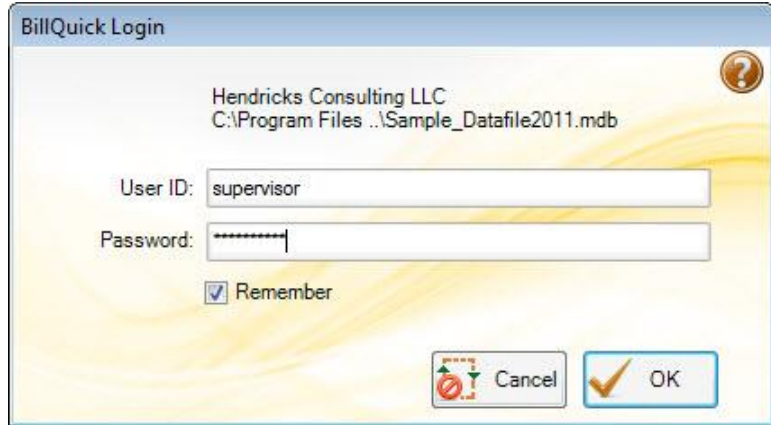
## Logging into SQL Database

If you are using a SQL Server database, you have to log in with correct User ID, Password and other information. SQL Server will not complete a connection unless it has verified your login ID, a process called authentication.
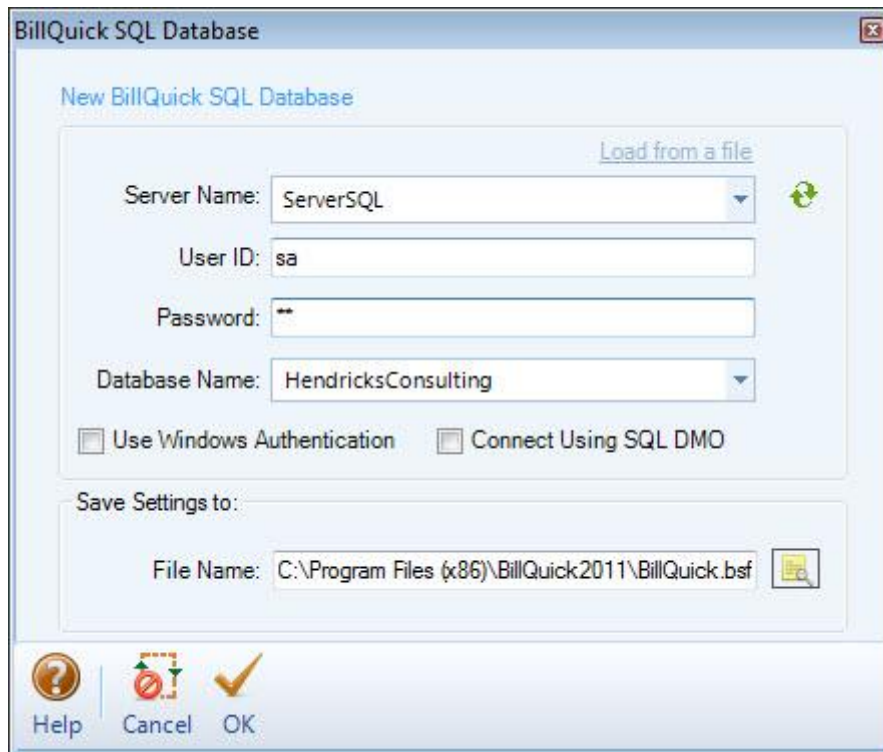
⚠ Support for full SQL Server as backend is available in the BillQuick Enterprise edition only.

When BillQuick Enterprise creates or up-sizes a database on the SQL Server, it creates two logins:

- BillQuickSQL with password 'admin'
- BillQuickGuest with password 'Guest'

> You can change the password of BillQuickSQL User using Global Settings from the Settings menu.

The BillQuickGuest user has *read-only* access to the database while the BillQuickSQL user has *full* access to the database.

> ⚠ ***Do not*** delete or change these two logins and their privileges. If deleted, the application will not be able to connect to the SQL database.

BillQuick allows you to connect to the SQL Server via

- *Windows Authentication* (*Trusted Connection*): establishes connection to the SQL Server using the Windows Logon credentials (i.e. Windows User ID and Password). It does not need your login ID.

                                    Or

- *SQL Server Authentication* (*Standard Security*): establishes connection to the SQL Server using your assigned SQL Server login ID and password.

> ⓘ See BillQuick Help -Introduction-Database Options section for more on SQL Login & Authentication.

# Navigation

Anyone familiar with Microsoft Windows and Microsoft Office will find BillQuick easy to use. Role-based and standard navigators, menus, sidebar, icon toolbars, action buttons, screen layouts, spreadsheet-like grids, shortcut keys and other user interface elements look and feel like these applications.

> Security permissions determine what features, functions and information a user can view and access on the navigators, toolbars, menus and screens. BillQuick disables (grays out) unavailable items.

Besides navigation, you can also do the following in BillQuick:

- Navigating in BillQuick
- Customizing BillQuick
- Accessing Help and Support

## Navigating in BillQuick

After logging in to BillQuick, you can access various screens and functions of the application using any of the several navigation options provided by BillQuick. Many new users start with a role-based navigator. As they gain experience and their needs change, they use menus, toolbars, standard navigators, dashboard and sidebar. The status bar at the bottom of the screen displays the database location and highlights any process related message.

Like all Windows applications, BillQuick has a menu bar at the top, from where you can access the following menus:
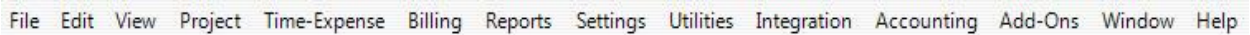


The main toolbar allows you to access the most common and important BillQuick functions and screens quickly. The following tools are available on the main toolbar:



You can show or hide the toolbar using the right-click option or from the Preferences-Options screen. *It is hidden by default*.

You can conveniently access the major functions and screens of BillQuick from the Sidebar. It has four panels, grouping common functions together:
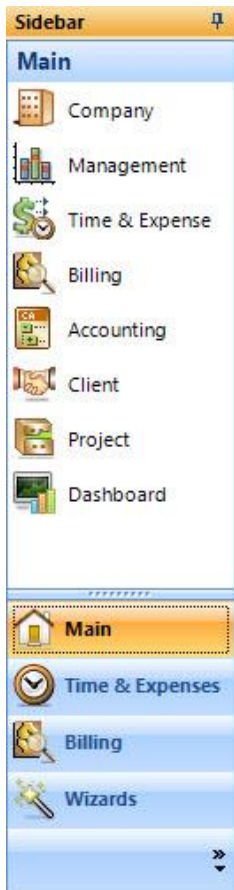


- Main
- Time & Expense
- Billing
- Wizards

You can turn off the Sidebar on your PC from the Preferences-Options screen.

You can re-arrange the Sidebar items up or down by dragging-and-dropping them. You can also display fewer items (or buttons) on it using the appropriate option.
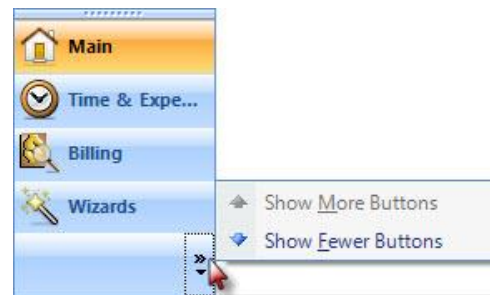
The BillQuick navigators let you easily understand the workflow and quickly access important features and screens of the application. These navigators have active action buttons, data flows, charts and links, making it easier for first time and experienced users to work with BillQuick. These navigators include: Company, Business Management, Time & Expense

Workflow, Billing and Accounting.

BillQuick also comes with four role-based navigators that provide easy access to the often-performed actions by you. Selected on the Employee (or Vendor) screen, the Role determines which role-based navigator displays at your startup. These role-based navigators –Default, Time & Expense, Billing and Principal/Management—offer the core functions you need.

You can find other easy options for navigation within various BillQuick screens. You can access related screens from the 'View' dropdown menu as in case of Sheet View, Expense Log, etc. Alternatively, screens may contain links to other related screens; e.g., you can directly access the Invoice Review

screen from the Billing Review screen and Payment screen from the Invoice Review screen.

Besides this, you can quickly switch between open screens by using Ctrl + Alt + Tab.

## Customizing BillQuick

BillQuick screens follow industry-standard designs. The screens contain data fields and grids making it easy to scan, enter and edit data. However, you can customize BillQuick in many ways.

- You can set the screens as tabbed/non-tabbed/MDI/non-MDI windows (*Preferences screen*).
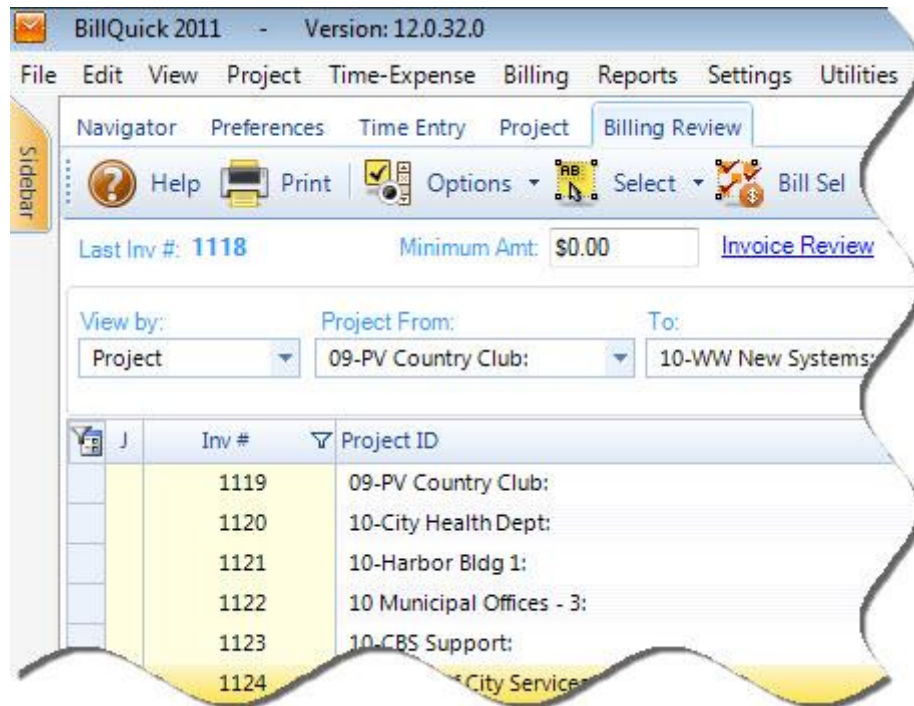


- You can customize the grids by turning on/off columns, resizing columns, rearranging columns and sorting data with a click of the mouse.

- You can change the tab position (left or right) in various BillQuick screens by dragging-and-dropping. E.g., you may prefer having Detail tab before the Rate tab in the Employee screen.

- You can adjust screen dimensions as needed. To maximize the screen, click [ ]. To restore it to its previous size, click [ ]. You can also manually change the size by clicking in the lower right corner of the screen and dragging it. BillQuick remembers the window size on your PC from one session to the next.

- You can customize BillQuick terminology to industry and company preferences, including changing captions, field labels and field masks (*BillQuick Start-Up Interview and* Custom Labels *screen*). The changes apply throughout BillQuick on menus, screens and reports. E.g., you may change the Company screen title to 'Firm'. You may customize the 'Custom' field labels or

change the input masks for phone number and zip code.

- At a global level, business rules can be set to match company policies and industry standards. For example, with a single click you can set BillQuick to adhere to DCAA requirements (*Global Settings* screen).

In short, BillQuick adapts to you, your company policies and your industry.

## Accessing Help and Support

You have access to many help and support options in BillQuick.

- You can access the in-context BillQuick Help by clicking the Help button and 'How Do I' links on the screens. You can also press F1 in any window or dialog to access the Help.

- You can access various help and other support options from the main Help menu. It contains the following:

  - Contents – Opens the BillQuick Help where you can find all BillQuick-related topics.
  - Frequently Asked Questions – Opens the Frequently Asked Questions Help topic where you can find answers to common questions.
  - Support – Takes you to our Support web page where you can access documents, knowledgebase, downloads, eLetters and more.
  - Support Downloads –Takes you to our Support Downloads web page where you can download application setups, hot fixes, service packs, etc.
  - Get Updates –Checks whether you are using the latest build of your BillQuick version. If not, it lets you download and install an updated version. *You will need to use this option when you have not opted for Automatic Updates in the Preferences screen*.



- You can access our website www.bqe.com and **s**earch through our online Knowledge Base articles, e-Letter Archives, FAQ or Support Documents. It also provides information on other products, services and business solutions.

- You can contact our Technical Support to get answers to specific questions at 310-602-4030 or Support@bqe.com.

- You can undergo standard or customized 'one-on-one' Training Courses. BillQuick Certified Trainers can train you on using BillQuick and add-on modules. Check out the courses at (310) 602-4020 or www.bqe.com/Services.asp.

- BQE also offers professional Consulting Services to help you install, implement and deploy our products in a cost-effective and professional manner. Find more at (310) 602-4020 or www.BillQuick.com/Services.asp.

- You can use our Report Customization Services to efficiently develop custom reports and invoice templates for you as per your specifications. Find out more at (310) 602-4020 or www.bqe.com/Services.asp.

# Grids

Grids are columns and rows that look similar to a table or spreadsheet. BillQuick uses grids for drop-down lists, time and expense entry, schedules, budgets, and master information.

You can customize the grids in many ways:

- Hiding/Showing Columns
- Sorting Grids
- Sorting Dropdowns
- Selecting Multiple Rows
- Re-arranging Columns
- Changing Fonts and Colors

## Hiding/Showing Columns in Grids

At times, you may have too many columns displayed in a grid and want to simplify it by hiding unused columns. For instance, Sheet View or Expense Log screens. On the other hand, you may want to see more information than what displays, by default, on the screens. E.g., while doing percent complete billing in Billing Review screen, you may want to show extra columns in the grid, such as % Complete, Contract Type and so on.

To hide or show columns in a grid:

1. Open the desired BillQuick screen; e.g., Sheet View.

2. Click at the top left of the grid to open the field chooser window. Alternatively, select Field Chooser from the Edit menu.
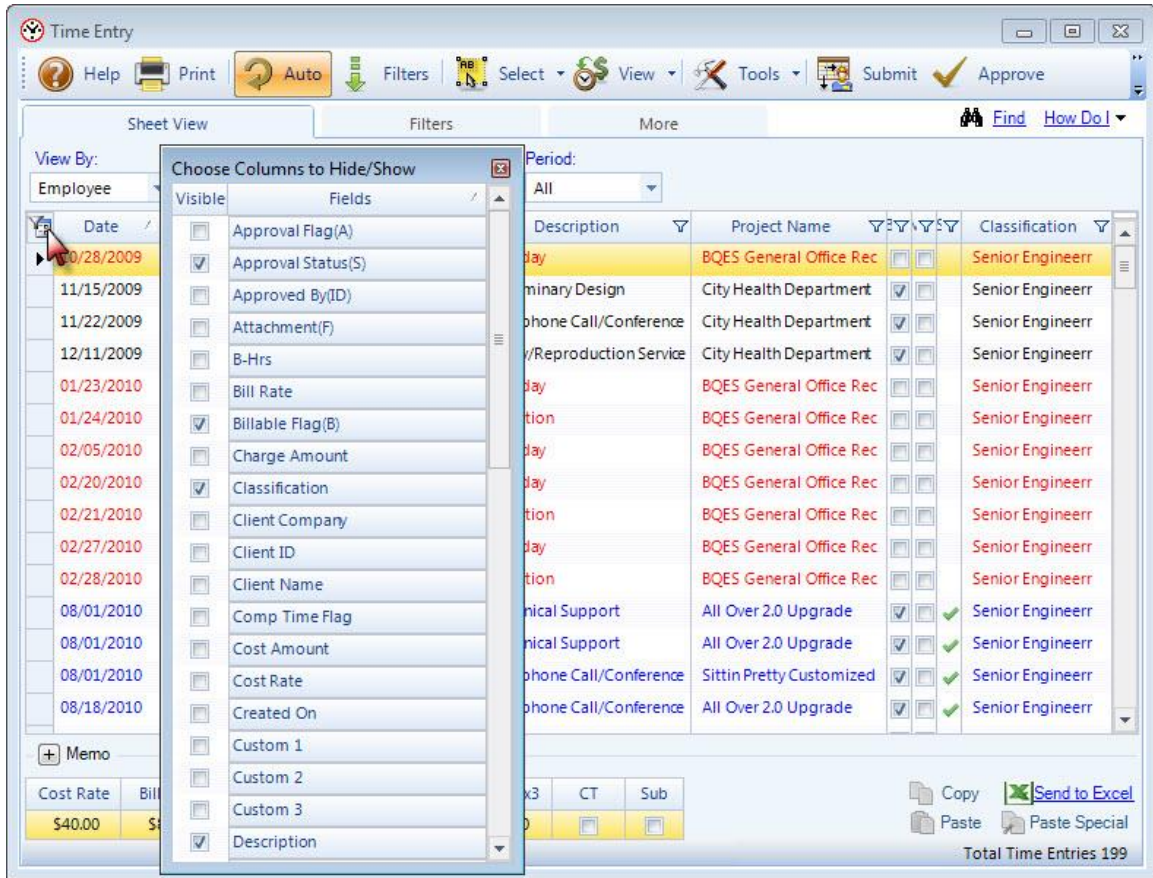
3. Check the field or column name you wish to show in the grid.

4. Uncheck the field or column name to hide the column in the grid. You can also drag-and-drop fields from the field chooser into the grid.

## Sorting Grids

You can sort the grids in the order you prefer. You can sort the order of grid columns by doing the following:

1. Open the desired BillQuick screen, e.g., Time Entry-Sheet View.

2. Select the column on the grid that you want to sort.

3. Click on the column heading, say Date, once for ascending order  and twice for descending order . Clicking on the column header reverses the order of entries.

4. To sort multiple columns, click the first column heading, and then point to the next column to sort, say Project ID. Press Shift + Click. While pressing the Shift key, click on the second column heading.

5. If you want BillQuick to always remember this sort order, click on the More tab. Then check 'Remember Grid Sort Order' option.

Similarly, you can sort grids in the Expense Log or other BillQuick screens.

## Sorting Dropdowns

You can change the sort order of drop-down lists by doing the following:



1. Open the desired BillQuick screen, e.g., Time Entry-Sheet View.

2. Select any drop-down list on the grid, say Project ID.

3. Click on the column heading in the drop-down list, once for ascending order  and

twice for descending order ⏷.

4. In some screens, you can also sort the drop-down lists by right clicking and using the 'Sort By ID' and 'Sort By Name' options.

Whatever the sort order, BillQuick will remember it in future.

## Selecting Multiple Items

At times, you need to select multiple rows or records in a grid to perform some action on them. For example, you may want to select rows to make batch changes or submit items. You can select multiple rows or records using a combination of mouse click and Shift or Ctrl keys.

- Use 'Click + Shift' to select rows in a continuous range.

- Use 'Click+ Ctrl' to select individual items in a list.

- Use 'Ctrl + A' to select all items in a list.

- Use the Select button options to select or un-select all rows in screens.
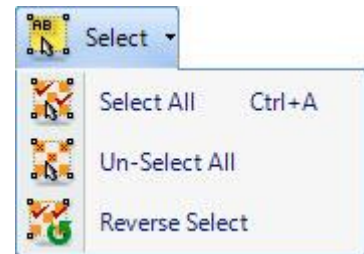
## Re-arranging Columns

You can re-arrange columns in a number of ways to suit your preference:

- You can move the columns by dragging and dropping with the mouse at the desired location.
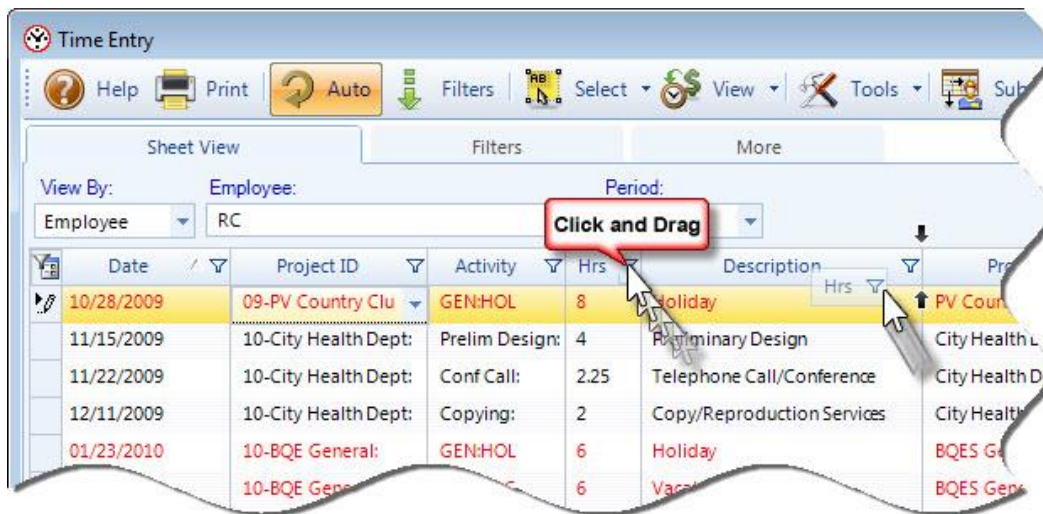


- When too many columns are visible in a grid or too many records display, you can use the vertical and horizontal grid splitters (as in Sheet View, Project, etc.). Drag the grid splitters to

split the grid at the desired place. Vertical splitters lock columns while the horizontal splitters lock rows. These are available only with the vertical and horizontal scroll bars.

- Columns can fit to the screen in two ways. Place the cursor on row and column dividers and drag them to the desired size. You can also use the Layout button options:

    - Auto Fit - fits the columns to the screen
    - Best Fit - adjusts the columns to best fit the content
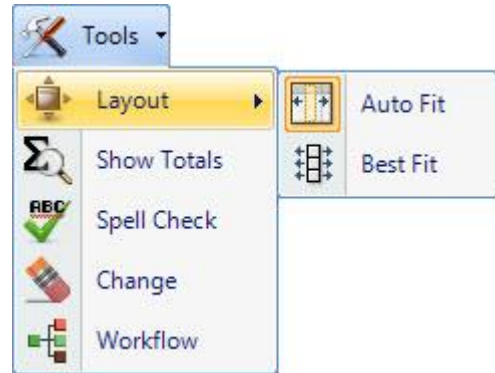
# Filters

Filters limit the number of records displayed in the grids and drop-down lists. This is helpful because it reduces the time taken to find, view or select data in any BillQuick screen. There is no need to waste time in scrolling and scanning hundreds of items when you want to view selective information.

You can apply filters in the following BillQuick screens:

- Employee
- Client
- Activity Codes
- Expense Codes
- Project
- Document Management
- Expense Log
- Reviewer
- Statements
- Report Filters
- Import/Export
- Sync Settings
- Vendor Bills
- Vendors
- Service Fee Schedule
- Expense Fee Schedule
- Project Control
- Employee Control
- Sheet View
- Timer
- Invoice Review
- Retainer Management
- Report Center
- QuickUpdate
- Purchase Order

## Applying Filters

By applying filters, only the specified items display in the main grid (and dropdowns). To apply filters:

1. Open any BillQuick screen, say, Activity Codes.

2. Select the Filters tab (or in some screens, click Tools on the button panel and select Filters from it).

3. Click on the desired filter option, say Activity.
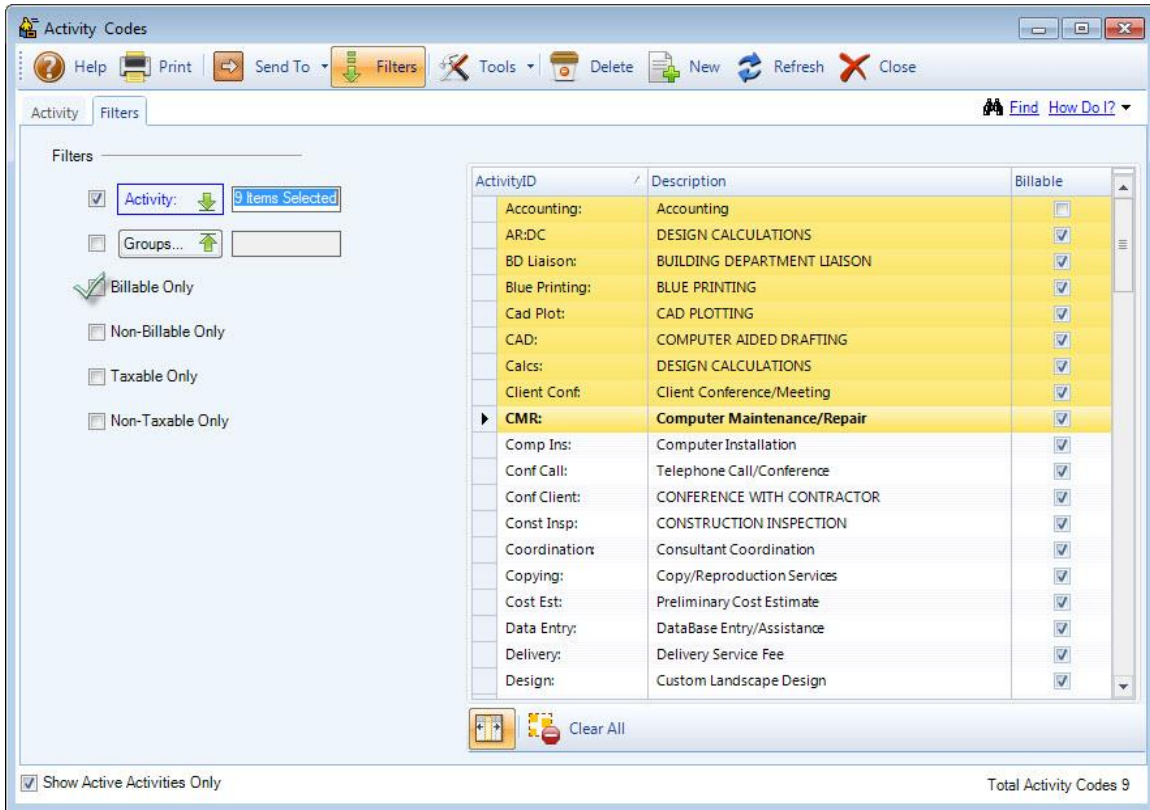
4. Then select the desired items or rows in the filter grid on the right. You can select multiple items using a combination of a mouse click and Shift or Ctrl keys.

5. After selecting your items on the grid, click on the same filter option to display the selected item(s). Doing so automatically activates the filter by marking its checkbox.

6. Click Clear All below the grid to deselect the items for the filter.

7. You can activate individual filters by marking their adjoining checkboxes. Removing a checkmark deactivates that particular filter.

8. To apply all the specified filters to the grids and/or dropdown lists, click Filters on the button panel. This toggle button turns the filters on/off.

## Filter By Selection

A special 'Filter by Selection' option is available on many grid lists such as Activity Codes, Expense Codes, etc. It allows you to filter the grid records by the contents of a cell. After selecting a cell on the grid, right-click to open the context menu and select 'Filter by Selection'. The list filters instantly.
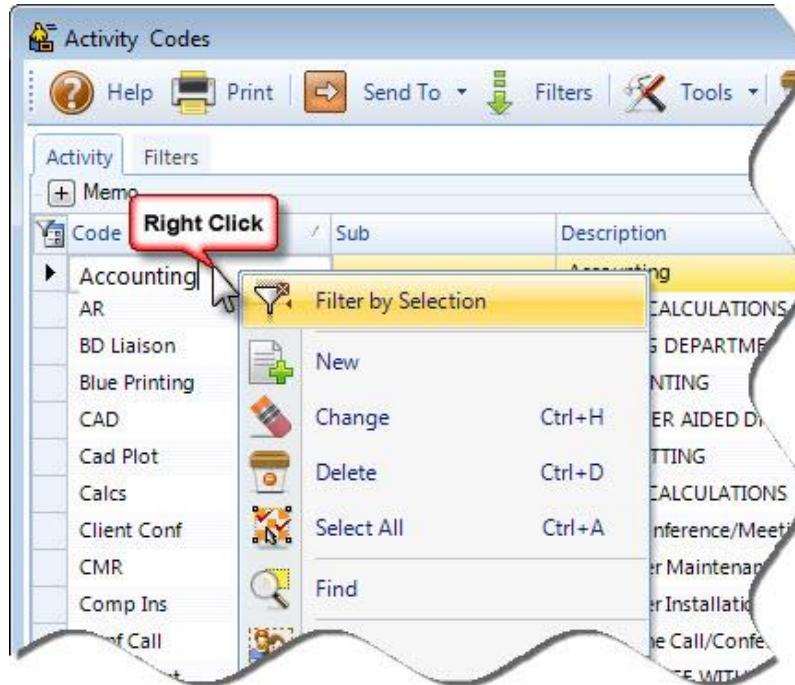
## Funnel Filters

Many BillQuick screens offer funnel filters for selective viewing of data in the grids. You can find them in screens like Reviewer, Project Control, Sheet View, Expense Log, etc. Funnel filters allow you to be more specific as to what data to display - All, Custom, Blanks, Non-Blanks, etc. Data selectively displays in the grid depending on your choice.
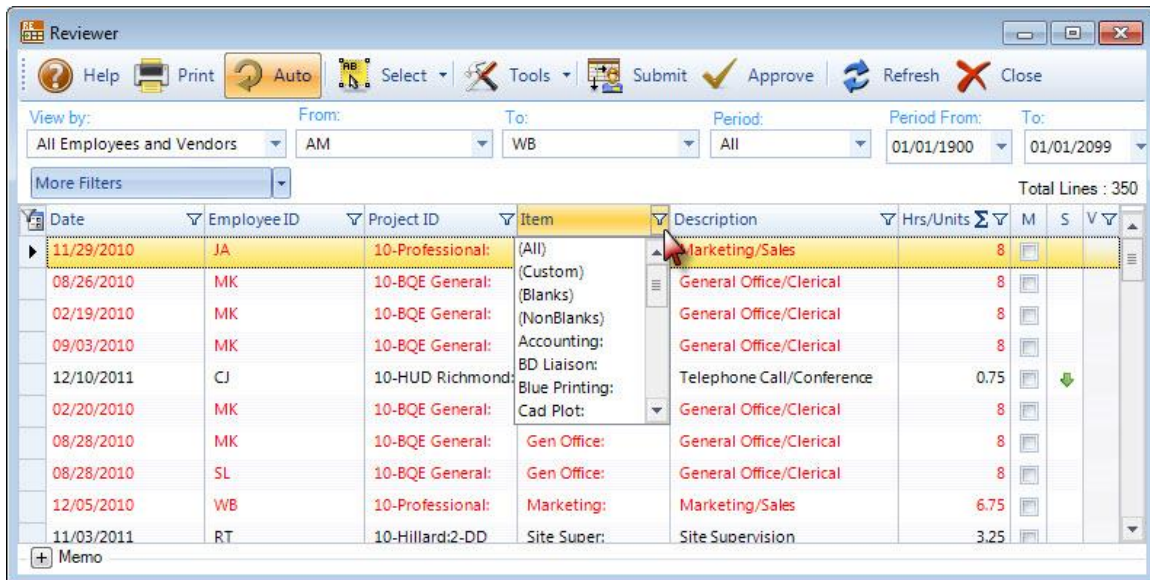


If you select 'All', all records display. If you select 'Blanks Only', records display for which no value exists for the selected cell. Similarly, if you select 'Non-Blanks Only', records display for which a value exists for the selected cell. If you select 'Custom', a new screen displays on which you can choose more options. You can set more than one filter option, add filter conditions, and remove them as well.

# File Linking

You can link scanned documents and graphics to BillQuick records like employees, clients, projects, time, expenses, purchase orders, vendor bills, etc. For instance, you may want to attach letters, employee performance reports, contracts, scanned receipts, site pictures, consultant invoices,  bills or anything that is digital to record(s) for quick reference.

The linked file is not stored in your company database; rather this feature simply points to its location. Files can be located anywhere on your computer or your company network. On clicking, the linked file opens in the native application (if installed on your computer). When you link files, BillQuick can copy them to a shared folder (specified in Global Settings or Preferences screens). Optionally, it can even organize them into folders. You can base the folder structure on the parent record type such as Project, Client, Time Entry, and so on. You can view all these files, regardless of the record type, on the Linked Documents or Document Management screen (*Security permissions are required to access this information*).

If you delete a master record with a linked file, a warning displays. BillQuick displays 🗂 with the records or grid columns to make it visually easier for you to identify records having files attached to them. E.g., if an employee links a document to his time or expense entry, you can immediately spot the entries having files linked to them by looking at the Attachment (F) column in the Sheet View or Expense Log grid.

BillQuick also displays the 🖼 Link Files option on the screens. It has a badge indicating the number of files attached to a record, if any.

BillQuick allows you to link any type of file (with appropriate security permissions):

- Graphics
- Microsoft Excel
- Microsoft Word
- WordPerfect
- Microsoft Visio

- AutoCAD
- Scanned plans
- Scanned research drawings
- Other scanned document
- Portable Document Format (PDF)

⚠ BillQuick will not link programs (exe), folders or similar files.

## Linking Files to Records

To link a file:

1. Open the desired screen, say Project.

2. Click 🖼 Link Files on the General tab. Alternatively, right click and select Link Files option from the menu.

3. Click Add to add a file to the project record. You can also select the file in Windows Explorer (drag) and drop it to the Link Files window.
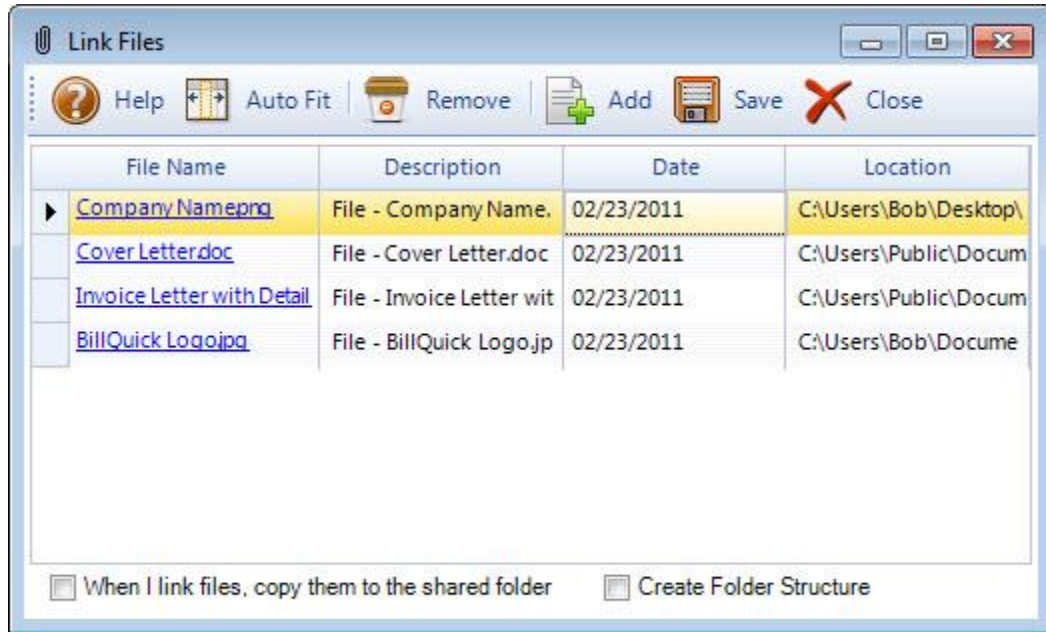
4. Click Save to save the file location. You have an option of copying the linked files to a shared folder on your network drive.

5. When you are done, click Close to exit.

> ℹ️ It is recommended to store electronic files in a shared location on your network. In addition, you can create a folder structure that is recognizable by anyone in your company using our Document Management feature (*See Document Management in the Project Management chapter*).

## Printing Reports

You can access and print in-context reports from almost all the screens in BillQuick. To do so:

1. Open the desired screen whose report you want to print, say Project (Project menu).

2. Click Print to access any in-context report from the 'Select a Report' dialog.

3. Click Preview to view the report. From the report viewer, you can print, export, save or modify the report.
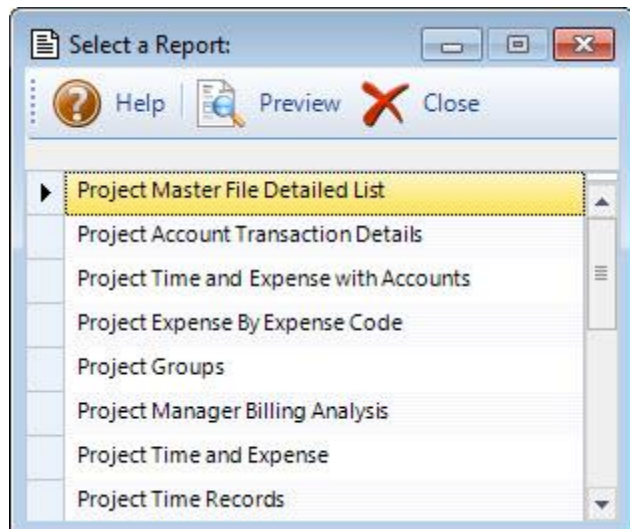
You can access different categories and types of reports from the Reports menu and Report Center screen in BillQuick. To do so:

1. Select Report Center from the Reports menu.

2. Open the reports list on the left and select the desired report category by clicking ⊞ next to it. Select a report, say Time & Expense Detail.
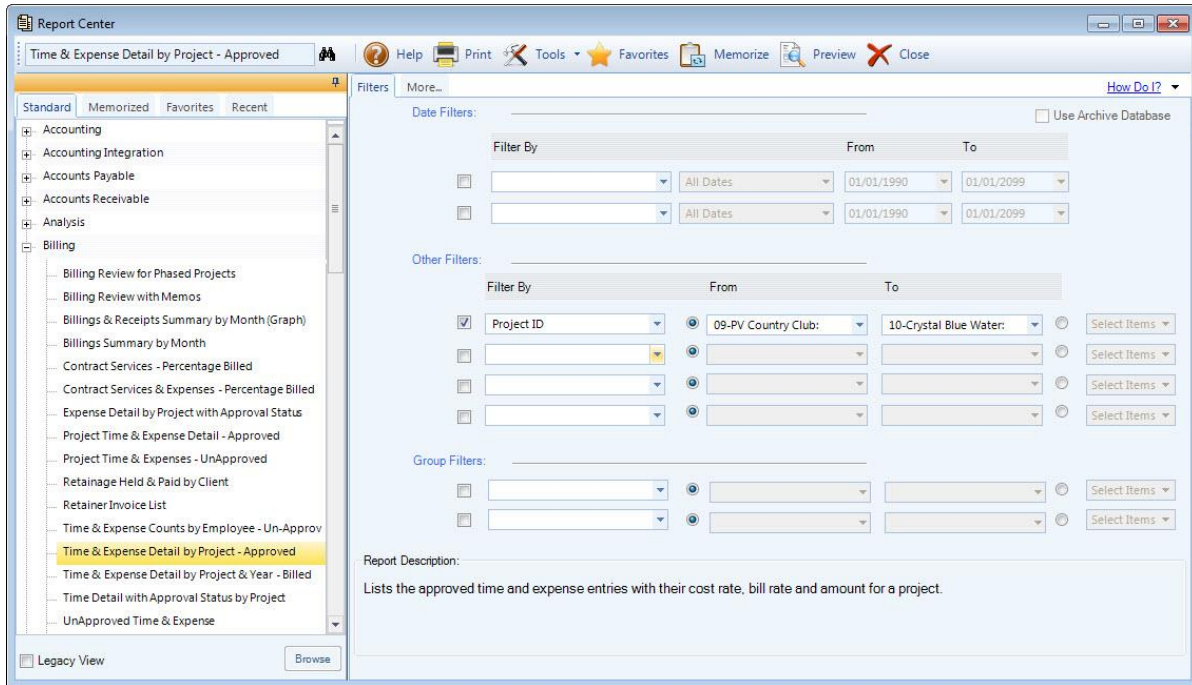


3. In the Other Filters section, choose Project ID from the drop-down.

4. Next, select the IDs of the project you want to include in the From-To or Select Items fields.

5. Click Preview to view the report on your screen. To print it directly, click Print.

6. When you are done, click Close to exit.

## Using Wizards
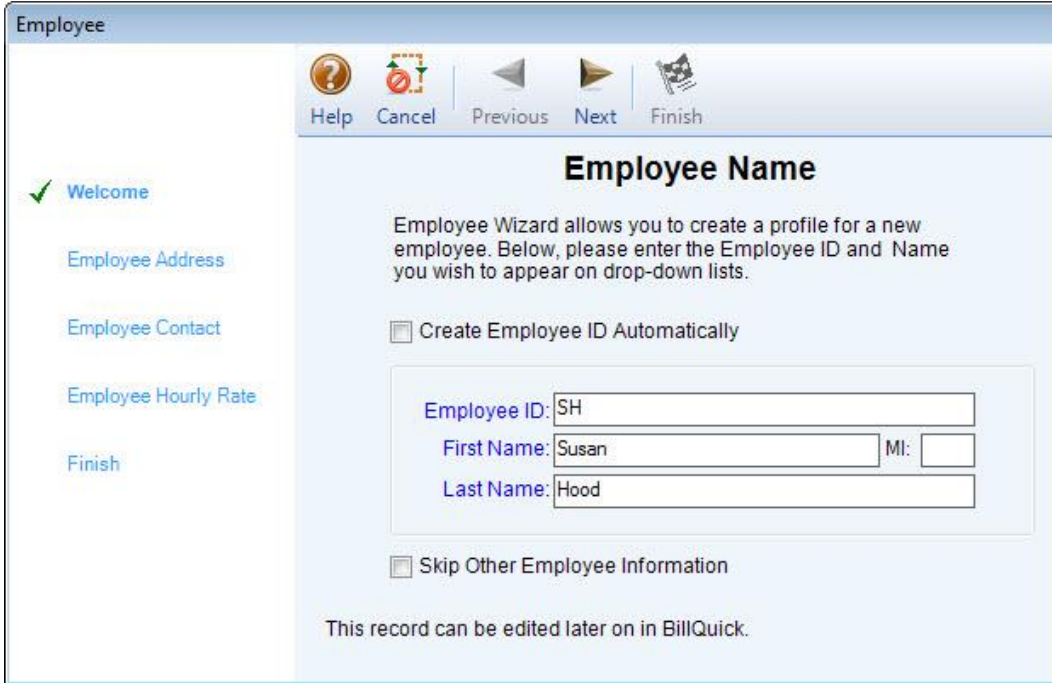
Wizards are special screens that step you through a task, easily and quickly. BillQuick provides the following timesaving and simple wizards for first-time users:

- BillQuick Start-Up Interview
- Employee
- Client
- Project
- Phased Invoice
- Invoice

- Activity
- Expense
- Service Fee Schedule
- Expense Fee Schedule
- Timeslips Conversion
- Wind2/FMS Conversion

The Timeslips Conversion and Wind2/FMS Conversion are special wizards used for data conversion.

To use a wizard:

1. Open a wizard from the View menu, Wizards or the Sidebar, Wizards. Several navigators also include links to wizards.

2. Follow the instructions on each panel and enter or select the desired data.



3. Navigation in all wizards follows the same pattern:

- Click Next to move to the next panel.
- Click Previous to move back one panel.
- Click Finish to save the new record.
- Click Cancel to exit without saving data.

## Using Calendars

The BillQuick drop-down calendars make entries quick and easy. They are available in all the Date fields throughout BillQuick. All date fields disallow entering dates older than 1/1/1990 or newer than 10 years from the current date.

- You can skip from one month to another by clicking on the arrows on the top of the calendar.

- To skip from year to year, click on the year at the top of the calendar.

- To choose a day, first make sure you are in the correct month and year. It highlights the current date (Today). Click on the appropriate date box. *Clicking on a date box closes the calendar.*

> By default, calendars have Sunday as the first day of the week. However, you can change this setting on the Global Settings screen.
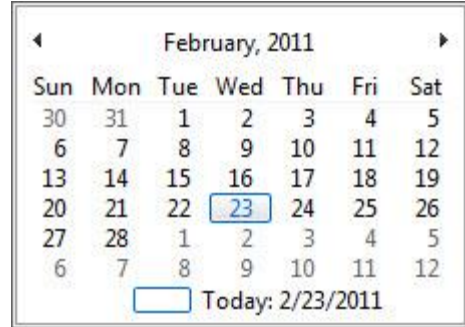
# Custom Labels

You can customize BillQuick to your preferred terminology. For various BillQuick screens, you can change the screen title or caption, field labels and masks. Changes immediately ripple to menus, screens, reports and invoices. For example:

| BillQuick Term | Common Industry Terms |
|---|---|
| Activity Code | Task Code, Service Code, Work Code |
| Expense Code | Expenditure, Charge Item |
| Project | Job, Engagement, Matter, Work Order |
| Employee | Timekeeper, Staff, Associate |
| Vendor | Consultant, Subcontractor, Contractor |
| Client | Customer |
| Time Entry | Hours, Time Card, Time Sheet |
| Expense Log | Expense Report, Expense |

> When running the BillQuick Start-Up Interview, you can select a Business Type. When you choose one, BillQuick changes the main terms to ones common to the selected industry. You can customize them further using Custom Labels screen.

With Custom Labels, you can do the following:

- Changing Labels
- Changing Field Masks
- Using Custom Fields

## Changing Labels

To change a label:

1. Open the Custom Labels screen from the Settings menu or toolbar.

2. Select a screen whose label you want to customize, say Project.

3. Click ⊞ or press the right arrow key to open the branch. Else, click Expand Tree to open all branches of the tree list.

4. Select the item to change, and then type the new label in the Caption field below (say Engagement). *The Caption for the screen title can be up to 15 characters long; field labels can be up to 9.*

5. If you select a 'Custom' field, you can also choose a Data Type, Size and UI Type for it. *See Using Custom Fields below for details*.

6. Click Save and then Close to exit.

ℹ️ To restore a caption or field label to its default terminology, highlight the item in the Custom Labels list (changed labels are in boldface), then click Reset.
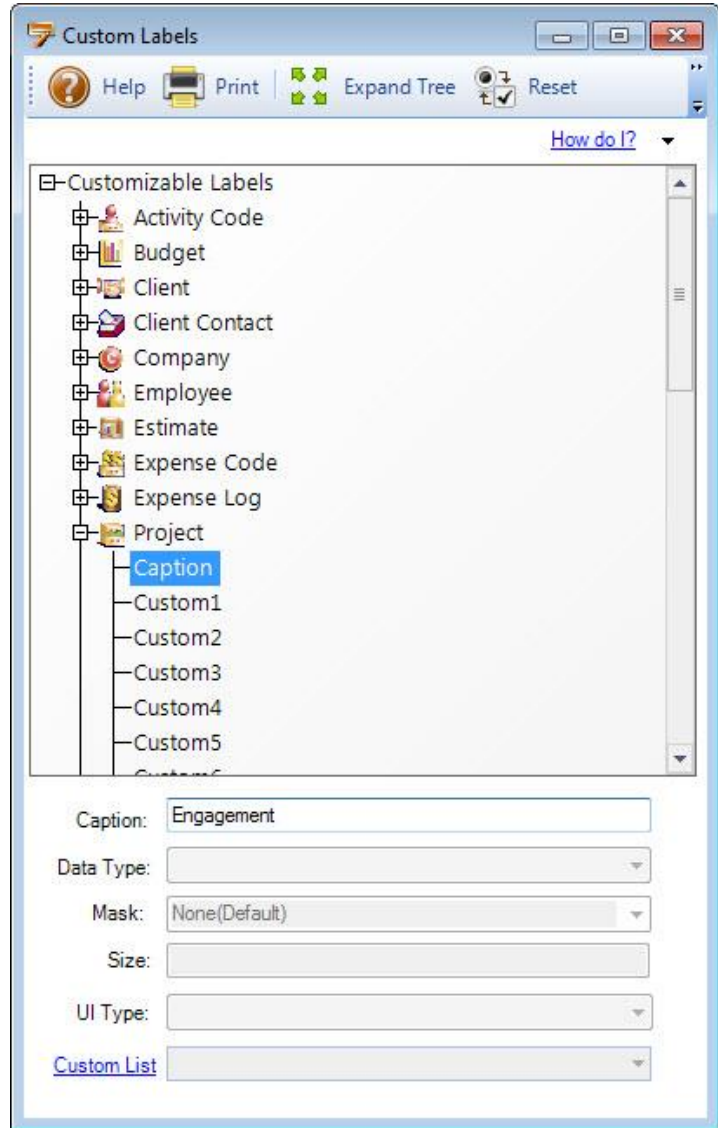
## Changing Field Masks

You may not find a pre-defined mask for zip codes in BillQuick for a specific country. You may want to limit the way users enter zip codes in Employee, Project, Client, and Vendor screens. To do so, you can create a new mask.

You can change BillQuick field masks and formats using the Custom Labels screen. You may want to change the 9-digit (99999-9999) mask and Zip Code label to a 6-digit (?9?-9?9) mask and Postal Code label to suit your location or a client's location. These changes pass on to the reports as well.

To change field masks:

1. Open the Custom Labels screen from the Settings menu or toolbar.

2. Select a screen name whose mask you want to customize, say Project.

3. Click ⊞ or press the right arrow key to open the branch. It displays various customizable field labels on the Project screen.

4. From the tree list, select the field whose mask you want to changed, Zip in this case. *The Mask field below the list is active only when you select a field with a modifiable mask.*

5. In the Mask field, select the desired pre-defined format (placeholders) from the drop-down list. Alternatively, enter placeholder characters for a special mask, e.g., for a 6-digit Canadian Postal Code, enter 999-999 or ?9?-9?9. For a 3 digit postal code, enter &&& or &&-&.

6. Click Save and then Yes if you would like to have all other screens with a zip code field to use this format.

7. When you are done, click Close to exit.
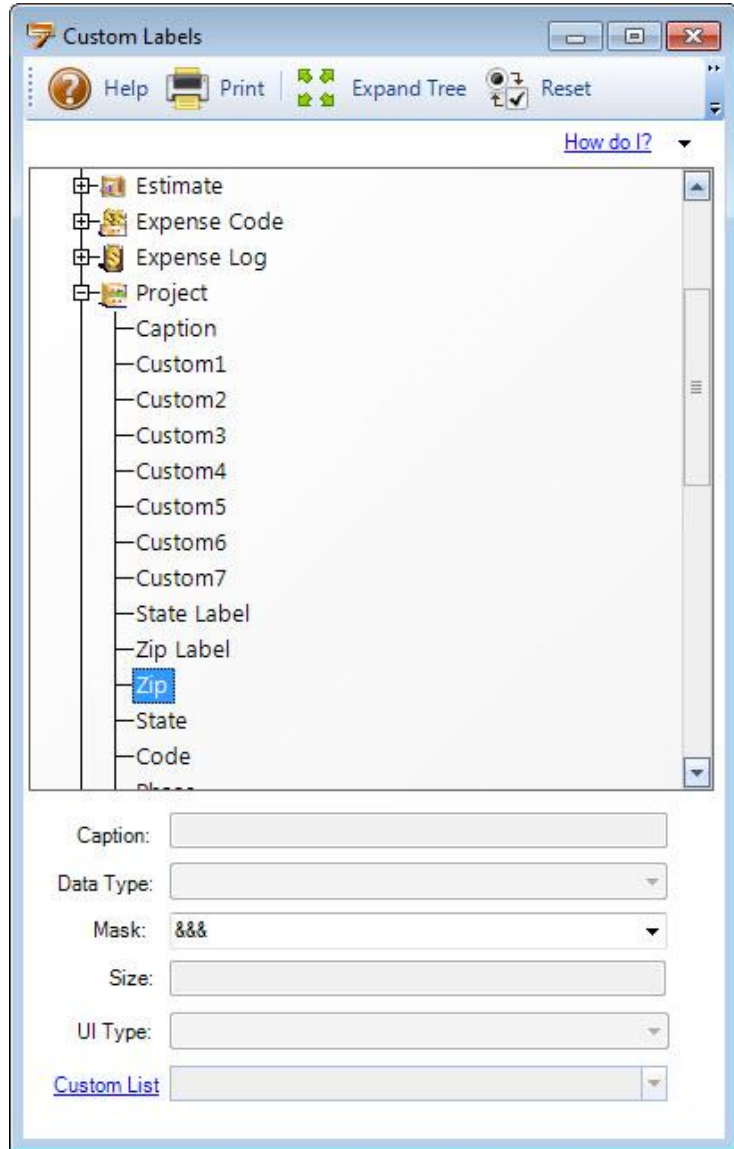
## Using Custom Fields

Custom fields are available in many BillQuick screens, such as Employee, Project, Activity Codes, Client, Vendor, Budget, etc. You can customize their labels, data type, size or length of characters and type of user interface according to your needs. A custom field can support any data type. E.g., Text for alphabets and letters, Numeric for numerals and digits, Date for dates, Currency for an amount with a currency sign, Decimal for decimal values and Memo RTF for memos that can be stylized in Rich Text Format. You can choose any type of UI for the custom field. E.g., a text box, a date drop-down, an auto-fill drop-down list or a custom list drop-down.

Using these custom fields, you can track extra characteristics and attributes of master records. E.g., track employee (or vendor) skills and experience to match your company's needs. You may want to use a custom field in the Employee screen to store the date the employee received his professional license. For

that, you can change its interface to a calendar drop-down. You may want to have a time entry custom field be used when a service is provided out of state. For that, you can create a custom list called 'US State' and make it a drop-down list.

⚠ Custom fields are available in the BillQuick Enterprise edition only.

To use custom fields:

1. Open the Custom Labels screen from the Settings menu or toolbar.

2. Scroll down to the Employee branch, and then click ⊞ to open the branch. The customizable fields on the Employee screen display.

3. Select Custom 1 and then type 'Experience' (without quotes) in the Caption field.

4. Select 'Text' for Data Type and 100 for Size (characters long).

5. Next, select the UI Type from the dropdown list, say 'Text Box'. Click Save.

6. When you are done, click Close to exit.
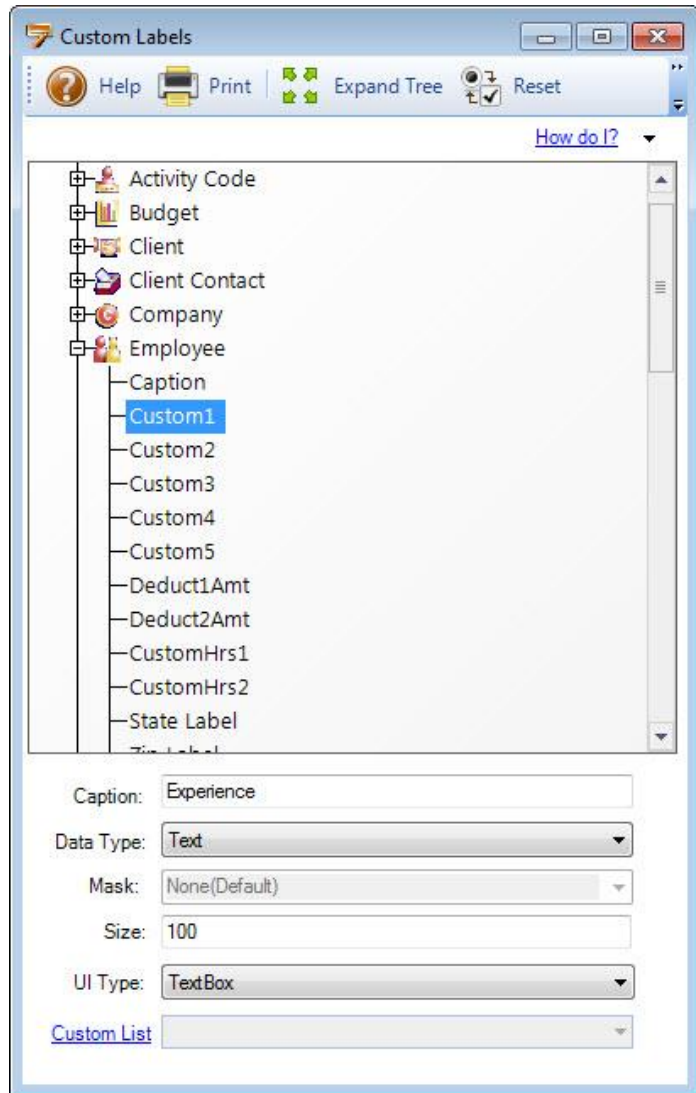
To confirm the changes:

1. Open the Employee screen from the View menu, toolbar or navigator.

2. On the General tab, the field label now reads 'Experience' instead of Custom 1 or 2. If you customized Custom 3, Custom 4 or Custom 5, see the Detail tab.

3. Select an employee on the grid for whom you want to add customized information.

4.  Define and enter a shorthand code or short phrases into the customized fields. *This custom field accepts up to 100 characters.* For example, in the Experience field you can add Computer Programming.

5.  In the Memo, you may add details such as the types of programming experience or specialization, etc. Enter as much text as you wish.

6.  When you are done, click Save and then Close to exit.

# Memos

You can use memos to record important qualitative or quantitative information in BillQuick. For example, you can enter a descriptive memo for an activity, expense, time entry, etc. If your company or client prefers, you may add memos to invoices that explain the scope of the work and change orders. You can add memos to provide detailed information for internal (staff) or external (clients) use.

BillQuick allows you to customize the font style and size for all the memos at the global level from the Global Settings-More screen.

Check out the following memo-related capabilities of BillQuick:

## Creating Memos

Most screens in BillQuick contain built-in memos. All memos accept unlimited amounts of text. *Security permissions restrict your ability to add and edit memos*.

- You can easy jump into and out of it with a mouse-click or by using a keyboard. For example, Simple Time Card and Expense Log have collapsible memo boxes. Click ⊞ to expand (and ⊟ to collapse) the box or press Ctrl + M to jump in and jump out.



- To open a memo in other BillQuick screens, click Tools on the button panel and select Memo.

- Every memo box has a toolbar. You can spell-check, format text, apply font attributes, and insert the current date-time stamp anywhere in the memo by clicking 31.



- You can enter Auto Complete shorthand codes into the memo. Besides that, you can highlight the memo text and make an auto complete entry out of it by clicking 🪄 on its toolbar.

- Invoices can have one or two memos. On the Billing Review and Invoice Review screens, you can enter text in a double memo space.
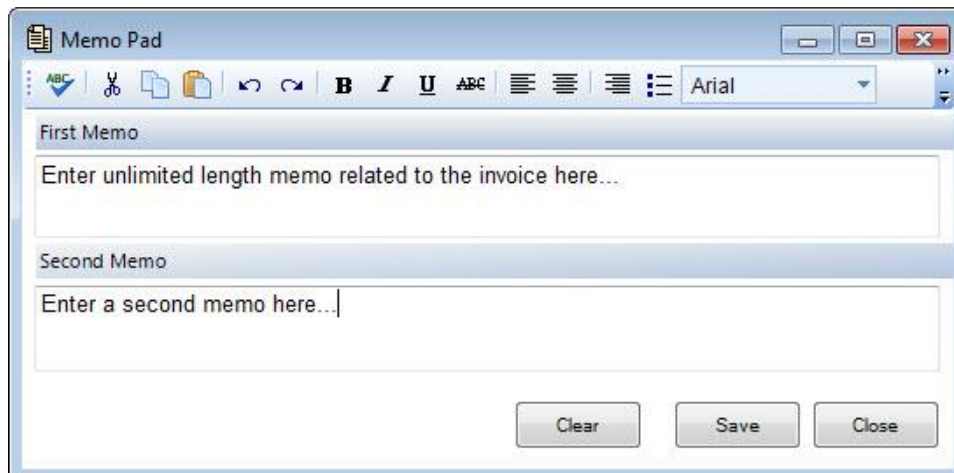
## Spell Checking

Spell checking ensures that you put your best professional image forward. It allows you to perform formatting and spelling check for the messages, memo and grid text. BillQuick provides two spell-check options.

- Click ABC on the Memo toolbar to spell-check the memo text.

- Click Spell on the button panel to perform a global spell-check of the memo as well as the description in the time, expense and other grids.

- Spell-check begins at the start of the text and displays unrecognized words. After changing, ignoring or adding a word, it continues to the next unknown word automatically.

- You can add new words that are unique to your industry, company, clients, and projects to the dictionary using the Add To Dictionary option.

- The dialog closes itself when the spell-check it over.
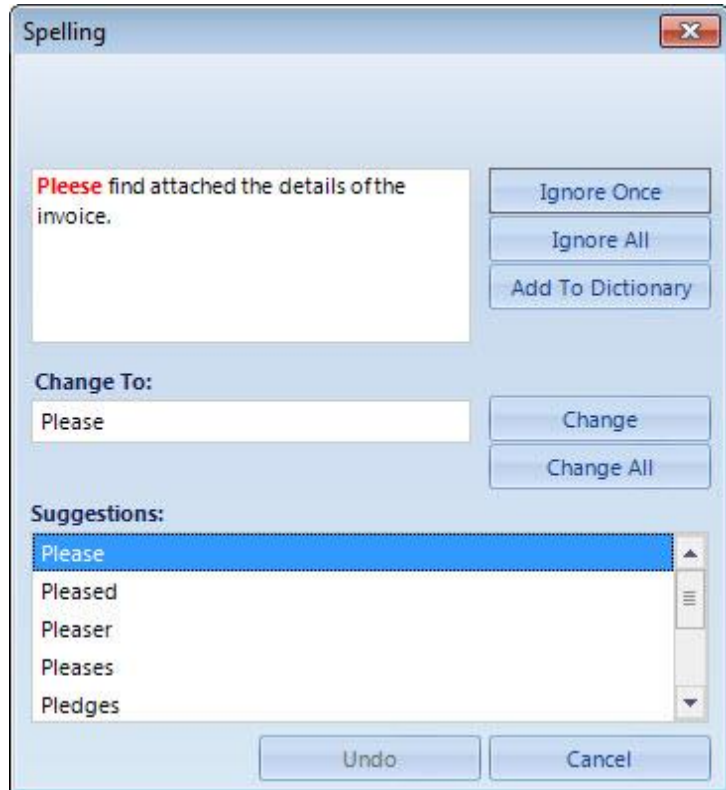
# Auto Complete

Auto Complete allows you to record 'longhand' standard text and link it to a 'shorthand' code. Shorthand codes are abbreviations consisting of letters and numbers. When you enter a shorthand code in a memo field (e.g., Project Journal, Time Entry, Expense Log, BillQuick Messages, Email, etc.), it instantly inserts the longhand text, phrases, sentences, paragraphs or pages of text.

You can also create auto-complete shorthand codes directly from the memos. BillQuick lets you save any text – a phrase, sentence, paragraph or an entire memo – as a shorthand code.
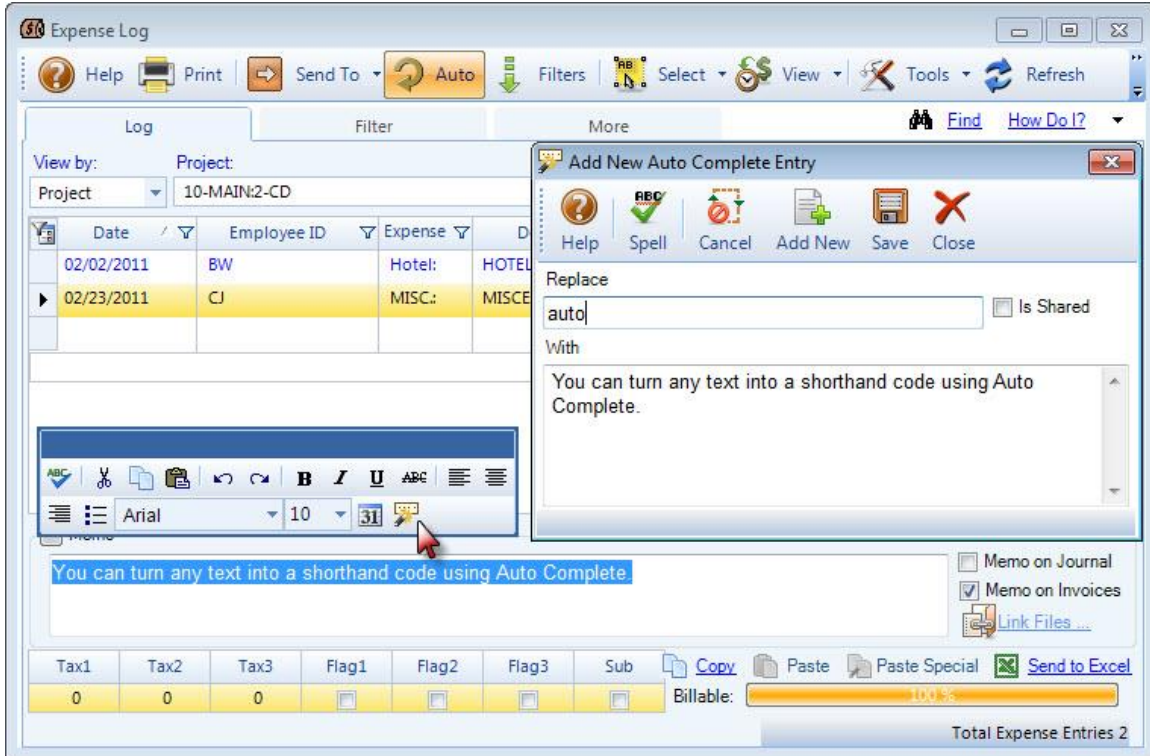
⚠ Shorthand codes are case sensitive. For example, 'wu' code for 'write up services' is **not** the same as 'Wu' or 'WU'. In addition, shorthand codes **cannot** contain punctuation or spaces.

## Creating Auto Complete Shorthand Codes

To create shorthand codes:

1. Open the Auto Complete screen from the Settings menu.

2. Click New to enter a new shorthand code.
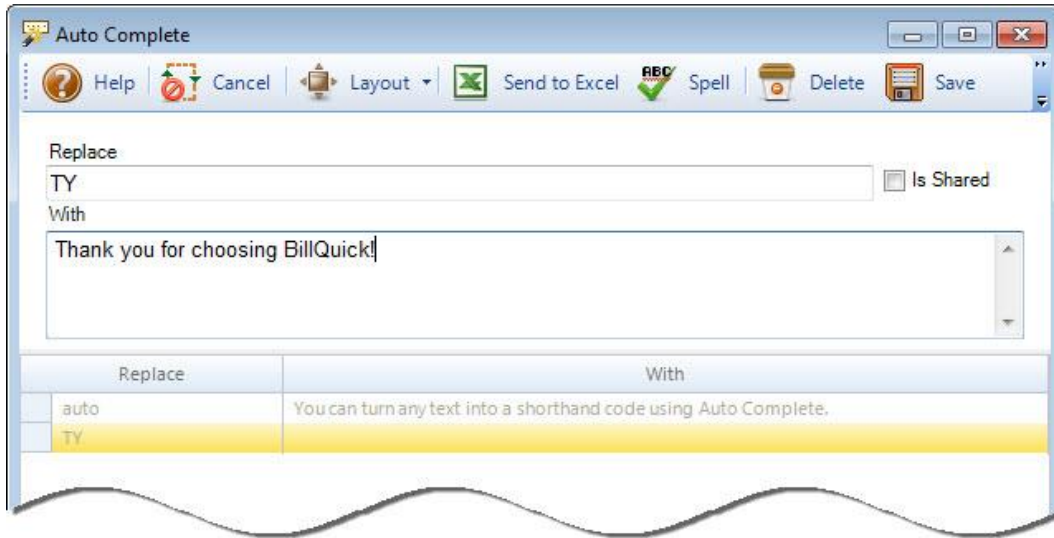
3. Type the shorthand text in the Replace field and the longhand explanation in the 'With' field.

4. Check 'Is Shared' option to make the shorthand codes available for all BillQuick users.

5. If desired, you can add a reminder in your longhand text by including [ ] (or other unique characters like ~, > or ^) as placeholder information, indicating a timekeeper, billing manager or project manager needs to insert information specific to the situation.

> If desired, you can add 'placeholders' in longhand text of shorthand codes. Utilizing curly {} or square [ ] brackets for easy identification, placeholders prompt you to add or edit information for the situation – date, client name, contact name, issue and so on. If you neglect to replace placeholders, a reviewer or manager can see the omission and ask for correction. Standard text also makes it easier for managers to review memos because they follow a standard, consistent format. Thus, when memos carry to detailed invoices, they present a consistent, professional image.

6. Click Spell to perform a spell-check of the new Auto Complete text.

7. When you are done, click Save and then Close to exit.

> You can highlight the memo text and make an auto complete entry out of it by clicking ![icon] on its toolbar.

# BillQuick Messages

BillQuick Messages feature delivers 'contextual' messages to users based on a trigger event. For example, it can deliver a time card rejection message when you log in or when you open a time entry screen. Alternatively, you may receive a message about billing a project when you open the Billing Review screen. This improves communication by notifying, reminding or advising another user within the context of the

task at-hand.

## Sending Messages

To create and send a message:

1.  Open the BillQuick Messages screen from the View menu.

2.  Click New to create a new message.
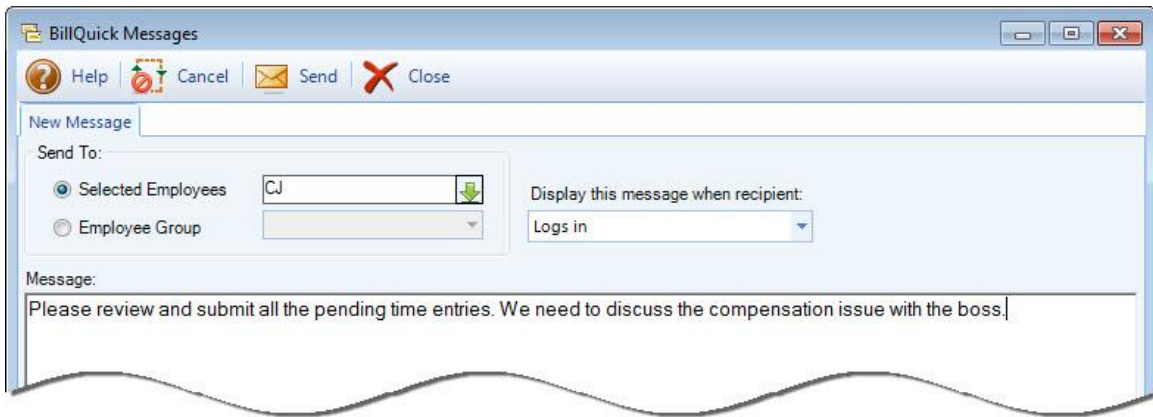


3.  You can send a message to one employee (or vendor), multiple employees or a group of employees (or vendors). Select the desired Employees or Employee Group as the recipient of the message.

4.  Set the trigger event to determine when to deliver the message. For example, when a user:

    - Logs in
    - Records expenses
    - Records time
    - Runs reports
    - Opens any master record

    - Uses Payment screen
    - Does billing
    - Uses Purchase Order screen
    - Uses Vendor Bills screen
    - Opens Reviewer screen

5.  Type your message for the recipient. You can use Auto Complete shorthand codes for your convenience.

6.  Click Send to send the message. You can preview your message on the right panel.

7.  Select the message in the Sent list and click Link Files to attach any file or document with this message. See *File Linking* for more information.

8.  When you are done, click Close to exit.

When the trigger event occurs, the recipient receives a BillQuick Message Alert. Clicking on the link opens the BillQuick Messages
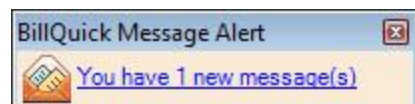
screen. After receiving a message, the recipient can:

- Reply to the message (*BillQuick automatically directs the reply to the sender*.)
- Forward the message to one or more BillQuick Users
- Delete the message
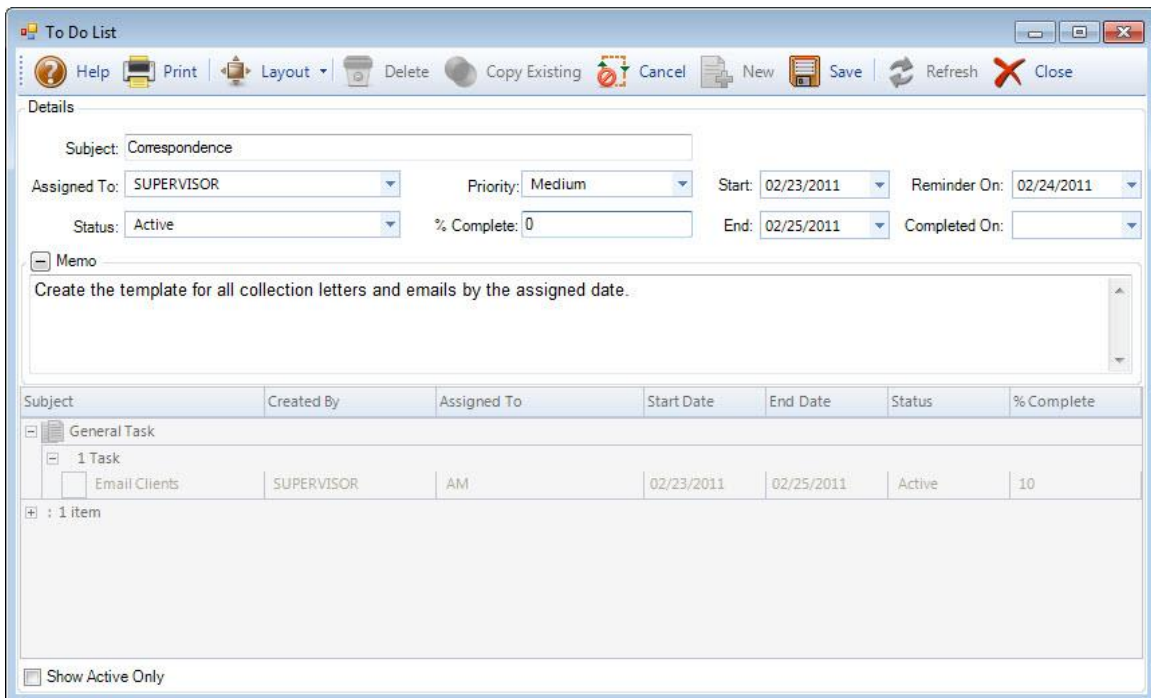
# To Do List

The To Do List feature allows you to create and track various to-do items for employees, clients, vendors and projects. BillQuick adds these to-do items to the Reminders screen, thus reminding you to take action on them. Various reports are available displaying the task list, past due tasks, etc.

⚠ To Do List feature is available in the BillQuick Pro and Enterprise editions only.

To create a to-do task:

1. Open the To Do List screen from the View menu.

2. Click New to create a new task. *Optionally, you can click 'Copy Existing' and select an existing task to copy.*



3. Enter a heading or title for the task in the Subject field, say Correspondence.

4. In the Assigned To field, specify the ID of the person to whom this task is assigned.

5. Set a Priority for this task –Low, Medium or High. You can also indicate the percentage of completion of this task in the Complete (%) field.

6. You can enter the Start and End dates for the scheduled task. Also, enter a 'Remind On' date. *BillQuick will remind you about this task on that date*.

7. If required, type a Memo for this task. You can enter unlimited text here.

8. When you are done, click Save and then Close to exit.

# Find

At times, you need to find records that contain important information, say, from a conversation recorded within a time entry memo. You remember typing it into BillQuick Timer's Memo as you talked to a client, but you cannot remember the exact date or which client it was. All you do remember is a reference to 'extension'. In BillQuick, searching for information is easy and fast.

BillQuick provides two options for finding information:

- Quickly Finding Information
- Globally Finding Information

## Quickly Finding Information

On the master information screens, Quick Find instantly searches all the records in the list as you type in the search box. BillQuick automatically suggests the nearest matches in a dropdown list and narrows it as you keep on typing. If you remember just a part of the Client ID or name, simply:
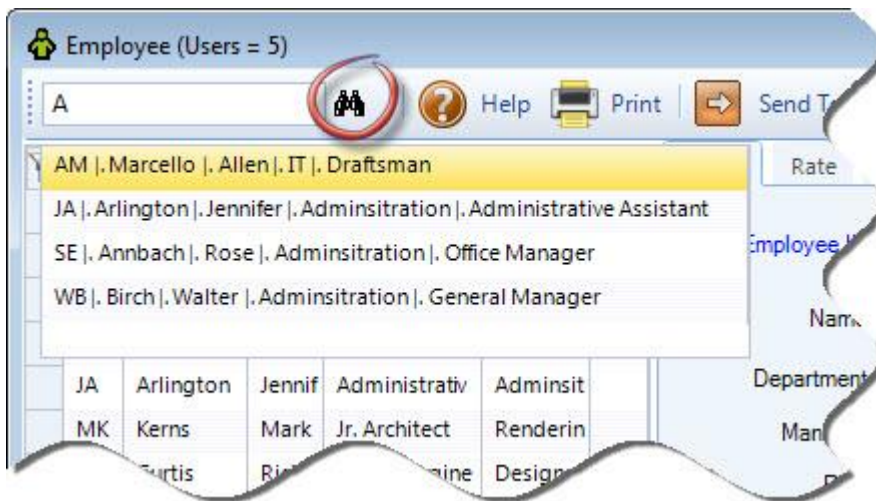


1. Enter the text you remember in the search box. It displays a dropdown list of possible matches.

2. You can select the record you are looking for from the dropdown list. Else, click 🔍 to find your match in the grid list.

3. Click 🔍 again or press Enter to find the next match.

# Globally Finding Information

BillQuick can search data tables, such as Activity, Budget, Project, Employee, Fee Schedule, Time Entry, Vendor Bill, Chart of Accounts, etc. to provide the right information to you. Global Find searches *all fields* for a keyword text, including custom fields. It displays a list of records that match your criteria, whether simple or advanced.

Searches can be simple or advanced with more criteria. Advanced criteria also includes AND/OR options to narrow or expand the search. The AND option narrows the search to *inclusive* criteria. The OR option expands the search to *exclusive* criteria. Up to five keywords may be defined in a search, each one narrowing or expanding the search using the AND/OR option.

Keywords can employ wildcards to search for patterns. A percent sign (%) represents one or more alphanumeric character(s) that appear in a position within a keyword. In contrast, a hyphen (-) replaces only one character in a keyword. For example, 'Bill%' will find 'Bill Jones', 'BillQuick' and 'Billings to date for ABC Corporation' within a data table. 'Bill-' would find only records with 'Bill' or 'Bills'.

To find information:

1.  Open the Find screen from the Edit menu or by pressing Ctrl + F. Some screens also contain a Find link to open this screen.

2.  Select the desired type of information from the Data Tables list. *If you have an active/open window, that screen is pre-selected*.
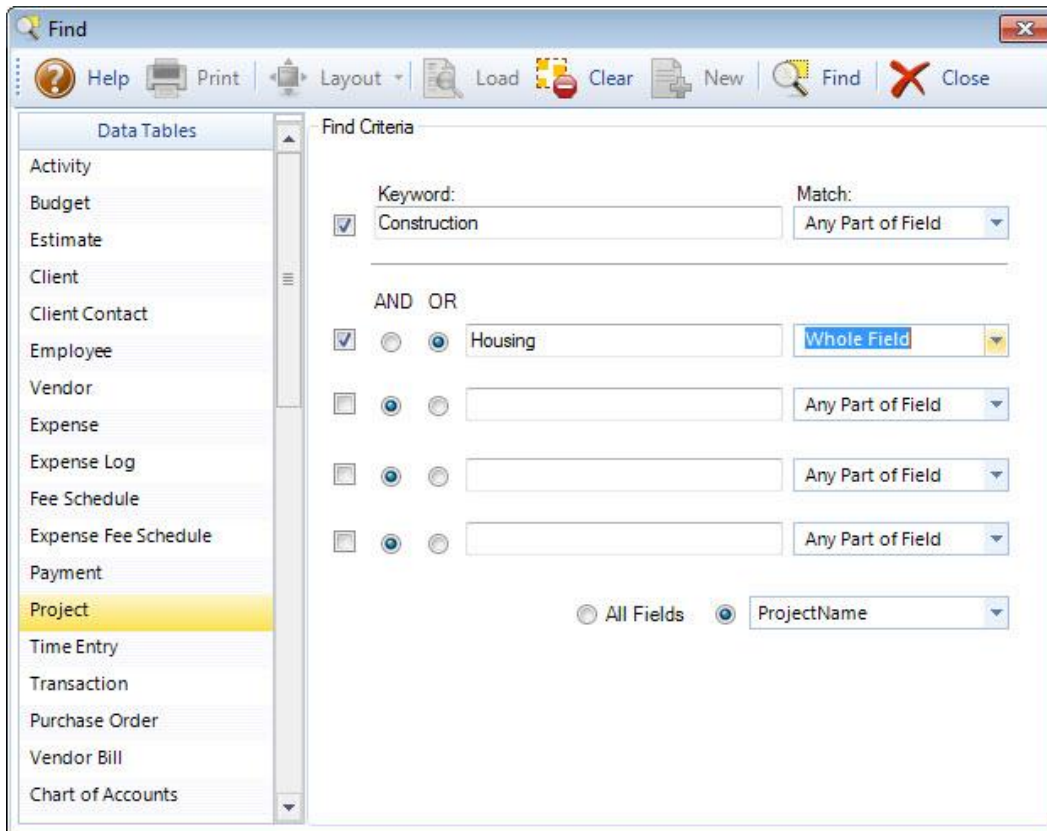
3.  Enter your Find Criteria. Type in a Keyword using '%' and '-' wildcards as needed. Specify the search for a match in Any Part of Field, Whole Field or Start of Field.

4.  Apply AND/OR search option, if needed.

5.  Click Find. Immediately, BillQuick displays a list of records that contain the word(s).
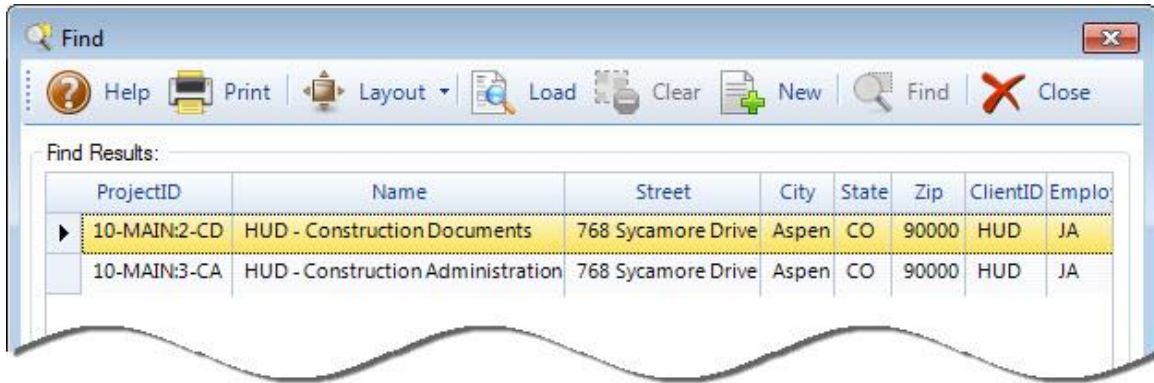


6.  Click on any record to drill down to the details.

# Batch Change

In many situations, it can be tedious and time-consuming to make changes to records. For example, an item tax change can affect dozens of expense codes. Similarly, you can change the Manager or Payment Terms for multiple projects in bulk. Rather than select each item and make a change, use the Change feature to update multiple items and records at one time.

The Change feature changes the contents of a field from 'A' to 'B' for the selected records. If you need to change some fields from A to B and others from C to D, perform the change function twice.

Batch change feature is available in the following BillQuick screens:

- Activity Codes
- Client
- Employee
- Sheet View
- Billing Review

- Expense Codes
- Project
- Vendor
- Expense Log
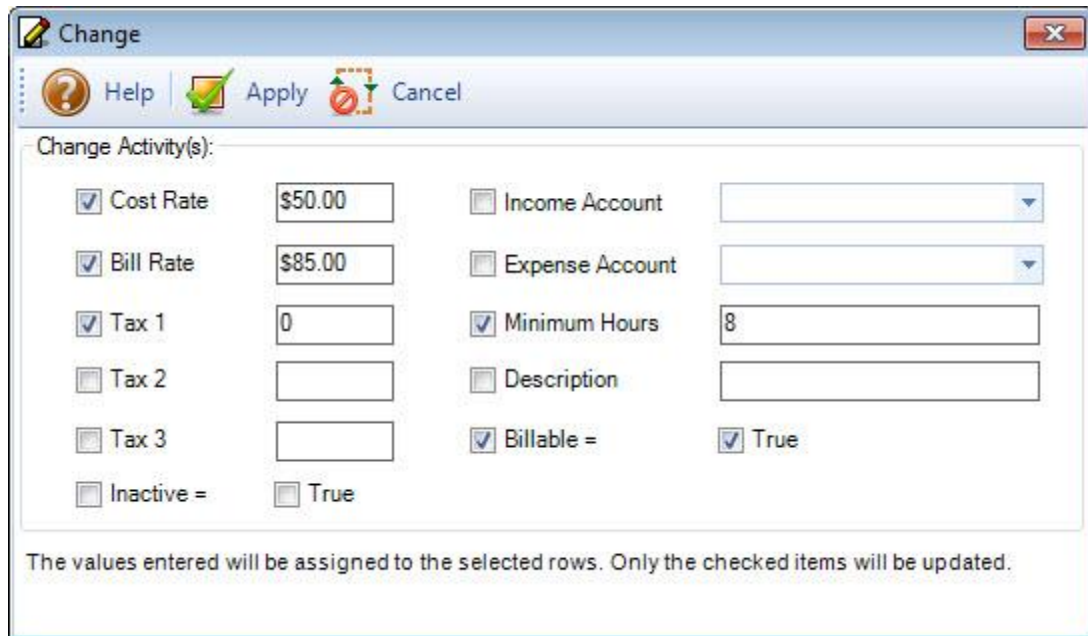
You can make batch changes to all master and other records in BillQuick:

- Changing Master Records
- Changing Time Records

## Changing Master Records

To change one or multiple fields in one or multiple BillQuick master records, follow the steps mentioned below. You can make these batch changes in any of the screens listed above.

1.  Open any of the master information screen, say Activity Codes from the View menu, toolbar or navigator.

2.  If the activity codes you want to update are all part of a group, select the Filter tab and choose the Group filter to shorten the list. If not, continue to the next step.

3.  On the Activity tab, scroll through the list and select the activity codes you want to batch change.

4.  Click Tools and select Change from the menu to open the Change screen.



5.  Enter the new data for each field you want to update. BillQuick automatically marks the adjoining checkbox.

> ⚠️ Review your work. ***If you incorrectly modify something, you must manually reset or change each record.***

6.  Click Apply. BillQuick applies the changes to the selected activity records.

However, what do you do if the new data varies for different records? E.g., say you created 100 activities. Of these, 65 are billable while the rest are non-billable. Most of them have a fixed markup of 5%. Some have to be taxed once while others need to be taxed twice. In this scenario, you would make multiple passes through the records using the Change screen

# Changing Time Records

To change one or multiple fields in one or multiple BillQuick records, follow the steps mentioned below. You can make these batch changes in any of the screens listed above.

1. Open the desired BillQuick screen, say Sheet View from the Time-Expense menu, toolbar, Sidebar or navigator.

2. Select multiple rows or records in the grid to make batch changes to them.

3. Next, click Tools and select Change.

4. On the Change screen, enter new values, change options and mark/un-mark checkboxes as needed.



5. Click OK to apply the changes and exit. You will see the changes reflected in all the selected records.

# Keyboard Shortcuts

BillQuick provides many ways to access commands and dialog boxes. These shortcut keys are available in specific areas of BillQuick. To access the command, press the key(s) indicated. For example, press Ctrl + F to open the Find dialog. This means that while pressing and holding the Ctrl key, you press the F key.

| Function | Keys |
| --- | --- |
| File menu | Alt + F |
| Log Viewer | Open menu, L |
| Exit | Ctrl + Q or Open menu, X |
| Edit menu | Alt + E |
| Undo | Ctrl + Z |
| Cut | Ctrl + X |
| Copy | Ctrl + C |
| Paste | Ctrl + V |
| Paste Special | Open menu, S |
| Delete | Ctrl + D |
| Refresh | F5 |
| Find | Ctrl + F |
| View menu | Alt + V |
| Employees | Ctrl + Shift + E |
| Clients | Ctrl + F8 |
| Activity Codes | Ctrl + F5 |
| Expense Codes | Ctrl + F7 |
| Service Fee Schedule | Ctrl + F6 or Open menu, 6 |
| Expense Fee Schedule | Ctrl + Shift + F or Open menu, 7 |
| Vendors | Ctrl + Shift + D or Open menu, V |
| Reminders | Ctrl + Shift + R |
| Dashboard | Ctrl + Shift + B |
| BillQuick Navigator | Ctrl + Shift + N |
| Project menu | Alt + P |
| Project Information | Ctrl + Shift + P |
| Budgets | Ctrl + Shift + G |
| Estimates | Open menu, E |
| Project Control | Ctrl + Shift + J |
| Time-Expense menu | Alt + T |
| Sheet View | Ctrl + T |

| Function | Keys |
|---|---|
| Calendar View | Ctrl + W |
| Timer | Ctrl + Shift + S |
| Expense Log | Ctrl + L |
| Review Time & Expenses | Open menu, R |
| Billing menu | Alt + B |
| Billing Review | Ctrl + Shift + K |
| Manual Invoice | Ctrl + Shift + U |
| Memorized Invoices | Open menu, M |
| Invoice Review | Ctrl + Shift + I |
| Payments | Ctrl + Shift + Y |
| Reports menu | Alt + R |
| Custom Report List | Open menu, R |
| Settings menu | Alt + S |
| Currency Manager | Open menu, C |
| Utilities menu | Alt + U |
| Integration menu | Alt + I |
| QuickBooks | Open menu, Q |
| Real-Time Sync | Open menu, E |
| Accounting menu | Alt + A |
| Chart of Accounts | Open menu, A |
| Receive Items | Open menu, R |
| Add-Ons menu | Alt + O |
| Agent | Open menu, A |
| Window menu | Alt + W |
| Close All Windows | Open menu, L |
| Help menu | Alt + H |
| Switch screens | Ctrl + Alt + Tab |
| Date up/down (T&E) | + / * |
| Open dropdown list, activate item | F4, Alt |

 Pressing the Esc key twice can undo screen actions or revert to original state. E.g. Expense Log screen.

 Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

**5**

# Master Info Setup

- BillQuick Workflow
- Company Setup
- Employees and Vendors
- Clients
- Activity and Expense Codes
- Projects
- Budgets and Estimates
- Fee Schedules
- Data Import & Conversion

# BillQuick Workflow

BillQuick is a time and expense tracking, project management, billing and reporting solution. It is highly flexible and hence adapts to your business and company preferences.

①  To get started with BillQuick, first set up the Company database. ②  You can do this by entering new data, importing it from external sources or integrating it with your accounting packages. This is followed by setting up of master information- employees and vendors, ③  clients, ④  activity and expense items, ⑤  projects and related information such as fee schedules, budgets and estimates, and billing schedules. Time and expense entry requires data input from this master information. Employees or vendors charge ⑥  activities and ⑦  expenses against various projects while recording time and expense entries. ⑧  In addition, you can convert vendor bills into time and expense entries or vice versa. Approved time and expense becomes work-in-progress, ready to bill.

⑨  Billing decisions begin with the client and project setup (master information). When ready to bill, accumulated work-in-progress or pre-defined billing schedule flows to the Billing Review or Manual Invoice. You can also use the wizards to do your billing. After processing and reviewing invoices, ⑩  the manager typically generates final invoices in Invoice Review and sends them to the clients. ⑪  BillQuick tracks accounts receivable and then records payments when received. Some companies prefer linking the payment of vendor bills with the payment received from their clients (*pay when paid*). Throughout the BillQuick workflow, useful reports are available for staff and management.
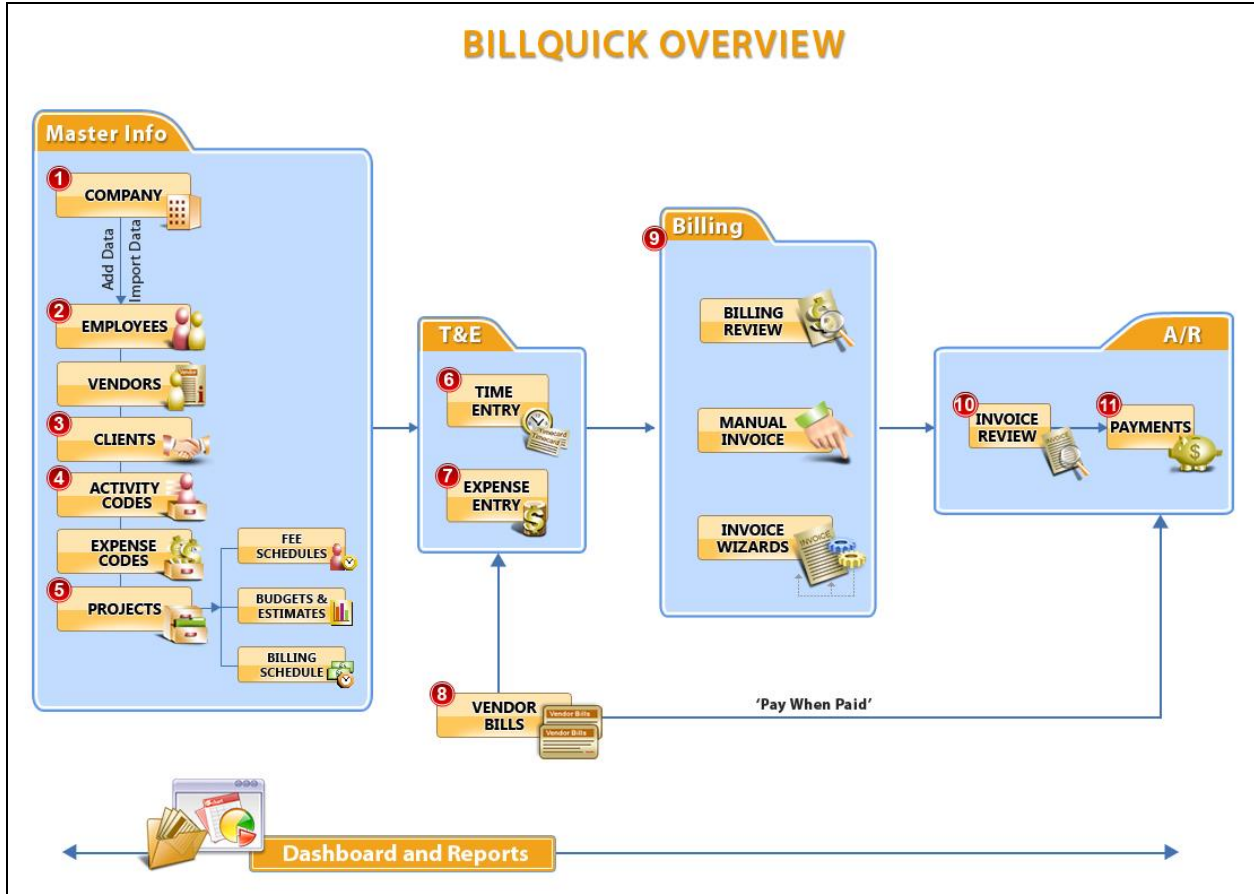
# Company Setup

A BillQuick Supervisor is typically responsible for the setup and management of the company database. Setting up a new company and associated master information should follow a plan to ensure tasks are completed and checked off.

This section covers the issues and options to consider as you make decisions to build your company database. Once you are done with the planning and decision-making, you must enter master information in BillQuick or delegate this task to a staff person.

| General Decisions | | |
|---|---|---|
| **Area** | **Decision** | **Where to Implement** |
| Business Type | Add standard activity codes according to your industry. | BillQuick Start-Up Interview Add Industry Codes |
| Custom Labels | Change standard terminology in BillQuick to your industry/profession. | BillQuick Start-Up Interview |
| Database | Hide location of database on BillQuick status bar. | Global Settings-More |
| User Interface | Change screen terminology or caption in BillQuick to your industry/profession. | Custom Labels |
| | Customize field labels such as Tax, Custom fields, Zip, Flags, etc. to your preference. (say, Zip to | Custom Labels |

| | Postal Code; MST to GST or VAT) | |
|---|---|---|
| | Change the postal or phone field mask (say 99-999-9999 to 999-999-9999) | Custom Labels |
| | Change colors and backgrounds for data grids (master information lists, time entry, etc.) | Global Settings Preferences |
| | Change colors and backgrounds for drop-down lists (master information lists, time entry, etc.) | Global Settings Preferences |
| **Master Information** | | |
| **Area** | **Decision** | **Where to Implement** |
| ID Structure | Define desired ID and Code structure. | Master screens: Project, Client, Activity Codes, Expense Codes |
| Import Timeslips or Wind2/FMS data | Choose the Timeslips or Wind2/FMS fields that correspond to fields in BillQuick. | Timeslips Conversion Wizard<br>Wind2/FMS Conversion Wizard |
| Integration with accounting packages | Get data from QuickBooks. | Integration menu, QuickBooks |
| | Get data from Peachtree Accounting. | Integration menu, Peachtree |
| | Get data from MYOB. | Integration menu, MYOB |
| | Get data from any other application. | BillQuick's Custom Data Conversion services |
| Import data from other programs | Manually re-enter data from an old paper or electronic system. | Import/Export utility |
| Company Profile | Enter required data. | Company-General screen |
| | Specify company-wide settings. | Company screen<br>Global Settings screen |
| Employee Profile | Enter required data. | Employee: General and Rate tab |
| | Set default bill and cost rates for the employee. | Employee-Rate screen |
| | Set standard work, vacation, holiday and sick hours. | Employee-Detail screen |
| Client Profile | Enter required data. | Client screen |
| | Create client contacts. | Client: Client Contacts screen |
| Client Relationship | Identify the principal/partner, manager or staff member who has primary responsibility for the client relationship. | Client-General screen: Client Manager or Custom field |
| Activity Profile | Create activity codes for all services or tasks. | Activity Codes screen |
| | Organize tasks by category: Use Code field for the category and Sub-code field for the task within the category. | Activity Codes screen |
| | Organize tasks by department: Use Code field for the department and Sub-code field for the task | Activity Codes screen |

| | performed in the department. | |
|---|---|---|
| | Transfer from an integrated accounting package. | Integration menu<br>Activity Codes screen |
| Expense Codes | Create expense codes for all expenses or charges. | Expense Codes screen |
| | Organize expenses by category: Use Code field for the category and Sub-code field for the expense within the category. | Expense Codes screen |
| | Organize expenses by department: Use Code field for the department and Sub-code field for the expense incurred in the department. | Expense Codes screen |
| | Transfer from an integrated accounting package. | Integration menu<br>Expense Codes screen |
| Project Profile | Enter required data. | Project screen |
| | Automatically increment project codes | Global Settings-<br>Miscellaneous |
| | Create project phases and segments, if needed. | Project screen |
| | Assign percentage of parent project's Contract Amount to the phases. | Project-Detail screen |
| Project Management | Identify the principal/partner, manager or staff member who has primary responsibility for the project. | Project-General screen:<br>Project Manager field |

Setting up a company involves the following initial tasks:

- ID Structures
- Creating a Company Profile
- Adding a Logo

# ID Structures

BillQuick uses shorthand abbreviations, called IDs, to identify master records and items. Client, project, activity and expense code IDs are used while making time and expense entries, creating budgets, estimates and fee schedules; and more. These IDs have a specific character length and can include alphanumeric characters and punctuation marks as well; say, a client ID can be ABC 2011. Descriptive IDs can communicate useful information, especially if you plan their structure well. You can sort the grids and lists IDs, making it easier and faster to work in BillQuick.

> Whatever you adopt as a policy for ID structures, communicate it to your managers and staff who will set up employees, projects, budgets and so on. If you need to change an ID for any reason, use BillQuick's Change ID Codes utility.

Client ID can communicate who a client is without requiring a reference to the company name. Say, ABC Corp communicates the company name, ABC Corporation or HUD shortens the company name Housing and Urban Development.

For Project ID, the best practice is to combine the Client ID and a descriptive abbreviation for the type of work involved in the project. For example, a corporate tax return project for a client might be ABC-1120Tax. Your ID structure can also communicate the start date of a project and its phase. E.g., ABC-Const-2011:II indicates it is the second phase of the parent construction project, started in 2011.

For companies offering a single category of services, BillQuick provides the option to auto-create project codes (*Global Settings-Miscellaneous screen*). A Project ID structure includes a static portion and a variable with numerical increment. E.g., CAD-2011-{000} combines the static CAD service for the year 2011 with the incremental numbers inside curly brackets. The first project created would be CAD-2011-001, then CAD-2011-002, and so on. Automatic generation of IDs can save time during initial setup. However, if you decide to include the fiscal year in the IDs, be sure to change it at the start of a new year.

Activity and expense items support both a Code and Sub-code. While BillQuick requires only a single-level code, you may prefer a two-level code structure to separate activities and expenses by department, function, type, etc. E.g., TAX could be the main activity Code for the Tax Department, while PREP and REV would be the sub-codes that define the individual tasks of preparing and reviewing tax returns. Similarly, an architectural firm may use DRFT (drafters) and ARCH (architects) as main codes, and then add sub-codes based on tasks such as preliminary drawing, CAD, etc. to differentiate the two groups.

BillQuick supports default activity and expense prefixes (e.g. TAX, ARCH, DRFT), defined in the Preferences-Format screen. Setting prefixes enables BillQuick's smart find feature to locate the activities and expenses easily while recording time and expenses.

You can link budgets and fee schedules to a single project or multiple projects. To ensure all users understand which items to use with single projects, make sure the IDs they see communicate well. E.g., if a budget is for a single project, make the Budget ID similar to the Project ID. Budget ABC-I is clearly a budget for the first phase of project ABC while ABC-II is for the second phase. If a budget is for multiple projects, use general and descriptive IDs that refer to the type of work or service. E.g., a general budget for all network installation projects may use the identifier NET-INST.
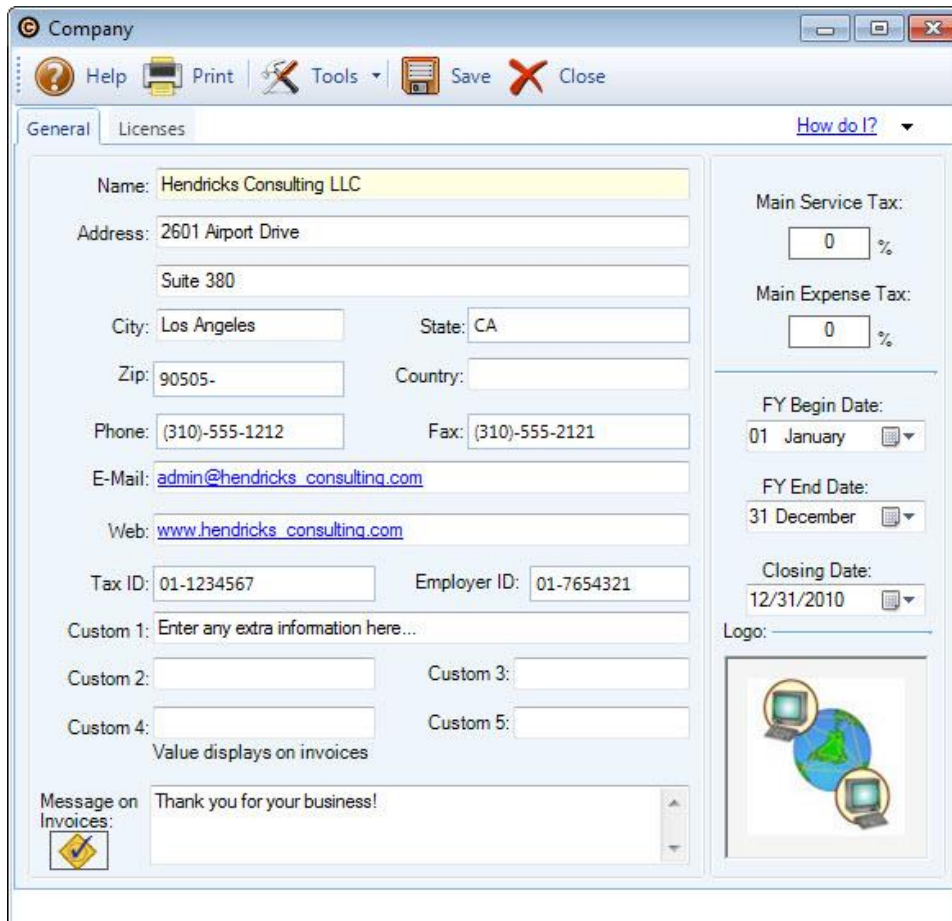
# Creating a Company Profile

The Company screen allows you to create a profile of your business. You can modify any information – *except for the company name and license keys*. To create your company profile, follow the steps below:

> 🛈 *You can set up your BillQuick Company at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Setup**

1.  When you exit the BillQuick Initial Setup Checklist, the Company screen automatically opens. You can also open it from the View menu, Sidebar, toolbar or navigator.

2. Enter your company Name and Address details on the General tab.

3. Click Save and you are done!

**Advanced Setup**

1. Enter the company's Tax ID and Employer ID.

2. Enter any unique information in the Custom 1/2/3/4/5 fields (up to 50 characters). You can have these values displayed on the invoices.

3. Type a global message in the 'Message on Invoices' box. This text prints on all invoices if neither a project nor a client message exists separately. Click [icon] and add the message for all clients and projects.

4. Specify Main Service Tax and Main Expense Tax percentages to apply on total services and expenses included on project invoices billed to clients. These tax rates become the default in the client and project profiles. *For more, see Taxes in the Billing Basics chapter*.

5. Enter first and last day of the company's Financial Year, or click ▼ and select dates from the drop-down calendar. BillQuick uses these fields as a financial year filter in reports.

6. Also, enter a Closing Date for your last accounting period. This feature prevents unauthorized or untimely editing of data (time, expense, invoice or payment records) in BillQuick after the closing date. This is *useful for companies requiring DCAA compliance*.

7. Click Tools and select Add Logo to add a company logo to invoices and reports. *See below for details*.

8. When you are done, click Close to exit.

BillQuick saves your company information in the database.


# Adding a Logo

You can add a company logo to standard BillQuick invoices, statements and reports. However, you can customize the size of the logo in the Preview window. Resizing is done proportionally.

> [icon] BillQuick support a 125 x 125 pixel (1 inch x 1 inch) logo. If you select a larger image, BillQuick automatically downsizes it to the default size. The graphic must be in the .bmp or .jpg format.

To add a standard logo to BillQuick:

1. Open the Company screen from the View menu, Sidebar, toolbar or navigator.

2. On the General tab, click Tools and select Add Logo.

3. In the 'Select Company Logo' window, navigate to the folder containing your graphics. Select the file and click [ Open ]. The graphic displays on the Company screen.

4. Click Save and then Close to exit.

# Employee and Vendor Setup

You can set up new employees and vendors in the following ways:

- Creating Employee or Vendor Profiles
- Using Wizards (*for employees only*)
- Cloning Employees

- Transferring from an integrated accounting package (see *Data Integration* in the *Accounting chapter*)
- Transferring from another time and billing package using built-in or custom data conversion
- Importing employee and vendor records

# Creating Employee Profiles

You can set up new or edit existing profiles in the Employee screen. BillQuick also allows you to transfer employee records from a supported accounting package or import them from another source.

> Employee Wizard (*View menu or Sidebar*) quickly and easily walks you through the process of creating new employee profiles, using only basic information. You can later make changes in the Employee screen.

> *You can set up your employee profile at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### Basic Setup

To create an employee profile:

1. Open the Employee screen from the Company navigator, toolbar or View menu.

2. If this is your first employee, the cursor will default to the Employee ID field. If other employees exist in your company database, click New on the button panel.

3. Enter the Employee ID. You can use numbers, letters or a combination of both, up to 65 characters. For example, if the name of the employee is Allen Marcello, you might enter AM as his ID.

4. Enter the First Name and Last Name. Press the Tab key to move from field to field or click on the next field.

5. Move to the Rate tab. Enter the default Bill Rate and Cost Rate (Pay Rate x Overhead Multiplier) for the employee. E.g., enter $80 as the Bill Rate, $33.50 as the Pay Rate and 1 as the OM to make the Cost Rate $33.50.

6.  Click Save and you are done!

## Advanced Setup

To add additional information about the employee:

1.  On the General tab, enter the employee's Social Security number, Department and other information.

2.  Specify a Title for the employee. BillQuick may use it as a classification for tagging time and expense entries.

> While fetching a classification, BillQuick will look for it in the following order: Service Fee Schedule, Project Control or Employee screen (Title).

3.  Specify a Manager or supervisor for this employee. You can also select a person in the Submit to field as the default reviewer for this employee's time and expense entries. It could be Anyone, Client Manager, Project Manager or Employee Manager.

4.  Select a Status for the employee—Active, Inactive or Terminated. Drop-down lists in BillQuick include **only** 'Active' status employees. *Changing the status to Inactive or Terminated does not delete the employee.*

5.  Choose a Default Group for the employee. This can be specified in addition to any group you choose.

> This is useful for reports, such as Budget Comparison. If there is a budget for employee group A and B, and employee CJ is the member of both groups but his default group is A, then CJ's hours will be listed against A.

6.  Assign the employee to one or more groups by clicking ▼ . Else, click Tools and select Group to create new groups for the employees (see *Groups* in the *Company Management* chapter for details).

7.  Enter the address details of the employee along with the other Contact Info.

8.  Enter any information (up to 50 characters) about the employee in the Custom 1/2 fields, e.g., work experience or degrees completed. You can customize these fields in the Custom Labels screen. *More custom fields are available on the Detail tab.*

9.  Click Link Files (or right-click) to link documents or files to the employee record. (See *File Linking* in the *General Features* chapter for more.)

10. Click at the bottom to open the Memo box and add unlimited length memo to the employee record. (See *Memos* in the *General Features* chapter for details.)

11. On the Rate tab, you can set Reminders and related dates for employees (see *Reminders* in *Company Management* chapter for details).

12. Click on the Assign tab to assign projects, activities and expenses to the employee. (See *Project Assignments* in the *Project Management* chapter for details.)

To set up employee as a user:

1.  On the General tab, select a Role for this employee in your organization; say Time & Expense or Billing.

2.  Choose a Security profile (Billing Only, Time and Expense Only, Full Access, etc.) for the employee from the drop-down list or click to open the Security screen and choose detailed permissions.

7.  Enter a Login name if you want this employee to have a different Login ID than the default Employee ID. *See [BillQuick Login](#) for more*.

8.  Mark the employee as a BillQuick User (depending upon the number of BillQuick licenses purchased) so that security and login can be implemented.

     The Role or Security chosen here affects the security permissions of employees, besides determining their default role-based navigator.

To add employee's HR-related information:

1.  On the Rate tab, specify the Overtime Bill Rate to charge for time worked beyond the standard hours (daily and weekly) specified for the employee. BillQuick uses this rate to calculate the bill amount for overtime entries.

2.  Similarly, enter the Overtime Pay Rate. BillQuick uses this rate to calculate the cost amount for overtime entries.

3.  Next, specify the Salary information for the employee.

4.  Enter the dates when the employee was hired, received last raise and so on.

5.  Move to the Detail tab. Enter the employee's emergency Contact details and other information known.

6.  Enter the Permissible Hours/Year for vacation, sick, or any other specific purpose and the Standard Hours of work, Per Day and Per Week, say 8 hours per day and 40 hours per week.

7.  Check Automatic Overtime option if you want BillQuick to evaluate overtime entries automatically for the employee.  If daily or weekly hours worked exceed the standard hours, BillQuick splits the entry into a regular entry and an overtime entry. BillQuick applies the OT Bill Rate to the overtime entries for billing purposes.

> When unchecked, in case of excess hours, BillQuick marks the extra hours as regular time. See Overtime and Comp Time in the Time Tracking chapter for details.

8.  Specify the Comp Time Frequency (Daily, Weekly, Yearly, etc.) and the number of Hours for BillQuick to calculate the compensation time.

> In this case, extra time worked will be calculated as Comp Time. E.g., if Alice is supposed to work 40 hours per week but at times, she works 45 hours, BillQuick banks 5 hours of comp time for her.

9. Check Auto Approve Time/Expense options if you want BillQuick to approve all time and expense entries of this employee automatically, regardless of the client, project or global settings. You can specify these options for the owner or principal of the company.

To set up payroll information:

1. On the Tax tab, enter the Federal/State/Local tax information for the employee if you want to export it to a payroll software or service bureau.



2. Move to the Allowance tab. Similarly, enter the payroll deductions for various items in Percentage or Amount.

3. If your company provides Automatic Deposit of pay checks/salary, enter the bank account information for the employee (especially if you want to export this data to a payroll system).

4.  When you are done, click Save and then Close to exit.

# Cloning Employees

Many employees share attributes such as rates, title, department or supervisor. Using a 'clone template' with default information saves time and effort. First, determine what is common for a group of employees, and then clone it as needed, giving it a unique ID (template) and then cloning it for all members of that group. You can later modify individual profile.

To create clone templates for employees:

1.  Open the Employee screen from the Company navigator, toolbar or View menu.

2.  Click New. On the General tab, enter a unique ID for the employee template, such as Clone-[*common attribute*].

3. Enter required data along with common attributes to clone. Use the Name fields to describe the template's key attributes.

4. Repeat this step for each employee clone template you wish to set up, e.g., Clone-Marketing, Clone-Manager, etc. Remember to click Save after creating each template profile.

To clone employee profile:

1. On the Employee screen, click Tools and select Clone.

2. On the Clone screen, select the desired employee template from the 'Clone from' drop-down list, e.g., Clone-R.

3. Enter a new employee ID in the 'Clone to' field. Click Save.

4.  Back on the Employee screen, BillQuick creates your new employee. Add more details or edit information.

5.  When you are done, click Save and then Close to exit.

# Creating Vendor Profiles

You can set up new or edit existing profiles in the Vendor screen. BillQuick also allows you to transfer vendor records from a supported accounting package or import them from another source.

**Basic Setup**

To set up a new vendor:

1.  Open the Vendor screen from the Company navigator, toolbar or View menu.

2.  If this is your first vendor, the cursor will default to the Vendor ID field. If other vendors exist in your company database, click New on the button panel.



3.  Enter the Vendor ID. You can use numbers, letters or a combination of both, up to 65 characters. For example, if the name of the vendor is AT&T Wireless Service, you might enter AT&T as the ID.

4. Enter the First Name and Last Name. Press the Tab key to move from field to field or click on the next field.

5. Click on the Rate tab. Enter the default Bill Rate and Cost Rate (Pay Rate x Overhead Multiplier) for the vendor. E.g., enter $100 as the Bill Rate, $60 as the Pay Rate and 1 as the OM to making the Cost Rate $60.



6. Click Save and you are done!

## Advanced Setup

To add additional information about the vendor:

1. On the General tab, enter the government Tax ID of the vendor. Also, enter the name of the vendor's Company, Title, etc.

2. Specify a Manager or supervisor for this vendor. You can also select a person in the 'Submit to' field as the default reviewer for this vendor's time and expense entries. It could be Anyone, Client Manager, Project Manager or Employee Manager.

3. Select a Status for the vendor —Active or Inactive. Drop-down lists in BillQuick include **only** 'Active' status vendors. *Changing the status to Inactive does not delete the vendor*.

4. Choose a Default Group for the vendor. This can be specified in addition to any group you choose.

> This is useful for reports, such as Budget Comparison. If there is a budget for vendor group A and B, and vendor JD is the member of both groups but his default group is A, then JD's hours will be listed against A.

5.  Assign the vendor to one or more groups by clicking ▼ . Else, click Tools and select Group to create new groups for the vendors (see *Groups in the Company Management chapter for details*).

6.  Enter the address details of the vendor, along with the other Contact Info.

7.  Enter any additional information (up to 50 characters) about the vendor in the Custom 1/2 fields, e.g., work experience or industry contacts. You can customize these fields in the Custom Labels screen. *More custom fields are available on the Detail tab.*

8.  Click Link Files (or right-click) to link documents or files to the vendor record. (*See File Linking in the General Features chapter for more.*)

9.  Click the Convert to Employee link to convert the vendor record to an employee record. You need to specify the First Name and Last Name for that.

> To convert to an employee, a vendor cannot have vendor bills associated with it. The conversion also converts associated to-do tasks, if any.

10.  Click ⊞ at the bottom to open a Memo box and add a memo to the vendor record. (*See Memos in the General Features chapter for details.*)

11.  On the Rate tab, specify the Overtime Bill Rate. BillQuick charges this rate for time worked beyond standard hours (daily and weekly). BillQuick uses it to calculate the bill amount for overtime entries.

12.  Similarly, you may enter the Overtime Pay Rate. BillQuick uses this rate to calculate the cost amount for overtime entries.

13.  Next, specify the Dates when the company contracted or hired the vendor.

14.  Move to the Detail tab. Enter the vendor's emergency Contact details and other information known.

15. You may set Reminders and related dates for the vendor (*see Reminders in Company Management chapter for details*).

16. Click Tools and select Clone to copy these vendor details to a new record.

To set up vendor as a user:

1. On the General tab, choose a Security profile (Default, Time Only, etc.) for the vendor from the drop-down list or click 🔒 to open the Security screen and choose detailed permissions.

2. Select a Role for this vendor in your organization; say Default or Time and Expense.

3. Enter a Login name if you want this vendor to have a different Login ID than the default Vendor ID. See *BillQuick Login* for more.

4. Mark the vendor as a BillQuick User (depending upon the number of BillQuick licenses purchased) so that security and login can be applied.

The Role or Security chosen here affects the security permissions of vendors, besides determining their default role-based navigator.

5.  When you are done, click Save and then Close to exit.

# Client Setup

You can set up a new client in the following ways:

- Client screen (*see below*)
- Wizard (*see Using Wizards in the General Features chapter*)
- Clone (*see Clone Templates in the Company Management chapter*)
- Transfer from an integrated accounting package (*see Data Integration in the Accounting chapter*)
- Import client records (*see External Data below*)

This section covers the following tasks related to setting up of client records:

- Creating Client Profiles
- Creating Client Contacts
- Deleting Clients

## Creating Client Profiles

You can use the Client screen to create client profiles, add or edit client-related information.

*You can set up your client profile at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Setup**

To create a client profile:

1.  Open the Client screen from the Company navigator, View menu, toolbar or Sidebar.

2.  If this is your first client, BillQuick automatically places the cursor in the Client ID field. Otherwise, click New on the button panel to create a new client.

3. Enter an ID for the client, up to 65 characters long. You can enter a short ID or a descriptive ID, e.g., Allied Tech for Allied Technology or BQES for BQE Software, Inc.

4. Click Save and you are done!
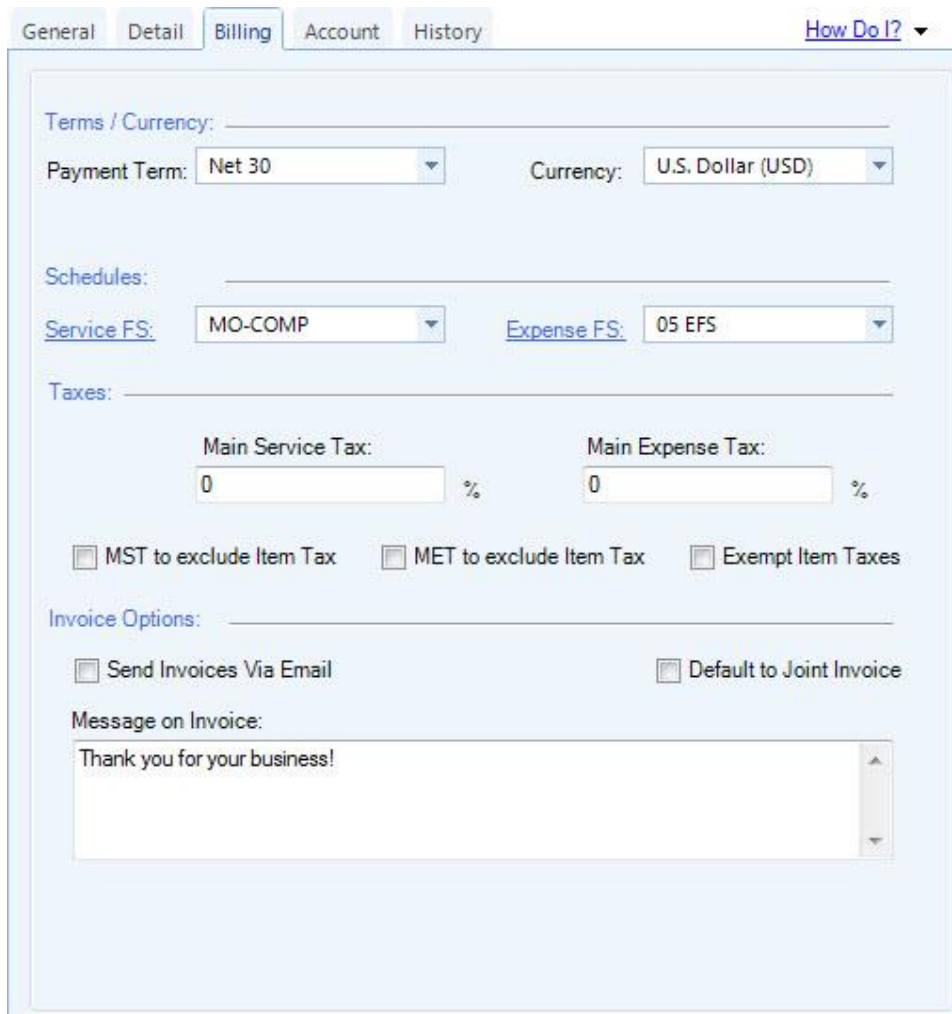
## Advanced Setup

To add additional information for the client:

1. Click ⊞ Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2. On the General tab, enter other information such as name of the client's Company, Manager responsible for the client relationship, address and other contact information and so on. Press the Tab key to move from field to field or simply click on the desired field.

3. Select a status for the client—Active or Inactive. Drop-down lists in BillQuick include only 'Active' status clients. *Changing the status to Inactive does not delete the client.*

4. Enter the client's federal tax identification number (Federal ID) or the social security number for a sole proprietorship (up to 20 characters). *You can customize this label from the Custom labels screen.*

5. Choose a Default Group for the client. This can be specified in addition to any group you choose.

6.  Click ▼ to assign a group to the client. Else, click Tools and select Group to create new groups for the clients (see *Groups in the Company Management chapter for details*).

7.  Enter any additional information in the Custom 1/2 fields (up to 50 characters). *More custom fields are available on the Detail tab*. You can customize these fields in the Custom Labels screen.

8.  Click 🖼 Link Files (or right-click). BillQuick allows you to link documents and files to the client. E.g., you may want to attach invoices or contract documents to the client record. (*See File Linking in the General Features chapter for details*.)

9.  Click ⊞ to open the Memo box at the bottom and type some notes related to the client. (*For details, see Memos in the General Features chapter*.)

To add billing information for the client:

1.  Move to the Billing tab. Select a Payment Term from the drop-down. This determines the accounts receivables and aging for the invoice. To add a new term, select Add New and define the terms (*See Payment Terms in the Billing Basics chapter for more*).

2.  Select the local Currency of the client from the drop-down list for the purposes of payment.

    > When you change the currency for a client, BillQuick prompts you whether to update the currency setting for all projects that belong to the client.
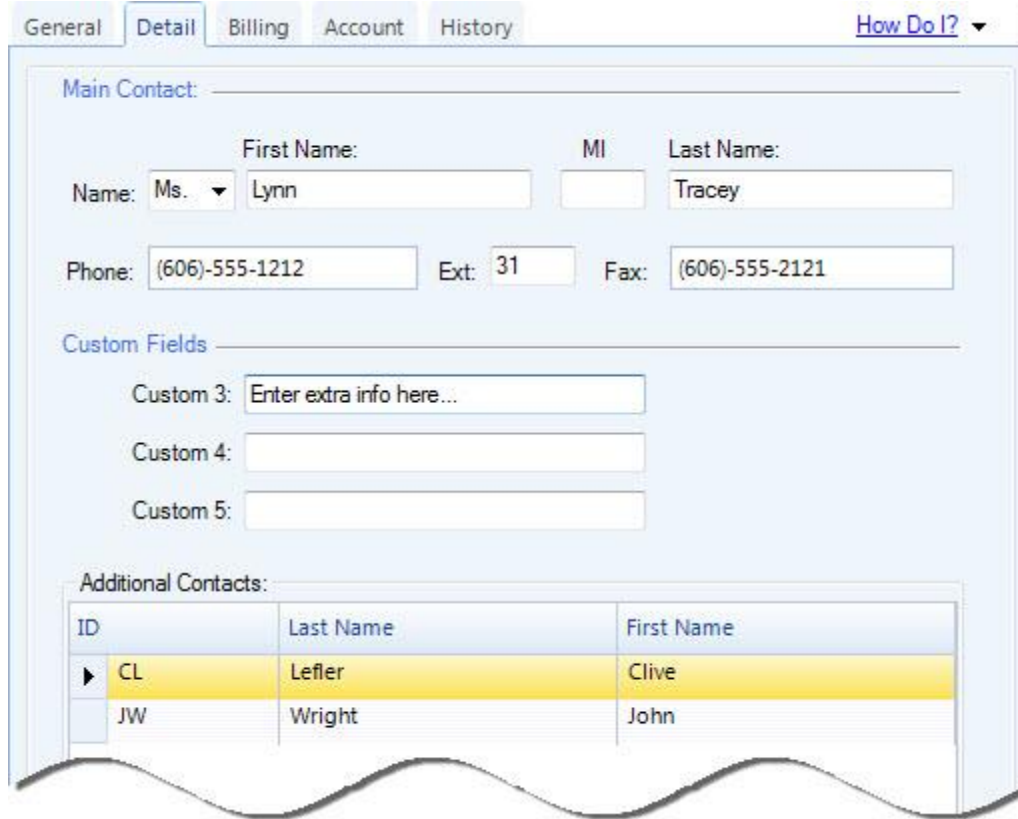
3.  Select a Service FS and an Expense FS if you want to bill your client using special rates. *See Fee Schedules for more*.

4.  Enter the rates for the Main Service Tax and Main Expense Tax to be applied to labor and expenses included on invoices. The taxes specified at the Company level carry to the clients but you can change them here. (*For more information, see Taxes in the Billing Basics chapter*.)

5.  If you want MST and MET to exclude item taxes (Tax1/Tax2/Tax3), check those options here. BillQuick directly applies the main taxes to labor/service and expense amount on invoices.

6.  Check the Exempt Item Taxes option to exempt all projects of this client from item taxes (Tax1/Tax2/Tax3) assigned to activity codes and expense codes.

7.  Check 'Send Invoices Via Email' option to send project and joint invoices generated for a client to the client's email address.

8.  Check 'Default to Joint Invoice' option to combine all project bills for the client (with current billed activity) onto a single, joint invoice.

9.  You may specify a 'Message on Invoice'; the text prints on all the invoices of this client.

    > When determining which invoice message to print, BillQuick checks the Project profile, then the Client profile and finally the Company profile. The first message found in the sequence prints on the invoice.

10. Move to the Detail tab. Enter the Main Contact details for the client. *If you want to add more contacts, click* Tools *and select Contacts to do so*.

11. The Additional Contacts list at the bottom includes all client contacts. Double-click on a row to view their details in the Client Contacts screen.

12. When you are done, click Save and then Close to exit.

## Creating Client Contacts

You can assign a main contact and many additional contacts to a client. By default, BillQuick addresses invoices to the main contact of a client. Optionally, you can select an additional contact for a project and send the invoices to them.

To add a contact, follow the steps below:

1. Open the Client screen from the Company navigator, View menu, toolbar or Sidebar.

2. Select the desired client from the grid list and then click on the Detail tab.

3.   Enter the Main Contact details- First Name, Last Name, Phone, etc.

4.   Click Save to add the main contact to the client record.

5.   To add additional contacts, click Tools and select Contacts. Alternatively, select the Client Contacts screen from the View menu.

6.   To add a new contact in the Client Contacts screen, click New.

7.   Enter the ID, Name, Company and other contact information about the contact.

8. Enter any additional information (up to 50 characters) about the contact in the Custom 1/2/3 fields, e.g., work experience or industry. You can customize these fields in the Custom Labels screen.

9. If desired, click [icon] Link Files to attach a file or a document to the contact. See *File Linking for more information*.

10. Click Tools and select Clone to copy the contact details to a new contact record.

11. When you are done, click Save and then Close to exit.

## Deleting Clients

To delete a client record:

1. Open the Client screen from the View menu, toolbar or navigator.

2. Select the desired client in the grid. *Verify this is the right client*.

3. Click Delete, and then click [ Yes ] to verify your decision.

4. When you are done, click Close to exit.

# Item Codes Setup

You can set up a new activity or expense code in the following ways:

- Creating Activity Codes and Expense Codes
- Activity and Expense Wizards
- Transferring items from an integrated accounting package (*see Data Integration in the Accounting chapter*)
- Transferring from another time and billing program using a built-in data conversion utility
- Importing activity and expense codes

## Activity Codes Setup

You can create activity codes in many ways (besides those mentioned above):

- In the BillQuick Start-Up Interview, you can choose a standard list of activity codes for your business type.
- If you skip this step, you can do so in the Add Industry Codes screen (Utilities menu).

Activity Wizard (*View menu or Sidebar*) quickly and easily walks you through the process of creating new activity codes, using only basic information. You can later make changes in the Activity Codes screen.

The ways in which you can create activity codes include:

- Creating Activity Codes
- Creating Two-Level Activity Codes
- Adding Industry Codes

## Creating Activity Codes

*You can set up your activity code at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Setup**

To create activity codes:

1. Open the Activity Codes screen from the Company navigator, toolbar or View menu.

2. To add a new activity, click New. Type the desired Code (and optionally, a Sub code) in the grid. The resulting Activity ID must be unique, allowing maximum of 15 characters for each.



3. Press the Tab key or click to move to the Description field. Enter a description or name for the activity (up to 100 characters).

4. Make sure each billable activity is marked as 'Billable' in the grid. Billable status carries to time entries.

5. Enter the default hourly Cost Rate and Bill Rate of the activity item. BillQuick applies these rates to the time entries *only* when you turn on this option on the Project-Detail screen.

6. Click on another row or press Tab through the end of the row to save the new record. You are done!

**Advanced Setup**

To add additional information:

1. Click  Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2. Use the custom fields to record any specific information about the activity (up to 50 characters). You can customize these fields in the Custom Labels screen.

    The Custom Fields 1/2/3 will pre-fill the time entry custom fields and inherit the same data type.

3. In addition, specify the Overtime Bill Rate to charge for overtime hours worked. If you do not define a rate here, BillQuick uses the default bill rate or special bill rate applicable to the task.

4. Mark the activity Status as 'Active'. Only active activities are included in the drop-down lists.

5. Enter Minimum Hours to record for an activity. When recording a time entry, the Billing Hours (B-Hrs) default to the minimum hours set for the activity here.

6. Select the desired Income Account and/or Expense Account from the drop-down list for the activity item. BillQuick displays the accounts only if they are available in the Chart of Accounts screen. (*Check out the free Integration Guides for more information*).

7. Set up to three item taxes for the activity—Tax 1/2/3. BillQuick sums the rates (percentages) before applying them to individual activities. ***BillQuick applies item taxes in addition to any Main Service Tax on invoiced activities.***

8. Choose a Default Group for the activity. This can be specified in addition to any group you choose.

    This is useful for reports, such as Budget Comparison. If there is a budget for activity group A and B, and activity CAD is the member of both groups but its default group is A, then CAD will be listed against A.

9. Press Ctrl + M or click  to open the Memo box. You may enter unlimited text or notes for the activity. (*See Memos in the General Features chapter for details.*) This becomes the default memo for an activity charged for hours worked (time entry) on a project.

10. Click Tools and select Link Files to attach any document or graphic to the activity record.

11. If needed, you can drag and merge two activity codes on the grid. When it is possible to do so, BillQuick highlights the record in green.

    If you have linked the merged activities with your accounting software, then you need to merge the activity items there as well. After you merge the records in BillQuick and your accounting software, run the Smart Match utility to make sure the two records are linked. See *Data Integration* for details.

12. When you are done, click Close to exit.

BillQuick automatically adds GEN:HOL, GEN:SICK and GEN:VAC to the Activity Codes table. You can customize the activity codes for these special items in the Global Settings screen.

# Creating Two-Level Activity Codes

Consider a scenario where an architectural firm wants to track a category of activity as well as the activity or task. For example, if activity category is 'Architecture', the activities under it could be 'Schematic Design' and 'Design Development'. At times, 'Schematic Design' could be the category and 'Drawing' and 'Correspondence' could be its tasks.

BillQuick easily handles such situations with two-level activity codes (and expense codes). BillQuick represents a two-level activity code by two fields: Code and Sub-Code.

The Code field (also called the 'Main Code') along with Sub-Code can be up to 30 characters long (15 characters each). Between the main and sub code, BillQuick automatically inserts a colon (:) as a separator.

For the Code, you might use 'AR', 'Arch' or 'Architecture' as a category. Then for the Sub-Code, you might use 'SD', 'SchDes' or 'Schem Design' for the Architecture category. However, if your team thinks of their work differently, you can use 'Schematic Design' as a category (Code), and then define 'Drawing', 'Correspondence' and other items as tasks (Sub-Codes).

Similarly, you can create two-level expense codes in BillQuick.

# Adding Industry Codes

BillQuick allows you to select a standard list of activities or tasks for your company. While activities are easy to set up, you may want to spend some time deciding how they can work best for you before you start using them. Use the standard activity codes as a starting point.

Prior to running this utility, all BillQuick users need to log out from the shared database.

To do so:

1. Open the Add Industry Codes screen from the Utilities menu.

2. Select your industry type or profession from the available list.
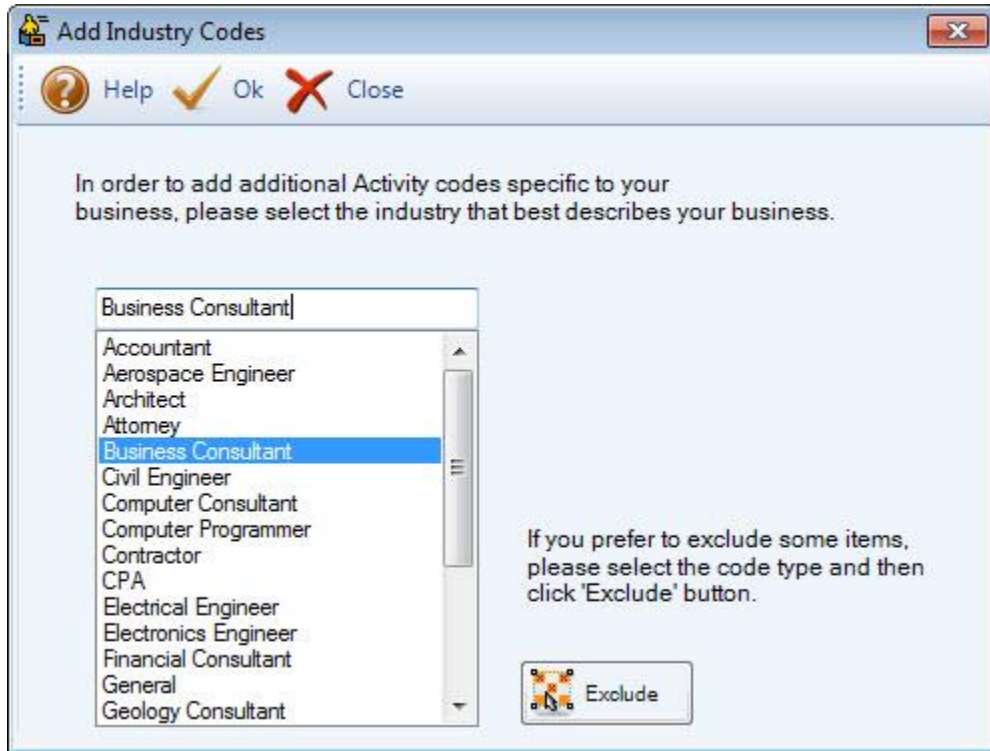
3. If you want to exclude some of the activity (service) items from the standard list, click Exclude.

4. Check the items to exclude and then click Back to go back to the main screen.

5. When you are done, click OK to allow BillQuick to add the standard activity codes to your database. *You have an option to later add or delete activity codes from the Activity Codes screen*.

# Expense Codes Setup

Expenses incurred by an employee or a vendor can be reimbursable by the company and/or billable to the client.

> Expense Wizard (*View menu or Sidebar*) quickly and easily walks you through the process of creating new expense codes, using only basic information. You can later make changes in the Expense Codes screen.

## Creating Expense Codes

> *You can set up your expense code at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Setup**

To create an expense item:

1. Open the Expense Codes screen from the Company navigator, toolbar or View menu.

2. To add a new expense, click New. Type the desired Code and, optionally, Sub code in the grid. The resulting Expense ID must be unique, maximum 13 characters long.



3. Press the Tab key or click to move to the Description field. Enter a description or name for the expense (up to 100 characters).

4. Enter the default per unit Cost for the expense item. For proper tracking, exclude any markups and taxes from this value. If the cost of an expense varies, leave the field blank; you can enter the rate in the Expense Log.

5. Enter the MU% by which you want to increase or mark up the cost. BillQuick uses it to compute the amount charged to a client. Leave the field blank if the percentage varies with each expense entry.

> BillQuick also allows you to enter negative markup. This markup automatically displays on the Expense Log screen.

6. Make sure that each billable expense is marked as 'Billable' in the grid.

7. Click on another row or press Tab through the end of the row to save the new record. You are done!

## Advanced Setup

To add additional information:

1. Click  Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2. For reimbursable expenses, mark the 'R' checkbox. In this case, the cost amount is payable to an employee or a vendor.

3. Custom fields allow you to record any specific information about the expense (up to 50 characters). You can customize these fields in the Custom labels screen.

4. Specify Tax 1/2/3 rates for the expense. BillQuick sums the percentages before applying them to individual expenses. ***BillQuick applies item taxes in addition to any Main Expense Tax on invoiced expenses.***

5. Enter a Purchase Tax amount for the expense item. This is the tax paid by the company on that item and is subtracted from the Charge Amount to avoid double-taxation for the client.

6. Select an expense Type. This allows you to identify the type of expense: Inventory, Non-Inventory or Other Charge Items.

7. Set the expense Status to 'Active'. Inactive expenses do not display in drop-down lists.

8. Check 'Product' option if the expense code is a product sold to the clients.

    When you bill a product and transfer the invoice to QuickBooks, it updates the inventory count there.

9. Select the desired Income Account and/or Expense Account from the drop-down list for the expense item. Accounts display only if they are available in the Chart of Accounts screen in BillQuick. *Check out BillQuick↔QuickBooks Integration Guide for more information.*

10. Choose a Default Group for the expense. This can be specified in addition to any group you choose.

     This is useful for reports, such as Budget Comparison. If there is a budget for expense group A and B, and expense Mileage is the member of both groups but its default group is A, then Mileage will be listed against A.

11. Press Ctrl + M or click  to open the Memo box. You may enter unlimited text or notes for the expense. (*See Memos in the General Features chapter for details.*)

12. Click Tools and select Link Files to attach any document or graphic to the expense record.

13. When you are done, click Close to exit.

# Project Setup

In BillQuick, each client must have at least one project. A project is a scope of work done for a client. In addition, a project's scope can be broken down into parts called phases. If desired, you can further refine phases into segments, and these can be broken down into sub-segments. In essence, BillQuick supports up to four levels in a project hierarchy.

When you create a project, phase, segment and sub-segment, you define its profile and characteristics. This information is a *project record*. Each project record has a unique ID, is linked to a client (who authorizes and pays for the work), and includes agreed-on contract provisions like fee and contract amount. Depending on your needs, a project record might also have a budget, estimate, fee schedule, employees, activities and expenses assigned to it.

> Project ID is a shorthand code used throughout BillQuick to identify a project quickly. Defining an intuitive ID structure for projects (and clients, activities, expenses and so on) can save hundreds of hours a year across your company. *See the Project Management chapter for more information.*

As a part of a project setup plan, you can do the following:

- Creating Project Profiles
- Cloning Project Records
- Auto Adding Projects
- Creating Project Phases and Segments
- Deleting Projects
- Budget and Estimate Setup
- Fee Schedule Setup

## Creating Project Profiles

BillQuick provides several ways to create a new project profile, including several shortcuts that can reduce setup time.

> Project Wizard (select *Wizards from View menu or Sidebar*) quickly and easily walks you through the process of creating new project profiles, using only basic information. You can later make changes in the Project screen.

> *You can set up your project profile at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### Basic Setup

To create a new project profile:

1. Open the Project screen from the Company navigator, Project menu, Sidebar or toolbar.

2.  If this is your first project, BillQuick automatically places the cursor in the Code field. Otherwise, click New at the top of this screen to create a new project.



3.  On the General tab, enter a Code for the project and, optionally, a Phase. *On saving, BillQuick automatically combines the Code and Phase into a single Project ID, max 65 characters long*.

4.  Enter other required data, such as Name (up to 50 characters). Move from field to field by pressing the Tab key or clicking on the desired field.

5.  Enter the Client to whom this project belongs. Click ![icon] to open the Client screen and view its details.

6.  Specify a Manager who is responsible for the project. Select one from the drop-down list.

7.  Select the relevant Contract Type, such as Hourly, Fixed, etc. It determines the processing rules and billing arrangement for the project. See *Contract Types* in the *Project Management chapter*.

8.  Enter a Status for the project (normally Active for a new project). *For details, see Project Status in the Project Management chapter*.

9.  Click Save and you are done!

## Advanced Setup

To add additional information for the project:

1.  On the General tab, select a Start Date and Due Date for the project (if required).

    BillQuick includes the start and due date on several reports, including
    Project Master File, Project Due Date and Project Master File by Project Status.

2.  Enter the address details of the project and other Contact Info. Else check the 'Use Client Address' option if you want to assign the client address to it.

    On saving the project information, BillQuick auto populates the project
    address fields with the client address.

3.  Optionally, enter any specific information in the Custom 1/2/3/4 fields (up to 50 characters each). *More custom fields are available on the Detail tab*. You can customize these fields in the Custom Labels screen.

4.  Click Link Files to link any file or document to the project. E.g., you may want to scan and attach contract documents for reference.

5.  Click View Journal to view or create a project journal. It is helpful in maintaining qualitative information about the project as you work on it.

6.  Click at the bottom to open the Memo box and enter as much text as you need. *See Memos in the General Features chapter for details*.

7.  Move to the Detail tab. Choose a Default Group for the project. This can be specified in addition to any other group you choose.

    This is useful for reports. If there is a budget for project PV, which is a
    member of both group A and B but its default group is A, then PV will be listed
    against A.

8. Assign the project to one or more existing groups. Else, create a new project group by clicking Tools and selecting Group. *See Grouping Projects in the Project Management chapter for more*.

9. On the Assign tab (visible only if specified in the Preferences screen), you can assign specific activities, expenses and employees to your project. *See Project Assignments in the Project Management chapter for details*.
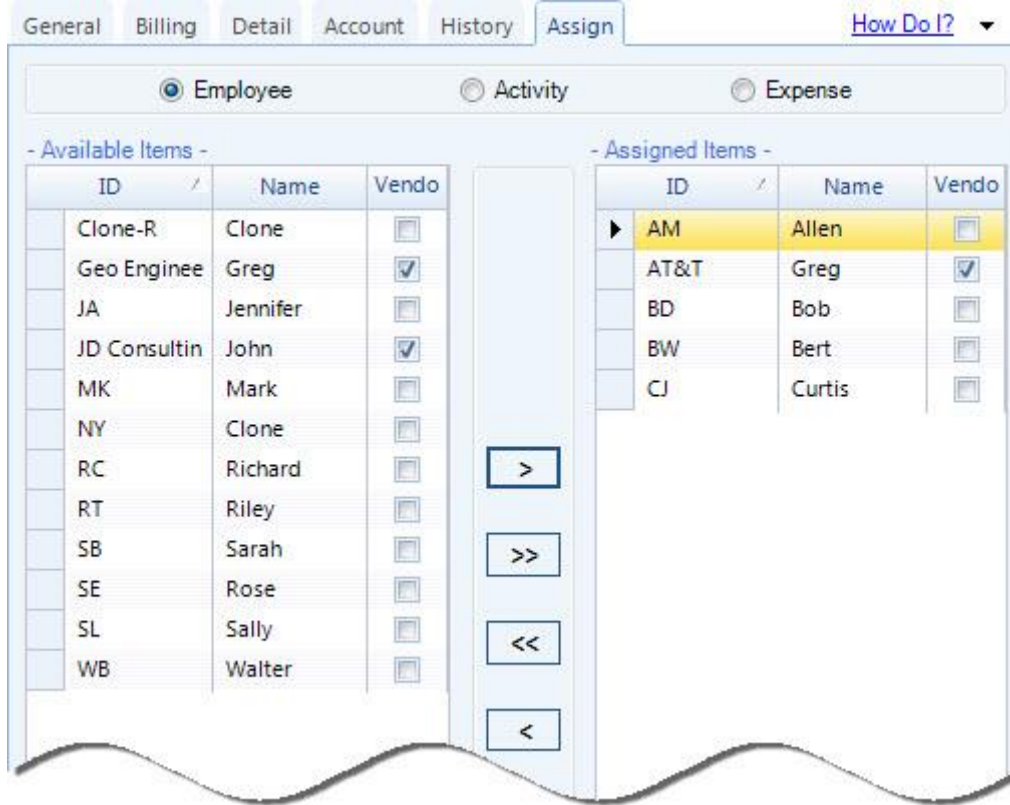
To set up billing information for the project:

1. On the General tab, enter a Contract Amount (required for fixed-type projects). This amount can be broken into a Service Amount and Expense Amount. *Entering values in the two fields calculates the third.*

   > By default, BillQuick assumes billable expenses are **not** part of the contract. If these are to be included in the contract, mark 'Expense Part of Contract' rule on the Detail tab.

2. Click 📝 to open the Project Settlement Amount dialog. BillQuick re-calculates the Contract Amount based on a settlement percentage entered here.
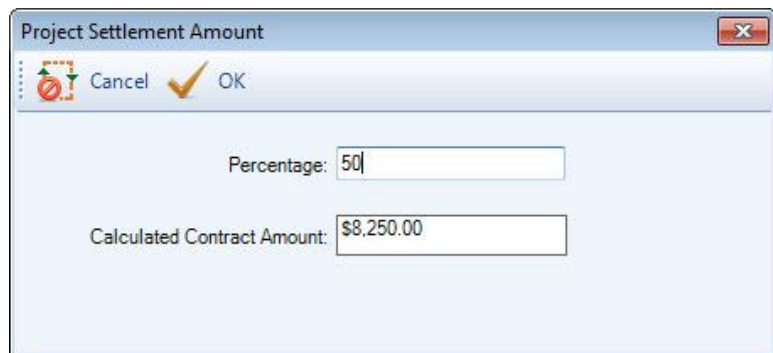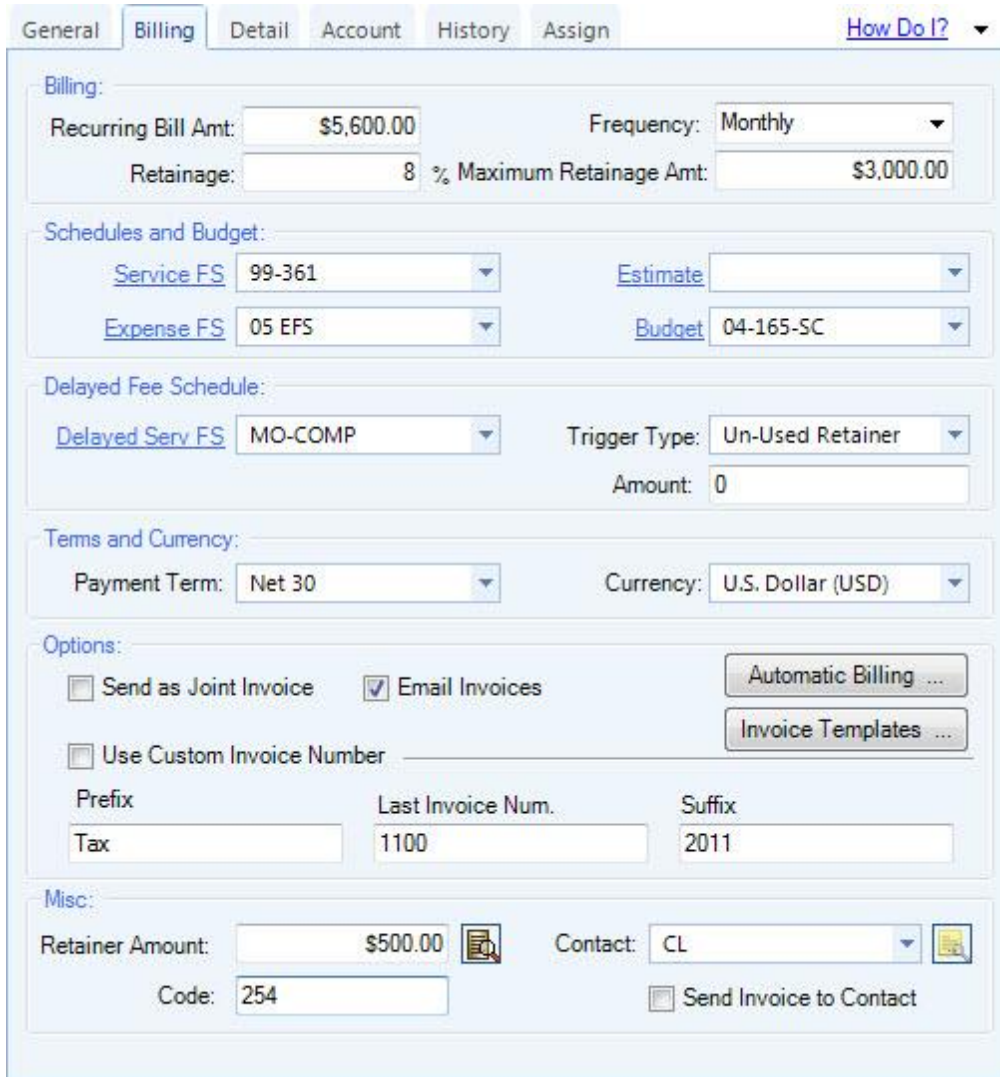


3. In the Fixed Fee field, enter a percentage for Cost + Percentage contract. For Cost + Fixed Fee contract, enter a fixed fee amount. *This field is visible only if you select a Cost Plus contract type.*

4.  Enter the % Complete value for the project. *Usually, the project manager manually updates this percentage.*

> When you do percent complete billing (for any contract type), this value carries to the Billing Review screen (and vice versa). BillQuick uses it to compute the bill amount and earned value.

5.  Now, move to the Billing tab.

| General | Billing | Detail | Account | History | Assign | How Do I? ▾ |

**Billing:**

Recurring Bill Amt: $5,600.00  Frequency: Monthly ▾

Retainage: 8 % Maximum Retainage Amt: $3,000.00

**Schedules and Budget:**

Service FS 99-361 ▾  Estimate ▾

Expense FS 05 EFS ▾  Budget 04-165-SC ▾

**Delayed Fee Schedule:**

Delayed Serv FS MO-COMP ▾  Trigger Type: Un-Used Retainer ▾

Amount: 0

**Terms and Currency:**

Payment Term: Net 30 ▾  Currency: U.S. Dollar (USD) ▾

**Options:**

☐ Send as Joint Invoice  ☑ Email Invoices  [ Automatic Billing ... ]

[ Invoice Templates ... ]

☐ Use Custom Invoice Number

| Prefix | Last Invoice Num. | Suffix |
| Tax | 1100 | 2011 |

**Misc:**

Retainer Amount: $500.00 🔍  Contact: CL ▾

Code: 254  ☐ Send Invoice to Contact

6.  Enter a Recurring Bill Amount and Frequency for recurring-type contracts. It triggers a reminder when it is time to bill the client.

> Frequency of billing for a project starts from the date of the invoice. Billing frequency can also be set for the non-recurring project contracts.

7.  Enter the Retainage % that a client will hold back while making payments on invoices. The client pays this amount after the verification of work done or completion of entire project. (*See* SettingRetainage*Retainage* *in the Billing Basics chapter for details*.)

8.  Specify a Maximum Retainage Amount allowed by a company for the project. Billed amounts above the maximum retainage are due from the client.

9.  Next, select and assign a service fee schedule to the project. Click Add New in the drop-down to create a new schedule or click the Service FS link to open it.

10. Similarly, select and assign an expense fee schedule, estimate or budget to the project. Click Add New in the drop-downs to create a new Expense FS, Estimate or Budget, or click on the links to open the respective screens.

    *For details, see Project Assignments in the Project Management chapter*.

11. Select an additional Delayed Service FS if you want to use different bill rates when services are pre-sold. Based on the Trigger Type and Amount specified, BillQuick applies the delayed rates instead of the scheduled rates. *For details, see Assigning Delayed SFS in the Project Management chapter*.

    Click Add New in the drop-down to create a new Delayed Service FS or click its link to open the screen.

12. Select a Payment Term for the invoices generated for this project. To add a new term, select Add New and define the payment terms.

    A blank payment term means the invoice is due upon receipt. *The payment term for a project overrides the default term set for the client. See Payment Terms in the Billing Basics chapter for details.*

13. Select a local Currency for the project. You can maintain currency conversion rates on the Currency Manager screen. *The currency selected for a project overrides the default currency set at the client level.*

14. In the Options section, check 'Send as Joint Invoice' option to bill this and other marked projects belonging to the same client on a joint invoice.

15. Check 'Email Invoices' to automatically email a PDF of project invoice to the client.

16. Click Automatic Billing to define an automatic billing schedule for the project. BillQuick saves the settings and generates invoices accordingly. See *Automatic Billing* for more.

17. Check 'Use Custom Invoice Number' to customize the project's invoice number format. You can use it in exceptional cases, when you want to replace the default format defined in the Global Settings screen.

18. Enter the static text for the Prefix and Suffix of the invoice number format. In the Last Invoice

Number field, enter a variable (or static text and a variable). For example, the prefix might be the name of a project type (Tax) while the suffix is the year (2011) the project started. With a digit variable beginning with 1100, the next invoice number would be Tax11012011. *#1 - { } are not accepted in these field.*

 See Customizing Invoice Numbers in the Billing Basics chapter for more.

19. Enter a Retainer Amount if you want the client to pay some amount in advance. To create and preview a retainer invoice, click .

20. Select a Contact for the project. You can address the invoices and statements to this contact instead of the client contact. (See *Assigning Project Contacts* in the *Project Management chapter*.)

21. Check 'Send Invoice to Contact' if you want BillQuick to send invoices to the project contact instead of the client contact. This rule also applies when emailing invoices.

22. Enter a Code in the Misc section if relevant. Architects and engineers who work with federal agencies may use this as a reference for Forms SF 254 and SF 255.

23. Now click on the Detail tab. Enter the number of days or grace period after which BillQuick will charge an interest % per month on past due invoices. The payment term set for a project on the Billing tab is carried to the 'After…Days' field here.

24. Enter the Main Service Tax/Expense Tax rates for the labor and expense amount on invoices. *BillQuick applies the rates from the Client or Company screen, unless specified here.*

25. Enter a 'Message on Invoice' to print on all invoices for this project.

 You can also define standard invoice messages at the Company and Client level. BillQuick checks for a message in the following order: Project, Client and then Company. If none has an invoice message, none will print.

 You can see a summary activity and account information of an existing project on the Account and History tabs. See *Project Information* in the *Project Management chapter for details*.

To create a phase for the project:

1. On the General tab, click Create Phase. It opens the 'Create Project Phase' window.

2. Enter the required data to create a phase. Click OK when you are done and exit.

   Alternatively, click on the Detail tab and enter required data to set the current project as a phase. See *Creating Project Phases and Segments* below for more.

To set up project rules:

1. Move to the Detail tab.
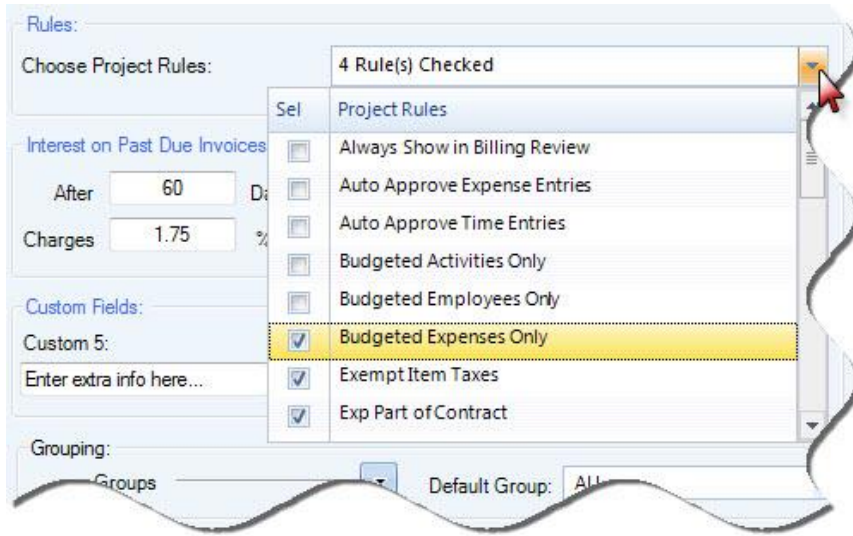
2. In the Rules section, check the relevant rules in the dropdown list to apply to the selected project. These rules affect the management and billing of the project.

3. When you are done, click Save and then Close to exit.

See *Project Settings* in the *Project Management* chapter for details.

## Cloning Project Records

At times, you may have to create similar project profiles or offer similar services to multiple clients. BillQuick's Project Cloning feature includes the ability to clone a project record for one or many clients. Later, you can fine-tune each cloned project with unique data using the Change feature.

Batch cloning is most helpful when you want to maintain separate project record for each fiscal year you work for a client. For example, an accounting firm delivers tax preparation services to hundreds, perhaps thousands, of clients every year. Setting up tax preparation projects for even 50 clients is a major chore, hundreds could take *days* to complete. Using a 'clone template' to create projects in bulk can save a lot of time and effort. For the accounting firm, this means you can clone '1040-2011' project to all tax preparation clients in one go!

Project Clone allows you to clone the associated Project Control settings as well.

To clone a project record:

1. Open the Project screen from the Company navigator, Project menu, Sidebar or toolbar.

2. Select an existing project from the grid list that you want to clone.

Or

Create a new project clone template from scratch (as explained above).

Make sure the fields contain only the data you want to duplicate among cloned projects. For required fields with no common data, type a few placeholder characters.

3.  Now, click Tools and select Clone. The 'Project Cloning' screen opens.

4.  In the Clone From field, select the ID of the desired project to clone (source project).
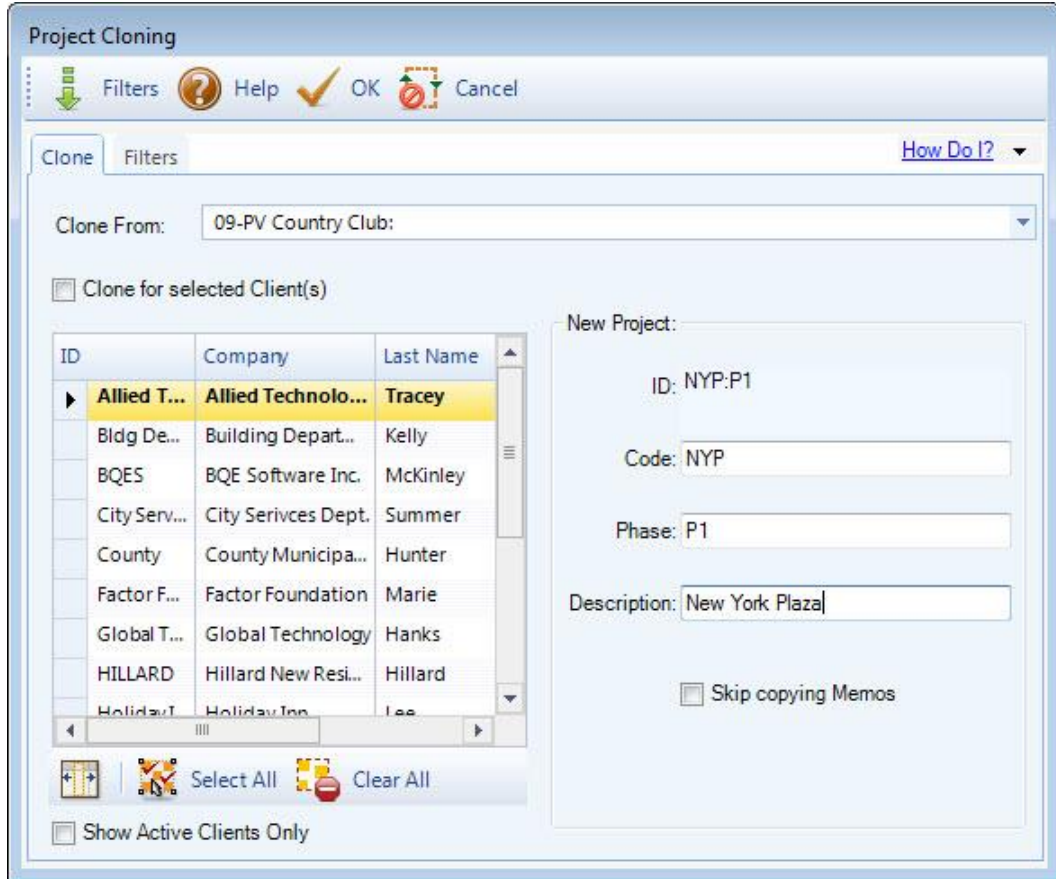


5.  To clone the selected project for the same client, enter a Code and *optionally* a Phase for the new project.

    When cloning a project and its phases, BillQuick retains the phase ID of the cloned phase.

6.  Enter up to 50 characters for the project's name or Description.

7.  To clone the selected project for a different client or multiple clients, check the 'Clone for selected Client(s)' box. Select the desired client(s).

8.  If you have checked the 'Clone for selected Client(s)' option, you can enter the *optional* Phase only.

    Generally, BillQuick uses the Code + Phase to create a Project ID. However, it automatically uses the Client ID + Phase to create a Project ID when creating new project record(s) for selected client(s).

9.  Check the 'Skip Copying Memo' option if you do not want to clone the project memo.

10. Click OK to complete the cloning process.

Back on the Project screen, the newly cloned projects display. You can modify the data in individual project records or use Project Change to edit multiple projects at once.

## Auto Adding Projects

You can automatically create a project for a client right from the Client screen. Follow the steps below to do so:

1.  Open the Client screen from the Company navigator, View menu, toolbar or Sidebar.

2.  Create a new client (as explained earlier). Else, select any existing client from the grid list.

3.  Check the 'Auto Add New Project' option on the General tab. Enter the Code and Phase for the new project.
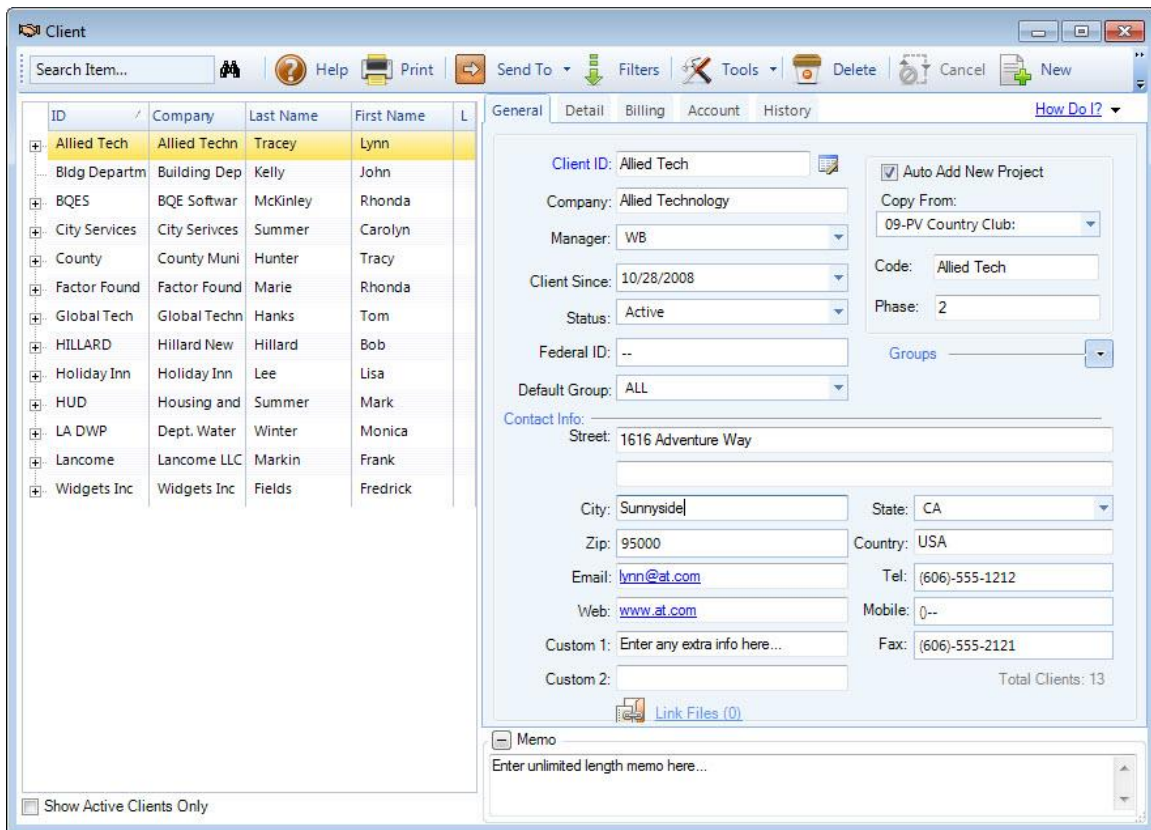


4.  Optionally, select any existing project in the 'Copy From' drop-down list. The Code of the project will be auto-generated based on the Client ID.

5.   BillQuick uses the Client Manager as the Project Manager for the new project. If you have not provided a Client Manager, then it prompts you for this information.

6.   When you are done, click Save.

# Creating Project Phases and Segments

A parent project can be broken down into child projects called phases. Phases can be further broken down into segments and segments into sub-segments. Each of these has a complete project profile including an optional budget, fee schedule and other elements.

There are four ways to create a phase:

- Using the Create Phase button
- Linking child to parent projects
- Dragging-and-dropping projects
- Cloning projects

**Using the Create Phase Button**

To clone a phase from a project record:

1.   Open the Project screen from the Company navigator, Project menu, Sidebar or toolbar.

2.   Select the desired project from the grid list. This is the parent project for the new phase.

3.   On the General tab, click Create Phase. The 'Create Project Phase' dialog opens.



4.   Enter the Phase Details: Phase, Description, Name, Contract Amount and Contract Type. Optionally, you can allocate a percentage of contract amount from the parent project. Click OK.

5. To create a segment of the phase, select the project phase from the grid list and repeat the above steps.
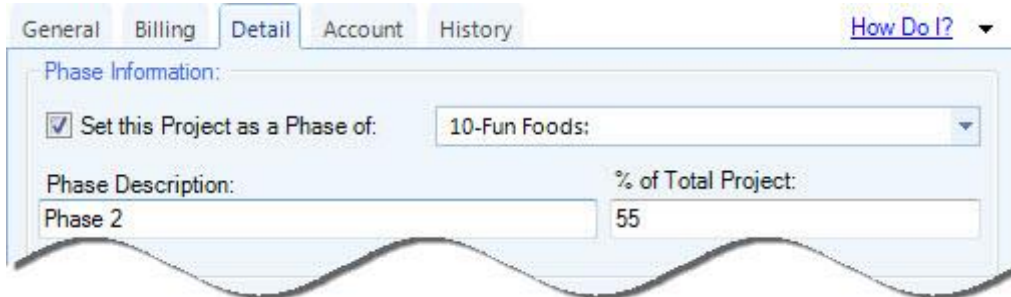
> When creating a segment for a project phase, BillQuick uses the Project ID of the phase as the Code. It adds the Phase to it to create a Project ID for the new segment. E.g., if an existing phase is 10-Hillard:4-CA and you are creating a segment for it, BillQuick will pre-fill its Code as 10-Hillard-4-CA and attach a Phase name (specified by you) to it separated by a colon.

6. When you are done, click Close to exit.

### Linking Child Project to Parent Project

You can link a new child project to a parent project. To create and then link a project (phase, segment or sub-segment) to its parent record:

1. Open the Project screen from the Company navigator, Project menu, Sidebar or toolbar.

2. Create a new project (*as explained above*).

3. Click the Detail tab. In the Phase Information section, check the 'Set this Project as a Phase of' option and then select a parent project from the dropdown.



4. Enter the % of Total Project contract amount (parent project) to distribute to the phases (child projects below in the hierarchy). For example, if the contract amount of a main or parent project is $100,000 and the phase is 55% of the total project, then BillQuick assigns $55,000 to it.

5. Optionally, enter an appropriate phase description and click Save.

6. To create its segment, select this project phase as a parent project (at step 3) and repeat the above steps.

7. When you are done, click Save and then Close to exit.

### Dragging-and-Dropping to Change Project Relationships

You can create a new parent-child project relationship or rearrange an existing project hierarchy by dragging and dropping projects in the grid. To do so:

1.  Open the Project screen from the Company navigator, Project menu, Sidebar or toolbar.

2.  In the project grid, double-click on the project you want to move (child/phase), hold down your left mouse button and drag it up or down in the grid list.
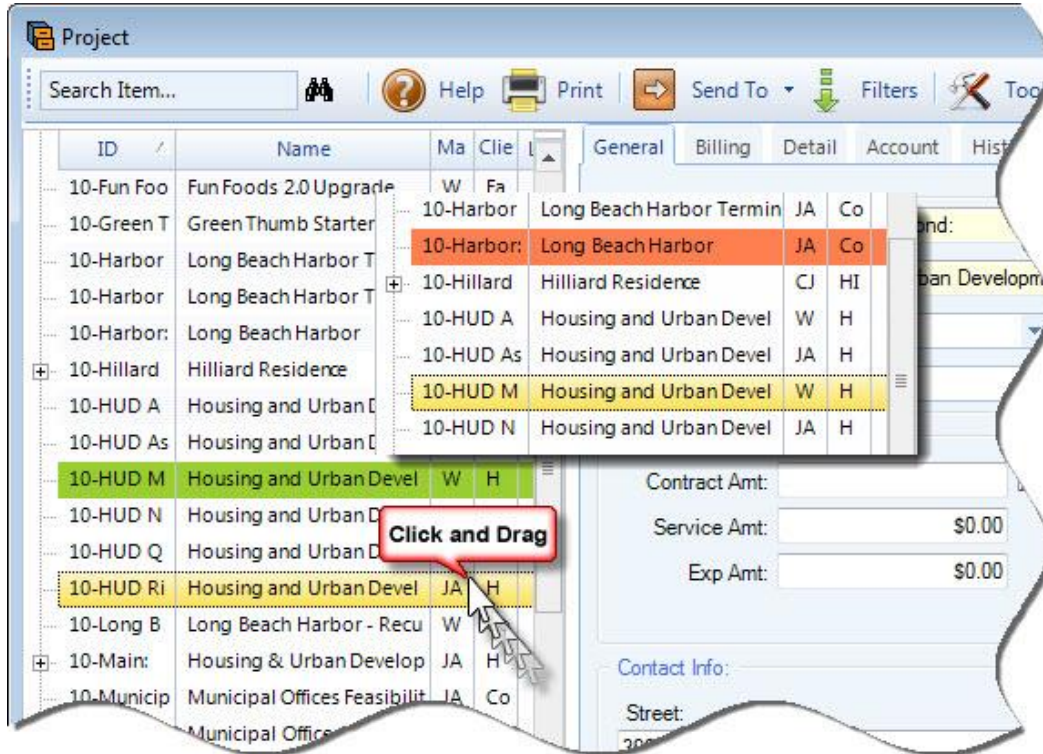


3.  Move it over the desired parent project. The highlighted project row changes colors as you drag across it. You cannot place a project for one client under a project for another client (a reddish-orange highlight visually indicates this). When the highlighted row is green, you can release the mouse button and drop the child project. The project record instantly moves below the parent project.

4.  To create its segment, drag and drop a project under a phase, and repeat as above.

5.  When you are done, click Save and then Close to exit.

**Cloning Project Hierarchy**

To clone an entire project hierarchy from a parent/main project to the sub-segment at the lowest level:

1.  Open the Project screen from the Company navigator, Project menu, Sidebar or toolbar.

2.  Click Tools and select Clone to open the Project Cloning screen.

3.  In the Clone From field, select the parent project whose entire hierarchy you want to clone.
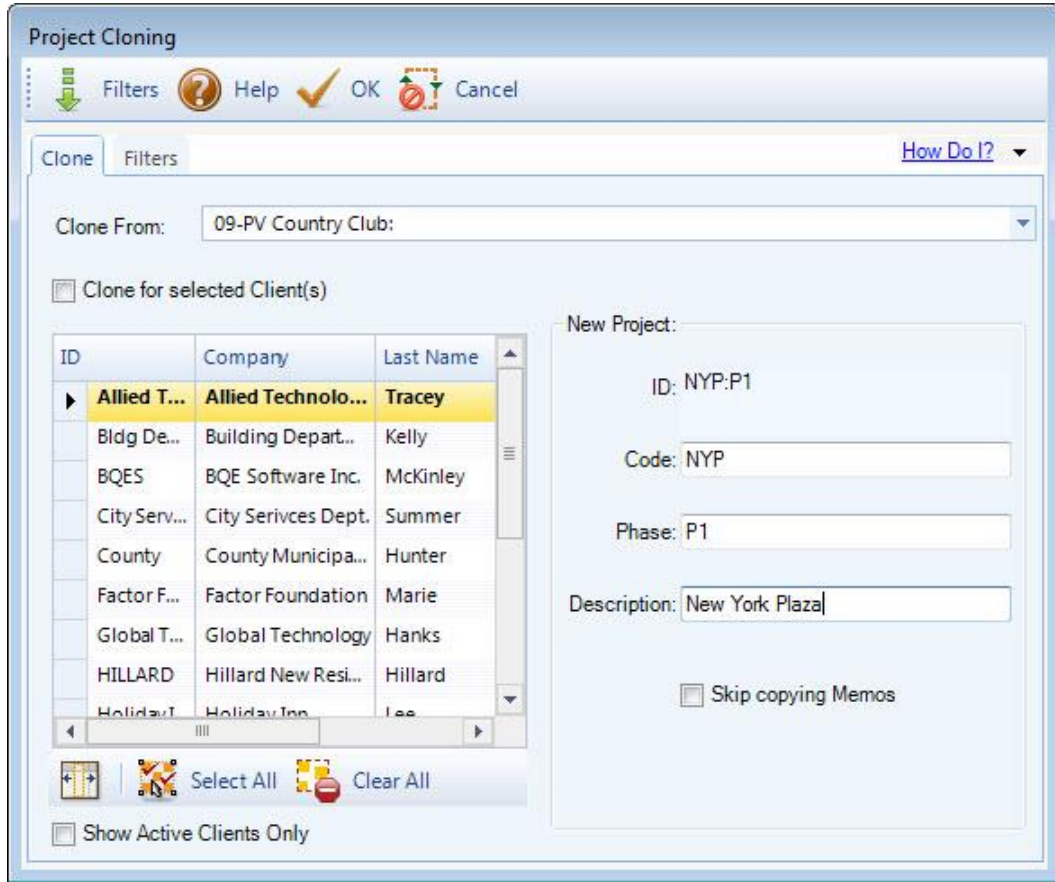


4.  In the New Project section, enter the new project Code and Description. Then click OK.

5.  BillQuick asks if you want to clone all phases (including segments and sub-segments) of the parent project. Click [ Yes ].

    > When cloning a project and its phases, BillQuick retains the phase ID of the cloned phase.

6.  When you are done, click Save and then Close to exit.

## Deleting Projects

> ⚠ To safeguard your assets, make a backup of your company database before deleting a project.

You can delete a project but its status must be 'Active' to appear in the drop-down lists. To delete a project:

1.   Open the Project screen from the Project menu, toolbar, Sidebar or navigator.

2.   Scroll the grid list and find the project you want to delete. Also, note the client associated with this project.

3.   Click Delete and then click [ Yes ] to verify your decision.

4.   When you are done, click Save and then Close to exit.

If some data is associated with the project, you must first delete that (time entries, expense entries, invoices and payments). The best plan of action is:

1.   For the project that you want to delete, determine what you have recorded against it by reviewing the Project-Account screen. (*Note the values pointing to time, expense, invoice and payments*.)

| | General | Billing | Detail | **Account** | History | Assign | | How Do I? ▾ |
|---|---|---|---|---|---|---|---|---|
| | | | **Cost** | | **Billable** | | **Billed** | **Un-Billed** |
| Services | | | $8,710.25 | | $17,288.75 | | $5,000.00 | $5,768.75 |
| Extra Services | | | $0.00 | | $0.00 | | $0.00 | $0.00 |
| Total Services | | | $8,710.25 | | $17,288.75 | | $5,000.00 | $5,768.75 |
| Expenses | | | $0.00 | | $0.00 | | $0.00 | $0.00 |
| Extra Expenses | | | $329.96 | | $339.02 | | $249.02 | $90.00 |
| Total Expenses | | | $329.96 | | $339.02 | | $249.02 | $90.00 |
| Grand Total | | | $9,040.21 | | $17,627.77 | | $5,249.02 | $5,858.75 |

| Total Hours: | Total B-Hours | Earned Value | Earned Value (%): |
|---|---|---|---|
| 216.25 | 216.25 | $17,627.77 | 167.88% |
| Project Retainer Paid | Project Retainer Used | Project Retainer Available | Client Retainer Available |
| $0.00 | $0.00 | $0.00 | $0.00 |
| Total Billed (Pre Tax) | Net Amount Billed | Total Amount Billed | Total Amount Paid |
| $5,249.02 | $5,249.02 | $5,249.02 | $4,000.00 |

☐ Show Cumulative data          **Total Amount Owed:**          **$1,249.02**

ⓘ 'Services x Billable' shows there are time entries on file. 'Expenses x Billable' shows there are expense entries. 'Total Amount Billed' shows there is invoice activity and 'Total Amount Paid' shows there are payment records.

2. Open the Payment screen from the Billing menu, toolbar, Sidebar or navigator.

3. Select View By: Project and then select a project.



4. Next, move to the Previous Payment field and select the previous payment. The corresponding invoice and payment details display in the grid.

5. Click Delete. BillQuick confirms that the deletion was successful. When you are done, click Close.

6. Next, open the Invoice Review screen from the Billing menu, Sidebar, toolbar or navigator.

7. In the Filters section, click  in the Project field and select the relevant Project ID(s) from the dropdown.

8.  Click Refresh to display the invoices. Then click Select and choose the Select All option.

9.  Next, click Reverse and confirm this action. (*If you missed deleting any associated payments, BillQuick displays a message.*)

10. When you are done, click Close and move on.

11. Open Sheet View from the Time-Expense menu, toolbar, Sidebar or navigator.

12. Select View By: Project, then select the project.

13. Next, move to the Period field and select 'All'. Click Refresh to display all time entries for the project.

14. Click Select and choose Select All option, and then press Delete on your keyboard to delete all the associated time entries.

⚠️ BillQuick does not delete time entries associated with vendor bills. You will have to edit the vendor bills to do that.

15. When you are done, click Close to exit.

16. Next, open the Expense Log screen from the Time-Expense menu, toolbar, Sidebar or navigator.

17. Repeat these steps to delete expense entries for the project. If there are no expenses for the project, continue to the next step.

18. Open the Project screen from the Project menu, toolbar, Sidebar or navigator.

19. Select the project you want to delete. Click Delete, and then click [ Yes ] to verify your decision.

⚠️ Be sure about the project record that you want to delete. *If you delete any data by mistake, you **cannot** recover it.*

20. When you are done, click Save and then Close to exit.

# Budget and Estimate Setup

Budgets are a good way to track the expected revenue or cost of a project against the actual. They combine detailed service and expense items to calculate the total budget of a project. You may use the same budget for several projects.

An estimate is a proposed task list with hours and bill rates used to compute the amount for each line item. A budget is the same except it is used for internal purposes and you can assign an employee or a vendor (or group) to a task. You can convert a budget to an estimate and vice versa. You can mark up your budget for profit and then create an estimate for the client. Budgets and estimates include separate services and expense portions. Both can draw bill rates from a service fee schedule and expense fee schedule.

Before creating a budget, consider the following points:

- Discuss it with your team members. Get their estimated hours and units.
- Research similar job or project costs in the industry.
- Add anticipated expenses to the budget.
- Add a contingency to the budget.
- Share the budget with the client and make it a part of the contract.
- If using groups, make sure that no two groups have the same items for budget reporting purposes.
- Assign individual items for budget comparison purposes.

This section covers the following tasks:

- [Creating Budgets](#)
- [Creating Estimates](#)
- [Converting Budgets to Estimates](#)

## Creating Budgets

> 🛈 *You can set up your budget at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Setup**

To set up a new budget:

1. Open the Budget screen from the Project menu or toolbar. Alternatively, open it from the Project-Billing screen.

2. Click New. On the New dialog, enter an ID and a Description for the budget.

3.  Optionally, base your budget on an existing one by selecting it in the 'Budget Based On' field. When you are done, click OK.

    Or

    Consider whether you want to pull bill rates from a SFS or EFS. If so, select it from the Service Fee Schedule and Expense Fee Schedule drop-down lists. BillQuick pre-fills the grids with that data.

4.  On the Service tab, select an Employee and Activity in the grid. *You can also track a budget by selecting an Employee Group or Activity Group*.

5.  Enter the number of hours (Hrs) budgeted for the employee-activity item. BillQuick allows you to enter negative hours.

6.  Accept the Bill Rate carried forward from service fee schedule (*if you have selected it*).

    Alternatively, enter a new rate for the employee-activity combination. Amount is calculated for the budget item (Hours x Rate).

7.  Move to the Expense tab. Select the desired Employee and Expense.

| Service | Expense | | Show Approved Only | Approve | Rates From Activity Table | Show Vendors | | | | |
|---------|---------|--|--------------------|---------|---------------------------|--------------|--|--|--|--|
| ▽ **Employee** | **Expense** | **Description** | | | | **Unit Σ** | **Cost Σ** | **MU%** | **Tax1** | **Amount Σ** |
| ALL | DEL: | SPECIAL DELIVERY/COURIER | | | | 20.00 | $15.00 | 10.00 | 0.00 | $330.00 |
| AM | MISC.: | MISCELLANEOUS | | | | 17.00 | $25.00 | 0.00 | 0.00 | $425.00 |
| CJ | Copy: | COPY SERVICES | | | | 115.00 | $0.15 | 10.00 | 0.00 | $18.98 |
| EXEC | Plans: | PLANS/DRAWINGS/SKETCHES | | | | 20.00 | $75.00 | 10.00 | 0.00 | $1,650.00 |
| * | | | | | | | | | | |
| | | | | | | 172.00 | $115.15 | | | $2,423.98 |

8.  Accept the values carried forward from expense fee schedule (*if you have selected it*). Alternatively, enter the expected Units, Cost or MU % for the expense.

> ⚠ **Do not** enter a percentage as a decimal. For example, to mark up the cost rate by 10%, enter 10, **not** 0.10. BillQuick allows you to enter a negative markup.

9.  Charge Amount is calculated for the budget item [Units x Cost Rate x (1 + MU%)] x (1 + Tax1 + Tax2 + Tax3). The budget totals appear at the bottom, combining labor and expense amounts. Click Save and you are done!

## Advanced Setup

To add additional information:

1.  In the Created By field, select the ID of the employee responsible for the budget.

2.  Set the budget status to Incomplete (*after it is approved, change the status to Active*).

3.  Mark 'Show Vendors' option if you want to display vendors and vendor groups in the employee drop-down list.

4.  Click 🔳 Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

5.  On the Service tab, BillQuick retrieves the Cost Rate of the activity item being budgeted from the Activity Codes screen. You can enter any other rate if you want. You can use this rate to base your budget on the cost to the company and not the billable value.

6.  Optionally, add a % Done value to represent how much of the budgeted activity have you performed.

7.  Enter Tax 1/2/3 percentages to add to the cost to compute the budget Amount for the line item. Tax rates carry from the Activity Codes screen but you can change them here.

8.  If desired, enter any custom data for the service line item in the Custom 1/2/3 fields (up to 50 characters). You can do so for the expense item as well.

9. On the Expense tab, enter Tax 1/2/3 percentages to add to the cost to compute the budget Amount for the line item. Tax rates carry from the Expense Codes screen but you can change them here.

10. You can add a % Done value that represents how much of the budgeted expense you have incurred.

11. Check the Approve option. Once approved, a budget is put to use and cannot be edited (*requires security permissions*).

12. To type a Memo, press Ctrl + M from a row or click ⊞ at the bottom. You can enter as much text as you need or insert Auto Complete shorthand codes into it.

13. If desired, click Tools and select Link Files to attach any document or graphic to the budget. See *File Linking* for more information.

14. When you are done, click Save and then Close to exit.

Once created, you can click Tools and use a budget for the following:

- Select 'Convert to Estimate' to convert a budget into an estimate.
- Select Create Invoice to convert a budget into a manual invoice.

> When creating a manual invoice from a budget, BillQuick calculates the total bill amount based on the % Done values **less** any previously billed amounts.

- Select Assign to assign a budget to a project or multiple projects.
- Select Purchase Orders to create a purchase order from the selected budget.

> A budget must be assigned to a project and contain at least one vendor-related service or expense item to be converted into a purchase order.

## Creating Estimates

Typically, you send estimates to clients as part of a project proposal. BillQuick includes an Estimate Comparison Report that compares estimate hours and amounts to what you spent, how much remains, and whether you are over or under the estimate for each activity and expense.

> *You can set up your estimate at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Setup**

To create a new estimate:

1.  Open the Estimate screen from the Project menu or toolbar. You can also do so from the Project-Billing screen.

2.  Click New; enter a unique Estimate ID and Description in the dialog box.

3.  Optionally, you can base it on an existing one. Check the 'Estimate Based On' option and select the existing estimate from the drop-down list. When you are done, click OK.

    Or

    Consider whether you want to pull data from a SFS or EFS for the estimate. If so, select a Service Fee Schedule or Expense Fee Schedule from the drop-down list. BillQuick pre-fills the grid with that data.

4.  On the Service tab, enter the expected activity (ID) to be performed and expected time (Hrs) required for that activity. BillQuick allows you to enter negative hours.

5.  Accept or enter a new bill Rate to charge for the activity. BillQuick calculates the Amount for the estimated item (Hours x Rate).

6.  On the Expense tab, enter the expense (ID) expected to incur.

| | ID | Description | Unit Σ | Cost Σ | MU% | Tax1 | Amount Σ |
|---|---|---|---|---|---|---|---|
| | Copy: | COPY SERVICES | 100.00 | $0.10 | 10.00 | 0.00 | $11.00 |
| | Mileage: | MILEAGE | 100.00 | $0.50 | 0.00 | 0.00 | $50.00 |
| | Airfare:Travel | AIRFARE | 1.00 | $350.00 | 10.00 | 10.00 | $423.50 |
| | MISC.: | MISCELLANEOUS | 25.00 | $15.00 | 0.00 | 0.00 | $375.00 |
| | Plans: | PLANS/DRAWINGS/SKETCHES | 20.00 | $65.00 | 10.00 | 0.00 | $1,430.00 |
| ✳ | | | | | | | |
| | | | 246.00 | $430.60 | | | $2,289.50 |

Service / Expense tab — Approve checkbox

7. Enter the estimated number of Units and Cost rate charged for that expense.

8. Enter the markup percentage (MU %) on the cost rate.

> ⚠ **Do not** enter a percentage as a decimal. For example, to mark up the cost rate by 10%, enter 10, **not** 0.10. BillQuick allows you to enter a negative markup.

BillQuick calculates the charge Amount for the expense item [Units x Cost Rate x (1 + MU%)] x (1 + Tax1 + Tax2 + Tax3). The estimated totals appear at the bottom, combining labor and expense amounts.

9. Click Save and you are done!

## Advanced Setup

To add additional details:

1. In the Created By field, select the ID of the employee responsible for the estimate.

2. Select a Status for the estimate—Active, Incomplete or Inactive—from the drop-down list.

3. Click 📧 Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

4. On the Service tab, add a % Done value to represent the percentage of an activity worked.

> 🛈 You can use the % Done value to create a manual invoice with percent done information for contractors.

5. If desired, enter any custom data for the service line item in the Custom 1/2/3 fields (up to 50 characters). You can do so for the expense item as well.

6. On the Expense tab, enter the Tax 1/2/3 percentages to add to the cost of the estimated item. Tax rates carry from the Expense Codes screen but you can change them here.

7. Next, enter a % Done value that represents the percentage of the expense used up.

8.  Check the Approve option to approve the estimate. Once approved, an estimate cannot be edited *(requires security permission)*.

9.  To type a memo, press Ctrl + M from any row or click ⊞ at the bottom. You can enter as much text as you need or insert Auto Complete shorthand codes into it.

10. If desired, click Tools and select Link Files to attach any document or graphic to the estimate. See *File Linking* for more information.

11. When you are done, click Save and then Close to exit.

Once created, you can and use the estimate for the following:

- Click Email to send the estimate to the client via email.
- Click Tools and select 'Convert to Budget' to convert this estimate into a budget.
- Click Tools and select Create Invoice to convert an estimate into a manual invoice.

  When creating a manual invoice from an estimate, BillQuick calculates the total bill amount based on the % Done values **less** any previously billed amounts.

- Click Tools and select Assign to assign this budget to a project or multiple projects.

## Converting Budgets to Estimates

If you have created a budget, you can easily convert it into an estimate. Similarly, if you have an estimate, you can convert it to a budget.

To convert a budget into an estimate:

1.  Open the Budget screen and select the desired budget.

2.  Click Tools and select 'Convert to Estimate'. When prompted, enter the Estimate ID and Description.

3.  Once created, you can then assign that estimate to a project in the Project screen.

# Fee Schedule Setup

Service fee schedules (SFS) and expense fee schedules (EFS) contain special bill and cost rates. With fee schedules, BillQuick eliminates manual entry and changing of alternative rates or setting up extra codes for special situations. When you assign a fee schedule to a project, BillQuick automatically determines whether to apply the default or special rate to a time or an expense entry.

BillQuick allows you to set fee schedule rates by employee-activity combination. Further, you can specify an employee title or classification for each rate. BillQuick associates this classification with relevant time and expense entries, though you can edit it in the respective screens. *See Determining Rates for details*.

This section covers the following setup tasks:

- Creating Service Fee Schedules
- Creating Fee Schedules Based on Existing Schedule
- Creating Expense Fee Schedules

## Creating Service Fee Schedules

Service Fee Schedule Wizard (select *Wizards from View menu or Sidebar*) quickly and easily walks you through the process of creating new SFS, using only basic information. You can later make changes in the Project screen.

*You can set up your service fee schedule at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Setup**

To create a SFS:

1.  Open the Service Fee Schedule screen from the View menu or toolbar. You can also do so from the Project-Billing screen.

2.  Click New. On the 'New Fee Schedule' dialog, enter the ID and Description of the schedule. When you are done, click OK.



3.  On the Service Fee Schedule tab, select either an Employee or an Employee Group from the drop-down lists. *You may choose only one or the other*.
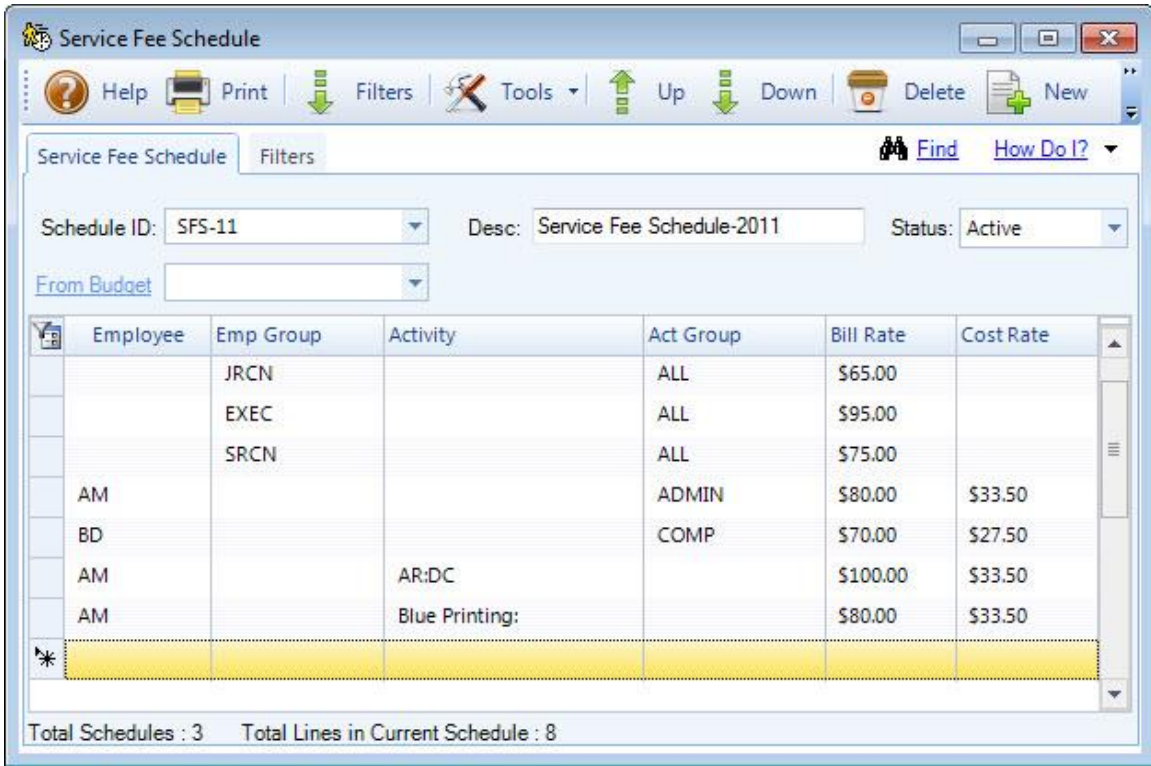
4.  Select either an Activity or an Activity Group from the drop-down lists. *You may choose only one or the other*.

5.  If you select a single employee, the employee's Bill Rate and Cost Rate carry forward from the Employee profile. You can (a) change the default rates or (b) apply a Multiplier. If you select an employee group, simply enter the special rate.

    > BillQuick allows you to enter a $0 or null rate if you check the 'Zero rates in Fee Schedules are valid' option in the Global Settings-Rules screen.

6.  To save the schedule item, click on another row or press Tab for the remaining fields in the row. You are done!

**Advanced Setup**

To add additional information:

1.  Select a Status for the schedule—Active or Inactive—from the drop-down list. Drop-down lists in BillQuick include only active schedules.

2.  You may select a budget in the From Budget field to populate a SFS with the same information. You can then simply edit it here to suit your requirements.

3.  Click Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

4. When you select an Employee ID, you may use a PR Multiplier. It uses the employee's Pay Rate to compute the special Bill Rate.

> ℹ️ If you change the default Pay Rate of an employee (e.g., a raise) after defining a fee schedule that contains the Pay Rate Multiplier, BillQuick prompts you to update the associated SFS.

5. When you select an Employee ID, you may use a BR Multiplier. It uses the employee's Bill Rate to compute the special Bill Rate. For example, if the employee's default bill rate is $100 and you enter '1.5' into the BR Multiple field, the bill rate on the schedule will be $150 ($100 x 1.5).

6. When you select any employee/group-activity/group combination, you may use an OT Multiplier. It uses the scheduled Bill Rate to compute the special OT Bill Rate. For example, if the bill rate for the schedule item (*not* the employee's default bill rate) is $120 and you enter 1.5 in the OT Mult Field, the overtime bill rate will be $180 ($120 x 1.5).

7. Enter the Minimum B-Hrs to record minimum time for this employee-activity combination in a time entry screen. You can edit these billing hours and use it to assign special day-rates (see *Rates in the Billing Basics chapter*).

8. Optionally, enter text for a Memo to carry forward to the time entry when you choose the special item.

9. Select a Classification or title for the selected employee/group if you want to assign different rates to the same employee with several job titles. BillQuick will associate it with the relevant time entries. See *Determining Rates* for details.

10. BillQuick assigns a Priority number to this entry but you can change it using the Up and Down buttons. Priority is important because it determines which rate BillQuick fetches from the SFS in case of multiple matches.

11. If desired, click Tools and select Link Files to attach any document or graphics to the SFS. See *File Linking* for more information.

> ℹ️ Click Tools and select Assign to assign the SFS to one or multiple projects.

12. When you are done, click Close to exit.

> ℹ️ If desired, you can base a new schedule on an existing one. For example, if you create a new schedule with updated bill rates based on an outdated one, it saves time to copy the existing items to the new schedule.

## Creating Fee Schedules Based on Existing Schedule

A company often adjusts rates, including special rates, one or more times a year. At times, you may want a new fee schedule that is similar to an existing one. To save time and effort, do the following:

1. Open the Service Fee Schedule screen from the View menu or toolbar. You can also do so from the Project-Billing screen.

2. Click New. On the 'New Fee Schedule' dialog, enter the ID and Description of the schedule.

3. Check 'Schedule Based On' option and choose an existing SFS to use as a basis for a new one. When you are done, click OK

4. The existing fee schedule's information displays. Make the desired modifications to the data.

5. When you are done, click Close to exit.
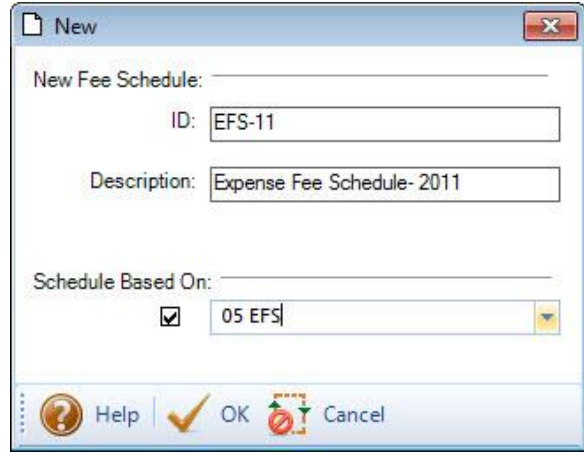
## Creating Expense Fee Schedules

*You can set up your expense fee schedule at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### Basic Setup

To create an expense fee schedule:

1. Open the Expense Fee Schedule screen from the View menu or toolbar. You can also do so from the Project-Billing screen.

2. Click New. On the 'New Fee Schedule' dialog, enter the ID and Description of the schedule. When you are done, click OK.

3. On the Expense Fee Schedule tab, select either an Employee ID or an Employee Group from the drop-down lists. *You may choose only one or the other.*

4. Select either an Expense ID or an Expense Group from the drop-down lists. *You may choose only one or the other.*

5. If you select a single expense, its default Cost and Markup carries forward from the Expense Code profile. You can change these default values. If you select an expense group, simply enter the special rates.

6. To save the schedule item, click on another row or press Tab for the remaining fields in the row. You are done!

> ℹ️ If desired, you can base a new fee schedule on an existing one. For example, if you create a new EFS with updated cost rates based on an outdated one, it saves time to copy the existing items to the new schedule. (*See above for details.*)

**Advanced Setup**

To add additional information:

1. Select a Status for the schedule—Active or Inactive—from the drop-down list. Drop-down lists in BillQuick include only active status schedules.

2. Click 🗐 Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

3. Enter up to three tax percentages per schedule item (Tax 1/2/3). BillQuick sums these percentages before applying them to the individual expenses.

4. Check 'Reimb' if the expense is reimbursable to the employee who incurred it.

5.  Optionally, enter text for a Memo to carry forward to the expense entry when you choose the special item.

6.  Select a Classification or title for the selected employee/group if you want to assign different rates to the same employee with several job titles. BillQuick will associate it to the relevant expense entries. *See* [*Determining Rates*](#) *for details*.

7.  BillQuick assigns a Priority number to this entry but you can change it using the Up and Down buttons. Priority is important because it determines which rate BillQuick fetches from the EFS in case of multiple matches.

8.  If desired, click Tools and select Link Files to attach any document or graphic to the EFS. See *[File Linking](#) for more information*.

> Click Tools and select Assign to assign the EFS to one or multiple projects.

9.  When you are done, click Close to exit.

# External Data

You can fill the BillQuick Company database with new data created in BillQuick or transferred from another application to it. You can add or import data to BillQuick using the Import/Export, data conversion and data integration utilities.

This section explains the two ways of importing external data into BillQuick:

- [Data Import](#)
- [Data Conversion](#)

# Data Import

BillQuick can import data from comma separated (.csv) and tab separated (.tab) files. If the software from which you wish to import data cannot create a comma- or tab-separated file format, you should first export that data to Microsoft Excel and then save it in a comma (.csv) or tab-separated (.tab) file.

## Importing Data

To import data into BillQuick:

1.  Open the Import/Export screen from the Utilities menu.

2.  When security is on, BillQuick prompts you for a login. Enter your User ID and Password. Then click OK.

3.  On the Import tab, select the File Name from which data should be read (maybe a previously exported file) by clicking Browse. To use an existing export layout file (.elf), click Load.
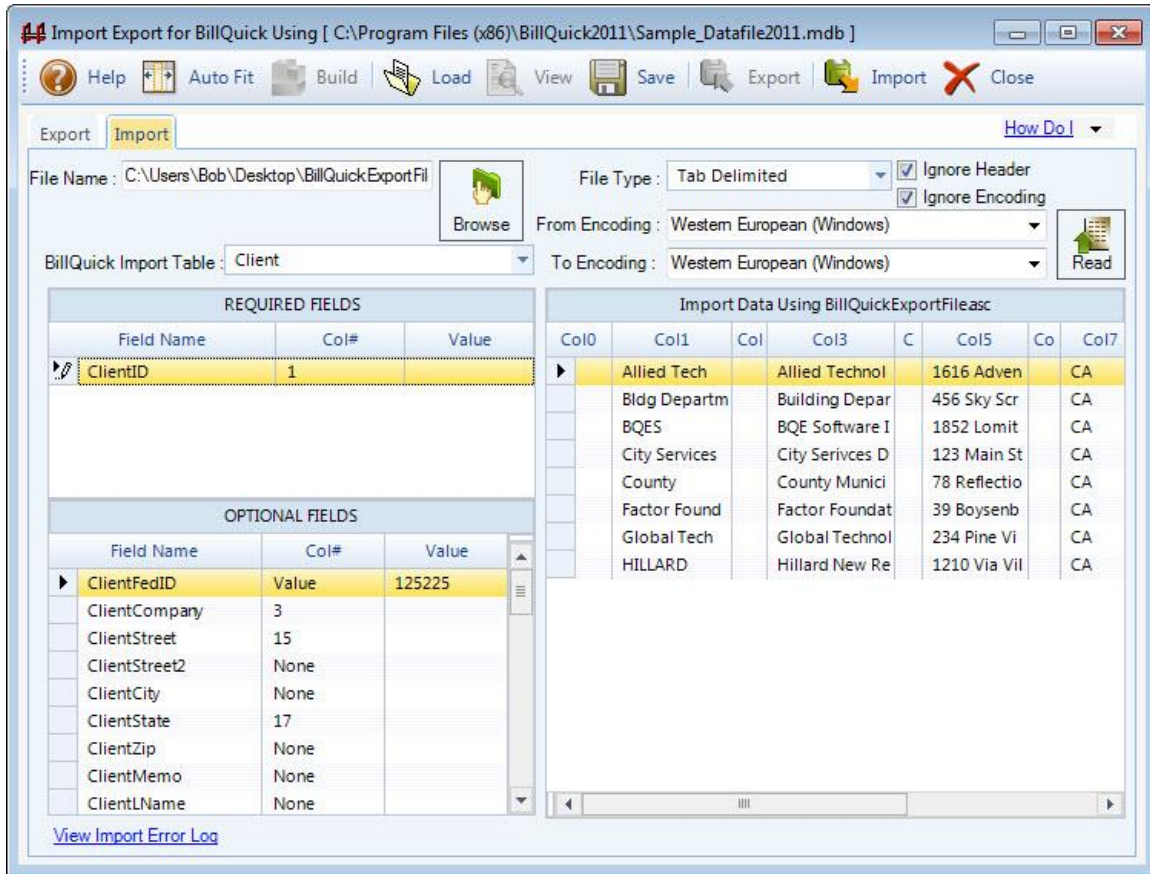


4.  In the dialog, select the file (with.asc, .csv, .tab or .txt file extension) to be imported and click Open .

5.  Back on the Import/Export screen, select the File Type. It can be either comma or tab delimited file.

6.  Check 'Ignore Header' option if you do not want BillQuick to read the first record in the import file as a header or field name.

7.  Select 'Ignore Encoding' option if your data is already in Western European format or if you wish to ignore decoding options. Else, to ensure that BillQuick imports all the data in the correct format, deselect Ignore Encoding. In that case, also select the From Encoding format of your particular database (e.g. Baltic Windows) and To Encoding format (Western European).

8.  Click Read to populate the Import Data grid on the right with data from your file.

9.  In the BillQuick Import Table field, select the desired table. The Required Fields and Optional Fields display below.

10. To map imported data to BillQuick fields, enter the column number of the imported data into

the Col # of the desired Field Name.

11. Click Import to import the data into the BillQuick database.

12. Click Save to save the import settings and layout as a Field Layout File (.flf) for future use.

13. When you are done, Close to exit. Check the imported data in the appropriate BillQuick screens.

# Data Conversion

BillQuick includes built-in data conversion utilities. In addition, BillQuick consultants provide custom data conversion services. Custom conversions include Deltek Advantage, Deltek Vision, Deltek Costpoint, Deltek Time, Sema4, ProSystem *fx* Practice Management, Sage MAS 90, HighTower Time and Billing, Tenrox, Replicon, Journyx, Axium and ArchiOffice.

You have the following built-in conversion options in BillQuick:

- Converting Data from Timeslips
- Converting Data from Wind2/FMS

## Converting Data from Timeslips

The Timeslips→BillQuick Conversion utility transfers master, current and historical data from Timeslips® to BillQuick. Once you convert Timeslips data to BillQuick, you have a single database to work with.

All BillQuick editions can convert data from Timeslips (version 10 or later). If you have an earlier version, you need to first update or convert the data to version 10 or later. Contact BillQuick Consulting Services if you want guidance through the conversion process or if you want to transfer more than required data from your Timeslips database to BillQuick.

> Prior to data conversion, create a backup of your BillQuick and Timeslips databases.

To convert data from Timeslips to BillQuick, follow these steps:

1. As a new BillQuick user, you must first create a new BillQuick company database.

2. Open the Timeslips to BillQuick Conversion Wizard from the File menu or Sidebar.

3. On the Select Data File panel, verify the BillQuick Data File to receive the Timeslips data. Click Browse to navigate to another location and select a different data file.
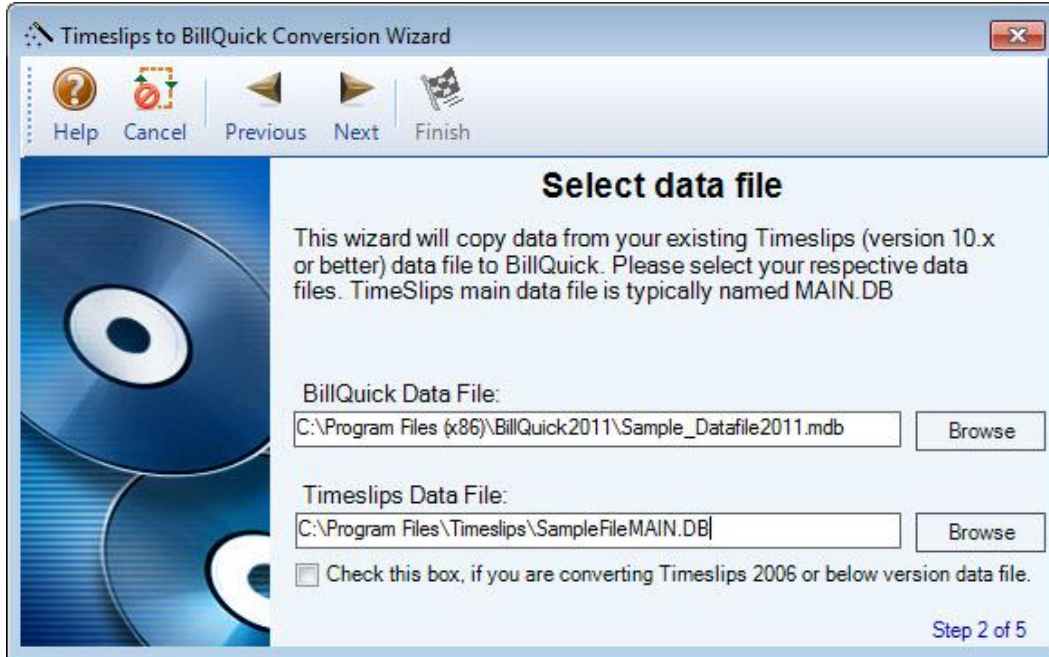
4.  Next, click Browse to locate your Timeslips Data File. If you are converting a Timeslips 2006 or an older version, check the option provided. Click Next.

    If you exit and return to Timeslips→BillQuick Conversion Wizard later, the program remembers the last location entered for the databases.

5.  On the Address Field Mapping panel, select the appropriate Timeslips fields and map it to the BillQuick fields. Default choices are pre-selected.

6.  Move to the Client and Job Field Mapping panel. Select Timeslips fields from the drop-downs and map them to the BillQuick fields. Default choices are pre-selected.

    If you used the Client References method in Timeslips, check the 'Copy Client References as Projects' option. If you used the Client Project method, *do not* check it.

    When the Client Project method is used, BillQuick automatically identifies the client name as the text to the left of the project separator. This text transfers to the Project Name field as a default. You can easily change project names in BillQuick.

7.  If there are zero invoice numbers in your Timeslips database, check the Copy Zero Invoices option here.

8.  Click Previous and verify your choices, if needed.

9.  When ready, click Finish to start the conversion process. A progress bar keeps you informed about the data transfer.

For more details on data conversion from Timeslips to BillQuick, check the
Timeslips-BillQuick Data Conversion Guide.

## Converting Data from Wind2/FMS

The Wind2/FMS→BillQuick Conversion utility transfers master, current and historical data from Wind2 (now Deltek FMS®) to BillQuick. Once you convert Wind2/Deltek FMS data to BillQuick, you have a single database to work with.

All BillQuick editions can convert data from Wind2 (version 2003.3.03 or later) or Deltek Financial Management System to BillQuick. If you have a Wind2/Deltek FMS SQL database, contact BillQuick Support or your Account Rep to have a BillQuick Consultant do the conversion for you.

Prior to data conversion, create a backup of your BillQuick and Wind2/FMS databases.

To convert data from Wind2/Deltek FMS to BillQuick, follow these steps:

1.  As a new BillQuick user, you must first create a new BillQuick company database.

2.  Select the Wind2 Conversion option from the File menu.

3.  The Wind2/Deltek FMS To BillQuick Conversion Utility displays. On the Welcome screen, click Next.

4.  On the BillQuick Database Type panel, specify the database to receive data from Wind2/FMS. Allow BillQuick to detect the currently open database automatically. Else, choose the other option. Click Next.
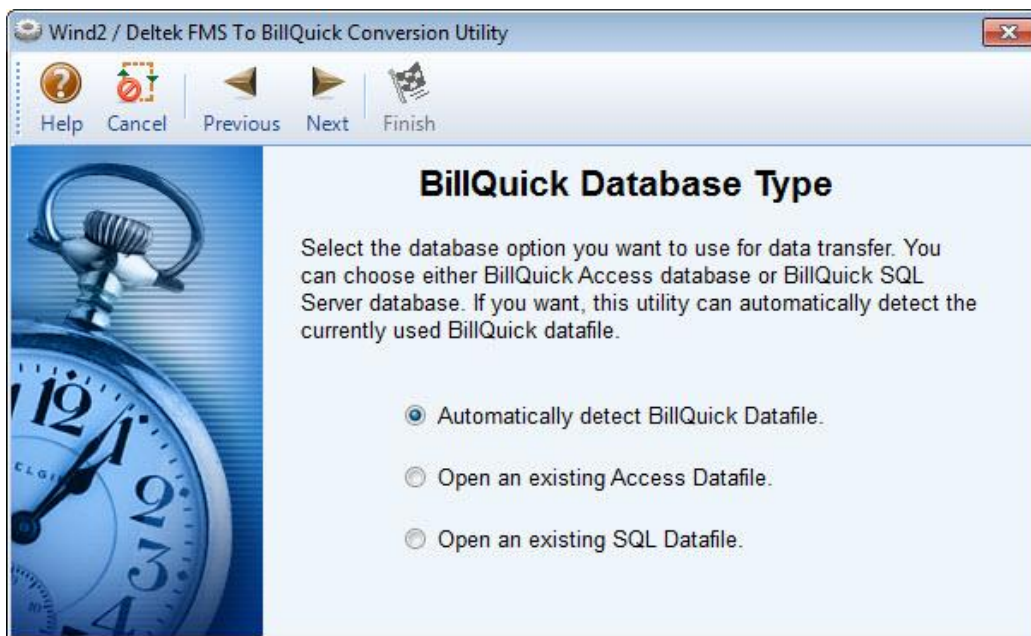
5. By default, the wizard accesses the currently open BillQuick Database. If you wish to select another file, click ⬚ to browse to its location. Click Next.

6. On the Wind2/FMS Database Name panel, select the Wind2/FMS database backend and database you want to use for data conversion. Click ⬚ to browse to its location and then click Next.

7. Identify where the Wind2/Deltek FMS Card File is. Typically, Wind2 Card File is named Sycont.DBF and is located in your Wind2/Deltek FMS folder. Click ⬚ to browse to its location and then click Next.

8. Click Previous and verify your choices, if needed.

9. When ready, click Finish to start the conversion process. A progress bar keeps you informed about the data transfer.

> For more details on data conversion from Wind2 or Deltek FMS to BillQuick, check the Wind2/Deltek FMS-BillQuick Data Conversion Guide.

> Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 6

# Company Management

- Security
- Change ID Codes
- Reminders
- Groups
- Clone
- Archive and Restore
- Backup and Restore
- Data Exchange
- Settings and Preferences
- BillQuick Family of Products

# Company Overview

A BillQuick Supervisor or administrator typically manages the general company affairs. After initial setup of the company database and master information, the BillQuick Supervisor can set company-wide rules and preferences.

This section covers a variety of issues and options to consider as you manage your company.

| Company Decisions | | |
|---|---|---|
| **Area** | **Decision** | **Where to Implement** |
| First Day of the Week | Define the first day of a workweek for internal processing and reporting. | BillQuick Start-Up Interview Global Settings |
| Database Maintenance | Specify the number of times BillQuick starts before database utilities automatically run. | BillQuick Start-Up Interview Global Settings |
| Automatic Backup | Schedule backup reminder – on exit, daily, never, weekly or monthly | BillQuick Start-Up Interview Global Settings |
| Database | Hide location of database on BillQuick status bar. | Global Settings-More |
| Company-wide Settings | Review and specify other settings and preferences for implementing BillQuick. | Global Settings |
| User Preferences | Determine other settings and preferences for users to maximize interaction with BillQuick. | Preferences |
| Security Permissions | Assign security permissions and passwords for users. | Employee screen Security screen |
| Company Profile | Specify company-wide settings. | Company screen Global Settings screen |
| Master Information | Create groups for employees, client, activity and expense codes, projects. | Employee: Groups screen Client : Groups screen Activity Codes Expense: Groups screen Project: Groups screen |
|  | View a quick snapshot of employee performance and profitability. View a quick snapshot of vendor accounts. | Employee-Performance screen Vendor –Account screen |
| Client Relationship | Identify the principal/partner, manager or staff member who has primary responsibility for the client relationship. | Client Manager or Custom fields |
| Project Management | Identify the principal/partner, manager or staff member who has primary responsibility for the project. | Project-General screen: Project Manager field |
| Reports | Automatically generate and deliver reports. | BillQuick Agent: Reports Scheduler |
|  | Generate and memorize reports. | Reports Filters Report Center screen |

# Security

Security is integral to BillQuick's design and operation. A BillQuick Supervisor or any authorized person can grant users access to BillQuick's features, functions, reports and other information. You must first designate an employee or vendor as a BillQuick User.

After identifying BillQuick Users, you need to determine the level of access they require for each module of BillQuick and corresponding reports. For example, you may grant your staff permission to enter time while managers receive more extensive security permissions. *It is **strongly recommended** to assign security permissions soon after your company's core information is set up*. If security is not in force, any user can add, change, delete and print data.

> If you require more licenses to increase the number of BillQuick Users, contact BillQuick Sales at 888-245-5669. Also, if managers and staff travel or work remotely, discuss alternatives such as Web Suite, Outlook Add-In, etc. *See BillQuick Family of Products*BillQuickAddons *for more*.

This section covers the following security-related tasks:

- Turning On Security
- Setting-Up BillQuick Users
- Assigning Roles
- Assigning Security Permissions
- Customizing Security Profiles
- Assigning Security Permissions to Multiple Employees
- Setting and Changing Passwords
- Assigning Report Level Security
- Logging Actions in BillQuick
- Changing Company Name
- Changing and Merging IDs

## Turning On Security

When you turn on the security, only authorized users (marked as *BillQuick Users*) can log into BillQuick. They must enter a User ID (login) and Password. The same is true for users of add-on modules. By default, a user's Employee ID (or Vendor ID) is also his/her User ID and Password. However, you can assign a separate Login ID for a user and change the password at any time.

To turn security on for BillQuick:

1. Log in to BillQuick. You must have security permission to access the Security screen. By default, only the BillQuick 'Supervisor' can turn the security on or off.

2. Open the Security screen from the Settings menu or toolbar.
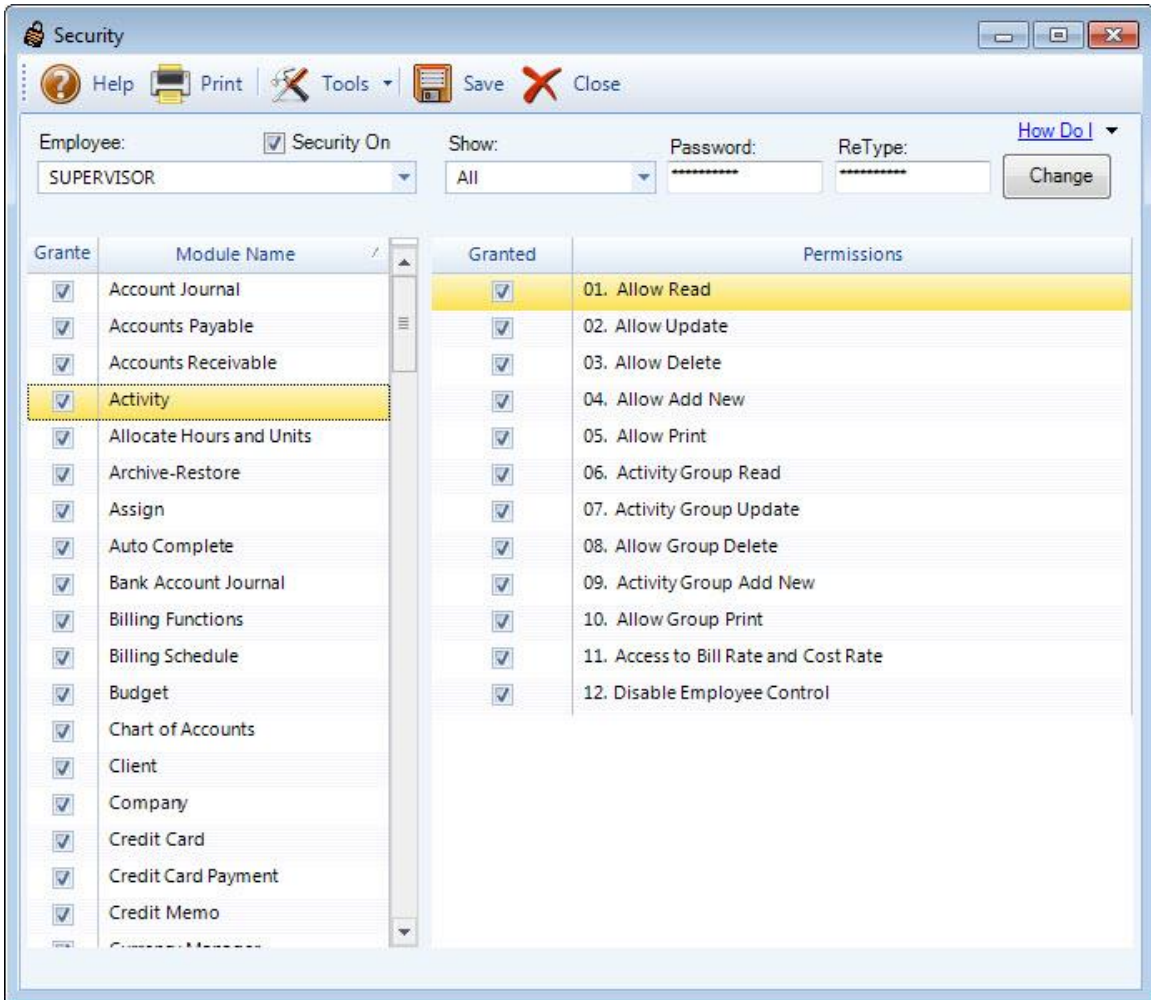
3. Check the 'Security On' option above the Employee field.

4. When you are done, click Save and then Close to exit.

Alternatively, you can turn on security by simply clicking the Turn Security On option on the Settings menu, Security.

> BillQuick automatically turns the security on once the number of employees in the database exceeds the number of licensed users.

## Setting-Up BillQuick Users

The number of users who can log into and access BillQuick (BillQuick User) is limited to the number of licenses purchased by your company. You can assign employees as well as vendors as BillQuick Users.

To set up a BillQuick User:

### Employee Screen

1. Open the Employee screen from the View menu, toolbar, navigator or Sidebar.

2. To assign as a BillQuick User, select an employee from the grid.



3. On the General tab, check the BillQuick User option. This indicates the selected employee can log in and access BillQuick features allowed by security permissions (*See Assigning Security below*).

4. When you are done, click Save and then Close to exit.

> In a similar manner, you can set up vendor as a 'BillQuick User' in the Vendor screen.

### Product Licensing and User Management Screen

You can also assign BillQuick Users in the following way:

1. Open the Product Licensing and User Management Console from the File menu.

2. Click on the Users tab. Select an option in the View by field, say 'Employees and Vendors'.
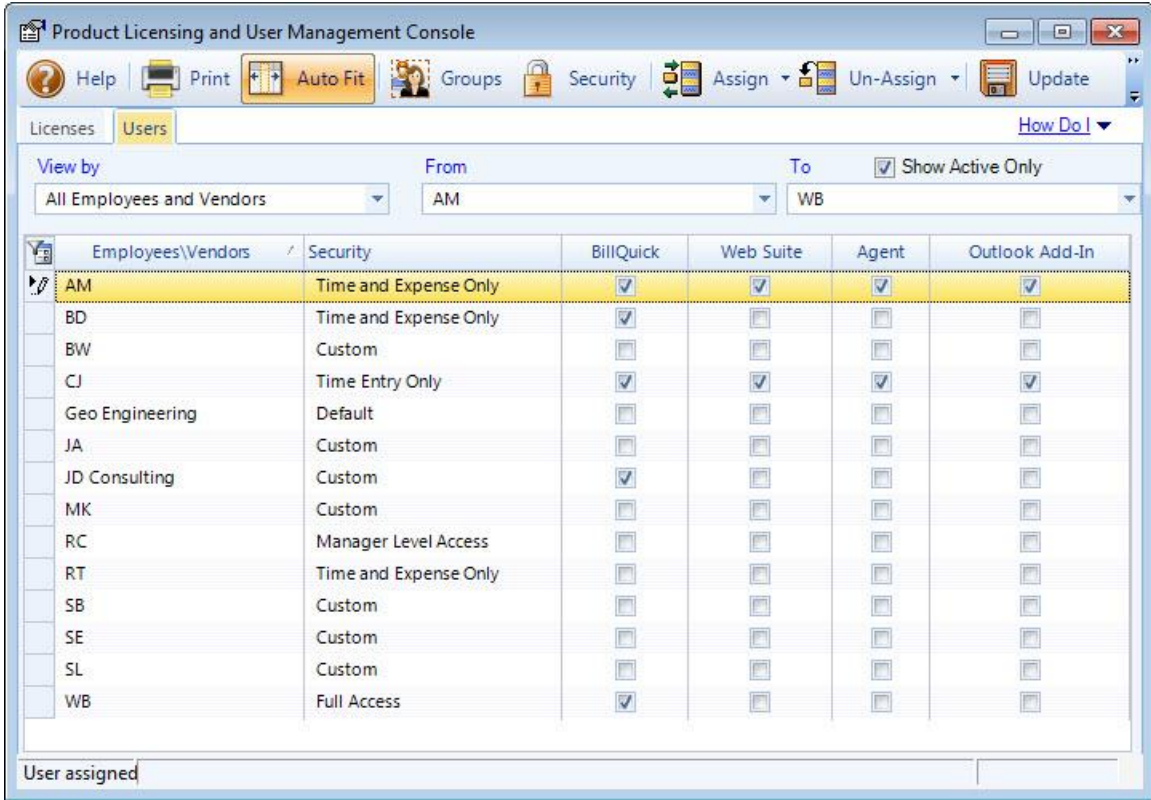
3. A list of employees and vendors displays in the grid. Check the box in the BillQuick column for the ones you want to license as a BillQuick User.

4. You can also use the Assign button or the right-click option to make the assignments. Then, click Close to exit.

> The same Console can be used to assign users for BillQuick Add-On modules.

## Assigning Roles

BillQuick allows you to select an organizational role for the employees and vendors. Based on your selection, a special role-based navigator displays when you log into BillQuick. This provides easy access to the frequent tasks associated with the role. Available roles include Default, Principal/Management, Billing and Time & Expense.

To assign a role:

1. Open the Employee screen from the View menu, toolbar, navigator or Sidebar.

2. Select the desired employee from the grid. The employee must be marked as a BillQuick User.

3. On the General tab, select a suitable role for the employee in the Role field, e.g., Time and Expense.

4. You can also specify the manager or supervisor to whom this employee reports or submits his time card. Select the desired ID in the Submit to field.

5. When you are done, click Save and then Close to exit.

You have now authorized the employee to access BillQuick, fully or selectively, using an ID and Password.

> In a similar manner, you can assign role and security to vendors from the Vendor screen.

## Assigning Security Permissions
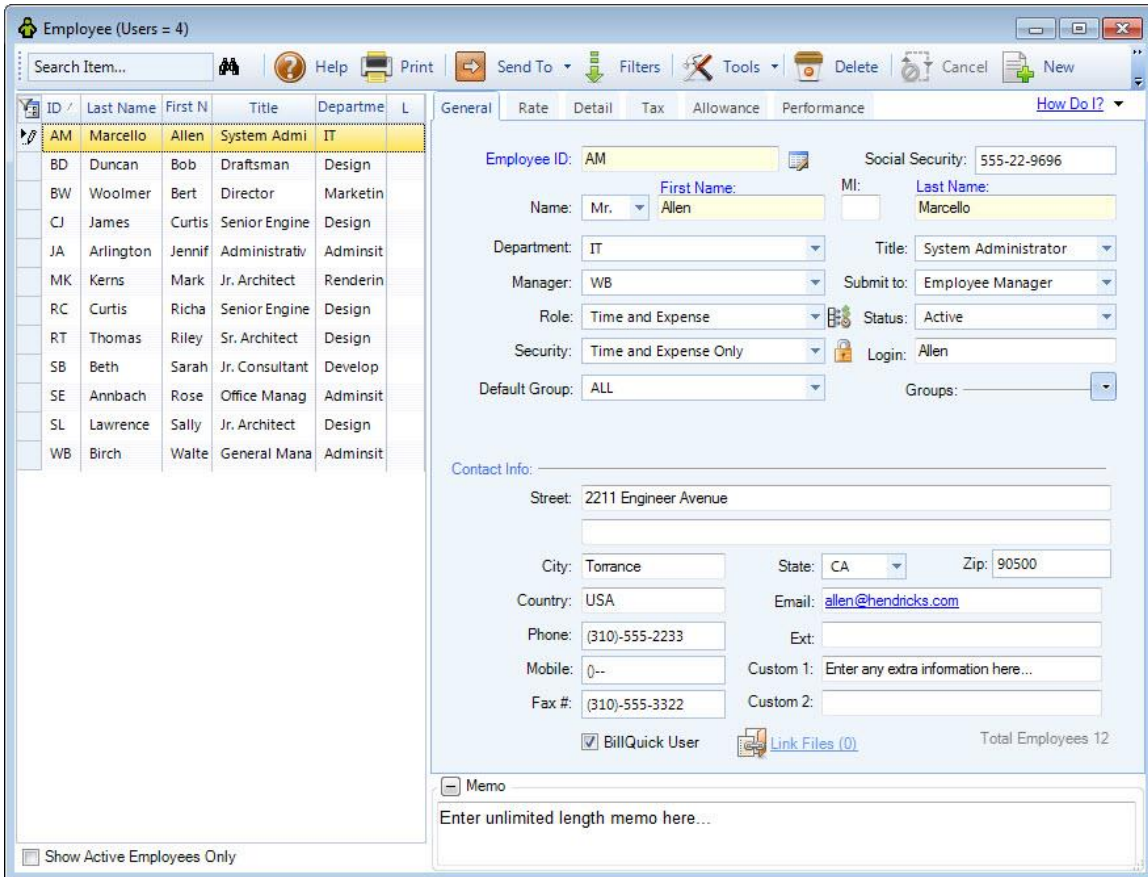
You can assign a pre-defined Security Profile to a user. Based on the template assigned, users can access all or selective BillQuick functions, features and reports. Standard security templates ship with BillQuick and include Billing Only, Default Access, Full Access, Manager Level Access, Principal, Time & Expense Only, and Time Entry Only.

However, you can customize these built-in security profiles to new ones. You may do this if you want to modify the default template for employees. In addition, you can assign security permissions for each BillQuick module.

> While assigning a security profile to an employee, BillQuick does not assign report security automatically. You have to set that separately.

To assign a security profile:

1.  Log in to BillQuick. You must have security permissions to access the Security, Employee or Vendor screen. *By default, only the BillQuick Supervisor has authority to do so.*

2.  Open the Employee (or Vendor) screen from the View menu, toolbar, Sidebar or navigator.

3.  Select the desired employee/vendor (BillQuick User) from the grid list.



4.  On the General tab, select the desired template from the Security drop-down. This assigns pre-defined security settings to the employee/vendor.

5.  When you are done, click save and then Close to exit.

To assign security permissions:

1. Click 🔒 on the Employee-General screen to open the Security screen. You can directly open it from the Settings menu or toolbar.

2. In the Security screen, select the desired Employee from the drop-down list.
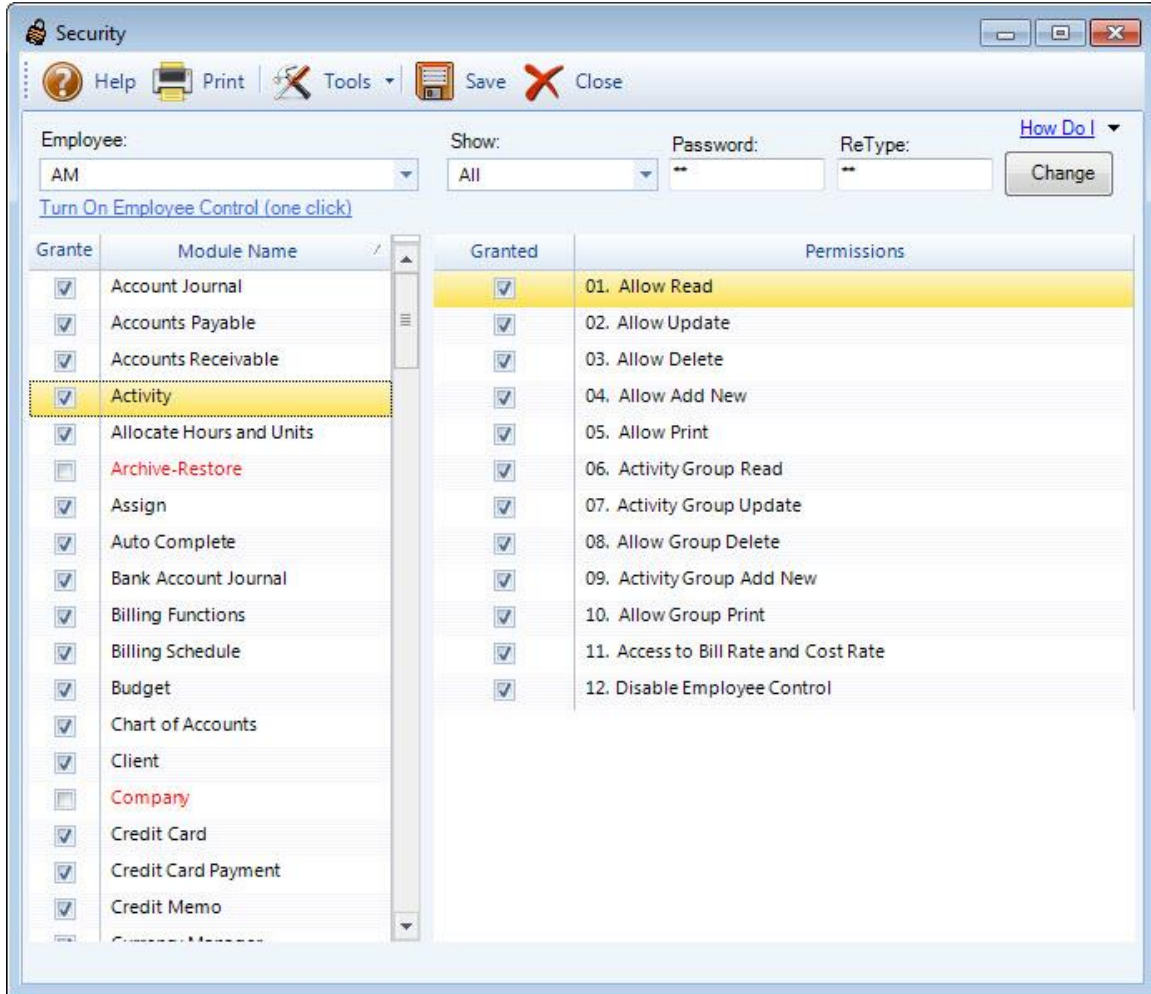


3. Assign or change the Password for the employee using [ Change ]. You can make it case-sensitive by checking that option from Global Settings-Rules screen.

4. Select a Module Name from the list on the left, e.g., Activity. Now you are ready to assign individual security permissions for this module.

5. Start assigning the Permissions by checking the relevant options in the list on the right.

6. When you are done, click Save and then Close to exit.

# Customizing Security Profiles

When defining a new security profile, it is easier to edit an existing template and save it under a new name.

To customize a security profile:

1. Open the Security screen from the Settings menu or toolbar.

2. Select an Employee (or vendor) from the drop-down list. Click Tools and select Security Profiles.

3. On the Security Profile dialog, select a security template from the drop-down list. Click Load.



4. Back on the Security screen, select an active Module Name (black text) and review the Permissions on the right-hand list. Grant access permissions as needed.
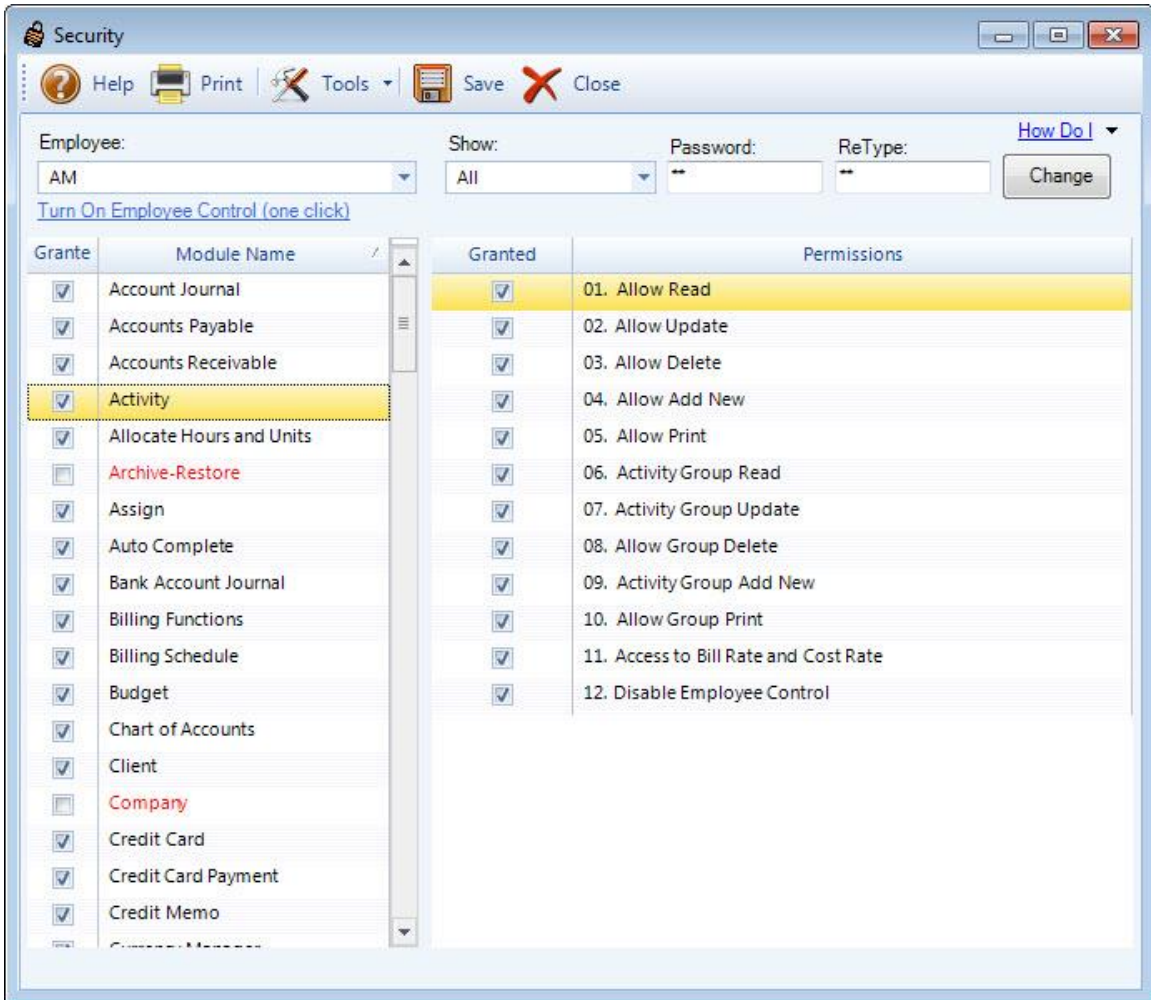
5.  Repeat the process for inactive modules (red text). When you are done, open the Security Profile screen again.

6.  Type a new name to save your changes as a new security template. Click Save and exit.

>   BillQuick Help provides detailed descriptions of all security permissions available in BillQuick.

## Assigning Security Permissions to Multiple Employees

You can apply security settings to multiple employees and vendors at a time, thus saving time and effort. While copying the security settings of employees, you may also copy the report security.

To copy security settings:

1.  Log in to BillQuick. You must have security permission to access the Security screen. *By default, only the BillQuick 'Supervisor' has authority to do so.*

2. Open the Security screen from the Settings menu or toolbar.

3. Select an Employee (or vendor) from the drop-down list.

4. Assign the desired security profile or permissions (*See Assigning Security above*).

5. When you are done, click Tools and select 'Copy Security To' option.
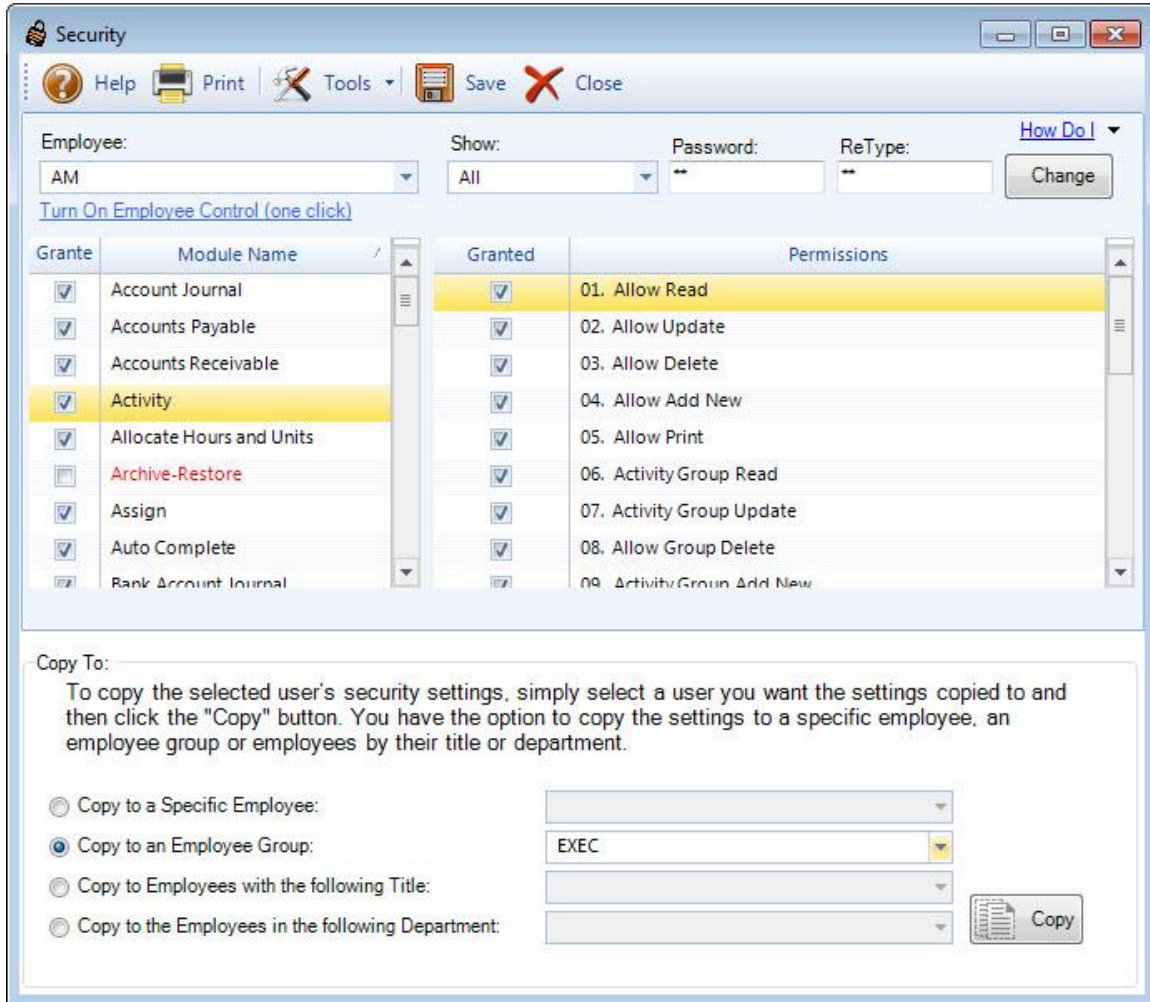


6. On the Copy To panel, choose your option. You can copy the security profile of the selected employee to multiple employees: Specific Employee, Employee Group, Employees with selected Titles or Employees in the selected Department.

7. Click [Copy] to copy the security settings of the current employee to the selected item.

8. When you are done, click Save and then Close to exit.

## Setting and Changing Passwords

By default, your user ID and password is same as your Employee ID (or Vendor ID). A BillQuick User as well as the Supervisor can change the password. BillQuick allows changing password at individual user level and at the supervisor level. You can make passwords case-sensitive throughout BillQuick by checking that option on the Global Settings-Rules screen. *It is highly recommended to change passwords once security is established.*

To change your password:

1.  Log into BillQuick with your User ID and Password.

2.  Open the Change Password dialog from the Edit menu.

3.  Your existing ID displays in the User ID field. Enter your Current Password in the field provided.

4.  Next, enter the New Password and confirm it.

5.  Click Change to apply the changes.



You can change the User ID in the Change ID Codes screen. *See Changing IDs below for details.*

If you are the Supervisor, then change the password of any employee or vendor in the following way:

1.  Open the Security screen.

2.  Enter the new Password and then re-type it. Passwords are *not* case sensitive by default. However, you can make them case-sensitive by checking that option from Global Settings-Rules screen.

3.  Click [ Change ] to apply the new password.
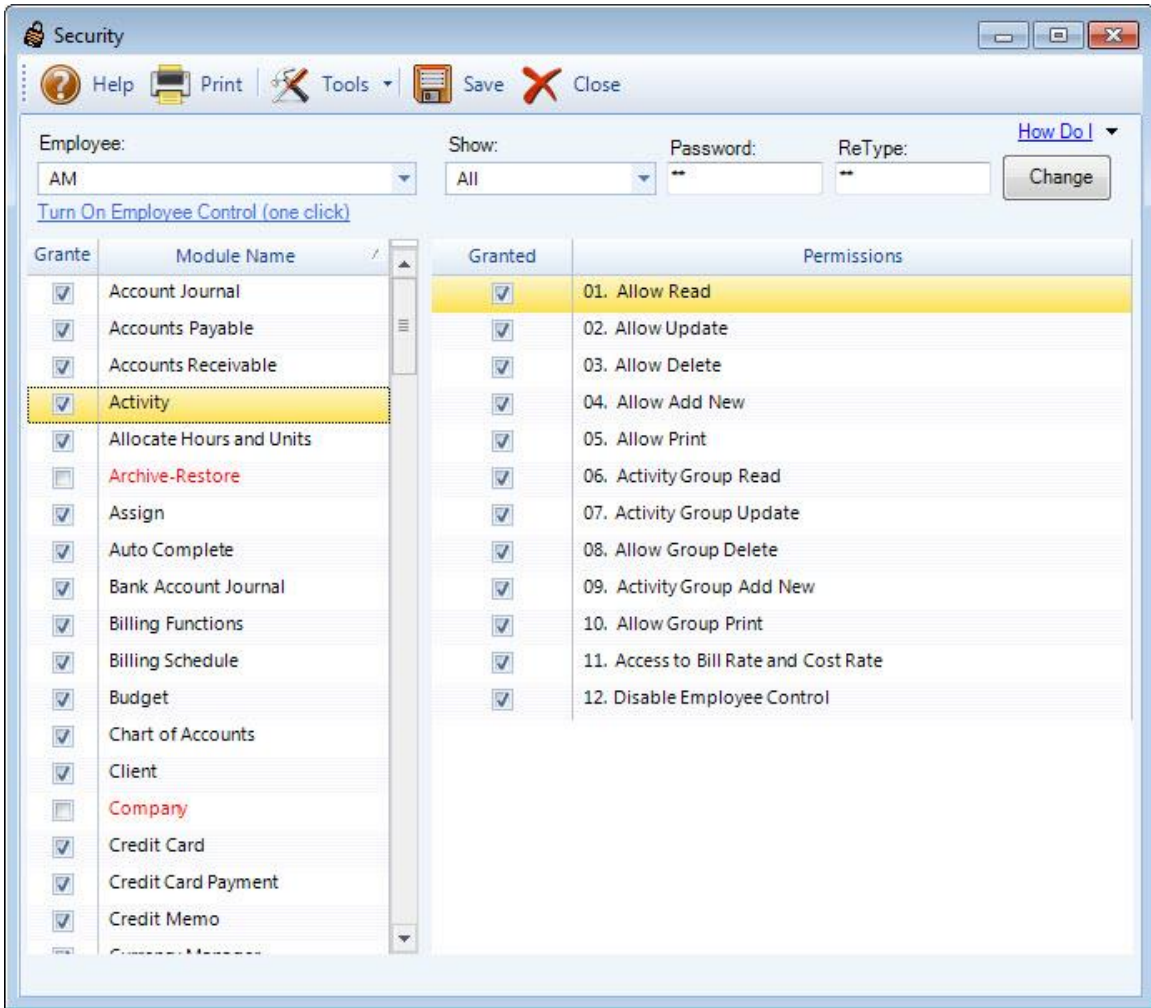
4. If a user forgets his password, you can reset it to the default by clicking Tools and selecting Reset Security. The default password of a user is his Employee or Vendor ID.

5. When you are done, click Save and then Close to exit.

## Assigning Report Level Security
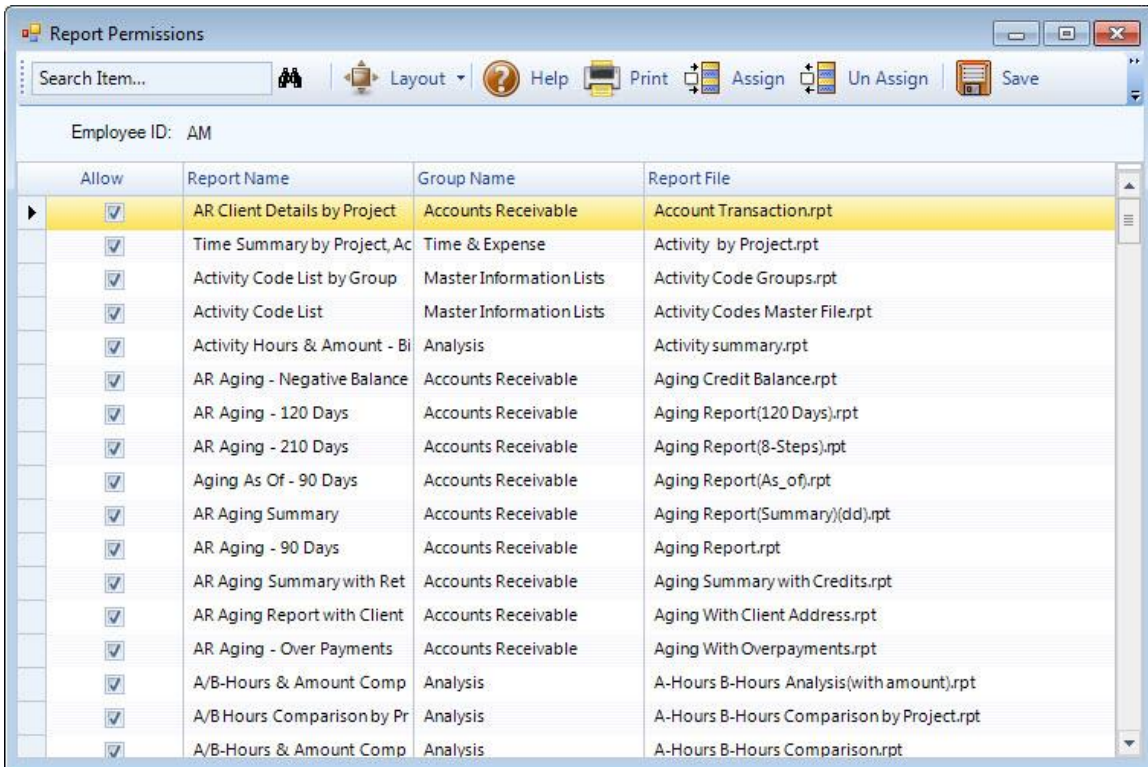
You can assign security permissions to BillQuick users for individual reports. This permission allows them to view and print only selective reports. On the Report Permissions screen, you can select as few or as many reports as you wish to assign to a user. Report level security follows a restrictive approach. You can access a report *only* if you have permission to view standard reports (permission granted on the Security screen) as well as those on the Report Permissions screen.

Depending upon the security permissions for reports, you will see only the reports you have permission to view. In the Report Center as well as Reports menu, BillQuick will filter out the reports that you do not have access to.

By default, BillQuick limits the reports a user can access to those that match security permissions for each module. Assigning report level security further refines those permissions.

To assign report level security permission to a user:

1. Open the Security screen and select an employee.

2. Click Tools and select Report Level Security option to open the Report Permissions screen.

3. To sort the list, click the column header (or use the Find option to search for a report). Check the Allow box for each report assigned to a user.



4. You can also select one or multiple rows and click Assign to assign that report to the selected employee. (You can click Un-Assign to un-assign any report.)

5. When you are done, click Save and then Close to exit.

## Logging Actions in BillQuick

BillQuick allows you to track all key actions taken by users in the program. Using the Log Viewer, you can view actions, know who performed them and when someone performed them. This monitors and encourages user accountability and proper procedures by tracking actions over time.

In addition to the Log Viewer, you can read log records with a text editor or word processor. BillQuick maintains separate audit log files (text files) for each month in the same folder as your company database (for example, the standard installation folder X:\Program Files\BillQuick2011; where X is the drive letter). You can choose another folder on the Global Settings screen.

To track actions in BillQuick:

1. Open the Global Settings screen from the Settings menu.

2. Select the Folders option on the left and check the 'Automatically log actions to a log file' option.

3. Specify a Log File Location, if it is different from the default folder.

4. To check the log, open the Log Viewer screen from the File menu.

5. Select your View By option (e.g., User, Action taken, etc.) and the desired Period (e.g., Year, Month, etc.). All the related details display in the grid.
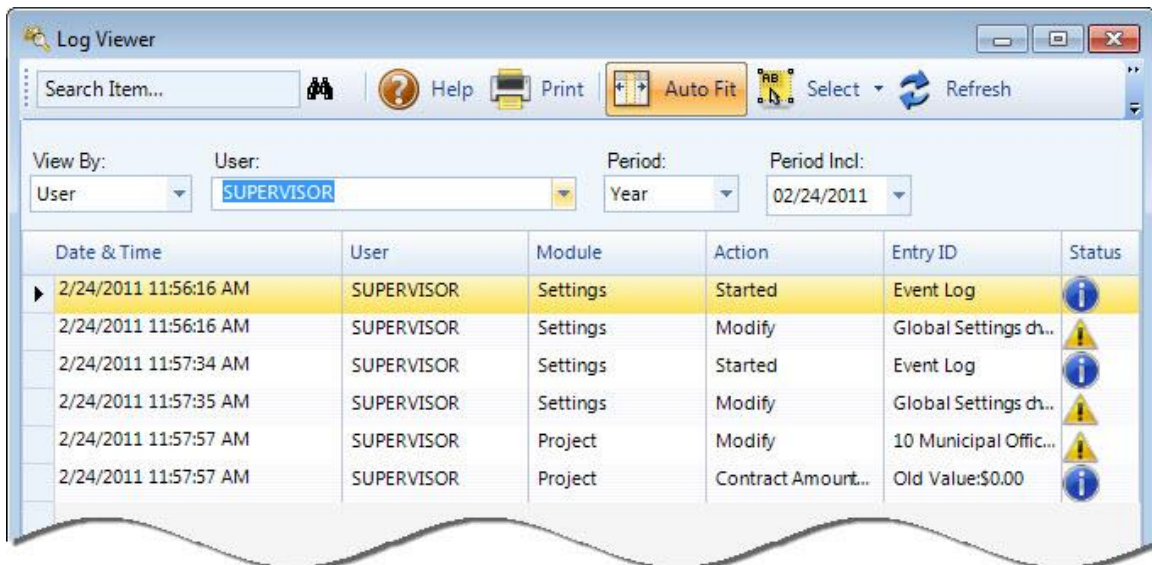


6. The grid displays various icons as visual cues to the Status of the action it is tracking or logging, such as information ⓘ , warning ⚠ and so on.

7. After viewing the log, click Close to exit.

## Changing Company Name

Your company name may change, perhaps after merging with another company. Alternatively, company growth may likely increase the number of staff members. In such cases, be sure to obtain a new license key for your company prior to making any changes because that invalidates your license, locking your BillQuick program. In addition, you may need to change the number of authorized users for BillQuick by purchasing additional licenses.

To change your company name:

1. Determine exactly how your company name should print – spelling, spacing and punctuation – on invoices and statements, then contact BQE Sales. You will receive a new license key via email.

2. Open the Company screen from the View menu, navigator, Sidebar or toolbar.

3. On the General tab, enter the new company name, exactly as it appears on the instruction page. You can cut and paste it from the email received.



4. On the Licenses tab, enter the new license key. Click Tools and select Validate License Keys to update the key and user count.

5. When you are done, click Save and then Close to exit.
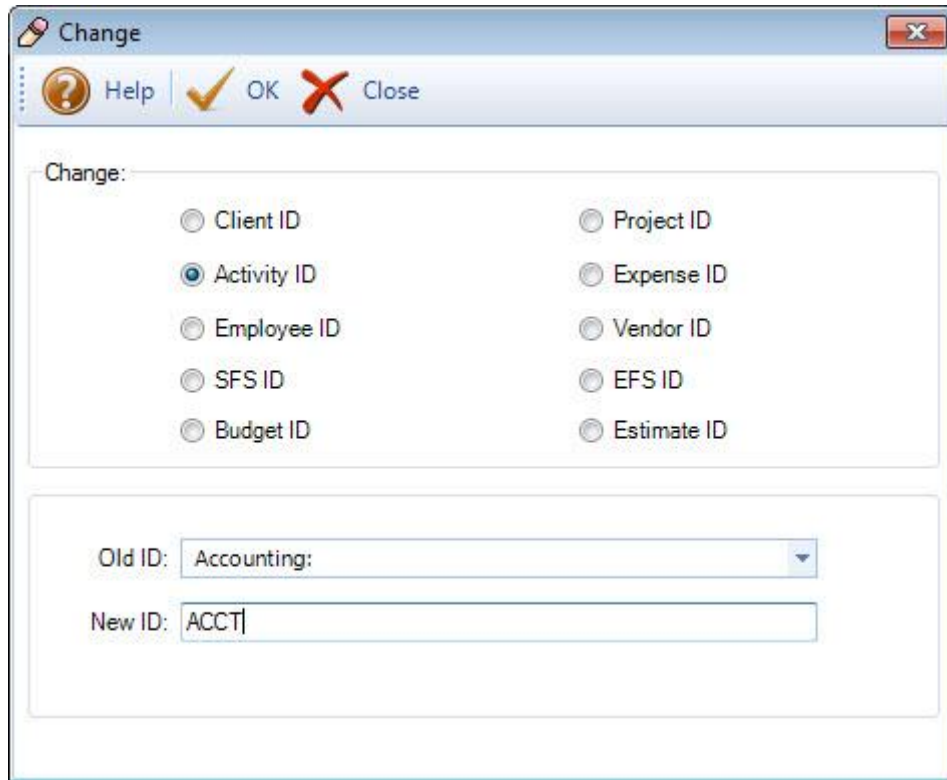
## Changing ID Codes

At times, you may have to change an ID for a client, activity or other master record. You can even rename group IDs using the Change ID Codes utility. This utility searches the entire database for all records with the old ID and changes them to the new ID.

> Prior to running this utility, all the BillQuick users must log out from the shared database. Also, backup your BillQuick database.

To change an ID code:

1. Open the Change screen from the Utilities menu.

2. Select the desired option in the Change section, say Activity ID.



3. Select the Old ID and then enter the New ID.

4. When you are done, click OK to save the changes and then Close to exit.

# Reminders

System-generated and user-defined messages display on the Reminders screen. System-generated messages inform you about actions to take, such as print invoices, approve time entries, process

recurring invoices, and so on. Who receives a reminder depends on the option chosen, role in the company and billing decisions. Besides that, you can define reminder messages for yourself on the Employee (and Vendor) screen (*see Settings Reminders below for details*).

Date-triggered reminders use your computer's system date to determine when to deliver the reminder. Due Date reminders start showing up in the Reminder screen 7 days prior to due date (it is customizable from the Preferences-Notification and Reminders screen). BillQuick triggers some reminders when you specify those options in the Global Settings or Preferences screens.

This section teaches you the following tasks:

- [Viewing Reminders]
- [Settings Reminders]

## Viewing Reminders

What you view on the Reminders screen is tied to your security settings and is specific to your responsibilities. You can view some reminders only if they have been set for you in the in the Employee and Vendor screens.

You can view the following reminders on the Reminders screen:

- Back up data file
- Project due dates
- Billing: process invoices
- Billings scheduled on a specific date
- Unprinted invoices in Invoice Review
- Special and important dates along with the reminder message
- Submitted time and expenses awaiting approval
- Submitted PTO requests awaiting approval
- Unsaved timers
- To-do tasks

To access reminders:

1. Open the Reminders screen from the View menu or toolbar. To load it automatically on startup, click Auto Load on the Reminders screen.

2. Double-click on any reminder or click View to drill-down to its details.
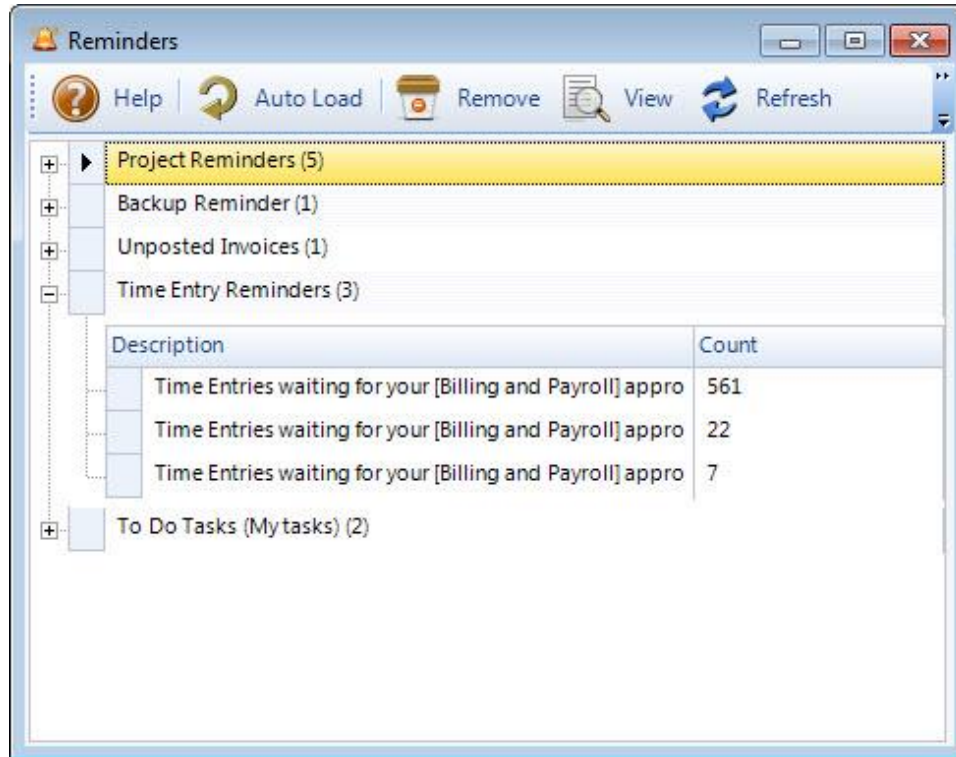
3.  For time and expense reminders, you can select a parent (main) reminder and right click to choose View by Employee or View by Project.

4.  When you are done, click Close to exit.

>  Also, see _Setting Global Reminders_ under Settings and Preferences below.

## Setting Reminders

BillQuick allows you to create reminders. As an example, if you are a manager or a supervisor, you may want a reminder a few days prior to an employee's birthday. Alternatively, you may want a reminder about arranging your next out-of-town meeting and so on.

To set reminders:

1.  Open the Employee screen.

2.  Select the employee from the grid for which a reminder is to be set.

3.  Move to the Rate tab. In the Reminders section, type a Reminder Message and enter the Date on which you want that reminder message.

4. In the Reminders For field, select an employee or group for whom the reminder is intended. Only the specified person(s) receives the reminder message. If you specify none, then BillQuick sets it for the employee manager.

5. Optionally, enter an Important Date and then check the 'Remind me about the Important Date' option. As an example, you may want to enter your employee's next review date.

   On the set date, the Reminders screen will display this reminder for you.

6. In the Reminders screen (View menu), you can select the employee reminder and directly access the Employee screen. *You can also send a message to the employee using the right-click menu.*

   Similarly, you can set reminders for your vendors or consultants in the Vendor screen.

# Groups

Groups are a valuable tool. Companies can create groups to make it easier and faster to set up and maintain budgets, service fee schedules and expense fee schedules. Groups also act as filters to shorten grid lists and reduce record management effort. You can group employees, vendors, activity codes, expenses codes, etc. in BillQuick based on shared or common attributes. You may create groups to match situations, whether it is a refined group of clients or projects to bill, groups for payroll items, groups for ledger accounts, or groups for precision reports.

The great benefit is that you can also filter reports by these groups and expand the value of reports. You can create groups for departments, type of project, type of client, region, territory, and skill set – virtually anything you want and then view reports accordingly.

Some of the common groupings include:

- Projects: industry, commercial, not-for-profit, government, etc.
- Employees: hired date, department, title, annual reviews, skills, etc.
- Vendors: skills, location, ability to travel, etc.
- Clients: *Architects/Engineers* – Commercial, Residential and Government
  *Accounting Firms* – 1040 Tax, 1120 Tax, Write-Up, Consulting, Litigation Support
  *Law Firms* – Contracts, Bankruptcy, Divorces, Real Estate
  *Computer Consulting* – Networks, Remote Maintenance Services, Solutions
- Activity Codes: tax services, rates, administrative, marketing, etc.
- Expense Codes: overheads, tax, costs, reimbursable, administrative, etc.

BillQuick group are dynamic; when you add or remove items from a group, they dynamically update in the schedules, filters and other places to which they are applied E.g., when you add a new activity or remove an expense code from a group assigned to a fee schedule, BillQuick updates the schedule accordingly. However, if you want to delete a group that is included in any fee schedule, budget, etc., it is better to make it inactive.

You can create various groups and use them for different purposes:

- Grouping Employees and Vendors
- Assigning Groups to Employees and Vendors
- Filtering by Groups
- Grouping Clients
- Grouping Item Codes

## Grouping Employees and Vendors

You can use groups to filter employee records. Below is an example of creating groups for employees (or vendors) based their departments:
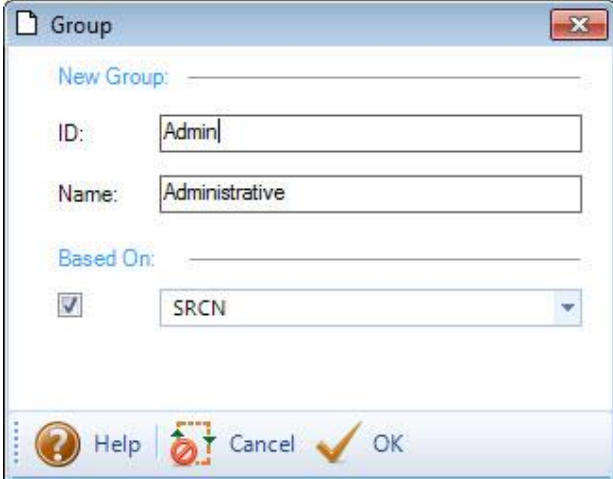
1. Open the Employee screen from the View menu, toolbar or navigator.

2. Decide what attribute(s) you want to build an employee group on. Say you want employees from the Administrative Department.

3. Select the first employee in the list on the left. On the General tab, check the department to which this employee belongs.

4. Repeat the above steps, maintaining a list of all employees belonging to the Admin department.

> If you have based your group on multiple attributes, review the necessary fields to compile your employee list.

5. When ready, click Tools and select Group.

6. On the Employee Groups screen, click New.

7. In the Group dialog, enter an ID and Name for the group. For our example, enter 'Admin' and 'Administrative', respectively. Click OK to save the information.
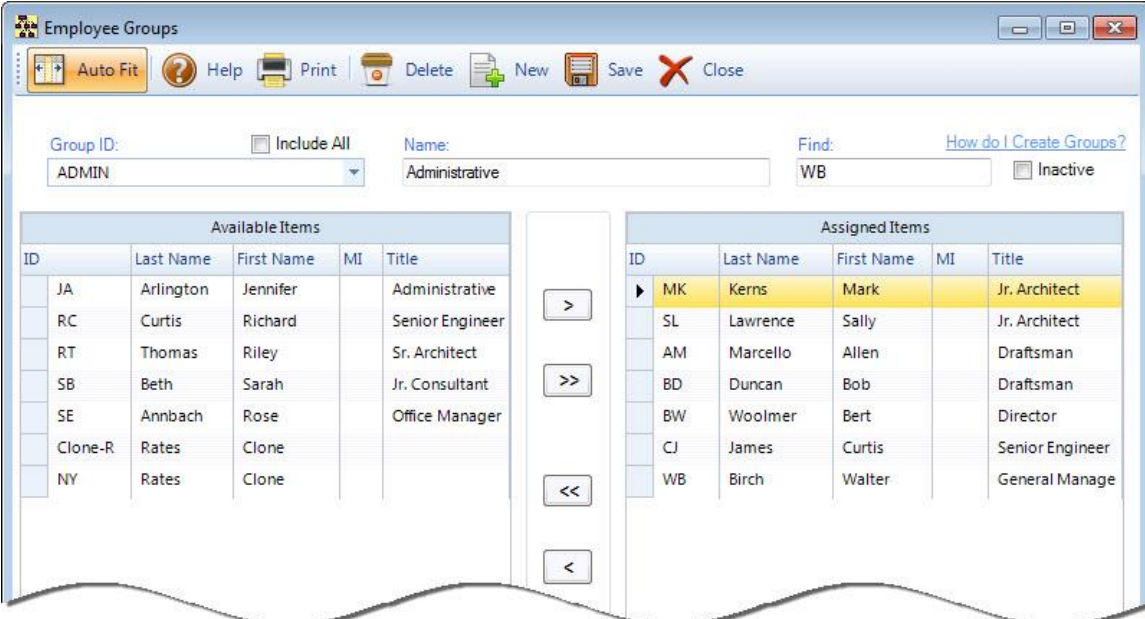
8. Using the list that you compiled, select those employees in the Available Items list and then click `>` to move them to the Assigned Items list.

9.  When you are done, click Save and then Close to exit.

    Creating vendor groups follows similar steps in the Vendor screen.

## Assigning Groups to Employees and Vendors

You can assign employees to groups in the following way:

1.  Open the Employee screen from the View menu, toolbar or navigator.

2.  Select an employee from the list on the left.

3.  On the General tab, accept the pre-filled Default Group for the employee or select another one from the dropdown.

4.  Next, click the Groups option. A dropdown list of existing employee groups displays.
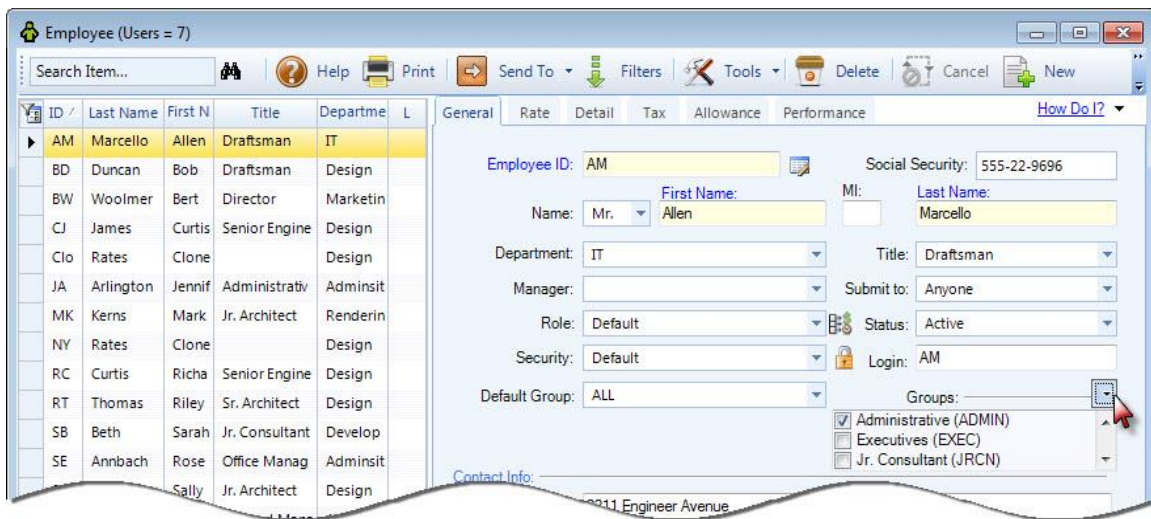


5.  Check the desired group for this employee. You can assign the same employee to multiple groups.

6.  When you are done, click Save and then Close to exit.

## Filtering by Groups

To filter employee records based on groups:

1.  On the Employee screen, click Tools and select Filters.

2.  Click on the Employee Group filter and select 'Administrative' from the grid.
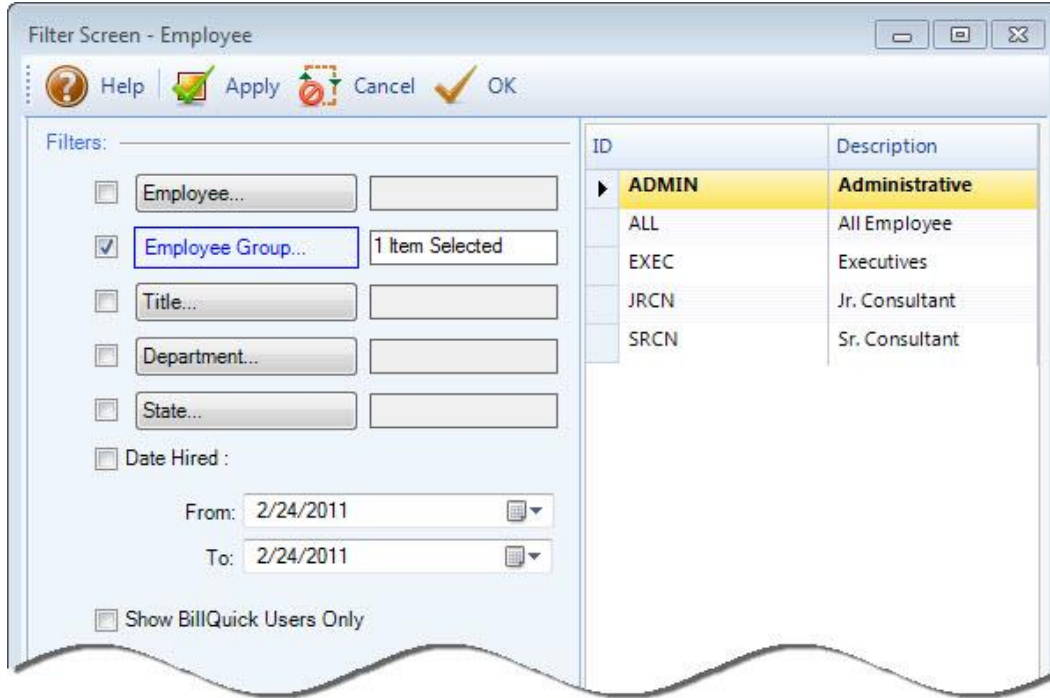
3. Check the filter option and then click Apply to apply that filter to the list.

4. Next, click OK to exit.

5. The employee grid list is shorter now. To verify that the list contains only the desired group members (*Administrative*), click on the employees in the list and check their Department on the General tab.

6. When you are done, click Close to exit.

## Grouping Clients

To create a client group:

1. Open the Client screen from the View menu, toolbar or navigator.

2. Decide upon the attribute around which you want to build a client group, say location or industry.

3. Select the General tab. List the clients who belong to a specific industry, say Architectural & Engineering.
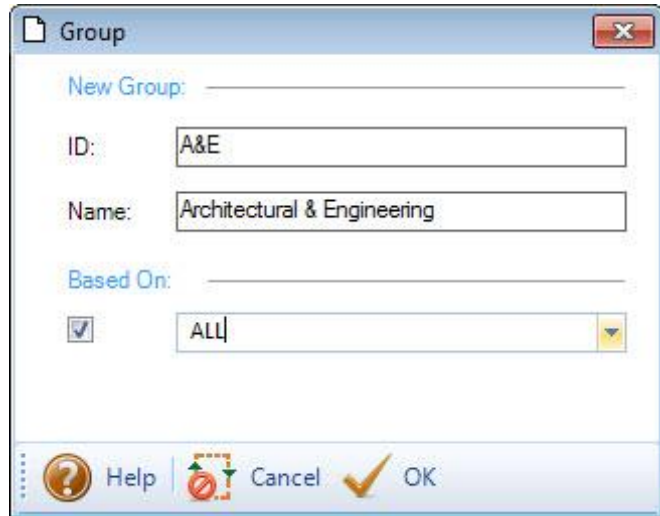
> If you have based your group on multiple attributes, you may need to review multiple fields across other tabs to compile your client list.

4. When your list is complete, click Tools and select Group.

5. On the Client Groups screen, click New.

6. Enter an ID and Name for the group. Click OK to save the information.
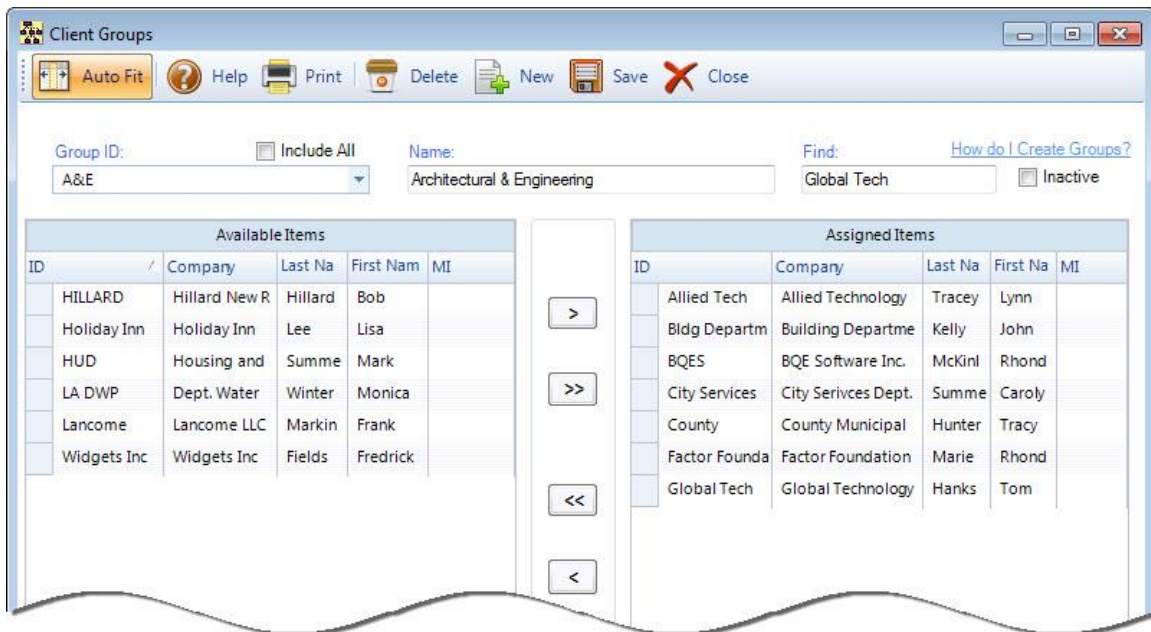
7. Back on the Client Groups screen, select the relevant clients from the Available Items list and use

    **>** to move them to the Assigned Items.

8. Click Save and then Close.

9. After creating groups, you can specify a Default Group for the client by selecting one from the dropdown. You can also assign the selected client to one or more groups by checking them in the Groups dropdown.

10. When you are done, click Save and then Close to exit.

# Grouping Item Codes

To create an activity group:

1. Open the Activity Codes screen from the View menu, toolbar or navigator.

2. Decide upon the attribute around which you want to build a group, say activities associated with the general administration of the office or computer related tasks. List those activities.

   If you have based your group on multiple attributes, you may need to review multiple fields in the grid to compile your item list.

3. To open the Activity Groups screen, click Tools and select Group.

4. Click New. Enter an ID and Name for the new group in the dialog box.
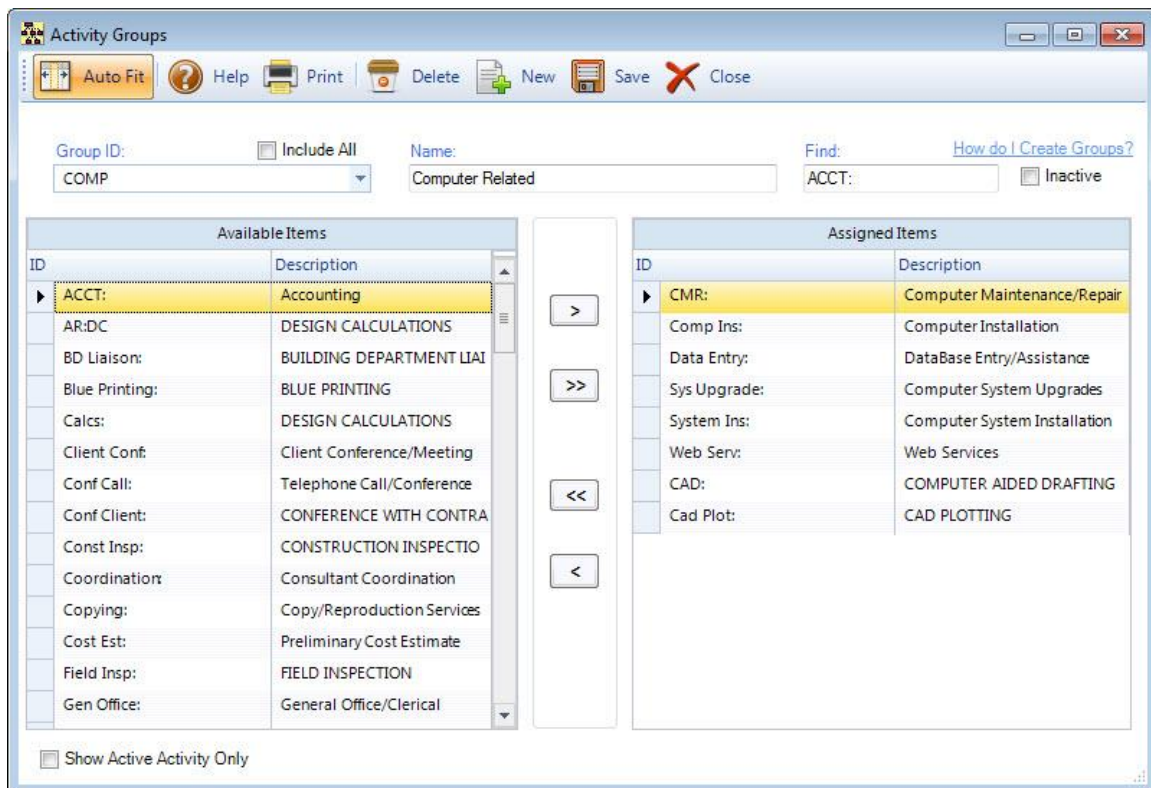
5. Click OK to save the information.

6. Back on the Activity Groups screen, select the activity codes from the Available Items list and use

   > to move them to the Assigned Items list.

7. Click Save and then Close to exit.

8. After creating groups, you can specify a Default Group for the activity by selecting one from the dropdown.

9. When you are done, click Close to exit.

> Similarly, you can create expense groups in the Expense Codes screen.

# Clone Templates

Setting up profiles for employees, vendors, clients and projects can be tedious and time-consuming, especially when manually setting up information from another system. Many records contain the same data. BillQuick's Clone feature allows you to duplicate a record to a new one. Then, you can add or modify the unique data. Cloning does not change the original information or ID. Because BillQuick copies all fields from the source record to the new record, using a clone template reduces editing and setup time.

You need examine your records for commonalities and then create 'clone templates'. A clone template contains general or common data you want to include in all new records. For example, if you employ many sub-contractors for network installation and administration projects, it saves time to create a clone template for this type of vendor. Similarly, drafters in an architectural firm typically have similar information in their records, such as bill rates, standard hours and so on. Again, you can create a clone template for drafters, and then use it to set up new profiles quickly. In short, you can create a Staff Employee Template, Manager Employee Template, Standard House Project Template, and so on. *Be sure to give a special ID to each clone template*.

> See Cloning Employees and Cloning Projects Records in the Master Information Setup chapter for details.

# Status

Status has a special meaning in BillQuick. Master records such as employees and clients can be active or inactive; similarly, projects can be active, on hold, complete and so on. BillQuick records with only an active status appear in the dropdown lists while inactive items may appear grayed out in the master lists and grids. There are situations that require special attention while deciding what status to assign to important master records such as clients and projects.

This section covers the following tasks:

- Deciding Status of Clients and Projects
- Deleting Records

## Deciding Status of Clients and Projects

In certain situations, you may have to decide as to when archiving is a better choice than deleting a client. On the other hand, when is changing client status to Inactive the best option? Consider the following recommendations:

⚠ To safeguard your assets, make a backup of your company database before deleting or archiving any record.

- *For inactive clients with billed/unbilled time and expenses and/or complete/incomplete projects,* retain the client record and all associated information in the company database for one or two years to ensure accurate and complete reporting. After this, archive the client.

- *For inactive clients for whom all projects are complete*, retain the records in the company database for one or two years for reporting purposes. Additionally, set the project status as 'Completed' (Project-General screen) and client status as 'Inactive' (Client-General screen). After this, determine whether to archive or delete the client.

- *For clients who owe you money and whose projects are on hold*, change the client status to 'Inactive' (Client-General screen) and project status to 'Hold' (Project-General screen). Also, check the Prevent TE/EL Entries options on Project-Detail screen to prevent any time or expense entry for the client's project(s). When the client brings arrears up-to-date and you are prepared to continue working on this projects, change the project and client status back to 'Active' and uncheck these options.

- *For clients who default entirely on the money owed to your company and there is no hope of even partial recovery*, maintain the records for the remainder of the fiscal year to ensure accurate and complete reporting. Then, depending on your company policy, you can archive the client and related information for future reference or delete it.

- *For clients who run out of money but plan to resume incomplete projects in future*, change client status and project status to 'Inactive'. Else, check the Prevent TE/EL Entries options on the Project-Detail screen to prevent any time and expense entry for the client's project(s). When the client brings arrears up-to-date and you are prepared to continue working on this projects, change the project and client status back to 'Active' or uncheck these options.

- *For clients who have projects terminated,* change the client status to 'Inactive' and project status to 'Cancelled'. As there is no data of consequence, it is better to delete the projects as well as the client.

❓ *For more information on project status, see* [Project Status](#) *in the Project Management chapter.*

## Deleting Records

Deleting master records or other information in BillQuick requires a plan of action if some data is

associated with it. Before you can delete a client, you must delete the time entries, expense entries, invoices and payments associated with the client's projects; then delete the projects; and finally delete the client. When deleting a client or project, its status must be 'Active' in order to appear in the drop-down lists during the deletion.

You need proper security permissions to delete BillQuick information.

Follow this order while deleting records in BillQuick:

1. Payments
2. Invoices
3. Time Entries
4. Expense Entries
5. Projects
6. Clients

Deleting an employee or vendor record *does not* delete time, expense or other data associated with it. Rather than delete, the better option is to change the status to 'Inactive' or 'Terminated', where available.

# Archive and Restore Data

Many companies adopt archiving policies for various reasons. For example, you might archive inactive clients and projects every 36 months because their management information value decreases. Reasons companies archive clients and projects include:

- To reduce database size by archiving data to another location
- To speed up database retrieval in Microsoft Access
- To have faster information for management
- To manage and report more recent information

In BillQuick, you can archive (and restore) data by client or project and use filters for selective archiving. All related information, such as time, expenses, invoices and payments, transfers to the archive database. Archive function archives the Workflow events when you archive time entries. You can also run reports on the archive database. However, only by a Supervisor or anyone with proper security permissions can perform these tasks.

After archiving or restoring data, run the 'Recalculate Account Summaries' utility to ensure all information is correct. In addition, run the 'Repair and Compact Database' utility to optimize your database (Access only) for fastest speed.

The archive database has the same name as your company database except it has an .ar extension (e.g., BQE.ar). It is stored in the same directory (folder) as the main database (default directory is X:\Program Files\BillQuick2011) and cannot be moved. However, in case of SQL Express/SQL Server, BillQuick appends ark.mdf to it (e.g., BQEark.mdf) and you can move it to another location.

⚠ No other user should log into BillQuick when you archive and restore data. When you do so, BillQuick automatically closes all screens, interrupting any work-in-process.

Choose the appropriate task for yourself:

- Archiving Clients
- Archiving Projects
- Restoring Client and Project Data

## Archiving Clients

BillQuick allows you to archive client and related data. To archive a client:

1. Use the 'Current BillQuick Users' option from the View menu to make sure no one is currently logged into BillQuick. *Continue only when everyone has logged off.*

2. Open the Archive and Restore screen from the Utilities menu.

3. If this is your first time archiving, BillQuick prompts you to create a new archive file. Please do so by clicking [ Yes ].

4. On the Archive-Restore screen, select OPTION 1: Client and all Projects…
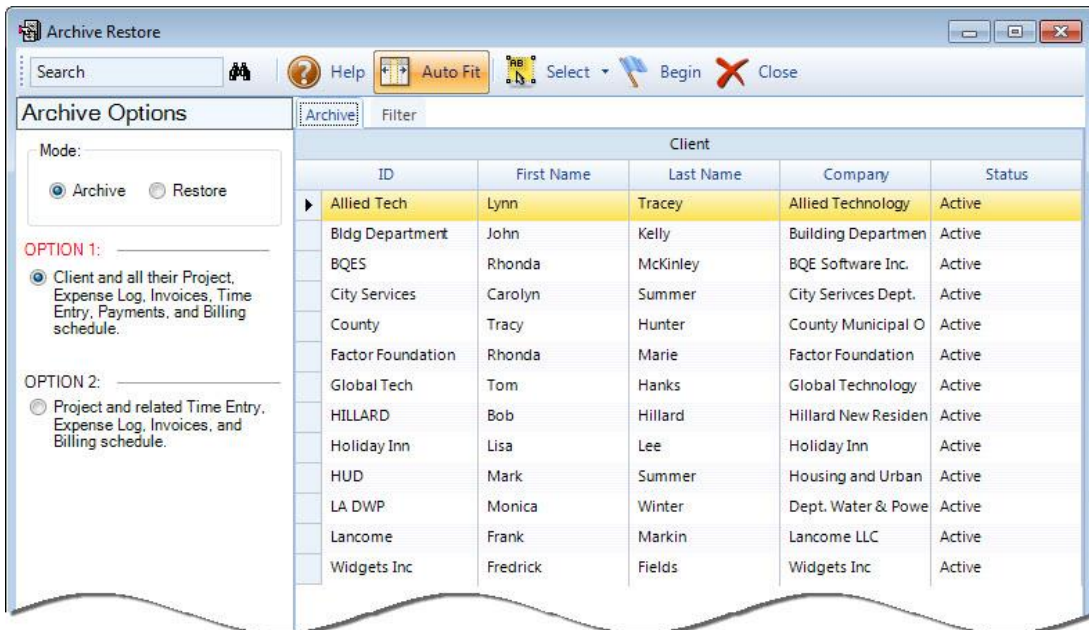


5. To archive, select the desired client in the grid. To archive multiple clients, select the rows using the Shift and Ctrl keys. *Review your selection to ensure you selected the correct records.*

6. You can move to the Filter tab and apply Client Filters to archive only selective client data.

7.  When ready, click Begin. BillQuick displays a progress bar for each data group as it transfers to the archive database.

8.  When the process is complete, click Close to exit.

## Archiving Projects

To archive projects, follow the steps below:

1.  Use the 'Current BillQuick Users' option from the View menu to make sure no one is currently logged into BillQuick. If so, continue.

2.  Open the Archive and Restore screen from the Utilities menu.

3.  If this is your first time archiving, BillQuick prompts you to create a new archive file. Please do so by clicking [ Yes ].

    ⚠️ If you have archived data before but there is no archive file (you are asked to create a new archive file), *STOP*. Determine what happened to your previously archived data before continuing.

4.  On the Archive-Restore screen, select OPTION 2: Projects and related Time…
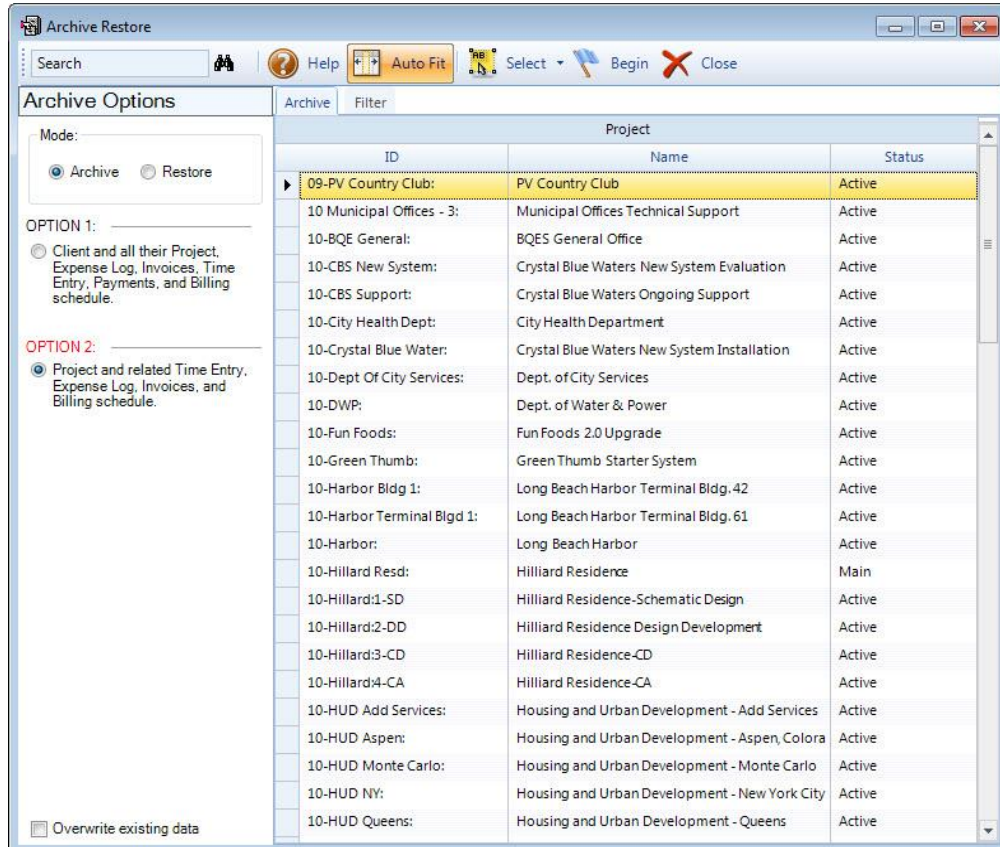
5.  In the grid, select the project records to archive. You can use Shift + Click to select a range of records or Ctrl + Click to select individual records.

6.  Move to the Filter tab and apply Project Filters to archive only selective project data. E.g., you can archive only billed time and expense entries associated with the selected projects.

7.  When ready, click Begin. BillQuick displays a progress bar as it transfers data to the archive database.

8.  When the process is complete, click Close to exit.

## Restoring Client and Project Data

You can restore archived data at any time. Problems can arise if you create a new project similar to a previously archived project (ID). In this case, BillQuick will restore all other data archived with that project, except the project record. If you archived only billed time and expenses, BillQuick allows you to restore that data for a project.

To restore archived data, follow the steps below:

1.  Use the 'Current BillQuick Users' option from the View menu to make sure no one else is logged into BillQuick. If none is, continue.

2.  Open the Archive and Restore screen from the Utilities menu.

3.  On the Archive-Restore screen, select the Restore Mode. The contents of the archive file display on the grid.
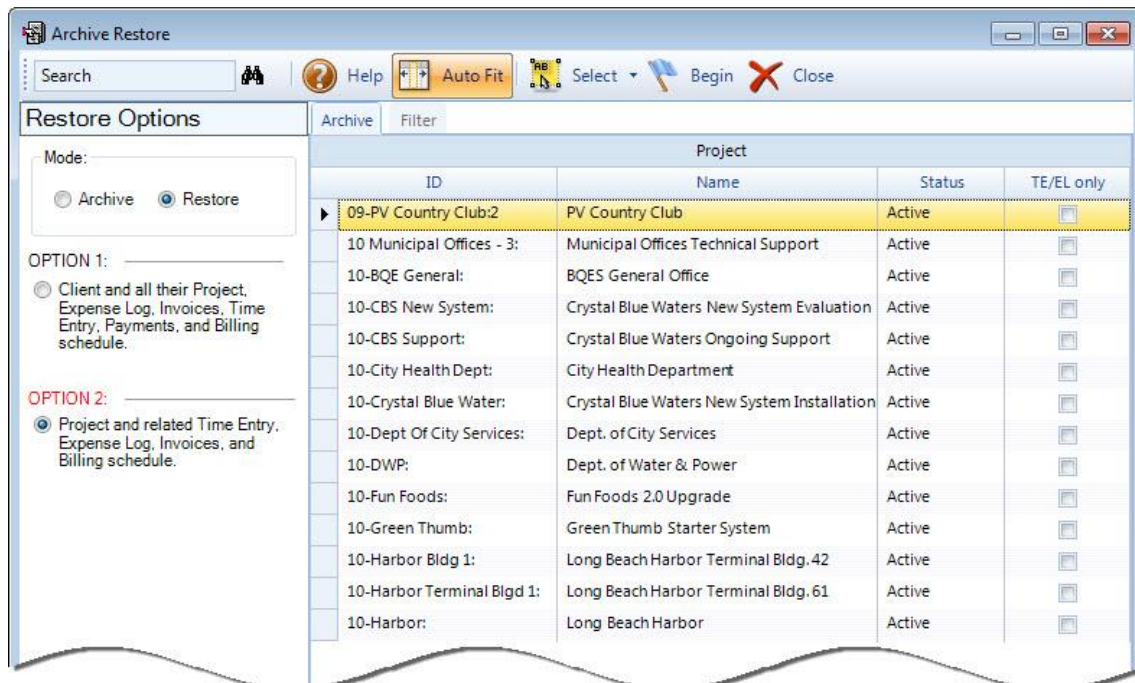
4. Select either OPTION 1: Clients and related data or OPTION 2: Projects and related data. This would depend on the data that you want to restore.

5. For any reason, if you want to overwrite the existing data with the archived data, check the 'Overwrite existing data' option.

6. Accordingly select the archived client/project records in the grid to restore. You can use Shift + Click to select a range of records or Ctrl + Click to select individual records.

7. Check the 'TE/EL Only' option in the grid to restore only time and expense entries associated with the selected projects (*in case of OPTION 2*).

8. Click Begin. BillQuick displays a progress bar for each data group as it transfers data from the archive database to the current database.

9. When the process is complete, click Close to exit.

> After archiving or restoring data, run the 'Recalculate Account Summaries' utility to ensure all information is correct. In addition, run the 'Repair and Compact Database' utility to optimize your database for fastest speed.

# Backup and Restore

It is recommended that you should back up your data regularly to safeguard against a damaged company database (e.g. after a power loss or computer failure). You should also back up before making significant changes to your data. Backup copies allow you to restore data in case you change your mind about the changes or if your data is lost or damaged. You can back up your data on a local hard drive or any external media.

When backing up your database you should backup your archive database too. The archive database has the same name as your BillQuick database with .ark file extension.

BillQuick offers a built-in back-up utility for Standard/Access databases. For SQL Express and SQL Server, you can use their built-in backup utility or any other tool to make complete and incremental backups.

> To automate your backup routine, specify the Application Backup Reminder in the Global Settings-Options screen. You can set a reminder of Daily, Weekly, Monthly or any other option.

This section covers the following database-related tasks:

- Backing-Up Access Database
- Backing-Up SQL Database
- Restoring Database
- Repairing Database

## Backing-Up Access Database

⚠️ BillQuick's backup utility does not replace making a backup for offsite storage. It is an in-place safety measure in case you need to return to a previous version of the database quickly.

To back up your standard Access database:

1. Select the storage media on which you want to back up your BillQuick Company. Common choices include your local hard drive (C, F, E) or external media like the CD-ROMs, DVD-ROMs, thumb/pen drives, network drives, etc. and the other external storage media.

    ⚠️ If you need to format the disk prior to backup, *do not* choose Quick Format. Instead, choose Full Format.

2. By default, BillQuick stores the backup copy in the same folder as your company database (for example, in the standard installation folder x:\Program Files\ BillQuick2011; where x is the drive letter). To change this location, do so in the Global Settings-Miscellaneous screen (Backup Folder).

3. Now, select the Backup Database option from the Utilities menu. When completed, BillQuick will display a message.

    After backing up, My_Company.mdb becomes My_Company20110807104102.bbk. This indicates that you backed up the database on July 8, 2011 at 10:41:02 a.m.
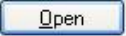
## Backing-Up SQL Database

You can back up a SQL Express or SQL Server database using the SQL Server Management Studio. To do so, please check the steps defined by Microsoft to make a full backup of you BillQuick SQL database: http://msdn.microsoft.com/en-us/library/ms187510.aspx

⚠️ Support for full SQL Server as backend is available in the BillQuick Enterprise edition only.

## Restoring Database

To restore a backup copy of a BillQuick database, do the following:

1. Select the Restore Data option from the Utilities menu.

2. In the dialog, select the desired backup file with a .bbk file extension (e.g., My_Company20110807104102.bbk). Click Open.

3. In the next dialog, select the location and File name with .mdb file extension (e.g.,

My_Company.mdb) for the restored database.

4. Click [ Save ]. When completed, BillQuick will display a message.

# Repairing Database

BillQuick provides various built-in tools that attempt to repair a damaged database (MS Access and SQL) and protect the information stored in it. To guard against time delays resulting from database corruption, run the Repair Database utilities periodically.

To do so, select the Repair Database option from the Utilities menu and click on any of the relevant options:

⚠ Prior to running this utility, all the BillQuick users need to log out from the shared database.

- *Repair Time Entry Table*—Attempts to repair all errors that it finds in the time entry data table.

- *Repair Expense Log Table*—Attempts to repair all errors that it finds in expense entry data table.

- *Repair Other Tables*—Attempts to repair all errors that it finds in all other BillQuick tables.
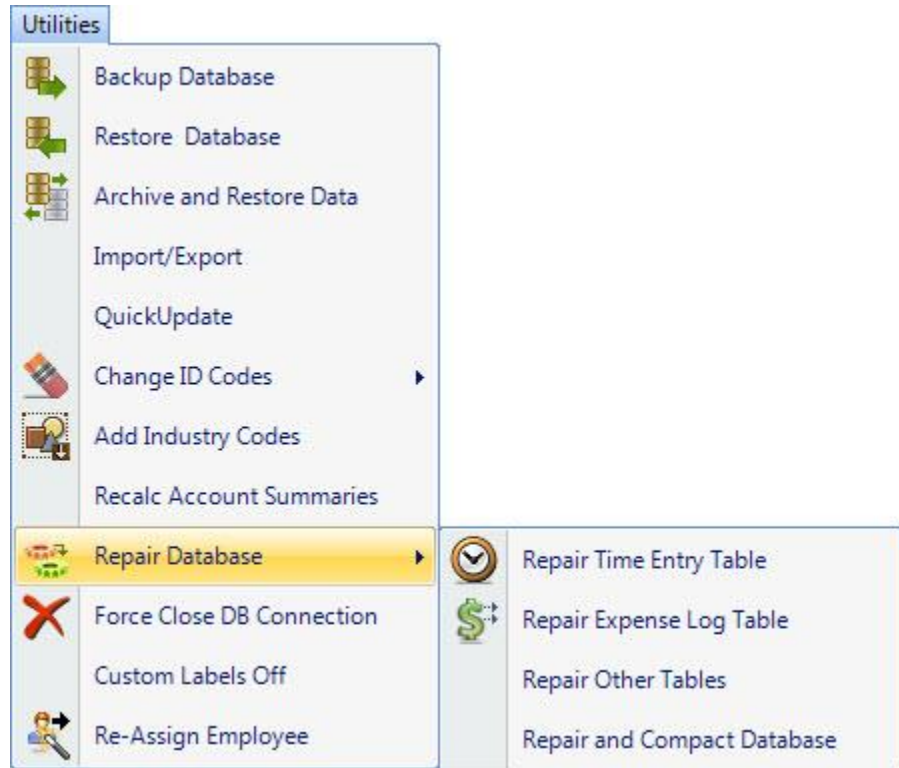
- *Repair and Compact Database*—Sets the
database fields to their default values and removes errors. It attempts to fix structural integrity errors in your BillQuick database (**Access only**). *For a large database, this process can take a great deal of time.*

⚠ **Do not** interrupt the repair procedure. Wait until a message confirms that the process is complete. Depending on the number of records in your database, the repair process may take some time.

# Data Exchange

BillQuick exchanges data with other software applications. Various options are available to do so:

1. The Import/Export utility imports and exports data via ASCII files to and from BillQuick. You can use the utility to synchronize useful data between BillQuick and other applications. *Please refer to* [Importing Data](#) *in the Master Information Setup chapter and* [Exporting Data](#) *below for more information*.

2. BillQuick allows you to export documents such as invoices, reports (standard and custom) and statements to Microsoft Excel, MS Word, PDF and other formats. BillQuick can also email these documents.

3. In BillQuick, you can export data from any grid to Microsoft Excel using the Export option in the right-click menu or Edit menu.

4. BillQuick includes built-in data conversion wizards for Timeslips and Wind2/FMS. BillQuick Consultants also provide custom data conversion for 20 applications and homegrown solutions. *See* [Data Conversion](#) *in the Master Information Setup chapter for more*.

5. BillQuick integrates with various accounting packages such as QuickBooks, Peachtree Accounting and MYOB. You can synchronize data between BillQuick and other supported accounting packages. *See* [Data Integration](#) *in the Accounting chapter for more*.

6. BillQuick allows you to export invoices to the LEDES (Legal Electronic Data Exchange Standard) format. The LEDES **is** a standard file format used by the legal industry for the electronic exchange of information. *See* [Exporting Invoices to LEDES](#) *below for more*.

> If you need to convert or transfer data from another application to BillQuick and do not have the time or technical expertise, BQE Software provides exclusive and customized Data Conversion Services. For more, visit [www.bqe.com/Services.asp](http://www.bqe.com/Services.asp) or contact us at 310-602-4020.

This section explains the following data exchange options:

- [Data Export](#)
- [Entering Data Manually](#)
- [Exporting Invoices to LEDES Format](#)

# Data Export

You can export all data fields in the BillQuick data tables. For instance, you may export time data for use with an external payroll service or program. Additionally, if you work with two different BillQuick companies, you can export the client list from one company and import it into the second.

You can export BillQuick data using the Import/Export feature (Utilities menu) or 'Export to Excel'

option (BillQuick screens or View menu).

## Exporting Data

To export data:

1. Open the Import/Export screen from the Utilities menu.

2. When security is on, you must enter your User ID and Password; then click OK.

3. On the Export tab, select the desired data table from the Export dropdown list. To use an existing export layout file (.elf), click Load to select it.
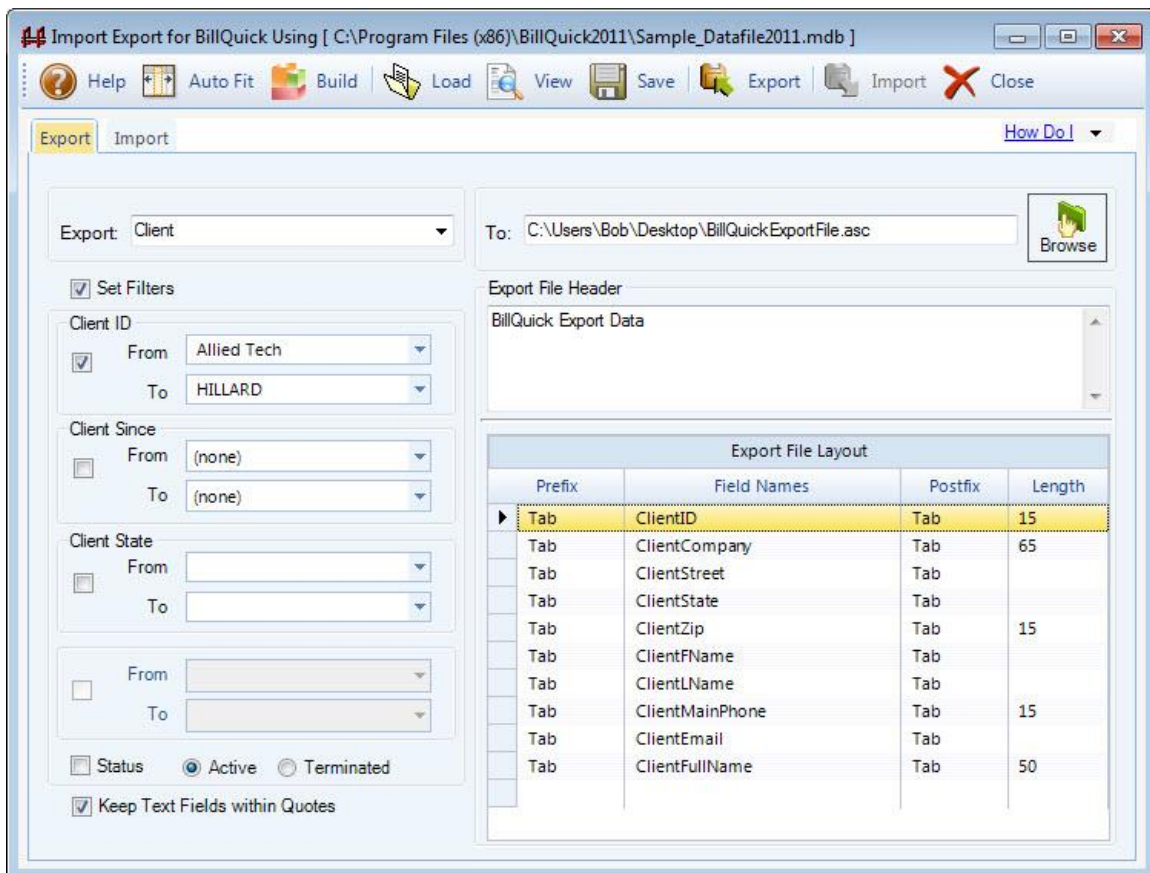


4. Specify the directory path and file name where you want to write or save the export file. Click Browse to open the Export To dialog and select the desired location.

5. Mark the 'Set Filters' checkbox so that all defined filters restrict the records extracted for export. Removing the checkmark deactivates all filters.

6. Select the individual filters for data you want to export. These filters change depending upon the data table chosen in the Export field above.

7.   Check the 'Keep Text Fields within Quotes' option to save text fields within quotes in the report file. Quoting the text ensures that the program does not misread the imported data.

8.   In the grid, define the Export File Layout. First, select the Prefix to insert before each data field, such as Comma, Tab, etc.

9.   Next, select the Field Names to export from the data table.

10.  Now, select the Postfix to separate one field from the next.

11.  Finally, specify the Length of characters in the field to export. BillQuick defaults to the field length in the data table if you leave the field blank. *You must know the length of the receiving field in the application into which you want to import data.*

12.  Click Build to generate a set of records to export using the defined filters and layout.

13.  Click Save to save it as an Export Layout File (.elf) for future use.

14.  You may click View to view the Selected Records before exporting them.

15.  When you are ready to export, click Export.

16.  When you are done, click Close to exit.

## Entering Data Manually

If you have not been using any accounting package nor have any electronic data to convert into BillQuick data, you may have to manually enter and set up historical invoices, payments or opening balances. You can use an A/R listing with invoice and payment information or a separate invoice and payment listing.

The purpose is to:

- Set up historical invoices for a record of revenue (invoices) by project and client.
- Establish the A/R balance for each invoice, project and client. You can do that by entering a payment per invoice or a cumulative payment for all invoices.
- Set up opening balances per project, which would be the net of all invoices issued for the project less all the payment applied to them.

The Manual Invoice screen in BillQuick enables you to create an invoice for a project that has no time or expense logged to it. If you have a series of transactions, it is recommended to enter the historical ones first and then the current ones. For example, if today you receive a payment for an invoice not yet entered in BillQuick, you should enter the invoice first.

 You can also use Manual Invoice to produce a quick invoice.

To enter historical invoices:

1.  Open the Manual Invoice screen from the Billing menu, toolbar, Sidebar or navigator.

2.  Click New to create a new invoice.



3.  Select the ID of the Project whose historical invoice you want to record.

4.  BillQuick pre-fills the 'Bill To' address, displaying the client information. Click Billing Address to edit the address.

5.  Replace current date (today) with the date of the historical invoice. You can enter the date or change it using the drop-down calendar.

6.  Replace the default invoice number with that of the historical invoice. BillQuick will not allow duplicate invoice numbers. If desired, you can add a prefix to historical invoice numbers for easy identification.

7.  In the Description field, type the service or expense to bill. If you want to record only a summary service and expense, enter an appropriate description.

8.  Enter the Amount charged for the service or expense (without taxes or discounts); else the total for services or expenses. You can also enter the Tax percentage if desired.

9. Check the Exp option for expense items.

10. You can add a Miscellaneous Amount to the invoice, Discount and Retainer in the fields at the bottom.

11. If the client has paid all or part of the invoice, enter that amount in the 'Paid Today' field. This is a quick way of recording a payment associated with the historical invoice.

12. Click Process to process your manual invoice. Once processed, you can print it here or apply historical payments from the Payment screen.

To edit historical invoices:

If you want to edit or delete historical invoices, there are two possible scenarios for that.

- You have selected the wrong project in the Manual Invoice screen for the historical 'balance forward' information. In this case:

  1. Open the Invoice Review screen and select the incorrect invoice.
  2. Click on the Reverse button. The invoice is now gone.
  3. Return to the Manual Invoice screen and record the correct information.

- You have selected the right project but entered the wrong 'balance forward' information. In this case:

  1. Open the Manual Invoice screen and choose the project.
  2. Now choose the desired invoice from the Invoice Number drop-down.
  3. Change the incorrect amount and then click Process.
  4. It asks you to overwrite the invoice or create a new one. Choose Overwrite.

To record a historical payment against a manual invoice (created above):

1. Open the Payment screen from the Billing menu, toolbar, Sidebar or navigator.

2. Select the View by Invoice option and choose the invoice created above.

3. Choose the Date of payment and enter the total Amount of payment received.

4.  In the grid, enter the payment or a portion of it in the Amt Applied field to apply against each invoice. Else, use the Auto Apply option to automatically apply the payments to the invoices in the '*older first*' order.

5.  When you are done, click Save and then Close to exit.

## Exporting Invoices to LEDES Format

Conventionally, you use the LEDES format for hourly billing but it can also handle alternative billing arrangements. BillQuick allows you to transfer your invoices to the LEDES 1998-B and LEDES2000XML format as a text file. This helps the law firms to output bills in a format acceptable by the legal industry.

Export BillQuick Invoices To LEDES Wizard enables you to transfer BillQuick invoice data easily to a LEDES export database.

To export your invoices to LEDES format:

1.  Open the Export BillQuick Invoices To LEDES Wizard from the Integration menu.

2.  On the Select File Name panel, specify the location and name of the BillQuick data file (.mdb) and LEDES export data file (.lds). *By default, it accesses the currently used BillQuick database.*
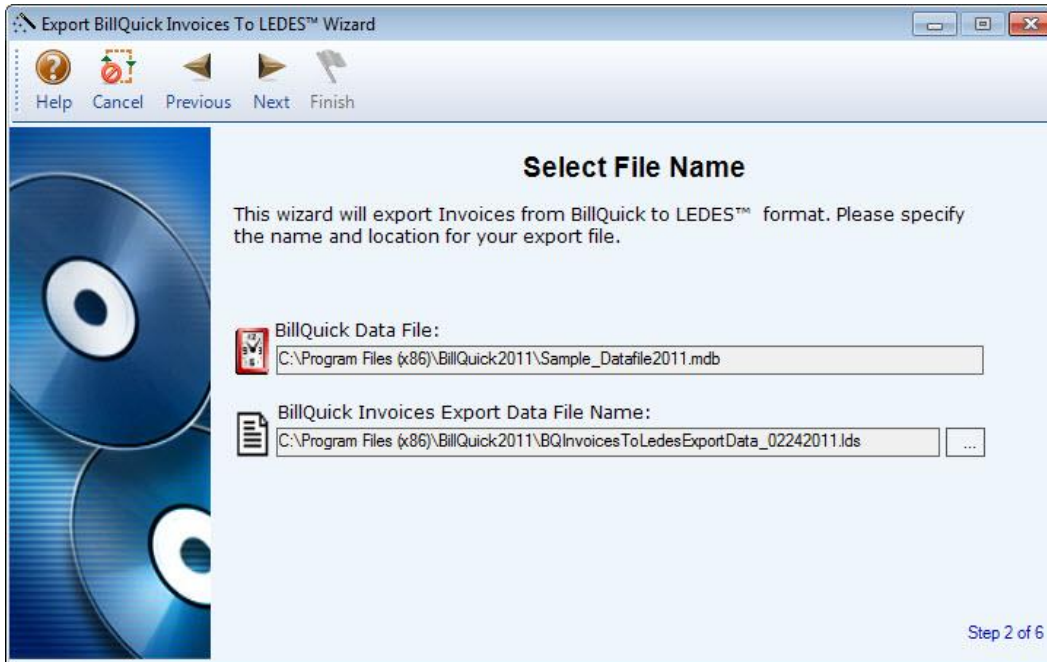
3. On the Company Information panel, provide your BillQuick company name. It retrieves the company name from the BillQuick database specified above.

4. Next, enter the Employer ID or Company ID. It can be a number assigned to the BillQuick Company.

5. On the Global Options panel, check the relevant option if you want to override the default First Name Last Name combination to Last Name First Name combination for the timekeeper's name. Also, specify the character for separating the first name from the last name.
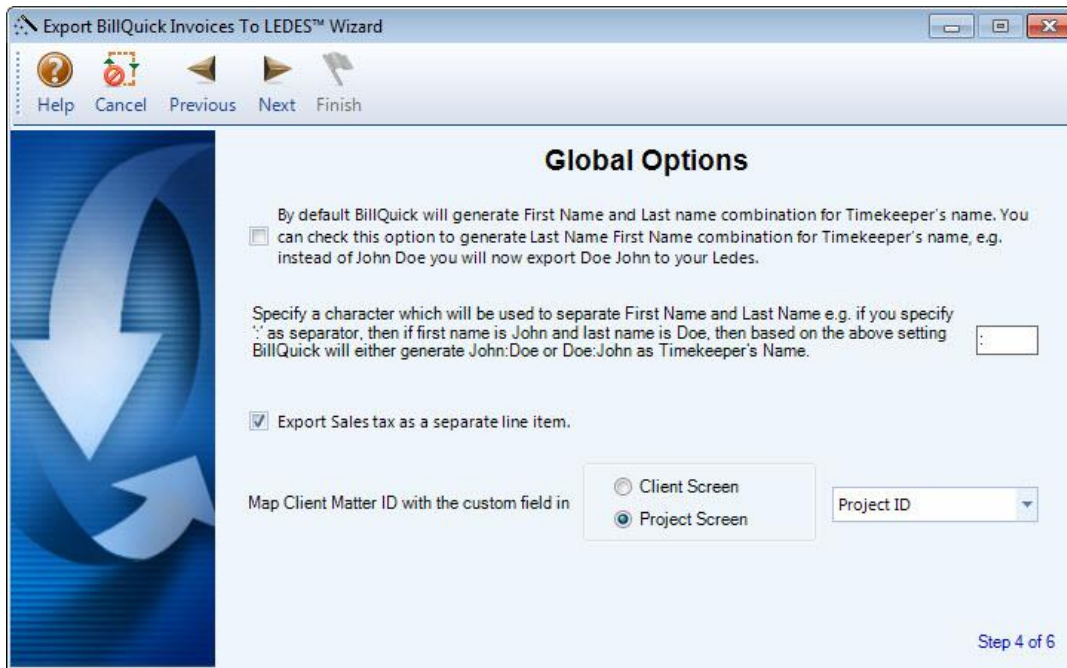
6.  Check the relevant option if you want to export the sales tax as a separate line item.

7.  Select a custom field, either in Client screen or in Project screen, with which you want to map the Client Matter ID. BillQuick will use this value from the chosen screen to generate a Client Matter ID.

8.  On the Select BillQuick Invoices panel, select the desired invoice number(s) from the drop-down list. You may select all the invoices or a range of invoices to export to the LEDES format.

    Check the 'Show Joint Invoice Only' option if you want to view only joint invoices in the Invoice # drop-down.

    Alternatively, check the Date option and select the invoice dates in the From-To fields to specify which invoices to be exported to LEDES.

    If you filter invoices based on the Invoice Date, data transfers in the LEDES 1998 – B format only.
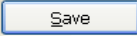
9.  At the bottom, check the relevant options for mapping BillQuick item codes with custom codes for specific clients.

    If you choose to map BillQuick Activity Codes or Expense Codes with Custom Codes, a new panel opens where you can customize codes for each activity/expense item for the selected client. Alternatively, you can specify Task Codes for activities from there.

10. You can also choose to map summarized line items for projects by checking that option. It opens the Custom Settings panel.
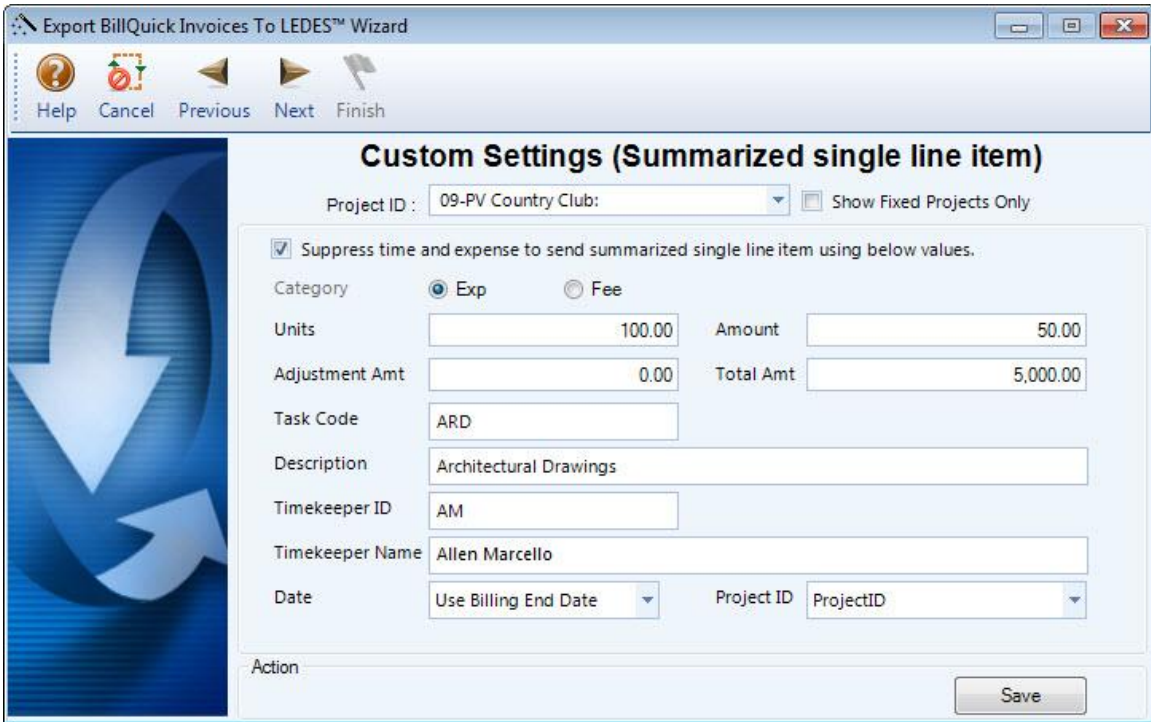


11. For a selected project, you can replace the time and expense data to be exported with summarized line items using the custom values entered here. Click ⬚Save⬚ when you are done.

    While transferring data to LEDES format, the custom codes and settings will replace the BillQuick data.

12. You can choose to exclude time details for fixed type is projects. Check that option and click Next.

13. Choose the LEDES format for export—whether 1998B or 2000 XML format. Click Finish to start the data export process.

After the process ends, BillQuick prompts you to open the export file.

# Settings and Preferences

To optimize BillQuick to your company based on its size, business goals, operations, management styles and company policies, you can choose various global settings or business rules. These control how BillQuick works for your company. Global Settings apply to all the users of BillQuick; settings specified in the Preferences screen take precedence over them and apply only to an individual user.

This section covers the following topics:

- [Specifying Time and Expense Settings](#)
- [Specifying Activity Settings](#)
- [Assigning Global Templates](#)
- [Setting Global Reminders](#)
- [Setting Interest Rates](#)
- [Setting Global Taxes](#)
- [Specifying Invoice Settings](#)
- [Specifying Folder Settings](#)
- [Specifying General Settings](#)
- [Specifying Email Settings](#)

# Specifying Time and Expense Settings

You can specify processing rules and settings related to time and expense in the Global Settings and Preferences screens. These settings control the entry of time and expenses, their approval, processing and billing in BillQuick.
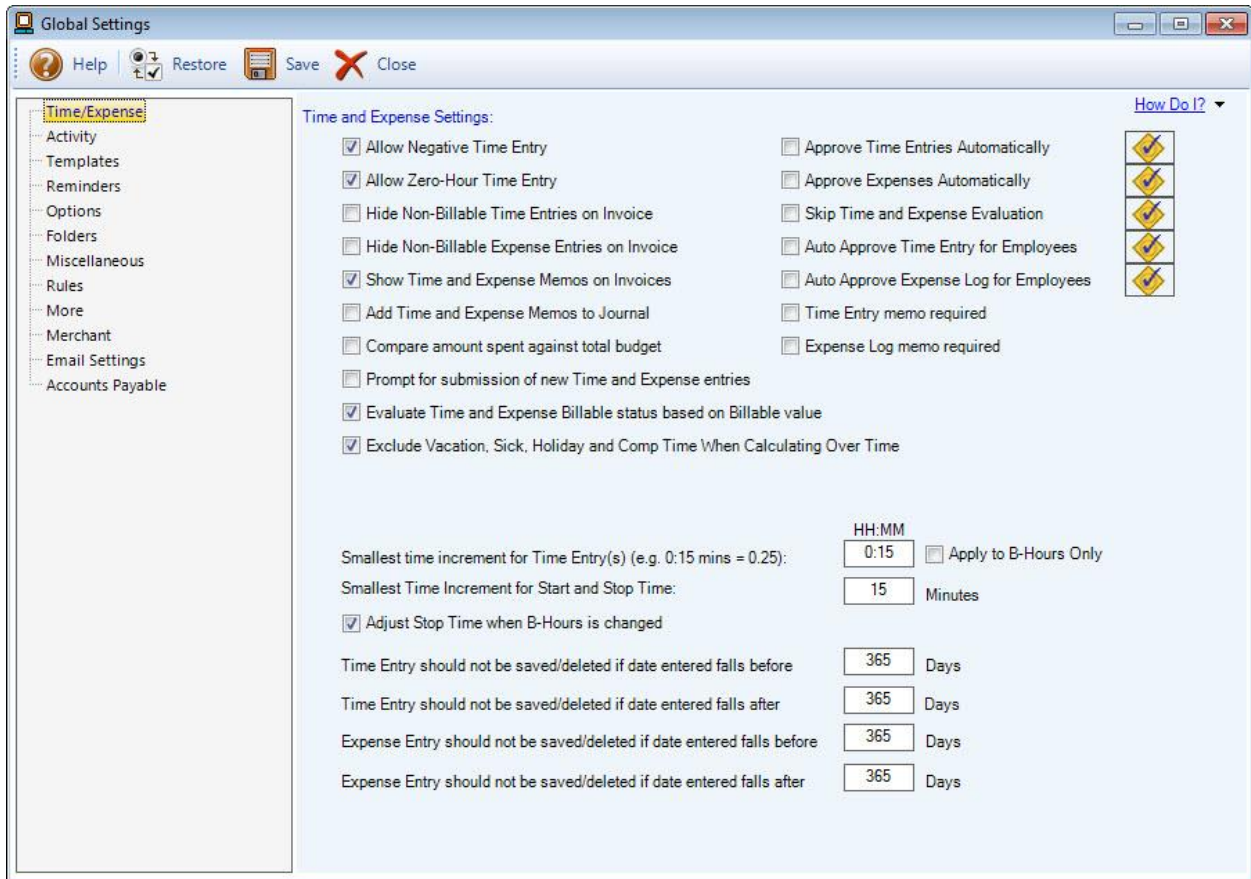


Below is a list of time and expense related settings, action to be taken and where they can be set.

| Setting | Action/Effect | Where |
|---------|---------------|-------|
| Allow Negative Time Entry | Check this option to allow negative hours for time entry. Some companies use this feature to maintain an audit trail of changes to time records. | Global Settings-Time/Expense |
| Allow Zero-Hour Time Entry | Check this option to accept zero hours in the time entry screens. | Global Settings-Time/Expense |
| Hide Non-Billable Time/Expense Entries on Invoice | By default, BillQuick includes time and expense entries with $0 amounts on detailed invoices as 'No Charge' items. Check this option to prevent such (non-billable) entries from printing on invoices. | Global Settings-Time/Expense |
| Show Time and Expense Memos on Invoices | Check this option to display the memos attached with time and expense entries on the invoices. | Global Settings-Time/Expense |
| Add Time and Expense Memos to Journal | Check this to copy all time and expense entry memos to the project journals. | Global Settings-Time/Expense |
| Compare amount spent against total budget | Check this option to compare Amount Spent against total budget instead of the usual contract amount. | Global Settings-Time/Expense |
| Prompt for submission of new Time and Expense... | Check this option if you want BillQuick to prompt you automatically for submission of new time and expense entries. If ignored, a message will display each time you log in to remind you about the submission. | Global Settings-Time/Expense |
| Evaluate Time and Expense Billable status based on Billable value | Check this option to include only billable hours and expenses for time and expense evaluation against the contract amount. The Total Amount Spent on a fixed-type project is calculated [(Billable Hrs x Bill Rate) + billable Expense Amount] and then compared to the contract amount (Red Flag Rule).<br><br>When the amount spent exceeds the contract amount, BillQuick prompts you accordingly (*only when you have checked 'Lock at Contract Amount' rule in the Project profile*). The entry is split into two—one 'billable' for the portion that is still within the contract, and the other 'non-billable' for the portion that is over the contract amount. | Global Settings-Time/Expense |
| Exclude Vacation, Sick,. . . when Calculating | Some companies calculate overtime only from actual hours worked. Check this to exclude vacation, sick, holiday and comp-time hours in the automatic calculations of overtime hours of employees. | Global Settings-Time/Expense |

| Setting | Action/Effect | Where |
|---|---|---|
| Overtime | | |
| Approve Time/Expense Entries Automatically | Check these options to approve time/expense entries automatically for all new projects. You can also click  and approve all the entries for existing or older projects as well. | Global Settings-Time/Expense |
| Skip Time and Expense Evaluation | Check this option to skip the automatic evaluation of time and expense entries (Red Flag Rule). When you make an entry, BillQuick *does not* compare the Total Amount Spent against the Contract Amount of fixed-type projects. | Global Settings-Time/Expense |
| Auto Approve Time/Expense Entry for Employees | Check these options to approve time/expense entries automatically for all new employees. You can also click  and approve all the entries for existing or older employees as well. | Global Settings-Time/Expense |
| Time/Expense Entry memo required | Check these options if you want all timekeepers to enter memos for all their time and expense entries. This is usually required for government contracts. | Global Settings-Time/Expense |
| Smallest time increment for Time Entry | It rounds the hours for a time entry to the next time interval. Enter the increment in Hours: Minutes format. The default setting is 0:15 (15 minutes). | Global Settings-Time/Expense |
| Apply to B-Hours Only | Check this option to round only billing hours as per the above rule. If un-checked, BillQuick rounds both Actual Hours (A-Hours) and Billing Hours (B-Hours). When you use time entries to process payroll, it is a common practice to round only Billing Hours. | Global Settings-Time/Expense |
| Smallest Time Increment for Start/Stop Time | It is the minimum time increment for Start and Stop time fields. Enter the increment as a whole number. The default is 15 minutes. | Global Settings-Time/Expense |
| Adjust Stop Time when B-Hours is changed | Check this option to adjust the Stop time automatically whenever the billing hours are changed. | Global Settings-Time/Expense |
| Time/Expense Entry should not be | This defines the number of days into the past and the future allowed for saving or deleting a time or expense entry. BillQuick rejects a date more than or less than those number of days. | Global Settings-Time/Expense |

| Setting | Action/Effect | Where |
|---|---|---|
| saved/deleted if date entered falls before/after | For example, if today's date is 5/1/2011 and you enter 365 in these text boxes, BillQuick will not allow you to make time/expense entries older than the year 5/1/2010 and forward beyond 5/1/2011.<br><br>ⓘ You can grant selected users permission to enter and edit dates outside this period. In the Security screen, mark 'Allow Adjust Date Beyond Global Setting restriction' for the Time/Expense Entry modules. | |
| Employee standard hours per week/day | Enter the number of hours employees are required to work per week and per day. BillQuick uses this value for all employees unless you override it in the Employee screen. | Global Settings-Options |
| Show Time and Expense Memos … | Check this option if you want to show time and expense entry memos on detailed invoices. | Global Settings-Rules |
| Email me when My Time or Expense is Approved or Rejected | Check this option to let BillQuick automatically notify you via email about your submitted time and expense. This feature is useful for informing you whether the reviewer approved or rejected your entries. | Preferences-Notifications and Reminders |
| Email me when My PTO Request is Approved or Rejected | Check this option to let BillQuick automatically notify you via email about your submitted personal time off requests. This feature is useful for informing you whether the reviewer approved or rejected your request. | Preferences-Notifications and Reminders |
| Email me when Time or Expense is Submitted to me | Check this option to let BillQuick automatically notify you via email about time and expense submitted to you. This feature is useful for all managers who review and approve time and expense entries of employees and vendors. | Preferences-Notifications and Reminders |
| Email me when PTO Request is Submitted to me | Check this option to let BillQuick automatically notify you via email about personal time off requests submitted to you. This feature is useful for all managers who approve PTO requests of employees. | Preferences-Notifications and Reminders |
| Time/Expense Entry Colors | This is the text color of time and expense entries based on their status. It defaults to **Black** for **Billable**, **Blue** for **Billed**, and **Red** for **Non-Billable**.<br>Click 🔍 to select from a predefined palette or to fine-tune colors by hue, saturation, luminosity, etc. on the Color dialog. | Preferences- Format |

| Setting | Action/Effect | Where |
|---|---|---|
| Auto Start Timer… | Check this option to start the timer automatically whenever you launch the BillQuick Timer screen. | Preferences- Options |
| Open Timers as MDI forms when in MDI mode | Check this option to set your timer to open as a tabbed window in Tabbed MDI mode. | Preferences- Options |
| Launch Timer Control | Check this option for the Timer Control to launch automatically when you open BillQuick Timer. | Preferences- Options |
| Auto pause Timer after…system idle time | Enter time in minutes after which you want Timer to pause because of no computer activity or system idle time. No more hassle to adjust the timer when you forget to stop it prior to a meeting or going out for lunch. | Preferences- Options |
| Turn Off Unapproved Time and Expense Notification… | Generally, you receive notifications when unapproved, unbilled time and expenses exist for one or more projects billed in the Billing Review screen. You can turn this off by checking this option here. | Preferences- Options |
| Auto-fill Simple TE/EL and Cal View with … Projects | Select the number of projects to pre-fill on the Simple Time Card and Calendar View screens. BillQuick copies that many projects last charged by users to the next session. This auto-fill feature filters the list based on the Employee Control settings, if any. | Preferences- Options |

# Specifying Activity Settings

You can specify settings related to activity codes in the Global Settings and Preferences screens. These settings control the naming of activities or services in BillQuick.



| Setting | Action/Effect | Where |
|---|---|---|
| Customizable Activity Codes | BillQuick automatically adds default activity codes for Vacation, Sick, Holiday and Comp Time. Assign a different code for each activity or same code for multiple activities. E.g., you may set vacation and holiday time with the same GEN:VAC code. | Global Settings-Activity |
| Default Prefix for Activity/Expense | These are the default prefixes for the activity and expense codes used when recording time and expenses. BillQuick's smart Find quickly locates these IDs. When you work mostly with one service type (e.g. Draft, Payroll) or with a set of codes for a department (e.g. Admin, Paralegal), you can reduce non-billable administrative time spent recording time or expense entries with this option. | Preferences-Format |

## Assigning Global Templates

Each contract type in BillQuick has a default invoice and statement template. In addition, you can also find default templates for manual and joint invoices.

To assign a template:

1.  Open the Global Settings screen. Choose the Templates option on the left.
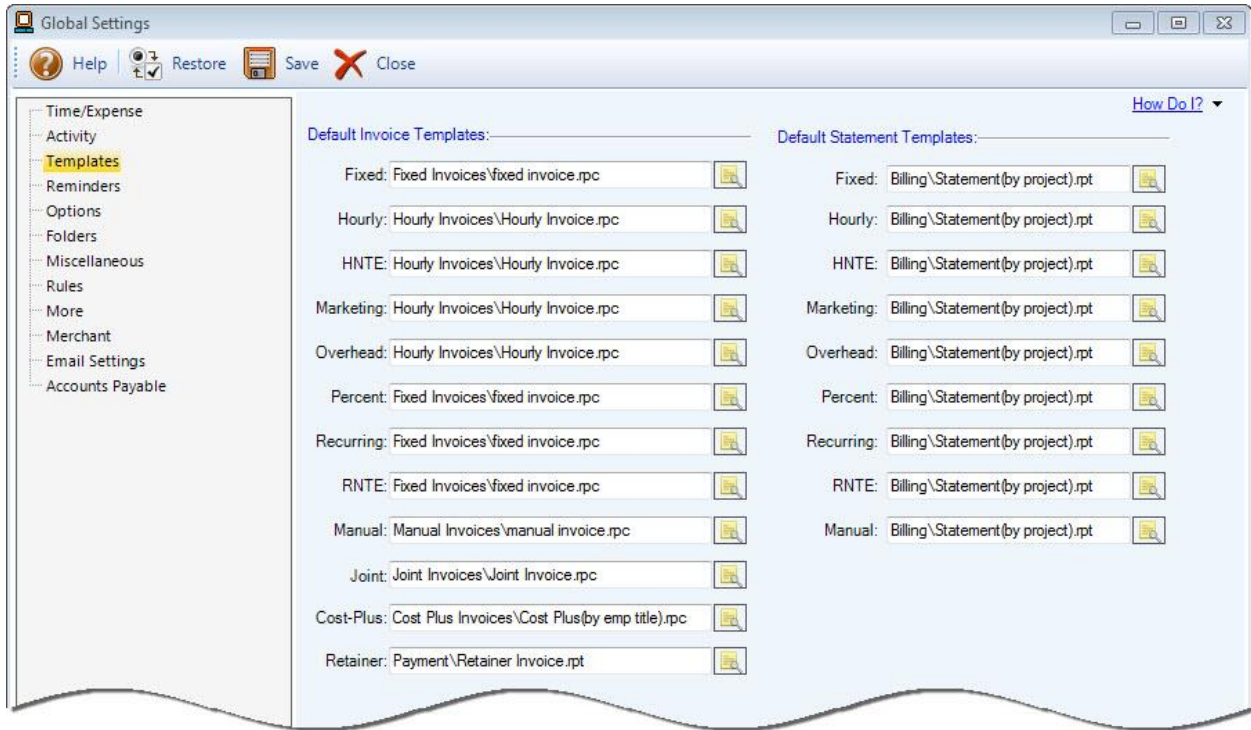


2.  Click  next to the contract type to which you want to assign a different template.

3.  To open a category on the Invoice Selection screen, click ⊞.

4.  Highlight an invoice format and preview it on the right panel. To select it, click OK.

## Setting Global Reminders

For those who integrate with accounting software, a reminder can prompt you to synchronize data between the two applications. BillQuick uses the sync settings as rules for transferring data to and from BillQuick and your accounting software.

You can also set a reminder for backing up your BillQuick database. Besides reminders, you can set email notifications for yourself.

To set a reminder:

1.  Open the Global Setting screen. Select the Reminders option on the left.
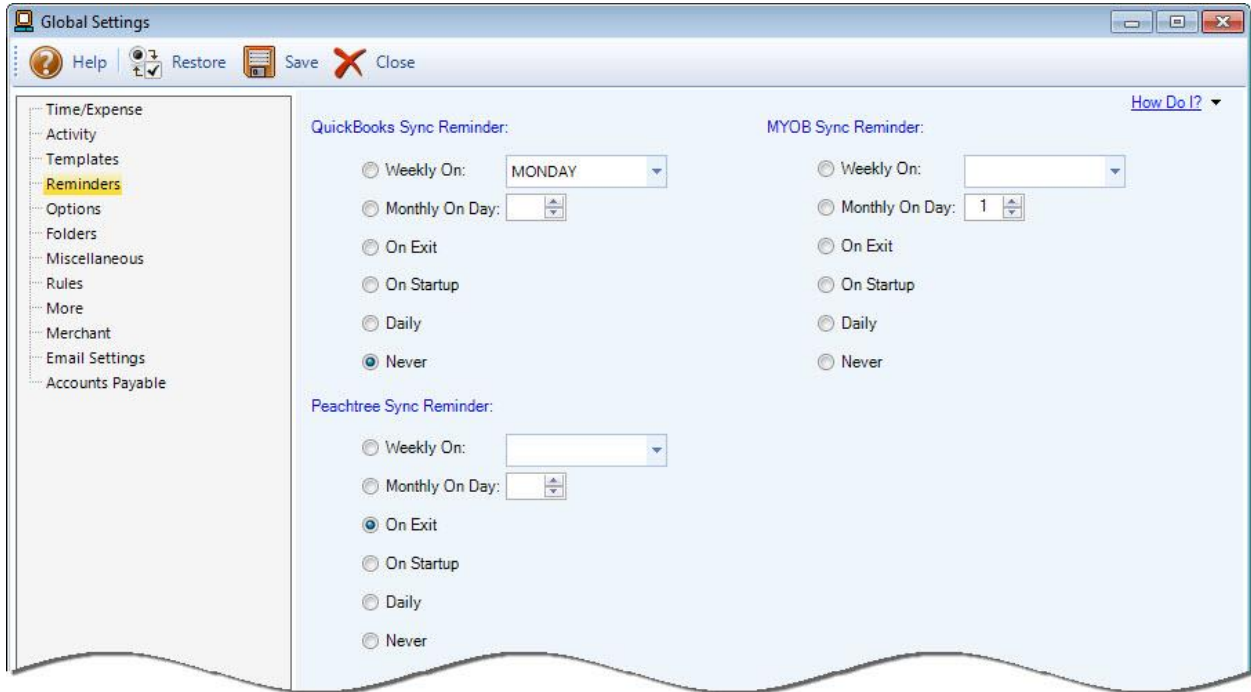


2.  Reminder options for sync are available for QuickBooks, Peachtree and MYOB. Select the desired option, say weekly or on startup, and click Save.

    It is best to activate the reminder option *after* initial integration with your accounting software.

3.  Next, select Options on the left.

4.  In the Application Backup Reminder section, choose the day of the week, date of the month or any other option to get a reminder for backing up your company database.

    BillQuick's Backup and Restore feature works with Microsoft Access (standard) database only.

5.  Next, open the Preferences screen.

6.  Click on the Notification and Reminders panel and enter the number of days ahead when you want the Due Date reminder to show up.
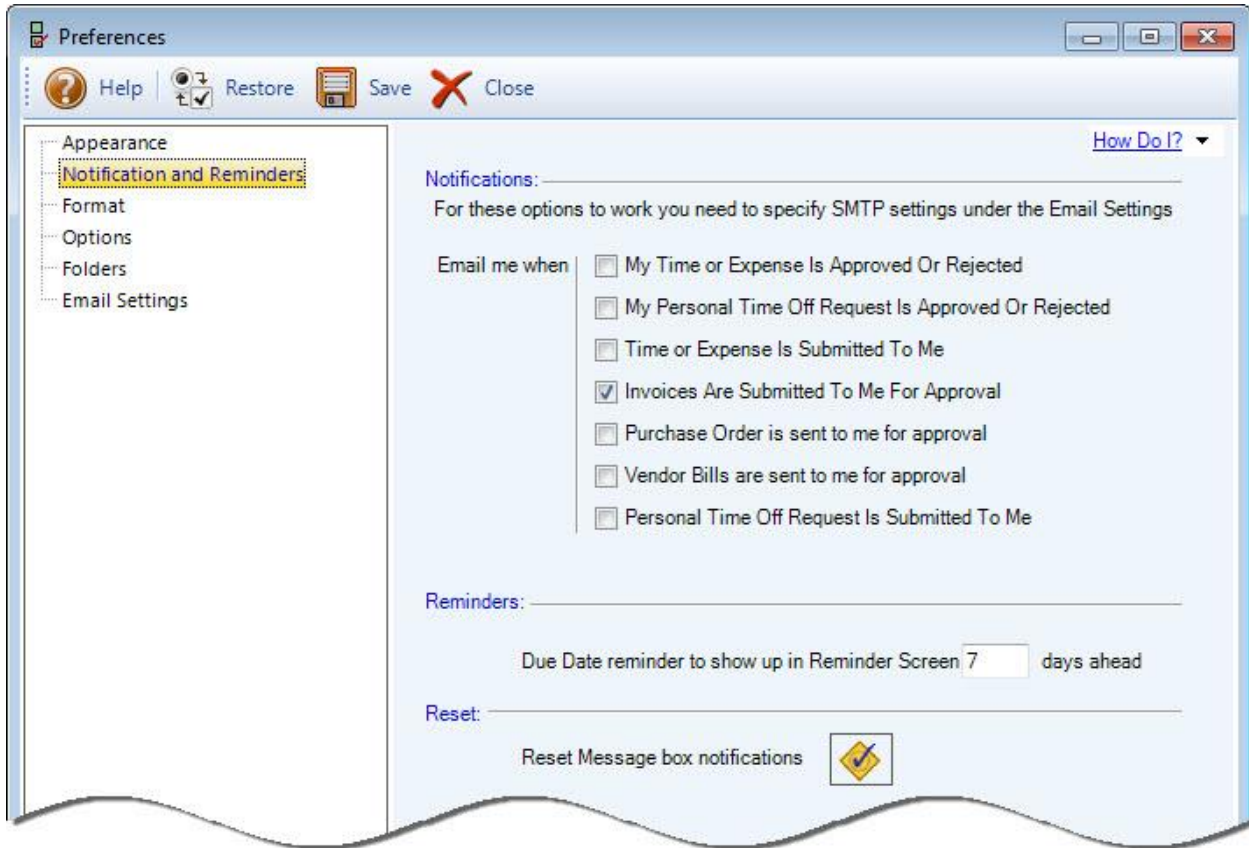
You can also set the relevant email notifications for yourself.

7. You can view all these reminders in the Reminders screen. To upload it automatically, select Options on the left and mark the 'Load Reminder on Startup' checkbox.

8. When you are done, click Save and then Close to exit.

## Setting Interest Rates

You can specify interest rates for late fee on outstanding invoices in the Global Settings screen. These settings control the calculation of late fee in the Invoice Review screen, unless overwritten by different settings in the Project screen.

Below is a list of late fee settings, actions to take and where they can be set.

| Settings | Action/Effect | Where |
|---|---|---|
| % per month | Enter the rate of interest to charge as late fee on invoices. Enter the percentage as a whole number (for example, 1.5 for 1. 5%). | Global Settings-Options |
| Days After | Enter the number of days or grace period before BillQuick charges the monthly interest rate on past due invoices when calculating late fees. | Global Settings-Options |
| Apply to blank/ zero/non-blank rates | You can apply the interest settings to project records based on whether these fields are blank, with zero value or any other value. Select the relevant option and click to apply these settings to existing data. | Global Settings-Options |
| Interest on Past Due Invoices | Enter the number of days or grace period after which BillQuick will charge interest per month on past due invoices. The Payment Term set for a project (Billing tab) is carried to the 'After Days' field. | Project-Detail |

# Setting Global Taxes

You can specify tax rates in the Global Settings screen. These settings control the calculation of item taxes (Tax 1/2/3) and main taxes (MST/MET) on service and expense items in BillQuick, unless overwritten by different settings in the Client or Project screen.



Below is a list of settings, actions and location where they can be set.

| Setting | Action/Effect | Where |
|---|---|---|
| Taxes Rate 1/2/3 | Enter the default Tax 1/2/3 rates for new activity and expense items, say 9%. BillQuick applies these tax rates to time and expense entries to calculate the bill amount and expense charges. You can override these rates for individual activity and expense codes in their respective screens. | Global Settings-Options |
| Contract Amount Includes Taxes | Check this if your company **includes** taxes in contract amount for projects. When calculating Net Bill amount based on % Complete, calculations take into account such options. When un-checked, BillQuick adds the tax separately to the pre-tax bill amount. | Global Settings-Rules |
| MST/MET to exclude Item Tax | Check these options so that Main Service Tax and Main Expense Tax exclude item taxes (Tax1/2/3) associated with the activity and expense codes while computing the total tax amount to be charged on invoices. | Global Settings-Rules |
| Apply Discount to Pre-Tax Amount | By default, BillQuick applies a discount to the calculated bill amount *after* applying the taxes. Check this option to apply a discount to the bill amount **before** taxes. | Global Settings-Rules |
| Show GST Separately on Invoices | Check this option if you want to show the Goods and Services Tax separately on all invoices. | Global Settings-Rules |
| Time/Expense Entry Hide Tax fields | Check these options to hide the Tax 1/2/3 fields on the time entry and expense entry screens. These fields do not appear on the Hide/Show (Field Chooser) list as well. | Global Settings- More |
| Apply Taxes | These are the Main Service Tax and Main Expense Tax rates applied to total labor and total expenses on invoices, respectively. Enter the rates and click to apply these rates to existing data. You can override MET and MST for a client or project. See *Computing Taxes* in the Billing chapter for more. | Global Settings-More |
| Ceiling for Taxes | Enter the maximum amount that you can charge per invoice as Main Service Tax and Main Expense Tax. Enter a dollar amount. | Global Settings-More |

For tax settings specified at the client and project level, see Client Setup and Project Setup in the Master Information Setup chapter.

# Specifying Invoice Settings

You can specify processing rules and settings related to invoices in the Global Settings and Preferences screens. These settings control the generation, processing and behavior of invoices in BillQuick.



Below is a list of invoice related settings, action to be taken and where they can be set.

| Settings | Action/Effect | Where |
|---|---|---|
| Reference Calculation Method | Some companies prefer electronic invoicing, especially in European countries. Specify a calculation method for electronic invoices –137 Method or RF Creditor Reference. Check 'Show Reference Number on Invoices' if you want to display the reference numbers on invoices. See *Electronic Invoices* for details. | Global Settings-Options |
| Last Printed Invoice # | This counter shows the number of the last printed invoice (up to 10 characters long). BillQuick automatically increments the number for each standard and manual invoice generated.<br><br>BillQuick supports both numeric and alphanumeric invoice numbers. Put the numeric segment that you want to increment inside curly brackets. E.g., the next invoice number after INV-{0000} would be INV-0001, then INV-0002, and so on.<br><br>*Reversing an invoice does not decrease the counter*; however, BillQuick does reuse the invoice number. If you edit the invoice number on Invoice Review, Manual Invoice or Billing Review, BillQuick will check for duplicate invoice numbers. | Global Settings-Miscellaneous |
| Retainer Invoice # | BillQuick automatically assigns numbers to retainer invoices as per the value entered here. You can choose numbers, letters or a combination to track invoices. Enter the value to be incremented in the Invoice Number field. You can also specify a Prefix and Suffix to go with the number. E.g., RET-1001-2011 | Global Settings-Miscellaneous |
| Aging Period | This is the length of each aging period for invoices, but you can change the interval anytime. Aging is based on the invoice date. | Global Settings-Miscellaneous |
| Minimum Bill Amount | This is the minimum amount for billing a new invoice. It carries to the Billing Review screen but you can override it there. | Global Settings-Miscellaneous |
| Mark Projects Completed when Billed 100% | Check this option to change a project's status to 'Completed' when you fully bill the Service Amount portion of the Contract Amount. | Global Settings-Rules |
| Reverse Write-Up/Down when invoice reversed | Check this so that while reversing an invoice, BillQuick also reverses any write-ups or write-downs executed during the billing process. | Global Settings-Rules |
| Show Project Memo | Check this option to display the project memo on the invoices. This memo displays at the | Global Settings-Rules |

| Settings | Action/Effect | Where |
|---|---|---|
| on Invoices at the Bottom | bottom of the invoice (Second Memo). | |
| Zero rates in Service Fee Schedules are Valid | You may want to use a service fee schedule to have both the bill and cost rates default to zero dollars but keep the entry billable. Check this option if you want to be able to enter zero dollar rates in a SFS. | Global Settings-Rules |
| Void Invoices/ Payments on Deletion | Mark this checkbox so that BillQuick voids invoices and payments rather than delete (reverse) them. BillQuick retains the voided items in the database and you can print such lists. | Global Settings-Rules |
| Show Billing Through on Invoices | Check this option if you want to view time entries on the Billing Review screen and invoices *as of* a specific 'mm/dd/yy' date instead of a 'From and To' range. | Global Settings-Rules |
| Auto Apply Retainer | Mark this checkbox if you want to apply retainers automatically to invoices when you are generating billing records on the Billing Review screen. BillQuick applies the project retainer prior to applying the client retainer. | Global Settings-Rules |
| Print Statement for posted invoices | When you check this option and later print a posted invoice, BillQuick prints the invoice to your default printer and then displays the project statement. This way you can preview and print a statement, provided the balance is greater than zero. | Global Settings-Rules |
| Show Account Summary… | This option lets you display account summaries at the bottom of your invoices. This option is checked by default. | Global Settings-Rules |
| Show Time and Expense Memos … | This option lets you display time and expense entry memos on detailed invoices. Uncheck it if you do not want to show the memos on invoices. | Global Settings-Rules |
| Show GST Separately on Invoices | Check this option if you want to display Goods and Services Tax separately on all invoices. | Global Settings-Rules |
| Show Retainer Summary on Invoice | Check this option if you want to display retainer summary on your invoices. | Global Settings-Rules |
| Include Innovative Merchant Solutions link on invoices | Check this option to embed the IMS web link on the invoices. It provides the self-service credit card payment service to the clients, enabling them to pay easily via credit card or debit card. | Global Settings-Merchant |
| Innovative Web Link | Enter the internet address of the IMS web site that links to your account. A payment processes via your IMS account. | Global Settings-Merchant |

| Settings | Action/Effect | Where |
|---|---|---|
| Account Email | Enter an email address where you want IMS to notify you whenever someone makes a payment. | Global Settings-Merchant |
| Account ID/Password | Enter your company's IMS account number and password. | Global Settings-Merchant |
| Currency | This is the currency to use for making and receiving payments. It defaults to U.S. Dollars. You can change it, if desired. | Global Settings-Merchant |
| Add Credit Card Processing to BillQuick | Click this link to sign up for an IMS account via BillQuick. | Global Settings-Merchant |
| Include  PayPal link on invoices | Check this option to embed the PayPal payment link on your invoices. It provides the self-service credit card payment service to the clients, enabling them to pay easily via credit card, bank account or debit card. | Global Settings-Merchant |
| PayPal Web Link | Enter the internet address of the PayPal web site that links to your account. A payment processes via your PayPal account. | Global Settings-Merchant |
| Account Email | Enter an email address where you want PayPal to notify you when someone makes a payment. | Global Settings-Merchant |
| Currency | This is the currency to use for making and receiving payments. It defaults to U.S. Dollars, but you can change it here. | Global Settings-Merchant |
| Email me when Invoices are Submitted to me for Approval | Check this option to let BillQuick automatically notify you via email about invoices submitted to you for approval. This feature is useful for all managers who review and approve invoices before billing the client. | Preferences-Notifications and Reminders |
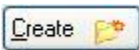
# Specifying Folder Settings

You can specify settings related to folders in the Global Settings and Preferences screens. These settings control the path or location where various folders, files and documents in BillQuick are stored.

Settings specified in the Preferences screen will override the ones in the Global Settings screen. You cannot specify mapped drives in Global Settings screen; hence, specify a local drive (e.g., C:\Users\Administrator\Desktop\Linked Documents) or a UNC (\\computerName\shareName).



Below is a list of settings, actions and location where they can be set.

| Settings | Action/Effect | Where |
|---|---|---|
| Backup Folder | Click 🔍 to browse for the directory path on your computer or network server to the folder in which backup copies of your BillQuick database should be stored. Default is the same directory as your company database (x:\Program Files\BillQuick2011). | Global Settings-Folders |
| Automatically log actions to a log file | Check this option to record or log every action in BillQuick, including who performed it and when. Log Viewer allows you to view all log entries. | Global Settings-Folders |
| Log File Location | Specify the location where BillQuick stores the log file. By default, it is the same folder as your company database (x:\Program Files\BillQuick2011). *For SQL Server, you MUST specify the location*.<br><br>ℹ️ It is recommended to keep the log file on a server rather than your local drive (C or D drive). | Global Settings-Folders |
| Location of Report Files/Report Designer/Invoice Templates | The location of special folders for report and invoice templates customized or created. Enter the directory path or click 🔍 to browse to the desired folder. If you leave the field blank, BillQuick searches the default folders: x:\Program Files\BillQuick2011\Reports and x:\Program Files\BillQuick2011\Invoices.<br><br>In Preferences, you can click [Create 📁] to create a new Custom Invoice Folder. *The Preferences setting overrides the one selected in Global Settings*. | Global Settings-Folders<br>Preferences-Folders |
| Automatic Update Files | This is the directory path or location of the folder where BillQuick stores its software updates. Enter the directory path or click 🔍 to browse for it. *The Preferences setting overrides the one selected in Global Settings*. | Global Settings-Folders<br>Preferences-Folders |
| Shared Folder for Linked Files | This is the location of the shared folder, where BillQuick stores files linked to its records. Enter the directory path or click 🔍 to browse to the desired folder. *The Preferences setting overrides the one selected in Global Settings*. | Global Settings-Folders<br>Preferences - Folders |
| Location of Folders for PDF Files | This is the location of the folders, where BillQuick stores all its PDF files. Enter the directory path or click 🔍 to browse to the desired folder. The Document Management screen also points to the same location. *The Preferences setting overrides the one selected in Global Settings*. | Global Settings-Folders<br>Preferences - Folders |

| Settings | Action/Effect | Where |
|---|---|---|
| Available Fields | When defining the path and folder for PDF files, you can select an existing folder, or you can use *variable information from BillQuick*. For example,<br><br>...\My Documents\Client Files\{CLIENTCOMPANY}\{PROJECTNAME}<br><br>stores PDFs in the folder named for the project under the client company folder. This ensures BillQuick saves PDFs in the right location automatically. You can select the variable information (Client ID, Project ID, Manager, etc.) from the dropdown list.<br><br>*The Preferences setting overrides the one selected in Global Settings.* | Global Settings-Folders<br>Preferences - Folders |

# Specifying General Settings
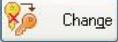
You can specify general or miscellaneous settings in the Global Settings and Preferences screens. These settings control the behavior of BillQuick functions and features, such as filters, UI, memo, etc.



Below is a list of settings, actions and location where they can be set.

| Settings | Action/Effect | Where |
|---|---|---|
| First Day of the Week | Select the first day of the workweek. BillQuick uses this day to present correct information on screens and reports. E.g., the Calendar View and various time reports adjust to show the correct beginning of the week. | Global Settings-Options |
| Apply Filters To | This setting determines whether filters in various screens apply to the grids and/or drop-down lists. Click ▼ to select the desired option—Both Grids and Drop-downs, Grids Only or Drop-downs Only. | Global Settings-Options |
| No. of digits after decimal | This field defaults to 2 digits. Enter a value from 0 to 9 for the number of digits to display after a decimal in the numeric fields. | Global Settings-Options |
| Make this application DCAA Compliant | Government contractors and agencies require their time tracking systems to be DCAA compliant. Check this option to override the existing or default security settings in BillQuick to ensure DCAA compliance. However, authorized users can edit those settings. *See the* [DCAA Compliance Guide](#) *for details.* | Global Settings-Options |
| Set DCAA password | On checking the above option, you are prompted to set a password for DCAA settings in BillQuick. This ensures the DCAA compliance setting is password-protected and no one turns it off accidentally. | Global Settings-Options |
| Last Project Code | Check this option to increment the numeric portion of the ID automatically for newly created projects. You can increment only the numeric portion of a code, identified by curly brackets. E.g., the next project ID after 2011-{000} would be 2011-001 and so on. | Global Settings-Miscellaneous |
| Last Vendor Bill # | This counter shows the number of the last vendor bill (up to four characters long). Enter the number that you want to be incremented. BillQuick automatically assigns the numbers to vendor bills as per this value.<br><br>ⓘ Vendor Bills screen allows re-using the previous Bill# as in Invoice Review. | Global Settings-Miscellaneous |
| Last Purchase Order # | This counter shows the number of the last purchase order. BillQuick automatically increments the number for each PO generated.<br><br>You can choose numbers, letters or a combination of both to track purchase orders. Enter the value that you want to be incremented within curly braces. E.g., if you enter '{1000}' here, the next PO number will be '1001'. | Global Settings-Miscellaneous |

| Settings | Action/Effect | Where |
|---|---|---|
| Number of uses prior to running repair | Set the number of times you open BillQuick before it prompts you to run the 'Repair and Compact' utility. The utility removes records marked for deletion, checks for other issues, and then 'compacts' the database to optimize speed. *This utility runs on the Standard database (Microsoft Access) only*. | Global Settings-Miscellaneous |
| Maximum Records to Load | Select the maximum number of records to load from your database. This setting allows you to maintain control over the data requested from the server and avoid server timeout when the returned data rows exceeded one million rows. | Global Settings-Miscellaneous |
| Current/New Password | You can use a password to access your company database outside of BillQuick, to open the database in Microsoft Access 2000 or to access it when working with Crystal Reports. The default password is *admin* (case-sensitive). To change it, enter the current password, a new password, and then verify the new password by entering it again. Click [Change] to apply the password settings. | Global Settings-Miscellaneous |
| Delete Records in QuickBooks when Deleted in BillQuick | Check this option so that records deleted in BillQuick are automatically deleted in QuickBooks during the next synchronization. *The Preferences setting overrides the one selected in Global Settings*. | Global Settings-Rules Preferences-Options |
| Do Not Display Database Location in Status Bar | Check this to hide the location of your company database on the status bar of the BillQuick Desktop. | Global Settings-Rules |
| Do not allow receiving items… | Check this option to prevent anyone from receiving items against unapproved purchase orders. This option ensures that you approve the purchase orders first and then receive items against them from vendors and suppliers. | Global Settings- Rules |
| Make Passwords Case Sensitive | Check this option if you want to make all passwords in BillQuick case sensitive. If you assign a user Curtis James a password 'CJ', he cannot log in with 'cj' as his password. | Global Settings- Rules |
| Default Font for Memo Box | Specify the standard font (name and size) to use for all time, expense and invoice memos created by all users. You can preview the selected font in the sample box. | Global Settings- More |
| Do not allow… change Memo Font | Check this option to prevent users from changing the default font on the memos. | Global Settings- More |
| URL for Currency Exchange rates | Specify a URL or web link from where BillQuick can retrieve the latest currency exchange rates, e.g., Yahoo Currency Convertor. BillQuick uses these rates as current multipliers in the Currency Manager screen. | Global Settings- More |

| Settings | Action/Effect | Where |
|----------|---------------|-------|
| Default Accounts | If you are using Accounts Payable modules in BillQuick, specify the default accounts for writing checks, paying vendor bills and making deposits. You can changes these accounts later from each screen. | Global Settings-Accounts Payable |
| Report Basis | Specify what should be the basis for your A/P reporting—whether accrual basis or cash basis. This will depend on the accounting method followed by your company.<br><br>Cash basis involves recording income when it is received and recording expense when it is paid. Accrual basis involves recording income when it is earned and recording expense when it is incurred. | Global Settings-Accounts Payable |
| Theme | BillQuick 2011 applies the default theme to the application. However, you can change it to your preference by selecting any other from the dropdown list like Desert, Pear, Blue, etc. | Preferences-Appearance |
| Email me when Purchase Order is sent to me for approval | Check this option to let BillQuick automatically notify you via email about purchase orders submitted to you for approval. This feature is useful for all managers who review and approve purchase orders before sending them to vendors and suppliers. | Preferences-Notifications and Reminders |
| Email me when Vendor Bills are sent to me for approval | Check this option to let BillQuick automatically notify you via email about vendor bills submitted to you for approval. This feature is useful for all managers who review and approve vendor bills. | Preferences-Notifications and Reminders |
| Reset Message box notifications | Click ✅ to reset or turn on confirmation messages or notifications in BillQuick. It restores all confirmations to the default state. | Preferences-Notifications and Reminders |
| Skip Warning Upon Exit | Check this option, if you do not want BillQuick to prompt you to verify whether you want to exit the BillQuick program. | Preferences- Options |
| Turn Off Navigator | Check this option so that the Navigator **does not** display when you start BillQuick. | Preferences- Options |
| Turn Off Auto Update | Mark this checkbox to prevent automatic check of the web site for a new version of the BillQuick program. Without auto-update, you need to manually check the web site and download the newer versions from the Support page. *Contact BillQuick Support (310-602-4030) to find out if an update is available*. | Preferences- Options |
| Turn Off Confirmation | Check this option to turn off BillQuick playing a sound bite to confirm saving data and other actions. | Preferences- Options |

| Settings | Action/Effect | Where |
|---|---|---|
| Sounds | | |
| Turn Off Usage Tracking | Check this option to turn off BillQuick sending usage statistics for features and functions to BQE Software for analysis and planning of future versions. | Preferences- Options |
| Remember State…on All Screens | Check this option so that BillQuick remembers the state of collapsible panels (such as open Memo box in Project screen) on all screens. | Preferences- Options |
| Hide features …Access to | Check this option if you want to hide all the menus, toolbar buttons and features in BillQuick that you are not supposed to access. This will be determined by the security settings or permissions assigned to you. It helps in simplifying the UI for a user. | Preferences- Options |
| Make All Screens Tabbed MDI | Check this option to view all the open screens in BillQuick as tabs in the main BillQuick window. | Preferences- Options |
| Make All Screens Non-MDI | Check this option to drag any window outside the main BillQuick window. This facilitates easier dual-monitor operations. | Preferences- Options |
| Hide Sidebar | Mark this checkbox to hide the Sidebar on the BillQuick desktop. | Preferences- Options |
| Turn Off Auto Match for One Column Lists | By default, BillQuick automatically completes field values when you enter a partial value. To turn off this auto-complete feature for the combos, check this option. | Preferences- Options |
| Show Project Assign Tab | Check this option to display the Assign tab in the Project screen. You can use this tab to set up project control by assigning activities, expenses and employees to projects. | Preferences- Options |
| Show Main Toolbar | Check this option to display the main toolbar in BillQuick. This toolbar contains icons that provide easy access to various screens. By default, the main toolbar is hidden. | Preferences- Options |

# Specifying Email Settings

While sending emails from BillQuick, you need to give permission to Outlook or your email program to access BillQuick. By specifying proper email settings, you can by-pass that step and let BillQuick directly send emails by connecting to the specified mail server. *A System/IT Administrator should configure your email settings*.

You can specify email settings at the company level in the Global Settings screen or override them on the user-level in the Preferences screen.



Below is a list of email-related settings, actions to take and where they can be set.

| Settings | Action/Effect | Where |
|---|---|---|
| SMTP Server | Specify the SMTP mail server name for sending emails. SMTP is a simple, text-based protocol used to send messages to one or more recipients. E.g., for Gmail you use 'smtp.gmail.com'. *The Preferences setting overrides the one selected in Global Settings.* | Global Settings-Email Preferences- Email |
| Use SSL | Check this option if you want to protect the confidentiality and security of data transmitted between your email program and the servers. (*SSL stands for 'Secure Sockets Layer'.*) *The Preferences setting overrides the one selected in Global Settings.* | Global Settings- Email Preferences- Email |
| SMTP Server Requires Authentication | Check this option if you want SMTP server to ask for authentication before sending emails. *The Preferences setting overrides the one selected in Global Settings.* | Global Settings- Email Preferences- Email |
| Your Name | Enter your first name to provide the recipient intimation for identification. *The Preferences setting overrides the one selected in Global Settings.* | Global Settings- Email Preferences- Email |
| Email From | Enter your email address for sending and receiving emails. *The Preferences setting overrides the one selected in Global Settings.* | Global Settings- Email Preferences- Email |
| CC Mail To | Enter the email address of a person to whom you want to send a copy of your emails, typically your own email ID or your supervisor's. When you email an invoice or report to someone, the CC is auto populated with this address. *The Preferences setting overrides the one selected in Global Settings.* | Global Settings- Email Preferences- Email |
| User Name | Specify the log-on account name for the SMTP mail server used. For example, if you are using Gmail services, enter your Gmail user name here. *The Preferences setting overrides the one selected in Global Settings.* | Global Settings- Email Preferences- Email |
| Password | Specify the log-on password for the SMTP mail server used. Click 'Test email settings' to verify your email settings. *The Preferences setting overrides the one selected in Global Settings.* | Global Settings- Email Preferences- Email |
| Delivery Method | Choose an option—Network, Specified Pickup Directory, Pickup from IIS—for delivery of emails. In 'Pickup from IIS', the email file is dropped in the default location and then IIS searches for these emails. In 'Network', the email file is sent directly through the network. In 'Specified Pickup Directory', the email file is delivered to the specified directory location. *The Preferences setting overrides the one selected in Global Settings.* | Global Settings- Email Preferences- Email |
| Directory Name | If the Delivery Method is 'Specified Pickup Directory', then you need to specify the directory path. Click to browse to the desired location. *The Preferences setting overrides the one selected in Global Settings.* | Global Settings- Email Preferences- Email |
| Port | You need to mention the SMTP Server Port number for outgoing mails. The SMTP client | Global Settings- Email |

| Settings | Action/Effect | Where |
|---|---|---|
| | initiates a TCP connection to server's port 25. However, some servers may have their own configurations. E.g., Gmail uses port 465. *The Preferences setting overrides the one selected in Global Settings.* | Preferences- Email |
| Auth. Type | Select an option—Anonymous, Basic or NTLM—for authenticating your emails. In 'Anonymous' authentication, there is no way to verify the sender. 'Basic' authentication allows clear text user names and passwords for authentication. NLTM or Integrated Windows Authentication only works in configurations where the client computer can contact a domain computer to validate their credentials.<br><br>*The Preferences setting overrides the one selected in Global Settings.* | Global Settings- Email<br>Preferences- Email |
| Default Email Settings | Enter a default email Subject, Attachment name and Message for invoices, statements and reports. This gives you flexibility to customize the name of your attachments, say you want to name all attached invoices other than their default invoice template. You may insert placeholders into any of these using the Available Fields option, say Project ID, Client ID and so on.<br><br>If desired, you can type a standard signature in the Message that displays on all emails. You can edit the message and attachment name on the Email screen before sending any email. | Global Settings- Email |
| Use MAPI | Specify the mail server information for sending emails directly from BillQuick. Select this option to use your local MAPI email client (e.g., Outlook, Eudora). Sent attachments, invoices, etc. are stored in your email account's Sent Folder. | Preferences- Email Settings |
| Use SMTP | Specify the mail server information for sending emails directly from BillQuick. Select this option to use an SMTP Server (Outgoing mail server).<br><br>SMTP (Simple Mail Transfer Protocol) sends emails across Internet Protocol (IP) networks and is independent of your email client (you can still use your email client). While sending attachments, invoices, etc., you can copy the email (CC) to yourself. | Preferences- Email Settings |
| Default Email Message | Enter a default email message for invoices, statements and reports. If desired, you can type auto-complete shorthand codes or a standard signature in the Message box that displays on your emails. You can edit the message on the Email screen before sending any email. | Preferences- Email Settings |

## Customizing Theme

BillQuick includes many pre-defined themes. The theme setting is a preference for individual users. It controls the background colors for toolbars, button bars and screens, as well as grid highlights.

To customize the theme:

1. Open the Preferences screen from the Settings menu.

2. Click on Appearance option on the left.
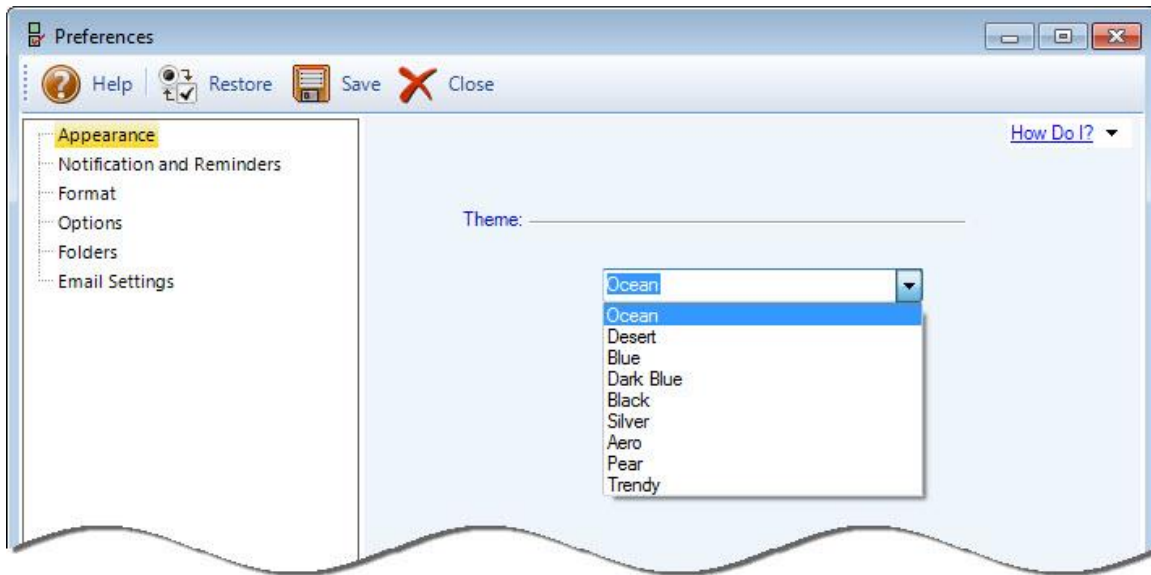


3. In the Theme field, select any desired theme. The default theme is Ocean.

4. When you are done, click Save and then Close to exit. BillQuick now displays the new theme.

# BillQuick Family of Products

BQE Software offers other stand-alone products and add-on modules that can help you effectively and efficiently manage your company. They expand BillQuick's core capabilities, providing you with smart tools and features.

To take benefit of these products, you need to purchase and install them separately. After installation, you can access them from within BillQuick (Add-Ons menu).

> To learn more about other BQE products, please visit www.BQE.com/Products.asp. 30-day trial versions of add-on modules and stand-alone applications are available here. To check out related support documents for each, please visit www.bqe.com/Support.asp. To purchase, contact Sales at (310) 602-4020.

The BillQuick Family includes various software modules. All modules are available as downloadable trial software (30-day evaluation period).

| Product/Edition | Trial | Lite | Basic | Pro | Enterprise |
|---|---|---|---|---|---|
| BillQuick | ✓ | ✓ | ✓ | ✓ | ✓ |
| BillQuick Online | ✓ | — | — | ✓ | ✓[1] |
| Web Suite | ✓[2] | — | ✓ | ✓ | ✓ |
| Agent | ✓ | — | ✓ | ✓ | ✓ |
| Outlook Add-In | ✓ | — | ✓ | ✓ | ✓ |
| Resource Allocator[3] | ✓ | — | [3] | [3] | [3] |
| BillQuick HR[3] | ✓ | — | [3] | [3] | [3] |
| Auto-Reporter | ✓ | — | [3] | [3] | [3] |

[1]It offers Enterprise and Enterprise Plus plans.
[2]BQE Software maintains a test server on the web for prospects to evaluate Web Suite.
If desired, they can download Web Suite and install it on their local network.
[3]Resource Allocator, AutoReporter and BillQuick HR are not segmented into editions
like other modules. These modules include all features available for the software.

This section briefly highlights the core capabilities and benefits offered by major BQE Software products. Accordingly, you may decide to use the ones better suited for your company and situation.

- Web Suite
- BillQuick Online
- BillQuick Agent
- BillQuick Outlook Add-In
- BillQuick HR
- AutoReporter for QuickBooks

# BillQuick Online — *online version of BillQuick*
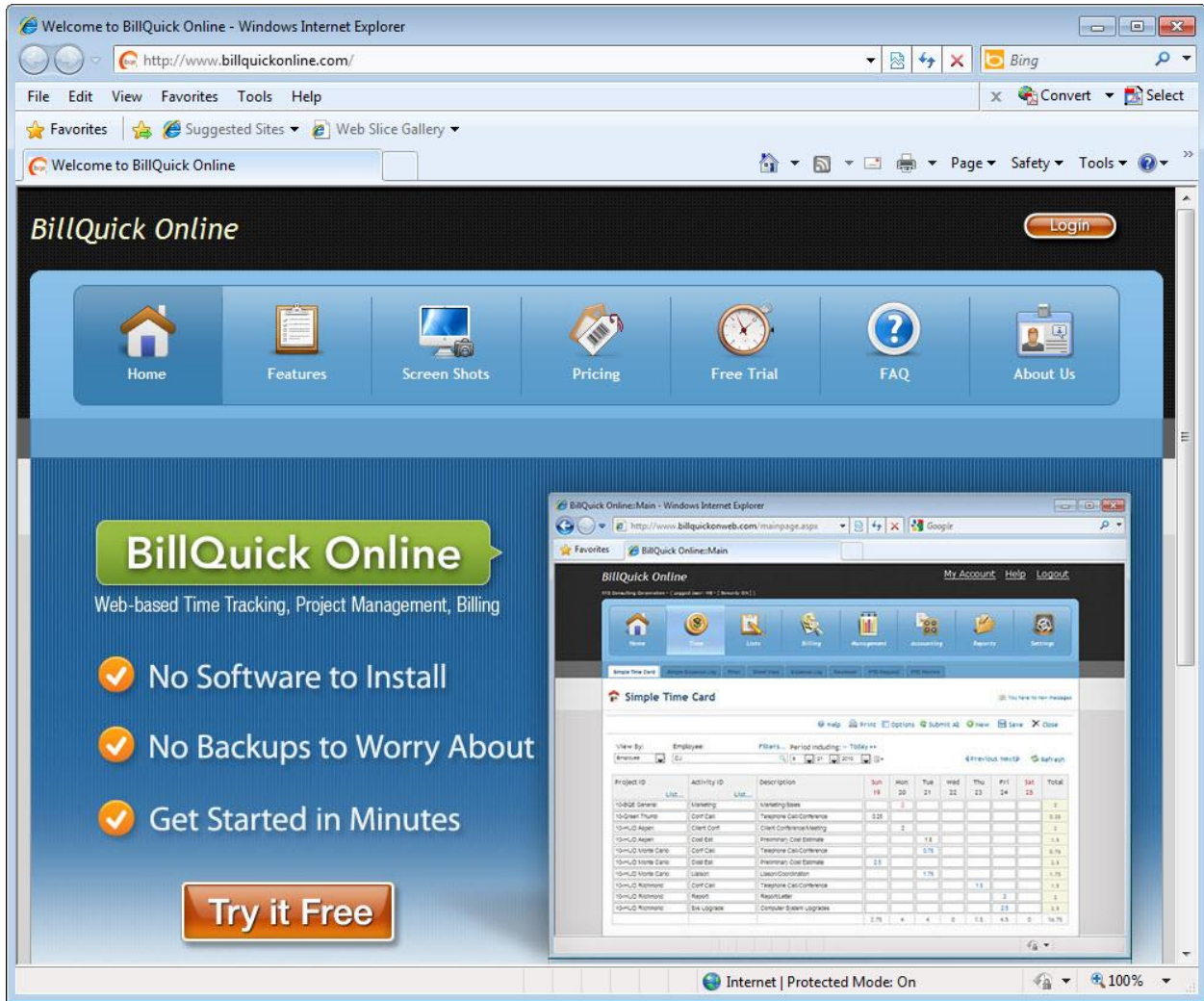


- It is a subscription-based, hybrid Software-as-a-Service (SaaS) model of BillQuick desktop that is hosted by us.
- It provides you with a secure, hassle-free, investment-free time tracking, billing and project management software.
- It not only stores data solely at the hosted site (called 'cloud') but also at your local site. If you have been using BillQuick desktop on a computer or laptop, whenever Internet connection is available, you can synchronize that data with the BillQuick Online database using the sync tool.
- You do not have to worry about backups. Data backups are automatically taken by us.

To learn more about BillQuick Online, please check out the BillQuick Online Help. Also, check out www.BillQuickOnline.com.

# Web Suite — *browser-based version of BillQuick*



- It allows you to access BillQuick through a web browser, via your local company network/server, an Intranet or Internet. The Web Suite Mobile module operates from a smart phone like iPhone, Blackberry, Palm Treo or Palm Pre.
- It is useful for companies with satellite offices or with staff, managers or consultants who work remotely.
- Some companies also deploy Web Suite inside their company to cut the total cost of ownership.
- It allows you to track time and expenses, bill your clients and generate reports anywhere, anytime.
- Security and other settings in BillQuick carry to Web Suite, but you can overwrite them to suit your needs.

To learn more about Web Suite, please check out Web Suite User Guide and Web Suite Help. Also, check out Web Suite Getting Started Guide for installation instructions and main procedures.

# BillQuick Agent *- workflow automation tool*
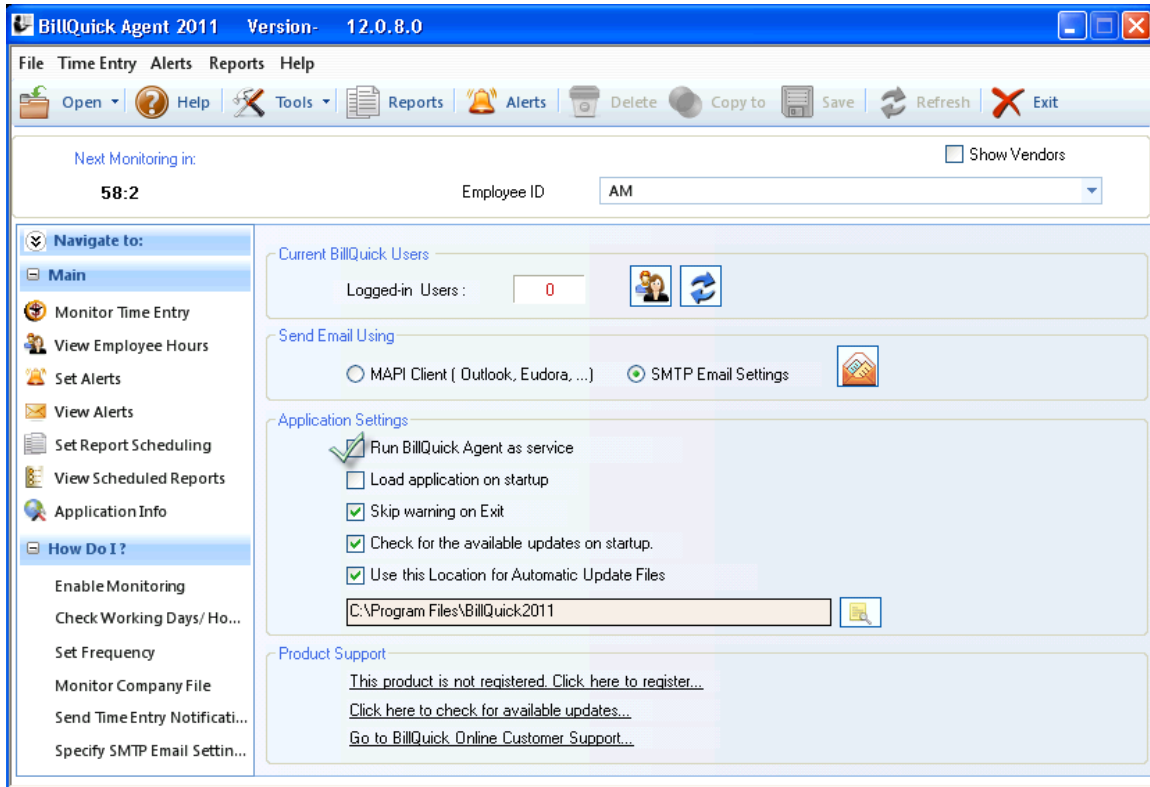


- It allows timesheet tracking or monitoring. Agent checks employee and subcontractor timesheets daily or weekly to make sure they record their hours according to company policy. It sends email reminders to delinquent timekeepers and their supervisors.
- It schedules any standard or custom report in BillQuick for automatic generation and delivery to anyone inside or outside the firm via email or onscreen. You can also print reports.
- It is useful for setting up and generating business alerts. Agent automatically tracks the changes in the database that signal a special situation or an event that requires your immediate attention. It then sends an email or instant message to your BillQuick desktop.

To learn more about Agent, please check out BillQuick Agent Getting Started Guide for installation instructions and main procedures.

# BillQuick Outlook Add-In *– integration with Microsoft Outlook*
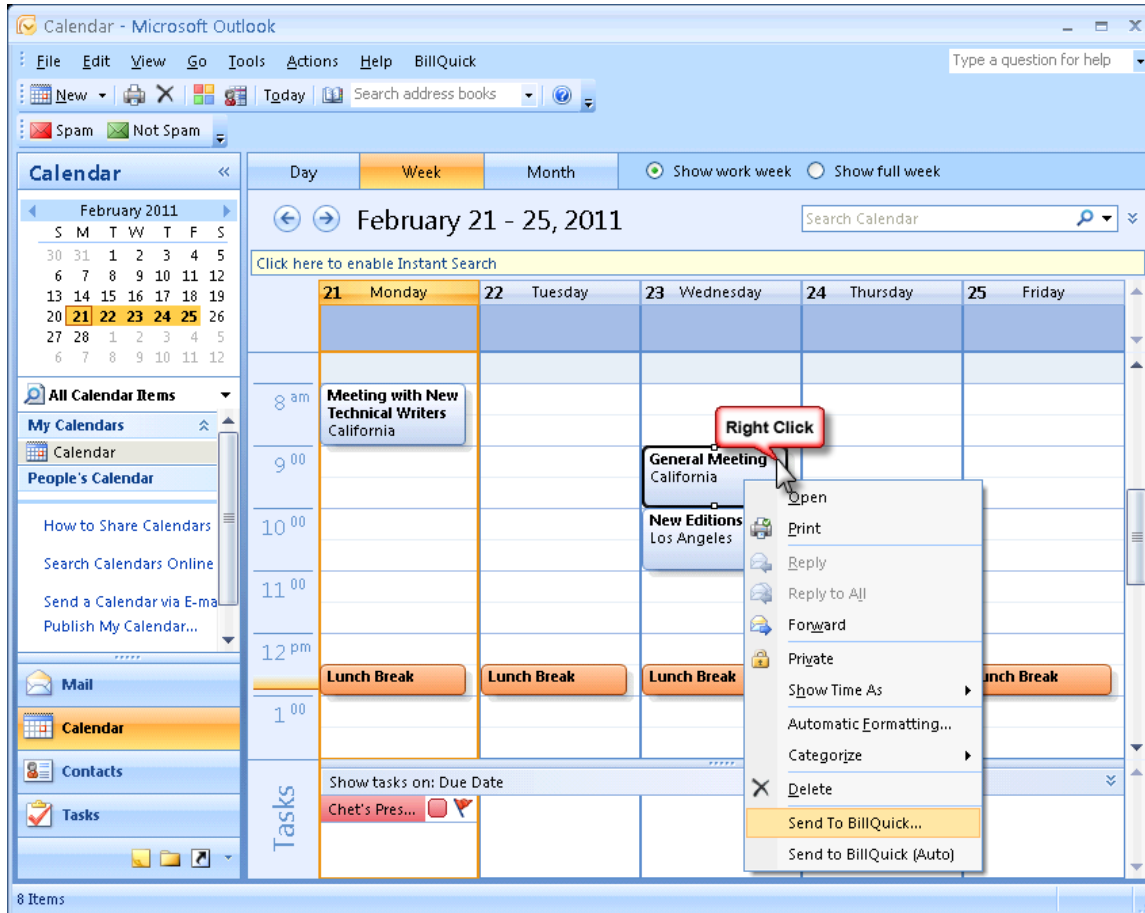


- Outlook Add-In is embedded in Microsoft Outlook and captures time from appointment, tasks and emails.
- It allows you to send Outlook data to BillQuick.
- It allows you to exchange contacts between BillQuick and MS Outlook.

To learn more about Outlook Add-In, please check out BillQuick Outlook Add-In Getting Started Guide for installation instructions and main procedures.

# BillQuick HR – *management of employees*
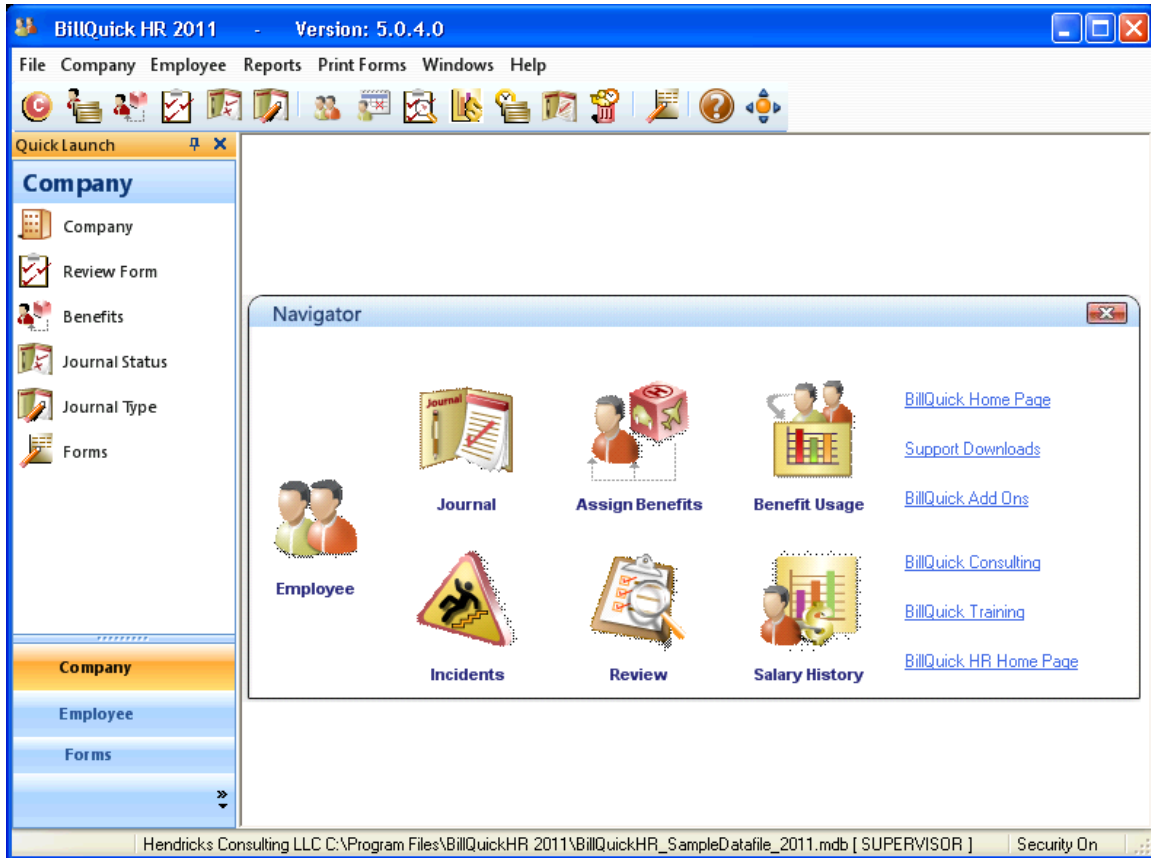


- It enables you to manage your employees and fulfill the associated human and legal obligations.
- You can maintain employee profiles, track employee benefits, incidents and vacation time, conduct performance reviews, generate related reports and much more.
- You can import employees from BillQuick and exchange data with BillQuick without any special setup.

To learn more about BillQuick HR, please check out BillQuick HR Getting Started Guide for installation instructions and main procedures.

# AutoReporter for QuickBooks *– report automation tool*



: Aging Report - AP Aging Detail
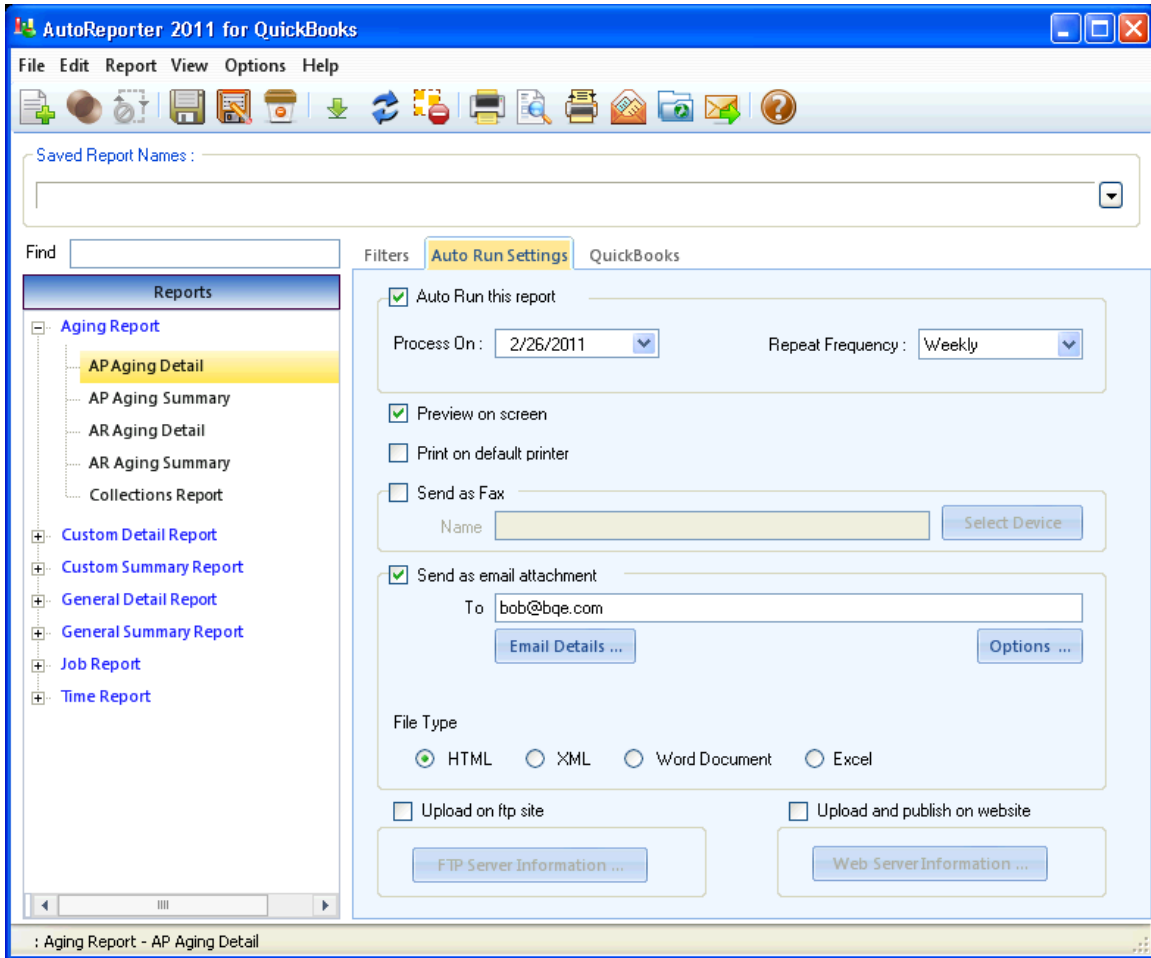
- It enables you to generate QuickBooks reports, memorize filters and formats to standard reports and schedule them for automatic processing
- It schedules QuickBooks reports for automatic generation and delivery to anyone inside or outside the firm via email or onscreen. You can also print reports.

To learn more about AutoReporter, please check out www.bqe.com/ProductOverview for more.

Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 7

# Project Management

- Project Hierarchy
- Contract Types
- Budgets and Estimates
- Fee Schedules
- Project & Employee Control
- File Linking
- Project Journals
- Project Settings
- Dashboard
- Document Management

# Project Overview

BillQuick is a project-centric system that supports an unlimited number of projects. In addition, a project's scope can be broken down into parts called phases. If desired, you can further refine phases into segments, and these can be broken down into sub-segments. In essence, BillQuick supports up to four levels in a project hierarchy (See *Project Hierarchy* below for details).

Each project record has a unique ID, is linked to a client (who authorizes and pays for the work), and includes agreed-on contract provisions like fee and contract amount. Depending on your needs, a project record might also have a budget, estimate, fee schedule, employees, activities and expenses assigned to it. See *Project Setup and Maintenance* section in the Master Information Setup chapter for more.

After winning a project, you need to plan and set up the scope of work to be done. You need to charge time and expenses to it and accordingly bill the client. All these billable and non-billable charges, issues and events occurring over the life of the project affect budgets, job costs, billing, profitability and utilization. The quality of project management depends on timely, complete and accurate capture and processing of time and expenses.

When ready to bill, accumulated time and expenses flow to the project billing record. After executing billing decisions, a manager typically reviews and signs off on draft invoices, generates final invoices and then sends to clients. Project managers can produce reports on-demand. Using reports combined with qualitative information captured in the project journal, project managers learn what went well and what did not. This helps in making the future clients more satisfied and projects more profitable.

| Project Decisions | | |
|---|---|---|
| **Area** | **Decision** | **Where to implement** |
| Project | Assign a project manager, project contact and contract type. | Project-General screen |
| | Create project hierarchy, if needed. Allocate the contract amount to phases. | Project-General screen Project-Detail screen |
| Groups | Identify projects with common attributes for purposes of grouping the project. | Project screen: Group |
| Budgets | Define standard budgets applicable to multiple projects. Assign employees, vendors, activity codes, and expense codes to budgets by group (rather than as individual items). | Budget screen |
| | Assign budgets to projects and phases. | Project-Billing screen Assign screen |
| | Share a parent or Main project budget with project phases using the '% of Total Project' feature. | Project-Detail screen |
| | Set budgeted employees, activities and expenses on a project. | Project-Detail screen: Rules |
| Project Control | Control who (employee) works on what (activity) and incurs what (expense) on a project. | Project-Assign screen or Project Control screen |
| Filters | Identify projects for purposes of filtering the project | Project screen: Filters |

| Project Decisions | | |
|---|---|---|
| **Area** | **Decision** | **Where to implement** |
| | lists. | |
| Billing Rules and Invoice Settings | Adjust or set up special bill and cost rates. | Project-Billing screen<br>Client-Billing screen<br>Service Fee Schedule<br>Expense Fee Schedule |
| | Specify the retainage, if any. | Project-Billing screen |
| | Specify invoice format, number, message and options for the project. | Project-Billing screen<br>Project-Detail screen<br>Client-Billing screen<br>Client-Detail screen<br>Global Settings-Miscellaneous |
| | Assign payment terms. | Project-Billing screen<br>Client-Billing screen |
| | Assign interest and tax rates to the project. | Project-Detail screen<br>Client-Detail screen<br>Global Settings |
| Project Documents | Define folder structure and manage project-documents. | Document Management<br>Preferences-Folders<br>Global Settings-Folders |
| | Link related files to project records. | Project-General screen: Link Files<br>Preferences-Folders<br>Global Settings-Folders |

This section provides an overview of the following project-related concepts and tasks:

- Project Hierarchy
- Project ID Structure
- Contract Types
- Project Status
- Assigning Project Contacts
- Changing Multiple Projects
- Project Groups
- Changing Project Invoice Templates
- Merging Projects

# Project Hierarchy

A project can be a single, separate entity or broken down into smaller parts. In the latter case, you would probably bill all the sub-projects together on a joint invoice.

When you break down a project into smaller parts, there is always a parent or main project at the top of the hierarchy. Under it, you can add child projects, called phases. Phases can be broken down further

into segments and segments broken down into sub-segments. A project hierarchy can have up to four levels below the parent.



ℹ️ For complex needs, you can create a project hierarchy within a project hierarchy.

The parent can be a standard project to which you can charge time and expenses, or it can be a 'Main' status project (no time and expenses allowed). If the parent project has a Main status, you can allocate a percentage of the contract amount to child projects. You can assign a different contract type, budget, project manager and items to each project record in the hierarchy.

# Project ID Structure

A 'Project ID' is a shorthand code used throughout BillQuick to identify a project quickly. When you set up a new project, you define the two parts of an ID – Project Code and Phase. *Only Project Code is required.*

A Project ID must often balance multiple information goals. It may include continuity from prior software used in your company and processing requirements. On the other hand, it may be a piece of information defined and required by a client to be on invoices.

Defining an intuitive ID structure for projects (and for clients, activities, expenses, etc.) can save hundreds of hours a year across your firm. An 'intuitive' ID is one that anyone in your company can understand and relate to just by looking at it. What is intuitive for your firm may not be what is intuitive for another firm.

For internal purposes, a key goal is to minimize the effort needed to find and recognize the right project in lists. This is especially important when recording time and expenses. An *intuitive* ID reduces timekeeper's resistance to timely capture of hours and expenses. It can also improve accuracy and completeness. Thus, project managers and others gain on-demand access to quality, real-time project information for effective and efficient decision-making.

An intuitive ID structure depends entirely on how your employees and managers think of the work they do. Say you are an accounting firm with a client, ABC Corporation. You do their 2011 corporate (Form 1120) tax returns. Which of the following Project IDs would your staff recognize more easily in a list?

ABCCorp-Tax1120:10                    1120-34125:2011

The first ID structure is descriptive in nature. It is intuitive for the staff as they think first of the client, then the type of work, and then the year of the tax return. The second ID structure is encoded. It might be the way staff think – first the work being done (the tax return), then they recognize the client number, and finally the tax year.

Choosing the right ID structure reduces time and effort spent searching time and expense drop-down lists. You can scan a single column rather than bounce your eyes back and forward between columns to verify whether you have the right ID.
BillQuick supports whatever structure works for your company. The ID can be letters, numbers and

special characters (e.g., dash, underscore, space)-64 characters long. If you use a special character that BillQuick does not permit, you will receive a message.

# Contract Types

It is important for Project Managers to understand contract types and their effect on the billing process. The contract type chosen for a project triggers business-processing rules. Though you can change it any time, it is best to choose the right type while setting up a project. You can do it in consultation with the Billing Manager of the company. In addition, it is a good practice to include a 'Stop Work' clause in your contracts to safeguard your interests. Projects will be profitable only if the client pays you on time for the work done.

BillQuick uses each project record to track information for any of these purposes:

- Revenue
- Marketing costs
- Overhead costs

For revenue-generating projects, you might choose a contract type such as Fixed (lump sum), Hourly (time and materials), Hourly Not to Exceed, Recurring and Cost Plus. These contracts may or may not have time and expenses or contract amounts associated with them.

Typically, BillQuick computes the default net bill amount based on the total time and expenses relieved with an invoice. It compares all time and expense flowing to a project to the revenue generated to show gross profit. Fixed types require a contract amount though it is a good idea to provide a contract amount for hourly contracts as well. BillQuick uses this information to evaluate time and expenses by comparing the amount spent against the contract amount. In such cases, your time and expense entries display in red. However, nothing will stop you from overbilling a project except if it is a Recurring with Cap contract or has a billing schedule.

For projects that your firm is trying to 'win', set them up as soon as you have the indication of opportunity and set them as 'Marketing' type. BillQuick tracks all time and expense, giving you better profitability and management information for setting fees. Tracking of marketing time and expense costs begins when a new or existing client calls. Conversations, budget and estimate preparations, meetings, planning, and bid proposals all affect a project's profitability. After winning the project, you can carry out your plan through to final close of the project.

Finally, you can use the Overhead type to track internal activities and expenses like education, staff meetings, research, and so on. You could set up one or more research project(s) for the firm with the objective of improving your services and expanding your professional offerings to customers. An overhead project requires that you set up your company as a 'client' and then assign the overhead project to it.

You can choose BillQuick's predefined contract types on the Project-General screen. It includes:

| Fixed-Type | These contracts types are used when you want to bill: |
|---|---|
| Fixed<br>Hourly Not to Exceed<br>Percentage<br>Recurring With Cap | • Accumulated value of time and expenses up to the contract amount<br>• A percentage of the contract amount/settlement amount<br>• A milestone achieved<br>• A predefined billing schedule or bill amount and frequency up to the contract amount<br>• Any amount up to the contract amount |
| **Hourly-Type** | These contract types are used when you want to bill: |
| Hourly<br>Cost + Percentage<br>Cost + Fixed Fee | • Accumulated value of time and expenses<br>• Accumulated direct costs of time and expenses plus profit/fee<br>• A percentage of the contract amount<br>• A milestone reached<br>• A predefined billing schedule<br>• Any amount you want to bill |
| **Recurring-Type** | These contracts types are used when you want to bill: |
| Recurring<br>Recurring + Expense | • A predefined bill amount and frequency<br>• Expenses as part of the recurring amount<br>• Expenses in addition to the recurring amount |
| **Non-Billable** | These contracts types are used when you want to record: |
| Marketing<br>Overhead | • All time and expenses incurred before the project starts<br>• Non-billable marketing costs<br>• Administrative time and expenses |

See *Billing Basics* for more on contract types and associated invoices.

# Project Status

In BillQuick, you need to choose a status for the project, the most common being the Active status. Drop-down lists in BillQuick include only active projects and other master records. In addition, you can filter the grid list and various reports by active projects.

You can choose the Status option on the Project-General tab. It includes:

| Status | Time & Expense | Billing | Payment |
|---|---|---|---|
| Active | ✓ | ✓ | ✓ |
| Archived | ✗ | ✗ | ✗ |
| Completed | ✗ | ✓ | ✓ |
| Hold | ✗ | ✗ | ✗ |
| Inactive | ✗ | ✓ | ✓ |
| Main | ✗ | ✗ | ✗ |
| Cancelled | ✗ | ✓ | ✓ |

***Note***:

- BillQuick sets the 'Archived' status automatically when you archive the project data (using Archive-Restore utility).
- Projects currently on hold or inactive can be re-activated later. When displayed, inactive projects appear grayed out in lists and grids.
- Main Project is a parent to a child project (phases, segments and sub-segments). Hence, BillQuick does not allow direct time and expense, billing and payments to it.

⚠️ If you change the status of a Main project to 'Inactive', BillQuick ask if you want to change the status of all phases under it.


## Assigning Project Contacts

You can assign a client contact to an individual project. Optionally, you can address invoices to the contact assigned at the project level. You can do this when a client and internal project manager signs off on invoices before forwarding them to the accounting department.

To do so, follow the steps below:

1. Open the Project screen from the Project menu, toolbar, Sidebar or navigator.

2. Select the desired project on the grid.

3. On the Billing tab, select a Contact from the dropdown list (*at the bottom*).

4.  When the 'Send Invoice to Contact' option is checked, BillQuick sends the invoices for this project to the project contact instead of the client contact.

5.  When you are done, click Save and then Close to exit.

## Changing Multiple Projects

If you need to change one or more fields across multiple projects, Project Change screen makes the task simple and fast. To change multiple project records at once, follow the steps below:

1.  Open the Project screen from the Project menu, toolbar, Sidebar or navigator.

2.  Click Tools and select Change to open the Project Change screen.

3.  Select the desired projects or project groups in the 'Apply Changes to' field.

4. To update data, enter new values in the fields. The adjoining checkboxes are automatically marked.

5. Click Apply and then Close to exit.

    BillQuick enables some fields for projects with specific contract types only.

# Project Groups

You can group projects in BillQuick based on shared or common attributes –type, industry, location, etc. You may use groups to filter records included in the grid lists and some reports. In addition, groups save time and effort when setting up fee schedules and budgets.

You can assign a regular group and a default group to projects. This is useful for reports. If a budget is assigned to a project PV, which is a member of both group A and B but its default group is A, project PV will be listed under group A.

## Grouping Projects

To create a project group:

1. Open the Project screen from the Project menu, Sidebar toolbar or navigator.

2. Decide what attribute(s) you want to use to build a project group. List the projects having that attribute.

3. Click Tools and select Groups. On the Project Groups screen, click New.

4. Enter an ID and Name for the project group such that everyone will know the shared characteristic. Click OK to save the information.

5. Select the relevant project in the Available Items list. You can move them to the Assigned Items list using [ > ].
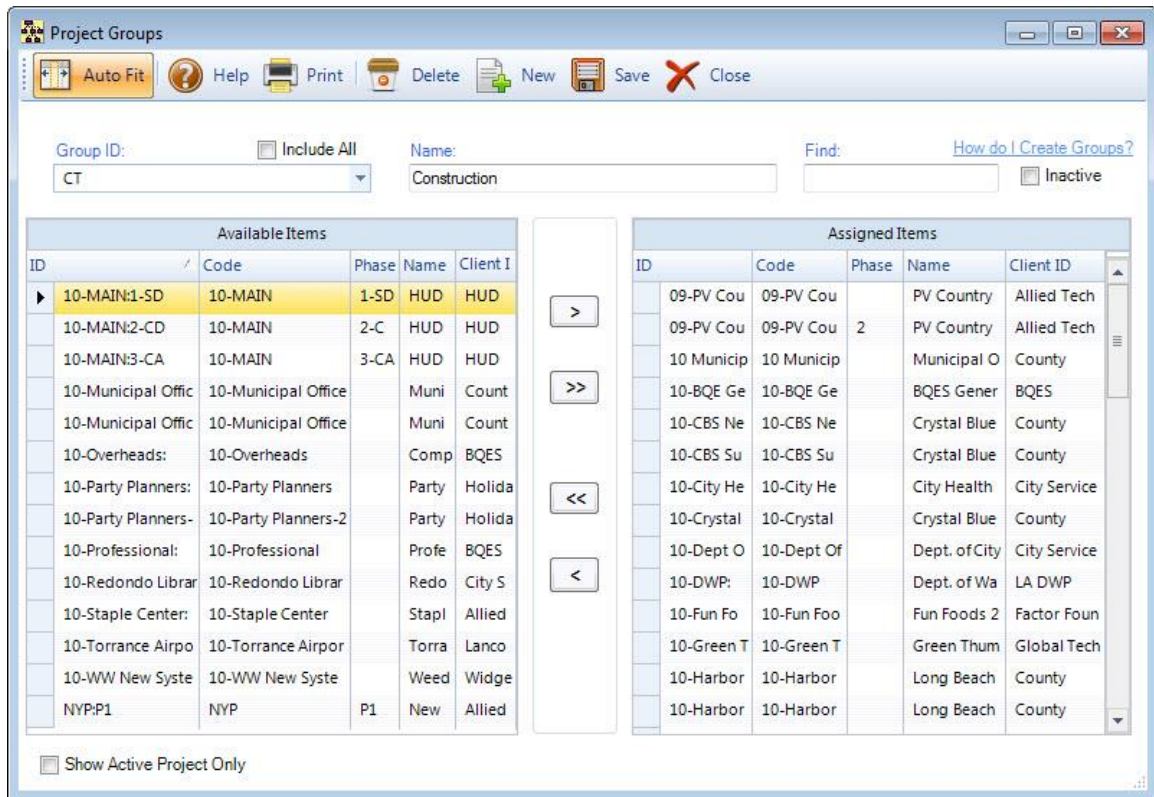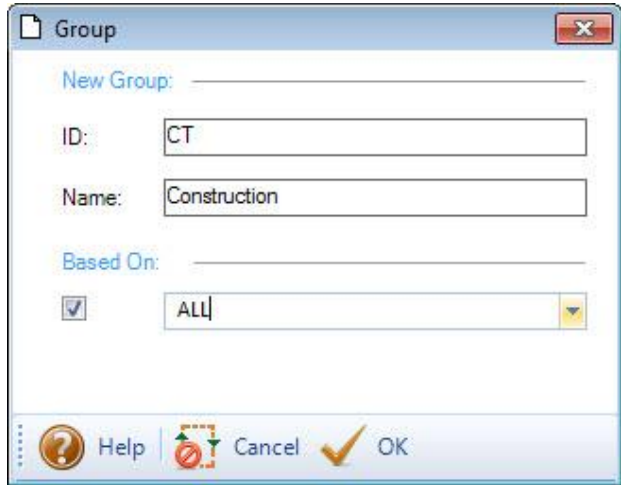
6.   Click Save and then Close.

7.   After creating groups, you can specify a Default Group for the project on the Detail tab by selecting one from the dropdown. You can also assign the selected project to one or more groups by checking them in the Groups dropdown.

8.   When you are done, click Save and then Close to exit.

## Changing Project Invoice Templates

All the invoices associated with a specific project will have a default invoice template based on its contract type. BillQuick specifies these templates in the Global Settings-Templates screen and applies to all the clients and projects. However, you can assign a different invoice template to a project (usually done for certain demanding clients). For example, most of your clients may like a particular invoice template because it displays detailed memos for each time and expense entry. However, a certain client wants his invoice to display time entries by activity.

You can change the default invoice template per project from the Project screen. See *Choosing Invoice Templates* in the Billing Basics chapter for more.

> You can set all your invoice templates to show Goods and Services Tax (GST) at the project or global level. This option is checked by default for all countries other than USA when creating a new database.

## Merging Projects

If needed, you can merge two or more projects into an existing one or into a new project record. BillQuick updates and adds time, expenses, invoices, payments and other information to the project receiving the merged items. BillQuick deletes the projects selected for merging while combining their attributes and properties to assign a single, common identity to them.

Project merge feature also handles joint invoices. When you merge two projects (say P1 with bill value of $100 and P2 with bill value of $200) having a joint invoice associated with them (Invoice # 1001 = $300), a merged project is created (P1), while separating the joint invoice into two invoices (Invoice # 1001 = $100 and Invoice # 1001-2 = $200).

To merge projects:

1.   On the Project screen, click Tools and select Merge to open the Merge Projects screen.

2.   Select the project(s) to merge from the grid.
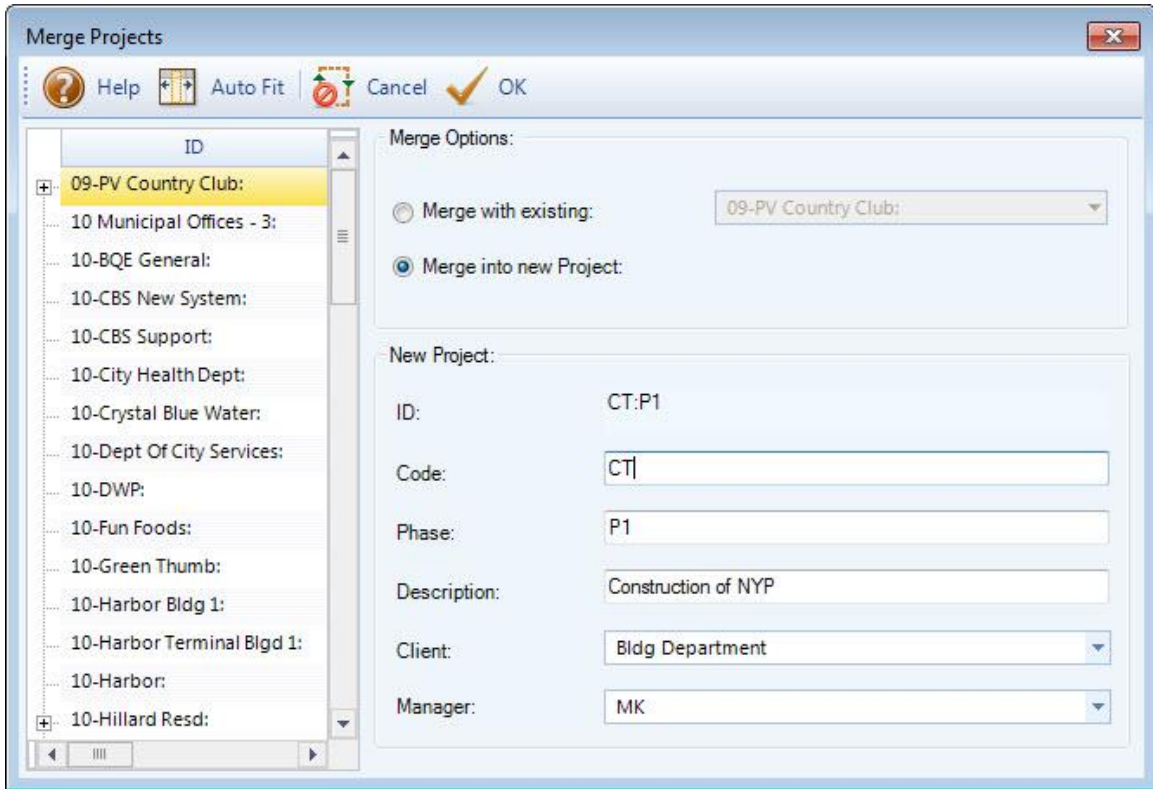
3.  Choose your Merge Options: whether to merge with an existing project or a new one.

4.  Enter the required data for a New Project –Code, Phase, Description, Client and Manager.

5.  Click OK when you are done.

This action produces changes in the related tables such as Time Entry, Expense Entry, Payment, etc.


# Budgets and Estimates

Project managers need to understand how budgets and estimates are useful tools for managing projects and how BillQuick handles them. You can assign budgets and estimates to projects and phases. Some companies start with a preliminary budget and then convert it to an estimate, and may go through multiple iterations until the client signs off. Once signed off and project begins, project managers keep track of the budgeted project.

Some companies use a budget to assign employees and consultants to a project with specific tasks, hours and expenses, then use the Budget by Employee report to track whether those employees are over or under budget for the assigned task. As a means of self-policing, you can allocate hours to them so that they are able to stay on track.

You can assign budgets and estimates to projects for the following purposes:

- View the Budget Comparison report, daily or weekly, to compare the actual vs. budgeted items. Comparing actual time and expense against budgeted amounts and hours helps you gauge progress of a project and identify issues for immediate management attention.
- Analyze actual-to-budget results to improve operations, employee skill-sets, fee structures and other aspects of the profitable delivery of services to clients.
- Use the total budget amount as the contract amount; however, the contract amount can also be a higher or lower amount.
- Restrict employees, expenses and activities to the budgeted ones while recording time and expenses for a project.
- Track line item tasks on budgets by % done, provided a budget is assigned to a project. (You can assign the same budget to multiple projects.)
- Create a Purchase Order from a budget.
- Allocate budgeted hours and units (time and expenses) to projects.
- Create a manual invoice from a budget, using % Done to calculate the amount of each line item (it does not carry back to the budget).

Estimates support later-stage marketing efforts with a bid to provide specified services. For many professional services firms – architects, engineers, IT consulting, surveyors, computer consultants, etc. – the estimate is what they send to the client as part of their bid proposal. When accepted, it usually becomes the foundation for the project contract or engagement letter. Some companies start with an estimate and go through iterations, then convert it to a budget.

BillQuick provides many reports containing information from budgets and estimates such as Budget Comparison, Estimate Details, Over-Budget Projects, Budget-Cost and other reports. Often project managers drill down into details by reviewing job costs, amount spent and project profitability reports. You can export budgets and estimates directly to Excel or convert their reports to PDF, Word, etc. You can even schedule these reports for automatic delivery using BillQuick Agent module.

Once you have created budgets and estimates, you can make the following assignments:

- Assigning Budgets
- Assigning Estimates
- Tracking Project Progress

## Assigning Budgets

> BillQuick recommends that you set up a budget before an estimate when you work on a bid proposal.

To assign a budget to a project:

1. Open the Project screen from the Project menu, Sidebar, toolbar or navigator.

2. Select the desired project from the grid. Click the Billing tab.

3.  Select an existing budget from the Budget drop-down.

    > You can click Budget to create a new one. You can also add a new budget on the fly using the 'Add New' option in the drop-down list.

4.  On the Detail tab, Rules section, check the appropriate Budgeted Employees/Activities/Expenses Only options to restrict these items when recording time and expenses.

5.  When you are done, click Save and then Close to exit.

    > You can easily assign budgets to projects using the Assign screen (via Project menu or Budget screen).

## Assigning Estimates

You can copy items from an existing budget or estimate to a new one. Here are some examples:

- An architect creates an estimate for a restoration project and then uses it as the basis for the project budget after winning the job. When bidding on another restoration project, the first budget becomes the foundation for a new one and then you can convert it into an estimate.
- A consulting firm (IT) sets up multiple budgets for network installations and related training based on size of company and other factors. After identifying a new project, the client is set up, a Marketing project created, and one of the budgets assigned to it. You can then convert the budget to an estimate as a starting point for negotiations.
- An accounting firm creates a standard budget for accounting services, identifying bank reconciliation, review and other tasks and the 'standard' hours they should work. Reviewing the Budget Comparison report, they can determine what factors contributed to the success of the service or where it needs skill improvements.

>  You can assign estimates to projects in the same way as budgets. *See Assigning Budgets above for details*.

## Tracking Project Progress

In many companies, projects involve Hourly Not to Exceed (HNTE) contracts with many phases and segments. You may track your projects against a target amount (Target Budget) and a 'Not to Exceed' amount (NTE Budget) including a built-in variance beyond the target. You estimate a target number of hours and dollars on each phase in a project. You can do this to manage progress and budgets to the individual phase within a given contract.

You can also create fee schedules for special rates. Depending upon the majority of your contracts, you may charge different hourly rates for different activities or employees. Else, you may charge a single hourly rate for the entire contract regardless of the activity performed or employee working on the project. In this case, you only need to track your project against the Target and Not to Exceed figures.

BillQuick is designed to handle your NTE Budget in the Project's Contract Amount field. It is configurable at the project/phase/segment level. Regarding the Target Budget, you have various options:

- Use Budgets to define your Target Amount for each phase or segment on a line-item level. You can measure it against a series of employees, vendors, activities or their groups with different rates. You can also generate numerous budget reports in BillQuick. *However, make sure that no two groups have the same items for budget reporting purposes.*
- Use Project's Custom field to define your Target Budget for each phase/segment. You can set the caption and data type (Currency) for Custom 1 in the Custom Labels screen (Settings menu).
  If you want, the target hours or dollars can appear in a custom report as well.

Some of the calculations involved are:

Remaining Target Budget to Date = Target Amount - Actual Amount Billed
Remaining NTE Budget to Date = NTE Budget - Actual Amount Billed

# Fee Schedules

Fee Schedules allow you to override the default bill and cost rates for selected employee-activity or expense combinations, whether individual or group items. You can assign a SFS or EFS to one project or multiple projects.

BillQuick allows you to set fee schedule rates by classification or employee title. You can have several titles for an employee and may want to set different rates for different titles or labor categories. E.g., the same employee may be called a Research Analyst by one agency and a Junior Consultant by another. Therefore, BillQuick lets you specify employee titles for classification purposes in the SFS or EFS. This classification is associated with relevant time and expense entries, though you can edit it in the respective screens.

After creating your fee schedules, you can make the following assignments:

- Assigning Fee Schedules
- Delayed SFS

## Assigning Fee Schedules

Let us look at how a consulting firm may use a service fee schedule. Suppose a group of employees, called Junior Consultants, is responsible for installing computers for a project. The contract calls for charging Junior Consultants at a rate of $65 per hour. Their individual default bill rates range from $50 to $80 per hour.

To handle this situation:

1. Define an employee group, Jr. Consultants. Note that BillQuick automatically creates an activity group called 'All'.

2. Create a service fee schedule.

3. In the schedule, choose the Jr. Consultant employee group and the All activity group, and then assign a $65 bill rate.
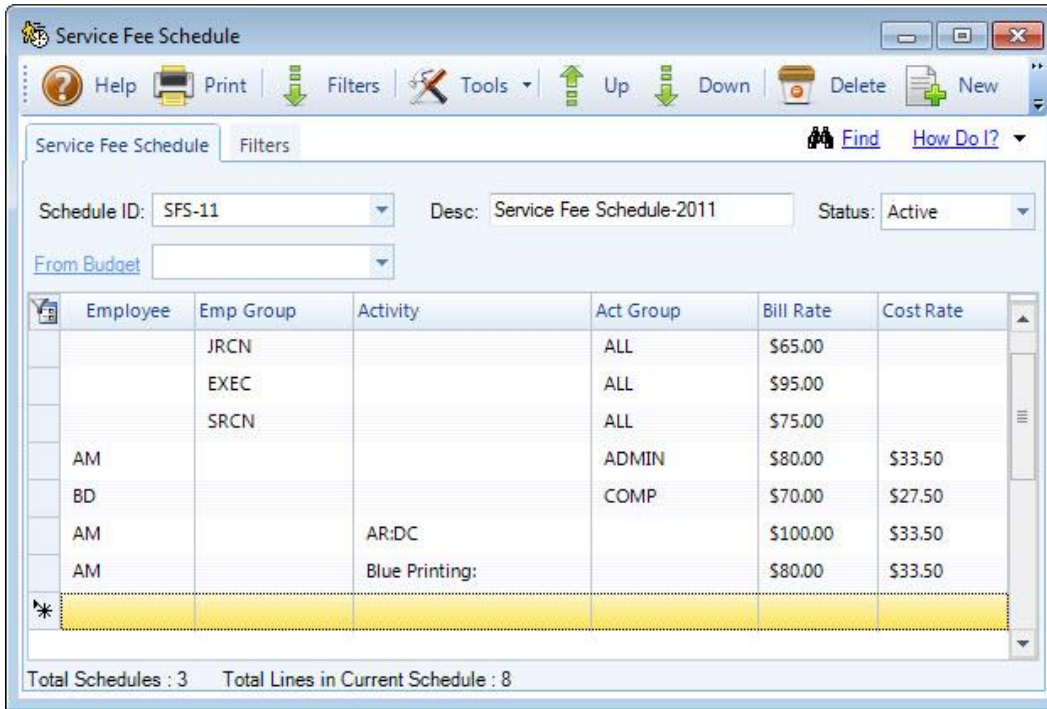
4. Click Tools and select Assign to assign this SFS to your project.

Now, when a junior consultant listed in the group charges any activity to the project, the bill rate is $65 per hour.

> You can also assign fee schedules to a client (Client-Billing screen) and let BillQuick use these special fee schedule rates for all projects of that client.

# Delayed Service Fee Schedule

You can assign a Delayed SFS to a project to handle specific situations in which the bill rate changes based on a trigger event (e.g., project retainer balance, recurring amount, unbilled hours or unbilled amount). With a Delayed SFS assigned to a project, BillQuick applies the regular SFS rates to time entries until the trigger (specified in the Project-Billing screen) prompts the delayed schedule. This schedule typically contains higher rates.

A company can use a Delayed SFS when offering prepaid services to clients. E.g., an IT company can offer a discounted bill rate for purchasing a certain number of hours or dollar value of help desk, remote assistance or on-demand consulting services. You would probably pre-sell a service; accept advanced payment from a client; use a SFS for discounted bill rates (that expires when the prepaid amount is used). Employees or vendors charge their hours to these prepaid service projects *until the trigger value exceeds*. Then onwards, BillQuick automatically replaces the regular SFS in the Rate Hierarchy with the Delayed SFS.

The trigger type tells BillQuick what to look at when deciding whether to use the rates in the regular SFS, the Delayed SFS, or the default rates for the employee. Different companies track the prepayment and its

usage in different ways. If the trigger is based on a retainer amount received, the retainer available is the key amount. If it is more than $0, then BillQuick will use the regular SFS or employee rates; if the retainer bucket is empty, then BillQuick will apply Delayed SFS rates to hours charged to a project.

Other companies may use unbilled hours or other options as the trigger type. Triggers are set in the Project-Billing screen and include:

- *Unused Retainer* – Triggered when the bill value of time entries charged to a project exceeds the Retainer Available (check on Project-Account screen).
- *Recurring Amount* – Triggered when the bill value of time entries charged to a project exceeds the Recurring Amount for the project.
- *Unbilled Hours* – Triggered when the sum of hours charged to a project exceeds the specified trigger value (set in the Hours/Amount field).
- *Unbilled Amount* – Triggered when the bill value of time entries charged to a project exceeds the specified trigger value (set in the Hours/Amount field).

## Assigning Delayed SFS

To assign a Delayed SFS for a project:

1. Open the Project screen from the Project menu, Sidebar, toolbar or navigator.

2. Select the desired project from the grid. Click the Billing tab.

3. Select an existing fee schedule from the Delayed SFS drop-down, preferably with higher rates than the default rates.

> You can create a new Delayed SFS by clicking Delayed SFS. You can also add a new schedule on the fly using the 'Add New' option in the drop-down list.

4. Specify the Trigger Type and Amount for the Delayed SFS; e.g., Un-Used Retainer with $0.

5. Click Save to link the fee schedule with the project and then Close to exit.

# Project Assignments

You may have staff and managers whose time and expenses need checking and double-checking because they regularly misapply their hours to projects. On the other hand, maybe your budget or profitability information is skewed because someone charged the wrong activities. How do you get the right employees to record the right activities and expenses to the right projects? Simply restrict who can charge activities and expenses to which project. BillQuick's Project Control and Employee Control features let you define all this.

Project Control is a feature designed essentially for timekeepers, limiting who can charge time and expenses to a project. Employee Control has a wider scope and it applies throughout BillQuick. It works

with Security to manage what information an employee can view and work with throughout BillQuick. The net effect is that drop-down lists are significantly shorter, resulting in faster time and expense entry. It also increases data accuracy because there is less chance for error.

In case of conflict, Employee Control settings take precedence over Project Control.

In BillQuick, you can make the following assignments for projects:

- Project Control
- Employee Control
- Assigning All Items to Projects
- Allocation
- File Linking

# Project Control

You can apply project control by restricting the employees, activities and expenses available for a project. Project Control assignments extend to all time and expense screens and to Web Suite. For example, if you assign three employees to work on a project, only those employees will see that project in their drop-down list on time and expense entry screens (in BillQuick and in add-ons).

You can turn off project control for a project by simply checking that rule in the Project-Detail screen. This is especially helpful when you are implementing project control settings at a group level but do not want it for a particular project.

You can set up and assign project control in the following ways:

- Assigning Items to Projects with Project Control
- Cloning Project Control Settings
- Assigning Items to Projects

## Assigning Items to Projects with Project Control

To assign employees to projects:

1. Open Project Control from the Project menu, toolbar or navigator.

2. Enter the Project ID or select one from the drop-down list.
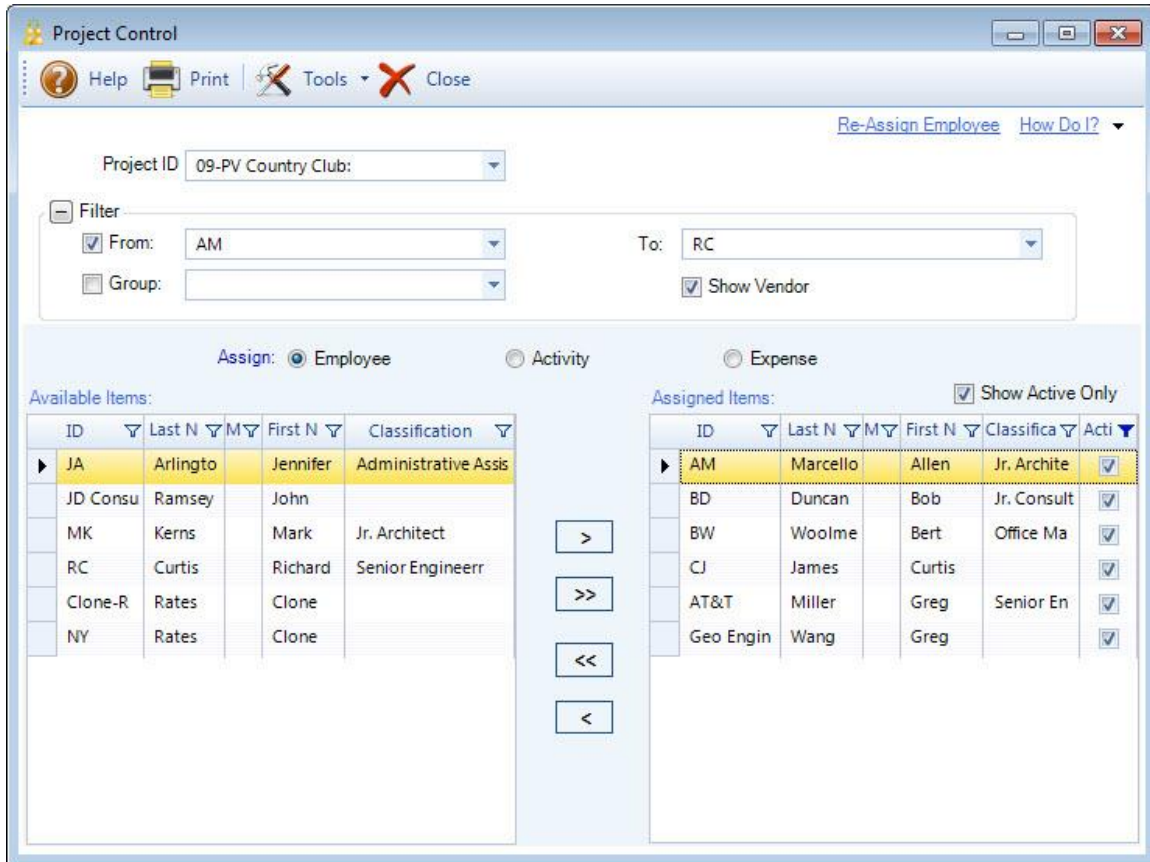
3.  Select the Assign: Employee option. (*If desired, you can view a subset of employees by using the Filter option for a range or a defined group*.)

4.  Select the desired employees in the Available Items list on the left. Click [ > ] to transfer them to the Assigned Items list.

5.  If desired, change the Classification of the assigned employees. BillQuick may use it for tagging time and expense entries.

    > While fetching a classification, BillQuick will look for it in the following order: Service Fee Schedule, Project Control or Employee screen (Title).

6.  Repeat this step for Activity and/or Expense assignment you want to make for the selected project by selecting the appropriate Assign option.

7.  Click Tools and select 'Copy To' to clone the project control settings to another project or a group of projects (*See below for more*).

    > Click Re-Assign Employee link to replace an employee assigned to a project with another employee. This may occur when an employee becomes unavailable for work and re-assignment is required.

8. When you are done, click Close to exit.

> To un-assign an inactive item to a project, you can un-check Show Active Only option above the Assigned Items grid. It displays active as well as inactive items previously assigned to a project.

## Cloning Project Control Settings

You can copy or clone project control settings to a project or a group of projects. This is quite useful if you have too many projects and need to assign items to each.

> While cloning a project, BillQuick also clones the associated Project Control settings.

To do so:

1. Open the Project Control screen from the Project menu.

2. Select a project and assign the desired project control settings to it, as you normally would.

3. Click Tools and select Copy To.

4. Select the desired Project Group from the dropdown (*only when Copy To Group option is checked*).

   Else, uncheck Copy To Group option and select an individual Project from the dropdown.
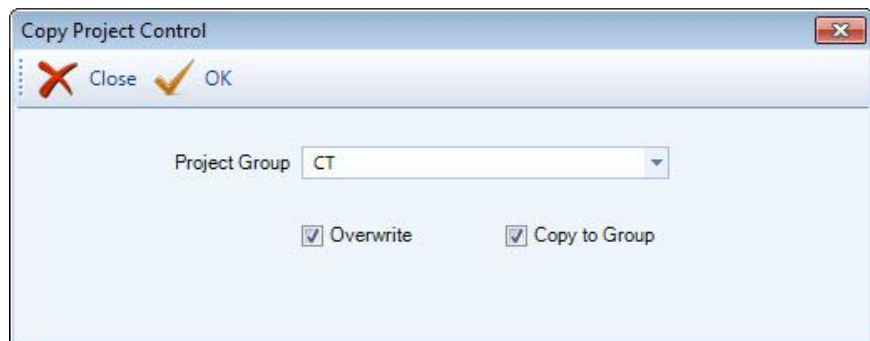
5. Check 'Overwrite' if you want to update or overwrite the existing project control settings of any project in the group.

6. Click OK to copy the settings to all projects in the group and then Close to exit.

## Assigning Items to Projects
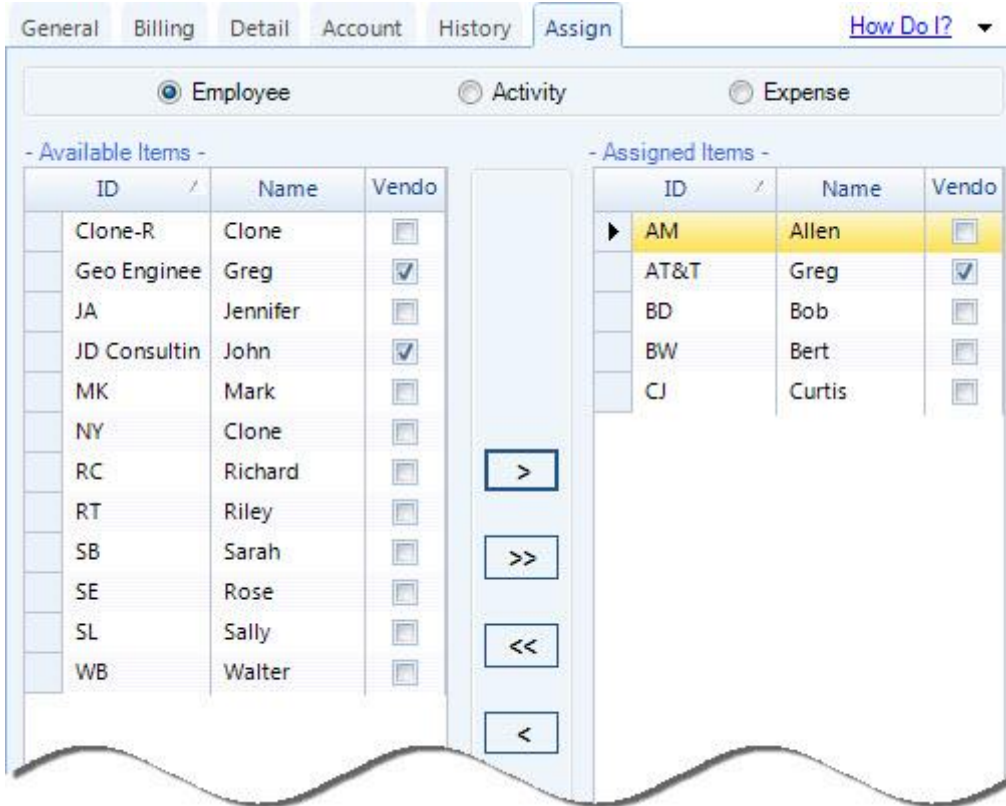
BillQuick allows your to assign project control directly from the Project-Assign screen. This saves time when you are creating projects and want to get done with the assignments as well.

To assign items to a project:

1. Open the Project screen and select the desired project on the grid.

2. Move to the Assign tab.

> 🛈 By default, BillQuick keeps this tab hidden. However, you can show it by checking the Show Project Assign Tab option in the Preferences-Option screen.



3. Select the Employee option. (*If desired, you can view a subset of employees by using filters for a range or a defined group*.)

4. Select the desired employees in the Available Items list on the left. Click ⟩ to transfer them to the Assigned Items list.

5. Repeat this for Activity and/or Expense assignments to make for the project by selecting the appropriate option.

6. When you are done, click Save and then Close to exit.

> 🛈 Assignments made here also carry to the Project Control screen and vice versa. You can turn off project control on the Project-Detail screen by checking that rule.

# Employee Control

Employee control results in faster interaction with BillQuick because data is limited to assigned projects, activities and expenses. For example, if you assign John to work on six projects, he will only see these projects in the Project drop-down list on time and expense entry screens (in BillQuick and in add-ons). You can apply employee control selectively or throughout BillQuick using security permissions. It ensures that confidential data is not accessible to employees who should not see it. You may grant access to project managers to view all information related to their projects – time, expenses, reports, invoices, payments, etc.

You can set up and assign employee control in the following ways:

- Assigning Items to Employees with Employee Control
- Cloning Employee Control Settings
- Assigning Items to Employees

## Assigning Items to Employees with Employee Control

To assign projects to an employee:

1. Open the Employee Control screen from the Settings menu or navigator.
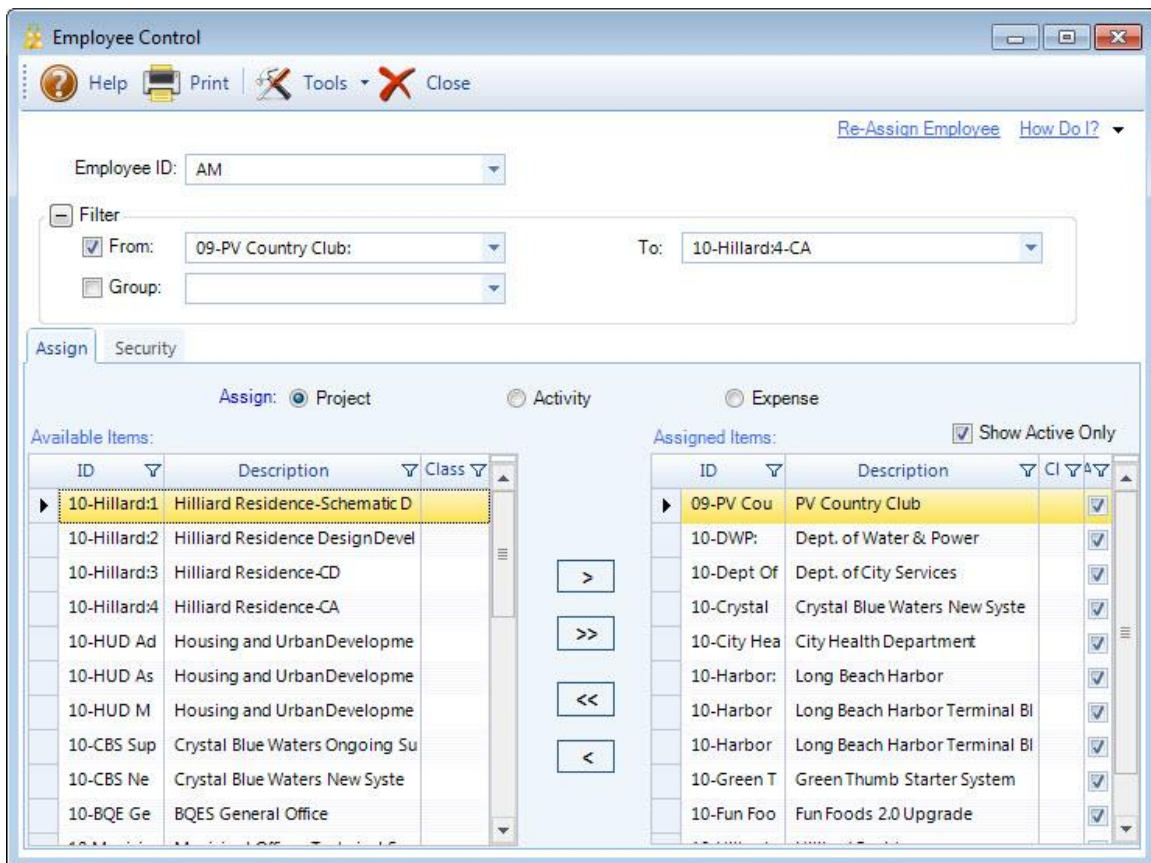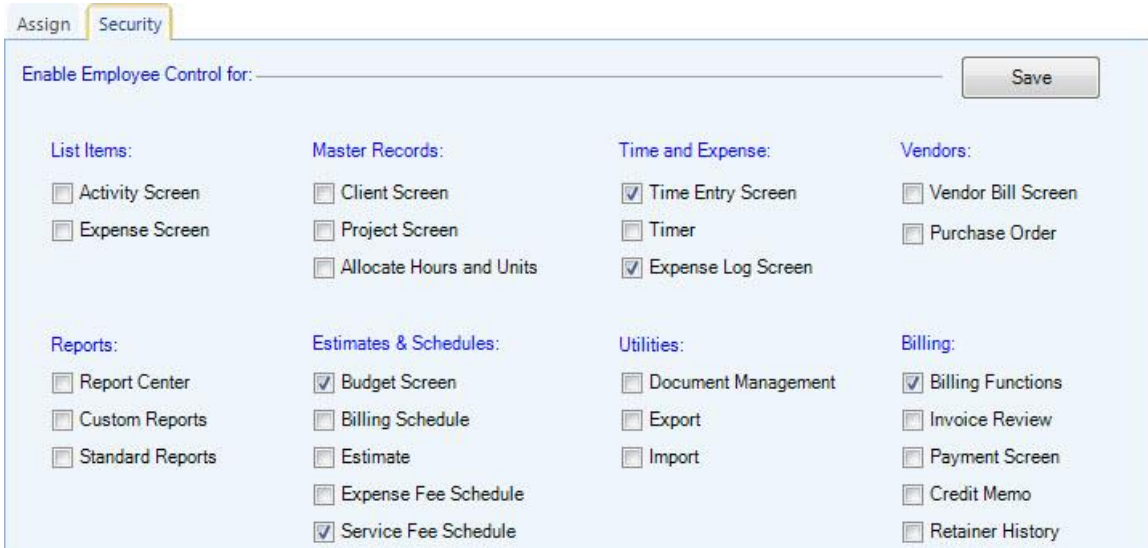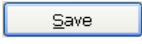
2. Enter the Employee ID or select one from the drop-down list.

3. On the Assign tab, select the Assign: Project option. (*If desired, you can view a subset of projects by using the Filter options for a range or a defined group.*)

4. Select the desired projects in the Available Items list on the left. Click [ > ] to transfer them to the Assigned Items list.

5. Repeat this for Activity and/or Expense assignment you want to make for the selected employee by selecting the appropriate Assign option.

> Click Re-Assign Employee link to replace an employee assigned to a project with another employee. This may occur when an employee becomes unavailable for work and re-assignment is required.

6. Click the Security tab. Check the desired screen names to Disable Employee Control for them.



7. To update these security settings for the selected employee, click [ Save ].

8. When you are done, click Save and then Close to exit.

> To un-assign an inactive item to an employee, you can un-check Show Active Only option above the Assigned Items grid. It displays active as well as inactive items previously assigned to an employee.

Alternatively, you can turn on security for employee control in the following way:

1. Open the Security screen and select the desired Employee from the drop-down.
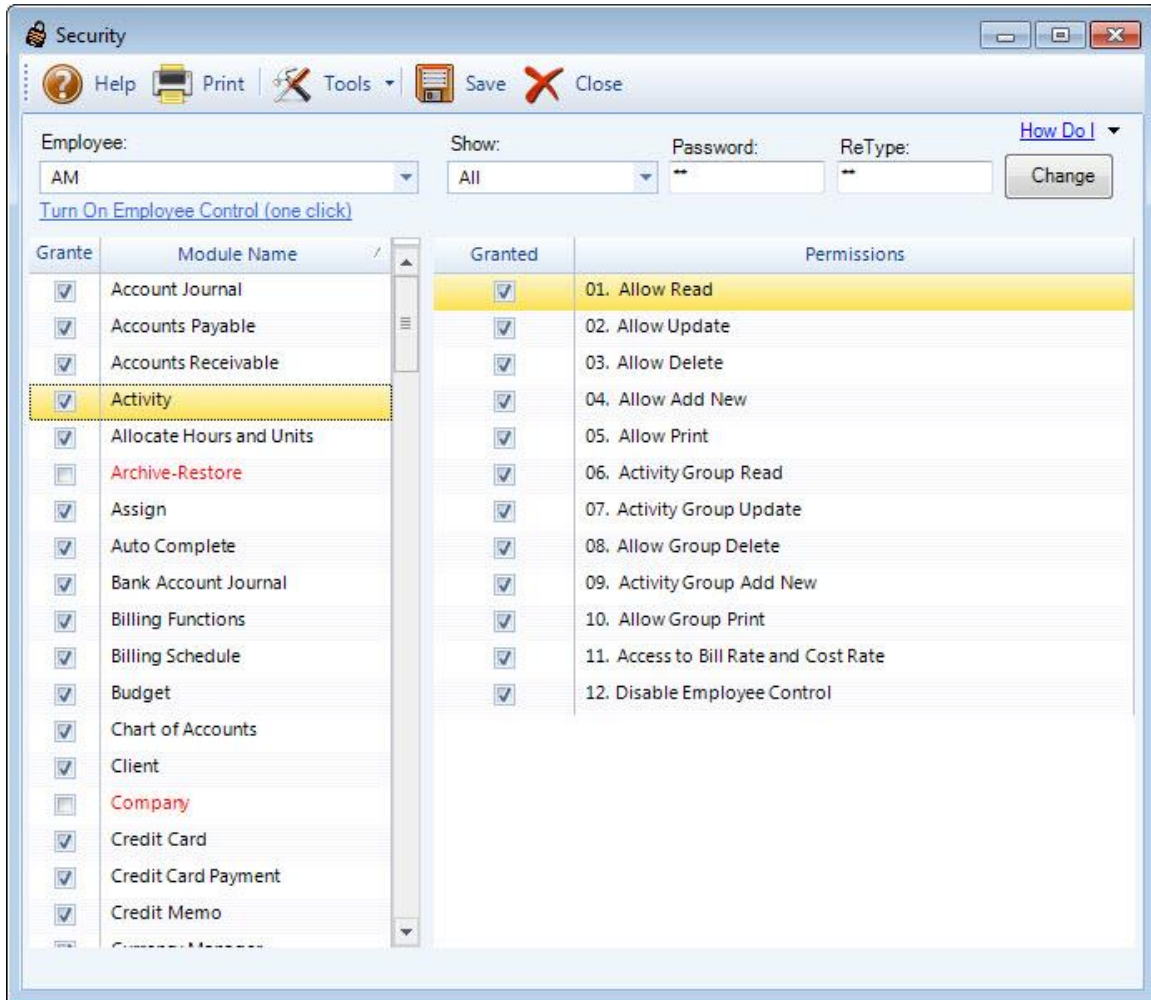
2. For each of the BillQuick Module Name listed on the left, accordingly mark or unmark the 'Disable Employee Control' permission on the right.

3. You can 'Turn on Employee Control' for all modules in one click by selecting that option at the top. If required, you can directly switch to the Employee Control screen by clicking the link below.

4. After granting security permissions for employee control, click Save and then Close to exit.

## Cloning Employee Control Settings

You can copy or clone employee control settings to an employee or a group of employees. This is quite useful if you have many employee and need to assign items to each. To do so:

1. Open the Employee Control screen from the Settings menu.

2. Select an employee and assign the desired employee control settings to it, as you normally would.

3. Click Tools and select Copy To.

4. Select the desired Employee Group to which you are copying the settings. Else, uncheck Copy To Group option and select an Employee/Vendor from the dropdown.
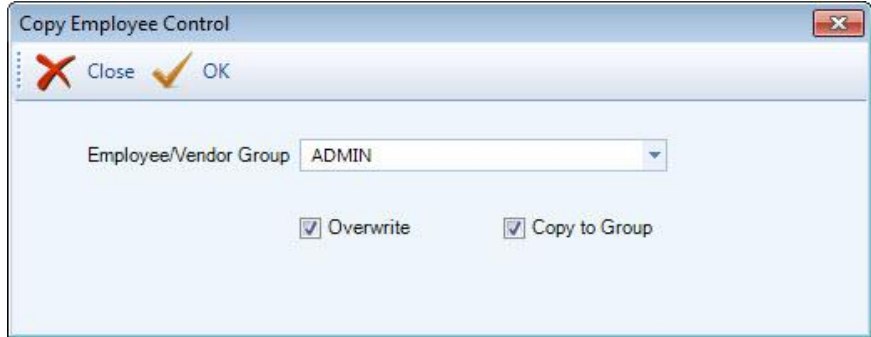


Group is available only when Copy To Group option is checked.

5. Check 'Overwrite' if you want to update or overwrite the existing employee control settings of any employee in the group.

6. Click OK to copy the settings and then Close to exit.

## Assigning Items to Employees

BillQuick allows your to assign employe control directly from the Employee-Assign screen. This saves time when you are creating employees and want to get done with the assignments as well.

To assign items to an employee:

1. Open the Employee screen and select the desired employee on the grid.

2. Click the Assign tab.

3. Select the Project option. (*If desired, you can view a subset of projects by using filters for a range or a defined group*.)
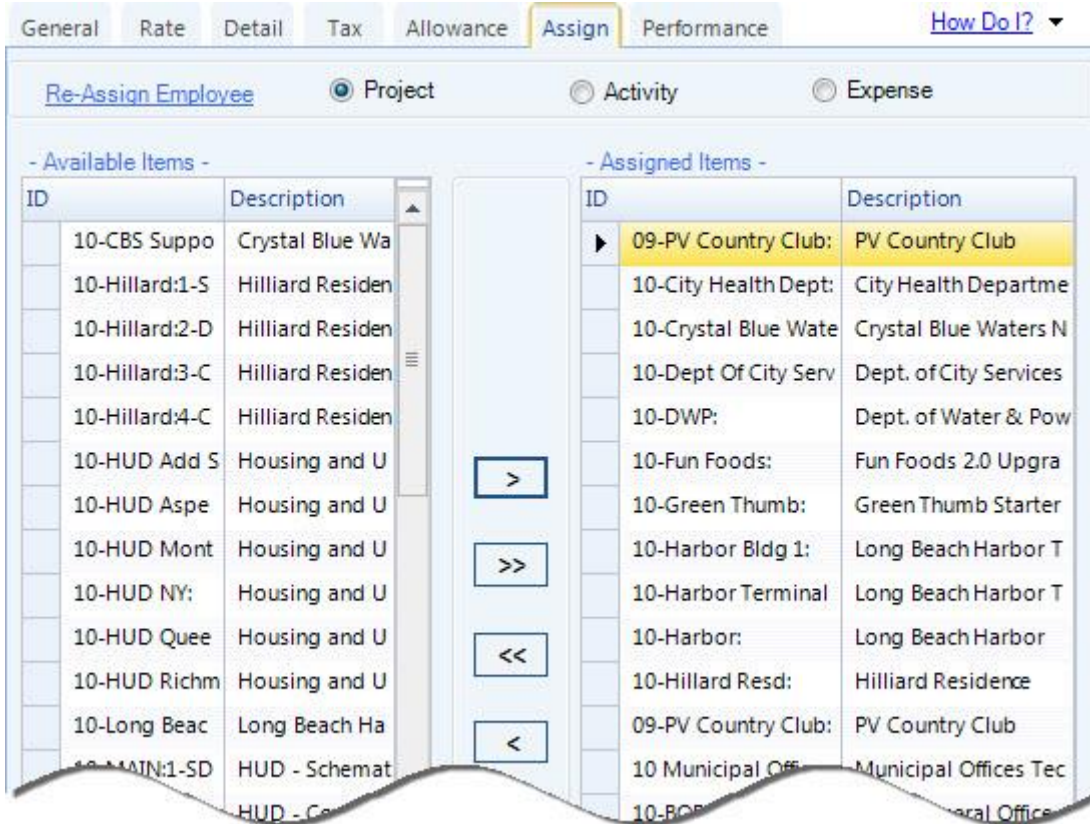
4. Select the desired projects in the Available Items list on the left. Click [ > ] to transfer them to the Assigned Items list.

5. Repeat this for Activity and/or Expense assignment you want to make for the selected employee by selecting the appropriate Assign option.

6. Click on the Re-Assign Employee link to replace the selected employee by another for the current assignment of items. You may do this when an assigned employee is not available for work.

7. When you are done, click Save and then Close to exit.

> Assignments made here also carry to the Employee Control screen and vice versa.

## Assigning All Items to Projects

You can assign budgets, estimates and fee schedules to one project or to multiple projects using an alternative Assign Form. You can even review the assignments made to project(s). To do so:

1. Open the Assign screen from the Budget, Estimate, Service Fee Schedule or Expense Fee Schedule screens. You can also open it from the Project menu.

2. Select the type of item you want to assign in the View By field to a project, say Budget. Accordingly, select the items from the drop-down list.
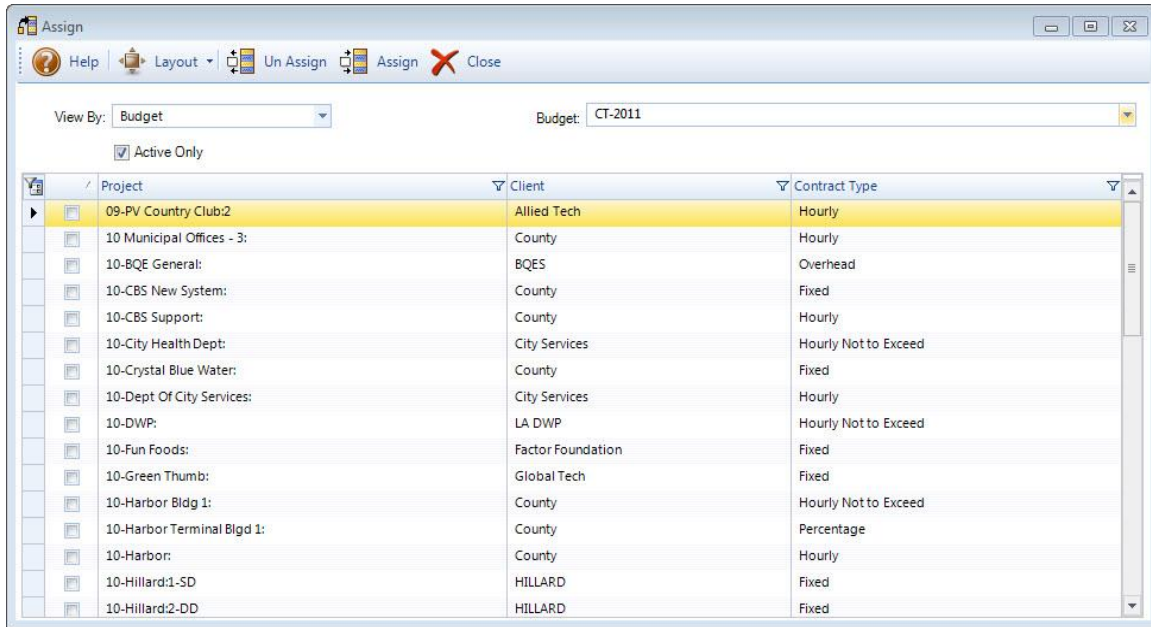


3. Click [icon] Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

4. Now mark the checkbox against all the projects to which you want to assign the selected budget. Alternatively, click Assign to assign the item (budget) to the selected project and Un-Assign to un-assign it.

5. When you are done, click Close to exit.

> [icon] You can add a new budget, estimate, EFS or SFS on the fly using the 'Add New' option from the drop-down list.

# Allocation

Using the Allocate feature in BillQuick, you can define hours-to-complete (activities or their groups) and units to incur (expenses or their groups) for individual employees and teams (employee groups). Setting expectations for how long it should take to complete a task (allocated hours) or how much expense to incur (allocated units) establishes a *self-policing process*. *BillQuick does not stop timekeepers from exceeding allocated hours or units*, but it does provide instant information so they can police themselves. When the rules, 'Lock at Control Hours' and 'Lock at Control Units', are checked in the Project screen, and the hours or units entered exceed the allocation, user is warned accordingly. In short, a project manager does not need to micro-manage timekeepers and their tasks. They know what is expected of them.

Allocation of units and hours to the staff after consulting them is very good practice, especially for budgeting purposes. Companies mostly create budgets without involving the employees in that process.

This leads to inaccurate and unrealistic budgets. If you have already created a budget, enter those details in the Allocate screen and send it to the staff via email.

You can limit allocated hours to a start-end date range, putting an expiration or target date on the work. After allocating hours and units, you can view Assigned Hours, Used Hours and Remaining Hours on the time and expense entry screens.

BillQuick searches for allocation data in the following order:

1. Employee ID + Item ID
2. Employee ID + Item Group
3. Employee Group + Item ID
4. Employee Group + Item Group

We can have the following scenarios:

- *Allocation with no Start Date and End Date*: When you exceed allocated units or hours, negative values display.
- *Allocation with End Date only*: While searching, BillQuick looks for the time entry Date to be less or equal to the End Date. When you exceed allocated units or hours, negative values display. However, no values display after the end date.
- *Allocation with Start Date and End Date*: While searching, BillQuick looks for the time entry Date to be greater or equal to the Start Date **but** less or equal to the End Date. When you exceed allocated units or hours, negative values display. However, no values display after the End Date.

    If you assign the same employee to same item hours/units in multiple rows, thus creating a duplicate or overlap, BillQuick uses the sum of hours or units. e.g.,

    | | | | |
    |---|---|---|---|
    | CJ | AR:CAD | 02/01/2011 to 02/28/2011 | 30 hours |
    | CJ | AR:CAD | 02/12/2011 to 02/19/2011 | 10 hours |

    The Assigned Hours displayed for a date between 12th and 19th will be 40 hours.
- *Allocation with Start Date only*: While searching, BillQuick looks for the time entry Date to be greater or equal to the Start Date. When you exceed allocated units or hours, negative values display.

     You can find useful reports to see allocated and used hours, staff workload, revenue forecaster and more related to task allocation in BillQuick. E.g., Work-in-Hand report.
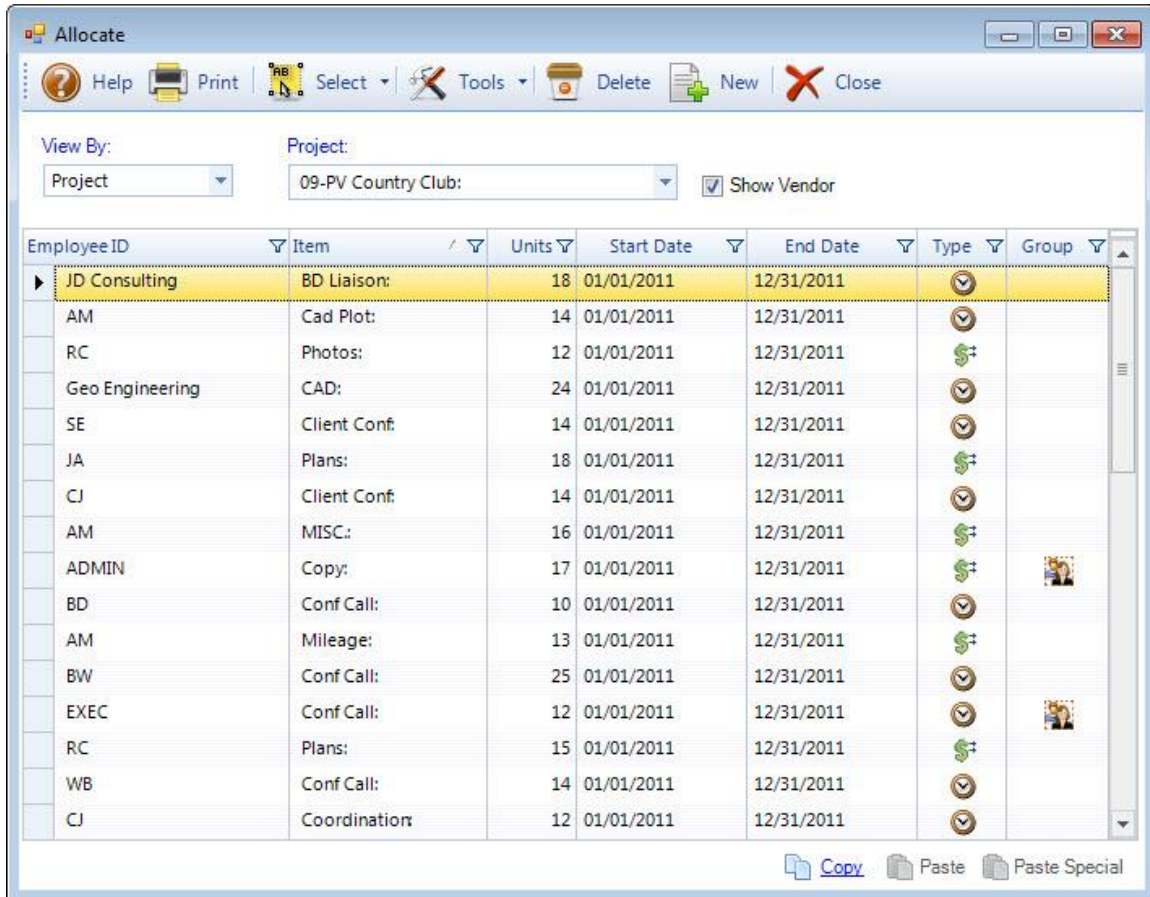
## Allocating Hours and Units

To allocate hours and units:

1. Open the Allocate screen from the Project menu.

2. Select the desired View By option. Accordingly select the Project/Employee for which the allocation is to be done.



In the View By Project mode, you can allocate budgeted hours and units to the employee by clicking Tools and selecting From Budget option. It pre-fills the grid with the budget data.

3. In the grid, select the Project ID or Employee ID to which you want to allocate control hours or units.

4. Select the Item –activity, expense or group—for which hours or units are being allocated. *It is a good practice to select groups because tasks and expenses keep on changing from time to time*.

5. Next, in the Units field, specify the number of hours (activity) or units (expense) you expect the employee or vendor to spend completing the task on a project.

*When allocating hours or units to a group of activities or expenses, BillQuick applies the value to all items in the group combined.* For example, if the CAD Activity Group contains seven items and you allocate 10 hours to the group for a project, then BillQuick allocates 10 hours to the entire group.

6. Enter specific dates in the Start Date and End Date fields for the allocated tasks or expenses. This

limits the allocation to a specified date range, giving managers more control.

7. Click Tools and select 'Send Allocation via Email' to send this schedule to the appropriate staff member.

   When dates are specified and you send them to the staff via email, it populates their MS Outlook Calendar. If not, allocation appears as a text message.

8. When you are done, click Close to exit.

# File Linking

You may want to link contract documents, agreements, receipts or bills to related project records. BillQuick allows you to do so easily and quickly using the Link Files feature.

The linked file is not stored in your company database; rather this feature points to its location. Files can be located anywhere on your computer or your company network (better). On clicking, the linked file opens in the native application (if installed on your computer). For easy browsing, you can view all linked files on the Linked Documents or Document Management screen.

BillQuick allows you to link any file to a project:

- Graphics
- Microsoft Excel
- Microsoft Word
- WordPerfect
- Microsoft Visio

- AutoCAD
- Scanned plans
- Scanned research drawings
- Other scanned document
- Portable Document Format (PDF)

   File linking is also available for employee, activity code, time entry, vendor bills, budget, invoice, payment and other BillQuick records. See File Linking for more.

# Project Journals

Project Journal is a centralized record of project issues, events, billing decisions, change orders and other qualitative information about a project. By tracking project-related information in one 'central' place, you do not waste time trying to get in touch with the project manager or owner about the project. It is useful in the following situations:

- when making billing decisions, record all billing decisions and notes for later reference and analysis.
- post-project analysis, as part of the company's continuous improvement and client evaluation process

- for recording collections conversations

You can create and view journal notes from the Project, Billing Review, Invoice Review, Payment, Purchase Order, Vendor Bills, Time Entry and other screens. These journals link to bills, invoices and payments. You can also add time entry memos to the project journals.

BillQuick offers three Project Journal options:

- *Journal Category List* (Project menu): You can create your own journal type or category. You can make pre-existing categories such as Billing Review, General, Time Entry, Vendor Bill, etc. inactive.
- *Project Journal* (Project menu): You can view existing journal entries of all types and period for any project, employee, client, group and so on. You can also create a new journal entry for any category.
- *BillQuick screens:* You can view or create journal entries directly from a BillQuick screen.

This section covers the following tasks:

- [Creating Project Journals](#)
- [Creating Journal Categories](#)

# Creating Project Journals

To create a project journal:

1. Open the Project Journal screen from the Project menu. Alternatively, click ![icon] View Journal on the Project screen.

2. On the Project Journal screen, click New. It opens the Add Journal Note screen.
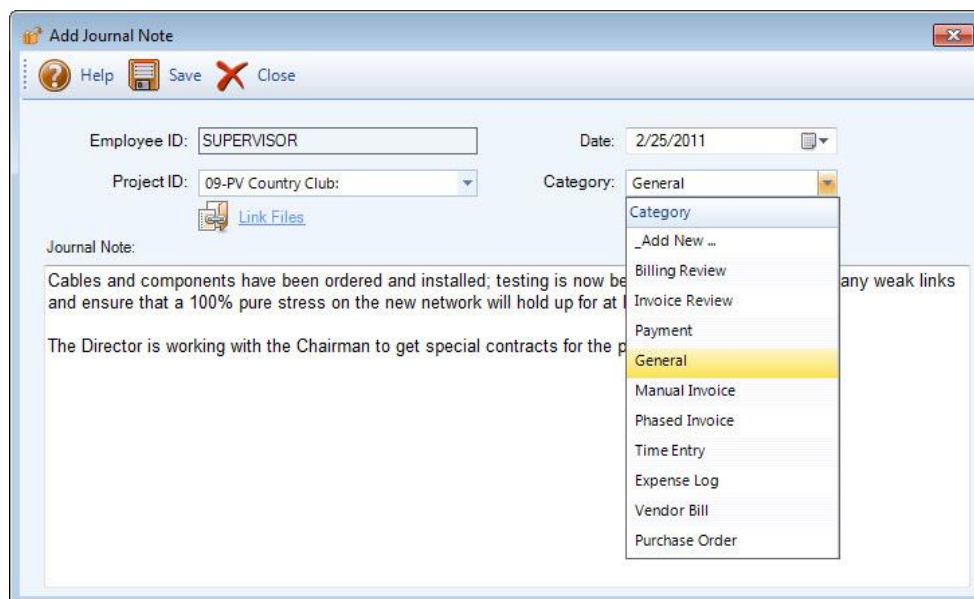
3. Select the Project ID for which you are recording a journal.

4. Enter a Date for the journal or choose one from the dropdown calendar.

5. Choose a Category, such as General, Time Entry, etc. or any new category created by you. This depends on what type of journal you want to create.

6. Next, type your Journal Note. Type as much text as desired or use Auto Complete shorthand codes to insert standard text.

7. If desired, click ⬚ Link Files to attach a file to this journal. You might include a video of infrastructure damage your client wants fixed, a photo of damage done at a site by a subcontractor, or scanned soil or metallurgy test results with your conclusions in the note.

8. When you are done, click Save and then Close to exit.

Back on the Project Journal screen, all journals display in the grid. You can view and edit previous journal notes using the View By and Period criteria.

> 💬 In some screens, you can display the Journal field in the grid using the ⬚ Field Chooser. Hover your mouse over the ⬚ cell and click to launch the Project Journal screen. Else, you can select the Journal option from the Tools button.

## Creating Journal Categories

BillQuick provides the ability to customize the standard journal list. You can create your own journal categories and be able to report on them. For example, you can add 'Telcon' as a new category to indicate a telephone note. Alternatively, you may add 'Opportunities' to identify situations that could lead to new contracts with an existing client. Another category might be 'Issues', the identification of special situations that arise that could have an impact on billing decisions, client relationships, costs, and so on.

To create a journal category:

1. Open the Journal Category List screen from the Project menu.

2. Click New to add a new type or category.
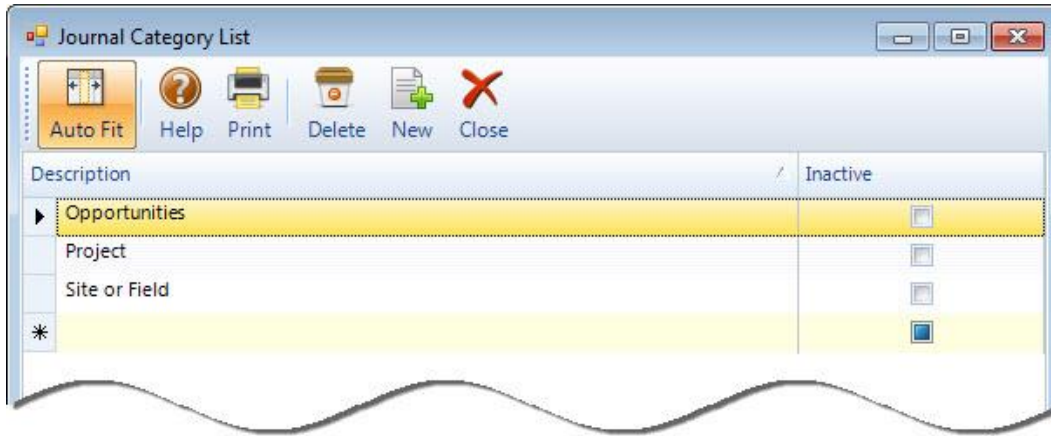
3. Enter the Description and tab or click on another row to save it.

4. When you are done, click Close to exit.

# To Do List

The To Do List feature allows you to add tasks to the project's To Do list and track the task status of each item easily. It allows you to assign tasks to employees, set priority on them, track the status of each item and get reminders, thus making project execution and management as efficient and simple as possible. It supports various types of tasks and categorization with specific start-end dates. BillQuick adds these to-do items to the Reminders screen, thus reminding you to take action on them.

Whether you use it to remind you of the employee's upcoming review or simply manage a list of tasks that you need to complete on a specific project, it will definitely help you remain focused and organized. Various related reports are available displaying the task list, past due tasks, etc. See *To Do List* in the *General Features chapter for details*.

# Project Settings

BillQuick executes business-processing rules that follow standard practices for professional service companies. Project managers need to understand and then apply these rules to projects when required. Project rules can be set at the global level, user level as well as at the project level.

The project rules are **exceptions**. Most companies never need them because the defaults rules built into BillQuick meet their needs.

The following projects rules can be set on the Project screen:

| Project Rules and Settings | | |
|---|---|---|
| **Rule** | **Explanation** | **Where to Implement** |
| Contract Type | When you select a contract type, BillQuick executes key business rules: <br> • For Fixed, Hourly Not to Exceed and Recurring with Cap contract types, BillQuick requires a contract amount. <br> • For Recurring and Recurring + Expenses contract types, BillQuick requires a Recurring Amount and Frequency. <br> • For Cost-Plus contract types, BillQuick requires a Fixed Fee Percentage or a Fixed Fee Amount. <br> • For all contract types, BillQuick applies the default formats to new invoices and statements. You can choose an alternative format for a project. | Project-General screen |
| Invoice Templates | When specified, the custom invoice template overrides the global default invoice or statement template assigned to the contract type. | Project screen |
| Frequency | Regardless of the contract type, choosing a frequency creates a reminder to bill a project. BillQuick adds the reminder to the Reminders screen. | Project-Billing screen |
| Service Fee Schedule, Expense Fee Schedule | Adds the schedule containing special rates to the Rate Hierarchy used by BillQuick to determine which rate to apply to a time entry charged to a project. | Project-Billing screen |
| Delayed Service Fee Schedule, Trigger Type | When the Trigger Type and associated amount or hours are used, BillQuick automatically replaces the SFS in the Rate Hierarchy with the Delayed SFS. This schedule typically contains higher rates. | Project-Billing screen |
| Custom Invoice Number | When you define a format at both the global and project level, BillQuick applies the invoice number format at the project level. | Project-Billing screen |
| Always Show in Billing Review | Adds a project to the Billing Review screen whether it has unbilled, approved time and expenses or not. This allows you to include (for instance) completed and yet-to-start projects on a joint invoice. | Project-Detail screen |
| Auto Approve EL/TE | Automatically approves time and expenses charged to a project. *It overrides the default setting defined in Global Settings-Time/ Expense screen*. | Project-Detail screen |
| Budgeted Activities/ Employees/Expenses Only | Restricts charging of time and expenses to only those timekeepers, activities and expenses that are in a budget assigned to a project | Project-Detail screen |
| EL/TE Memo Required | These settings require all timekeepers to enter a memo for their expense or time entries. It is usually needed for government contracts. | Project-Detail screen |
| Exempt Item Taxes | When activated, BillQuick exempts Tax 1, 2 and 3 on activities and expenses, hence not charging them to the project. | Project-Detail screen |
| Exp Part of Contract | By default, BillQuick includes only non-billable expenses in the contract amount, not the billable ones. To include billable expenses as part of the contract amount for a project, check this option. The Total Amount Spent is calculated as [(Hours x | Project-Detail screen |

| Project Rules and Settings | | |
|---|---|---|
| **Rule** | **Explanation** | **Where to Implement** |
| | Bill Rate) + Billable Expense Amount + Non-Billable Expense Amount]. | |
| Lock at Contract Amount | Locks out additional time and expenses *once the total amount charged to a project equals the contract amount.* You may use this rule when a strict contract limit is in place and the project manager must negotiate additional authorization before continuing. | Project-Detail screen |
| Lock at Control Hours/Units | Locks out additional time and expenses *once the total number of hours or units exceeds the allocation.* You can allocate Hours and Units on the Project Control and Employee Control screens. | Project-Detail screen |
| MET/MST Excludes Item Tax | When activated, Main Service Tax and Main Expense Tax are not computed on item taxes (Tax 1/2/3). | Project-Detail screen |
| Prevent EL/TE Entries | Locks out additional time and expenses for a project. You may activate these rules if there is a temporary issue or dispute with a client about a project, such as lack of payments. You can apply it to any project regardless of its contract type. | Project-Detail screen |
| Rates from Activity Table | Adds rates from the Activity Codes table to the Rate Hierarchy (*see Rates in the Billing Basics chapter*). | Project-Detail screen |
| Show Account Summary on Invoices | You can customize the invoice layout per project by showing or hiding the account summary on selected project. | Project-Detail screen |
| Show GST on Invoices | You can choose to display the Goods and Services Tax on all invoices of the selected project. | Project-Detail screen |
| Skip Automatic EL/TE Eval | For fixed-type projects, BillQuick does not compare total time and expense amount spent against the contract amount to determine the billable status. | Project-Detail screen |
| Turn off Project Control | If needed, check this option to turn off project control for the selected project. | Project-Detail screen |
| Use Memos on Invoices | BillQuick automatically inserts the project memo into the standard invoice memo (First or Second, as specified in Global Settings-More screen). As needed, you can edit the invoice memo. | Project-Detail screen |

These project rules take precedence over the Global Settings and User Preferences. For global business rules and settings related to projects, *see Settings and Preferences in the Company Management chapter*.

## Locking Projects at Contract Amount

Over-budget behavior of projects can be tracked using project rules in BillQuick. To do so:

1. Open the Project screen from the Project menu, Sidebar, navigator or toolbar.

2.  Select a project. Ensure or enter a Contract Amount for the project.

3.  Move to the Detail tab, Rules section. Make sure the Skip Automatic TE/EL Evaluation options are *un-checked*. (*BillQuick performs an automatic time and expense entry evaluation for fixed-type contract to determine whether the entry will push it over the Contract Amount*.)

4.  Optionally, check the 'Lock at Contract Amount' rule. BillQuick prevents all time entries (billable and non-billable) and non-billable expense entries once the project is over-budget.

5.  When you are done, click Save and then Close to exit.

In the Time Entry and Expense Entry screens, when the Total Amount Spent on the project exceeds the Contract Amount, BillQuick prompts you and adjusts the entry accordingly.

# Project Information

Having access to right information at the right time is the key to effective management. Project managers can obtain important project information in various BillQuick screens. In addition, you can manage your projects or track over-budget projects via alerts, scheduled reports or on-demand project reports.

You can generate critical business alerts and get notifications about the due date of a project or its completion. You can also set your reports for automatic generation and delivery. BillQuick provides these options via its workflow automation add-on module, BillQuick Agent.

There are various ways to obtain project-related information in BillQuick:

- Viewing Project Information
- Using Filters for Data Analysis
- Dashboard
- Project Reports

## Viewing Project Information

For a quick at-a-glance checking of project information, project managers can use the following options:

- Project-Account screen
- Project-History screen
- Right-click menu

The Account tab on the Project screen provides a quick summary of cost, billable, unbilled and billed value of a project and associated retainer. For phased projects, you can roll up account information into a parent project by clicking 'Show Cumulative Data'. You can also print a Project Account report from here, if desired.

| Services | | | | |
|---|---|---|---|---|
| Sum of Hrs x Cost Rate | The sum of the product of the employees' cost rates and the actual hours (A-Hrs) spent on the project. | | | |
| Sum of Hrs x Bill Rate | The sum of the product of the employees' bill rates and the billable hours (B-Hrs) spent on the project. | | | |
| Services Billed | The service or labor amount billed to the project to-date. It is the total of the Service Amount Billed *before* taxes (Tax 1, 2, 3 and MST). | | | |
| Services Un-Billed | The service or labor amount not yet billed to the project. It is the total of the Service Amount to be billed including taxes (Tax 1, 2, 3 and MST). | | | |
| **Extra Services** | | | | |
| Xtra Hrs x Cost Rate | The product of the employees' cost rates and extra hours spent on the project. Extra hours are marked as 'XT' in the time entry screens. | | | |
| Xtra Hrs x Bill Rate | The product of the employees' bill rates and extra hours spent on the project. Extra hours are marked as 'XT' in the time entry screens. | | | |
| Extra Services Billed | The extra service or labor amount billed to the project to date. | | | |

| | |
|---|---|
| Extra Services Un-Billed | The extra service or labor amount not yet billed to the project. |
| **Total Services** | |
| Total Services Cost | The sum total of all the service/labor costs spent on the project. It is calculated as: (Sum of Hrs x Cost Rate) + (Xtra Hrs x Cost Rate) |
| Total Billable Services | The sum total of all the billable service/labor spent on the project. It is calculated as: (Sum of Hrs x Bill Rate) + (Xtra Hrs x Bill Rate) |
| Total Services Billed | The sum total of all the service/labor billed to the project. It is calculated as: (Services Billed) + (Extra Services Billed) |
| Total Services Un-Billed | The sum total of all the service/labor not yet billed to the project. It is calculated as: (Services Un-Billed) + (Extra Services Un-Billed) |
| **Expenses** | |
| Billable Exp Cost | The cost of billable expenses incurred on the project. |
| Billable Exp Amt | The billable expense amount incurred on the project. |
| Expenses Billed | The expense amount billed to the project to-date. It is the total of the Expense Amount to be billed including taxes (Tax 1, 2, 3 and MET). |
| Expenses Un-Billed | The expense amount not yet billed to the project. It is the total of the Expense Amount Billed *before* taxes (Tax 1, 2, 3 and MET). |
| **Extra Expenses** | |
| Extra Expenses Cost | The cost of extra expenses incurred on the project. |
| Extra Billable Expenses | The billable expense amount for extra expenses incurred on the project. |
| Extra Expenses Billed | The extra expense amount billed to the project to date. |
| Extra Expenses Un-Billed | The extra expense amount not yet billed to the project. |
| **Total Expenses** | |
| Total Expenses Cost | The sum total of all the expense costs spent on the project. It is calculated as: (Billable Exp Cost) + (Extra Expenses Cost) |
| Total Billable Expenses | The sum total of all the billable expenses spent on the project. It is calculated as: (Billable Exp Amt) + (Extra Billable Expenses) |
| Total Expenses Billed | The sum total of all the expenses billed to the project. It is calculated as: (Expenses Billed) + (Extra Expenses Billed) |
| Total Expenses Un-Billed | The sum total of all the expenses not yet billed to the project. It is calculated as: (Expenses Un-Billed) + (Extra Expenses Un-Billed) |
| **Totals** | |
| Total Cost | The total cost amount spent on the project. It is the sum of Total Expenses Cost and Total Services Cost. |
| Total Billable Amount | The total billable amount spent on the project. It is the sum of Total Billable Services and Total Billable Expenses. |
| Total Billed Amount | The total amount billed to the project before taxes. It is the sum of Total Services Billed and Total Expenses Billed. |
| Total Un-Billed Amount | The total amount not yet billed to the project. It is the sum of Total Services Un-Billed and Total Expenses Un-Billed. |
| Total Hours | The total actual hours (A-Hrs) recorded for a project. |

| Total B-Hrs | The total billable hours (B-Hrs) recorded for a project. |
|---|---|
| Earned Value | The total value of earnings on the project from billable services and expenses. It the sum of Total Services and Billable Expense Amount. |
| Earned Value % | The percentage of project contract amount earned to-date compared to the total contract amount. Earned Value % = Earned Value / Contract Amount x 100. |
| Project Retainer Paid | The amount of retainer payments made to-date for the project. It is the sum of all retainer payments received and recorded in the Payment screen for the project. |
| Project Retainer Used | The retainer amount used or applied on the project to-date. It is the sum of all retainer payments used or applied on invoices in the Payment or Billing Review screen for the project. |
| Project Retainer Available | The retainer amount available for the project. It is calculated as Retainer Paid – Retainer Used. |
| Client Retainer Available | The retainer amount available for the client of the project. It is calculated as Client Retainer Paid – Client Retainer Used. |
| Total Billed (Pre-Tax) | The total amount billed to the project *before* taxes. |
| Net Amount Billed | The total amount billed to the project before applying project retainer on it, including taxes. It is calculated as Total Amount Billed – Retainer Used. |
| Total Amount Billed | This is the total amount billed to the project (all invoices) including taxes. |
| Total Amount Paid | The total amount paid by the client, excluding retainers and debit payments. |
| Total Amount Owed | The total outstanding balance on the project. It is calculated as Total Amount Billed - Total Amount Paid. |

Retainers are excluded since they are applied to invoices when processed, which results in a reduced invoice amount and therefore a reduced Total Amount Billed. If you have applied a Debit payment, the amount of the Debit payment will be subtracted from the total payments.

You can find similar rolled-up information on client basis on the Client-Account screen. You can also see performance and profitability information on employee basis on the Employee-Performance screen.

The History tab displays the invoice history of a project, including payments and retainers. It also shows the purchase order and vendor bills history and totals for the selected project. The Invoices option shows information including payment type, date of the item, the invoice number involved, and the amount. At the bottom of the Amount column is the net balance for the project, indicating the amount owed by the client for billed project work, the overpayment or monies on account, or that the project account is paid in full.

If you need more information, say when a client calls with questions, you can drill down to the invoice or payment report behind this summary by double-clicking it. From there, you can further drill-down to view detailed services and expenses. You may even check out the linked files and project journals for extra information.

Similarly, for Purchase Orders and Vendor Bills options, you can view useful information like the bill numbers, dates, status, amount and so on. You can use the right-click Filter By Selection option to filter the data based on any selected cell such as Status (Open, Not Billed, etc.) or Type (Invoice, Payment, etc.) and so on.

> You can find similar rolled-up information on a client and vendor basis on the Client-History and Vendor-History screens, respectively.

The right-click menu on the project grid allows you to view the project's time and expense activity performed by the employees and vendors. You can click the 'Show Activity' option to open the Reviewer screen. This is a great time saver as you can have direct access to time entry and expense details, quickly review and approve them, check the billing format, and so on. Then the 'View Open Invoices' option allows you to view the outstanding invoices for the selected project from the Invoice Review screen.

## Using Filters for Data Analysis

Data analysis and work-in-progress reporting is an important aspect of project management. Project managers have to view time and expenses for multiple projects. They can use filter options provided by BillQuick to perform this task easily and efficiently. Filters are data management tools provided to lessen the task of managing a large BillQuick database and for focused data analysis.

Managers can use *Filter by Selection* option for analysis of a certain type of expense or activity. They can use *Funnel Filters* or *More Filters* to view and analyze selective data as per the criteria specified.

To filter time and expense records:

1. Open the Reviewer screen from the Time-Expense menu.

2. Being a project manager, you may want to view time and expense data for your designated projects. On the Reviewer screen, select View By: Projects mode. Choose the desired project(s) in the From-To fields.
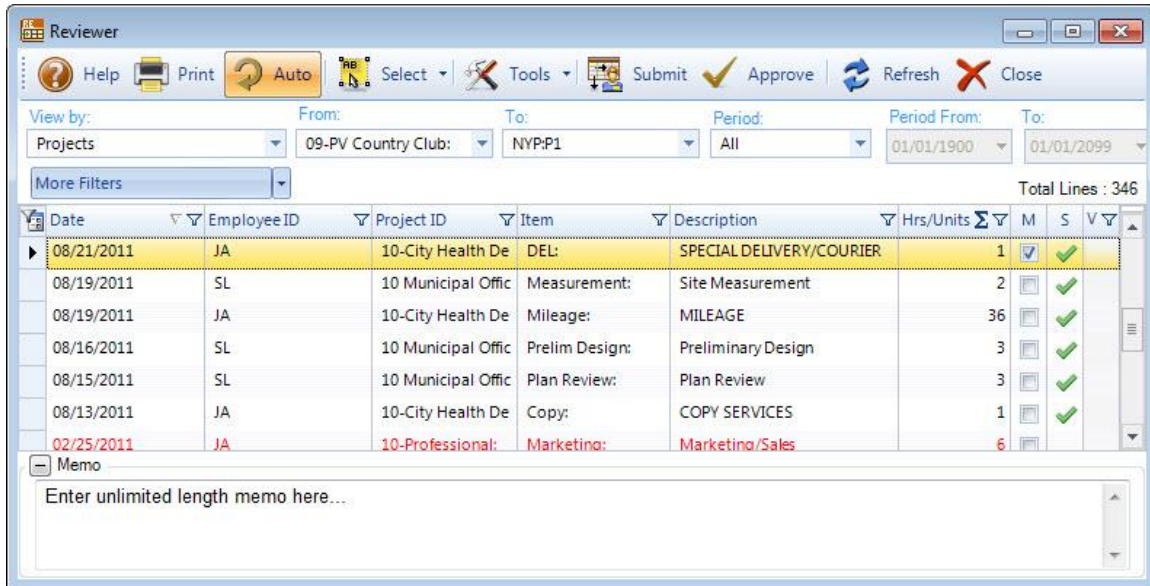


3. Next, select the Period and Period From-To dates for the desired time-period. E.g., choose 'This Year-to-Date' option to review time and expense data for a year until today or 'All' to see all entries.

4. Depending upon your requirement, you can select more filters from the More Filters drop-down list. E.g., check 'Active Only' filters.

5. Click Refresh (or select Refresh from the right-click menu). All matching records display in the grid. To turn on Auto-Refresh, click Auto.

6. Click [icon] to open the Field Chooser window. Turn the grid columns on/off by checking/un-checking the list. For instance, you may turn on the Project Name and Invoice fields and hide the Project ID and Created On fields.

7. For further selective analysis, click [icon] (funnel filter) on the column header of the desired field to open the filter drop-down list and choose an option—All, Blanks, Non-Blanks, etc. The grid displays only those records having the selected item in it. See *Applying Filters* for more.

8. Similarly, you can right-click on any cell in the grid and select 'Filter by Selection' option. The grid displays only the records with the selected item. See *Applying Filters* for more.

9. According to the requirement, review and edit the entries. When you are done, click Save and then Close to exit.

# Dashboard

Dashboard contains information that project managers as well as principals, partners, owners and accountants need to monitor. Rather than run through menu commands, set filters, run reports and then read them one after another to find exceptions and visualize trends, Dashboard lets you view business metrics at-a-glance and keep track of the key performance indicators.

## Using the Dashboard

To use the dashboard:

1. Open the Dashboard from the View menu, toolbar or the Sidebar. Else, use the shortcut Ctrl + Shift + B keys to do that.



- Oddities in annual trends, presented as simple bar charts, draw your attention like a flashing sign, e.g., Monthly Aging.

- You can quickly view the work assigned to your employees or staff members (workload), and know their utilization and effective rates. The graph enables you to make informed

allocations and decisions based on this information.
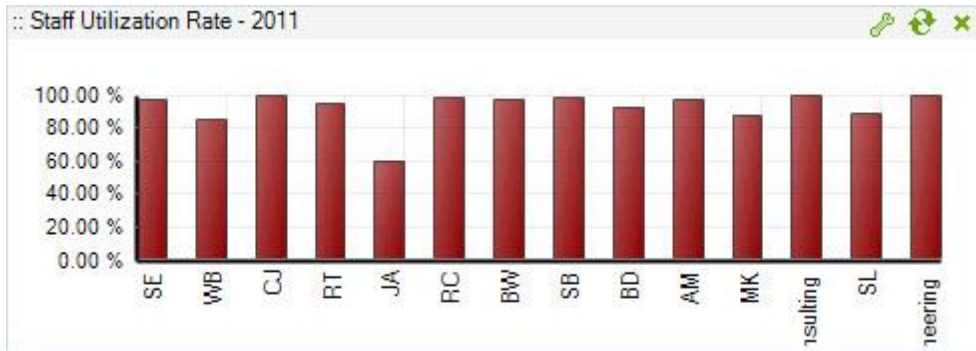


- You can view account balances, aging, billable hours, money owed, aged receivables and other summary information for your projects.



- You can view rankings of top performers in the past or new year – Clients, Projects, Employees, Activities and Expenses.
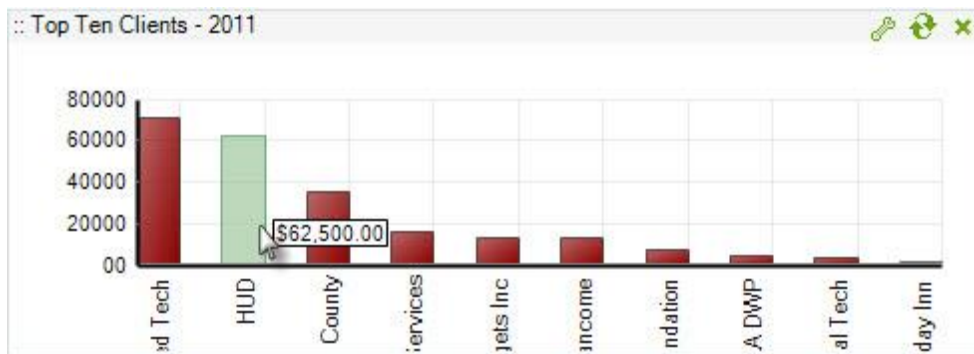


2. Click ✎ (Settings) to choose the widget you want displayed on the Dashboard. For information, choose the year you want to view. For all widgets, indicate how often you want to refresh the data. Enter the number of minutes BillQuick should wait before automatically refreshing the information in a widget.

3. Click ↻ (Refresh) to instantly refresh the widget data and re-display it in the panel.

4. To move a widget panel to another location on the dashboard, point to the panel you want to move, press and hold the left mouse button, then drag the panel to the new location. Release the mouse button. Click ✖ to close the widget.

   You can access more options from the right-click menu.

5. Like other grids in BillQuick, you can sort the widget grids by clicking the column header – once for ascending order, twice for descending order.

   Widget grids also include funnel filters. With a funnel filter, you can specify conditions and apply them to the selected column to display selective data. Funnel filters include All, Custom, Blanks, Non-Blanks and so on.
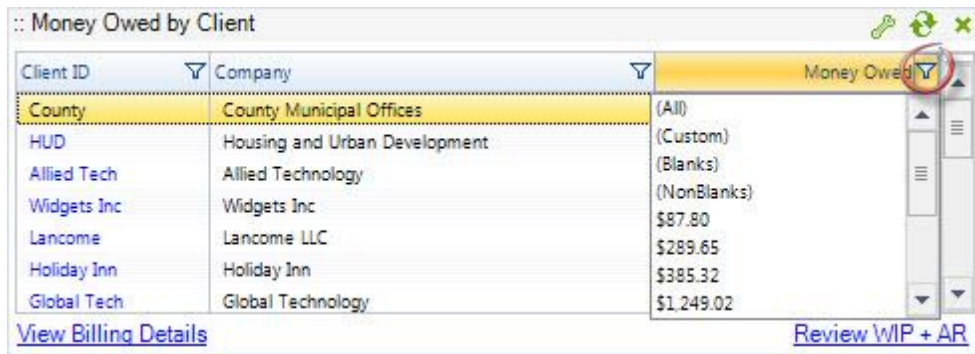


   For advanced users, special filters are available by selecting the Custom funnel filter. The Custom Filter allows you to fine-tune the widgets to exactly what you need by specifying conditions.
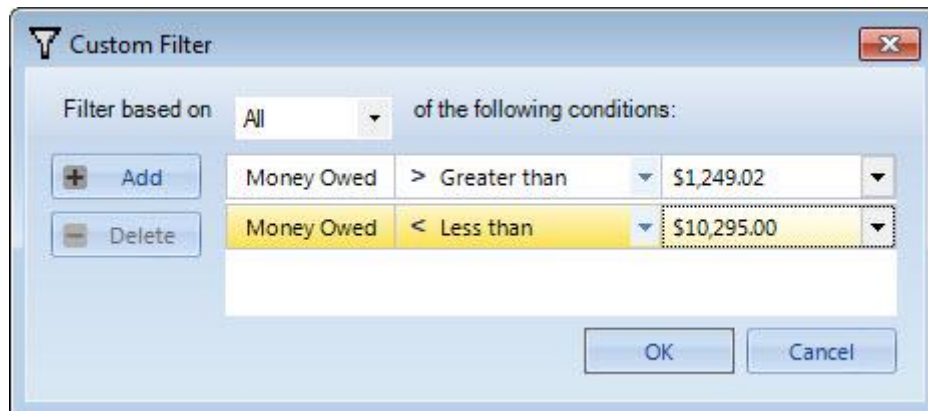


6. Many widgets include drill-down reports that support the summary information in a chart or list. Click on the report link at the bottom to view and print related reports.

7. Check the 'Default' option at the bottom of the Dashboard to make it your default screen upon login.

# Workflow Event Tracking

BillQuick's built-in submit and approve feature enables employees and vendors to follow company policy and submit their time, expenses, PTO requests, invoices, vendor bills, etc. to a designated reviewer or manager. Once submitted, BillQuick notifies the managers to review the submitted entries for approval and billing. BillQuick allows a chain of reviewers to check entries before a final reviewer approves them.

The Workflow event tracking system allows you to track the flow path of the entire submit-approve process and take the desired action on events. It gives you the status of all submitted timesheets, expenses, vendor bills, invoices, etc. –all in one screen. From here, reviewers and managers can check the details of the event, action taken and status. Besides the submitted and approved items, you can reference the rejected, forwarded and un-submitted items from this screen.

⚠️ The Workflow feature is available in the BillQuick Enterprise edition only.

## Tracking Workflow in BillQuick

To track workflow events:

1. Open the Workflow screen from the View menu.

2. Select the desired employee or vendor in the Employee field.
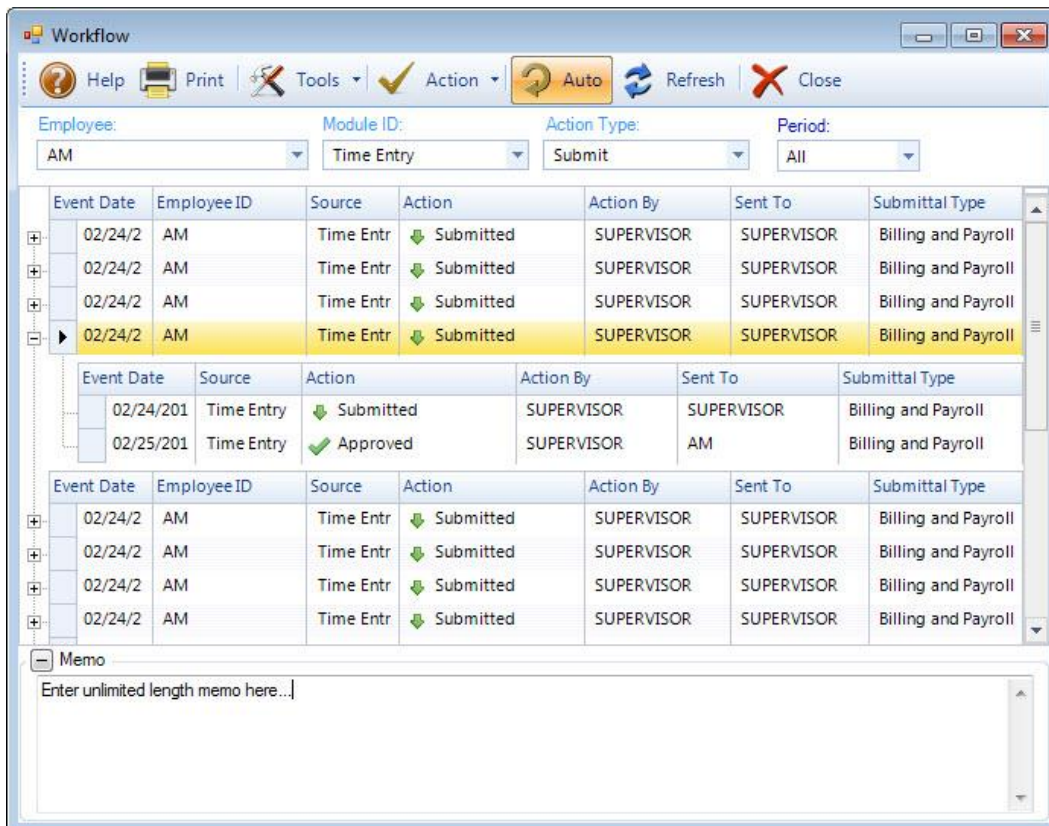
3. Select the Module ID whose events you want to track, say Time Entry.

4. You can filter the records displayed in the grid by choosing an Action Type—All, Submit, Approve, etc.

5. Next, select the Period for which you want to track events, e.g., Year. Specify a 'Period Including' date.

6. Click Refresh to display all the records meeting your criteria. You can view useful information such as event date, action taken and by whom, type of workflow and associated employee/vendor.

7. Click on any item, such as time entry, and see a full history of its submittal, approval or rejection.

8. Select an event and click Action. Choose the desired action– Approve, Reject, Forward or Delete.

9. When you are done, click Close to exit.


# Project Reports

BillQuick provides numerous reports useful for project managers. You can run the desired reports on a daily, weekly or monthly basis, or simple schedule it for automatic generation and delivery using BillQuick Agent. Which reports project managers prefer depend on their management style and the nature of projects.

Project managers might need reports for many reasons, including:

- Tracking the work-in-progress for an assigned project
- Determining whether projects are under or over-budget
- Comparing the budgeted amount to the actual amount spent on a project
- Tracing the qualitative information about a project's progress
- Reviewing time entries associated with a project
- Checking out expenses incurred on a project
- Determining the due dates of the assigned projects
- Analyzing billing details of a project
- Employees working on a project and their performance

You can access project reports from the Project screen, Reports Menu and Report Center screen. If desired, you can apply relevant report filters to display selective information. See *the Report Management chapter for more on reports*.

Project manager's day-to-day reports include:

- Budget Comparison
- Estimate Comparison
- Project Contract Spent
- Project List – Over-Budget
- Project Time and Expense (summary, detail)
- Project Time and Expenses + Accounts Receivable

- Project Journal Notes    • Project Due Dates

Periodic analysis and performance reports include:

- Staff Billing Performance
- Project Investment Reconciliation (WIP Reconciliation Summary)
- Percentage Billed

- Project Manager Work-in-Hand
- Project Manager Billing Analysis
- Staff Utilization by Project
- Project Profitability

> ⓘ In addition, you can create custom reports for your projects. You can also buy the BillQuick Report Book for detailed information about useful reports. Contact Sales at (310) 602-4020.

# Document Management

BillQuick's Document Management feature offers a desktop solution to managing and storing your entire client and project-related documents- contracts, engagement letters, spreadsheets, tax returns, financial statements, CAD files, etc. It handles client and project document management, folder creation and email review.

Choose the tasks you want to perform:

- Folder Structure
- Creating Documents
- Viewing Emails
- Viewing Linked Documents

## Folder Structure

You can define any desired folder structure in Document Management that makes sense to everyone in your company. BillQuick inserts the actual client or project data into the folder name. Once created, you can access client and project folders and files from the Documents tab. Double-clicking on a document icon, opens it in the native program. (You can also access those documents from other applications and Windows Explorer.)

If you organize project information around the client, you might define a structure like the one on the right. The three-level structure starts with the client at the top. Under it will be contracts, other files *plus* a project folder, under which are specific folders for project items.
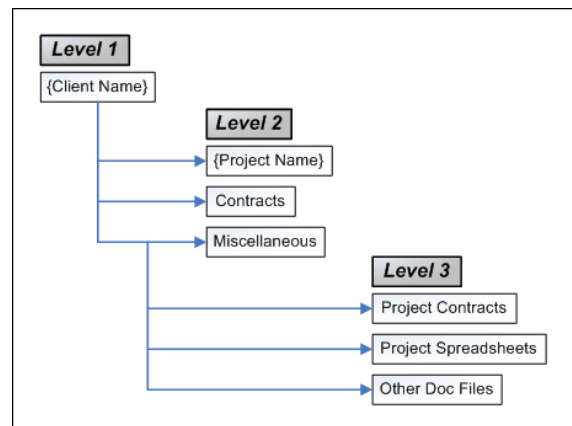
A variation on this structure combines the client and project at the first level. Contracts, CAD files, invoices, statements and so on are stored beneath it.
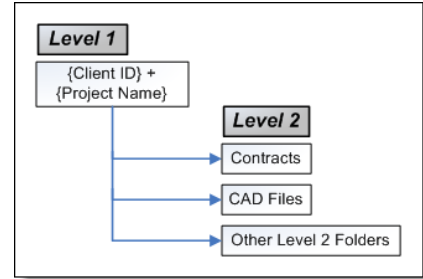


Another folder structure is one centered on a project manager at the first level and projects at the second level. This makes it easy to identify the manager and the project. Under it will be contracts, correspondence, scanned documents, special reports, invoices, and so on.
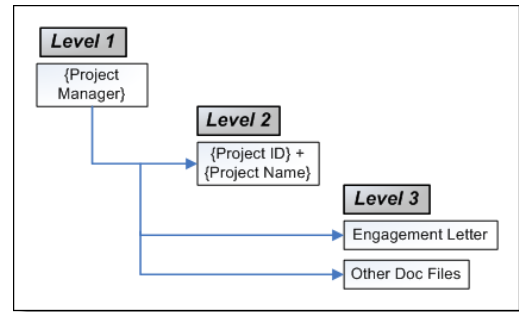
When you link files to records, BillQuick can copy them to a shared folder (specified in Global Settings or Preferences screens). Optionally, it can even organize them into folders as described above. The folder structure is based on the parent record type such as Project, Client, Time Entry and so on. You can view all these files on the Document Management-Linked Documents screen.



## Creating Documents

To create documents:

1. Open the Document Management screen from the Project menu, toolbar or navigator.

2. In the grid, click ⊞ to expand the client list and view related projects.

3. On the Management tab, specify the Client Folder Structure. Click 🔍 Folder.. to browse for a folder or create a new folder at the desired location.
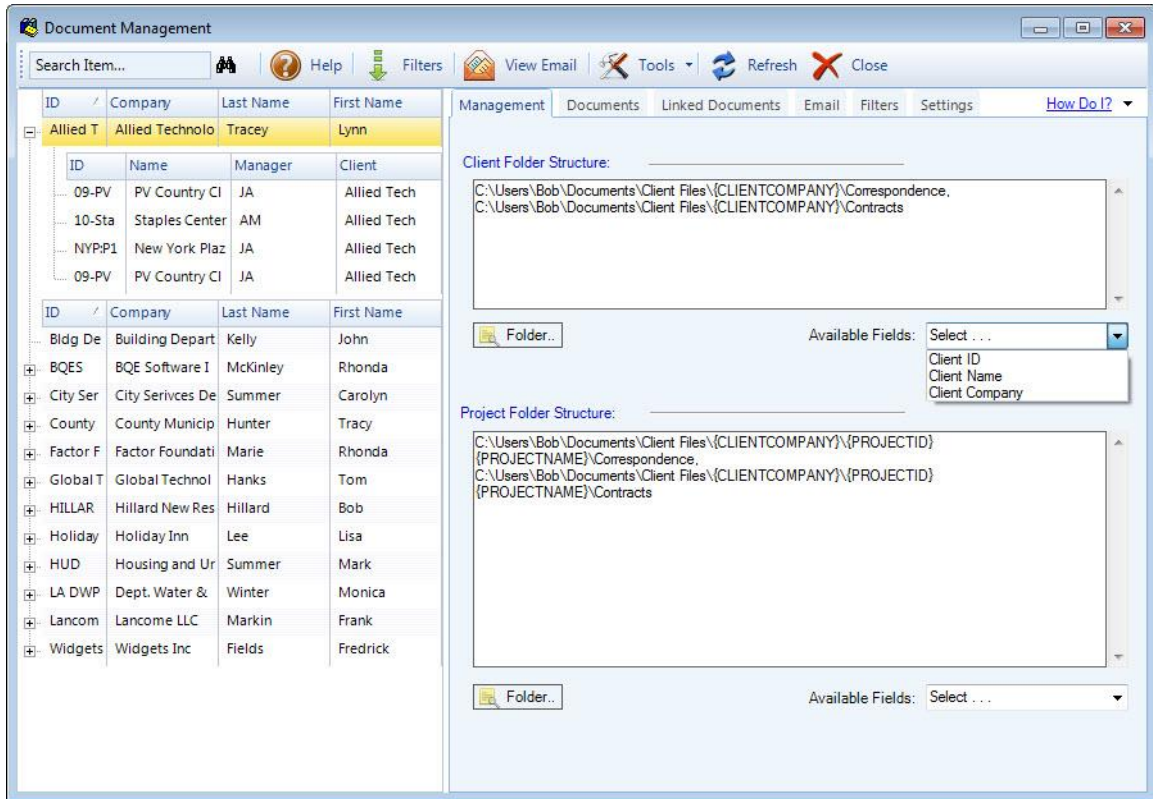
4.  Specify desired fields from the Available Fields drop-down. Enclose the field names in curly brackets. To specify multiple folders, you can separate the names with a comma or use a new line in the text box. The result will be like:
    C:\Documents and Settings\Erin\My Documents\Client Files\{CLIENTCOMPANY}\Correspondence

5.  Similarly, specify the Project Folder Structure. It will be like:
    C:\Documents and Settings\Erin\My Documents\Client Files\{CLIENTCOMPANY}\{PROJECTID} {PROJECTNAME}\Contracts

6.  Click Tools and select Create to create a new client folder and default files. BillQuick inserts the actual client or project data into the folder name – separately or in combination with static text.

7.  Move to Documents tab to view the folders and files associated with the selected client or project.
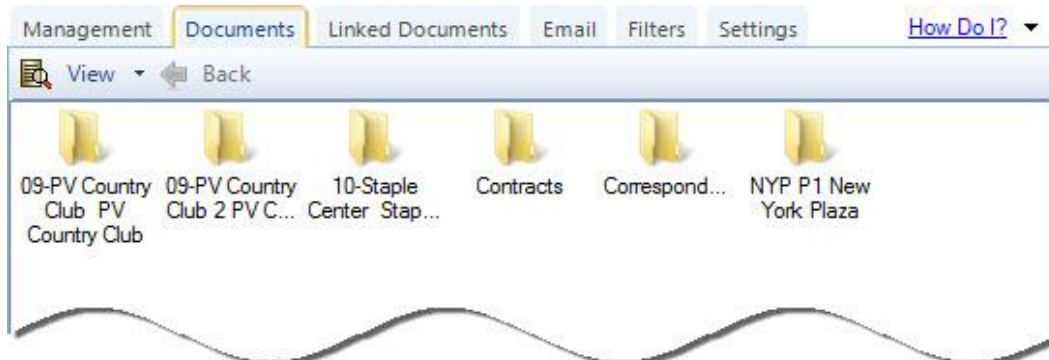
8.  Double-click or use right-click menu to open the selected folder or file. You can also print the file in the selected folder, rename or delete the folder.

9.  When you are done, click Close to exit.

## Viewing Emails

Document Management screen displays emails related to clients and their projects by matching email addresses. These addresses are located on the Client-General screen, Client Contacts screen or Project-Detail screen. In addition, you can link email folders from Microsoft Outlook (2000 or later) or Outlook Express (6.0 or later) to a client or project. If desired, you can use your PC's local cache when scanning.

To view client and project-related emails:

1.  Open Document Management screen from the Project menu, toolbar or navigator.

2.  Select a client in the grid, and then click on the Settings tab.
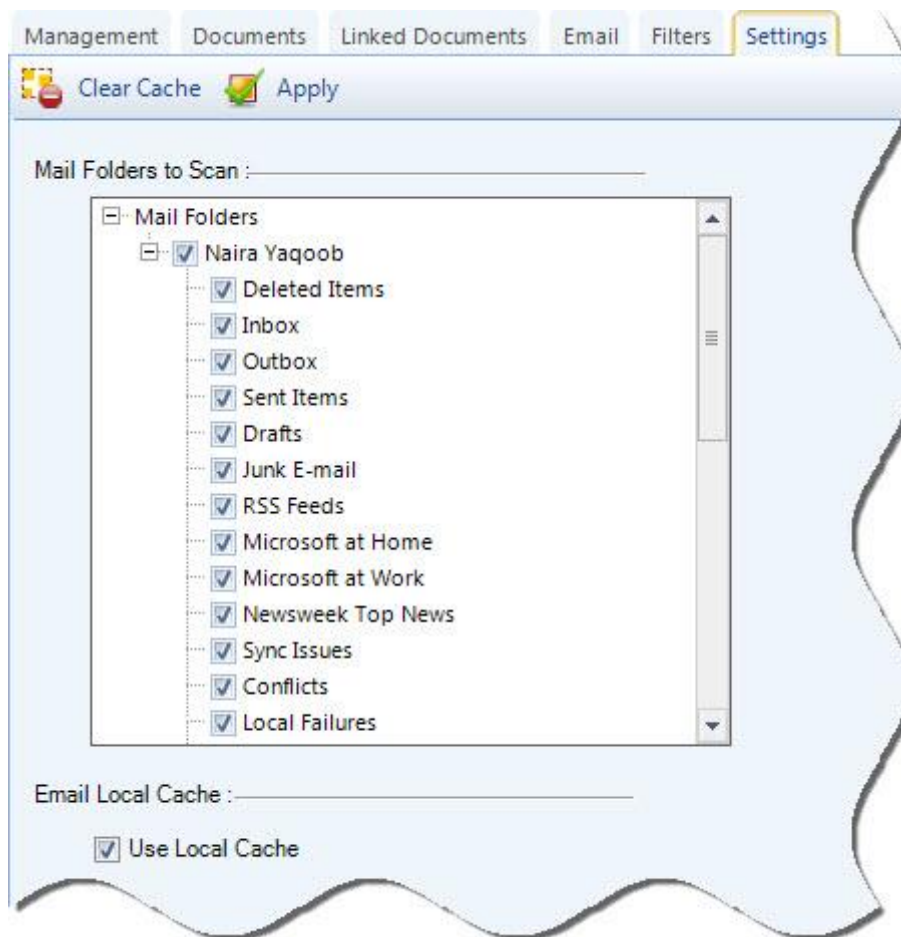


3.  Based on the email settings you have specified in the Global Settings or Preferences screen, check and un-check your email folders to scan. Click Apply.

4. Now, move to the Email tab. Select the 'In' tab at the bottom to retrieve emails received from the client.

5. Click View Email. BillQuick accesses Microsoft Outlook or Outlook Express on your computer, then scans your emails (Inbox) for addresses that match the client's or the project contact's email address. A progress bar indicates the scanning of each email folder. When the process is complete, a list of emails displays in the grid.

| Management | Documents | Linked Documents | Email | Filters | Settings | | How Do I? ▼ |
|---|---|---|---|---|---|---|---|
| Mail From | | Subject | Date Of Mail | Attachm | Body | Address | |
| ▶ naira@bqe.com | | Test Message from BillQuick | 2/25/2011 1:28:02 | ☐ | View | naira@bqe.c | |
| naira@bqe.com | | Test Message from BillQuick | 2/25/2011 1:34:20 | ☐ | View | naira@bqe.c | |
| naira@bqe.com | | Test Message from BillQuick | 2/25/2011 1:35:40 | ☐ | View | naira@bqe.c | |
| naira@bqe.com | | Test Message from BillQuick | 2/25/2011 1:36:14 | ☐ | View | naira@bqe.c | |
| naira@bqe.com | | Test Message from BillQuick | 2/25/2011 1:28:02 | ☐ | View | naira@bqe.c | |

☑ AFC

| In | Out |

6. Click on 'View' in the Body column to read the selected email.

7. Select the 'Out' tab to scan for emails sent to the selected client (Outbox).
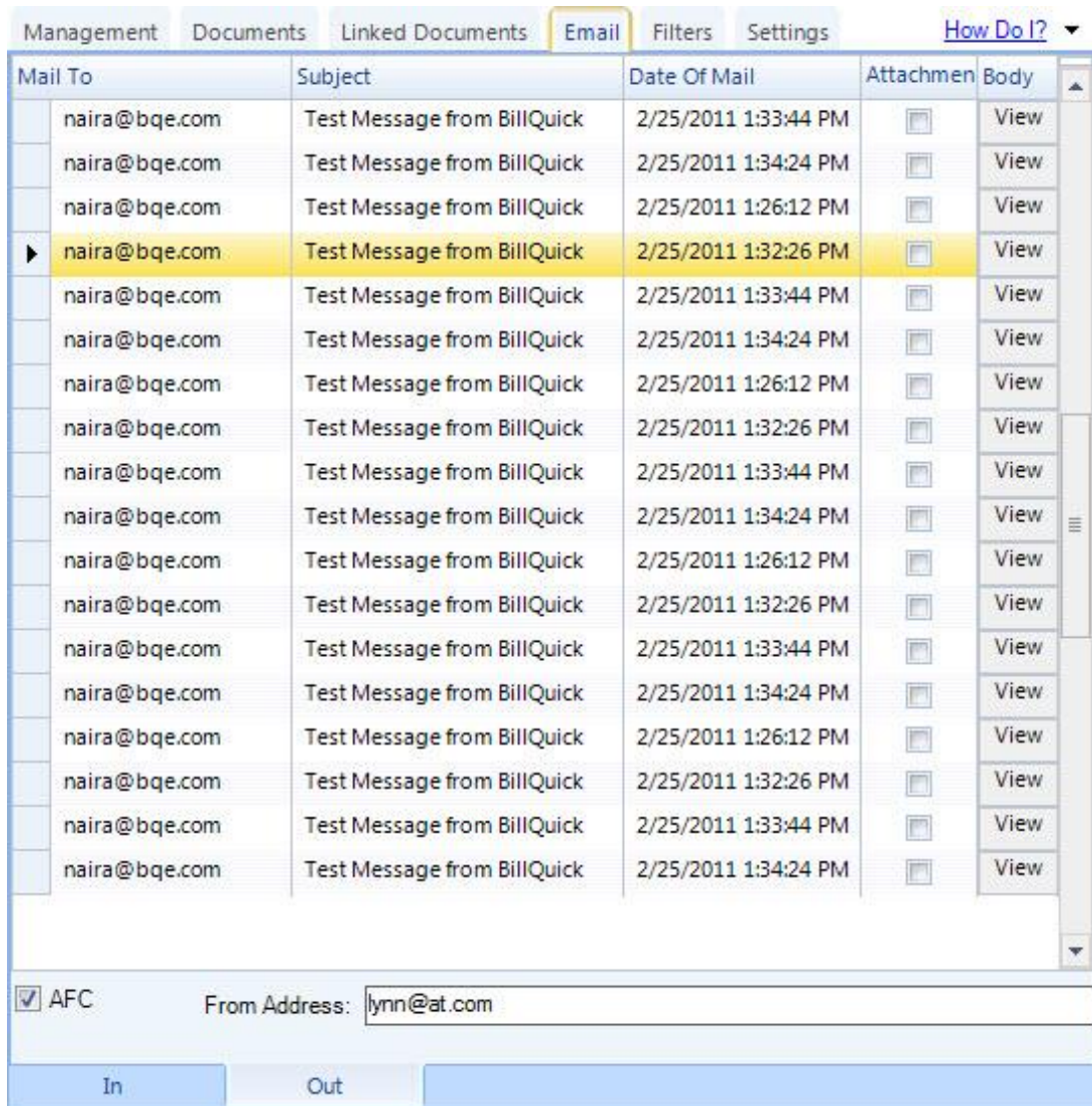
8. When you are done, click Close to exit.

## Viewing Linked Documents

For easy browsing and management of linked files, Document Management screen centralizes all documents and files linked to BillQuick records such as clients, projects, employees, activity codes, vendor bills, budget, fee schedule, invoice, payment, etc. on one screen. You can view, sort and filter all linked files directly from the Linked Documents screen. Security permissions are required to access this information.

To view linked documents:

1. Open the Linked Documents screen from the View menu.

2. Select your View By option. E.g., choose 'All' from the dropdown to view documents linked to all records, regardless of the type.
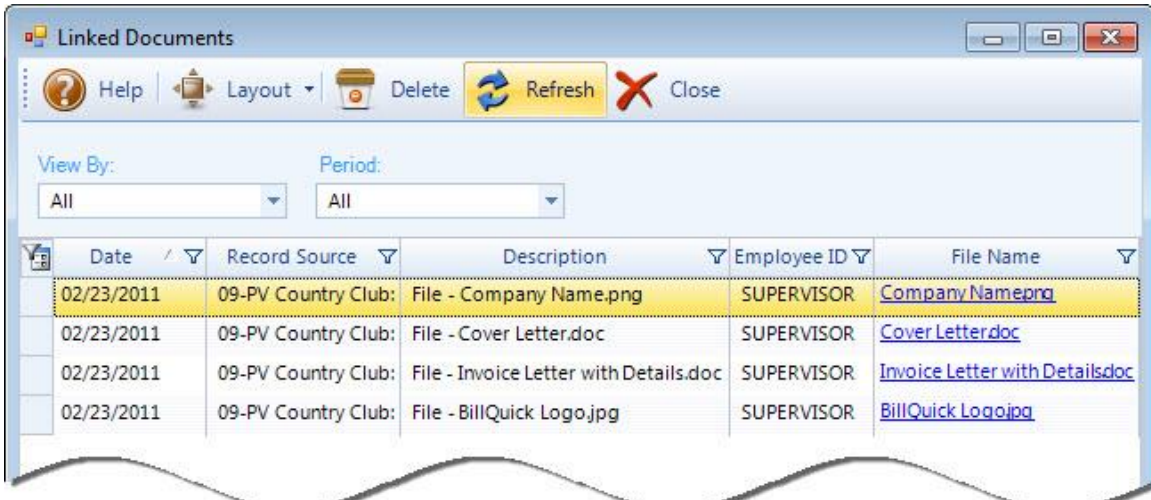


3. Select the Period for which you want to view the linked files. It could be All, This Month or any Custom period.

4. Click Refresh. BillQuick displays all the relevant files attached to the selected record.

> Using funnel filters, you can further refine the list of linked files. For example, you might bring up all linked files, and then use a funnel filter to narrow them to a single employee.

5. You may click on the File Name and launch the file in the native program.

Alternatively, you can see the linked files for clients and projects from the Document Management screen. You can select a client or project in the grid and view all the linked files on its Linked Documents tab.
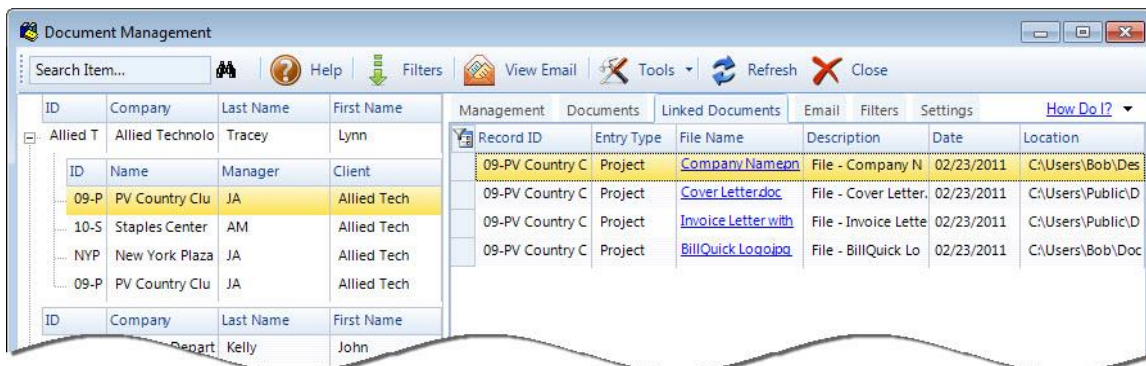


> Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 8

# Time Tracking

- Overview

- Time Entry

- Overtime and Comp Time

- Submit and Approve

- Personal Time Off

- Time Settings

# Overview

BillQuick specializes in time tracking and hence includes various ways to capture time. Depending upon your preferences, you can choose the frequency and method of capturing time for accurate billing and reporting. This section primarily addresses the concerns of a typical timekeeper and reviewer.

① Time entry requires input from the master information in BillQuick. Employees or vendors charge various activities against projects while recording time entries. ② Time is captured according to the rules and settings specified in BillQuick, whether in Global Settings, Preferences, Company, Client or Project screen. ③ You can record time entries in any screen that suits you- Sheet View, Timer or others. In addition, several add-on modules (Web Suite, Outlook Add-In, etc.) allow you to capture hours worked anytime, anywhere. ⑤ Regardless of the internal or add-on module used to capture time, BillQuick can automatically monitor time cards to ensure timely and complete hours from timekeepers. ⑥ You can submit time to the designated reviewers in the company for review and approval. They may reject some entries due to any reason and re-send them to the timekeeper via BillQuick Messages. The timekeeper can edit and re-submit them. The Workflow feature allows you to track all events related to time and expense entries, including submit/approve status. ⑦ The approved time along with the approved expenses becomes the work-in-progress, ready to bill.

| Time Entry | | |
|---|---|---|
| **Area** | **Decision** | **Where to Implement** |
| Historical Time | Ensure you have billed all time in your old system. Enter summary time entries in BillQuick, if desired. | Time Entry screens |
| Smart Time Entry Evaluation | Activate built-in intelligence wherein BillQuick monitors whether a time entry should be billable or non-billable. | BillQuick Start-Up Interview Global Settings-Time/Expense |
| Smallest Time Increment | Define the smallest time increment for rounding both actual hours and billable hours. | BillQuick Start-Up Interview Global Settings-Time/Expense |
| User Interface | Change the colors used to visually identify billable, billed, unbilled and non-billable time entries | Preferences-Format screen |
| Workweek | Specify 'First Day of the Week' date settings. | BillQuick Start-Up Interview Global Settings-Options |
| Time Card Monitoring | Monitor timekeepers for timely entry of hours at a set frequency. | BillQuick Agent add-on module |
| Timekeepers | Set up employee as a BillQuick User with proper | Employee screen |

| Time Entry | | |
|---|---|---|
| **Area** | **Decision** | **Where to Implement** |
| | security permissions. Employees have to enter their own time in BillQuick. | Security screen |
| | Set up employee as a User for relevant BillQuick add-on module. Employees remotely enter their own time using Web Suite, Outlook Add-In. | Employee screen Product Licensing and User Management screen |
| | Set up vendor as a BillQuick User with proper security permissions. Vendors or sub-consultants have to enter their own time in BillQuick. | Vendor screen Security screen |
| | Set up vendor as a User for relevant BillQuick add-on module. Vendors remotely enter their own time in Web Suite, Outlook Add-In. | Vendor screen Product Licensing and User Management screen |
| | Set up employee as a BillQuick User with proper security permissions. This employee has to enter time for all other employees/vendors in BillQuick. | Employee screen Security screen |
| Time Entry | Set standard shorthand codes to describe an extended memo or note when recording a time entry. | Auto Complete screen |
| | Control how far in the past or future a timekeeper can record a time entry. | Global Settings-Time/Expense |
| | Set holiday, sick and vacation activities and track those hours for the employees. You can charge these hours to a project with 'Overhead' contract type. | Employee-Detail screen Activity Codes screen Global Settings-Activity |
| Timer | Set the Timer stopwatch for automatic start. | Preferences-Options screen |
| | Use Timer Control to manage multiple timers in a multi-tasking situation. | Preferences-Options screen BillQuick Timer screen |
| Time Entry Approval | Company does not approve individual time entries. | Global Settings-Time/Expense Project-Detail screen |
| | Assign Manager for time entry approval. A direct supervisor or manager of the employees approves the time entries. | Employee-General screen |
| | Assign Manager for time entry approval. A manager responsible for client relationships approves the time entries. | Client-General screen |
| | Review and/or approve time entries. Set proper security permissions. | Security screen Time Entry screens Reviewer screen |
| Payroll | Send time entries to an accounting package that integrates with BillQuick to process payroll. Specify proper Send Settings for Time Entry. | Integration menu Sync Settings screen |
| | Send time entries to an accounting package that does not integrate with BillQuick to process payroll. Set up a standard export template. | Import/Export screen |

# Time Entry

BillQuick **_STRONGLY_** recommends that you capture all hours worked whether they are billable or not. This includes vacation, holiday, sick, education, research and other activities. If you do not track billable as well as non-billable hours worked by employees, you cannot effectively measure their performance, utilization and profitability. Your time entry options include:

- _Sheet View_ – If you enter time for others, often marking overtime, comp time or extra time for a project, or review entries, then use this flexible, customizable spreadsheet-like time entry screen.
- _Simple Time Card_ – If you work steadily on three, four or five tasks during a day, then use this efficient, quick-to-enter timesheet screen.
- _Timer_ _(on-screen stopwatch)_ – If you switch from task to task through the day – client calls, staff and management requests, emails, impromptu meetings –  then open as many timers as you need. You can easily switch from one timer to another. The Timer Control window manages all timers.
- _Outlook Add-In_ – If you track appointments and hours worked using Microsoft Outlook, then use this BillQuick add-in module to save appointments, tasks and emails as time entries right from Outlook.
- _Web Suite_ – You may have remote offices, staff and managers who work on the road or from remote sites. In such cases, use this web-based module on laptops and smart phones to capture time and expenses.

This section covers the following time entry tasks:

- Vendor Time & Expenses
- Sheet View
- Simple Time Card
- BillQuick Timer
- Calendar View
- Customizing Time Entry Screens
- Filtering Items
- Batch Changing Time Entries
- Deleting Time Entries

# Vendor Time and Expenses

Many companies outsource tasks to vendors (also called subcontractors, consultants, per diems, contract employees, etc.). Whether paid an hourly rate or a flat project fee, it is beneficial to track their hours for reporting and analysis. This information can help improve future estimates, budgets and other decisions.

BillQuick allows vendors to record time and expenses in two ways:

- Mark the vendor as a BillQuick User on the Vendor-General screen. This gives the vendor login access to BillQuick to record time and expenses. (*Remember to set proper security permissions for the vendor.*)

- Create a special employee called 'Vendor' and mark it as a BillQuick User. Individual vendors would log in under this common ID to record time and expenses. *Only one vendor can record entries at a time and would be able to view and edit entries for other vendors.*

# Sheet View

Most timekeepers (employees or vendors) record and review time for projects and administrative activities in Sheet View.

This section covers the following tasks:

- Recording Time in Sheet View
- Copying and Pasting Time Entries

## Recording Time in Sheet View

> *You can record your time entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### Basic Time Entry

To enter time in Sheet View:

1. Select Sheet View screen from the Time-Expense menu, toolbar, Sidebar or navigator.

2. In the key fields above the grid, select 'Employee' from the View By drop-down. Enter your name in the Employee field (depends upon for whom you are recording time).

3. Tab through the Period fields (*you can enter time for any date irrespective of the period selected here*).

4. Click Refresh. If there are existing entries, click New to jump to the last row.

5. In the grid, enter the month, day and four-digit year of your first time entry in the Date field. You can also select a date from the calendar. Press Tab to move on.

6. To charge your time against a project, enter a Project ID. You can also select a project from the drop-down list (*could be Employee or Vendor ID, depending on the View By mode selected above*).

7. Next, enter the Activity ID or service you provided to the client, or select one from the drop-down. In the next field, the activity Description displays. You can edit the description, if desired.

8. Tab to the Hours field (actual hours spent doing work) and enter the time.

> BillQuick allows time entry in the decimal or Hour:Minute format. You can also enter negative time. Internally, BillQuick copies these hours to Billing Hours (B-Hrs) field and rounds it to the next time increment (which is 15 minutes or 0.25 hours by default).

9. To save the new entry, Tab through the remaining fields in the row or click on another row (a beep confirms that). You are done!

## Advanced Time Entry

To add or view additional information:

1. Click  Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2. In the Control Hours field, enter the total number of hours for this session. BillQuick warns you if the total hours entered do not match the control total. *To turn on Control Hours, check the 'Show Control Hours' option on the More tab*.

3. If you prefer, use the Project Name field to select a project for recording a time entry instead of the Project ID.

4. Enter the Start time and Stop time for the task instead of Hours. BillQuick automatically adjusts the time interval and records the time entry.

> The Start/Stop time links to Billable Hours, by default. However, if you want to record this time for Actual Hours instead, you need to un-check this option on the Global Settings-Time/Expense screen.

> BillQuick fills the 'Created On' column with the system date (saved in GMT) automatically when you record a new time entry. You can use this field to sort the grid based on the date when you record a time entry or to trace the order of entering time entries.

5. The 'B' status flag indicates the time record is billable. Billable status defaults from the Activity Code record; however, you can change it here.

6. The B-Hours field displays the billing hours carried from the Hours field. You can adjust the B-Hours here or in the Billing Review screen (*with security permissions*).

7. The Bill Rate and Cost Rate fields are auto-filled if you have defined them in the Activity Codes screen or if the employee-activity combination matches an item in the Service Fee Schedule assigned to the project. *You can change the rates with appropriate security permissions*.

8. Charge Amount for the time entry is auto-calculated by BillQuick (Hours x Bill Rate) but you can change it (*with proper security permissions*).

> If you manually change the Charge Amount of a time entry, it generates or recalculates the write-up or write-down percentage (the normal WUD value being 0).

9. Click  Link Files (when Memo box is open) or right-click on any entry to link a file to the time entry. The grid displays  in the Attachment (F) column to indicate entries having files attached to them.

10. You can mark an entry as OT (overtime). If Automatic Overtime option is on, BillQuick automatically tags the entry when the total hours for the day or workweek exceed Standard Hours.

11. Check the 'Xtra' flag to mark the entry as extra time beyond that allowed under a fixed-type project contract. BillQuick does not deduct the billable extra time from the contract amount, but is in addition to it.

12. Check the Flag 1/2/3 fields for an entry that possesses any special attribute for tracking or reporting purposes. For example, a flag may indicate that a time entry is tax deductible.

13. Tax 1/2/3 rates pull from the activity record. BillQuick sums these taxes and computes the tax for this entry. *With proper security permissions, you can modify these rates here. See Taxes in the Billing Basics chapter for more.*

14. If desired, edit the pre-filled Classification for the employee. *See Determining Rates for more.*

     While fetching a classification, BillQuick will look for it in the following order: Service Fee Schedule, Project Control or Employee screen (Title).

15. BillQuick marks the time entry as 'CT' (Compensation Time) if it triggers automatic comp time computation or a manager can mark it manually. BillQuick banks these hours for the employee to be used in future.

     When comp time is to be used, you would use the special activity code (e.g. GEN:COMP) and charge the hours to the company's Overhead project.

16. Click Tools and select Spell Check to perform a global spell-check of the memo as well as other grid text.

17. Click Tools and select Show Totals to turn on the total fields at the bottom. It displays the total hours (Actual Hours) for any time (Period) selected.

18. Click Auto toggle button to turn on/off auto refresh. If on, BillQuick refreshes the grid automatically whenever you make changes to a key field.

     The Assigned, Used and Left fields at the bottom show the timekeepers how many hours are allocated to the task, how many hours have been used, and how many are left.

To add a memo:

1. Press Ctrl + M in the grid. In the Memo box, enter as much text as you want to describe the task or related events.

2. When you are done, press Ctrl + M to return to the Sheet View grid. Now the 'M' memo checkbox is marked for this time record.

> Using the Memo toolbar, you can cut, paste, change font size, and add bold, italic and underline attributes. You can even perform a spell-check, insert date-time stamp and create Auto Complete codes.

3. Check the 'Memo on Journal' option if you want to add the memo to the time entry as a journal note.

4. By default, BillQuick includes and prints memos on detailed invoice formats. If you want that, keep the 'Memo on Invoices' option checked.

5. Custom 1/2/3 fields in the grid allow you to record additional information about a time entry (up to 50 characters).

> The Custom 1/2/3 fields of activity code will pre-fill the time entry custom fields and inherit the same data type.

To submit time entries:

1. On the grid, 'S' field indicates the Submit-Approve status of a time entry. The status is indicated by an icon:

   [blank] Not submitted   ⬇ Submitted   ➡ Forwarded   ✓ Approved   ✗ Rejected

2. Select time entries to submit.

3. Click Submit. It opens the Submit-Approve screen from where you can submit them to the desired person. See *Submitting and Approving Time* below for details.

To edit time entries:

1. Select the time records that need to be changed.

2. Click Tools and select Change to launch the Time Entry Change screen. It allows you to modify multiple time records at once. (See *Batch Changing Time* below for more.)

3. When you are done, click Close to exit.

## Copying and Pasting Time Entries

BillQuick includes ways to save time recording hours worked. For example, many staff and managers

work on the same projects every day and from one week to the next. Usually, the only data that changes is the date.

BillQuick allows you to copy selected time entries and paste them with/without modifications in the time entry grid. *Result*: You have more hours for billable and productive work.

BillQuick can copy a maximum of 50 time entries at once.

To copy and paste time entries:

1. Open the Sheet View screen.

2. Select the time record(s) in the grid that you want to copy.

3. Click the Copy option at the bottom of the screen.

4. Select the next empty row and then click the Paste option (or use the right-click menu or Edit menu).

5. Optionally, use the Paste Special option to paste your entries. It allows you to modify the Date, Project ID, Group, etc. of the new entries.

6. On the Paste Special dialog, check the 'Increment time entry date by' option and enter '7'. BillQuick increments the entry dates by seven days.
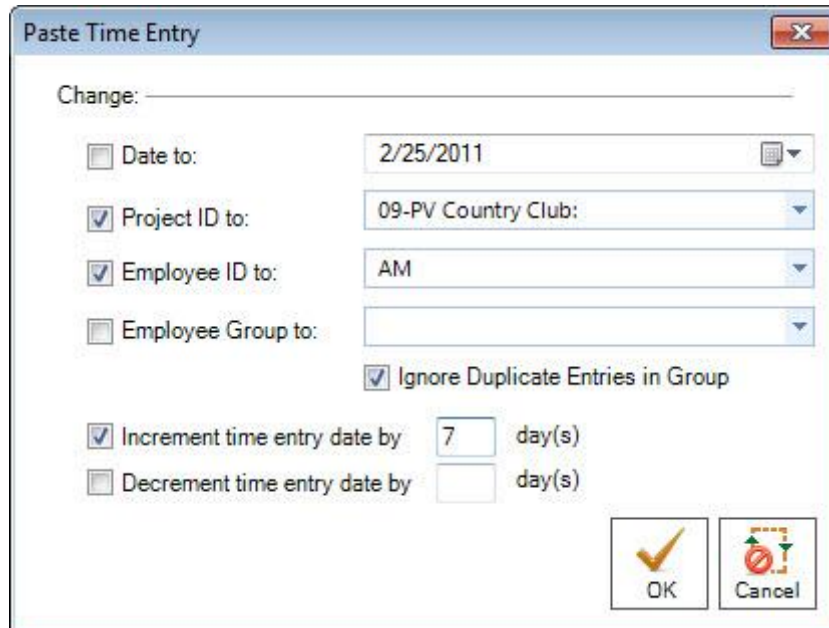
7. Click OK and you are done!

New time entries are added to the grid, exact duplicates of the original except the date has been changed.

> ℹ️ BillQuick duplicates an entry to another row including the Activity ID and Project ID. To change the Date while in the Hour field, use the + key to increase the date and * key to decrease the date.

# Simple Time Card
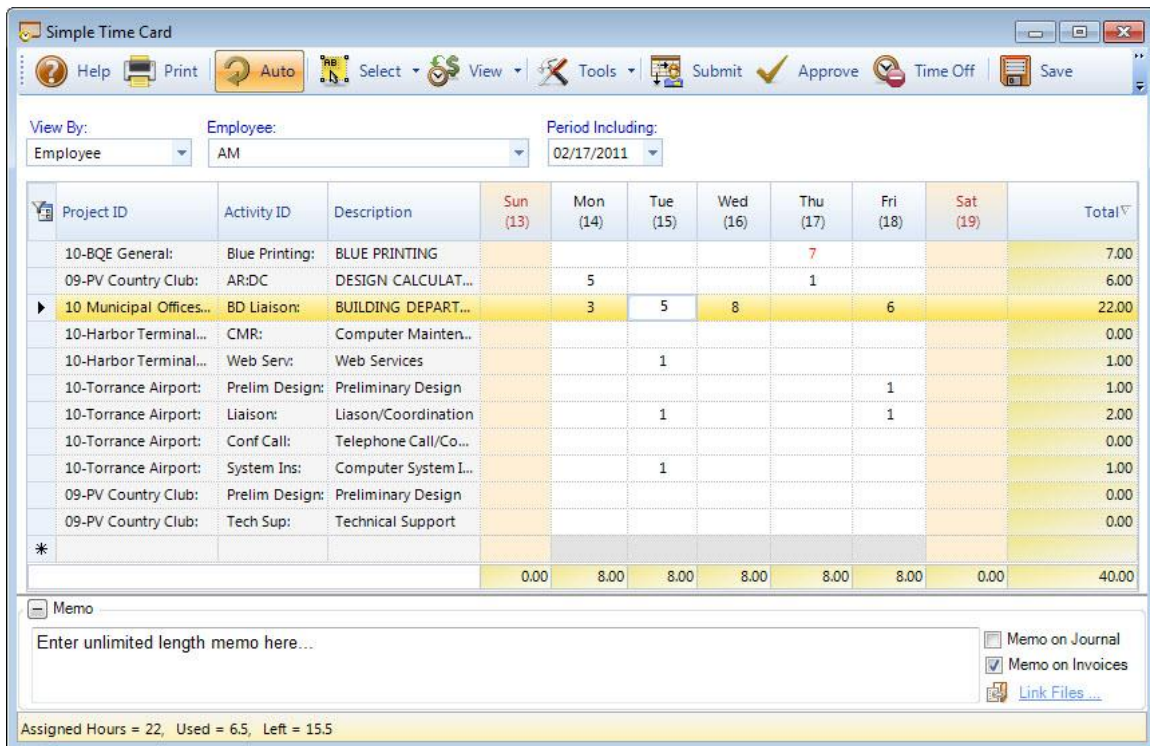
## Recording Time in Simple Time Card

> ℹ️ *You can record your time entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### Basic Time Entry

To enter time using STC:

1. Open the Simple Time Card screen from the Time-Expense menu, toolbar or navigator.

2. Select the View By option, say Employee. In the Employee field, select the desired employee from the drop-down list.

3. Next, enter or select the 'Period Including' date (week) for which you want to record time.

4. Select the relevant Project ID from the drop-down list in the grid. (BillQuick also supports selecting projects by name.)

5. Press the Tab key to move to the Activity ID field. Select an activity from the drop-down list. The associated Description automatically displays.

> Whether or not a time entry is billable depends on its default value in the Activity Codes screen.

6. Move to the next field to enter the billing hours under the desired day/date of the week. Use decimals if needed.

> Weekend dates display only if you turn on that option by clicking Tools and un-selecting Hide Weekends.

7. After entering all your time for other projects and /or activities, click Save and you are done!

**Advanced Time Entry**

To add or view additional information:

1. Click ◰ Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2. Click ◰ Link Files or right-click and select that option from the menu if you want to link any file to the time entry.

3. Click Tools and select Spell Check to perform a global spell check on the descriptions and memos for all time entries in the grid.

4. After entering all your hours and performing other actions, click Save.

To enter a time memo:

1. Press Ctrl + M to open the Memo box from the grid or click ⊞ at the bottom. Enter as much text as you wish; then press Ctrl + M again to return to the grid. (*You can spell-check, edit or date-time stamp your time memo, if desired.*)



> Depending on the invoice format chosen, a time entry memo can appear

on your invoices. Memos also print on various reports.

2. Check the 'Memo on Journal' option if you want to add the memo to the time entry as a journal note.

3. By default, BillQuick includes and prints those memos on detailed invoice formats. If you want that, keep the 'Memo on Invoices' option checked.

To submit your time entries:

1. Select time entries to submit on the grid.

2. Click Submit. It opens the Submit-Approve screen from where you can submit selected time entries to the desired person. See *Submit-Approve below for details*.

3. When you are done, click Close to exit.

# BillQuick Timer

BillQuick Timer is a stopwatch that tracks hours worked on an activity for a project. Multiple timers can run at the same time. You can manage them from a single Timer Control screen, including opening, starting and stopping new timers.

This section teaches you to use the BillQuick Timer:

- Starting and Stopping Timers
- Logging Time from a Timer
- Using Timer Control

## Starting and Stopping Timers

> *You can record your time entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Time Entry**

To start and stop a Timer:

1. Open the Timer screen from the Time-Expense menu, toolbar, Sidebar or navigator.

2. Click Start to start the timer.

You can start and stop a Timer from the Timer Control window. It allows you to control single or multiple timers without using the BillQuick desktop. *See Using Timer Control below*.

3.  Enter the Date for the time entry or select from the drop-down calendar. Timer defaults to the system date of your computer. Press Tab to move between fields or click on the next field.

4.  Enter the Employee ID, Project ID and Activity ID, or select the items from the drop-down lists. The Description defaults to the activity code description. However, you can change the text.

     BillQuick pre-fills the timer with the Project, Activity, and other data from a previously recorded time entry.

5.  When you are done working on the specified activity and project, click Stop. You are ready to log your time entry!

**Advanced Time Entry**
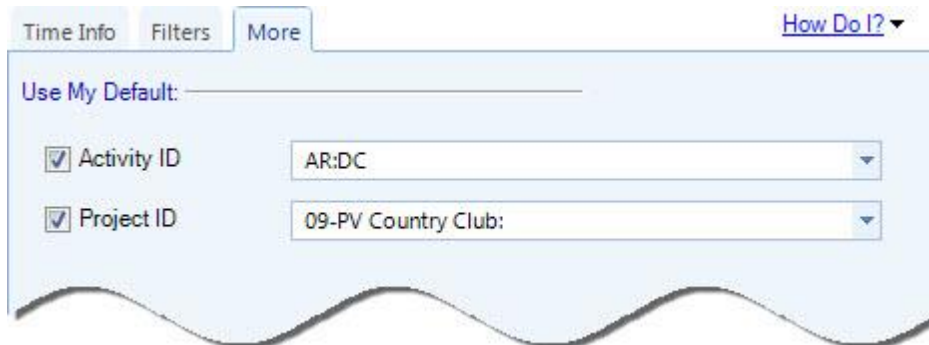
To add or view additional information:

1. When you have an appointment or another activity for which you want an alarm, you can set an internal countdown clock. Enter the time in the 'Beep when Timer reaches' field. It beeps when the clock runs out until you click Stop.

2. If desired, set the reminder 'Chime after every' to sound at a regular interval, such as 15 minutes or 1 hour. Enter the time in a decimal format (e.g. 0.25, 3.5, etc.). This alert can remind you that a timer is running if you are distracted.

3. Check the Pause Timer option to let BillQuick automatically pause your timer because of non-activity or system idle time. You can ignore the idle time or add it back, if desired.

   This is a great feature to avoid the hassle of adjusting the timer when you forget to stop it prior to any meeting or a going out for lunch. You can specify the pause time in the Preferences-Options screen.

4. Check 'Always on Top' option to display the timer on top of the applications running on your computer screen.

5. Mark the 'Remember' checkbox for the timer to memorize the data (including time) if the screen is closed, computer is shut down or you lose power.

6. While you are working—talking to a client or a prospect on the phone or to an associate about the project—add notes or memo by clicking Show Memo. BillQuick retrieves the associated activity memo for the time entry, which you can edit here.

7. You can specify various filters on the Filters tab for selective viewing of data in the dropdown lists. Click Filters toggle button to turn on/off all defined filters. (See *Filters* below for more.)

8. Click on the More tab and set the default Activity ID and Project ID for the time entries. BillQuick pre-fills these default IDs in the respective fields on the Time Info tab.



## Logging Time from a Timer

After recording time using a Timer stopwatch, you need to save or log time to the BillQuick database. If

you have used a timer previously without saving it, BillQuick prompts you via Reminders or Messages to open and save it (*provided you have checked the Remember option*). You can also access all unsaved timers using the 'Open all Unsaved Timers' option from the Time-Expense menu.

To log a time entry:

1. After you click Stop, check the time entry. Do you need to change the status for Billable, Extra or Overtime? If so, do so.



2. Next, look at the Adjusted Time. Did you forget to turn off the timer when the telephone call came in or when a staffer stopped to discuss a project issue? Did you forget to start the timer when you began a task? If so, you have two options.

   Click the stopwatch 00:48:39 . As needed, enter a new value, click ∨ to decrease elapsed time or click ∧ to increase the time. The Adjusted Time field changes accordingly.

3. Total captured time displays in the Adjusted Time field. BillQuick automatically adjusts it based on minimum time increment (default is 0.25 hours or 15 minutes). If desired, you can manually adjust it here.

4. You can see the hourly Bill Rate and Cost Rate for a task. These rates may be defaults from the timekeeper's profile, special SFS rates assigned to the project or ones assigned to an activity code. *You can change it with proper security permissions*.

5. Tax 1/2/3 rates pull from the activity record. BillQuick sums these taxes and computes the tax for the entry. With proper security permissions, you can modify these rates.

6. Check the 'B Hrs' option and then manually enter a value into the box for the Billing Hours. This value is recorded when you log the time entry to the database.

7. The Billable status flag indicates the time record is billable. It defaults from the activity record but you can change this status here.

8. When the 'Extra' option is checked, BillQuick records the entry as extra time beyond that allowed under a fixed-type project contract. BillQuick does not deduct this extra time from the contract amount but records it in addition to it.

9. You can mark an entry as OT (overtime). If Automatic Overtime option is on, BillQuick automatically tags the entry when the total hours for the day or workweek exceed Standard Hours.

10. Click Log and select Log Time to save and add the time entry to the database. Else, select Log/Submit to save and submit the time entry.

11. When you are done, click Close to exit.

## Using Timer Control

The BillQuick Timer Control window opens automatically when you launch a timer so you can manage multiple timers from a single screen. It stays on top of Windows desktop and any application; it can be moved anywhere on your screen. When active, Timer Control displays the status about all open timers. With a quick scan, you know how much time is recorded against an activity and a project.

If desired you can turn off Timer Control and manage timers from the BillQuick desktop (*Preferences-Options screen*).

To use a Timer Control:

1. Click Start to start the timer for the selected task (project-activity row). Else, click New to open a new Timer window.

2.  Check the Status field to see whether the timer is currently running or stopped. Currently running timer row has a green background.

3.  Click Project or Activity fields to change them, if desired.

4.  Click ⊞ to add a Memo for the selected time entry or Description for the selected activity.

5.  Click Show to open the BillQuick desktop and display the Timer window for the highlighted row.

6.  Click Stop to stop the timer for the selected task.

7.  Click Log to choose an option from its dropdown list:

    - 'Log Timer' option to log the recorded time for the selected row.
    - 'Log All' option to log the recorded time for all rows (all timers).
    - 'Log and Submit' option to log the recorded time for the selected row and submit it as well.

8.  When you are done, click Close to exit.

# Calendar View

Calendar View is best suited for timekeepers who work on a limited number of projects. You can enter or view time sheets for a week or two week (bi-weekly) period.

## Recording Time in Calendar View

> 🛈 *You can record your time entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### Basic Time Entry

To enter time in Calendar View:

1.  Open the Calendar View screen from the Time-Expense menu, toolbar or navigator.

2.  Select the View By option, say Employee. In the Employee field, select the

desired employee from the drop-down list.



3.  Next, enter or select the 'Period Including' date for the desired week or the first week when a biweekly layout is chosen.

4.  Select the relevant Project from the drop-down list in the grid.

5.  Press the Tab key to move to the next field to enter the billing hours 'H' under the desired day/date of the week. Use decimals if needed.

     Weekend dates display only if you turn on that option by clicking Tools and un-selecting Hide Weekends.

6.  Move to the next field (AC) to enter or select an activity from the drop-down list.

7.  Similarly, enter time for other projects and activities. Check the Total hours logged per project/employee or per day basis. You are done!

**Advanced Time Entry**

To add or view additional information:

1. Enter the total hours to record in a data entry session in the 'Ctrl Hrs' field. If you attempt to end the time entry session and hours entered are more or less than the control hours, a message displays.

2. Move to Filters tab and set the desired filters. You can turn on/off all defined filters by clicking Filters toggle button. (*See Filters below for more.*)

3. Click Tools and select Show Totals to turn on the Totals fields at the bottom.

4. Click Auto toggle button to turn on/off auto refresh. When turned on, BillQuick automatically refreshes the grid whenever you change a key field.

5. Again, click Tools and select Show Two Weeks to display two weeks in the grid. This is useful if you enter time on a biweekly basis.

To add a time memo:

1. Press Ctrl + M to open the Memo box from the grid or click [+] at the bottom. Enter as much text as you wish.



2. Press Ctrl + M again to return to the grid. (*You can spell-check, edit or date-time stamp your time memo, if desired.*)

> Depending on the invoice format chosen, a time entry memo can appear on your invoices. Memos also print on various reports.

3. Check the 'Memo on Journal' option if you want to add the memo to the time entry as a journal note.

4. By default, BillQuick includes and prints memos on detailed invoice formats. If you want that, keep the 'Memo on Invoices' option checked.

To submit time entries:

1. Select time records to submit on the grid.

2. Click Submit. It opens the Submit-Approve screen from where you can submit them to the desired person. See *Submitting and Approving Time* for details.

3. When you are done, click Close to exit.
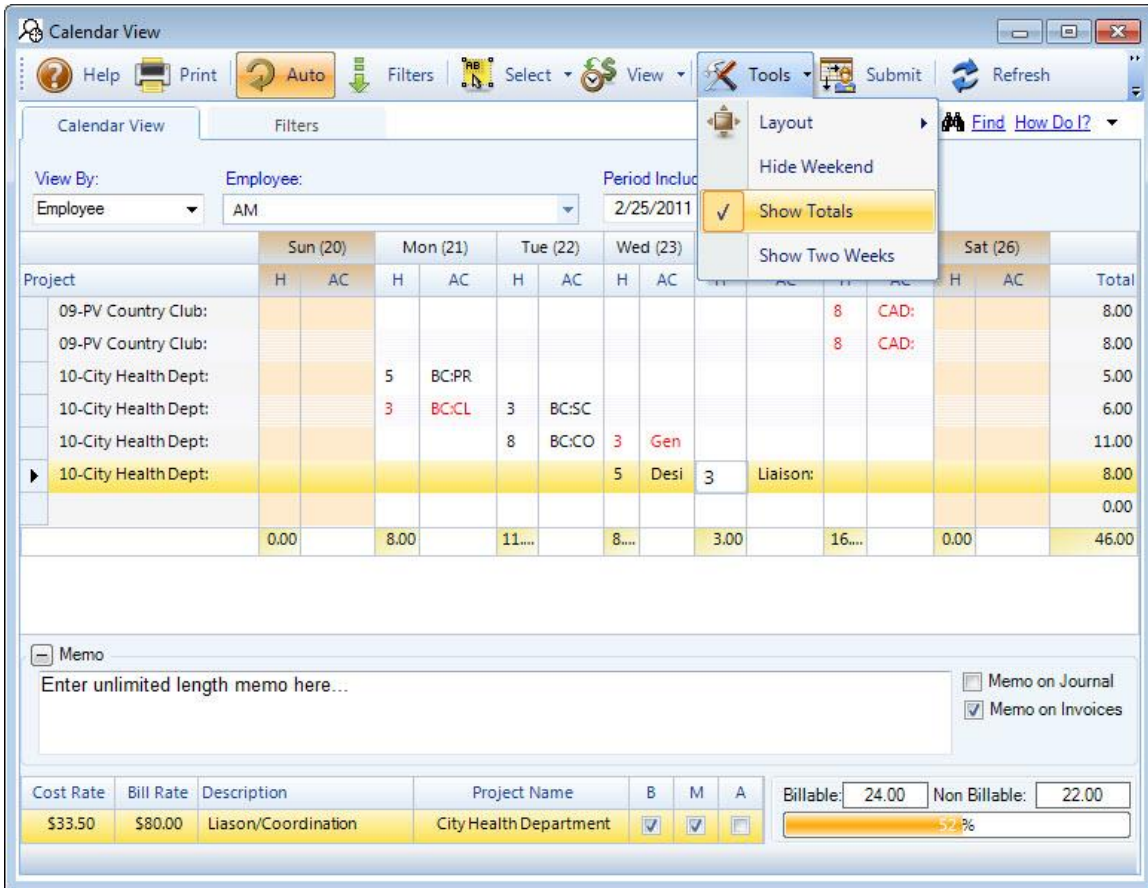
BillQuick automatically pre-fills Calendar View with the projects you worked on last week. You can uncheck that option on the Filters tab. The default is the last ten projects, but you can set the number higher or lower on the Preferences screen.

## Customizing Time Entry Screens

You can customize the columns or fields in a time entry grid, as per your preference. To do so:

1. Open the Calendar View screen from the Time-Expense menu, toolbar, Sidebar or navigator.

2. By default, the weekends do not display in the grid. Click Tools and select/un-select Hide Weekend to hide/show weekends in the grid.



3. In addition, by default, you can view one week on the grid. Click Tools and select Show Two Weeks to show two weeks on the grid.

4. BillQuick remembers the settings in future. When you are done, click Close to exit.

# Filtering Items

While recording a time entry, you can filter items in the grids and dropdown lists by using the Filters feature. To do so:

1. Open the Sheet View screen.

2. Select View By: Employee and select the desired Employee from the drop-down list.

3. On the Filters tab, click on the desired filter- Project, Employee, Activity, group or any other option.
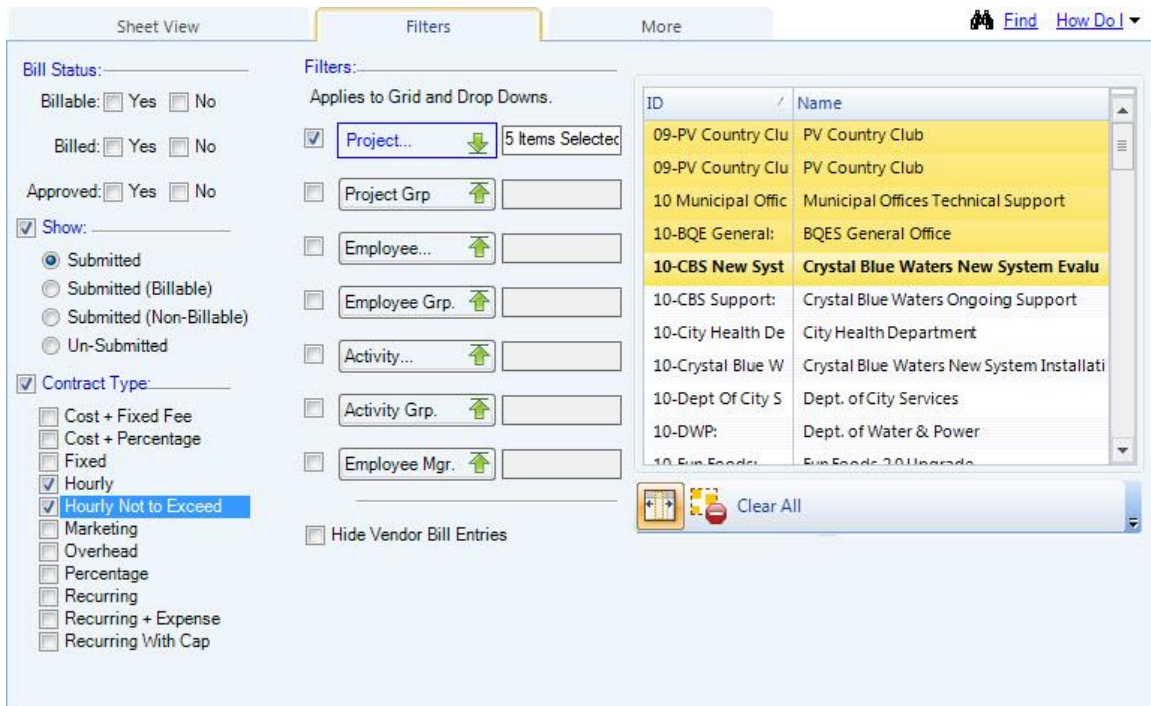


4. Select the relevant items from the grid on the right and then click on the filter again. BillQuick filters the selected items and marks the checkbox next to that filter.

5. Optionally, check or select the other available options to filter items based on Bill Status, Contract Type, etc.

6. Move to the Sheet View tab and click Refresh. Make sure you have clicked the main Filters (on/off) button.

7. You can view only the selective items, thus shortening the lists and making the time entry or review process faster.

# Batch Changing Time Entries

Errors, late updates to service fee schedules, changes in project or activities, and other situations can result in the need to change multiple time entries. Modifying them one-by-one is time-consuming and increases the risk of introducing new errors. BillQuick allows you to batch modify entries for straightforward A-to-B changes.

BillQuick allows you to change the cost rate on billed entries except for those entries that are on a Cost Plus invoice. However, you should have the security permission to edit billed time. In addition, in the View by Project mode, you can mark time entries as billed and associate it to a previously processed invoice. See *Progress Billing* for more.

To make a batch change:

1.  Open the Sheet View screen.

2.  On the Sheet View tab, select Project or Employee for the View By field. Your choice depends on which will best populate the grid with the time entries you want to change.

3.  Accordingly, select the Project or Employee ID, Period and Period Including for your situation. Click Refresh to populate the grid with time entries.

4.  In the grid, select the time entries you want to change. Then click Tools and select Change.

5. On the Change screen, enter new values or to select them from the drop-down lists to replace the current values.

6. Select True or False for each flag you want to change.

7. The checkbox is marked when you enter a new value. Click OK to apply the changes.

8. When you are done, click Close to exit.

## Deleting Time Entries

Deleting an employee or vendor record *does not* delete time, expense or other data associated with it. Thus, when required, you need to delete time entries directly from the time entry screen.

To delete time entries:

1. Open Sheet View from the Time-Expense menu, toolbar, Sidebar or navigator.

2. Select the View By mode. Then select the project or employee from the dropdown.

3. Next, move to the Period field and select the period for which you want to delete the time entries. Click Refresh to display the specified time entries.

4. Click Select and choose Select All option. Right-click and choose Delete.

5. When you are done, click Close to exit.

> In Simple Time Card, you can clear the grid of the previously used projects. Click Tools and select Clear to clear rows with no hours.

# Special Time

Besides the regular time, BillQuick lets you tack special time like overtime, compensation and banked time, extra time, overhead time, etc. This section covers the following:

- Overtime and Comp Time
- Tracking Overhead Time

# Overtime and Comp Time

You may want to track your employees' overtime or compensation time, or even both. The extra time worked by employees (or vendors), whether in the form of overtime or comp time (banked hours), can be calculated in BillQuick using its effective time tracking system.

BillQuick allow you to specify the standard hours and overtime settings for an employee to track overtime. Depending upon whether standard hours are set per day and/or per week, extra hours logged by an employee will be flagged as OT (*overtime*), on a daily and/or weekly basis. In this case, BillQuick

- calculates Bill Amount using regular Hours with the appropriate standard Bill Rate
- calculates Bill Amount using Overtime Hours with the appropriate Overtime Bill Rate
- calculates Cost Amount using the appropriate regular and overtime cost rates

If the Automatic Overtime option is **not** checked but you have specified the comp time details, BillQuick will track your comp time instead. Depending upon the comp time frequency and hours set, BillQuick will flag the extra hours logged by an employee as CT (*comp time*). When both overtime and comp time options are set, it will flag the extra hours logged by an employee as CT *and* OT. However, if there is a conflict, overtime settings take precedence over comp time. While recording time entries these rules are automatically monitored by BillQuick.

> If you change previously recorded time entry, BillQuick **will not** recalculate OT or CT. E.g., if you change the previous 8 hours of regular time to 6 hours, BillQuick will not recalculate OT/CT nor set the flag to false. You have to manually verify and edit that time entry.

Depending on the settings in the Employee screen, the outcome might be:

| Setting | BillQuick Action |
|---|---|
| Standard Hours = not defined | No evaluation of OT |
| Standard Hours = 8 Hrs Per Day, 40 Hrs Per Week Automatic Overtime = not checked | When TE = 10 Hrs, BillQuick records it as 10 Hrs regular time |
| Standard Hours = 8 Hrs Per Day, 40 Hrs Per Week Automatic Overtime = checked | When TE = 10 Hrs, BillQuick splits it as 8 Hrs regular time, 2 Hrs = OT |
| Comp Time Details = 8 Hrs, Daily | When TE = 10 Hrs, BillQuick splits it as 8 Hrs regular time, 2 Hrs = CT |
| Standard Hours = 8 Hrs Per Day, 40 Hrs Per Week Automatic Overtime = checked Comp Time Details = 8 Hrs, Daily | When TE = 10 Hrs, BillQuick splits it as 8 Hrs regular time, 2 Hrs = OT, 2 Hrs =CT |
| Standard Hours = 8 Hrs Per Day, 40 Hrs Per Week Automatic Overtime = checked Comp Time Details = 10 Hrs, Daily | When TE = 10 Hrs, BillQuick splits it as 8 Hrs regular time, 2 Hrs = OT When TE = 12 Hrs, BillQuick splits it as 8 Hrs regular time, 4 Hrs = OT |
| Standard Hours = 40 Hrs Per Week Automatic Overtime = checked Comp Time Details = 8 Hrs, Daily | When TE = 10 Hrs, BillQuick splits it as 8 Hrs regular time, 2 Hrs =CT When TE = 42 Hrs, BillQuick splits it as 40 Hrs regular time, 2 Hrs = OT, 2 Hrs = CT |

Select the task you want to perform:

- Tracking Overtime
- Tracking Comp Time

## Tracking Overtime

To track overtime:

1. Open the Employee screen from the View menu, toolbar, Sidebar or navigator.

2. Select an employee from the grid list; then click on the Detail tab.



3. Enter the Standard Hours Per Day and Per Week for the employee, say 8 hours per day and 40 hours per week.

4. Next, check the 'Automatic Overtime' option to calculate overtime whenever the time entry exceeds the standard hours.

5.   When you are done, click Save and then Close to exit.
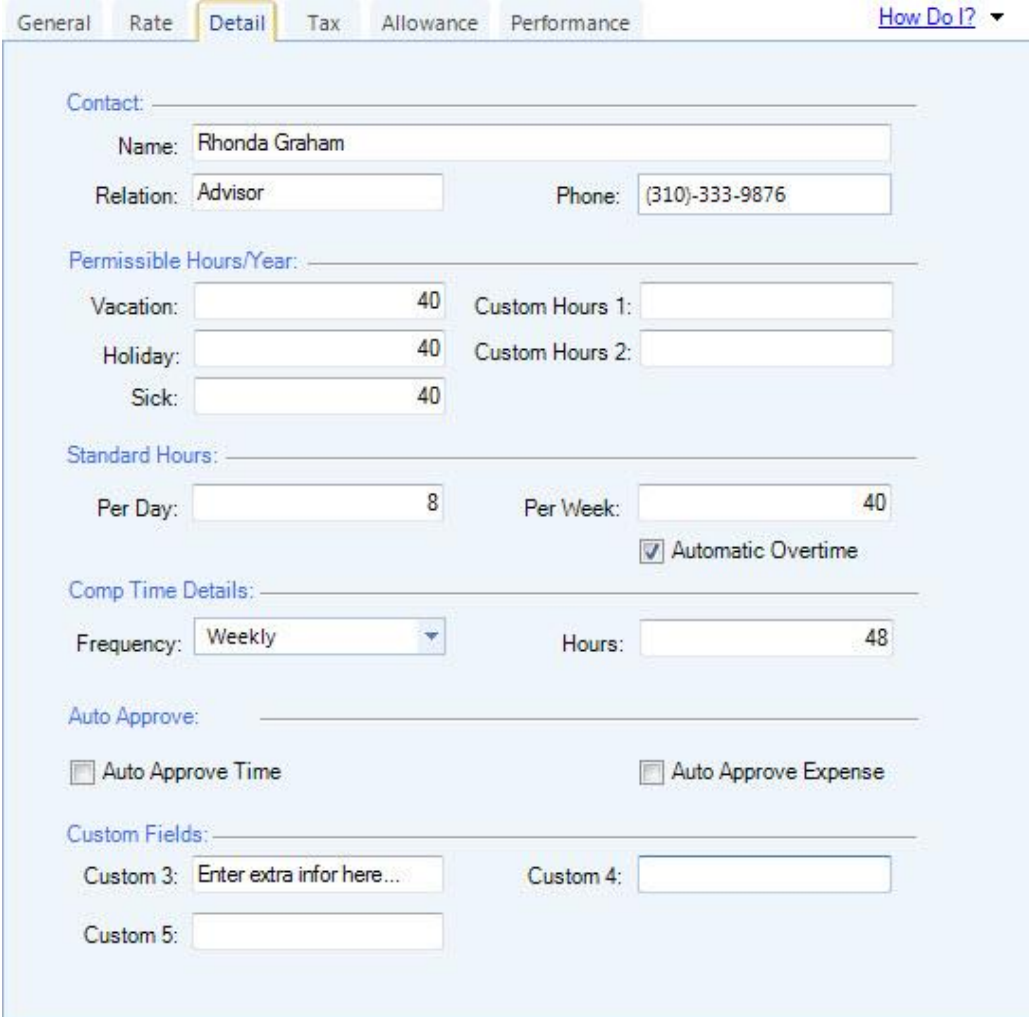

## Tracking Comp Time

When employees work for extra hours, they can record it as non-billable comp time (banked hours). When these employees use their banked comp time, a special GEN:COMP activity code is to be used while recording that time entry. *Usually, a company charges comp time to the Overhead project.*

> GEN:COMP can be replaced by any activity code you want using Global Setting-Activity screen (from the Settings menu).

To track comp time:

1.   In the Employee screen, select the Detail tab.



2.   In the Comp Time Details section, set the Frequency and Hours for calculating banked comp time. E.g., if you want BillQuick to calculate comp time for this employee whenever time entry

exceeds 48 hours per week, then you may enter Frequency=Weekly, Hours=48.

3.  Record one time entry for all the banked compensation time that the employee currently has against the Overhead project and a non-billable activity code (but not GEN:COMP).

    Else, an employee can record time entries as usual and then BillQuick will automatically calculate banked comp time based on your settings.

4.  If the employee want to use these banked hours, time entry should be recorded using the GEN:COMP activity.  This will reduce the employee's banked comp time.

    > You can have negative comp time by using the GEN:COMP activity for more than your banked comp hours.

5.  Run the Employee Comp Time report (from the Reports menu, Employee). It should display the banked comp time for that employee. You can also compare the compensation time earned by the employee to compensation time utilized.

## Tracking Overhead Time

In many companies, you have to keep track of internal activities and expenses, even though they may be non-billable. You may want to track overhead time like vacation, holiday, sick, company meetings, training, research, etc.  In any case, time and expenses flow to the project, allowing you to track utilization of all employees and, both billable and non-billable activities –whether you do them for a revenue project or an in-house overhead project.

BillQuick requires you to set up projects with some required data such as client, manager, contract type and so on. An overhead project will require you to set up your company as a 'client' and then assign the overhead project to it.

To track overhead time:

1.  In the Client screen, set up a client record for your company, say 'My Company'.

2.  In the Project screen, set up a project for general office activities, say 'General Office' or 'Overhead'.

3.  Assign the client, 'My Company' to this project.

4.  Next, assign the owner/principal/manager of your firm (whoever checks and approves general office time and expense) as the Project Manager.

5.  Select Overhead as the Contract Type and set the Status to 'Active'.

    > Overhead contract type triggers a business rule to flag all time and expenses charged to an overhead project as non-billable, regardless of the activity code's default status.

6. Now you can record your time entries against this 'General Office' or 'Overhead' project with any general office activities.

> When comp time is to be used, you would use the special activity code (e.g. GEN:COMP) and charge the hours to the company's Overhead project.

# Submit-Approve

BillQuick's built-in submit and approve features enable timekeepers to follow company policy and submit time to a client manager, project manager, employee manager or a specific person. Once submitted, BillQuick notifies the manager or reviewer concerned about those entries via the Reminders, Company Navigator or email. For a company that follows a submit-review-approval process, BillQuick's built-in workflow makes the process easy and fast.

A chain of reviewers can check time and expenses before a final reviewer approves them. You must review time and expense entries no less than once a week to avoid write-offs due to fuzzy memories. Sometimes this process is called 'posting' or 'releasing work-in-progress'. Only approved entries are available for billing even though BillQuick charges all entries against the budget or contract amount.

> You can track the entire submit-approve process for time entries from the Workflow event-tracking screen.

This section covers the following tasks:

- Submitting Time Entries
- Reviewing Time Entries
- Notifying Managers
- Approving Time Entries

## Submitting Time Entries

BillQuick prompts you automatically for submission of new time and expense entries if you set that option in Global Settings. If you ignore that, BillQuick will remind you about it upon login via messages or reminders. You can submit same item to multiple people. For example, you can submit your time for payroll approval to Jennifer and for billing approval to Wendy.

To submit time entries:

1. Open any time entry screen: Simple Time Card, Sheet View or Calendar View.

2. Select the time records that you want to submit to a particular reviewer. *BillQuick will submit all the selected rows to the same person*.

3. Click Submit to open the Submit-Approve screen.

4. Select the person to whom you want to submit the entries. Commonly, you submit hours charged to a billable project to the Project Manager or Client Manager. You may submit the non-billable time charged to the Overhead and Marketing projects to a Specific person or My Manager (your direct supervisor). *Your BillQuick Supervisor will provide submission instructions.*

5. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.

6. If required, add a memo to your submission. You can enter unlimited text here.

7. Click OK and you are done!

## Reviewing Time Entries

Time entries can be viewed in any of the time entry screens—Sheet View, Simple Time Card or Calendar View. You can also review both time and expense entries in the Reviewer screen. A project manager primarily performs this function but a billing manager or BillQuick Supervisor can also do it.

To review time entries in Sheet View:

1. Open the Sheet View screen.

2. You can view the time information in the View By: Project/ Employee/ Vendor mode. Employee is the default selection, but you can choose Project for now.

3. Accordingly, select the Project whose time records you want to review.

4. In the Period and Period Including field, enter the date of the time entries you want to view.

5. Click Refresh. All the time entries meeting your criteria display in the grid.

6. Click ⊞ Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

7. You can scan the list of entries and instantly know their status by the color of the text:

> Billable – **Black** text
> Non-Billable – **Red** text
> Billed – **Blue** text

8. A manager can adjust time entries by a write-up/down as part of his billing decisions. '0' indicates no adjustment; '50' indicates increase in value by 50% and '-50' indicates decrease by 50%. You can adjust time entries using the Write-Up/Down option on the Change screen as well.

When you turn on the total fields, BillQuick displays total hours by day and overall total for any period selected by you- Week, Year, All, etc. For any chosen period, BillQuick displays total regular, overtime and comp time hours. Total regular hours include billable and non-billable entries. Additionally, BillQuick displays statistics that break down the hours into billable and non-

billable. The bar graph shows the percentage of billable hours among the displayed time entries.

Project managers may utilize these fields when reviewing all time charged to a project. By selecting View By: Project and 'All' for Period, totals and statistics quickly break down billable and non-billable hours charged to-date to the project. Non-billable hours may indicate how much time was lost or given away to gain or keep the business. You can further refine the displayed records by filters.

Another potential use of the information here is to check an employee's year-to-date billable and non-billable time. By selecting View By: Employee and 'Year' for Period, a manager can gauge performance (printed reports showing this information are available).

9.  Review, edit or approve entries, as required (*See Approving Time Entries below*). When you are done, click Save and then Close to exit.

To review time entries in the Reviewer screen:

⚠️ The Reviewer screen is available in the BillQuick Enterprise edition only.

Accessible from the Time-Expense menu, the Reviewer screen allows you to review, submit, approve and reject entries made by employees and vendors for various projects.
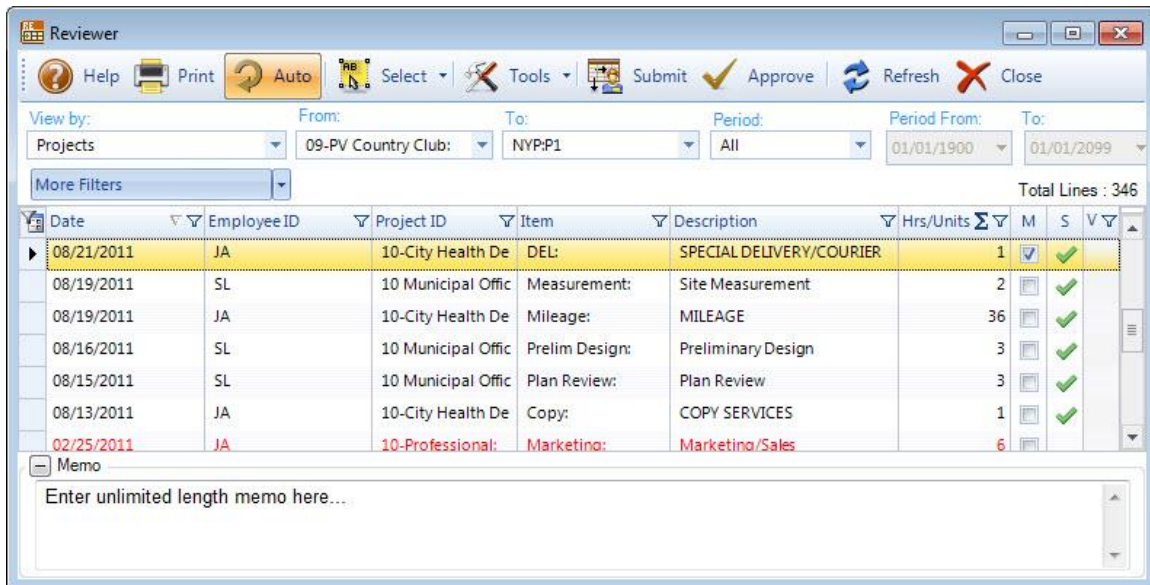


The grid displays color-coded entries based on their status: **Black** for Billable, **Red** for Non-Billable and **Blue** for Billed. Security permissions restrict who sees bill and cost rates on the screen and in reports, as well as who can edit time and expense records should they need adjustment. You can double-click a time entry to open it in the Sheet View screen.

Reviewer screen provides the Update Rates right-click menu option, which allows you to batch update the current bill rates of the selected time entries based on the updated Service Fee Schedule rates (or other rates as per the Rate Hierarchy). The right-click menu also gives you the option to edit the selected time or expense entry by opening it in the respective screen (Sheet View or Expense Log).

## Notifying Managers

Reviewers and managers need to leverage their time, whether they are in or out of the office. Rather than remembering to check for submitted time on the Company Navigator (Workflow section) or Reminder screen, BillQuick can notify managers *proactively* by email when someone submits time entries.

To activate this feature:

1. Log in to BillQuick as a reviewer and open the Preferences screen from the Settings menu.

2. On the Notifications and Reminders panel, check 'Email me when Time or Expenses are Submitted to me'.

3. When your 'email received' indicator flashes, you can immediately log into BillQuick or Web Suite — in the office or on the road — and review, reject or approve time entries.

## Approving Time Entries

BillQuick automatically routes time entries to the person responsible for reviewing and approving them. The next time a reviewer logs into BillQuick, it will remind him or her via the Reminders screen, Workflow section of the Company Navigator or email that time entries are waiting for review. Alternatively, a reviewer can use the Reviewer screen to view as well as approve time and expense entries for multiple projects, clients, etc. Managers can view and track the submit-approve status of all time, expense, invoice and other data in BillQuick from the Workflow screen.

> Managers, directors and CEOs always want all their time to be approved. To approve time entries automatically for all users, check the auto-approve option on the Global Settings-Time/Expense screen. If you want to approve time entries only for a specific project, activate the 'Auto Approval TE' option on the Project-Detail screen.

To approve submitted time entries:

1. Open your Reminders screen. Double click on any item to open in the Sheet View screen. Else, directly open the Sheet View screen.

2. On the Sheet View screen, check hours, bill rate, memos and other information as required. If you have appropriate security permissions, you can edit time entries (including bill and cost rates).

3. Select the entries to be approved and click Approve.

4. If you want to send entries to another person for further review (a review chain), or you want to reject one or more entries, click Submit and choose the desired (Submit or Reject) option. When a reviewer approves or rejects a time entry, the BillQuick staff receives an email notification about it.

> When you reject entries, you have the option of sending a message to the users. They will receive it the next time they log into BillQuick. The Workflow screen enables you to reference the rejected entries.

8. When you are done, click Close to exit.

> For timekeepers to be able to approve their own time entries, they must have both 'Allow to Approve time entry' and 'Allow Approve My time entries' security permissions.

# Personal Time Off

No more paper trails for requesting time off. BillQuick provides a feature that allows your employees to request time off and give your managers the tool to review these requests and take appropriate action. Supervisors or managers can approve it, reject it or forward it for further approval. Addition of personal time off (PTO) functionality to the time sheets simplifies the process of requesting and approving PTO.

You can request Personal Time Off from various time and expense screens. Once requested, BillQuick notifies the approver or supervisor automatically about the PTO requests via BillQuick Messages or email. The Personal Time Off Review screen then allows the approver to take the appropriate action on it.

⚠ The PTO feature is available in the BillQuick Enterprise edition only.
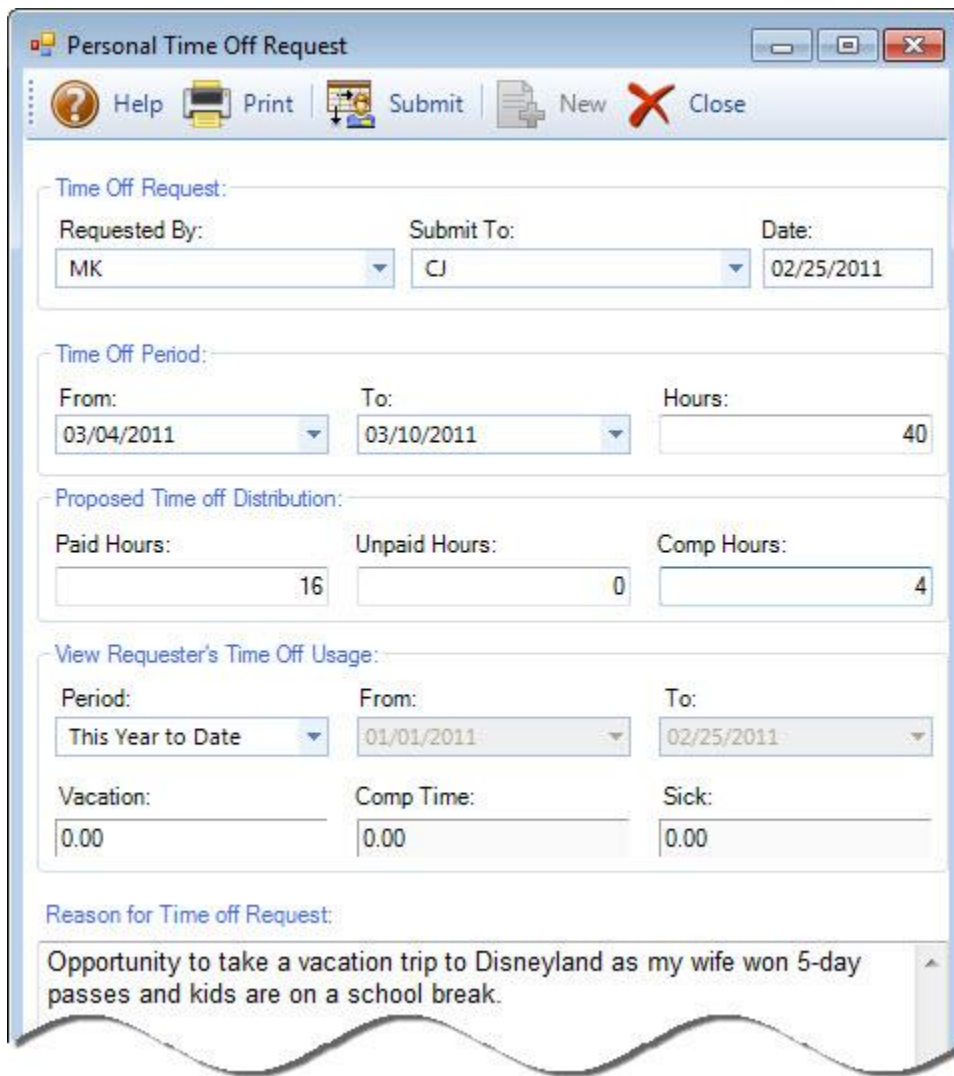
This section covers the following tasks:

- Requesting Personal Time Off
- Approving Personal Time Off Request

## Requesting Personal Time Off

To request time off:

1. Open the Personal Time Off Request screen from the Time-Expense menu.

2. Click New to create a new PTO request.

3.  In the Time Off Request section, specify your Employee ID in the Requested By dropdown.

4.  Select the ID of the approver (or supervisor) in the Submit To dropdown.

5.  Next, in the Time Off Period section, specify your From-To dates for which you want a time-off. It automatically calculates the Hours involved (you can even adjust them).

> Employees need not worry about weekends. For the date range chosen, Hours includes only standard workdays.

6.  You can propose what accumulated hours to use for the time off. In the Proposed Time Off Duration section, accordingly enter the Paid, Unpaid or Comp Hours.

7.  Enter your reasons for the PTO request in the memo box at the bottom.

8.  Click Submit. BillQuick sends the request to your approver via BillQuick Messages. It also prompts you to send it via email.
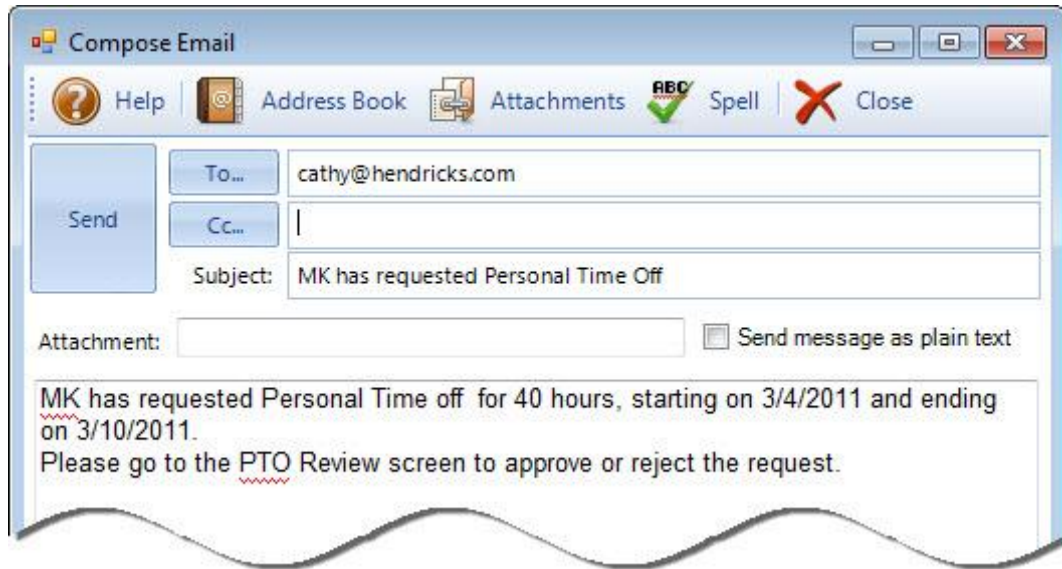


9.  When you are done, click Close to exit.

> You can set the option on the Preferences-Notification and Reminders screen to email you when the reviewer approves or rejects your PTO request.

## Approving Personal Time Off Request
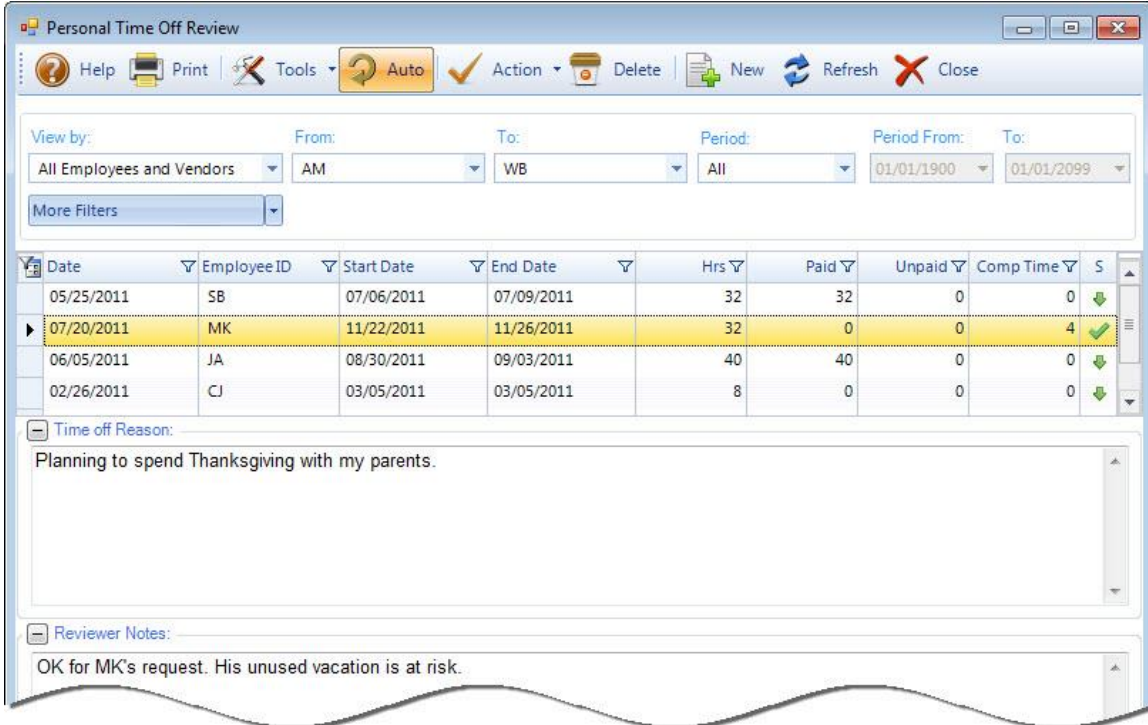
A reviewer or supervisor receives of personal time off requests in many ways. When you (manager) log in, the BillQuick Message Alert notifies you. Optionally, BillQuick will route messages to your email account. If you prefer using Reminders, the request will display there too. You can then review and take appropriate action on these requests.

![info icon] You can set the option on the Preferences-Notification and Reminders screen to email you when someone submits PTO request to you.

To approve a PTO request:

1.  Open your Reminders screen and double-click on the PTO request reminder awaiting you. Else, open the Personal Time Off Review screen from the Time-Expense menu.

2.  On this screen, select the desired View by mode (say All Employees and Vendors).



3.  Select the IDs in the From-To fields and the Period for which you are reviewing the requests.

4.  Optionally, click on More Filters for further selective viewing of PTO requests (e.g., Un-Approved Only).

5.  You can see the PTO history for an employee. Review the records and make changes to requested hours or dates, if necessary.

6.  Review the proposed distribution of PTO hours: Paid, Unpaid or Comp Time. Make changes if required.

7.  You can read the Time Off Reason below and type your own notes in the Reviewer Notes box.

8.  When ready to take action, select your records and click Action. From its dropdown, select the desired option, say Approve in this case.

9. When you are done, click Close to exit.

   ℹ️ You can also un-approve previously approved requests, forward them to a senior or project manager for final approval, or reject them. The entire submit-approve process can be tracked from the Workflow screen.

# Time Settings

Settings and rules related to time entries can be set at the company or global level and the project level. Project-level settings get precedence over the global settings.

- *Global Settings*: related to time can be specified in the Company, Global Settings and Preferences screen. See *Specifying Time and Expense Settings* in the Company Management chapter for details.
- *Project Settings*: related to time can be specified in the Project screen. See *Project Setup* in the Master Information Setup chapter and *Project Settings*ProjectSettings in the Project Management chapter for details.

This section explains the following time-related settings:

- Defining Smallest Time Increment
- Setting Default Items
- Restricting Time
- Automatically Evaluating Time
- Turning Off Time Entry Evaluation
- Auto Filling Timesheets

## Defining Smallest Time Increment

Minimum or smallest time increment for a time entry enables BillQuick to automatically adjust hours and time to the next time increment specified by you. To do so:

1. Open the Global Settings screen from the Settings menu or toolbar. Select the Time/Expense option on the left.

2. Enter the value for the 'Smallest time increment for Time Entry(s)', e.g., 15 minutes or 0.25 hours.

3. Enter the value for 'Smallest Time Increment for Start and Stop Time'. For instance, value of 15 means increments of 15 minutes, i.e. 12:00, 12:15, 12:30 and so on display in the Start/Stop drop-downs.

4. When you are done, click Save and then Close to exit.
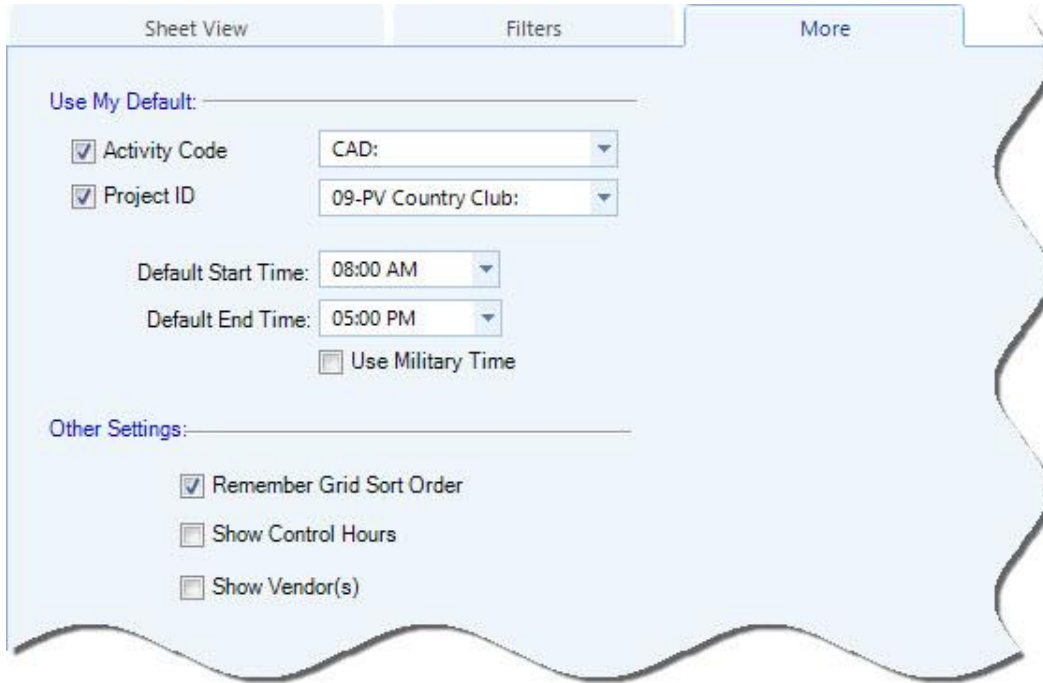
These settings will reflect in all your time entry screens: Sheet View, Calendar View, Simple Time Card and Timer.

## Setting Default Items

Default project and activity codes can be set for recording a time entry.

1. Open the Sheet View screen. Click the More tab.

2. In the 'Use My Default' section, select the Activity Code and Project ID from the drop-down lists. Setting a default saves time when most new time entries involve the same activity or same project.

3. If desired, enter the Default Start Time and Default End Time for the time entry. BillQuick pre-fills your time records with this time; however, you can change it there.

4. Check the 'Use Military Time' option if you prefer to display the time in a 24-hour period format, e.g., 8:00 and 17:00 to indicate 8 am and 5 pm.

5. Check the 'Remember Grid Sort Order' option to remember the sort order (of drop-down lists by ID, name/description or original order of entry) between sessions.

6. Check the 'Show Control Hours' option to display the Control Hours field on the Sheet View tab.

7. The 'Show Vendors' option adds vendors to the employee drop-down lists. BillQuick labels vendors with a 'Sub' tag to differentiate them from the employees.

8. When you are done, click on the Sheet View tab and start entering your time. BillQuick will pre-fill the fields with your default values.

## Restricting Time

You can restrict time entry to projects using Project Control or Employee Control feature. In addition, you can link a budget to a project and use it to restrict time entry recorded against it. Project Control screen gives you the ability to restrict time entry by assigning activities to specific projects. (*You can create a Project Control from a budget.*) Similarly, Employee Control screen gives you the ability to restrict time entry by assigning activities to specific employees.

The settings in the Project Control override those in the Project screen, while settings in the Employee Control override those in the Project Control.

To restrict time entry through a budget:

1. Open the Project screen. Select a project from the grid.

2. Click on the Billing tab. Select a Budget from the drop-down list.

3. Move to the Detail tab. To restrict time entry by a budget, select the 'Budgeted Activities Only' option from the Rules dropdown list.

4. When you are done, click Save and then Close to exit.

Now, whenever you enter time for this project, you can see only budgeted activity codes in the drop-downs.

To restrict time entry through Project Control:

1. Open the Project Control screen from the Project menu. Select a Project ID.
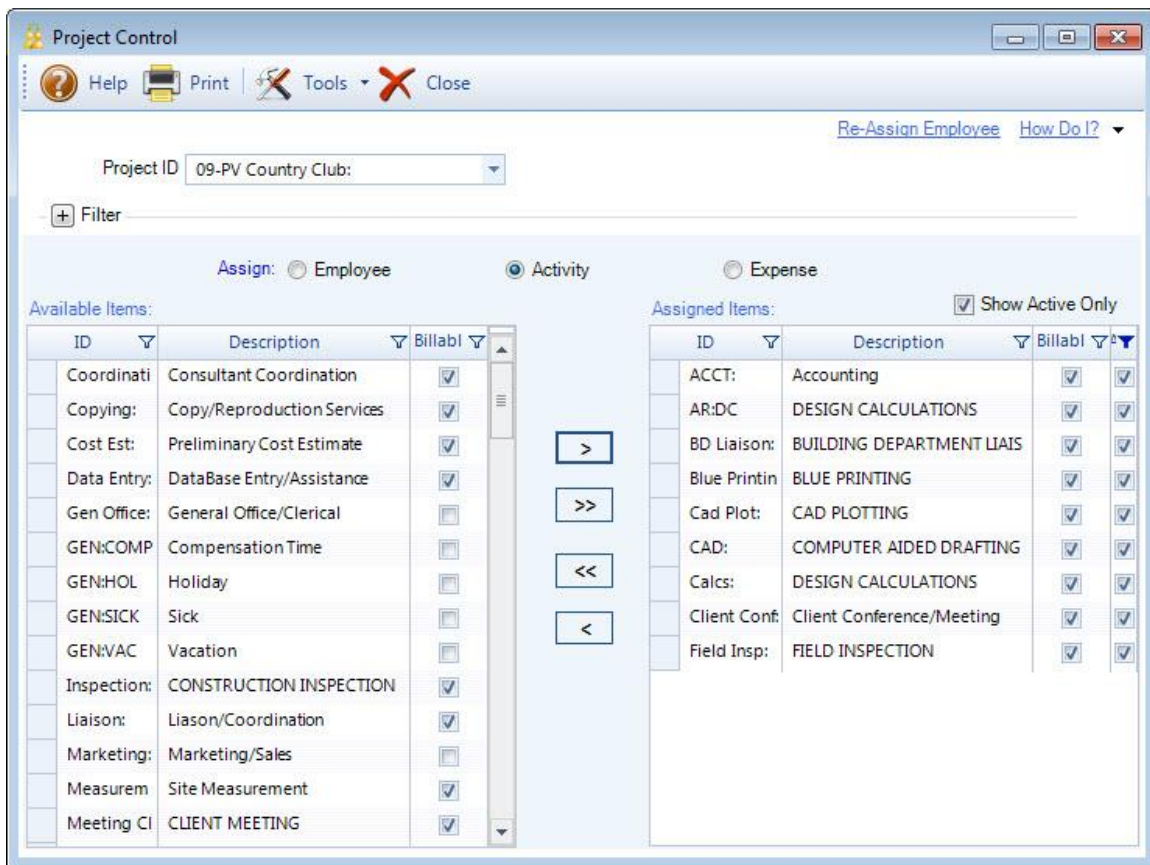


2. Select the Activity option. All the activities in the BillQuick database display in the Available Items list.

3. Choose the activities that you want to keep available for the selected project and move them to the Assigned Items list using [ > ].

4. Click Close to exit.

Now, whenever you make time entries for this project, you can see only assigned activity codes in the drop-downs.

> Using the Allocate screen, you can allocate hours to an employee-activity combination. This will restrict the same employee from exceeding the specified number of hours when making time entries.

To restrict time entries through Employee Control:

1. Open the Employee Control screen from the Settings menu.

2. Select an Employee ID from the dropdown.
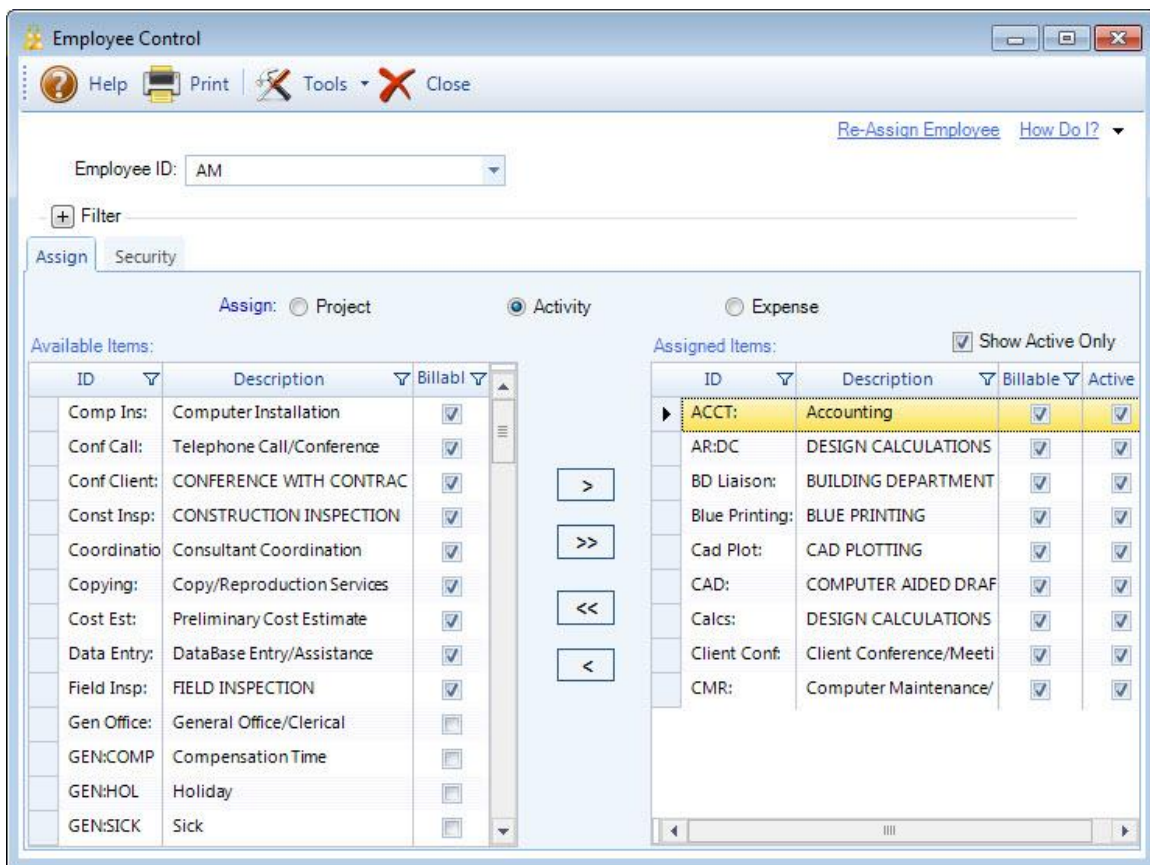


3. On the Assign tab, select the Activity option. All the activities in the BillQuick database display in the Available Items list.

4. Choose the activities that you want to keep available for the selected project and move them to

the Assigned Items list using ⟨ **>** ⟩.

5. Click the Security tab. Un-check the Time Entry Screen and Timer options (or all, if desired) to enable employee control settings.

> You can also use the Security screen to uncheck 'Disable Employee Control' permission for all BillQuick modules at once by clicking 'Turn on Employee Control' option.

6. When you are done, click Save and then Close to exit.

Now, whenever an employee enters time, he or she can see only assigned activity codes in the drop-downs.

> Using the Allocate screen, you can allocate hours to a project-activity combination. This will restrict the same employee from exceeding the specified number of hours when making time entries.

## Automatically Evaluating Time

BillQuick does not prevent you from accumulating time above the contract amount. Nor are you prevented from billing more than the contract amount for a fixed-type contract. However, BillQuick does apply a *Red Flag Rule* to all time entries. The rule checks time charged to fixed-type contracts (except Percentage) to determine if it goes beyond the contract amount. If it does, BillQuick changes the status of the entry to 'non-billable'. It is called the Red Flag Rule because non-billable items display in red text, drawing the attention of employees and project managers. With appropriate security permissions, you can change the status back to 'Billable' and bill it to the client.

The rule recognizes managers are busy and at times may miss something. Rather than inadvertently over-bill clients and likely lose them, the red flag prompts you to check the non-billable item.

> Special rules allow you to override the Red Flag Rule, as well as to apply rules that prevent additional time entry. Check Project and Global Settings.

## Turning Off Time Entry Evaluation

You can turn off time entry evaluation in BillQuick at the project-level or company-level. To do so:

1. Open the Project screen. Select the desired project.

2. Move to the Detail tab, Rules section.

3. Select the 'Skip Automatic TE Eval' option from the Rules dropdown list. BillQuick will skip performing the automatic time entry evaluation for the selected project.

4. Click Save and then Close to exit.

5. Optionally, open the Global Setting-Time/Expense screen.

6. Check the 'Skip Time and Expense Evaluation' option. BillQuick will not perform time entry evaluation for all users in the company.

7. When you are done, click Save and then Close to exit.

## Auto Filling Timesheets

BillQuick includes ways to save time recording hours worked. For example, many staff and managers work on the same projects every day and from one week to the next. The only data that changes is the date.

The Simple Time Card or Calendar View screen is a weekly timesheet. You select the project and activity and then enter the hours worked on a particular day. Simple and fast. However, there is a way to speed up entry even more. When you work on the same projects from one week to the next, BillQuick's Auto-fill feature carries forward projects and activities from one week to the next. In other words, BillQuick pre-fills the timesheet based on the last projects you worked on. You can even control how many items carry forward to a new timesheet. However, the auto-fill feature filters the list based on the Employee Control settings, if any.

To do so:

1. Open the Preferences screen and select Options.

2. For the Auto-fill Simple TE and Cal View option, click the drop-down and select how many projects to auto-fill.

3. When you are done, click Save and then Close to exit.

> Remote time and expense capture <u>modules</u> include Web Suite (browser-based, Internet or intranet) with the BillQuick Mobile feature (web-enabled PDA or cell phone). BillQuick Outlook Add-In reads Microsoft Outlook data and turns it into BillQuick time entries.

# 9

# Expense Tracking

- Overview

- Expense Entry

- Submit and Approve

- Expense Settings

# Overview

BillQuick specializes in time and expense tracking and hence includes various ways to capture expenses. Depending upon your preferences, you can choose the frequency and method of capturing expenses for accurate billing and reporting. This section primarily addresses the concerns of timekeepers and reviewers.

❶ Expense entry requires input from master information in BillQuick. Employees or vendors charge expenses against projects. ❷ Expense is captured according to the rules and settings specified in BillQuick, whether in Global Settings, Preferences, Company, Client or Project screen. ❹
You can record expense entries in any screen that suits you- Expense Log or Simple Expense Log. In addition, several add-on modules (Web Suite, Outlook Add-In, etc.) allow you to capture expenses incurred anytime, anywhere. ❺ Regardless of the internal or add-on module used to capture expenses, BillQuick can automatically track expenses to ensure timely and complete entries from timekeepers. ❻ They submit these entries to the designated reviewer in the company for review and approval. The reviewer may reject some entries due to any reason and re-send them to the timekeeper via BillQuick Messages. The timekeeper can edit and re-submit them. You can track all these submit-approve events from the Workflow screen. ❼ On the other hand, the approved expenses along with the approved time become the work-in-progress, ready to bill.
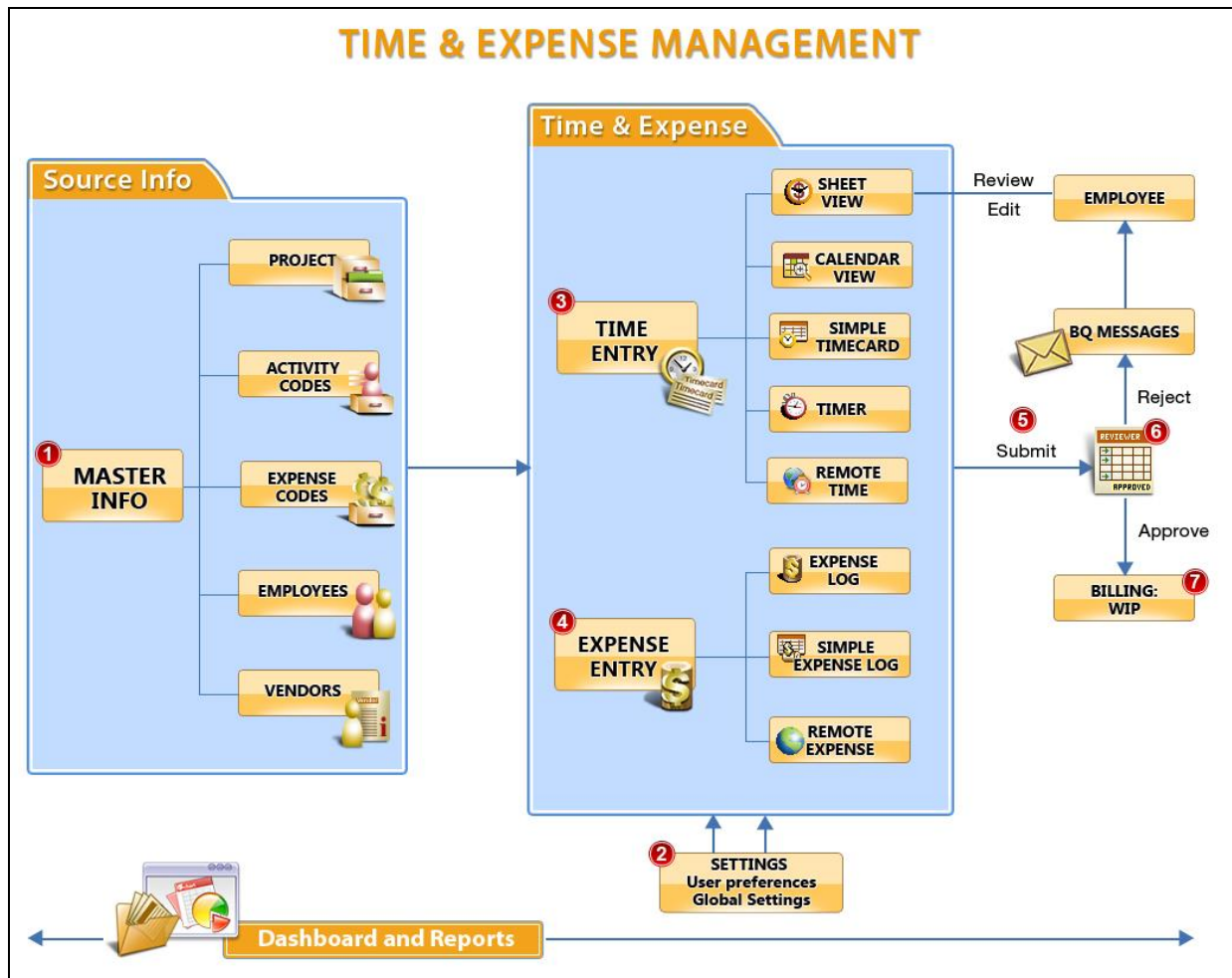
| Expense Entry | | |
|---|---|---|
| **Area** | **Decision** | **Where to implement** |
| Historical Expenses | Ensure you have billed all expenses in your old system. Enter summary expense entries in BillQuick, if desired. | Expense Entry screens |
| Smart Expense Entry Evaluation | Activate built-in intelligence wherein BillQuick monitors whether an expense entry should be billable or non-billable. | BillQuick Start-Up Interview Global Settings-Time/Expense screen |
| User Interface | Change the colors used to visually identify billable, billed, unbilled and non-billable expense entries | Preferences-Format screen |
| Workweek | Specify 'First Day of the Week' date settings. | BillQuick Start-Up Interview Global Settings-Options |
| Timekeepers | Set up employee as a BillQuick User with proper security permissions. Employees have to enter their own expenses in BillQuick. | Employee screen Security screen |
| | Set up employee as a User for relevant BillQuick add-on module. Employees remotely enter their own expenses using Web Suite or Outlook Add-In. | Employee screen Product Licensing and User Management screen |
| | Set up vendor as a BillQuick User with proper security permissions. Vendors or sub-consultants have to enter their own expenses in BillQuick. | Vendor screen Security screen |
| | Set up vendor as a User for relevant BillQuick add-on module. Vendors remotely enter their own expenses in Web Suite or Outlook Add-In. | Vendor screen Product Licensing and User Management screen |
| | Set up employee as a BillQuick User with proper security permissions. This employee has to enter expenses for all other employees/vendors in BillQuick. | Employee screen Security screen |
| Expense Entry | Set standard shorthand codes to describe an extended memo or note when recording an expense entry. | Auto Complete screen |
| | Control how far in the past or future a timekeeper can record an expense entry. | Global Settings-Time/Expense screen |
| Expense Entry Approval | Company does not approve individual expense entries. | Global Settings-Time/Expense screen Project screen |
| | Assign Manager for expense entry approval. Expense entries are to be approved by a direct supervisor or manager of the employees. | Employee-General screen |
| | Assign Manager for expense entry approval. Expense entries are to be approved by a manager responsible for client relationships. | Client-General screen |
| | Review and/or approve expense entries. Set proper security permissions. | Security screen Expense Entry screens Reviewer screen |
| Vendor Bills | Set up a vendor profile and record related expenses. Vendor or sub-consultant submits invoices containing | Vendor screen Expense Log screen |

| | detailed or summary time and expenses. | Vendor Bills screen |
|---|---|---|

# Expense Entry

BillQuick **STRONGLY** recommends that you record all expenses whether they are billable or not. This includes overheads, marketing and other expenses. If you do not track non-billable expenses, you cannot effectively measure performance, utilization and profitability.

Your expense entry options include:

- *Expense Log* – If you enter expenses for others or review entries, then use this flexible, customizable spreadsheet-like expense entry screen.
- *Simple Expense Log* – If you incur three, four or five expenses regularly during a day, then use this efficient, quick-to-enter expense sheet screen.
- *Web Suite* – You may have remote offices, staff and managers who work on the road or from remote sites. In such cases, use this web-based module on laptops and smart phones to capture time and expenses.

> You can turn on/off columns/fields using the Field Chooser. You can customize the grid according to your preferences.

This section covers the following expense entry tasks:

- Expense Log
- Simple Expense Log
- Determining Expense Cost and Amount
- Tracking Overhead Expenses
- Filtering Items
- Batch Changing Expense Entries
- Deleting Expense Entries

# Expense Log

Expense Log provides a flexible and efficient environment for entering and reviewing expense records. You can turn on/off approval, editing, displayed columns, totals, filters, and other options as desired. Numerous security permissions ensure effective control over what a timekeeper is able to do in this screen. The right-click menu provides access to multiple BillQuick features.

You can perform the following tasks in the Expense log screen:

- Recording Expenses in Expense Log
- Copying and Pasting Expense Entries
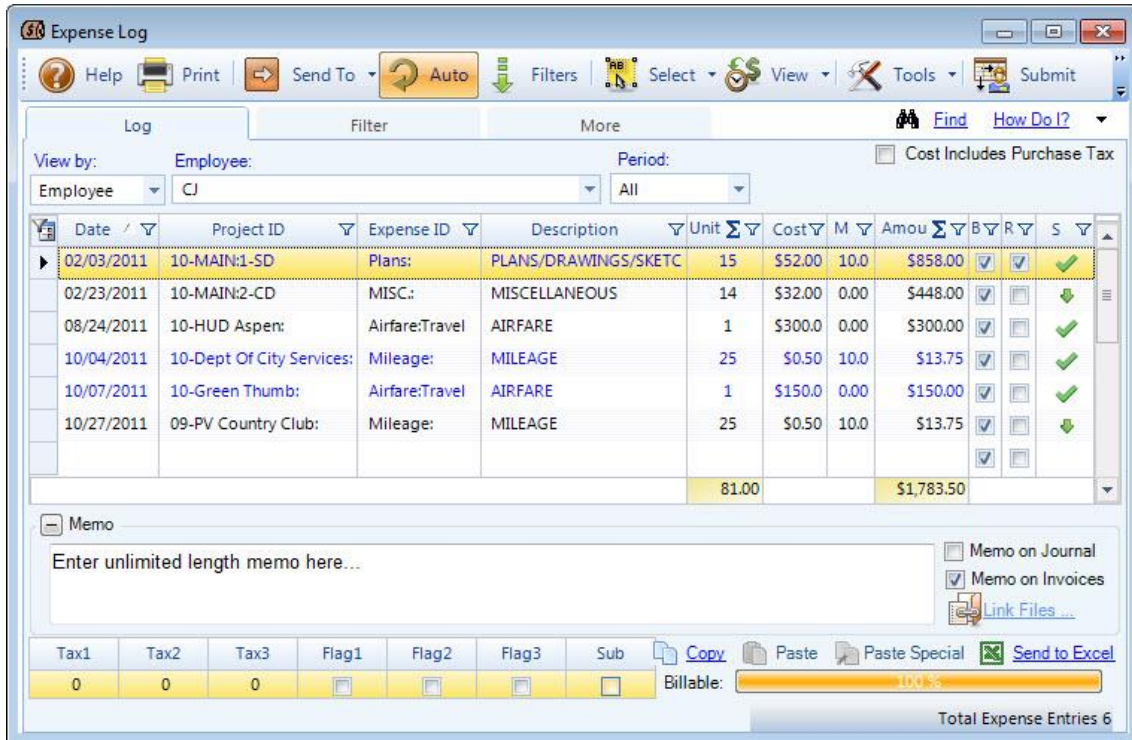
# Recording Expenses in Expense Log

*You can record your expense entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### Basic Expense Entry

To enter expenses:

1. Open the Expense Log screen from the Time-Expense menu, toolbar, Sidebar or navigator.

2. In the key fields above the grid, select 'Employee' from the View By drop-down list. Press Tab or click to move to the Employee field. Enter or select an ID.



3. Tab through the Period field (*you can enter expenses for any date irrespective of what you select here*). In the 'Period Including' field (*not visible when All is selected*), you may enter the date of the first expense you plan to record.

4. Click Refresh. If previous entries display, click New to jump to the last row.

5. In an empty row, click the Date field. Enter the month, day and four-digit year of your first expense entry. You can also select a date from the calendar.

*Notice that the field background changes to yellow, and the font increases in size, thus making it easier to view the data.*

6.  In the next field, enter a Project ID against which to charge the expense. You can also select it from the drop-down list.

7.  Enter the Expense ID in the next field or select one from the drop-down list.

8.  Press Tab to move to the Description field. BillQuick fills the description automatically from the expense record. However, you can edit it.

9.  The Cost (per unit) field is auto-filled. It can be the standard cost rate or special rate, as per the Rate Hierarchy. You can accept it or enter a new one.

    > A negative Cost or Markup can be entered if you want to reduce the expense Amount to be billed to the client, discount the expenses or for any other purpose.

10. To save the new entry, Tab through the remaining fields in the row or click on another row (a beep confirms that). You are done!

## Advanced Expense Entry

To add or view additional information:

1.  Click Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2.  Check the 'Cost Includes Purchase Tax' option if your cost amount includes the tax paid by you on purchases/expenses.

    > BillQuick uses the Purchase Tax Rate to segregate the actual cost and tax amount (Cost Amount = Net Cost Amount + Purchase Tax Rate). You can use this option to prevent billing the client with doubly taxed expenses.

3.  Enter the Units for the expense. If the expense is a flat amount, skip this field. BillQuick defaults it to 1.

4.  BillQuick pre-fills the Purchase Tax field from the Expense Codes screen, if available. If not, specify how much tax you paid for that expense. It deducts this amount from the Cost Amount before charging a client.

5.  Accept or enter the mark-up percentage in the MU field. It defaults from the expense record but you can edit it here.

    > A Markup can be entered as a percent (default), dollar amount (e.g., $10 with the dollar sign) or skip it. You may enter a higher or lower Amount and BillQuick will reverse calculate the markup. You can even enter a negative markup to reduce the charge amount.

6.  Tax 1/2/3 rates carry from the Expense Codes record or the EFS assigned to the project. *Security*

*permission is required to edit it.* When you define taxes, the 'Tax' option is checked. *See Taxes in the Billing Basics chapter for details*.

The Amount field contains the charge amount of the expense entry. It is calculated as: [Cost Amount x (1 + Markup)] x [1 + (Tax 1 + Tax 2 + Tax 3)]. For example, if Cost Amount is $15, Markup is 10%, and Tax 1 is 8%, the Charge Amount is $17.82. BillQuick subtracts the Purchase Tax from the Cost Amount to avoid doubly taxing the client.

7.  When checked, the 'B' status flag indicates the expense is billable. Billable status defaults from the expense code record but you can change it here with appropriate security permissions.

8.  Check the 'R' reimbursable flag to indicate that the expense is reimbursable to the employee. This status defaults from the expense code record but you can edit it here.

The 'Created On' column is automatically filled with the system date when a new expense entry is recorded (saved in GMT). You can use this field to sort the grid based on the date you record the expense entry or to trace the order of entering expense entries.

9.  Mark expenses as extra if you do not want to count them against the Contract Amount, rather want to bill them in addition to it. BillQuick checks this option automatically for billable expenses if the 'Expense Part of Contract' rule is set to false (unchecked) in Project-Detail screen.

10. Click  Link Files (when Memo box is open) or right-click on any entry to link a file to the expense entry. The grid displays  in the Attachment (F) column to indicate entries having files attached to them.

11. Check the Flag 1/2/3 fields for an entry that possesses any special attribute for tracking or reporting purposes. For example, a flag may indicate that an expense entry charged to the company's Overhead project is tax deductible.

12. If desired, edit the pre-filled Classification for the employee. *See Determining Rates for more*.

While fetching a classification, BillQuick will look for it in the following order: Expense Fee Schedule, Project Control or Employee screen (Title).

13. Click Tools and select Spell Check to perform a global spell-check of the memo as well as other grid text.

14. Click Auto toggle button to turn on/off auto refresh. If on, BillQuick refreshes the grid automatically whenever you make changes to a key field.

To add an expense memo:

1.  Press Ctrl + M to jump into the Memo box directly from the grid. Enter as much text as you want to describe the expense and related events.
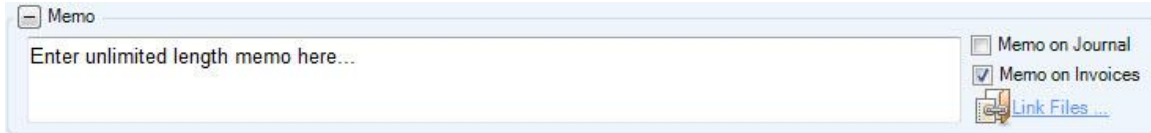
2. When you are done, press Ctrl + M to return to the grid. When you attach a memo to an expense, the 'M' box in the grid is checked.

> Using the Memo toolbar, you can cut, paste, change font size, and add bold, italic and underline attributes. You can even perform a spell-check, insert date-time stamp and create Auto Complete codes.

3. Check the 'Memo on Journal' option if you want to add the memo to the expense entry as a journal note.

4. By default, BillQuick includes and prints memos on detailed invoice formats. If you want that, keep the 'Memo on Invoices' option checked.

5. Custom 1/2/3 fields allow you to record additional information about an expense entry (up to 50 characters).

> The Custom Fields 1/2/3 of expense code will pre-fill the expense entry custom fields and inherit the same data type.

To submit expense entries:

1. On the grid, 'S' field indicates the Submit-Approve status of an expense entry. The status is indicated by an icon:

   [blank] Not submitted    ⬇ Submitted    ➡ Forwarded    ✔ Approved    ✖ Rejected

2. Select expense records to submit on the grid.

3. Click Submit. It opens the Submit-Approve screen from where you can submit them to the desired person. See *Submit-Approve below for details*.

To edit expense entries:

1. Select the expense records to be changed.

2. Click Tools and select Change to launch the Expense Entry Change screen, which allows you to modify multiple expense records at once. *(See Batch Changing Expenses below for more.)*

3. When you are done, click Close to exit.


## Copying and Pasting Expense Entries

BillQuick includes ways to save time recording expenses incurred. For example, many staff and managers

work on the same projects every day and from one week to the next. Usually, the only data that changes is the date.

BillQuick allows you to copy selected expense entries and paste them with/without modifications in the expense entry grid. *Result*: You have more hours for billable and productive work.

To copy and paste expense entries:

1. Open the Expense Log screen.

2. Select the expense record(s) in the grid that you want to copy.

3. Click the Copy option at the bottom of the screen.

4. Select the next empty row and then click the Paste option (or use the right-click menu or Edit menu).

5. Optionally, use the Paste Special option to paste your entries. It allows you to modify the Date, Project ID, Group, etc. of the new entries.

6. On the Paste Entries dialog, check the 'Increment expense entry date by' option and enter '7'. BillQuick increments the entry dates by seven days.



7. Click OK and you are done!

New expense entries are added to the grid, exact duplicates of the original except the date has been changed.

BillQuick can copy a maximum of 50 expense entries at once.

# Simple Expense Log

Simple Expense Log presents an easy-to-use expense sheet for recording expenses on a weekly basis.
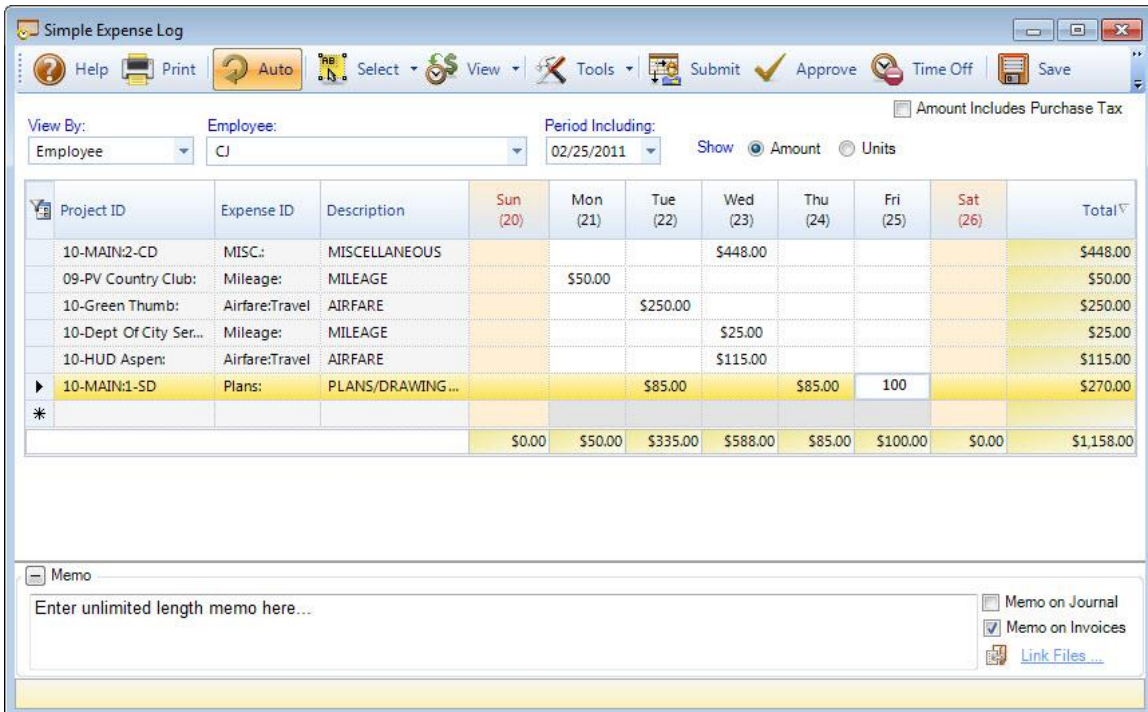
## Recording Expenses in Simple Expense Log

*You can record your expense entry at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### Basic Expense Entry

To enter expenses:

1. Open the Simple Expense Log screen from the Time-Expense menu or toolbar.

2. You can choose to enter expenses in the View By: Employee or Vendor mode. Employee is the default selection when you open this screen, so stay in this view for now.



3. Select an Employee (or vendor) from the drop-down list.

4. Enter a date (week) in the 'Period Including' field. Else, select it from the dropdown calendar.

5. Choose either Show Amount or Units option, depending upon how you enter expenses.

BillQuick calculates the Cost Amount based on the Expense Codes value, while assigning a value of one to the units. If the Cost Amount is zero in the Expense Codes screen and you are entering units, then upon save SEL switches to Amount mode and warns you about the zero-cost items.

6. In the grid, select the desired Project ID. Tab or click to move to the next field.

7. Enter or select the Expense from the dropdown. BillQuick brings forward the expense Description from the Expense Codes screen; however, you can edit it here.

8. Next, enter the expenses in units or amounts in the appropriate day/date columns.

*Weekend dates display only if you turn them on by clicking Tools and un-selecting Hide Weekend.*

9. The Total amount or units recorded per project or employee display. Click Save and you are done!

## Advanced Expense Entry

To add or view additional information:

1. Click Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2. Check the 'Amount Includes MET' option if you want to include the Main Expense Tax with the cost amount. BillQuick reverse calculates the MET to segregate the actual Cost Amount and MET applied.

3. If you prefer, display the Project Name in the grid and select it while entering expenses instead of a Project ID.

4. Click Link Files or right-click and select that option from the menu if you want to link any file to the expense entry (such as receipts, bills, etc.).

5. Click Tools and select Spell Check to perform a global spell check on the descriptions and memos for all expense entries in the grid.

To add an expense memo:

1. Press Ctrl + M to open the Memo box from the grid or click ⊞ at the bottom. Enter as much text as you wish.

2. Press Ctrl + M again to return to the grid. (*You can spell-check, edit or date-time stamp your expense memo, if desired*.)

3. Check the 'Memo on Journal' option if you want to add the memo to the expense entry as a journal note.

4. By default, BillQuick includes and prints memos on detailed invoice formats. If you want that, keep the 'Memo on Invoices' option checked.

To submit expense entries:

1. Select entries to submit on the grid.

2. Click Submit. It opens the Submit-Approve screen from where you can submit them to the desired person. See *Submit-Approve* below for details.

3. When you are done, click Save and then Close to exit.

## Determining Expense Cost and Amount

BillQuick calculates the cost and amount of expense entries in the following way:

1. Open the Expense Codes screen.

2. Select an existing expense item or enter a new one.

3. Enter new or review existing values in the Cost, MU% (markup), Tax 1/2/3 and Purchase Tax fields.

4. Save data and click Close to exit.

5. Open the Expense Log screen. Create an expense entry using the above expense code.

| Date | Project ID | Expense ID | Description | Unit | Cos | Cost Amt | MU | Amount | B | Tax1 | Purchase Tax | S |
|------|-----------|-----------|-------------|------|-----|----------|-----|--------|---|------|--------------|---|
| 02/22/2011 | 10-Green Thumb: | Airfare:Travel | AIRFARE | 1 | $250. | $250.00 | 0.00 | $273.75 | ✓ | 9.5 | 0.00 | |
| 02/22/2011 | 10-MAIN:1-SD | Plans: | PLANS/DRAWINGS/SKE | 1 | $85.0 | $85.00 | 10.00 | $93.50 | ✓ | 0 | 0.00 | |
| 02/23/2011 | 10-MAIN:2-CD | MISC.: | MISCELLANEOUS | 14 | $32.0 | $448.00 | 0.00 | $448.00 | ✓ | 0 | 0.00 | |
| 02/23/2011 | 10-Dept Of City Services: | Mileage: | MILEAGE | 1 | $25.0 | $25.00 | 0.00 | $25.00 | ✓ | 0 | 0.00 | |
| 02/23/2011 | 10-HUD Aspen: | Airfare:Travel | AIRFARE | 1 | $115. | $115.00 | 0.00 | $125.93 | ✓ | 9.5 | 0.00 | |
| 02/24/2011 | 10-MAIN:1-SD | Plans: | PLANS/DRAWINGS/SKE | 1 | $85.0 | $85.00 | 10.00 | $93.50 | ✓ | 0 | 0.00 | |
| 02/25/2011 | 10-MAIN:1-SD | Plans: | PLANS/DRAWINGS/SKE | 1 | $100. | $100.00 | 5.00 | $105.01 | ✓ | 10 | 10.00 | |
| 02/25/2011 | 09-PV Country Club: | Plans: | PLANS/DRAWINGS/SKE | 1 | $100. | $100.00 | 5.00 | $115.50 | ✓ | 10 | 0.00 | |

View by: Employee    Employee: CJ    Period: All    ☑ Cost Includes Purchase Tax

**Memo**

Enter unlimited length memo here...

☐ Memo on Journal
☑ Memo on Invoices
Link Files ...

| Tax1 | Tax2 | Tax3 | Flag1 | Flag2 | Flag3 | Sub |
|------|------|------|-------|-------|-------|-----|
| 0 | 0 | 0 | ☐ | ☐ | ☐ | ☐ |

Copy  Paste  Paste Special  Send to Excel

Billable: 100%

Total Expense Entries 14

6. Enter a value in the Units field. The Cost, MU and Tax 1/2/3 fields are pre-filled with the Expense Codes values. You can enter negative values for Cost and Markup to reduce the charge amount.

   BillQuick calculates the Cost Amount (Cost x Units). The total Amount to be charged is computed as:

   [Cost Amount x (1 + MU)] x [1 + (Tax 1 + Tax 2 + Tax 3)]

   > When calculating Charge Amount, BillQuick subtracts the Purchase Tax (paid on expenses) from the Cost Amount to avoid doubly taxing the client.

## Tracking Overhead Expenses

In many companies, you have to keep track of internal activities and expenses, even though they may be non-billable. You may want to track overhead expenses like administrative expenses, training, research, marketing costs, etc. In any case, time and expenses flow to the project, allowing you to track utilization of all employees and, both billable and non-billable expenses –whether you incur them for a revenue project or an in-house overhead project.

BillQuick requires you to set up projects with some required data such as client, manager, contract type and so on. An overhead project will require you to set up your company as a 'client' and then assign the overhead project to it.

To track overhead expenses:

1. In the Client screen, set up a client record for your company, say 'My Company'.

2. In the Project screen, set up a project for general office expenses, say 'General Office' or 'Overhead'.

3. Assign the client, 'My Company' to this project.

4. Next, assign the owner/principal/manager of your firm (whoever checks and approves general office time and expense) as the Project Manager.

5. Select Overhead as the Contract Type and set the Status to 'Active'.

   > Overhead contract type triggers a business rule to flag all time and expenses charged to an overhead project as non-billable, regardless of the expense code's default status.

6. Now you can record your expense entries against this 'General Office' or 'Overhead' project with any general office expenses.

## Filtering Items

While making an expense entry, you can filter various items in the grid and dropdown lists. To do so:

1.  Open the Expense Log screen.

2.  Select View By: Employee and select the desired Employee from the drop-down list.

3.  On the Filters tab, click on the desired filter- Project, Employee, Expense, group, or any other option.



4.  Select the relevant items from the grid and then click on the filter again. BillQuick filters the selected items and marks the checkbox next to the filter.

5.  Optionally, check or select the other available options to filter items based on Bill Status, Contract Type, etc.

6.  Move to the Log tab and click Refresh. Make sure to click the main Filters on/off button.

Now you can view only the selective items, thus shortening the lists and making the expense entry or review process faster.

## Batch Changing Expenses

Errors, late updates to expense fee schedules, changes in project or expenses, and other situations can result in the need to change multiple expense entries. Modifying them one-by-one is time-consuming and increases the risk of introducing new errors. BillQuick allows you to batch modify entries for

straightforward A-to-B changes.

To make batch changes:

1.  Open the Expense Log screen.

2.  On the Log tab, select Project or Employee for the View By field. Your choice depends on which will best populate the grid with the expense entries you want to change.

3.  Accordingly, select the Project or Employee ID, Period and Period Including for your situation. Click Refresh to populate the grid with expense entries.

4.  In the grid, select the expense entries you want to change. Then click Tools and select Change.

5.  On the Change screen, enter new values or select them from the drop-down list to replace the current values. E.g., you may change the Project, Memo and Markup to something else.



6.  Change the flag or option to True/False to replace the status, as desired.

7.  The checkbox is marked when you enter a new value. Click OK to apply the changes.

8. When you are done, click Close to exit.

# Deleting Expense Entries

To delete an expense entry:

1. Open Expense Log from the Time-Expense menu, toolbar, Sidebar or navigator.

2. Select View By: Project or Employee, then select the desired project/employee.



3. Next, move to the Period field and select the desired option. Click Refresh to display expense entries for the project.

4. Click Select and choose Select All option if you want to delete all expense entries displayed in the grid. Else, select the desired row(s) manually.

5. Right-click and select Delete to delete the selected records.

6. When you are done, click Close to exit.

> You can clear the SEL grid of the previously used projects. Click Tools and select Clear to clear rows with no values.

# Submit-Approve

BillQuick's built-in submit-approve features enable timekeepers to follow company policy and submit expenses to a client manager, project manager, employee manager or a specific person. Once submitted, BillQuick notifies the manager or reviewer concerned about those entries via the Reminders, Company Navigator or email.

A chain of reviewers can check time and expenses before a final reviewer approves them. You must review time and expense entries no less than once a week to avoid write-offs due to fuzzy memories. Sometimes this process is called 'posting' or 'releasing work-in-progress'. Only approved expenses are available for billing even though you may charge them against a budget or contract amount (if made a part of it).

> You can track the entire submit-approve process for expense entries from the Workflow event-tracking screen.

This section covers the following tasks:

- Submitting Expense Entries
- Reviewing Expense Entries
- Notifying Managers
- Approving Expense Entries
- Approving Time and Expenses Together

## Submitting Expense Entries

For a company that follows a submit-review-approval process, BillQuick's built-in workflow makes the process easy and fast. Timekeepers generally submit their expense entries to a reviewer, who might be a project manager or BillQuick Supervisor.

BillQuick prompts you automatically for submission of new expense entries if you have set that option in Global Settings. When ignored, a BillQuick message or reminder displays upon login to remind you about the submission.

To submit expense entries:

1. Open any expense entry screen: Simple Expense Log or Expense Log.

2. Select the expense entry rows that you want to submit to a particular reviewer. *BillQuick will submit all selected rows to the same person.*

3. Click Submit to open the Submit-Approve screen.

4.  Select to whom you want to submit your entries. Commonly, you submit expenses incurred on a billable project to a Project Manager or Client Manager. You may submit non-billable expenses charged to the Overhead and Marketing projects to a Specific person or My Manager (your direct supervisor). *Your BillQuick Supervisor will provide the submission instructions.*

5.  In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.

6.  Optionally, enter an unlimited length Memo.

7.  Click OK and you are done!

## Reviewing Expense Entries

Expense entries can be viewed in any of the expense entry screens-Expense Log or Simple Expense Log. You can also review both time and expense entries in the Reviewer screen. A project manager primarily performs this function but a billing manager or BillQuick Supervisor may also do it.

To review expense entries:

1.  Open any expense entry screen, preferably Expense Log.

2.  You can view the expense information in the View By: Project/ Employee/ Vendor mode. Employee is the default selection, but you can choose Project for now.
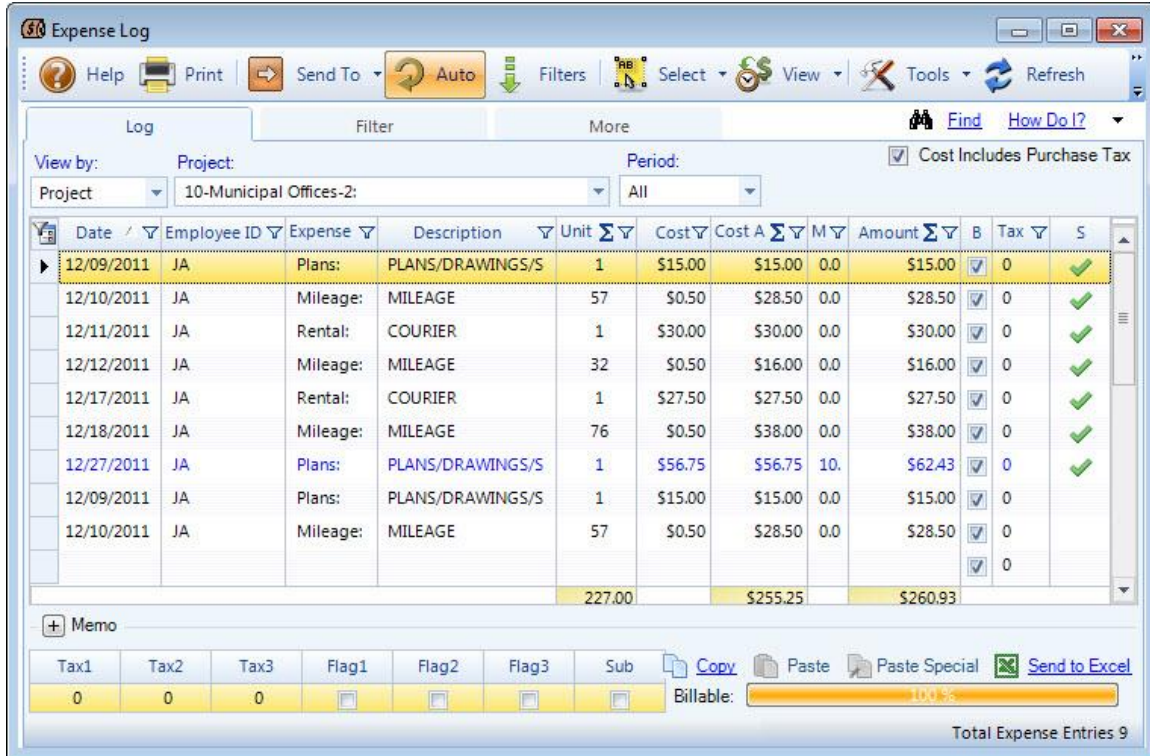
3. Accordingly, select the Project whose expense records you want to review.

4. In the Period and Period Including field, enter the date of the expense entries you want to view.

5. Click Refresh. All the expense entries meeting your criteria display in the grid.

6. Click  Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

7. You can scan the list of entries and instantly know their status by the color of the text:

> Billable – **Black** text
> Non-Billable – **Red** text
> Billed – **Blue** text

BillQuick shows the percentage of billable expenses displayed in the grid. For example, by selecting View By: Project and 'All' for Period, you can quickly view billable expenses charged to-date to a project. Similarly, selecting View By: Employee and 'Year' for Period shows the billable expenses recorded by an employee year-to-date. Filters can further refine the displayed records. This information may show patterns that impact future project budgeting and bidding as well as company policies.

8. Review, edit or approve entries, as required. When you are done, click Save and then Close to exit.

To review expense entries in the Reviewer screen:

⚠ The Reviewer screen is available in the BillQuick Enterprise edition only.

Accessible from the Time-Expense menu, the Reviewer screen allows you to review, submit, approve and reject entries made by employees and vendors for various projects.
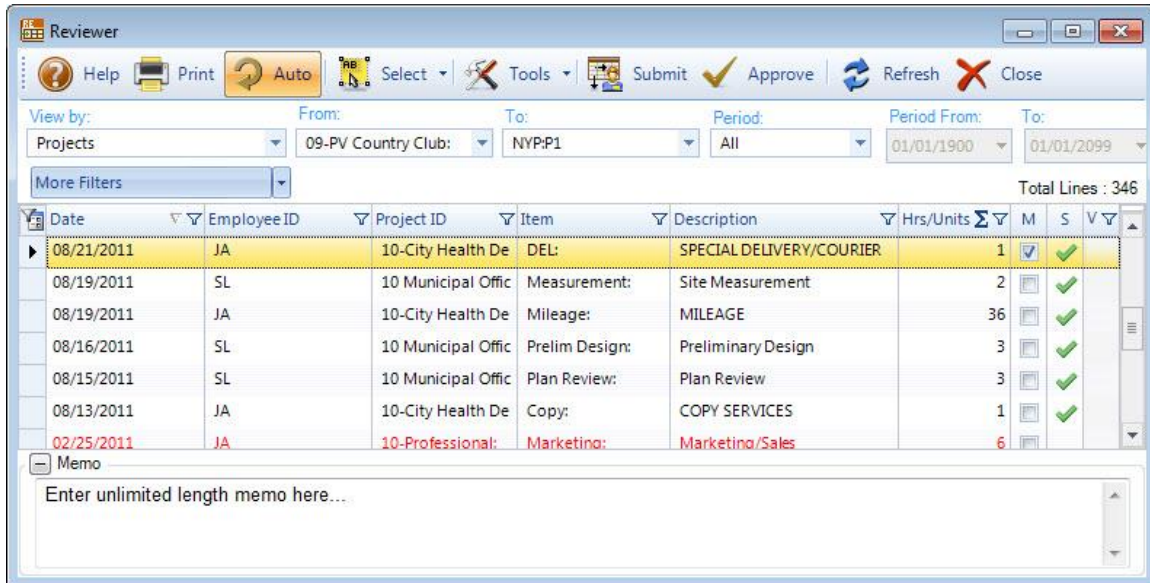


The grid displays color-coded entries based on their status: **Black** for Billable, **Red** for Non-Billable and **Blue** for Billed. Security permissions restrict who sees the bill and cost rates on the screen and in reports, as well as who can edit time and expense records should they need adjustment.

Reviewer screen provides the right-click menu options to edit selected expense entry by opening it in the Expense Log screen. You can also double-click the entry to do so.

## Notifying Managers

Reviewers and managers need to leverage their time, whether they are in or out of the office. Rather than remembering to check for submitted expenses on the Company Navigator or Reminder screen, BillQuick can notify managers *proactively* by email when someone submits expense items.

To activate this feature:

1.  Log in to BillQuick as a reviewer and open the Preferences screen from the Settings menu.

2.  On the Notification and Reminders panel, check 'Email me when Time or Expenses are Submitted to me'.

3.  When your 'email received' indicator flashes, you can immediately log into BillQuick or Web Suite — in the office or on the road — and review, reject or approve expenses.
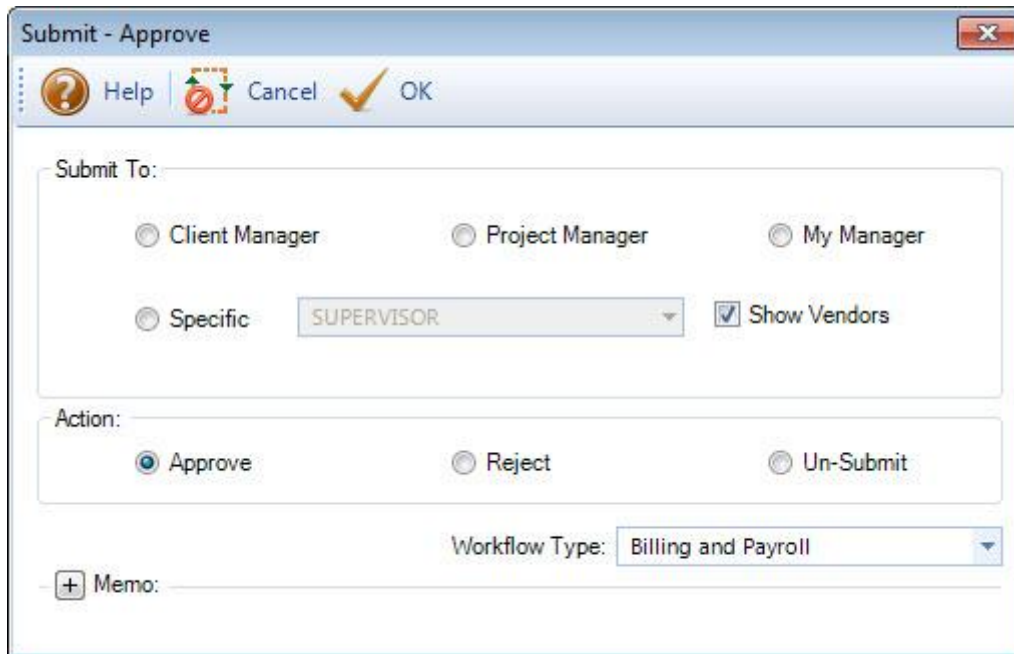
## Approving Expense Entries

BillQuick automatically routes expense entries to the persons responsible for reviewing and approving them. The next time they log into BillQuick, BillQuick reminds them via the Reminders screen, Workflow section of the Company Navigator or email that expense entries are waiting for review.

> Managers, directors and CEOs always want all their expenses to be approved. To approve expense entries automatically for all users, check the auto-approve option on the Global Settings-Time/Expense screen. If you want to approve expense entries only for a specific project, activate the 'Auto Approval EL' option on the Project-Detail screen for the desired project.

To approve submitted entries:

1.  Check out your Company navigator for submitted expenses. Double click on any item to open it in the Expense Log screen. Else, directly open the Expense Log screen.

2.  On the Expense Log screen, check units, costs, memos and other information as required. If you have appropriate security permissions, you can edit expense entries.

3.  Select the entries to be approved and click Approve. Else, click Submit to open the Submit-Approve screen.



4.  If you want to send entries to another person for further review (a review chain), choose the Submit To option.

5.  If you want to reject one or more entries, choose the desired option –Reject or Un-Submit. Click OK.

When you reject entries, you have the option of sending a message to the users. They will receive it the next time they log into BillQuick. The Workflow screen enables you to reference the rejected entries.

6. When you are done, click Close to exit.

For timekeepers to be able to approve their own expense entries, they must have both 'Allow to Approve expense entry' and 'Allow Approve My expense entries' security permissions.

## Approving Time and Expenses Together

You can submit and approve time and expense entries from the individual time and expense entry screens. However, BillQuick reduces this task by providing the Reviewer screen wherein you can view and approve billable time and expense entries-all in one screen!

BillQuick automatically routes submitted time and expense entries to the person responsible for reviewing and approving them. The next time they log into BillQuick, it reminds them via the Reminders screen or the Workflow section of the Company Navigator that they have time and expense entries waiting for review.

To approve time and expense entries together:
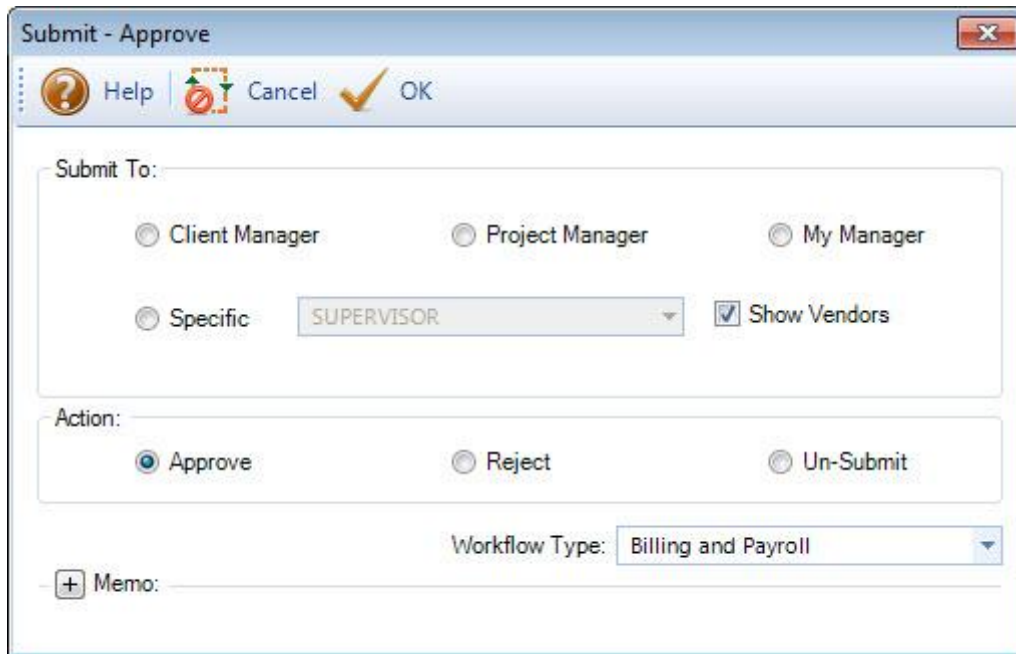
1. Open the Reviewer screen from the Time-Expense menu.

2. On the Reviewer screen, select the relevant View By mode. If you are a project manager, you may want to view all entries by your designated projects. Hence choose View By: Project and then select the desired project(s) in the From-To fields.
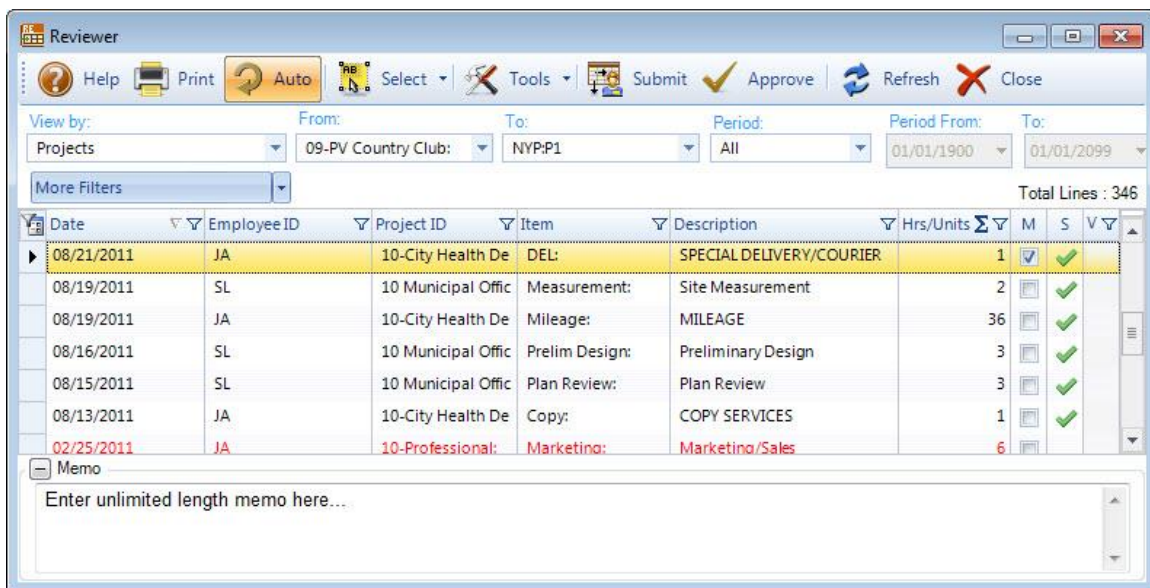
3. Next, select the Period and Period From-To dates for the review.

4. From the More Filters drop-down list, select 'Un-Approved Only' and 'Un-Billed Only'. Else, use the funnel filters for selective viewing of data in the grid.

5. Click Refresh to apply the criteria in the key fields to the BillQuick database. All matching records display in the grid. *To turn on Auto-Refresh, click Auto.*

6. Check and edit the entries for hours/units, bill rates, memos, WUD, MU, charge amount and other information. (You can double-click an entry to open it in the respective Sheet View or Expense Log screen.)

    > 💬 BillQuick calculates Cost Amount as Hours x Cost Rate or Units x Cost Rate, and Charge Amount as [Cost Amount x (1 + Markup)] x [1 + (Tax 1 + Tax 2 + Tax 3)].

7. Click Tools and select Spell Check to check the spelling of the time and expense records and their memos.

8. Select the rows or entries to approve and then click Approve. Else, click Submit to open the Submit-Approve screen.



9. If you want to send entries to another person for further review (a review chain), click Submit To option.

10. If you want to reject one or more entries, choose the desired option –Reject or Un-Submit. Click OK.

>  When you reject entries, you have the option of sending a message to the users. They will receive it the next time they log into BillQuick. You can reference the rejected entries in the Workflow screen.

11. When you are done, click Close to exit.

# Expense Settings

Settings and rules related to expense entries can be set at the company or global level and the project level. Project-level settings get precedence over the global settings.

- **Global Settings**: related to expenses can be specified in the Company, Global Settings and Preferences screen. *See Specifying Time and Expense Settings in the Company Management chapter for details.*
- **Project Settings**: related to expenses can be specified in the Project screen. *See Project Setup in the Master Information Setup chapter and Project Settings in the Project Management chapter for details.*

This section covers the following expense-related settings:

- Setting Default Items
- Restricting Expenses
- Automatically Evaluating Expenses
- Turning Off Expense Entry Evaluation
- Auto-filling Expense Log

## Setting Default Items

Default project and expense codes can be set for recording an expense entry.

1. Open the Expense Log screen. Click the More tab.

2. In the 'Use My Default' section, select the Expense ID and Project ID from the drop-down lists. Setting a default saves time when most new expense entries involve the same expense to the same project.

3.  Check 'Remember Grid Sort Order' option to sort lists by ID, name/description or original order of entry. BillQuick remembers the sort order between sessions.

4.  Check the 'Show Vendors' option to display vendors in the employee drop-down lists. The 'Sub' tag in the list differentiates vendors from employees.

5.  Click on the Log tab and start entering your expenses. BillQuick pre-fills the fields with your default values.

6.  When you are done, click Close to exit.


## Restricting Expenses

You can restrict expense entry to projects using Project Control or Employee Control feature. In addition, you can link a budget to a project and use it to restrict expense entry recorded to it. Project Control screen gives you the ability to restrict expense entry by assigning expenses to specific projects. (*You can create a Project Control from a budget.*) Similarly, Employee Control screen gives you the ability to restrict expense entry by assigning expenses to specific employees.

> The settings in the Project Control override those in the Project screen, while settings in the Employee Control override those in the Project Control.

To restrict expense entry through a budget:

1.  Open the Project screen. Select a project from the grid.

2.  Click on the Billing tab. Select a Budget from the drop-down list.

3.  Move to the Detail tab. To restrict expense entry by a budget, select the 'Budgeted Expenses Only' option from the Rules dropdown list.

4.  When you are done, click Save and then Close to exit.

Now, whenever you enter expenses for this project, you can see only budgeted expense codes in the drop-downs.

To restrict expense entry through Project Control:

1.  Open the Project Control screen from the Project menu. Select a Project ID.

2.  Select the Expense option. All the expense codes in the BillQuick database display in the Available Items list.
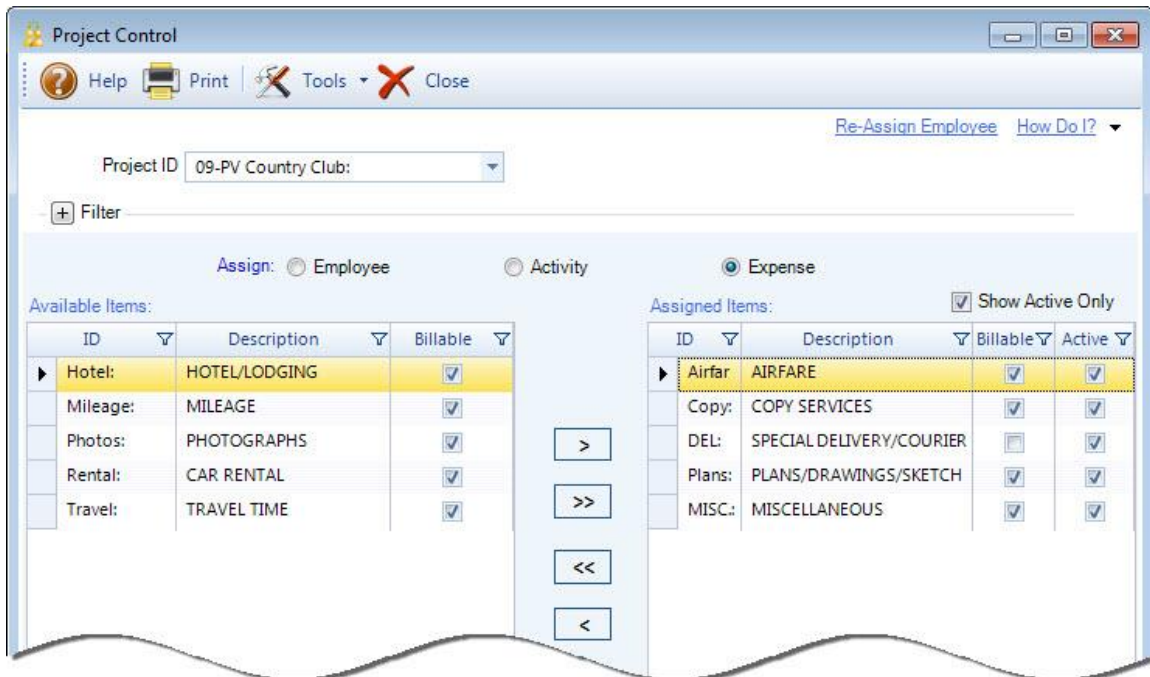


3.  Choose the expenses that you want to keep available for the selected project and move them to the Assigned Items list using ⟨ > ⟩.

4.  Click Close to exit.

Now, whenever you make expense entries for this project, you can see only assigned expense codes in the drop-downs.

> Using the Allocate screen, you can allocate units to an employee- expense combination. This will restrict the same employee from exceeding the specified number of units when making expense entries.

To restrict expense entries through Employee Control:

1.  Open the Employee Control screen from the Settings menu.

2. Select an Employee ID from the dropdown.

3. Select the Expense option. All the expense codes in the BillQuick database display in the Available Items list.
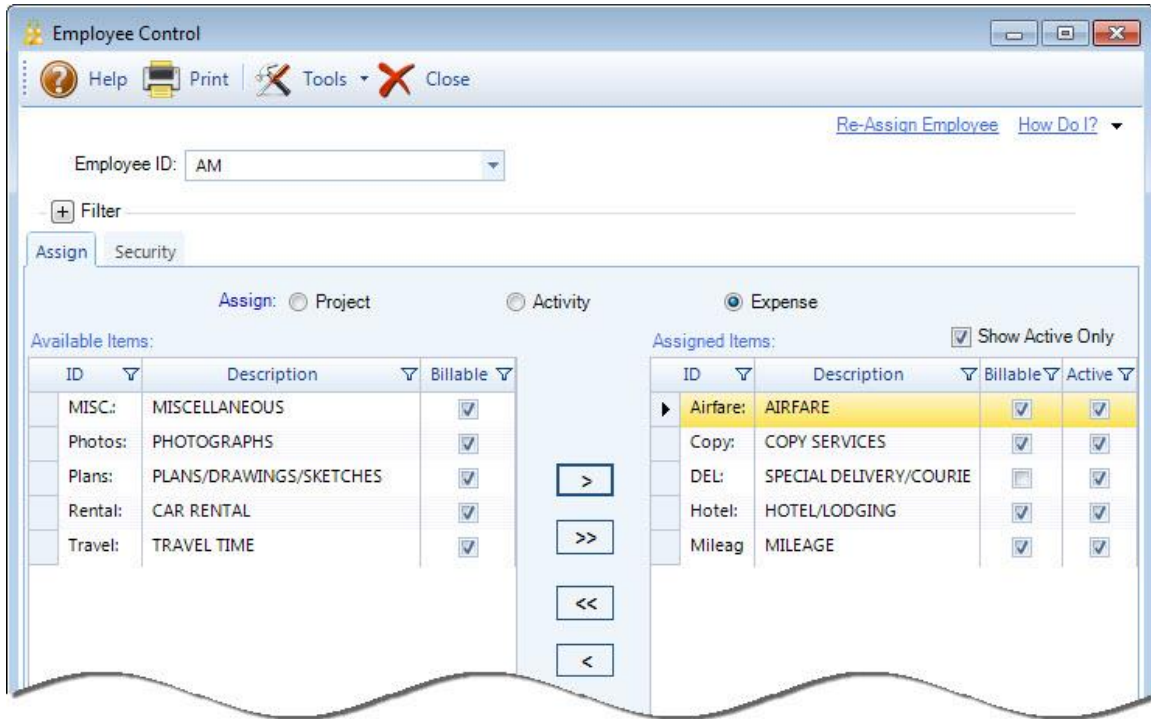


4. Choose the expenses that you want to keep available for the selected employee and move them to the Assigned Items list using [ > ].

5. Click the Security tab. Un-check the Expense Log Screen option (or all, if desired) to enable employee control settings.

> You can use the Security screen to uncheck 'Disable Employee Control' permission for all the BillQuick modules at once by clicking 'Turn on Employee Control' option.

6. When you are done, click Save and then Close to exit.

Now, whenever an employee records expense entries, he or she can see only assigned expense codes in the drop-downs.

> Using the Allocate screen, you can allocate units to a project- expense combination. This will restrict the same employee from exceeding the specified number of units when making expense entries.

## Automatically Evaluating Expenses

BillQuick does not prevent you from accumulating expenses above the contract amount (when expenses are a part of contract). Nor are you prevented from billing more than the contract amount for a fixed-type contract. However, BillQuick does apply a *Red Flag Rule* to all expense entries. The rule checks expenses charged to fixed-type contracts (except Percentage) to determine if it goes beyond the contract amount. If it does, BillQuick changes the status of the entry to 'non-billable'. It is called the Red Flag Rule because non-billable items display on the screen in red text, drawing the attention of employees and project managers. With appropriate security permissions, you can change the status back to 'Billable' and bill it to the client.

The rule recognizes managers are busy and at times may miss something. Rather than inadvertently over-bill clients and likely lose them, the red flag prompts you to check the non-billable item.

> Special rules allow you to override the Red Flag Rule, as well as to apply rules that prevent additional expense entry. Check Project and Global Settings.

## Turning Off Expense Entry Evaluation

You can turn off expense entry evaluation in BillQuick at the project-level or company-level. To do so:

1. Open the Project screen and select the desired project.

2. Move to the Detail tab.

3. Select the 'Skip Automatic EL Eval' option from the Rules dropdown list. BillQuick will skip performing the automatic expense entry evaluation for the selected project.

4. Click Save and then Close to exit.

5. Optionally, open the Global Setting-Time/Expense screen.

6. Check the 'Skip Time and Expense Evaluation' option. BillQuick will not perform the expense entry evaluation for any user in the company.

7. When you are done, click Save and then Close to exit.

## Auto Filling Expense Log

BillQuick includes ways to save time recording expenses incurred. For example, many staff and managers work on the same projects every day and from one week to the next. The only data that changes is the date.

The Simple Expense Log screen is a weekly expense log. You select the project and expense and then enter the expenses incurred on a particular day. Simple and fast. However, there is a way to speed up entry even more. When you work on the same projects from one week to the next, BillQuick's Auto-fill

feature carries forward projects and expense codes from one week to the next. In other words, BillQuick pre-fills the expense log based on the last projects you worked on. You can even control how many items carry forward to a new expense log. However, the auto-fill feature filters the list based on the Employee Control settings, if any.

To do so:

1. Open the Preferences screen and select Options.

2. For the Auto-fill Simple EL option, click the drop-down and select how many projects to auto-fill.

3. When you are done, click Save and then Close to exit.

> Remote time and expense capture modules include Web Suite (browser-based, Internet or intranet) and its Mobile feature (web-enabled PDA or cell phone). BillQuick Outlook Add-In reads Microsoft Outlook data and turns it into BillQuick time entries.

> Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 10

# Accounting

- Overview
- Purchase Orders
- Receive Items
- Vendor Bills
- Chart of Accounts
- Accounts Payable
- Data Integration

# Overview

To provide your company with day-to-day accounting capabilities, BillQuick comes with some core accounting features that make it easier to keep track of accounts payable, transactions and expand data integration with supported accounting packages. With these capabilities, you can track purchase orders, create and pay vendor bills, receive items, make deposits or write checks, manage your chart of accounts and do much more in BillQuick.

This section focuses on the tasks typically performed by billing managers and accountants, or may be delegated to the admin staff.

# Purchase Orders

Purchase Order (PO) allows you to record an order for services and materials from vendors or suppliers at a specified price and time. This makes it easier to track purchases and hence prevent unauthorized purchases. Purchase Orders mostly have expense items, ultimately paid by a client.

Similar to the time and expense entries, you can submit purchase orders for approval before sending them to the suppliers or vendors.

You can create and use purchase orders in the following ways:

- Creating Purchase Orders
- Creating Purchase Orders from Budgets
- Cloning Purchase Orders
- Changing Purchase Orders
- Deleting Purchase Orders
- Submitting Purchase Orders
- Approving Purchase Orders
- Emailing Purchase Orders
- Viewing Purchase Order History
- Viewing Open Purchase Orders
- Receive Items

## Creating Purchase Orders

*You can create your purchase order at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Setup**

To create a purchase order:

1. Open the Purchase Order screen from the Accounting menu (or directly by right clicking in the Vendor screen). It automatically opens in the *new entry* mode.

2. Select a Vendor ID from the drop-down. *You can add a new vendor here on the fly.*



3. Enter other information. The 'P.O.No.' field is auto-generated by BillQuick whenever you create a new purchase order. *You can specify the PO number format in the Global Settings-Miscellaneous screen.*

4. Enter the 'Ship To' address where you want to receive the ordered items. Choose from Client Address, Client Contact Address, Project Address, or any other address.

5. Based on the shipping address, select or enter an ID of the client, client contact, or project.

6. Enter a Date for the purchase order; else select it from the drop-down calendar. BillQuick also maintains a 'Created On' date for the PO in the grid.

7. In the Purchase Order grid, enter the service or expense Item requested, number of Units (or hours) required and the Project ID for which you placed the order.

8. BillQuick pre-fills the Description and Rate fields automatically based on the Item chosen. However, you can edit it here. The Amount field is calculated as Units or Hours x Rate.

You can convert the purchase order entries into expense or time entries from the Vendor Bills screen and then bill a client. BillQuick defaults to the rates set in the fee schedules to calculate the purchase order Amount (*follows the Rate Hierarchy in BillQuick*).

9. When you enter all the required information, click Save and you are done!

**Advanced Setup**

To add additional information:

1. Set 'Active' status for the purchase order. Inactive purchase orders are not displayed in the 'Open Purchase Order' list (*unless the 'Show All' option is checked there*).

2. Select a Payment Term for the purchase order. *This is for reference only and **does not** transfer to the Vendor Bills or accounts payable of your accounting package.*

    You can base your purchase order on an approved budget. *See Create Purchase Orders from Budgets below for more.*

3. Click Add Project Journal link to record detailed information in a journal.

4. BillQuick allows you to link files and documents to the purchase order by clicking on Link Files option. E.g., you may want to attach the vendor contract or any other document to the record.

5. Enter notes related to the PO in the Memo box. Else, press Ctrl + M or click at the bottom to add a memo for each line item. *See Memos in the General Features chapter for more information.*

6. To save time, you can copy and paste entries in the grid using the Copy-Paste options at the bottom. *BillQuick activates these options only when you select a row.*

7. You may click Tools and select Spell Check to perform a spell check on all the description and memo fields.

8. When you are done, click Save and then Close to exit.

## Creating Purchase Orders from Budgets

You can create purchase orders based on a budget provided you have assigned that budget to the project and it contains records against your vendor. You can create purchase orders directly from the Purchase Order screen or else from the Budget screen.

To create a new purchase order from a budget:

1. Open the Purchase Order screen from the Accounting menu.

2. Select the Vendor for which you want to create a purchase order.



3. Select the desired budget from the 'From Budget' drop-down. BillQuick retrieves its service and expense items for the purchase order, but you can edit it here.

> You can also click on the From Budget link on the screen to assign a budget to the desired projects. This is useful if you want to base your purchase order on a budget not available in the dropdown list.

4. After making the desired modifications, click Save to save the information.

5. When you are done, click Close to exit.

To create a purchase order directly from the Budget screen:

1. Open the Budget screen.

2. Select a budget from which you want to create a purchase order. T*he selected budget should have a vendor line item in it*.

3. Click Tools and select Purchase Order.

4. In the 'Purchase Order from Budget' dialog, enter the desired Vendor ID, Client ID and Project ID.

5. Click OK to save the purchase order.

6. When you are done, click Save and then Close to exit.

## Cloning Purchase Orders

Many purchase orders share attributes and hence, adopting a 'clone template' is easier and quicker. It is important to determine what is common or same for groups of purchase orders. Sometimes in a technology-consulting firm, you need to send purchase orders with same attributes to different vendors. Therefore, you can use this clone feature to create many purchase orders quickly.

To clone a purchase order:

1. Open the Purchase Order screen from the Accounting menu.

2. Create a unique purchase order for the clone template. (*It should be easy to separate clone template from actual purchase orders*.)

3. Enter required data along with common attributes to clone. You can use the 'P.O.No.' field to

describe the template's key attributes.

4. Click Save to save the purchase order template.

5. Next, click Tools and select Clone.

6. In the Clone Purchase Order dialog, select the clone template from the drop-down list.
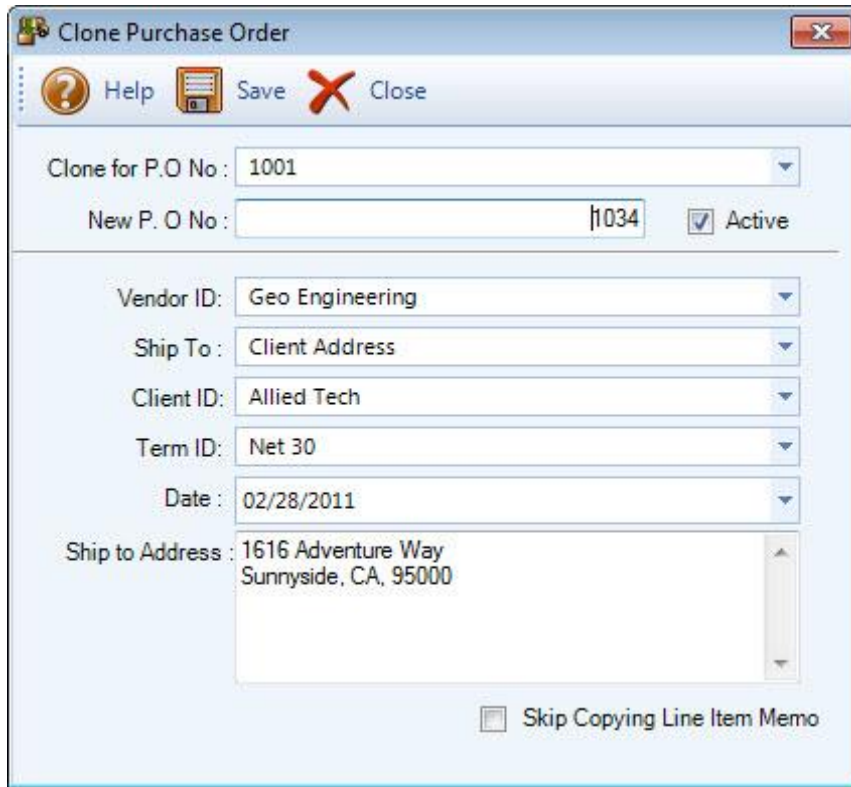


7. Type a New P.O.No. Enter other required data such as Client ID, Vendor ID, Date, etc.

8. You can choose not to copy the individual line item (service or expense) memos by checking that option at the bottom.

9. When you are done, click Save and then Close to exit.


## Changing Purchase Orders

You can change or edit single or multiple fields for a purchase order in BillQuick using the Change option. To do so:

1. Open the Purchase Order screen from the Accounting menu.

2. Select a record in the grid to edit. Select multiple rows to make batch changes to items.

3. Next, click Tools and select Change.

4. On the Batch Change screen, enter new values or change options where needed. The adjoining checkboxes are automatically marked.



5. Click OK. The selected records reflect those changes now.

## Deleting Purchase Orders

Security permission is required to delete a purchase order. The best plan of action to delete a purchase order is:

1. Open the Purchase Order screen from the Accounting menu.

2. Select the desired purchase order from the 'P.O.No.' drop-down.

3. Click Delete to delete the entire purchase order. Else, select the rows in the grid that you want to delete and click Delete.

4. If there are items received against the purchase order, it gives a prompt. Click [ Yes ] to delete the purchase order.

5. When you are done, click Close to exit.
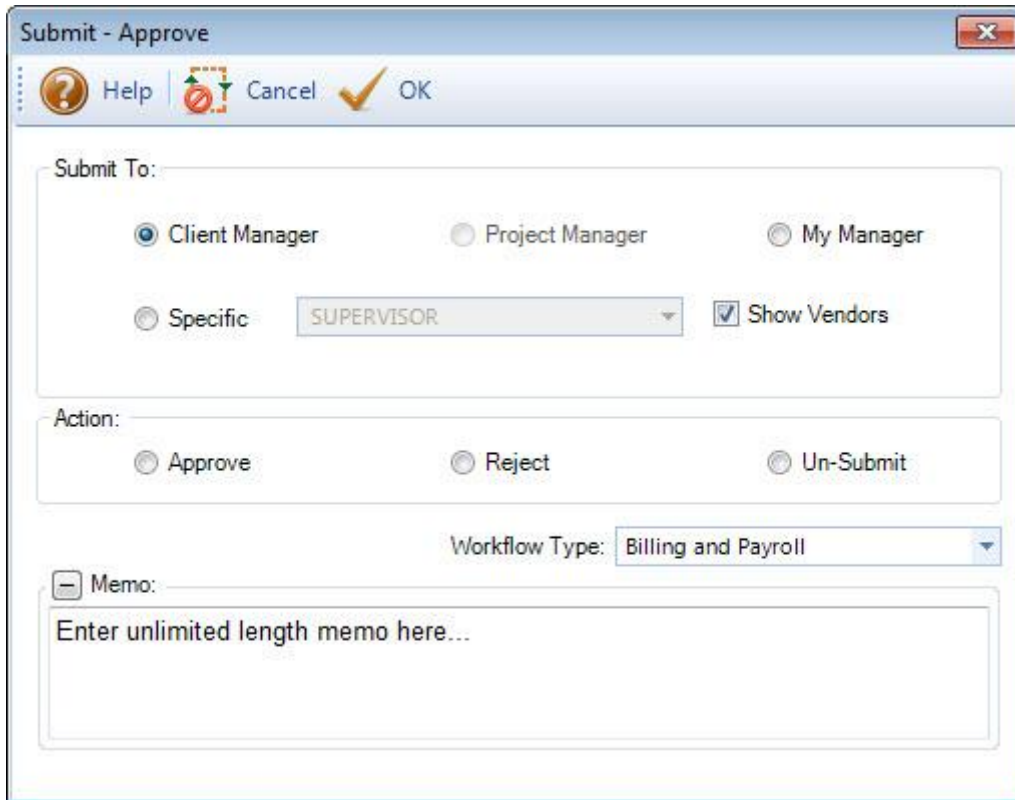
# Submitting Purchase Orders

For a company that follows a submit-review-approval process, BillQuick's built-in workflow makes the process easy and fast. Before sending out your purchase orders to a vendor or supplier, you can have it routed internally for approval by one or more reviewers or managers. The approver will accordingly receive a notification in the Reminders screen or via email.

⚠️ Submit-approve feature is available in the BillQuick Enterprise edition only.

To submit purchase orders:

1. Open the Purchase Order screen.

2. Select an existing purchase order or create a new one, as usual.

3. Click Submit to open the Submit-Approve screen.



4. Select whom to submit the purchase order. Commonly, you submit purchase orders to a Client Manager. You can also submit it to a Specific person or My Manager (your direct supervisor). *Your BillQuick Supervisor will provide submission instructions.*

   ℹ️ You cannot submit a purchase order to a Project Manager because it can have multiple projects with different managers.

5. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.

6. Enter an unlimited length Memo, if desired.

7. Click OK and you are done!
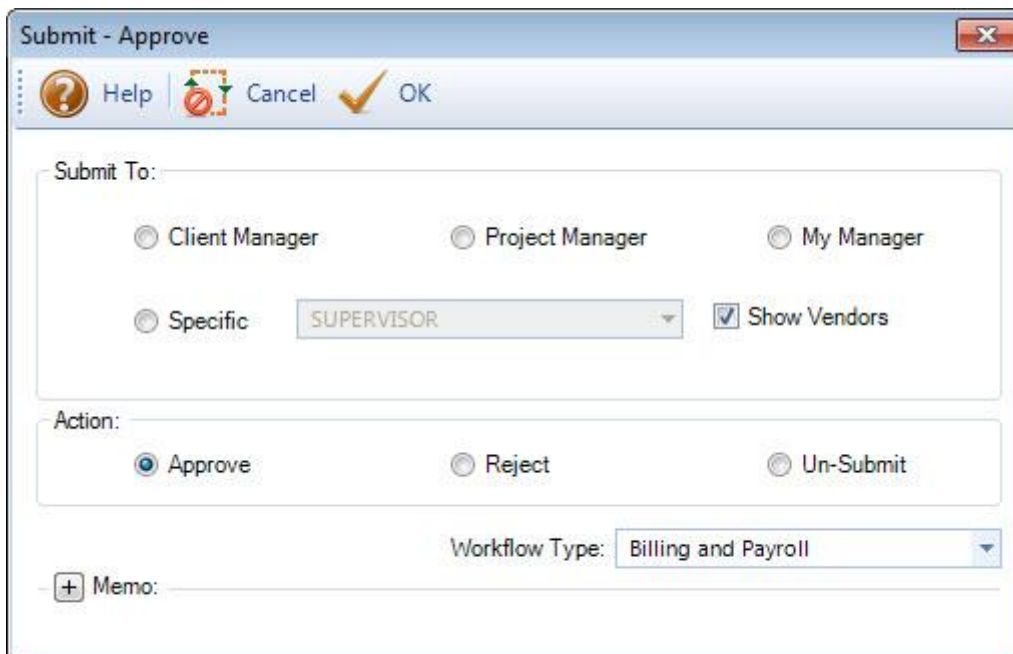
## Approving Purchase Orders

BillQuick automatically routes purchase orders to the persons responsible for reviewing and approving them. The next time they log into BillQuick, it reminds them via the Reminders screen or email that purchase orders are waiting for review.

> You can prevent anyone from receiving items against unapproved purchase orders by specifying that setting in the Global Settings-Rules screen.

To approve submitted purchase orders:

1. Open the Purchase Order screen.

2. Click View Previous POs link and select a submitted purchase order from the P.O.No. dropdown. *It is indicated by* .

3. Review the purchase order details on the grid. If you have appropriate security permissions, you can edit them.

4. When ready, click Submit.

5.  On the Submit-Approve screen, select the Approve option.

6.  If you want to send the purchase order to another person for further review (a review chain), choose the Submit To option.

7.  If you want to reject the purchase order, choose the desired option –Reject or Un-Submit. Click OK.

> The Workflow screen enables you to track the entire submit-approve process of all the purchase orders.

8.  When you are done, click Close to exit

## Emailing Purchase Orders

BillQuick allows you to email purchase orders to your vendors. When sending the purchase order, the vendor's email address carries from the Vendor profile. The purchase order attaches to the email as a PDF document.

To email a purchase order:

1.  Open the Purchase Order screen from the Accounting menu.

2.  Move to the Filters tab and select the desired filters to generate a concise list of purchase orders with which you want to work. Click Refresh.

3.  From the 'P.O.No.' field, select the purchase order that you intend to email.

4.  Click Email. On the Email screen, a standard message displays in the email body. However, you can modify it here.
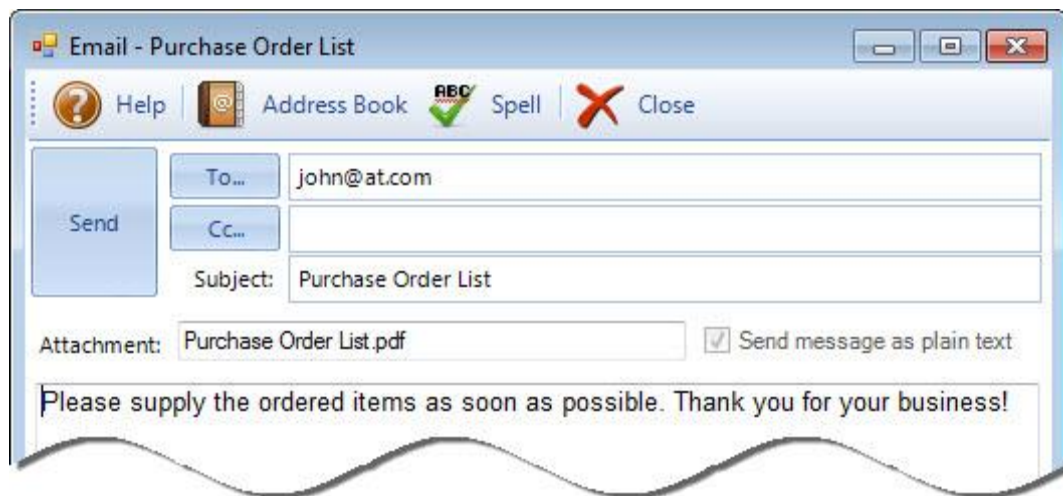
Mark the checkbox 'Send Message as Plain Text', if you want recipients to receive the email message without any formatting styles.

5.  You can send the same email to multiple recipients using the Cc field, email addresses separated by commas.

6.  Click Spell to spell-check the email before sending it.

7.  When you are done, click Send and then Close to exit.


# Viewing Purchase Order History

Managing large purchase orders is a challenge for business managers. You can view the complete transaction history of items received against purchase orders and other details associated with the vendor bills.

The Transaction History Purchase Order screen is available in the BillQuick Enterprise edition only.

To view the Purchase Order History:

1.  Open the Purchase Order screen from the Accounting menu.

2.  Click View Previous POs link and select the desired P.O. No.

3.  Click Tools and select History. It opens the Transaction History Purchase Order screen.

It displays the entire history of the purchase orders placed and items received against them. All the fields are non-editable. You can view and print this information.

4.  When you are done, click Close to exit.

## Viewing Open Purchase Orders

After creating and sending purchase orders, you can view all the open orders. To do so:

1.  Choose the Receive Items option from the Accounting menu. The Open Purchase Order screen displays.

2.  By default, it shows only the open purchase orders. If you want to view previous purchase orders, check the 'Show All' option.
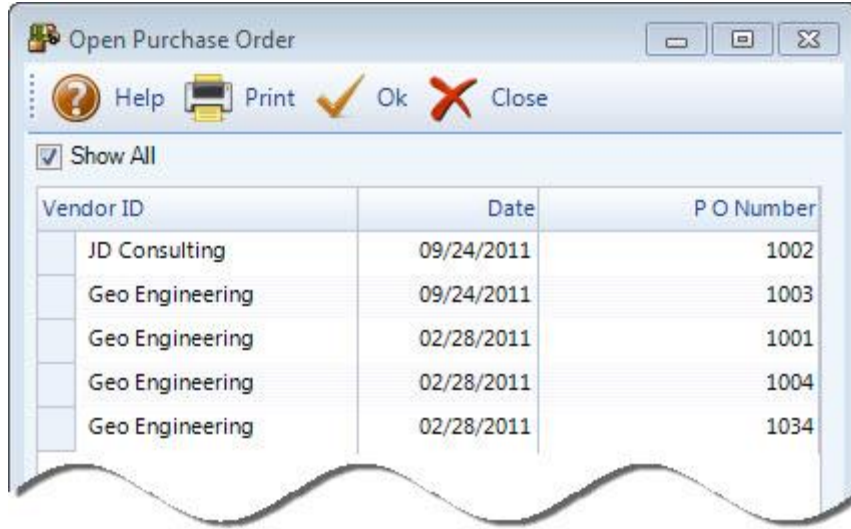
3. Select the purchase order that you want to view and then click OK (or double click it) to open the Receive Items screen.
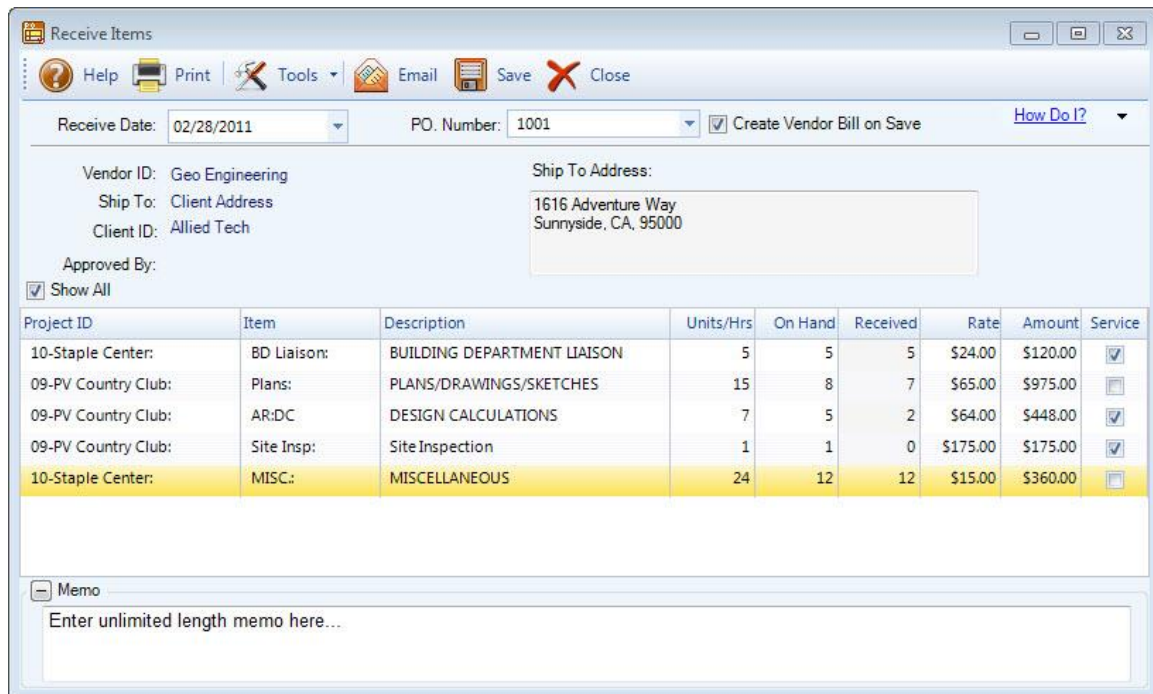


4. The Receive Items screen gives all the details of the purchase order, the partially received and pending items. However, closed (received in full) and inactive items are not displayed. *To view all records, check the 'Show All' option*.

5. When you are done, click Close to exit.

# Receive Items

When you receive items ordered with a purchase order, you can record them and create a vendor bill from that. If you do, it carries to the Expense Log (expense item) or Sheet View (activity) screen. You can receive as many as ordered, greater than or less than ordered.

> You can prevent anyone from receiving items against unapproved purchase orders by specifying that setting in the Global Settings-More screen.

When receiving items, you can perform the following tasks:

- Receiving Items
- Emailing Received Items Information
- Checking Items Received

## Receiving Items

Whether you receive a full (**blue** entry) or a partial (**black** entry) shipment for ordered items, it is important to record them as soon as possible. To receive items:

1. Choose the Receive Items option from the Accounting menu. This will open the 'Open Purchase Order screen.
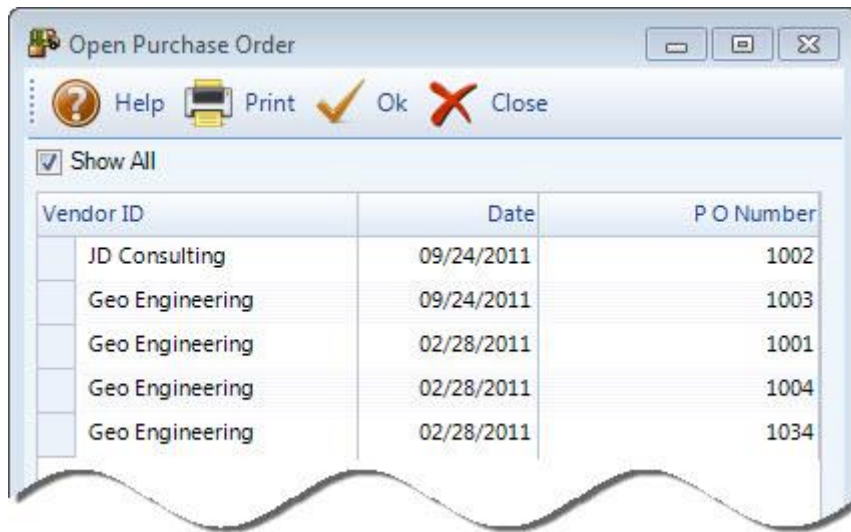


2. Select the desired purchase order and click OK to open the Receive Items screen. All the details of the purchase order display.

> You can directly record received items from the Purchase Order screen using the Receive option from the Tools dropdown.

3. Select the Receive Date and enter the number of items received (expense units or hours of service) in the Received field. *Once you receive all the items on a purchase order, BillQuick marks the purchase order as 'Closed'.*

4. If you want to create a vendor bill for received items, remember to check the 'Create Vendor Bill on Save' option.

5. Press Ctrl + M or click ⊞ at the bottom to open the Memo box. You can enter as much text as required for each line item or insert Auto Complete shorthand codes into it.

6. You may click Tools and select Spell Check to perform a spell check on all the description and memo fields.

    As with purchase orders and vendor bills, you can also submit the received items for approval. The reviewer will get a reminder for approving these items.

7. When you are done, click Save and then Close to exit.

## Emailing Received Items Information

BillQuick allows you to receive items against a specific purchase order. You can email the Receive Items information to the vendor as PDF attachments. BillQuick brings forward the vendor's email address from the Vendor profile.

To email:

1.  Choose the Receive Items option from the Accounting menu. This will open the 'Open Purchase Order screen.

2.  Select the desired purchase order and click OK to open the Receive Items screen, which displays all its details.

3.  Select the Receive Date and enter the desired number of items in the Received field.

4.  Click Email. On the Email screen, a standard message displays in the email body. However, you can modify it.
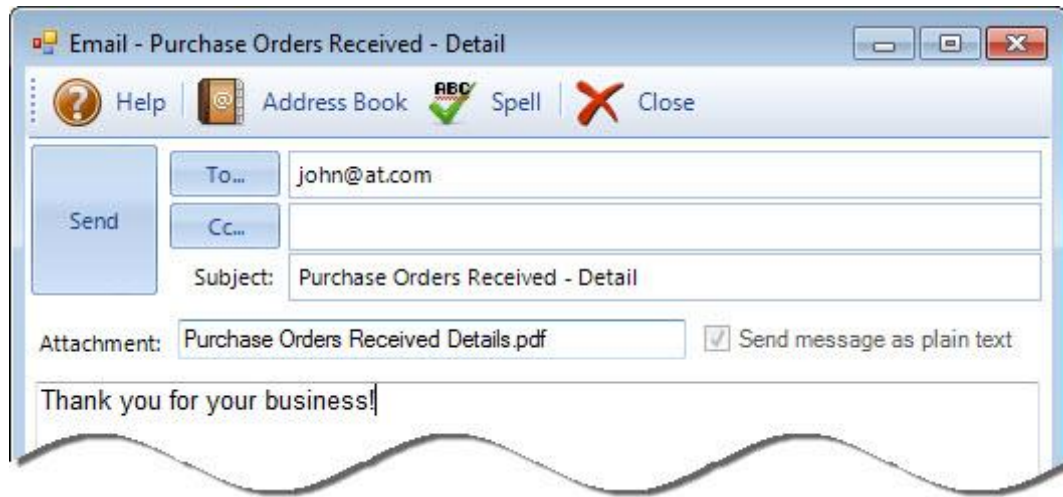


> Mark the checkbox 'Send Message as Plain Text', if you want recipients to receive the email message without any formatting styles.

5.  You can send the same email to multiple recipients using the Cc field, email addresses separated by commas. E.g., send it to the vendor, client/project manager as well as the client.

6.  Click Spell to spell-check the email before sending it.

7.  When you are done, click Send and then Close to exit.

## Checking Items Received

Receive Items screen keeps a track of the number of items received against a specific purchase order in BillQuick. To check the items received before against a specific purchase order, follow the steps below:

1.  Open the Receive Items screen from the Accounting menu. This will open the Open Purchase Order screen.

2.  By default, it shows only the open purchase orders. If you want to view previous purchase orders, check the 'Show All' option. It will display all the purchase orders generated so far.

3. Select the purchase order whose details you want to view and click OK (or double click it) to open the Receive Items screen.

4. In the Receive Items screen, you can view the items received so far. However, items received in full do not display. To view all the entries, check the 'Show All' option.



The 'On Hand' field displays the total number of items received until date on the purchase order.

5. You can select another purchase order from the P.O.Number field to check its details.

6. When you are done, click Close to exit.

# Vendor Bills

You can record a new vendor bill or automatically generate it when recording items received against a purchase order. When you create a vendor bill, BillQuick automatically creates a corresponding time or expense entry for each item on it. You can also create vendor bills by importing un-billed time and expense entries recorded by a vendor.

BillQuick charges the services and/or expenses on the vendor bill to a specific project. You can submit vendor bills and after approving them, bill them to your client.

You may enter credit card charges in BillQuick as vendor bills. In that case, you need to create vendors for your credit card companies. However, credit card receipts are essentially accounts payable (A/P).

This section covers the following tasks:

- Creating Vendor Bills from Received Items
- Creating Vendor Bills
- Creating Vendor Bills from Time and Expense
- Batch Changing Vendor Bills
- Submitting Vendor Bills
- Approving Vendor Bills
- Emailing Vendor Bills

## Creating Vendor Bills from Received Items

You can record a new vendor bill or automatically generate one when recording items *fully or partially* received against a purchase order.

To create a vendor bill from received items:

1. Select the 'Receive Items and Create Bill' option from the Accounting menu.

2. On the Open Purchase Order screen, select the purchase order against which you want to receive items and create a vendor bill. Click OK.

3. On the Receive Items screen, enter the details for the items received against the purchase order.



4. Make sure the 'Create Vendor Bill on Save' option is checked. On clicking Save, the number of items entered is received against the purchase order and the vendor bill is created.

5. When you are done, click Close to exit the screen.

To view the vendor bill:

1. Open the Vendor Bills screen from the Accounting menu.

2. Select the desired bill by clicking 'View Previous Bills' option and choosing it from the Bill No. dropdown.



3. Click Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

4. The vendor bill details display. You can make any changes to it, if needed. (*You can also add a memo, link a file or create a Project Journal to it*)

> Vendor Bill entries are color-coded: **black** are billable and **red** entries are non-billable. It follows the color-coding for time and expenses as specified in the Preferences-Format screen.

5. When you are done, click Save and then Close to exit.

> If you directly access the Vendor Bills screen and select a vendor who has purchase orders and received items without a vendor bill associated with them, BillQuick prompts you to see these purchase orders without bills. Your vendor bill can include these items, if desired.
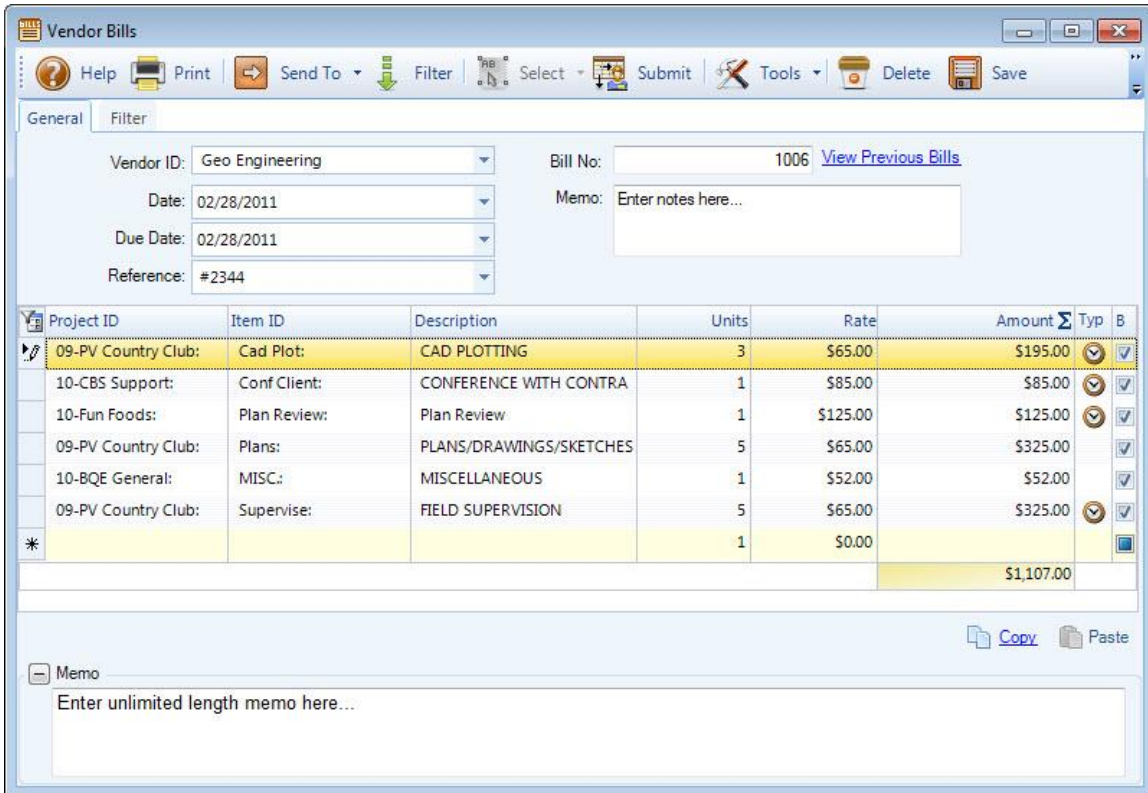
# Creating Vendor Bills

> *You can create your vendor bill at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### Basic Setup

To create a vendor bill:

1.  Open the Vendor Bills screen from the Accounting menu (or directly by right clicking in the Vendor screen). BillQuick will automatically open it in the *new entry* mode.

2.  Select the Vendor ID from the drop-down. *You can also add a new vendor here on the fly*.



3.  Whenever you create a new vendor bill, the Bill No. is auto-generated by BillQuick. *You can change it here, even after the bill is created.*

    > BillQuick automatically assigns the bill number counting one unit from the value specified in the 'Last Vendor Bill#' in Global Settings-Miscellaneous screen.

4.  Select the Date when you created the vendor bill. By default, BillQuick pre-fills it with the current date.

5. Select the date when the vendor bill is due. By default, BillQuick pre-fills the Due Date field with the current date.

>  If there are some unbilled, approved time and expense entries associated with the vendor, BillQuick prompts you to include them in the Vendor Bill.

6. In the grid, enter the desired Item (activity or expense item received), Units (expense units or hours of service) and Project ID to which the bill applies. BillQuick fills the Description, Cost and Type fields automatically based on the item chosen.

7. Check the Rate of the expense or service item of the vendor bill. BillQuick calculates the Amount based on the number of Units and Rate associated with the items.

>  BillQuick defaults to the cost rate (plus markup in case of expenses) as per the rate hierarchy. Since you can convert vendor bills into time or expense entries and bill a client, BillQuick uses this cost rate in the time and expense screens. You can change these rates there, if desired.

8. When you enter all the required information, click Save and you are done!

## Advanced Setup

To add additional information:

1. Click  Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2. Optionally, enter a reference number. For example, you may enter a routing number from a personal check here. As you add reference numbers, BillQuick retains them for future use.

3. Check 'Xtra' to log an activity item as extra. You can do this when services provided by a vendor need to be shown separately on an invoice. These are essentially expenses for the firm, which pass to the client.

4. You can paste entries in the Vendor Bills grid (maximum of 50 entries at a time) using the Copy and Paste options at the bottom. BillQuick activates *these options only when you select a row*.

5. Click Tools and select Import to import the desired unbilled time and expense entries recorded by a vendor in BillQuick. You can use these entries to create vendor bills.

6. Click Tools and select Email to email the vendor bill to the client or any other person as a PDF file attachment.

To add extra information to a vendor bill:

1. Type comments or notes for the vendor bill in the Memo field.

2. Click Tools and select Journal to add notes for the vendor bill.

3. BillQuick allows you to link files and documents to the vendor bill after saving it. E.g., you may want to attach the vendor contract, client contract or any other document to the record. Click Link Files or right-click to choose it.

4. To add a memo, press Ctrl + M or click ⊞ at the bottom. You can enter as much text as needed or insert Auto Complete shorthand codes into it.

To submit a vendor bill:

1. In the Bill No. dropdown, 'S' field indicates the Submit-Approve status of a bill. The status is indicated by an icon:

   [blank] Not submitted   ⬇ Submitted   ➡ Forwarded   ✔ Approved   ✖ Rejected

2. Select it and click Submit to open the Submit-Approve screen. From here, you can submit bills to the relevant person. See *Submitting Vendor Bills below for details*.

To edit a vendor bill:

1. Select one row or multiple rows to be changed.

2. Click Tools and select Change to launch the Batch Change screen. See *Batch Changing Vendor Bills below for more*.

3. You may click Tools and select Spell Check to perform a spell check on all the description and memo fields.

4. When you are done, click Close to exit.

## Creating Vendor Bills from Time and Expenses

You can use Expense Log to enter vendor bills. You can also use the Vendor Bills screen to track vendor bills or expenses. When creating a new vendor bill, you can include billed as well as unbilled time and expense entries with it.

To create a vendor bill:

1. Enter time and expenses for the vendor in any time and expense entry screens, as you normally do. Submit the entries and get them approved.

2. Open the Vendor Bills screen from the Accounting menu.

3. Select a Vendor ID from the drop-down. *You can also add a new vendor here on the fly*.

4. BillQuick detects approved time and expenses in the system and prompts you to link them to the vendor bill. Click [ Yes ] to open the Vendor Time and Expense screen.

   Else, click Tools and select Import. On the 'Vendor Time and Expense' screen, all the time and expense entries for the selected vendor display.



5. Check the line items that you want to include in the vendor bill and then click OK.

   BillQuick prevents you from deleting time and expense entries attached to a vendor bill.

6. BillQuick adds these items to the vendor bill. It fills the Description, Cost and Type fields automatically, but you can edit them here. BillQuick calculates the Amount field based on the number of units and cost.

7. When you are done, click Save and then Close to exit.

If you synchronize data with QuickBooks and the vendor record is already there, you can use Send To option to transfer these vendor bills to QuickBooks. They will appear in its Un-Paid Bills report. The advantage of recording the vendor bill in BillQuick is the '*Pay When Paid*' feature. When your client pays for the invoice, BillQuick lets you know which vendor bills to pay.

## Batch Changing Vendor Bills

BillQuick allows you to change a single record or multiple records of Vendor Bills using the Change screen.

To make batch changes:

1. Open the Vendor Bills screen from the Accounting menu.

2. Select the rows in the grid that need to be changed. Click Tools and select Change.

3. On the Batch Change screen, enter new values or change options where needed. The adjoining checkboxes are automatically marked.

4. Click OK to apply the changes and exit. The selected records reflect the changes in the Vendor Bills grid.

5. When you are done, click Save and then Close to exit.
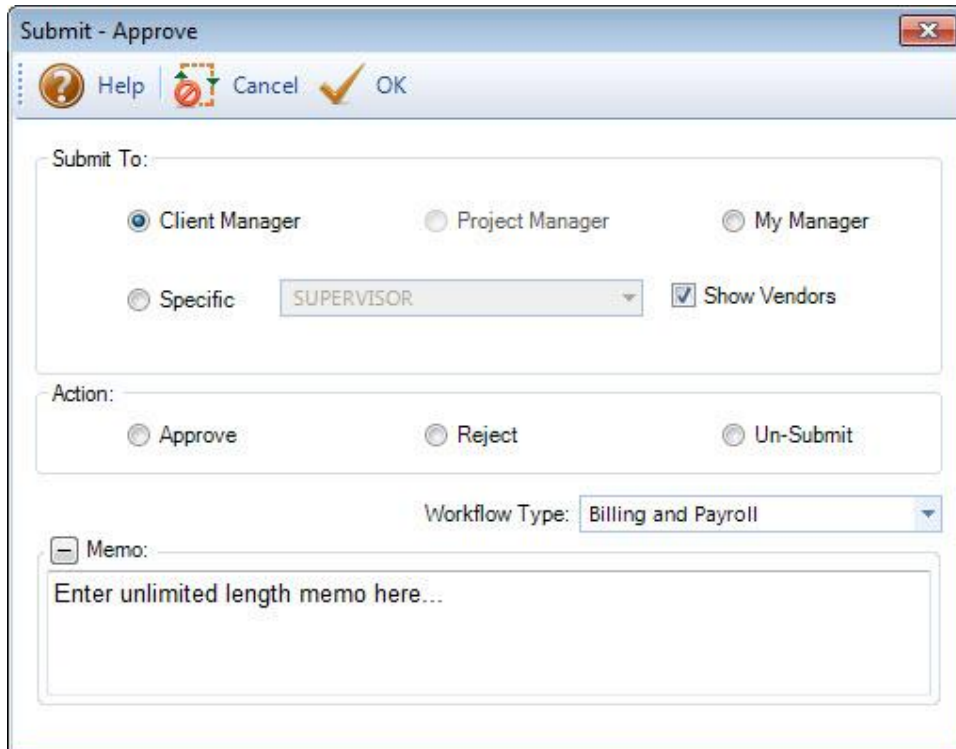
## Submitting Vendor Bills

For a company that follows a submit-review-approval process, BillQuick's built-in workflow makes the process easy and fast. Before sending out your vendor bills to a vendor or supplier, or billing it to the client, you can have it routed internally for approval by one or more reviewers or managers. When submitting a vendor bill, you are not submitting the individual entries but the entire bill. To submit or approve individual time and expense entries on a vendor bill, you can do so from their respective screens. It is then reflected in the Vendor Bills grid. The approver will accordingly receive a notification in the Reminders screen or via email.

> ⚠ The submit-approve feature is available in the BillQuick Enterprise edition only. BillQuick automatically approves the Vendor Bills for Basic and Pro users.

To submit vendor bills:

1. Open the Vendor Bills screen.

2. Select an existing vendor bill or create a new one, as usual.

3. Click Submit to open the Submit-Approve screen.

4.  Select whom to submit the vendor bill. Commonly, you submit vendor bills to a Client Manager. You can also submit it to a Specific person or My Manager (your direct supervisor). ***Your BillQuick Supervisor will provide submission instructions.***

> You cannot submit a vendor bill to a Project Manager because it can have multiple projects with different managers.

5.  In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.

6.  Enter an unlimited length Memo, if desired.

7.  Click OK and you are done!

## Approving Vendor Bills

BillQuick automatically routes vendor bills to the persons responsible for reviewing and approving them. The next time they log into BillQuick, it reminds them via the Reminders screen or email that vendor bills are waiting for review. When approving a vendor bill, you are not approving the individual entries but the entire bill. To submit or approve individual time and expense entries on a vendor bill, you can do so from their respective screens. It is then reflected in the Vendor Bills grid.

To approve submitted vendor bills:

1.  Open the Vendor Bills screen.

2.  Click View Previous Bills link and select a submitted vendor bill from the Bill No. dropdown. *It is indicated by* .

3.  Review the vendor bill details on the grid. If you have appropriate security permissions, you can edit them.

4.  When ready, click Submit.

5.  On the Submit-Approve screen, select the Approve option.

6. If you want to send the vendor bill to another person for further review (a review chain), choose the Submit To option instead.

7. If you want to reject the vendor bill, choose the desired option –Reject or Un-Submit. Click OK.

> The Workflow screen enables you to track the entire submit-approve process of all the vendor bills.

8. When you are done, click Close to exit.

## Emailing Vendor Bills

You can email vendor bills to your vendors and suppliers. When sending the vendor bill, BillQuick brings forward the vendor's email address from the Vendor profile. The vendor bill attaches to the email as a PDF document.

To email a vendor bill:

1. Open the Vendor Bills screen from the Accounting menu.

2. To email an existing bill, select the Vendor ID and Bill No. to display the details of vendor bills in the grid.

3. Else, create a new vendor bill by clicking on 'Create New Bill' option.  Fill in the required data.

4. Next, click Tools and select Email.
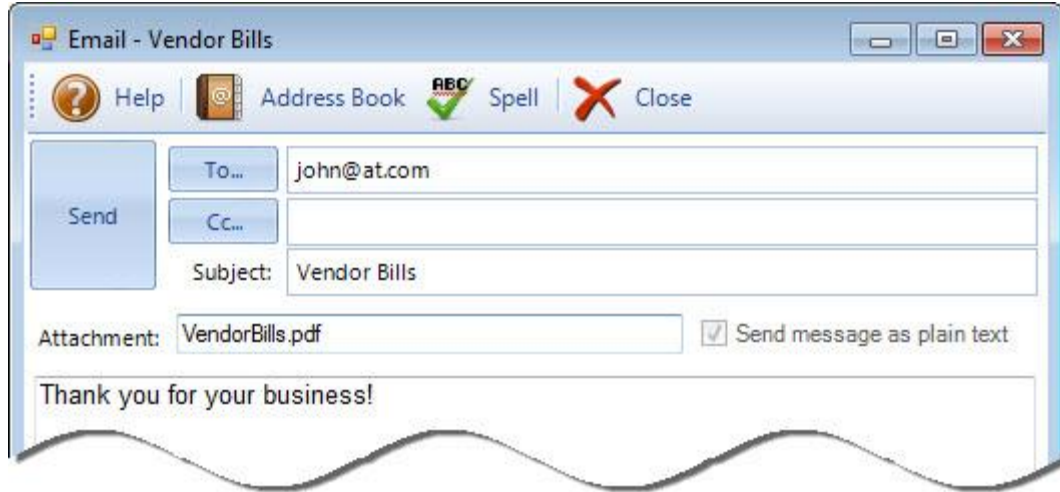
5. The Email screen displays the standard message (specified in the Preferences-Email Settings or Global Settings-Email Settings screen) in the email body. However, you can edit the message here.

> Mark the 'Send Message as Plain Text' option if you want recipients to receive the email message without any formatting styles.

6. You can send the same email to multiple recipients by entering additional email addresses in the Cc field (email addresses separated by commas).

7. Click Spell to spell-check the email before sending it.

8. When you are done, click Send and then Close to exit.

> BillQuick includes a *Pay When Paid* feature. When you apply a payment to an invoice that includes a link to a vendor bill, BillQuick prompts you to preview/ print it. This helps you schedule payments to your vendors.

# Chart of Accounts

You may set up a Chart of Accounts in BillQuick or transfer them from your accounting software. These accounts are required for the functioning of Accounts Payable module in BillQuick and integration purposes. Chart of accounts also display in the Income Account and Expense Account drop-downs in the Activity Codes and Expense Codes screens for data integration purposes.
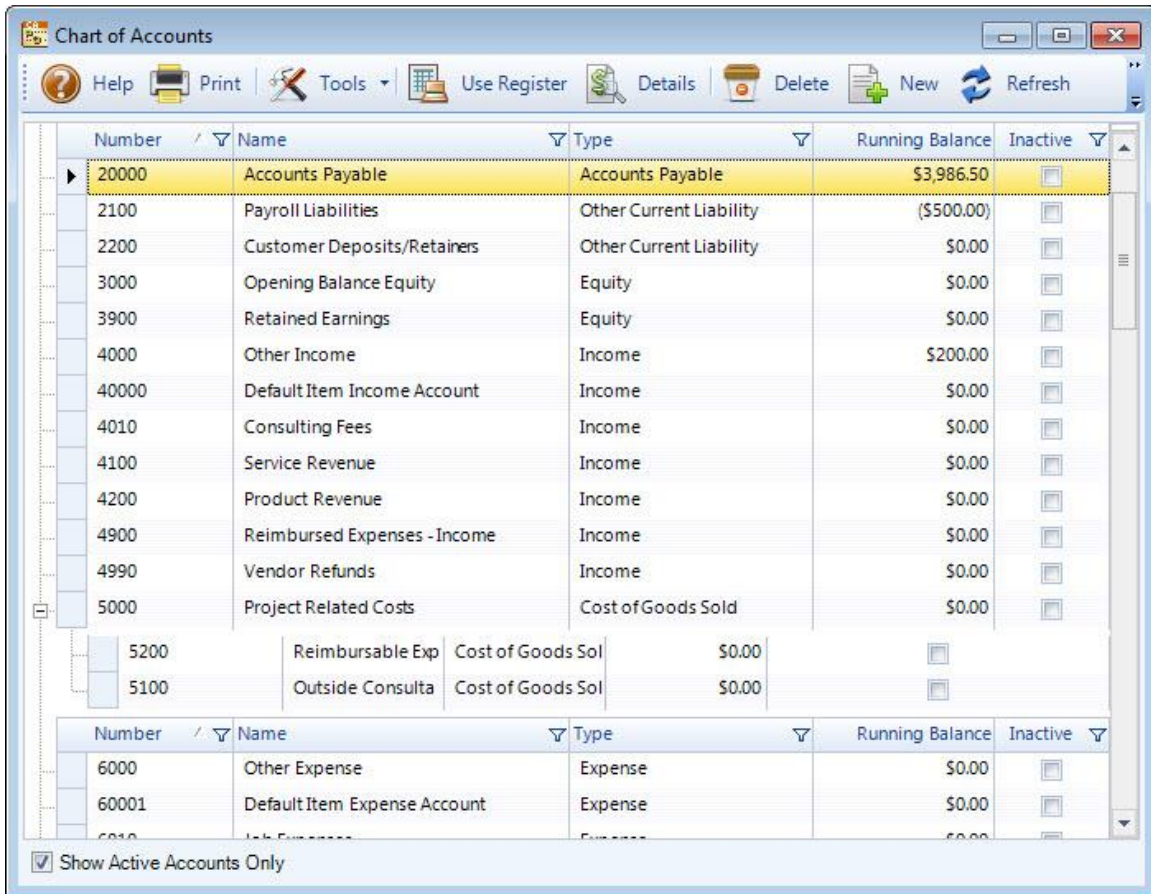
You can also view the Register or Details of any account from the Chart of Accounts screen by clicking that option.

## Creating Chart of Accounts

To create an account:

1. Open the Chart of Accounts screen from the Accounting menu. Previously created or transferred accounts display in the grid.



2. Click New to create a new account.

3. Select the Account Type for the new account you are creating. It could be Accounts Receivable, Bank, Cost of Goods Sold, Other Income, etc.
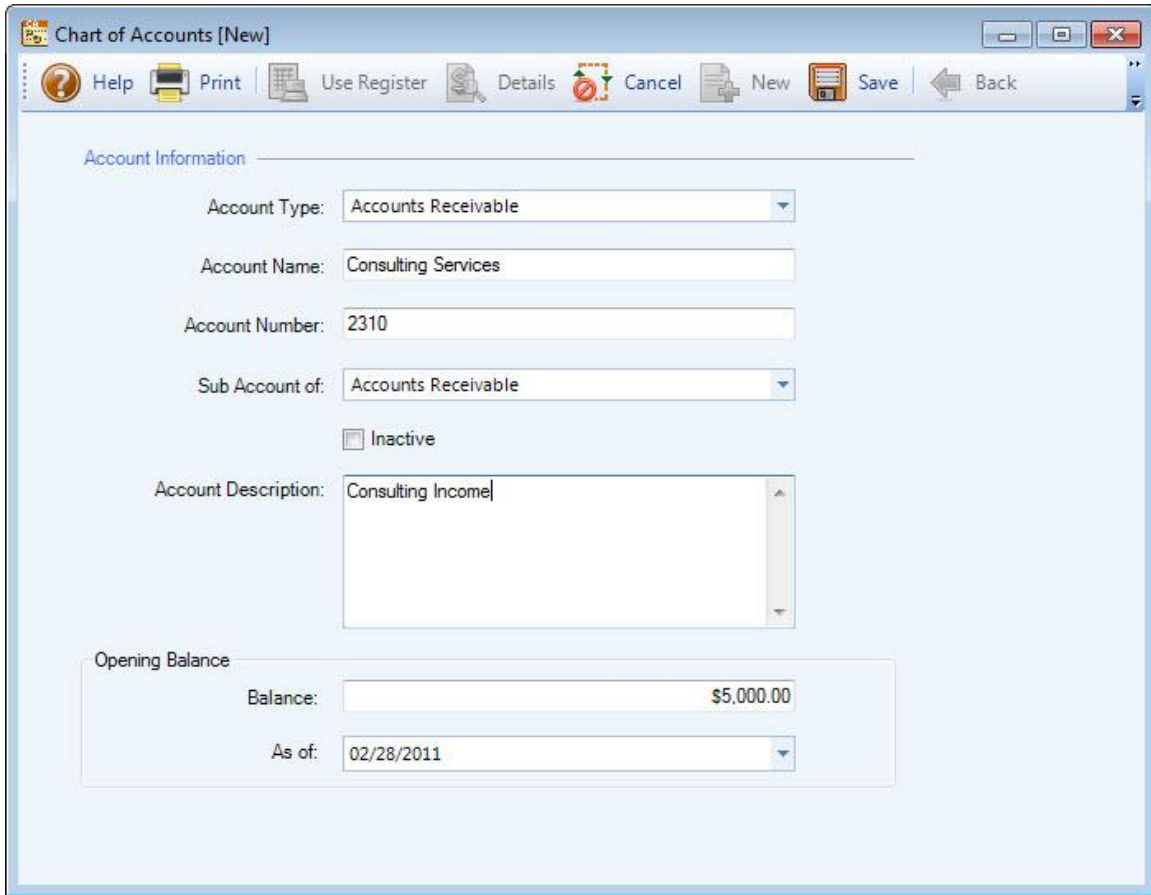
4. Enter the Account Name to describe the account.

5. Enter the Account Number that uniquely identifies the account. It can be letters and/or numbers.

6. In the 'Sub Account of' field, select an existing account for which the new account becomes a sub-account.

7. Enter an Opening Balance amount for the account or sub-account.

8. Specify the 'Balance As of' date for the opening balance. Enter the date or select it from the calendar drop-down.

9. When you are done, click Save and then Close to exit.

# Accounts Payable

BillQuick offers the ability to handle specific accounts payable tasks such as paying vendor bills, making deposits, writing checks, transferring funds, managing account journals and so on. Using the accounts payable features in BillQuick, historical accounts can be brought forward from a previous accounting or third-party software. It lets you track company expenses and what you owe to vendors or others.

To use the accounts payable features, you need to create an A/P account (e.g. Bank account) that automatically adds to your Chart of Accounts. BillQuick uses this account to track the money your company owes to others. Whenever you pay outstanding bills or write checks, BillQuick records the transaction in a register for your A/P account.

> The accounts payable feature is an optional module in BillQuick and needs to be purchased separately as BillQuick Basic/Pro/Enterprise Plus.

You can perform the following accounts payable tasks in BillQuick:
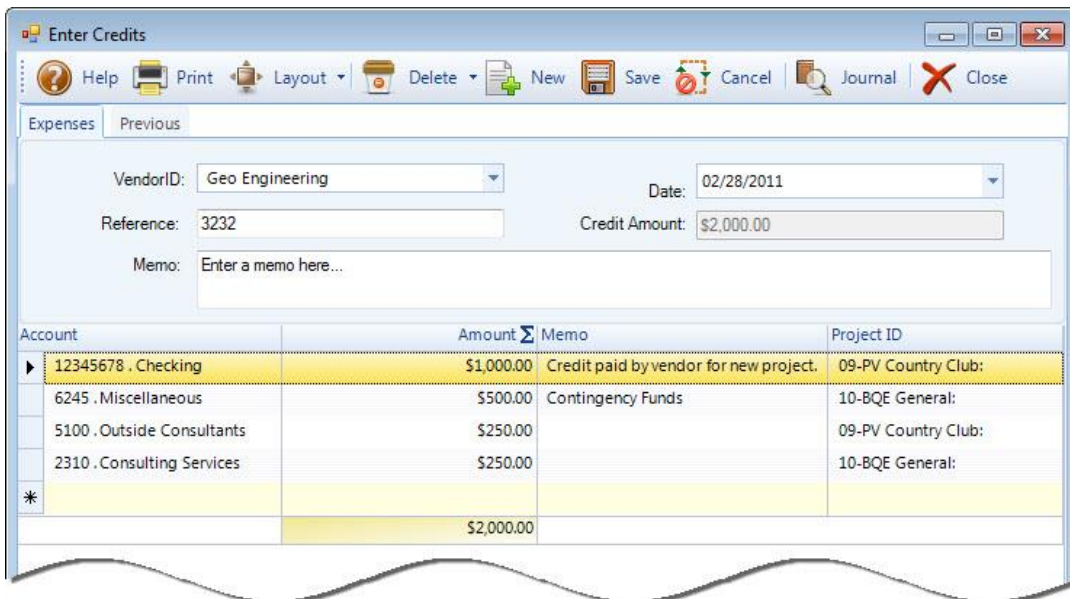
- Entering Vendor Credits
- Paying Vendor Bills
- Making Deposits
- Transferring Funds
- Writing Checks
- Printing Checks
- Using Register
- Making Journal Entries
- Recording Credit Card Transactions

## Entering Vendor Credits

If you receive a credit or an advance from a vendor, you must record it in BillQuick. You can apply it against an open vendor bill or save it for the next order. BillQuick provides an exclusive Enter Credits screen for recording vendor credits. You can also view the previous credit transactions from here.

To enter a credit:

1. Open the Enter Credits screen from the Accounting menu.

2.  On the Expenses tab, select the Vendor ID from the drop-down list.

3.  Next, choose the Date when the credit was given.

4.  In the Reference field, enter the vendor's credit memo number (if one exists).

5.  Optionally, enter a Memo to record anything specific for this credit transaction.

6.  In the grid, assign an Account and Amount for the credit provided.

7.  Select a Project ID associated with this credit transaction.

8.  When you are done, click Save and then Close to exit.

> When you enter vendor credits, BillQuick debits the accounts payable account and credits the expense account by that amount.

## Paying Vendor Bills

You may have received items from vendors or suppliers and created vendor bills from that. You can also create vendor bills from unbilled time and expenses logged by vendors. Depending upon your company policy, a reviewer or manager may or may not have to approve these vendor bills before making payments.

> Before paying any bills, BillQuick prompts you to create a 'Bank' account in the Chart of Accounts screen.

To pay your bills:

1.  Open the Pay Bills screen from the Accounting menu.

2.  Select a Vendor ID in the From-To fields.

3. You can also choose to view all bills, specific bill or those due on/before a specific date.

4. On the Pay Bills tab, all vendor bills meeting your criteria display in the grid. Select the desired bill to pay in the grid.

5. Enter a Pay Amount. (*The Pay checkbox is automatically marked*.)

6. Click Discount to take a discount on the bill amount. You need to specify a Discount Account for taking a discount.

You can specify either an income account or expense account for the discount taken. It depends on how you view this discount – as an income or reverse expense.

7.  If you want to take credit against this bill or want to change that amount, click Credit. In the 'Discount and Credits' screen, you can make appropriate changes (or deselect the credit) and click OK.



If you have credits with the vendor, you can apply it to the bill. The amount of credit will appear in the Credits Used column.

8.  Next, enter the Payment Method—Check or Credit Card. You can also select the EFT option if you are paying the bill via electronic funds transfer.

9.  If you choose to pay by Check, decide whether to print a check or assign a check number to it. If you opt for the latter, provide those details in the Assign Check Numbers dialog upon save.

You can let BillQuick assign check numbers to the payment or assign your own number.

10. Enter or select a Payment Account (checking, saving or credit card account) from which you are withdrawing money for this payment. *It displays the ending balance of that account*.

11. Enter a Payment Date. BillQuick pre-fills it with the current date (Today) by default but change it if you want to predate or postdate it.

12. Click Save. It displays a Payment Summary that you can print, if desired. *You can also view the payments on the Previous Payments tab.*

13. When you are done, click Close to exit.

> When you pay vendor bills, BillQuick debits the A/P account by the total payment amount and credits the bank account by that amount.

## Making Deposits

From time to time, you receive payments from your customers and want to make those deposits into your bank account(s). BillQuick lets you do that in a simple and easy way.

By default, BillQuick enters each payment you receive into an account named Undeposited Funds (asset account). Once you have recorded your payments, you are ready to make your deposit by moving the money from the Undeposited Funds account into a bank account (or asset account) using the Make Deposits screen. You can also record new payments on this screen before making a deposit.

> Legacy users (who upgraded from previous versions of BillQuick to BillQuick 2011) will not see their previous payments in the Undeposited Funds account or Make Deposits screen. They need to enter their opening balance in the Chart of Accounts or reconcile them before proceeding.

You may want to segregate the deposits based on the Pay Method to match it to the way your bank records deposits; otherwise, bank reconciliation becomes complicated. Your bank usually records credit card deposits separately from a cash/check deposit, even if the date of the deposit is same.

To make a deposit:

1. Open the Make Deposits screen from the Accounting menu.

2. In the Deposit To field, select a bank account into which you want to deposit your money or payments. *It displays the ending balance of that account.*

3. Enter or select a Date for the deposit.

4. If desired, enter a memo related to the deposit you are making.

5. Click New if you want to record a new payment. At the bottom of the grid, enter the payment information such as Depositor ID, Account, Pay Method, Pay Amount, etc. Click Save.

6. Select the rows whose payments you want to deposit by checking SEL against them. Click Save to make the deposit(s).

7. When you are done, click Close to exit.

## Transferring Funds

BillQuick allows you to transfer funds between balance sheet accounts such as bank accounts (checking and saving). The bottom line of the balance sheet remains the same because BillQuick debits the receiving bank account and credits the sending bank account with the same amount.

To transfer funds:

1. Open the Transfer Funds screen from the Accounting menu.

2. Enter a Date for the transfer to occur.

3. In the From-To fields, enter the account from which you want to transfer funds (*source*) and the account to which it will transfer (*destination*). *It displays the balances of both accounts*.

4. In the Transfer Amount field, enter the amount that you want to transfer from one account to another.

5. Optionally, you may enter a Memo or a note to record anything specific about the transfer.

6. When you are done, click Save and then Close to exit.

## Writing Checks

BillQuick allows you to write checks and make payments to clients, employees or vendors. Some companies do not use A/P and hence do not enter vendor bills. They pay bills by writing checks, called *direct disbursements*. Typically, companies use a combination of bills and direct disbursements. They enter bills when they receive a physical bill from a vendor in the Vendor Bills screen and pay these bills using the Pay Bills screen. They use a direct disbursement and write checks to pay vendors that do not send bills (such as rent, delivery charges, petty cash, etc.). You can also write a quick check when you do not have the time to enter a bill, pay it and then print a check.

You need to post the check amount against appropriate accounts. If the check is for activity and expense items, you have to specify those items. If you have specified the Income/Expense Accounts in the Activity Codes and Expense Codes screens, BillQuick will record the transactions against those accounts. BillQuick records all the checks you write in a bank account register.

To write a check:

1. Open the Write Checks screen from the Accounting menu.

2. Select a Bank Account from the dropdown. BillQuick will use this account to write a check.



3. The next available check number is already filled in unless the 'To be printed' option is checked. Accept it or enter a new one in the No. field.

4. In the 'Pay to the order of' field, select the person whom you are paying by check, say a vendor.

   ⚠ DO NOT use this screen to pay a vendor bill that has been entered in your company data file.

5. BillQuick pre-fills the address from its master profile. However, you can edit it here by clicking Address.

6. Enter the payment amount in figures (say $300). BillQuick auto-fills the amount in words (Three Hundred Dollars).

7. Enter a Memo to keep a record of what the payment was about or to mention anything specific.

8. Check 'To be printed' option if you want to print the check later from the Print Checks screen. The check also appears in the bank account register with the notation 'To Print'.

9. On the Accounts tab, select an Account for posting the check amount. Also, enter a Memo (optional) and Amount in the grid.

10. For service or expense items, move to the Items tab. Select an activity or expense Item in the grid, and specify its Project (*optional*), Cost and Quantity.

> If you were paying a vendor bill via a check, you can take a discount on it here. Click Discount to reduce your payment amount.

11. To balance the transaction, make sure the total Amount (Accounts tab, Items tab or both) is equal to the check amount. Click Save.

12. When you are done, click Close to exit.

> When you write checks, BillQuick debits the expense account and credits the bank account by that amount.

## Printing Checks

You can use the Print Checks screen to print checks that you have created in the Write Checks screen. Before you can print, however, you must have a proper vendor name and address. You also have to purchase computer checks and set up your printer.

To print a check:

1. Open the Print Checks screen from the Accounting menu.

2. Select a Bank Account whose check you are printing.



3. The first time you print a check, the First Check Number is 1 but you can change it to match the number of the check loaded in your printer.

4. You can select a Check Style, which should match the check you purchased. It can be a Voucher, Standard or Wallet check.

5. On the grid, select the check you want to print by checking the Print box.

6. Click Alignment to check the layout of the default check form. You can select an item on the check and right click to adjust its position and layout. Click Test Print to test your layout.
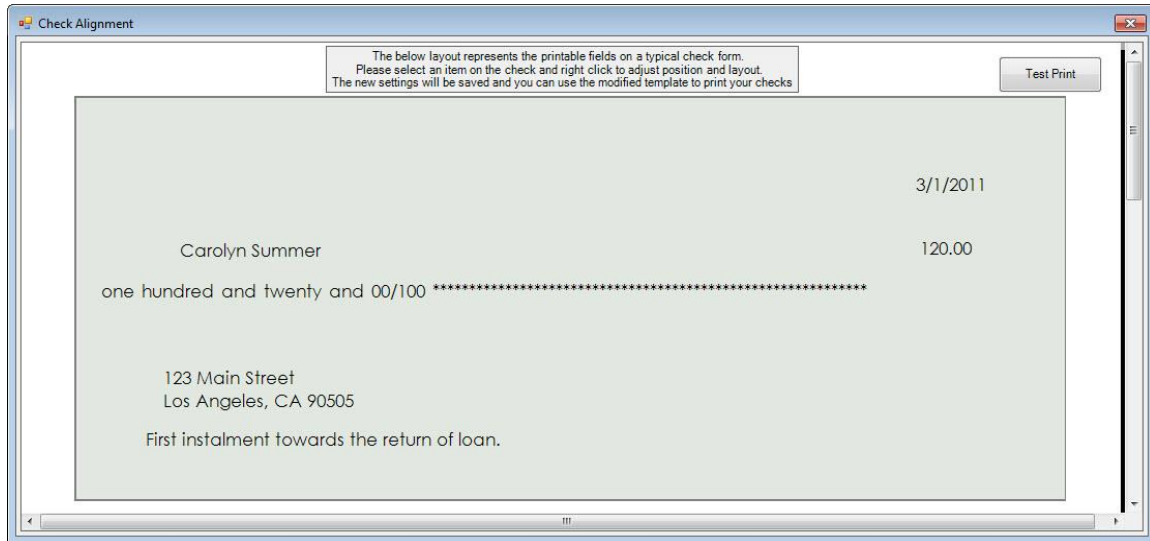


7. When you are ready, and click Print.

## Using Register

BillQuick allows you to view all account transactions and their details in the Use Register screen. A register is available only for balance sheet accounts (e.g., bank, assets, A/R, A/P, etc.) and not for income and expense accounts. You can also use an account register to enter transactions (like writing checks, paying bills, making deposits, etc.) and maintain accounts (like making adjustments, voiding transactions, reconciling bank accounts and so on).

The Register will vary for different accounts, such as bank, A/R, A/P, etc.

To use a bank register:

1. Open a register from the Accounting menu by selecting Use Register for the desired account, say savings bank account.

2. You can view all the transactions involving this account. To record a transaction, enter a Transaction Date and a transaction Number in the last row.

3.  Enter other data—number, name of the Payee, Account assigned to the transaction, amount of Payment or Deposit, and optionally, a Transaction Memo.

    > Click Simple at the bottom to display the Register in a simpler view; all fields display in a single line.

4.  While writing a check or making a deposit, you can split the transaction across different accounts. Click Splits and enter the required data.

    > You *cannot* enter or view a split transaction that includes items. Also, you cannot use more than one A/R or A/P account in the same transaction.

5.  Click Record to save the transaction.

6.  To modify a transaction, select a row and click Edit Transaction. It takes you to the source screen, depending upon the transaction type.

7.  When you are done, click Close to exit.

When you enter vendor bills, BillQuick debits the expense or other specified account and credits the A/P account. When you pay vendor bills, BillQuick debits the A/P account and credits the bank account. BillQuick allows you to view all accounts payable transactions and their details in the Accounts Payable Register. You can view as well as pay vendor bills from this screen.
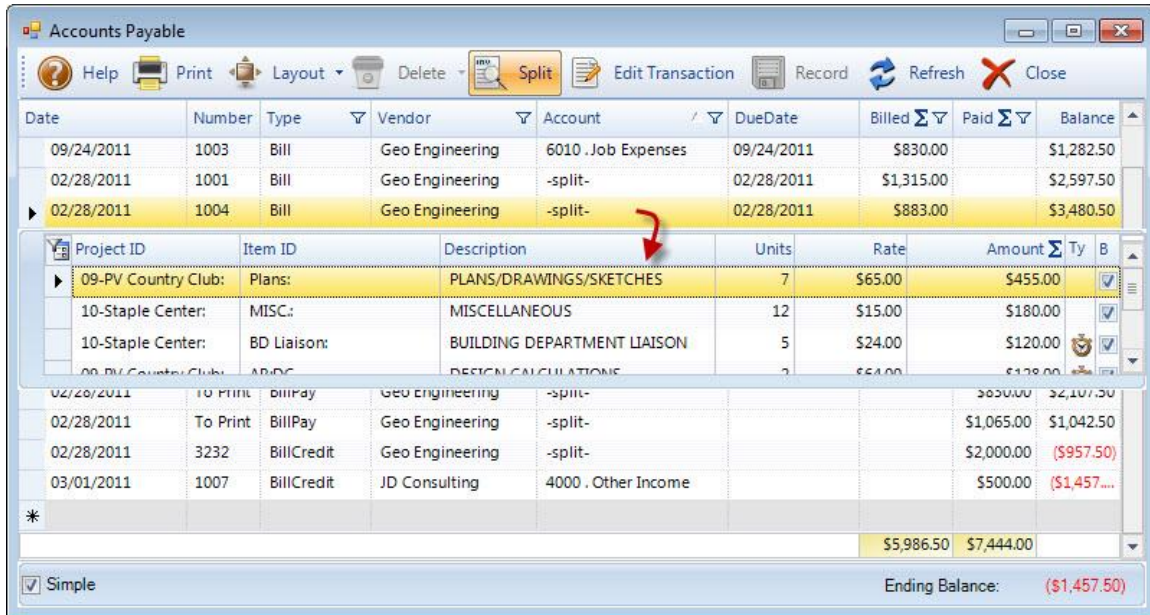
To use an A/P register:

1.  Open a register from the Accounting menu by selecting Use Register for the desired account, say

accounts payable.

2. You can view all the A/P transactions in the grid. To record a new transaction, enter a Date and Number for the bill in a blank row.



For vendor bills, BillQuick displays the Type as 'Bill'. When you pay those bills, it pre-fills the Type with 'BillPay', and when you apply a credit, it displays 'BillCredit'.

3. Enter other data—name of Vendor, Account assigned to the transaction, Memo, Due Date of bill and amount Paid.

Click Simple at the bottom to display the A/P grid in a simpler view; all fields display in a single line.

4. While paying a bill, you can split the transaction across different accounts. Click Splits and enter the required data.

5. Click Record to save the transaction.

6. To view the details and change a transaction, select that row and click Edit Transaction. It takes you to the source screen, depending upon the transaction type (Write Checks or Vendor Bills).

7. When you are done, click Close to exit.

When you create invoices, BillQuick debits the A/R account and credits the income and/or sales tax account. When you record payments, BillQuick debits the Undeposited Funds or bank account and credits the A/R account. BillQuick allows you to view all accounts receivable transactions and their details in the Accounts Receivable Register. You can view and edit regular and manual invoices, and client

payments here.

To use an A/R register:

1.  Open a register from the Accounting menu by selecting Use Register for the desired account, say accounts receivable.

2.  BillQuick displays all the A/R transactions in the grid. To record a new transaction, enter a transaction Date and Invoice Number.



| Date | Invoice Number | Type | Project ID | Item | Rate | Invoice Amount | Amt Paid Σ | Balance |
|------|----------------|------|-----------|------|------|----------------|-----------|---------|
| 10/07/2011 | 1114 | MNLINV | 10-WW New Systems: | | $575.00 | $575.00 | | $88,642.78 |
| 10/07/2011 | 1114 | MNLINV | 10-WW New Systems: | | | $575.00 | | $88,642.78 |
| 02/28/2012 | 1115 | Invoice | 10-Municipal Offices-2: | | | $24,562.43 | | $113,205.21 |
| 02/28/2012 | 1116 | Invoice | 10 Municipal Offices - 3: | | | $1,170.00 | | $114,375.21 |
| 02/28/2012 | 1117 | Invoice | 10-HUD Richmond: | | | $375.00 | | $114,750.21 |
| 10/07/2011 | 1118 | Invoice | 10-MAIN:2-CD | | | $5,250.00 | | $120,000.21 |
| 10/07/2011 | 1118 | Invoice | 10-MAIN:3-CA | | | $500.00 | | $120,500.21 |
| 10/07/2011 | 1118 | Invoice | 10-MAIN:1-SD | | | $2,500.00 | | $123,000.21 |
| 04/01/2011 | LF-1034 | MNLINV | 10-Torrance Airport: | | $7.67 | $7.67 | $0.00 | $123,007.88 |
| 04/01/2011 | LF-1041 | MNLINV | 10-DWP: | | $9.65 | $9.65 | $0.00 | $123,017.53 |
| 04/01/2011 | LF-1042 | MNLINV | 09-PV Country Club: | | $2.27 | $2.27 | $0.00 | $123,019.80 |
| 04/01/2011 | LF-1043 | MNLINV | 10-Torrance Airport: | | $31.50 | $31.50 | $0.00 | $123,051.30 |
| 04/01/2011 | LF-1045 | MNLINV | 10-Fun Foods: | | $5.32 | $5.32 | $0.00 | $123,056.62 |
| 04/01/2011 | LF-1049 | MNLINV | 10-Torrance Airport: | | $6.72 | $6.72 | $0.00 | $123,063.34 |
| 04/01/2011 | LF-1051 | MNLINV | 10-Torrance Airport: | | $2.49 | $2.49 | $0.00 | $123,065.83 |
| 03/01/2011 | 1120 | | 09-PV Country Club: | AR:DC | $75.00 | $75.00 | | |
| | | | | | | $235,646.83 | | |

☑ Simple                                                    Ending Balance:    $123,065.83

> When you enter invoice details, BillQuick pre-fills the Type with 'Invoice' or 'MNLINV'. For payments, it displays 'Payment'.

3.  Enter other data—Project ID, Item (Service or Expense), Units (number of service hours or expense units), Rate per unit, etc.

> Click Simple at the bottom to display the A/R grid in a simpler view; all fields display in a single line. You can also choose to view more fields in the grid by clicking.

4.  To view the details or change a transaction, select its row and click Edit Transaction. It takes you to the source screen, depending upon the transaction type (Manual Invoice, Payment or Invoice Review).

5. When you are done, click Close to exit.

# Making Journal Entries

The General Journal screen allows you to record general journal entries. At the closing of a financial year, accountants may use the General Journal to check any discrepancy in the company accounts and make adjustments. Typically, only accountants who prefer traditional methods of accounting use a general journal.

To make a journal entry:

1. Open the General Journal screen from the Accounting menu.

2. Enter a Date for the journal entry.



3. The Entry No. is pre-filled but you can change it, if desired.

4. In the grid, select an Account from your chart of accounts. Enter a Debit or Credit amount for that account, depending upon the data you are entering.

5. You need to associate a Name with the transaction by selecting it from the dropdown.

> For A/R accounts, you have to select a project; for A/P accounts, you have to select a vendor; and for all other accounts, you may select a vendor, employee or client.

6. Optionally, enter a Memo to note anything specific about the journal entry.

7. Click Save. You can view the entry in the Previous Entries grid.

8. To clone an entry, select it on the grid. Click Clone and then Save.

9. You can make an entry on one date and then reverse it on another date. To reverse the debit/credit aspect of an entry, click Reverse and then Save.

> When you clone or reverse an entry, BillQuick creates a memo automatically.

10. When you are done, click Close to exit.


# Recording Credit Card Transactions

When you use credit cards, you have several options for tracking and paying the credit card bills. You may treat credit cards as liability accounts, tracking each transaction against the account as it occurs. When the actual bill arrives, you can match the transactions against that and decide about its payment. This way, your running balance is tracked against the credit card instead of your Accounts Payable.

The Credit Card screen allows you to record credit card transactions and view previous transactions. It lets you record a credit card purchase and issue a refund (return) to clients, employees or vendors. Before using this feature, you need to create a Credit Card account in your Chart of Accounts.

You need to post the credit card transactions and expenses against appropriate accounts. If the transaction is for service and expense items, you have to specify those items. If you have specified the Income/Expense Accounts in the Activity Codes and Expense Codes screens, BillQuick will record the transactions against those accounts.

To record a credit card transaction:

1. Open the Credit Card screen from the Accounting menu. You can also open it from the Pay Vendor Bills-Previous Payments screen (*if the selected payment is made by a credit card*).

2. Select a Credit Card Account from the dropdown. BillQuick will use this account to record a purchase or refund.

3. Select your option- Purchase/Charge if you are recording a credit card purchase or Refund/Credit if you are recording a refund (payment) to the credit card account.

4.  For the transaction, enter a No. for it. E.g., receipt number.

5.  Select the date of the credit card transaction. By default, BillQuick uses today's date.

6.  In the Purchased From field, select the person associated with the credit card transaction, say a vendor in case of a purchase or a client in case of a refund.

7.  Enter the transaction amount in figures (say $300).

8.  Enter a Memo to keep a record of what the transaction was about or to mention anything specific.

9.  On the Accounts tab, select an Account for posting the credit card transaction. Also, enter a Memo (optional) and Amount in the grid.

10. If you are recording a credit card transaction involving accounts receivable or accounts payable, select a Project or Vendor from the dropdown.

    For A/R accounts, you must specify a project. For A/P, you must select a vendor.

11. If the transaction involves services or expenses, move to the Items tab. Select an activity or expense Item in the grid, and specify its Cost, Quantity (units or hours) and Project (*optional*).

12. To balance the transaction, make sure the total Amount (Accounts tab, Items tab or both) is

equal to the credit card amount. Click Save.

13. When you are done, click Close to exit.

# Data Integration

BillQuick generally manages projects, job costs and receivables; tracks time and expenses; generates invoices and reports, and manages other practice management information. On the other hand, you can use your accounting system for accounting and financial functions such as general ledger, accounts payable, banking, payroll and financial reports.

Your day-to-day accounting and financial management tasks become easier when you integrate BillQuick with your accounting system. Integrating the two applications eliminates duplicate data entry. Each record common to BillQuick and your accounting package shares a unique *Link ID* that identifies them as related.

The following illustration gives an idea about the common breakdown of tasks you should be doing in BillQuick and your accounting system.
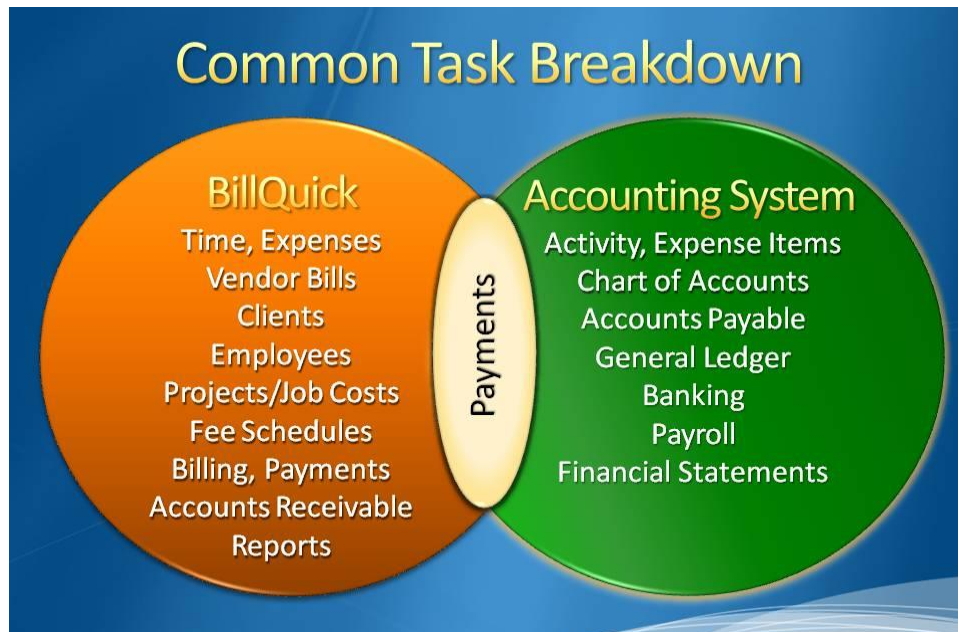


BillQuick integrates with the following accounting applications:

| Application | Version |
|---|---|
| QuickBooks® Pro, Premier | 2002 and later |
| QuickBooks® Enterprise | 3.0 and later |
| QuickBooks® Canada | 2004 and later |
| QuickBooks® UK | 2003 and later |
| QuickBooks® Australia | 2008 or later |
| Peachtree® Complete Accounting, Premier Accounting | 2005 and later |
| MYOB® Premier Australia | 9 and later |
| MYOB® Accounting, Accounting Plus | 15 and later |
| MYOB® Accounting Plus | |

You must have security permission in BillQuick to perform the integration tasks. The BillQuick Supervisor in your company grants integration (and other) rights to users.

The rules set by the developer of your accounting package determine your synchronization options.

| Sync Option | QuickBooks | Peachtree | MYOB |
|---|---|---|---|
| Real-Time | ✓[1] | | |
| On-Schedule | ✓ | ✓ | ✓ |
| On-Demand | ✓ | ✓ | ✓ |

[1] It requires QuickBooks 2004 or later.

BillQuick offers the following integration options:

- Integration with QuickBooks
- Integration with MYOB
- Integration with Peachtree Accounting

Download the free *BillQuick Integration Guides* and *BillQuick Conversion Guides* at www.BillQuick.com/Support.asp.

# Integration with QuickBooks

BillQuick can bi-directionally integrate data with QuickBooks.

| BillQuick Table Name | Dataflow | QuickBooks Table Name |
|---|---|---|
| Activity Codes | ⇆ | Service Item |
| Expense Codes | ⇆ | Other Charge Item |
| Employee | ⇆ | Employee |
| Vendor | ⇆ | Vendor |
| Client | ⇆ | Customer |
| Project | ⇆ | Job |
| Time Entry | ⇆ | Time Tracking |
| Expense Log | ⇆ | Bills/Checks |
| Invoice | ⇆ | Invoice |
| Payment | ⇆ | Payment |
| Vendor Bills | ⇆ | Bills |
| Chart of Accounts | ⇆ | Chart of Accounts |
| Estimate | ← | Estimate |

To review detailed, field-by-field mapping of data between QuickBooks and BillQuick, see BillQuick Help, BillQuick-QuickBooks Integration, Table & Field Mapping section.

The table above shows the direction in which data can *potentially* flow between BillQuick and QuickBooks. Whether it flows in one direction or the other (or both) depends on choices made in the Integration Settings screen.

BillQuick creates a log that records the events and exceptions involved in data sync with QuickBooks. It flags this log file with a date stamp.

## Integrating Data with QuickBooks

Before integrating data, create a backup in QuickBooks and BillQuick.

*You can sync your BillQuick data at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### First-Time Integration

To integrate data for the first time:

1.  Direct QuickBooks (Edit menu, Preferences, Integrated Applications) to allow data communication with BillQuick. Click Properties to grant permission to BillQuick to access your QuickBooks database.
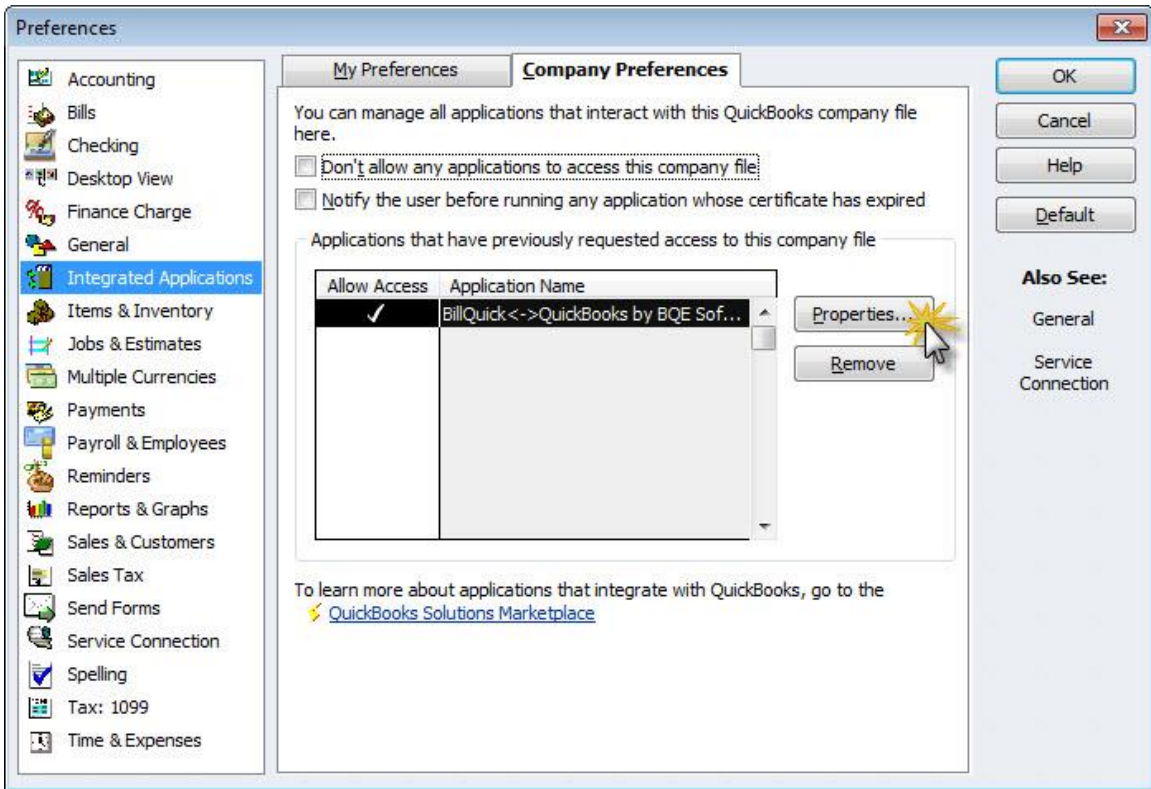


2.  Consider whether you want to send or get data from QuickBooks. It would primarily depend on your situation (new/existing user for which application). If you are an existing QuickBooks user and a new BillQuick user, it is preferred to get data initially into BillQuick.

3.  Filter what data transfers between the two databases. While most companies choose to apply no filters, you can use the Integration Settings screen (Integration menu, QuickBooks) to define your sync preferences (Get Settings).

    > BillQuick, by default, always connect to the currently open QuickBooks company file. If QuickBooks is not running, then it will open the file specified in the Integration Settings screen. However, you need to give permission to BillQuick to open the desired company file even when QuickBooks is not running.
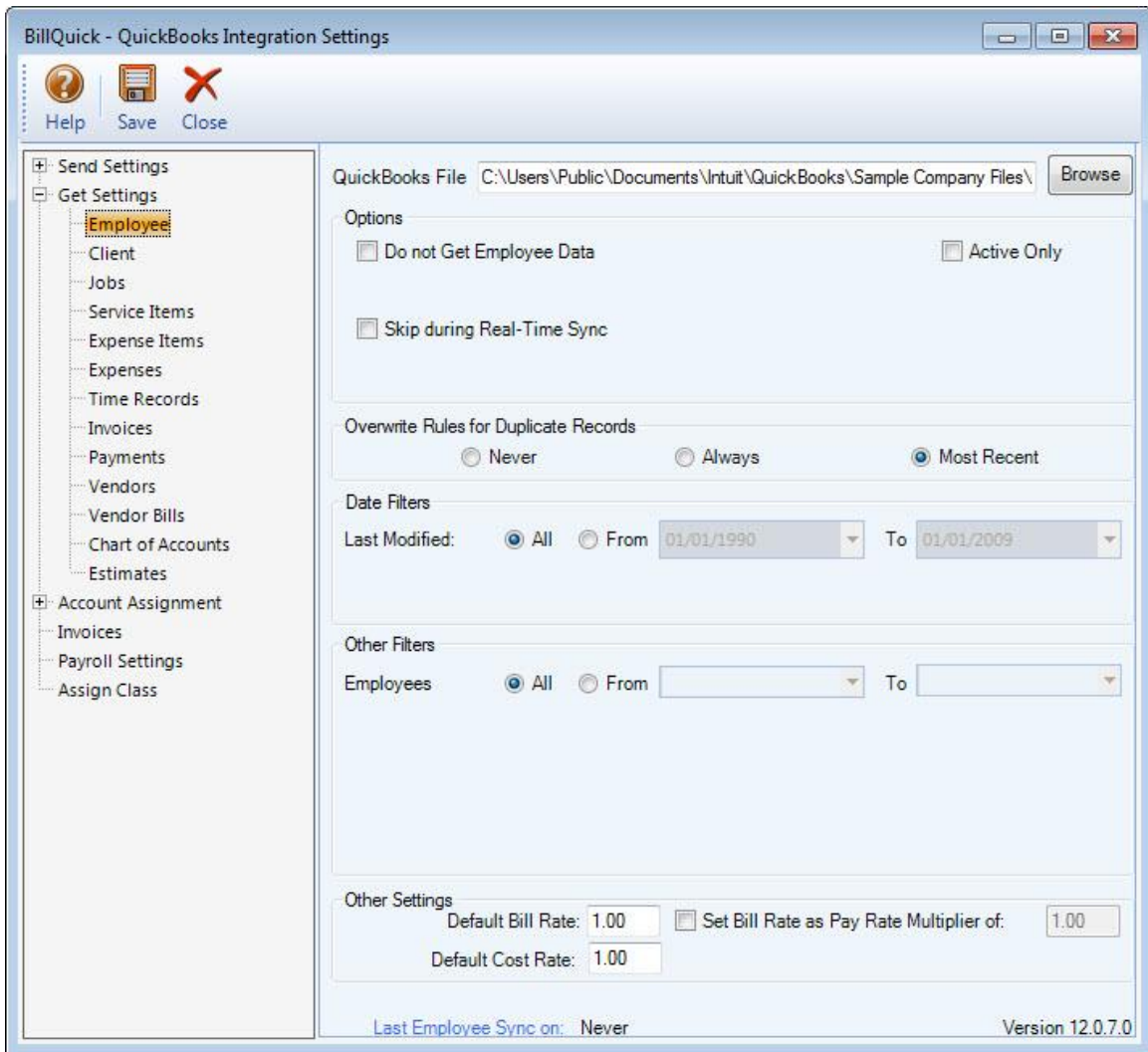
4. After defining your sync settings, click Save and then Close to exit.

5. Use the Integration menu, QuickBooks to synchronize data. BillQuick starts getting (or sending) data and displays the progress.
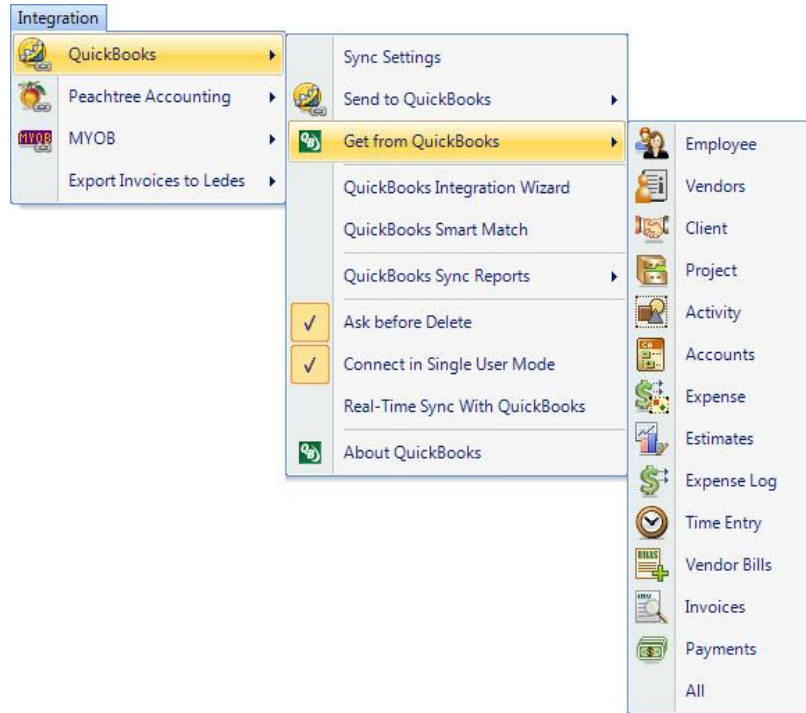
Alternatively, use QuickBooks Integration Wizard for the initial sync procedure to populate the BillQuick and QuickBooks database with available data.
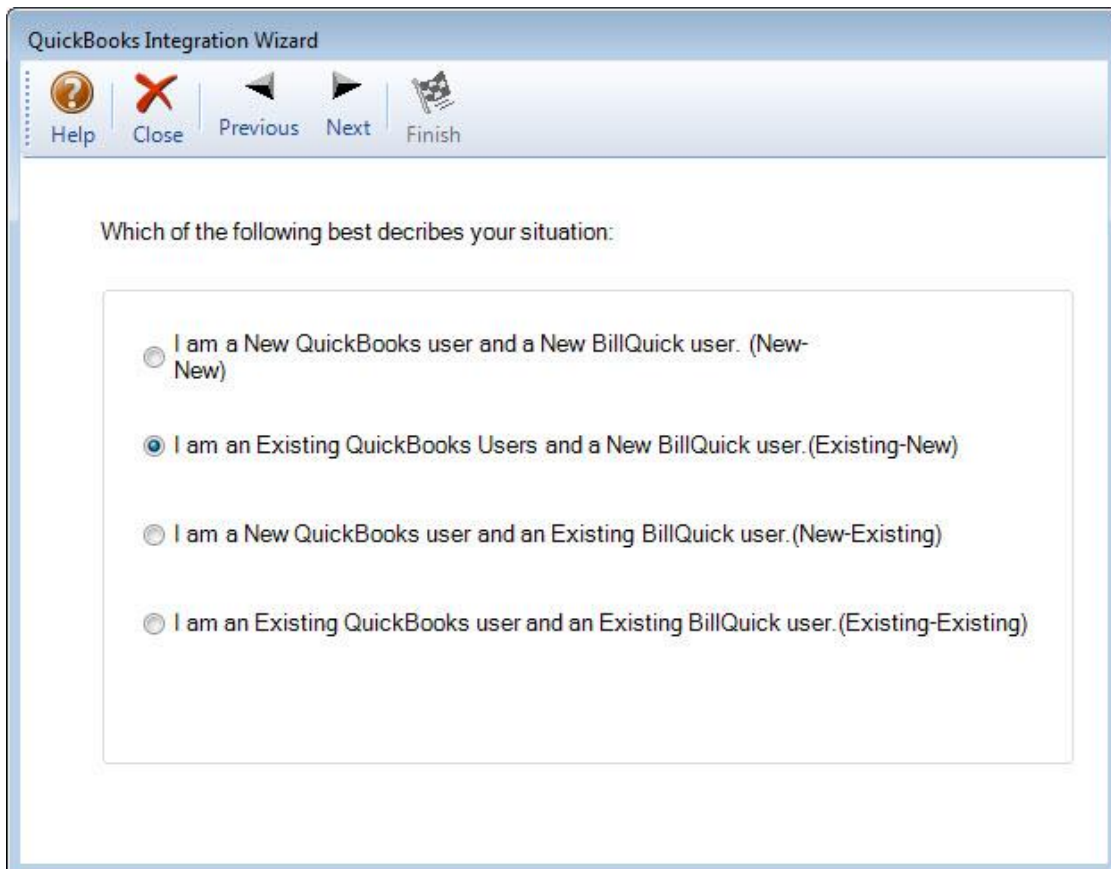
If you are not sure about how much to move, you can transfer everything into BillQuick and then use its Archive feature to move old clients and projects to a secondary archive database.

6.  As a part of data touchup after transfer, review and edit the QuickBooks data transferred into BillQuick:

    - Update Bill and Cost Rates (Employee screen)
    - Replace 'FromQuickBooks' placeholders automatically created by BillQuick
    - Assign a Manager to all projects (Project screen)
    - Change IDs of employees, projects, activity codes, etc., if needed (Change ID Codes screen)

7.  After integrating data, verify the accounts receivable. Compare BillQuick and QuickBooks aging (and other) reports. If the data is the same, your integration is successful. If it is not the same, the cause could be a journal entry that adjusted A/R or a record that did not transfer. The solution is usually making a manual adjustment in BillQuick.

    Alternatively, perform a detailed check by opening corresponding screens in both applications and manually adjusting data.

## Day-to-Day Integration

To integrate data on a day-to-day basis:

1.  Consider where you want to save each type of master information and perform which functions in BillQuick and QuickBooks.

    BillQuick, by default, always connect to the currently open QuickBooks company file. If QuickBooks is not running, then it will open the file specified in the Integration Settings screen. However, you need to give permission to BillQuick to open the desired company file even when QuickBooks is not running.

2.  Accordingly, set the day-to-day synchronization options in the Integration Settings screen (especially Send Settings). E.g., you would get time entries during initial integration and then change it to 'Do not Get Time Data' (Get Settings) for day-to-day integration because you will enter and manage time in BillQuick.
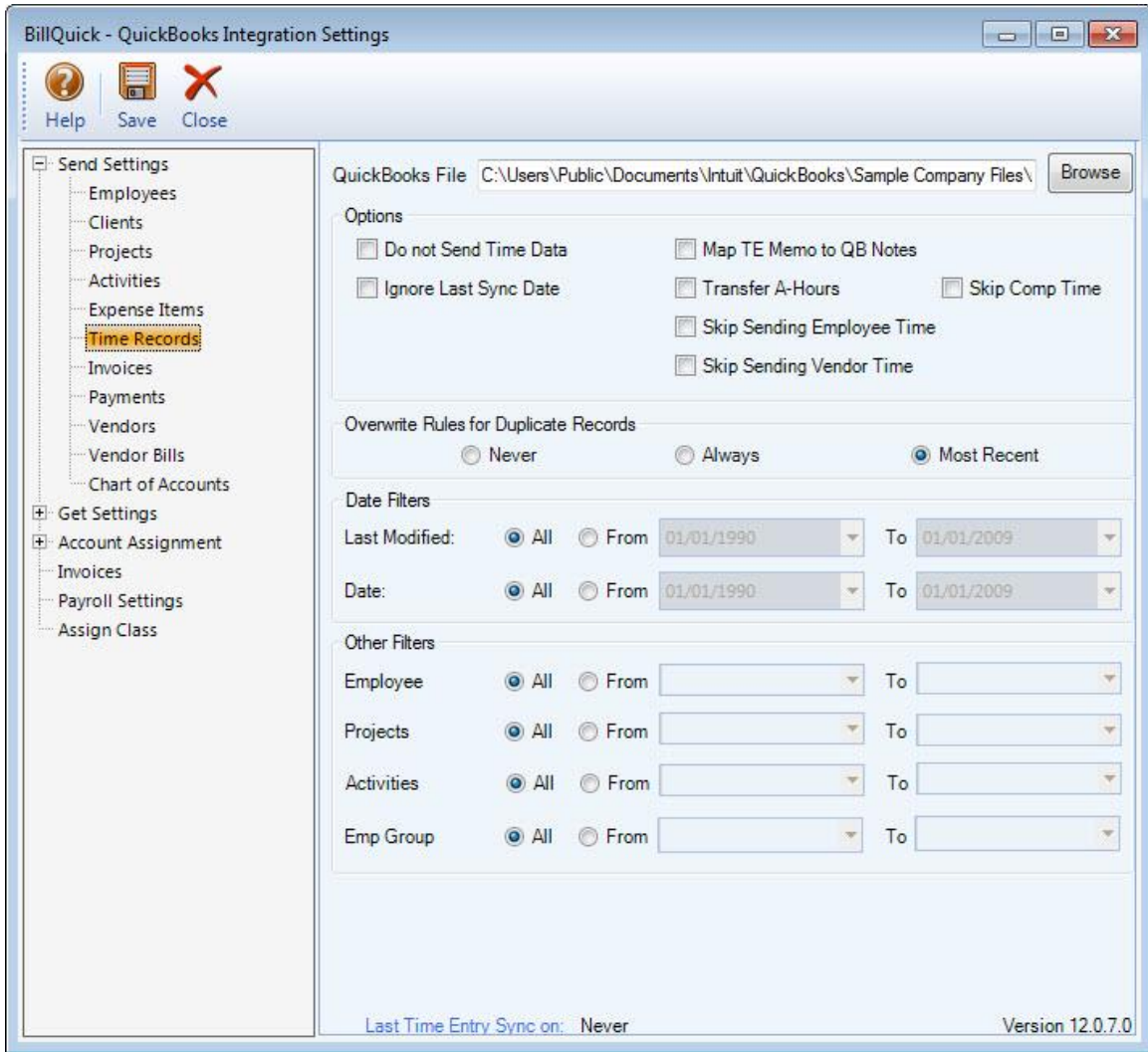
3.  QuickBooks associates accounts with all items. Assign default general ledger (G/L) accounts for activity (service), expense and invoice items. You can make specific assignments for activity codes, expense codes and invoice items at the individual or project level.
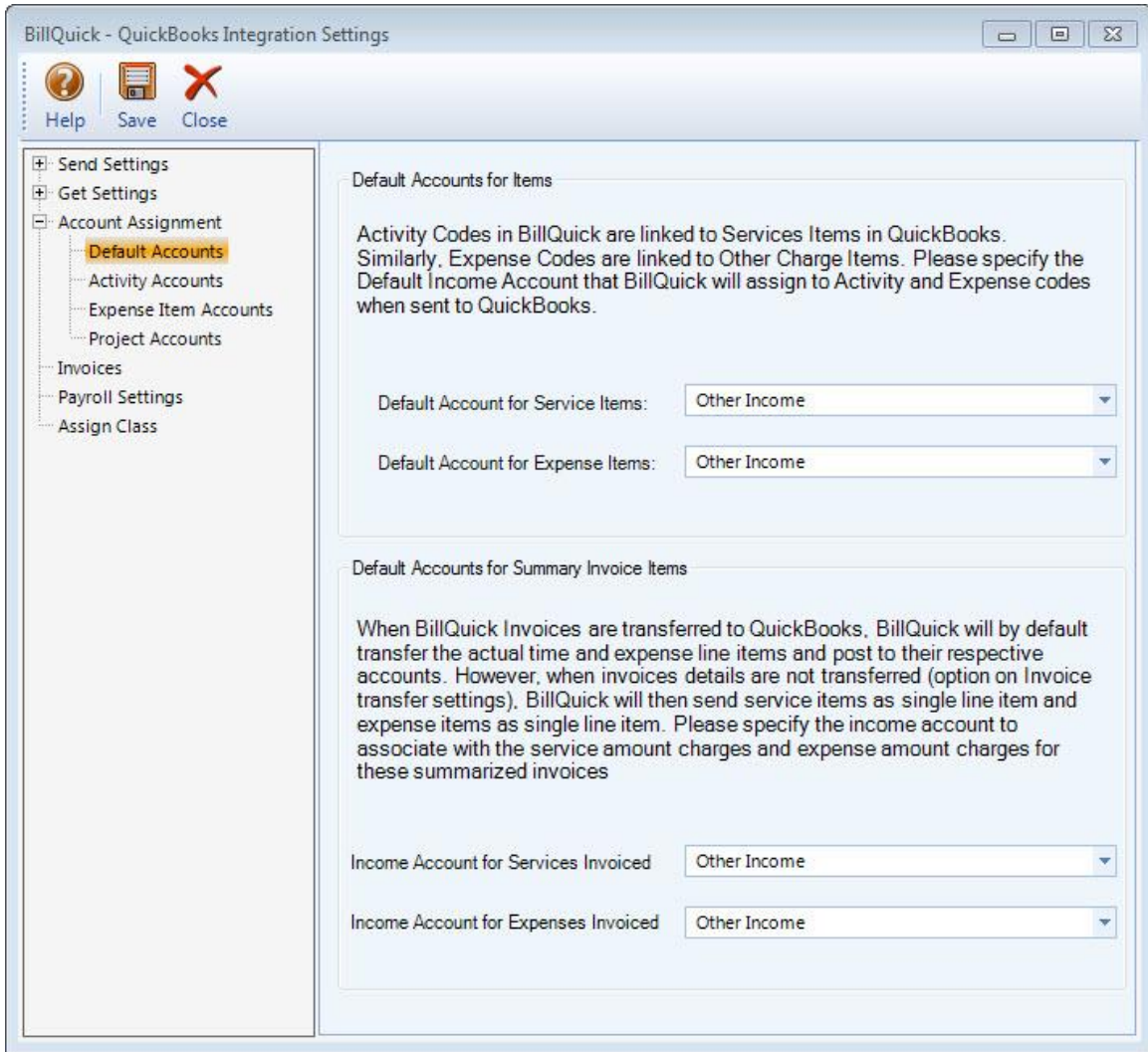
 You can also assign income and expense accounts to activity codes and expense codes on the Activity Codes and Expense Codes screens.

4. Next, assign payroll items to different payroll accounts. You can specify the payroll account for an employee or employee group.
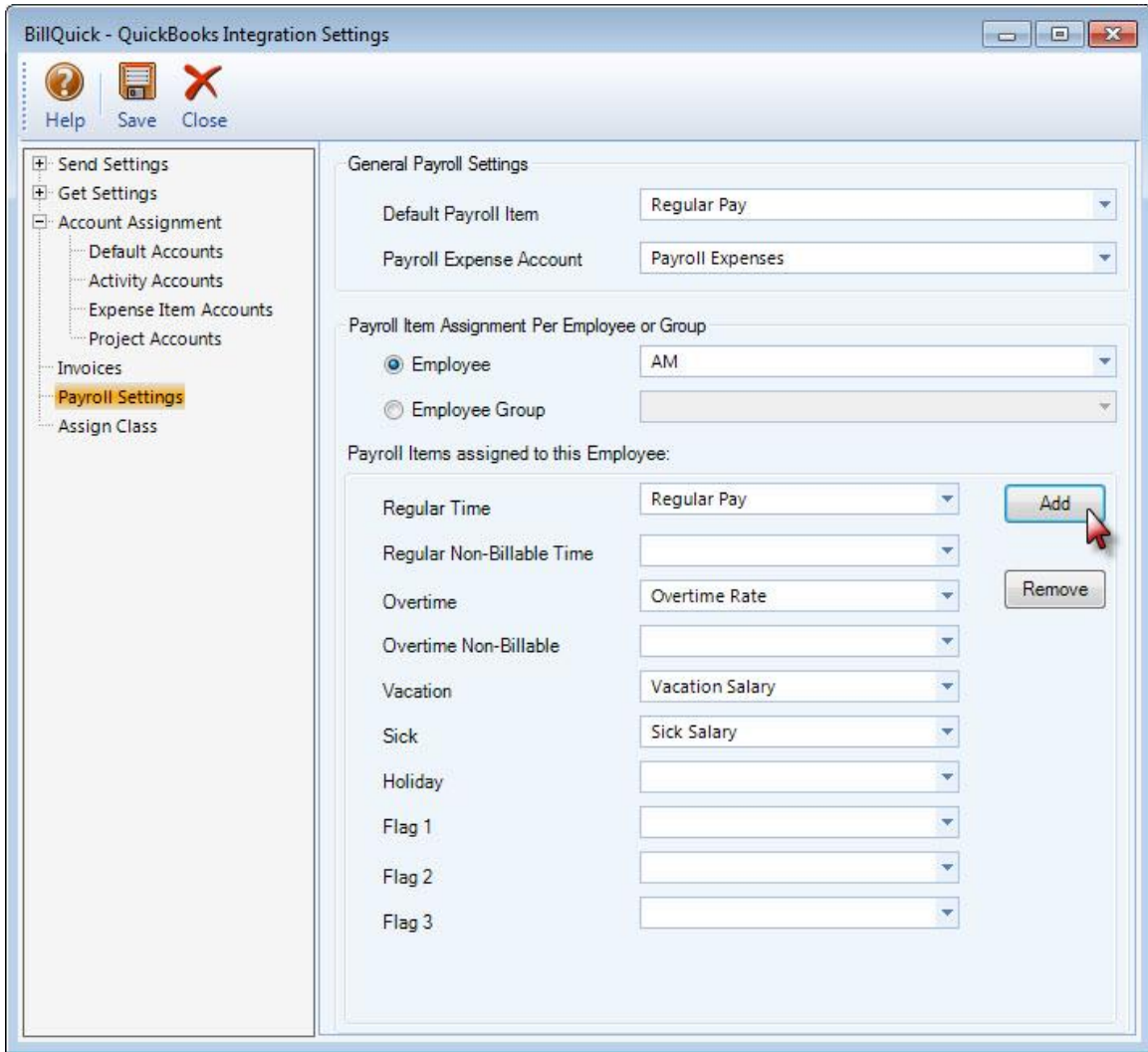
      If you assign payroll accounts to the Employee Group 'ALL', you no longer have to go back to Integration Settings screen every time you add a new employee in BillQuick.

5. Payroll account can also be assigned to the other items labeled as Flag 1/2/3. For instance, you can use these fields in the time entry screens to flag a time entry for double-overtime.

6. Now assign QuickBooks classes to projects, activity and expense items, if required. You can assign classes to an item or item group.

7. When you are done, click Save and then Close to exit.

After specifying your sync settings, you are ready to integrate with QuickBooks (primarily send data), whether on-demand, in real-time or on-schedule.

8. You can synchronize data using the Integration menu, QuickBooks (Send to/Get from). Follow the correct sequence while transferring each type of QuickBooks or BillQuick data.
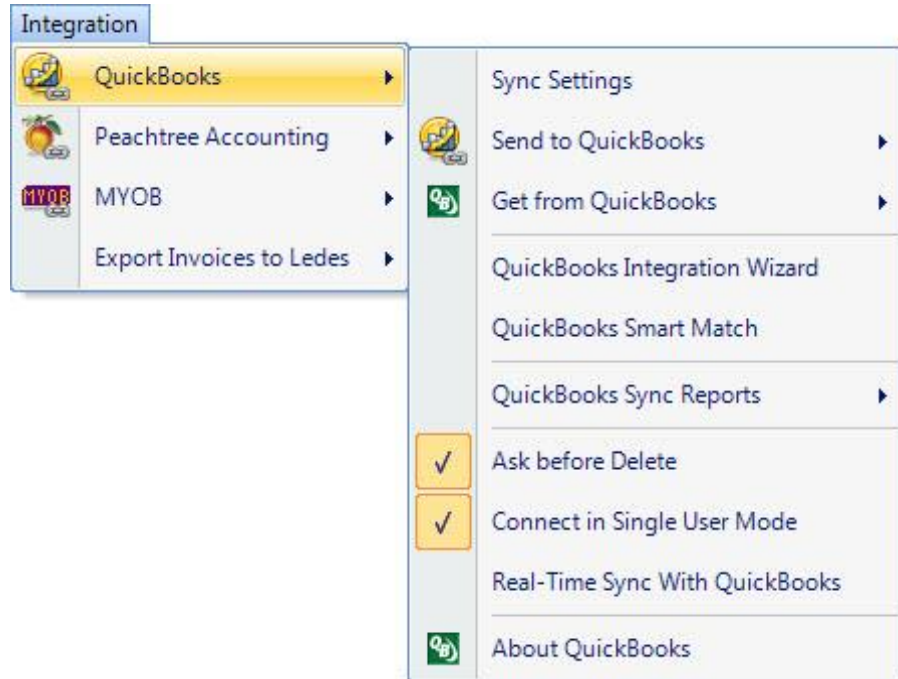
Alternatively, send BillQuick records to QuickBooks by clicking Send To in various BillQuick screens. Unlink QB Link ID option is available for records which you have already synchronized before.

⚠ If you reset or 'unlink' the link, BillQuick will treat the record as new and add it to the QuickBooks database upon next sync.

ⓘ BillQuick identifies the records that have a corresponding record in QuickBooks by displaying 🖼 in the grids.

9. Check the Real-Time Sync option from the QuickBooks menu if you want BillQuick and QuickBooks to synchronize their database in real-time. Else, set a scheduled reminder for integration on the Global Settings-Options screen.

ⓘ Real-Time sync is a user selection; once selected, it is completely automatic. However, you can choose to skip certain data for real-time sync on the Integration Settings screen (Send/Get Settings).

10. In case of *existing* BillQuick and QuickBooks users, it is likely that you will find duplicate records in the other application. Use QuickBooks Smart Match (Integration menu, QuickBooks) to match similar records or un-match dissimilar records between the two systems. You can view the data and manually link and un-link it.
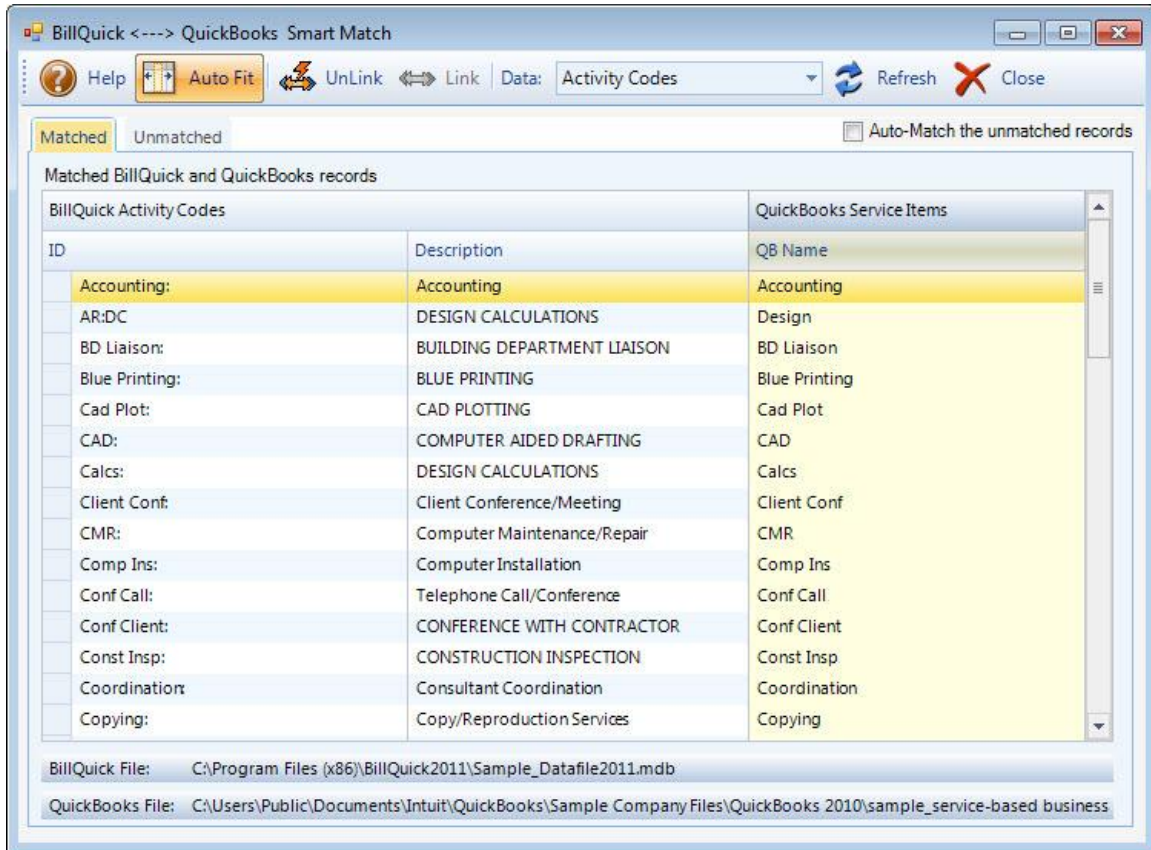
11. Check out Sync Reports from the QuickBooks menu to see linked and unlinked data items between BillQuick and QuickBooks.
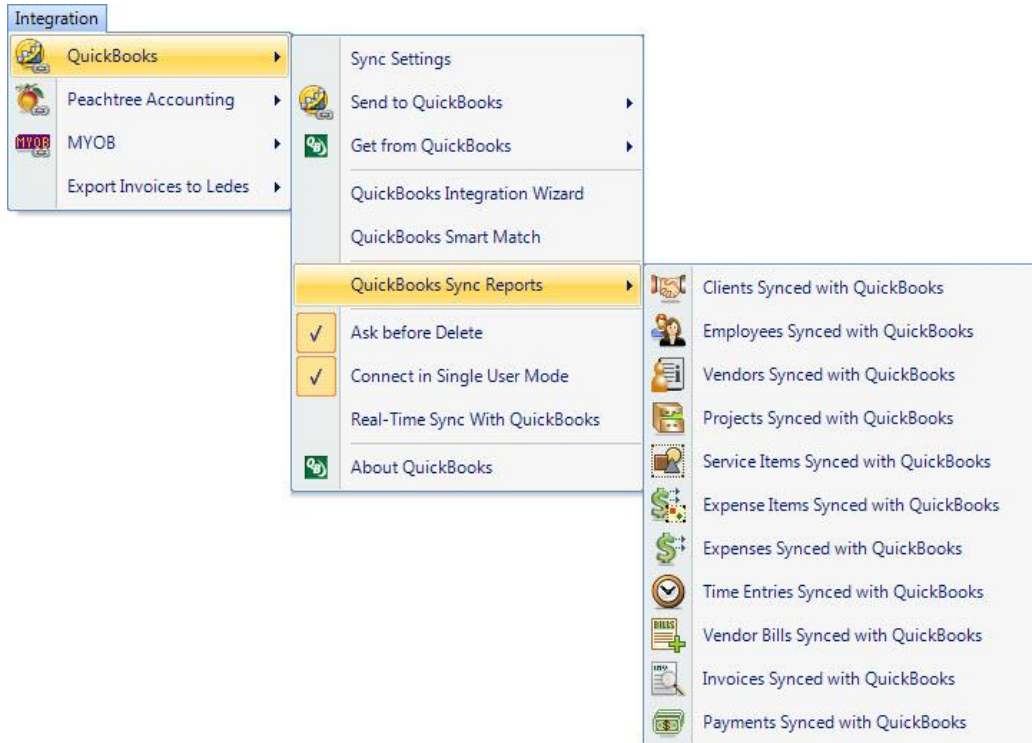
For detailed and complete information on BillQuick↔QuickBooks Integration, please check out BillQuick-QuickBooks-Integration-Guide. Also, see the BillQuick 2011 Help.

# Integration with MYOB

BillQuick can bi-directionally integrate data with MYOB Premier Australia, MYOB Accounting and MYOB Accounting Plus.

| BillQuick Table Name | Dataflow | MYOB Table Name |
|---|---|---|
| Activity Codes | ⇆ | Activities List |
| Expense Codes | ⇆ | Items Bought** |
| Employee | ⇆ | Cards-Employee |
| Vendor | ⇆ | Cards-Supplier |
| Client | ⇆ | Cards-Customer |
| Project | ⇆ | Job |
| Time Entry | ⇆ | Activity Slips |
| Invoices | ⇆ | Invoices |
| Payments | ⇆ | Payments |
| Chart of Accounts | ⇆ | Chart of Accounts |
| Purchase Orders | ⇆ | Purchase Orders |

*\* Items that are marked as 'I sell this' in MYOB, are marked as Products in BillQuick.*

To review detailed, field-by-field mapping of data between MYOB and BillQuick, see BillQuick Help, BillQuick-MYOB Integration, Table & Field Mapping section.

The table above shows the direction in which data can *potentially* flow between BillQuick and MYOB. Whether it flows in one direction or the other (or both) depends on choices made in the Sync Settings screen.

⚠️ Before integrating, create a backup of your data in MYOB and BillQuick.

## Integrating Data with MYOB

💬 *You can sync your BillQuick data at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### First-Time Integration

To integrate data for the first time:

1. You need to grant permission to BillQuick to access your MYOB database. To connect an Add-On Solution (BillQuick) to your MYOB company file you must update the software license on the Company screen (Setup menu, Company Information). See *Connection Settings in the detailed* [BillQuick↔MYOB Integration Guide](#).
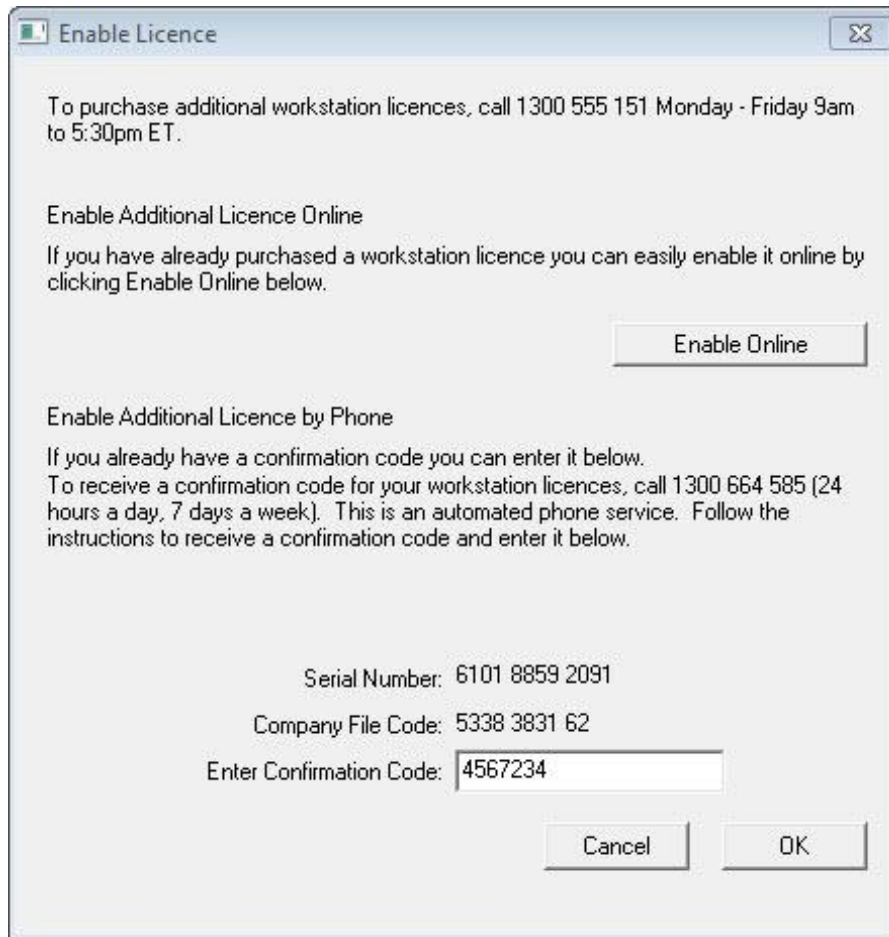
2. Consider whether you want to send or get data from MYOB. It would primarily depend on your situation (new/existing user for which application). If you are an existing MYOB user and a new BillQuick user, it is preferred to get data initially into BillQuick.

3. Open the Sync Settings screen (Integration menu, MYOB) to define your sync preferences. Specify the MYOB data file and other required data to connect to it.
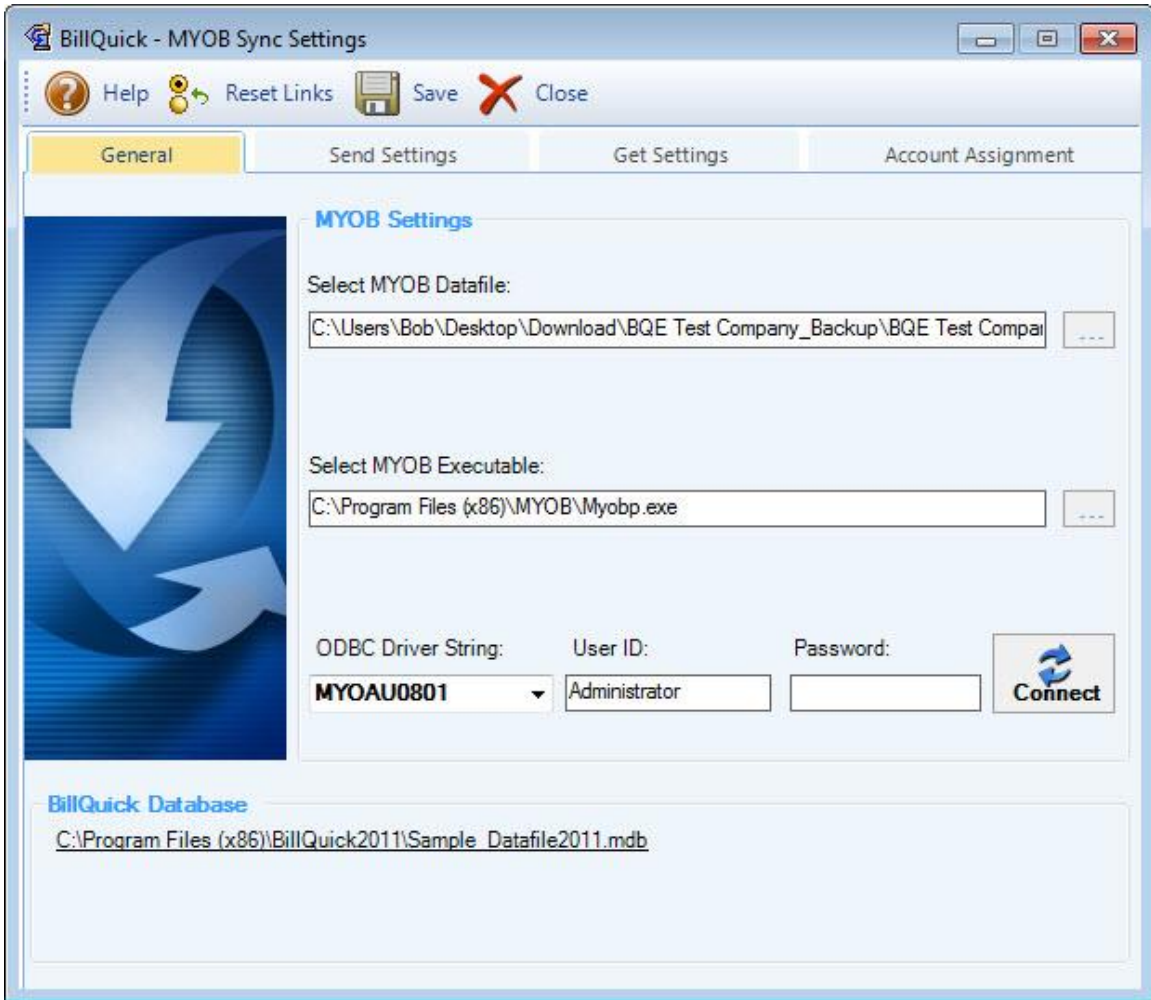
4.   Filter what data transfers between the two databases. While most companies choose to apply no filters initially, you can set them in the Sync Settings screen (Get Settings), if desired.
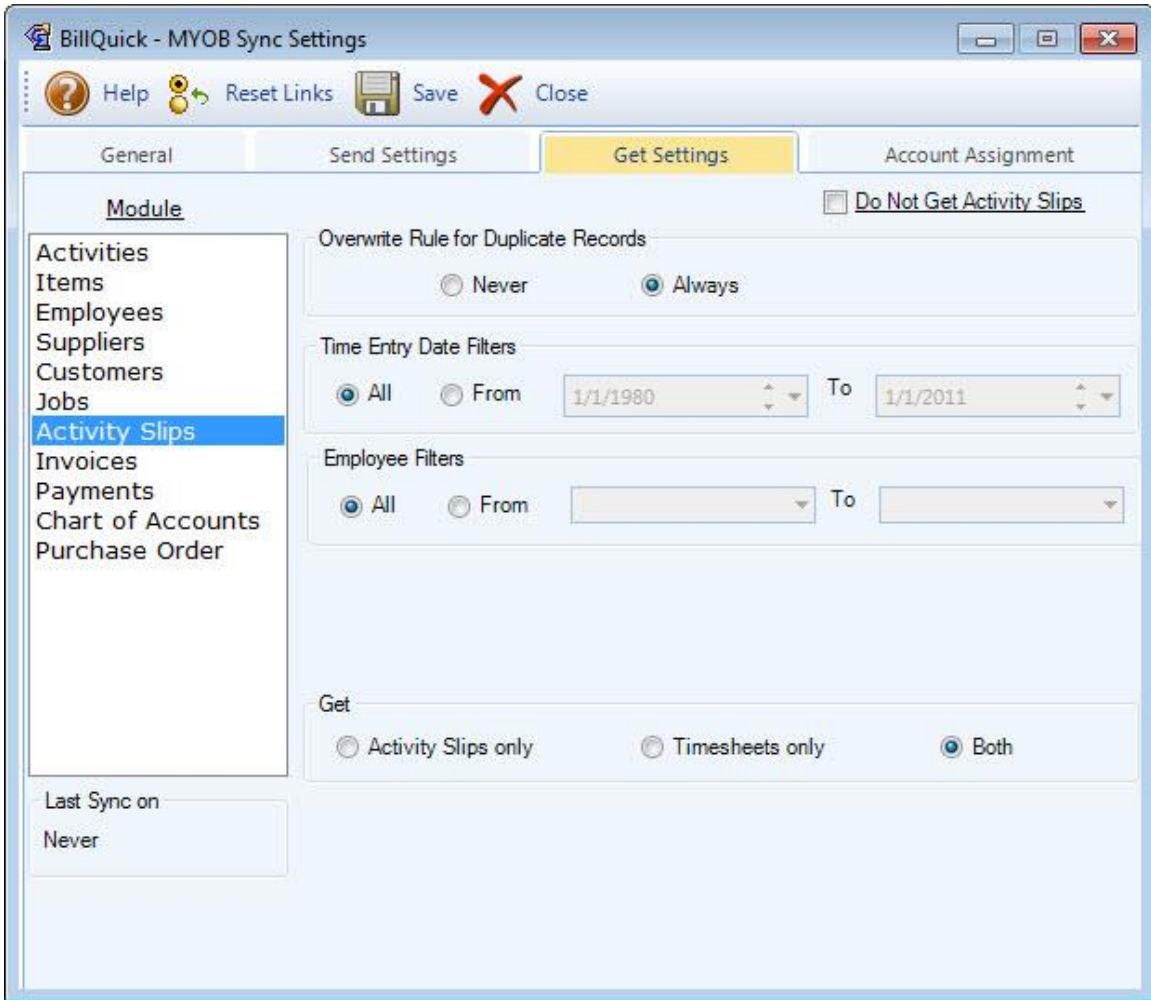
5.   After defining your sync settings, click Save and then Close to exit.

6.   Use the Integration menu, MYOB to synchronize data. BillQuick starts getting (or sending) data and displays the progress.
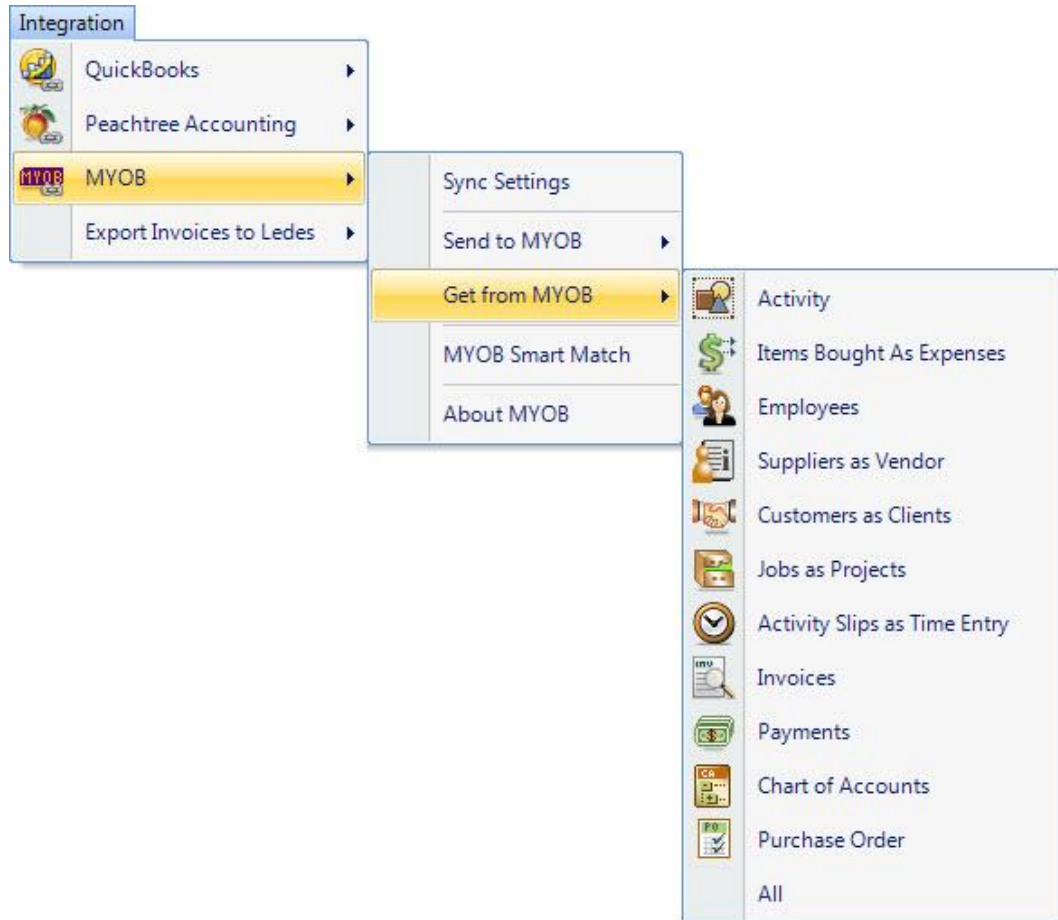
 If you are not sure about how much to move, you can transfer everything
into BillQuick and then use its Archive feature to move old clients and projects
to a secondary archive database.

7. As a part of data touchup after transfer, review and edit the MYOB data transferred into
BillQuick:

- Update Bill and Cost Rates (Employee screen)
- Replace 'FromBQ-MYOBSync' placeholders automatically created by BillQuick
- Assign a Manager to all projects (Project screen)
- Change IDs of employees, projects, activity codes, etc., if needed (Change ID
Codes screen)

8. After integrating data, verify the accounts receivable. Compare BillQuick and MYOB Aging (and
other) reports. If the data is the same, your integration is successful. If it is not the same, the
cause could be a journal entry that adjusted A/R or a record that did not transfer. The solution is
usually making a manual adjustment in BillQuick.

Alternatively, perform a detailed check by opening corresponding screens in both applications
and manually adjusting data.

**Day-to-Day Integration**

To integrate data on a day-to-day basis:

1. Consider where you want to save each type of master information and perform which functions in BillQuick and MYOB.

2. Accordingly, set the day-to-day synchronization options in the Sync Settings screen (especially Send Settings). E.g., you would get time entries during initial integration, and then change it to 'Do not Get Activity Slips' for day-to-day integration (because you will enter and manage time in BillQuick and send it to MYOB).
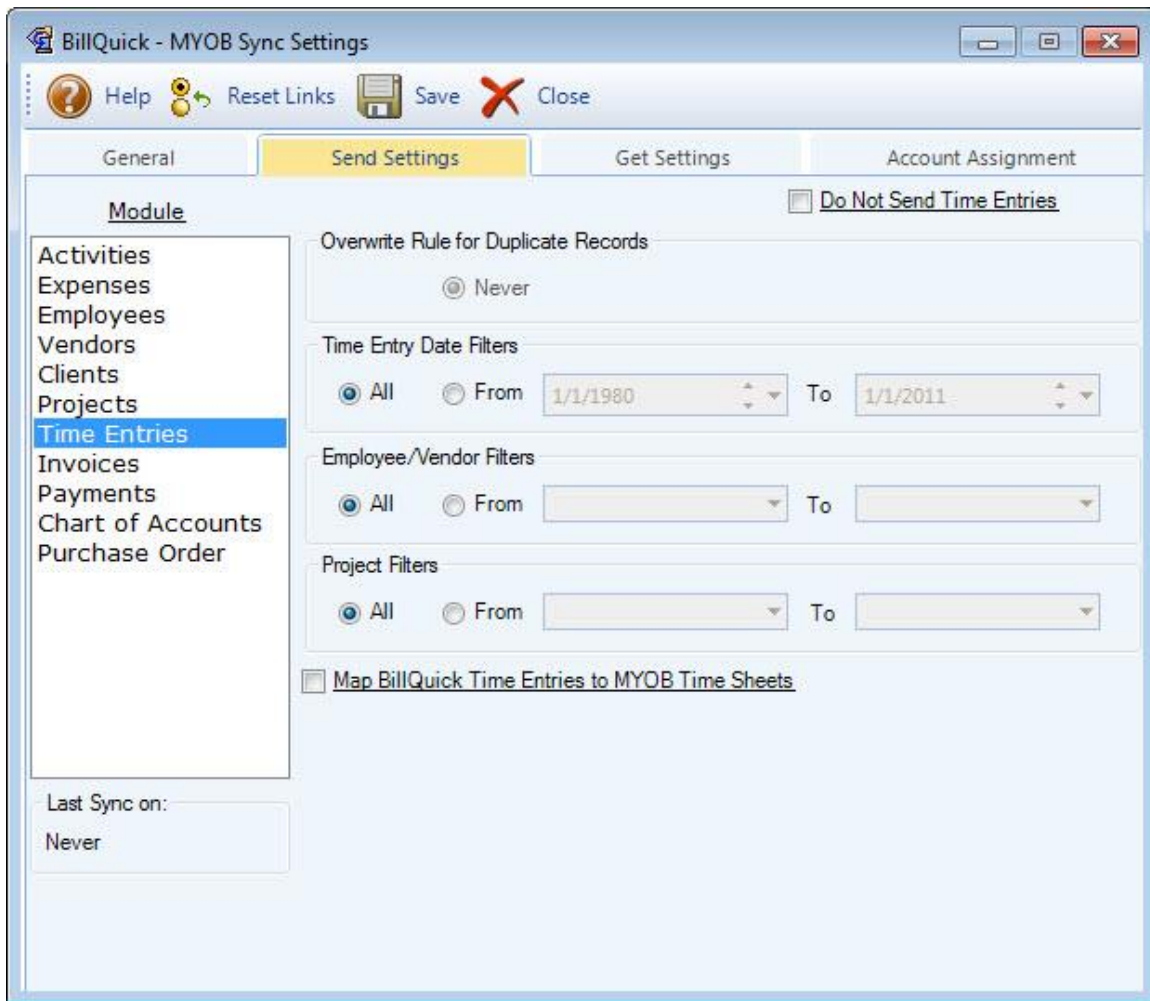


3. MYOB associates accounts to all service, expense and invoice related items. Select the Account Assignment tab and assign default general ledger (G/L) accounts to BillQuick items such as activities, expense codes, invoices, payments, etc. In addition, you can make assignments for invoice line items on a Project or Project Group basis.
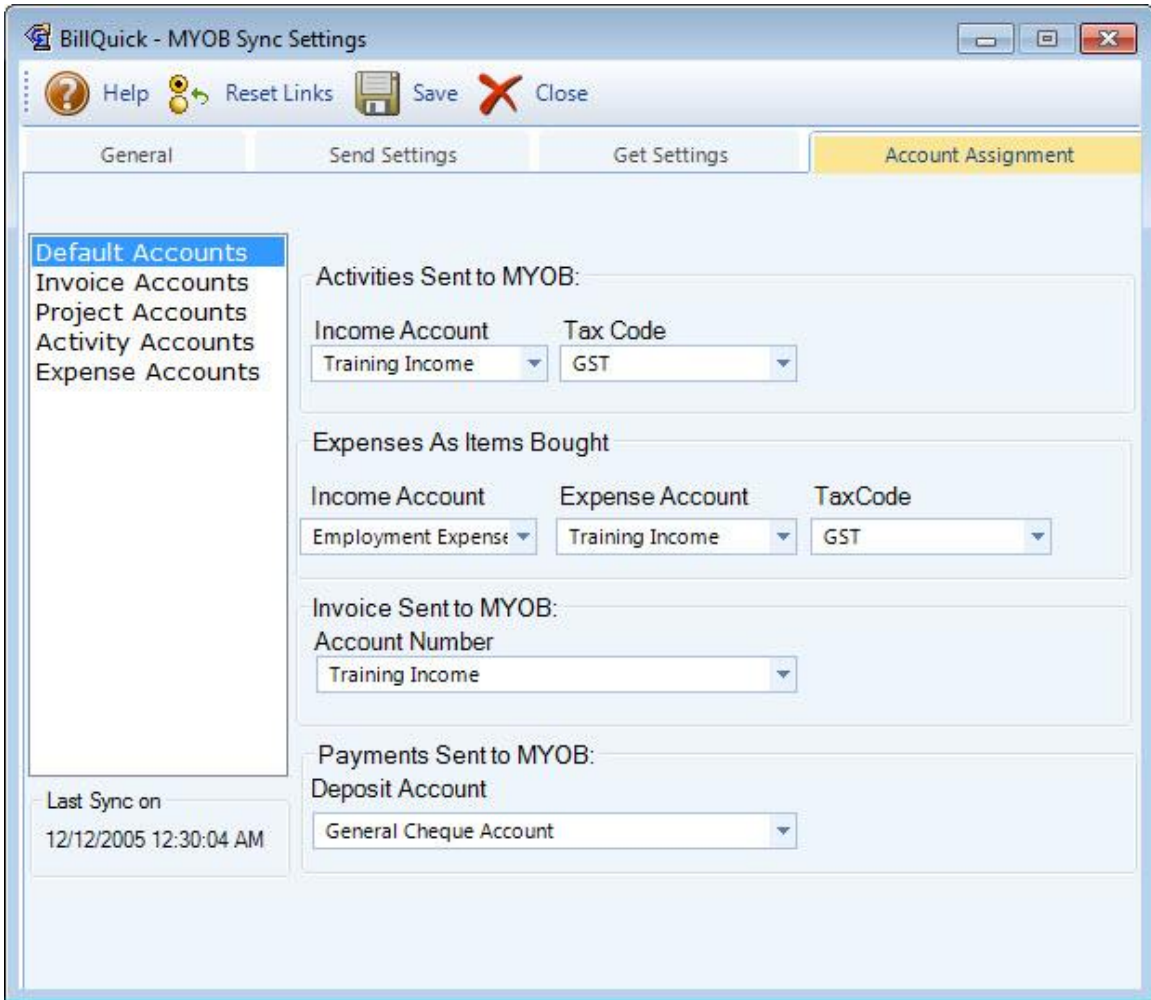
4. When you are done, click Save and then Close to exit.

   After specifying your sync settings, you are ready to integrate with MYOB (primarily send data), whether on-demand or on-schedule.

5. You can integrate data using the Integration menu, MYOB (Send to/Get from). Follow the correct sequence while transferring each type of MYOB or BillQuick data.
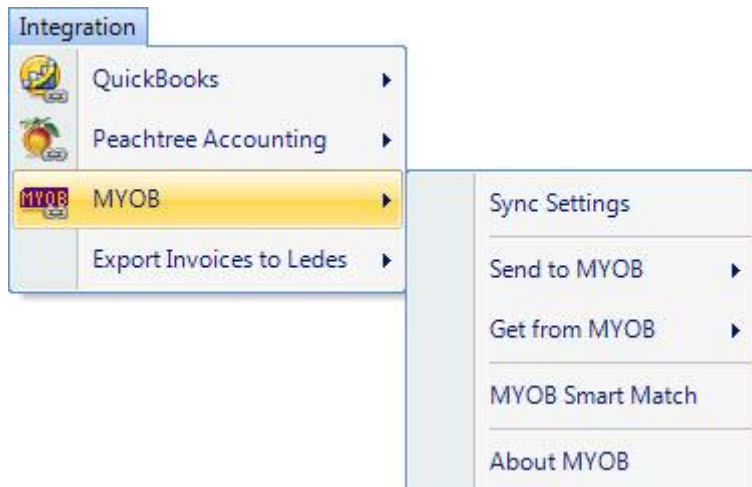
Alternatively, send BillQuick records to MYOB by clicking Send To in various BillQuick screens. Unlink MYOB Link ID option is available for records which you have already synchronized before.

⚠ If you reset or 'unlink' the link, BillQuick will treat the record as new and add it to the MYOB database upon next sync.

ⓘ BillQuick identifies the records that have a corresponding record in MYOB by displaying ▨ in the grids.

6. Set a schedule reminder for integration on the Global Settings-Options screen.

7. In case of existing BillQuick and MYOB users, it is likely that you will find duplicate records in the other application. Use BillQuick↔MYOB Smart Match (Integration menu, MYOB) to match similar records or un-match dissimilar records between the two systems.
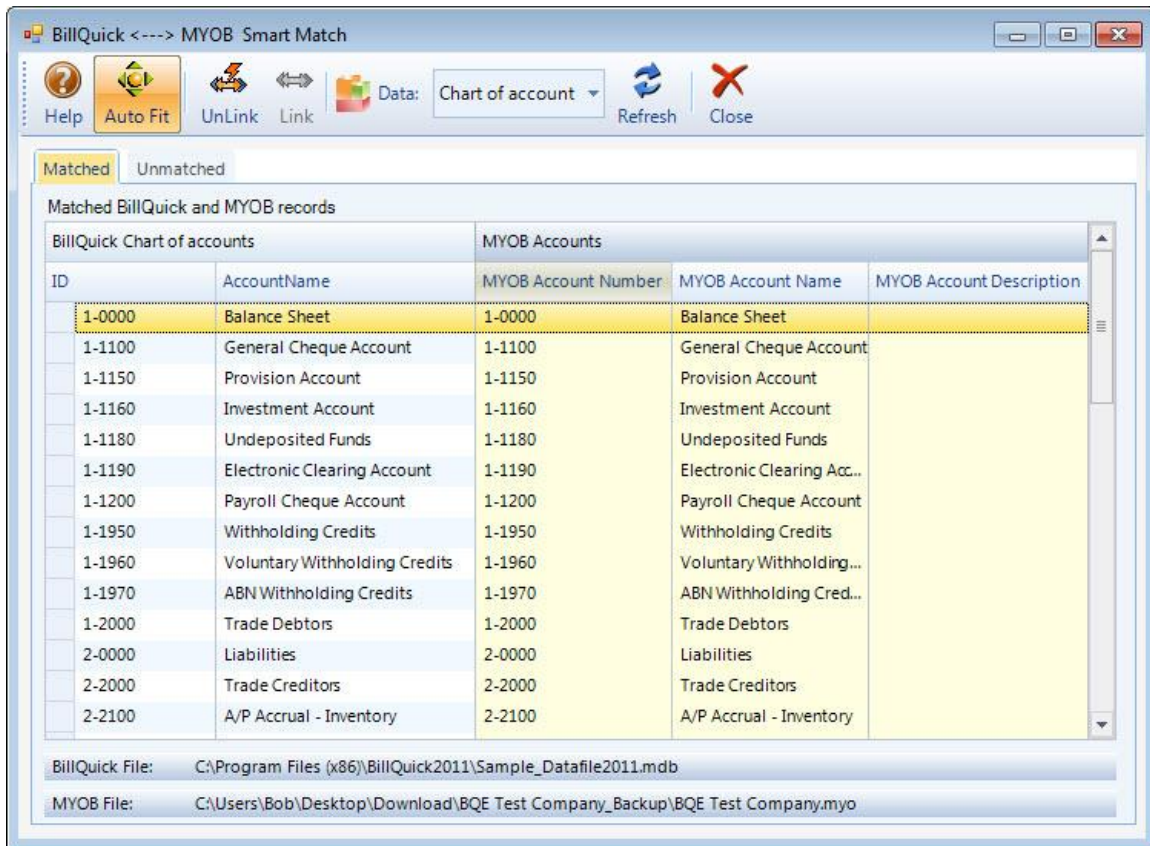


Smart Match attempts to find matching data (both active as well as inactive) and link them automatically. If it fails to find a match, you will be able to match and un-match data manually.

❓ For detailed and complete information on BillQuick↔ MYOB Integration, check out BillQuick↔MYOB-Integration-Guide. Also, see the BillQuick 2011 Help.http://www.bqe.com/_pdf/BillQuick-QuickBooks-Integration-Guide-

2009.pdf

# Integration with Peachtree Accounting

BillQuick can bi-directionally integrate data with Peachtree Accounting.

| BillQuick Table Name | Dataflow | Peachtree Table Name |
|---|:---:|---|
| Activity Code | ⇄ | Inventory Item (Activity) |
| Expense Code | ⇄ | Inventory Item (Charge) |
| Employee | ⇄ | Employee |
| Vendor | ⇄ | Vendor |
| Client | ⇄ | Customer |
| Project | ⇄ | Job |
| Time Entry | ⇄ | Time Ticket |
| Expense Log | ← | Expense Ticket |
| Invoice | ⇄ | Invoice (Sales and Invoicing) |
| Payments | ⇄ | Payments (Receipts) |
| Chart of Accounts | ⇄ | Chart of Accounts |
| Purchase Orders | ⇄ | Purchase Orders |
| Vendor Bills | ⇄ | Vendor Bills |

To review detailed, field-by-field mapping of data between Peachtree and BillQuick, see BillQuick Help, BillQuick- Peachtree Integration, Table & Field Mapping section.

The table above shows the direction in which data can *potentially* flow between BillQuick and Peachtree. Whether it flows in one direction or the other (or both) depends on choices made in the Sync Settings screen.

⚠ Before integrating, create a backup of your data in Peachtree and BillQuick.

## Integrating Data with Peachtree Accounting

💬 *You can sync your BillQuick data at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

### First-Time Integration

To integrate data for the first time:

1. You need to grant permission to BillQuick to access your Peachtree database. Set the security level for BillQuick (called a Peachtree Partner) in Peachtree (Options menu, Maintain Global

Options screen).
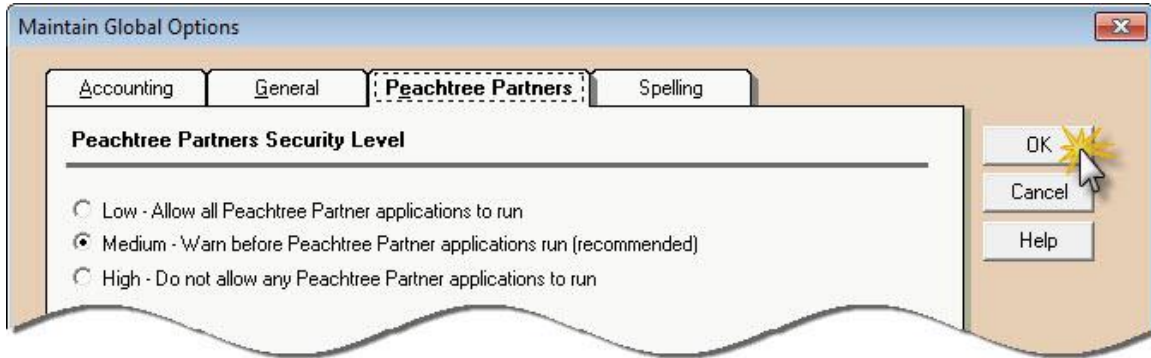


2.  Consider whether you want to send or get data from Peachtree. It would primarily depend on your situation (new/existing user for which application). If you are an existing Peachtree user and a new BillQuick user, it is preferred to get data initially into BillQuick.

3.  Open the Sync Settings screen (Integration menu, Peachtree Accounting) to define your sync preferences. Specify your Peachtree Version and Company file to connect to it.
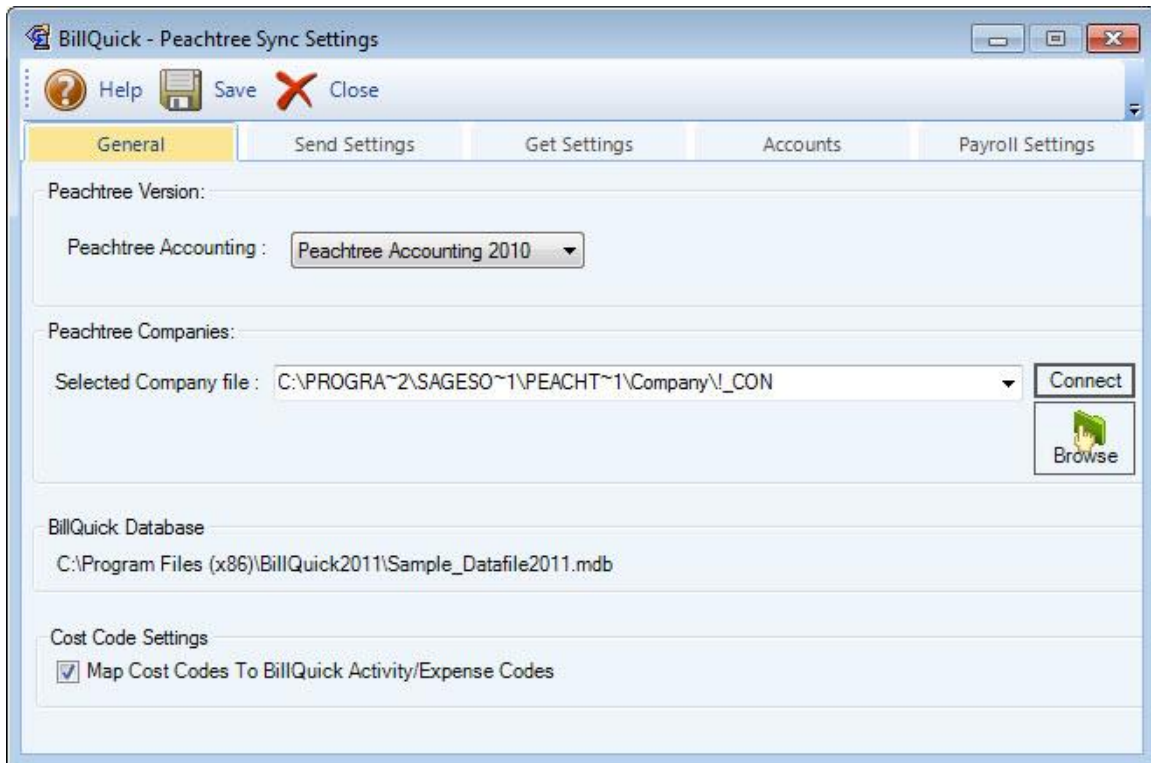


4.  Filter what data transfers between the two databases. While most companies choose to apply no filters initially, you can set them in the Sync Settings screen (Get Settings), if desired.
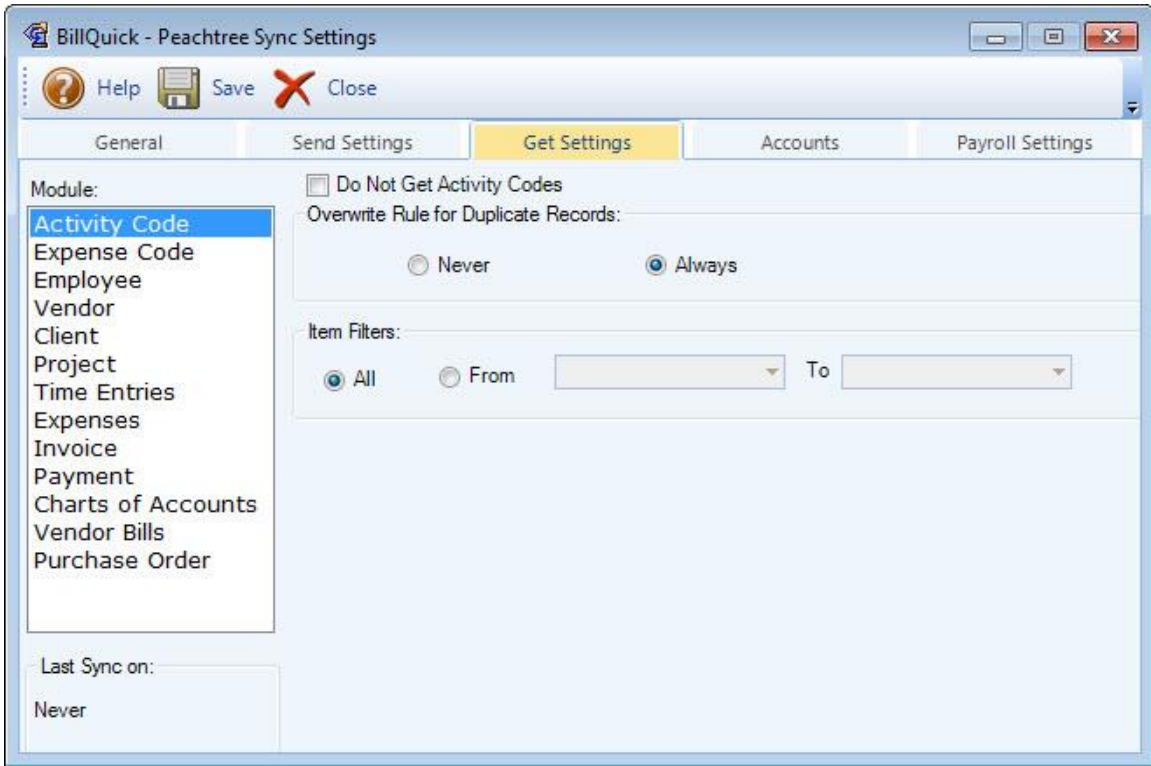
5. After defining your sync settings, click Save and then Close to exit.

6. Use the Integration menu, Peachtree Accounting to synchronize data. BillQuick starts getting (or sending) data and displays the progress.
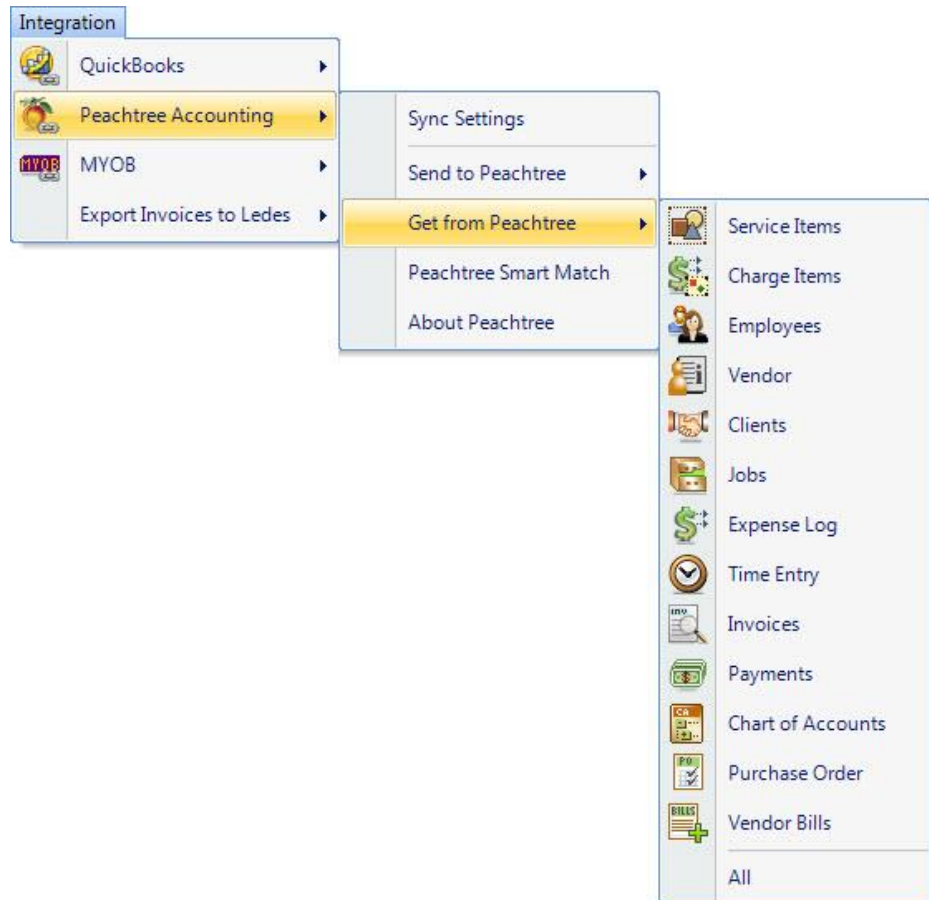


If you are not sure about how much to move, you can transfer everything into BillQuick and then use its Archive feature to move old clients and projects to a secondary archive database.

7. As a part of data touchup after transfer, review and edit the Peachtree data transferred into BillQuick:

   - Update Bill and Cost Rates ([Employee ](screen)) screen)
   - Replace 'FromPeachtree' placeholders  automatically created by BillQuick
   - Assign a Manager to all projects ([Project ]screen)
   - Change IDs of employees, projects, activity codes, etc., if needed ([Change ID Codes] screen)

8. After integrating data, verify the accounts receivable. Compare BillQuick and Peachtree aging (and other) reports. If the data is the same, your integration is successful. If it is not the same, the cause could be a journal entry that adjusted A/R or a record that did not transfer. The solution is usually making a manual adjustment in BillQuick.

   Alternatively, perform a detailed check by opening corresponding screens in both applications and manually adjusting data.

**Day-to-Day Integration**

To integrate data on a day-to-day basis:

1. Consider where you want to save each type of master information and perform which functions in BillQuick and Peachtree.

2. Accordingly, set the day-to-day synchronization options in the Sync Settings screen (especially Send Settings). E.g., you would get time entries during initial integration, and then change it to 'Do not Get Time Entries' for day-to-day integration (because you will enter and manage time in BillQuick and then send to Peachtree).

3. Peachtree associates accounts with all activity (service), expense and invoice related items. Select the Accounts tab and assign Default Accounts for BillQuick items such as activities, expense codes, invoices, payments, vendor bills and purchase orders. You can make account assignments for these items on a Project or Project Group basis.

>  The G/L account that you select depends on whether your company follows a Cash Basis or Accrual Basis of accounting.

4.  If you want to specify G/L and A/R accounts to individual activity or expense items, do so by selecting the Activity Accounts and Expense Accounts options on the left.

5.  Next, move to the Payroll Settings tab. Assign a Peachtree pay type from the dropdown to the Default Payroll Item in BillQuick. You can specify the payroll settings for an employee or employee group.



>  If you assign payroll accounts to the Employee Group 'ALL', you no longer have to go back to Sync Settings screen every time you add a new employee in BillQuick.

6.  Associate BillQuick payroll items to Pay Types in Peachtree. You can select numbers from the dropdown to specify the order in which BillQuick payroll items will be listed in Peachtree's Pay Types. For instance, you can assign 1 to Regular Time and number 2 for Overtime.

7.  Click Add to save the payroll settings. After defining your sync settings, click Save and then Close to exit.

    After specifying your sync settings, you are ready to integrate with Peachtree (primarily send data), whether on-demand or on-schedule.

8. You can integrate data using the Integration menu, Peachtree Accounting (Send to/Get from). Follow the correct sequence while transferring each type of Peachtree or BillQuick data.



BillQuick identifies the records that have a corresponding record in Peachtree by displaying

 in the grids.
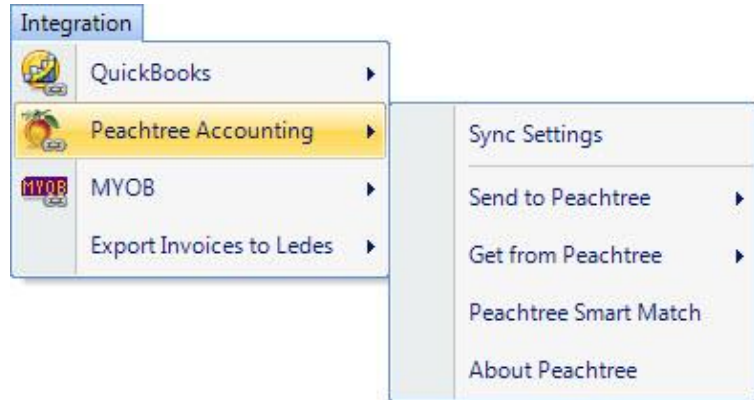
9. Set a schedule reminder for integration on the Global Settings-Options screen.

10. In case of *existing* BillQuick and Peachtree users, it is likely that you will find duplicate records in the other application. Use Peachtree Smart Match (Integration menu, Peachtree Accounting) to match similar records or un-match dissimilar records between the two systems. You can view the data and manually link and un-link it.
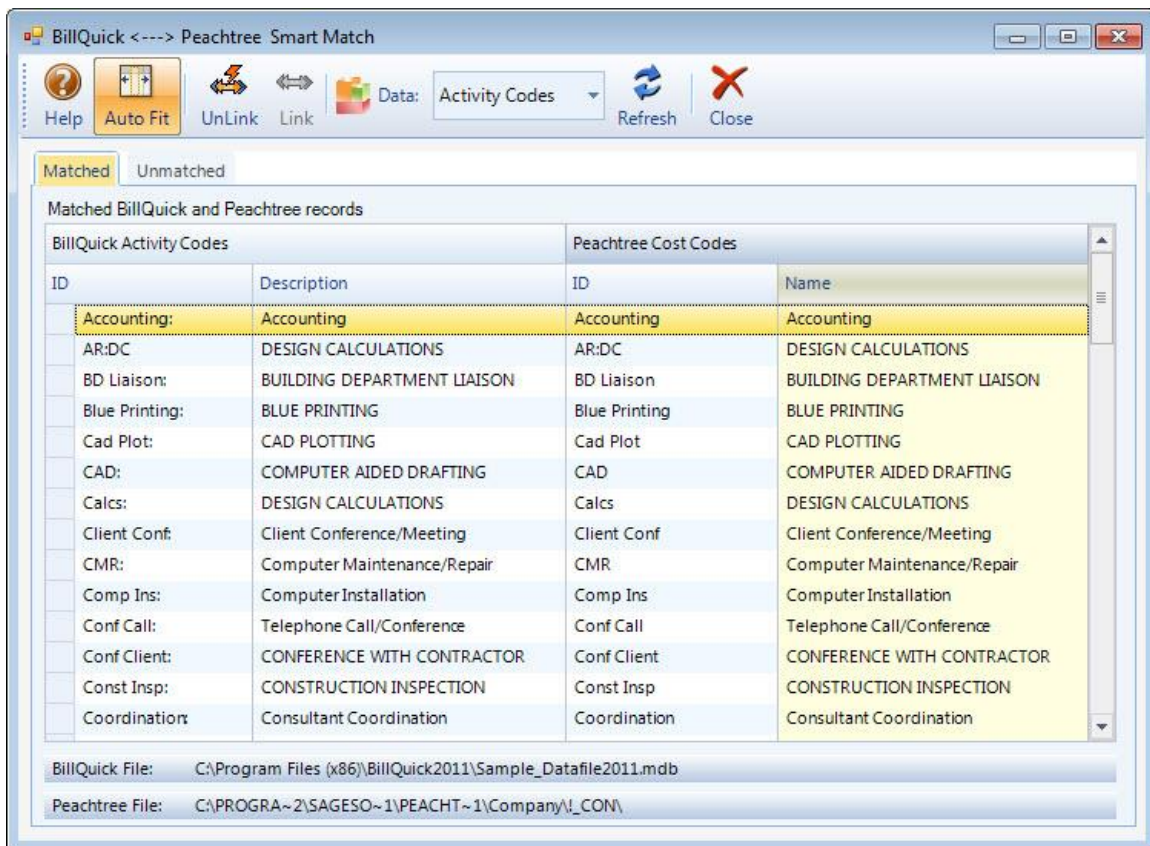


For detailed and complete information on BillQuick↔Peachtree Integration, check out BillQuick↔Peachtree-Integration-Guide. Also, see the BillQuick 2011 Help.

# 11

# Billing Basics

- Billing Overview
- Billing Methods
- Payment Terms
- Invoice Format
- Rates
- Taxes
- Retainage
- Currency Manager
- Billing Schedules

# Billing Overview

Typically, billing managers handle the billing functions in BillQuick, though they may delegate these tasks to accountants or project managers. BillQuick allows a lot of flexibility and variety in terms of billing rules, methods, payment terms, invoice formats and related decisions. Billing decisions determine what information prints on an invoice. As a biller, you need to understand the pre-billing tasks and setup decisions before carrying out the actual billing tasks.

① Decisions such as how to bill, what to bill, what to say about the work done and the layout of the invoice, begins with the client and project setup (master information). ② Reviewers or managers in a company must approve time and expenses charged to a project. When ready to bill, accumulated work-in-progress or ③ pre-defined billing schedule flows to the Billing Review (or Manual Invoice or wizards). You may set projects for automatic billing as well.

④ Billing decisions can be made in real-time (on-screen) or through a printed Billing Review report (off-screen). When creating invoices, billing decisions can range from no-decisions-needed to application of retainers, adjustments, exclusion of time and expenses, and marking some entries as billed. ⑤ After executing decisions, the manager typically reviews and signs off on draft invoices, and then someone generates final invoices to ⑥ send them to the clients. This billing flow applies to standard invoices as well as joint invoices. ⑦ After receiving payments and running final reports, the project is completed.
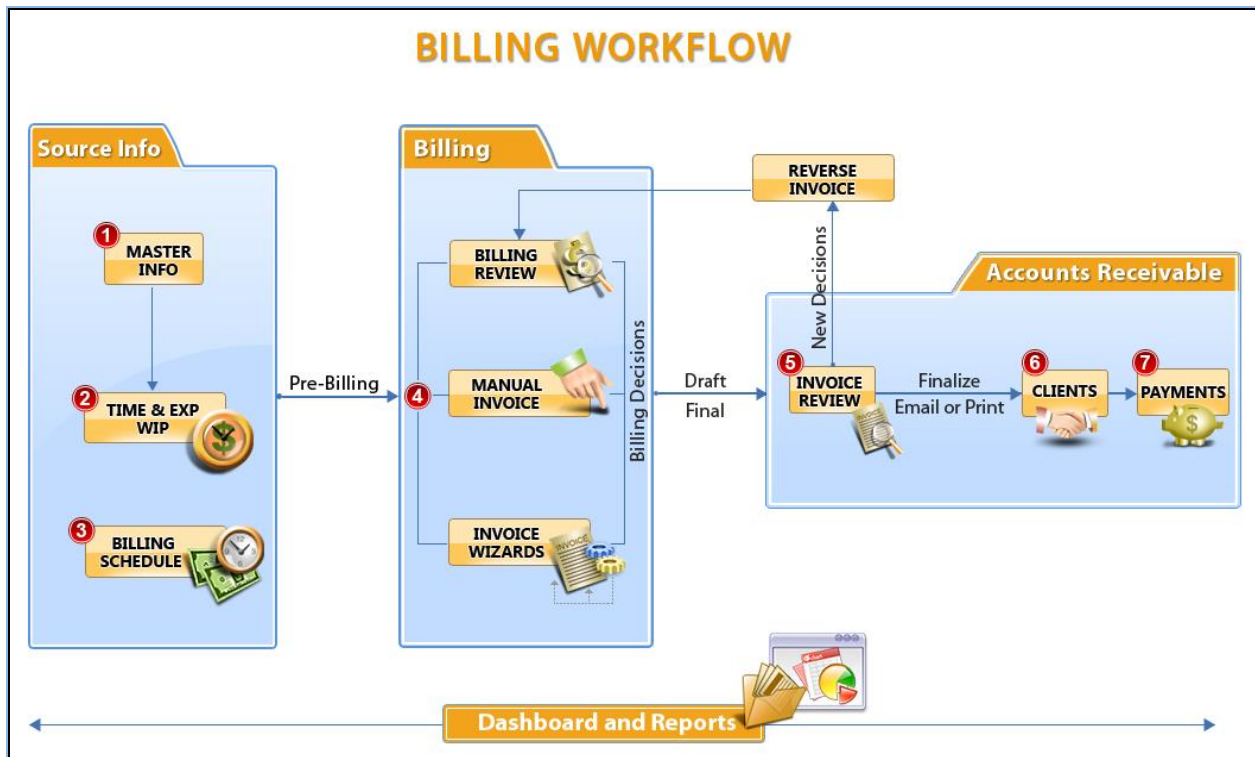


The billing manager can check out the following checklist to ensure that they take all billing decisions with the right information at the right time.

| Billing | | |
|---|---|---|
| **Area** | **Decision** | **Where to implement** |
| Pre-Billing Tasks | Print or check on-screen memos and project journals for billing-related notes and decisions. | Time and Expense Memos Project Journals |
| | Set up BillQuick Agent for alerts and emails in case of delinquent timekeepers. | Agent, Time Card Monitoring Agent, Alerts |
| | Check reports for approved time and expenses (WIP) as well as unapproved entries. | Reports menu Report Center screen |
| Invoice Layout | Add a logo to invoices. | Company-General screen |
| | Check company name, address, etc. to print on invoices. | Company-General screen |
| | Typically add the standard text as memos or notes on multiple invoices. | Auto Complete screen |
| | Hide no-charge (non-billable) entries on detailed invoices. | Global Settings-Time/Expense screen |
| | Provide electronic payment option (PayPal/IMS) in emailed invoices. | Global Settings-Merchant screen |
| Billing Arrangement | Define contract type and invoice settings at the project level. | Project-General screen Project-Billing screen |
| | Define billing and invoice settings at the client level. | Client-Billing screen Client-Detail screen |
| | Review bill and cost rates of employees, activities and expense codes, and special rates in fee schedules. | Employee screen Activity Codes screen Expense Codes screen Service Fee Schedule Expense Fee Schedule |
| | Determine special bill rates to apply to a project when you pre-purchase hours (funds/retainer on account). | Project-Billing screen: Delayed SFS |
| | Negotiate retainage with the client. | Project-Billing screen |
| | Identify who receives the invoice in the client organization (billing contact address). | Client-Detail screen: Main Contact Project-Billing screen: Contact |
| | Define payment terms to print on invoices. | Terms screen Client-Billing screen Project-Billing screen |
| | Identify clients and projects to bill in a foreign currency and check currency settings. | Currency Manager screen Project-Billing screen Client-Billing screen |
| | All or selective project invoices should be emailed to the client. | Client-Billing screen Project-Billing screen |
| | Set up project for automatic billing on a specified frequency. | Project-Billing: Automatic Billing |

| Billing | | |
|---|---|---|
| **Area** | **Decision** | **Where to implement** |
| | Set up invoices for automatic processing on a specified frequency. | Invoice Review<br>Memorize Invoices |
| Invoice Formats | Assign or change standard/custom invoice formats for different billing arrangements or contract types. | Global Settings-Templates<br>Project-Billing screen<br>Invoice Review screen |
| | Set the standard invoice number format for invoices. Optionally, define custom invoice numbers for projects. | BillQuick Start-Up Interview<br>Global Settings-Miscellaneous<br>Project-Billing screen |
| Joint Invoices | Identify projects for a client or phases of a project to bill together. Set the default to joint invoice. | Client-Billing screen<br>Project-Billing screen |
| | Combine billing records on a single invoice. | Billing Review screen |
| Retainers | Set the standard invoice number format for retainer invoices. | Global Settings-Miscellaneous |
| | Request project-specific or client-specific retainers from the clients<br>Create retainer invoices. | Retainer Management screen<br>Project-Billing screen |
| | Record retainer payments from clients. | Payment screen |
| | Apply project or client retainer payments. | Payment screen<br>Billing Review |
| | Set up retainer invoices for automatic processing on a specified frequency. | Retainer Management-Payment<br>Memorize Invoices |
| Late Fees | Set interest rate and grace period for all past due invoices of all clients | BillQuick Start-Up Interview<br>Global Settings-Options |
| | Set interest rate and grace period for past due invoices related to a project | Project-Detail screen |

# Billing Methods

BillQuick offers various billing methods and arrangements with flexible options. You can choose the method according to your need and situation:

- Fixed or Progressive Billing
- Hourly Billing
- Percent Complete Billing
- Phased Billing
- Recurring Billing
- Cost Plus Billing

# Fixed or Progressive Billing

Progressive *flat fee* billing occurs when a client is billed a portion of the total contract amount over a number of months. Depending on the circumstances, the billed amount may be the same (fixed) or vary in each billing cycle. At the end, Bill Final (right-click option) can be used to auto calculate the last Net Bill amount.

When the project contract or company policy defines a different billing amount, use a Billing Schedule to define billing records. You can create future billing records in it, adding or editing them later. This is also useful for milestone billing. (See *Creating Billing Schedules below*.)

Using the billing record's Reminder Date in the schedule, BillQuick knows when to remind you to process an invoice. The Billing Schedule allows you to enter a bill amount or calculate it as a percent of the contract amount. In addition, you can apply a percentage of the project's retainer to all or part of selected billing records. Another option is to include expenses in the bill amount or to bill them in addition to the amount. Similarly, you can bill or 'absorb' extra time and expense (over-contract amounts). BillQuick also lets you add a standard memo to carry to the invoice.

**Fixed Fee Invoice**

Fixed fee invoice is also called the company's 'single service fee invoice'. From the sample below, you can gain an understanding of how the billing process requires input from different sources and how the entire information fits together.

BillQuick adds the Draft watermark when you choose 'Process as Draft' option on the Billing Review screen. The watermark disappears when you finalize it in Invoice Review screen. The 'Paid' watermark prints when the invoice finishes processing.

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① Los Angeles, CA 90505
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admin@hendricks_consulting.com
www.hendricks_consulting.com

## Invoice

Ms. Lynn Tracey
② Allied Technology
1616 Adventure Way
Sunnyside, CA 95000

③ **Invoice Date:** Mar 1, 2011
**Invoice Num:** 1001
④ **Billing From:** Jan 01, 1900
**Billing To:** Jan 01, 2099

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

⑤ **Contract Type:**      Fixed
**Contract Amount:**   $ 80,000.00
**Retainer Required:**  $ 250.00

⑥ **Amount :**          **$1,090.00**

Reimbursable Expenses:

| Date | Employee | Description | |
|------|----------|-------------|---|
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $572.00 |
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $500.50 |
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $654.50 |
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $357.50 |
| 9/24/2011 | JD Consulting | MILEAGE | $12.50 |
| 10/27/2011 | CJ | MILEAGE | $13.75 |

⑦ **Total Expenses:**   **$2,110.75**

**Amount Due This Invoice:**   **$3,200.75**

⑧ *This invoice is due upon receipt*

⑨ **Account Summary**

| Services BTD | Expenses BTD | Last Inv Num | Last Inv Date | Last Inv Amt | Last Pay Amt | Prev Unpaid Amt |
|--------------|--------------|--------------|---------------|--------------|--------------|-----------------|
| $ 25,833.75 | $ 2,160.20 | 1088 | 10/31/2011 | $ 49.45 | $ 950.55 | $ 239.54 |

**Total Amount Due Including This Invoice:**   **$3,440.29**

① Name and address carries from the Company screen.

② The recipient's name and address carries from (a) the main client contact and client address, or (b) the project contact address (prints only if you mark 'Send Invoice to Contact').

③ Invoice Date defaults to the system date. Companies usually change the invoice to a future date to allow for printing and mailing. Aging begins on this date.

BillQuick assigns the next available invoice number on checking the Bill box in the Billing Review screen. In this case, a draft invoice number prints in angle brackets.

④ The date range carries from the Billing Review screen. The range determines what unbilled, approved

time and expenses (work-in-progress) to include in the billing record. As you can see, the date range covers any period you want.

⑤ Note that the contract type is Fixed. The company chose to bill by time (rather than by percent complete or with a billing schedule).

⑥ The Amount (Net Bill on Billing Review) is Service Amount (Billable on Billing Review) *less adjustments* such as applied discounts, write-up/down, applied retainer, etc. Service Amount is the billable value of the approved time entries in the specified date range (see ④), including any taxes on individual entries (Tax 1, 2 or 3 of Activity Codes or in the service fee schedule assigned to the project).

⑦ Approved expenses within the date range defined on the Billing Review screen, which includes taxes on individual entries.

You may or may not apply GST to your invoices. Typically, GST equals the calculated Main Service Tax on total labor billed *plus* calculated Main Expense Tax on total expenses billed. You can define MST and MET percentages on the Company screen, and as needed, change the rates in Client and Project profiles.

⑧ Payment terms for the invoice. BillQuick first looks at the terms specified in the Project profile, else the Client profile. If neither profile contains it, BillQuick prints the default payment term ('This invoice is due upon receipt').

⑨ Account Summary includes Accounts Receivable (A/R) information – past invoices, payments and amount unpaid. Other invoice formats include retainer paid, balance information or aging summary.

> BillQuick supports two memos per invoice. In most invoice formats, the first appears near the top of the invoice and the second near the bottom.

## Progress Billing
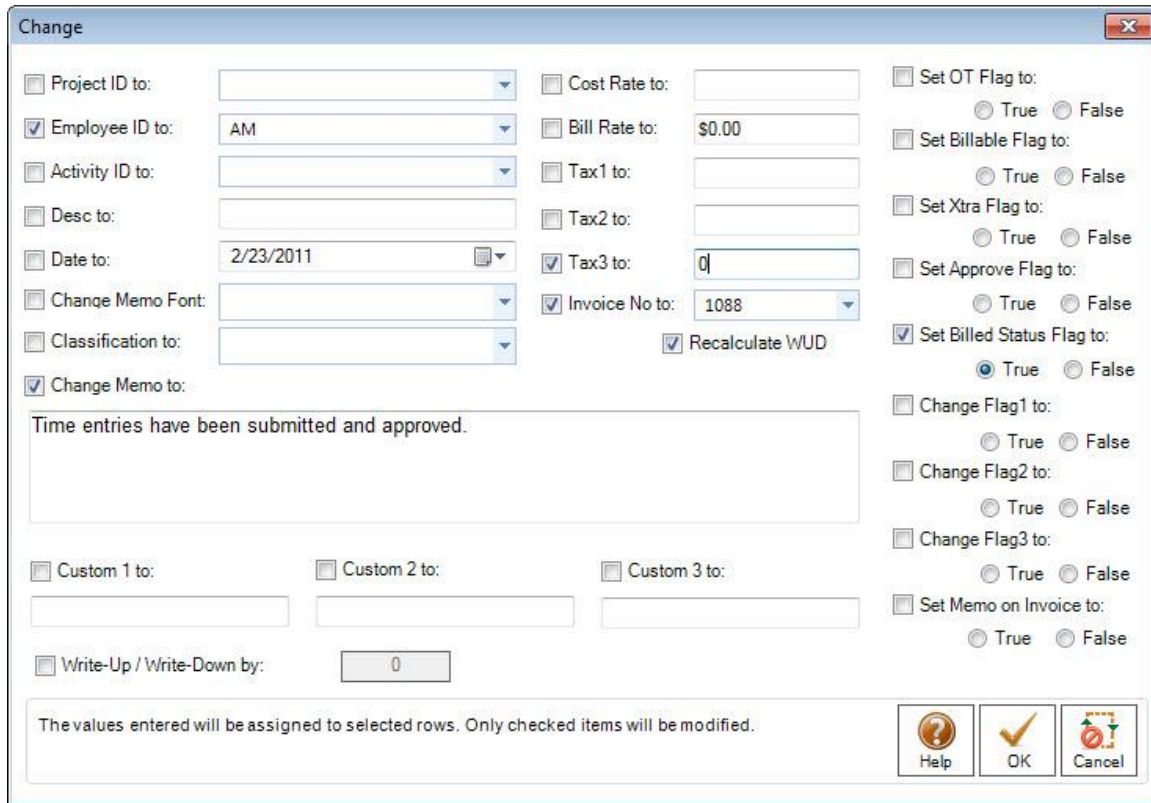
Often you are ready to bill but may not have entered all the time and expenses yet. Typically, you may want to send progress invoices to your client and associate your time and expense entries to the invoices on a later date. BillQuick allows you to bill now and link (reconcile) the time data on a later date. When you do so, BillQuick recalculates any write-up/down for all time entries associated with that invoice.

BillQuick's progress bill feature lets you release time entries after billing. You could send a progress bill or your monthly invoices with the projected value of the work done. Later, you can put the timesheets through the submission and approval process, and then associate them with the right un-posted or posted invoice. You do not need to mark it as non-billable or reverse invoices or payments. Your job cost and profitability information are updated. Moreover, if you need to reprint the invoice, the items you added will be there.

To release time entries:

1. Open the Sheet View screen and select the View By Project option.

2. Select the Period for which you want to view and release time entries.

3. Select all the relevant time entries and click Tools. *Make sure all the selected time entries are approved*.

4. Select Change from its dropdown. On the Change screen, check the 'Set Billed Status Flag to' option and mark it as True.



5. To associate the selected time entries it to a previously processed invoice, check the 'Invoice No to' option and select the relevant invoice from the dropdown.

6. Keep the Recalculate WUD option checked if you want BillQuick to adjust the write-up/down factor for these entries.

7. Click OK and exit.


# Hourly Billing

Hourly billing is the most common billing practice across service industries. It involves dynamic generation of billing records for projects, bringing together time, expenses, retainer balances, amounts owed and paid, and other information. Only approved time and expenses (work-in-progress) are included for the selected date range. For Hourly invoices, the invoice amount is the total of the Bill Amount and Charge Amount for the billed time and expenses *after* *any adjustments made during the billing process*.

ℹ️ Depending on your tax situation, BillQuick applies taxes to individual activity codes and/or expense codes (Tax 1, 2, 3) when you record time and expenses. BillQuick also applies a second level of tax (Main Service Tax/ Main Expense Tax) to the total billed services and expenses. You can choose which taxes to apply.

BillQuick includes many standard hourly invoice templates, presenting services and expenses in a variety of summary and detailed formats.

**Hourly Invoice**

## Hendricks Consulting LLC

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admin@hendricks_consulting.com
www.hendricks_consulting.com

### Invoice

Ms. Lynn Tracey
② Allied Technology
1616 Adventure Way
Sunnyside, CA 95000

③ **Invoice Date:** Mar 1, 2011
**Invoice Num:** 1001
④ **Billing From:** Jan 01, 1900
**Billing To:** Jan 01, 2099

⑤ **PV Country Club** (09-PV Country Club:) - Managed by (JA)
⑥ **Professional Services:**

| Date | Employee | ⑦ Description | Hours | Rate | Amount |
|---|---|---|---|---|---|
| 10/25/2011 | CJ | Client Conference/Meeting | 1.25 | $150.00 | $187.50 |
| 10/26/2011 | BW | FIELD SURVEYING | 2.00 | $110.00 | $220.00 |
| 11/2/2011 | RC | CAD PLOTTING | 1.25 | $110.00 | $137.50 |
| 11/4/2011 | CJ | Client Conference/Meeting | 1.25 | $150.00 | $187.50 |
| 11/5/2011 | BW | FIELD SURVEYING | 2.00 | $110.00 | $220.00 |
| 11/12/2011 | RC | CAD PLOTTING | 1.25 | $110.00 | $137.50 |

⑧ **Total Service Amount:** $1,090.00

**Reimbursable Expenses:**

| | | | |
|---|---|---|---|
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $572.00 |
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $500.50 |
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $654.50 |
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $357.50 |
| 9/24/2011 | JD Consulting | MILEAGE | $12.50 |
| 10/27/2011 | CJ | MILEAGE | $13.75 |

⑨ **Total Expenses:** $2,110.75

**Amount Due This Invoice:** $3,200.75
⑩ *This invoice is due upon receipt*

⑪ ### Account Summary

| Services BTD | Expenses BTD | Last Inv Num | Last Inv Date | Last Inv Amt | Last Pay Amt | Prev Unpaid Amt |
|---|---|---|---|---|---|---|
| $ 25,833.75 | $ 2,160.20 | 1088 | 10/31/2011 | $ 49.45 | $ 950.55 | $ 239.54 |

**Total Amount Due Including This Invoice:** $3,440.29

① ② ③ ④ ⑤ See the previous sample.

⑥ When making billing decisions, you may exclude or write up or down some time entries. The remaining entries print and total on the invoice. The invoice lists who worked, how much and on what activity and how much the client is charged per hour.

⑦ When timekeepers record time entries, BillQuick inserts the description for chosen the activity. Optionally, you can add a memo to a time entry (or expense entry). In some invoice formats, the time and expense descriptions and memos print on an invoice. Other formats omit it. You can customize the invoice format as needed.

⑧ The Amount (Net Bill on Billing Review) is Service Amount (Billable on Billing Review) *less adjustments* such as applied discounts, write-up/down, applied retainer, etc. Service Amount is the billable value of the approved time entries in the specified date range (see ④), including any taxes on individual entries (Tax 1, 2 or 3 of Activity Codes or in the service fee schedule assigned to the project).

⑨ Approved expenses within the date range defined on the Billing Review screen, which includes taxes on individual entries.

This section displays the account summary. It informs the client about what the current bill covers and the total amount owed.

⑩ Payment terms for the invoice. BillQuick first looks at the terms specified in the Project profile, else the Client profile. If neither profile contains it, BillQuick prints the default payment term ('This invoice is due upon receipt').

⑪ Account Summary includes Accounts Receivable (A/R) information – past invoices, payments and amount unpaid. Other invoice formats include retainer paid, balance information or aging summary.

# Percent Complete Billing

'Percent Complete' in BillQuick is the subjective determination of how far along a project is. Throughout the life of a project, the manager may update this percent complete value. You can calculate this percentage based on the contract amount used or spent and then bill the client accordingly.

You can use percent complete value in two ways in BillQuick:

- To compute the estimated *earned value:* BillQuick compares it to the actual earned value for the project (based on the Amount Spent). A significant difference in these two values indicates that a problem is looming. The Earned Value – Estimated report uses the percent complete value.

- To determine how much to bill: *Percent complete billing* involves the usage of '% Complete' value of the project (in Project screen or Billing Review grid) to calculate the net bill amount.

Percent complete billing supports both single project per invoice *and* joint invoicing. When billing on a percent complete basis, BillQuick asks if you want to update the % Complete value in the project profile as

well. You have an option to include or exclude the expenses as a part of the contract amount so that BillQuick calculates percent complete bill amount accordingly on the project's Service or Labor Amount.

You can bill phases using percent-complete values from each project phase. For a joint phased percent-complete billing, BillQuick 'joins' the billing records for each phase with unbilled labor and expenses. If desired, you can include completed or not-yet-started phases. Billing records for the same client having the same code automatically combine on a joint invoice. You can decide to generate a phased percent-complete joint invoice for each phase on the Project-Billing screen or dynamically during a billing session in the Billing Review screen. *See Creating Joint Invoices and Creating Percent Complete Invoices below for more*.

# Phased Billing

You may bill one phase or all phases of a project on a joint invoice. It includes completed and not-yet-started phases. Special phased invoice wizard and formats are available in BillQuick (*See Invoice Wizards below for more*). If you have specified different custom invoice formats for the phases, BillQuick looks for the invoice format of the first project in the list.

> Each phase of a project is an independent project record. Thus, you can assign different contract types or billing arrangements—hourly, fixed fee, percentage, etc. to it. *See Project Hierarchy in the Project Management chapter for more*.

> Whether you are new to BillQuick billing or use it only periodically to generate phased invoices, the Phase Invoice Wizard (View menu, Wizards) is easier to use. It walks you through the process of creating a joint invoice for phased projects. *See Invoice Wizards below for more*.

**Joint Phased Percent Complete Invoice**

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## Invoice

Mr. Mark Summer
② Housing and Urban Development
652 Third Avenue
New York, NY 10001

③ **Invoice Date:** Oct 7, 2011
**Invoice Num:** 1118
④ **Billing From:** Oct 27, 2011
**Billing To:** Nov 25, 2011

⑤ **Housing & Urban Development** (10-Main:) - Managed by (JA)

| Phase | ⑥ % of Fee | ⑦ Contract | % ⑧ Complete | ⑨ Services Billed To Date | ⑩ This Invoice Services | Expenses |
|---|---|---|---|---|---|---|
| Construction Administration | 10% | $12,500.00 | 4% | | $500.00 | $0.00 |
| Construction Documents | 70% | $87,500.00 | 6% | | $5,250.00 | $0.00 |
| Schematic Design | 20% | $25,000.00 | 10% | | $2,500.00 | $0.00 |
| TOTALS | 100.00% | $125,000.00 | | $0.00 | $8,250.00 | $0.00 |

| | |
|---|---|
| Total Earned to Date: | $0.00 |
| Invoice Total: | $8,250.00 |
| Previous Outstanding Balance: | $0.00 |
| Balance Due: | $8,250.00 |

*This invoice is due upon receipt*

⑪ **Account Summary**

| Billed To Date | Paid To Date | Balance Due |
|---|---|---|
| $ 8,250.00 | $ 0.00 | $ 8,250.00 |

① ② ③ ④ See the previous samples.

⑤ Project ID and Phase Description carries from the project phase profile.

⑥ Each phase's percent of the total project contract amount carries from the project profile.

⑦ Contract (amount) carries from the project phase profile.

⑧ Percent Complete is a decision of the billing manager – accept the % Complete value in the Project profile or enter an updated value in the Billing Review screen.

⑨ This is the Service Amount previously billed and carries from accounts receivable for each project phase. It illustrates how much of the contract have you already billed to date.

⑩ This informs the client of the invoice amount due on Services and Expenses. Amount Due is ⑦ Contract Amount x ⑧ Percent Complete - ⑨ Services Billed.

⑪ See the previous samples.

# Recurring Billing

Recurring billing involves pre-setting bill amounts billed to the client on a set frequency such as weekly, biweekly, monthly, quarterly, etc. The billed amount is the same regardless of the hours expended. BillQuick allows you to reduce the expenses on the recurring bill or to add them to the invoice (in addition to the recurring amount).

> 🛈 Frequency of billing for a project starts from the date of the invoice. Billing frequency can also be set for the non-recurring project contracts.

When you select a 'Recurring' contract type for a project, BillQuick generates the billing record as per the frequency set in Project screen. It does **not** automatically create an invoice; however, it does remind you via Reminders screen that bills need to be processed. If billing does not take place, BillQuick generates a recurring billing record for each billing period in Billing Review. If desired, you can allow billing a different and higher amount than the specified recurring amount. This happens when the value of time and expenses for the project exceeds the recurring amount.

Preferred invoice layouts for recurring bills vary widely. Some prefer a detailed list of time and expenses to show the amount of work done, while others prefer a fixed (single fee) invoice with occasional memos. *See Processing Recurring Invoices below for more*.

# Cost-Plus Billing

If you are an engineering, architectural or other professional services firm that works for federal or state agencies, you may have to use *Cost Plus* contracts. Cost plus billing adds a profit margin or management fee to the bill amount. BillQuick supports Cost + Percentage and Cost + Fixed Fee contracts, including their invoice templates. You can set special bill rates in the SFS or EFS for the direct costs and set the fixed fee or percentage on the Project-General screen.

**Cost + Fixed Fee**

This contract can be used as a billing arrangement when you want to bill direct costs—time and expense (if expenses are a part of contract)—*plus* a fixed fee (profit) to the client. The total fixed fee is available in the Project profile. BillQuick adds a portion of the Fixed Fee to the Net Bill before generating the invoice. *BillQuick also tracks the fixed fee portion to ensure you do not over-bill*.

Fixed Fee Amount = Billable Amount x (Fixed Fee / Contract Amount)

Net Bill = Service Amount + Service Tax + Expense Amount + Expense Tax + Fixed Fee – Discount – Retainer Applied

For example:
Contract Amount = $1000, Fixed Fee Amount = $100, Value of billable time and expenses = $500
Fixed Fee = 500 x (100/1000) = $50

**Cost + Percentage**

This contract can be used as a billing arrangement when you want to bill direct costs—time and expense (if expenses are a part of contract)—*plus* a percentage of the costs (profit) to the client. The total fixed fee percentage is available in the Project profile. BillQuick adds the profit percentage to the Net Bill before generating the invoice *until the project is complete*.

Fixed Fee Amount = Billable Amount x Fixed Fee %

Net Bill= Service Amount + Service Tax + Expense Amount + Expense Tax +
Fixed Fee – Discount – Retainer Applied

For example:
Contract Amount = $1000, Fixed Fee % = 10, Value of billable time and expenses = $500
Fixed Fee = 500 x (10/100) = $50

> This is how Billing Review calculates the Fixed Fee Amount. However, you can manually override it with a different amount. It will then re-calculate the Net Bill Amount. However, if you change the Net Bill manually, it does NOT change the Fixed Fee Amount.

# Payment Terms

Payment terms indicate when you expect to receive a payment from a customer. BillQuick allows you to specify and customize payment terms on invoices. In case of forgetful clients or late payments, you can charge an interest rate or late fee. *These user-defined terms are available in the Project and Client screens and applied in the Billing Review screen.*

This section covers the following tasks:

- Creating Payment Terms
- Assigning Payment Terms

## Creating Payment Terms

To create payment terms:

1. Open the Terms screen from the View menu.
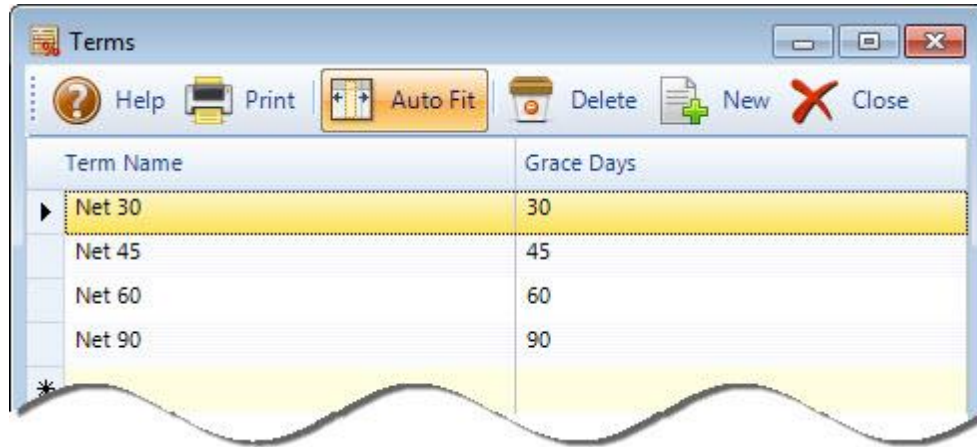
2.  Click New to add a new payment term.

3.  Enter a Term Name, such as Net 30, Net 45 or Net 90.

4.  Next, enter the related Grace Days, such as 30 days for Net 30 or 45 for New 45 term. Click on the next row to save the term.

5.  When you are done, click Close to exit.

## Assigning Payment Terms

You can assign payment terms to purchase orders and invoices from various screens in BillQuick. You can do so in the following ways:

*   Purchase Order screen: You can assign payment terms to purchase orders sent to vendors. *For details, see Purchase Orders in the Accounting chapter*.

*   Client-Billing screen: Payment terms specified at the client level apply to all the projects of a client. *For details, see Client Setup in the Master Information Setup chapter*.

*   Project-Billing screen: Payment terms specified at the project level apply to individual projects only. *For details, see Project Setup in the Master Information Setup chapter*.

The payment terms selected for a project overrides the default terms set at the client level. However, for *joint invoicing*, the payment terms *will always pull from the Client profile*. E.g., if all projects included on an invoice are set to Net 30 at the project level, but Net 60 at the client level, the joint invoice will have Net 60 as the payment term.

# Invoice Format

An invoice is a marketing document that nurtures client relationships. It must communicate positive images to both new and long-term clients: Quality, Capability, Professionalism and Confidence. BillQuick comes

with 150+ standard invoice formats, all designed with Crystal Reports, the *de facto* standard report writer software.

BillQuick lets you customize the invoice format on a project basis. You can customize the invoice number and format, and set invoice display attributes per project. For example, if you want to show the account summary on some project invoices and hide it on others, you can do so by checking those rules on the Project-Detail screen. You can also set these attributes for all projects from the Global Settings-Rules screen.

> To customize invoice templates, you can use Crystal Reports 9.0 or later to do it yourself, or contact us for Report Customization Service at (310) 602-4020. Many of our invoice templates are available for preview at www.bqe.com/GenSolutions or you can check out the *free* BillQuick eBooks for billing managers, business managers and project managers. You can also purchase the detailed BillQuick Report Book.

BillQuick provides the following invoice format options:

- Choosing Invoice Templates
- Customizing Invoice Numbers
- Including Memos on Invoices

## Choosing Invoice Templates

Standard invoice templates support detail or summary information, individual time and expense descriptions and memos, retainers and discounts applied, two invoice memos, employee titles, and value-added taxes (e.g. GST). In addition, many support a standard graphic logo (*Company screen*).

> You can set all your invoice templates to show Goods and Services Tax (GST) at the project or global level. This option is checked by default for all countries other than USA when creating a new database.

Invoice templates are set at the global level but you can change them at the project and invoice level.

To choose a global invoice template:

1. Open the Global Settings screen from the Settings menu or toolbar.

2. Select the Templates option.

3. Click  next to the relevant contract type to open the invoice list.

4. On the Invoice Selection screen, choose the desired invoice template. *The sample displays on the right.*

5. Click OK to save the template.

6. Back on the Global Settings screen, click Save and then Close to exit.

> By default, invoices display time and expense entries based on their 'Created On' dates.

To choose a project invoice template:

1. Open the Project screen and select a project from the grid for which you want a different invoice template.

2. Click Tools and select Invoice Templates or click Invoice Templates on the Billing tab to open the Invoice Selection screen.

3. You can see the default Assigned Invoice Templates at the top. To change a template, scan the Invoices list on the left.



4. Choose the desired invoice template and preview the sample on the right.

5. Click Assign Selected for the relevant invoice type. BillQuick checks that option automatically. For Statement, you can click Browse and select any other template.

6. When you are done, click OK to save the template.

7. Back on the Project screen, click Save and then Close to exit.

When the invoice is printed, BillQuick uses the custom template from the Project screen rather than the Global Settings template. You can change the invoice template at the last minute in the Invoice Review screen without reversing it or changing the project settings.

## Customizing Invoice Numbers

When setting up BillQuick for the first time, consider whether you want to start with a new number structure or use the last invoice number from your old time and billing system. Either way, BillQuick needs the last invoice number. By default, it begins numbering invoices with the invoice number defined on Global Settings-Miscellaneous screen. You can override this and specify a custom invoice number on the Project-Billing screen. If a project has phases under it, you are prompted whether to let the immediate phases inherit the custom invoice number or not.

If you want to structure the invoice number so that it has static and variable portions, you can define this. BillQuick supports automatically incremental invoice numbers of up to 10 characters (including punctuation). For example, if you wanted to include the fiscal year in the invoice number structure, you have to enter it as static information. The variable will be the incremental part put in curly brackets.

⚠ Custom invoice numbering feature is available in the BillQuick Enterprise edition only.

To customize your invoice numbers:

1. Open the Global Settings screen from the Settings menu or toolbar.

2. Click the Miscellaneous option on the left.

3. Enter the desired value in the 'Last Printed Invoice #' field, e.g., {0000}. The next invoice generated will have a number of {0001} and so on. You can add a prefix to it, like INV or FY-2011. The prefix will remain static while the number in the curly brackets will be incremented.

4. Click Save and then Close to exit.

You can also customize invoice numbers at the project level. To do so:

1. Open the Project screen.

2. Select a project from the grid to which you want to assign a custom invoice number. Then move to its Billing tab

3. Enter the desired Prefix, Last Invoice Number and Suffix values, e.g., Tax-{1100}-2011.

4.  Check the 'Use Custom Invoice Number' option to enable this customization for the project.

5.  When you are done, click Save and then Close to exit.

The next invoice generated for this taxation project will have a number of Tax-{1101}-2011.

## Including Time and Expense Memos on Invoices

BillQuick gives you the option to include time and expense memos on invoices. You can control inclusion of memos in two ways:

- *Invoice Format*: Whether an invoice shows detailed time and expense items with memos depends on the invoice format you choose for a project. You have three ways to do this:

    1.  Assign a detailed invoice template that includes memos to your project contract type in the Global Settings-Templates screen.

2. Assign a detailed invoice template that includes memos to a project in the Project screen, using the Templates option.
3. Select a detailed invoice template when re-issuing an invoice in the Invoice Review screen, using Invoice Template option.

- *'Memo on Invoices' Option*: By default, every memo carries to a detailed invoice format with memos. You can ensure this by checking the 'Memo on Invoices' option for each entry in the Sheet View or Expense Log screen. (To hold back memos, uncheck the option.)



# Rates

BillQuick supports both *default bill rates* and *special bill rates*. Employee default rates are part of the employee record. You can define special bill rates in a Service Fee Schedule assigned to a project. Optionally, you may define bill rates for activity codes.

After negotiating with a client, for instance, project managers would decide whether to charge default employee bill rates, activity rates or special fee schedule rates. By defining the rates to use up front, you eliminate non-billable administrative hours otherwise spent checking and correcting rate information. This can be as simple or as complex as the project requires. For example:

| | |
|---|---|
| Use default bill and cost rates | Check the rates of each employee that will work on the project to make sure the Bill Rate, Pay Rate and Overhead Multiplier are up-to-date. No special rates apply. |
| Use special bill rates and default cost rates | Create a SFS that defines the special bill rates. You can select individual or group of employees/vendors and activities to which special bill rates apply. |
| Use activity bill rates | Set the activity bill rates in the Activity Codes screen. Next, add it to the Rate Hierarchy by marking the 'Rates from Activity Table' option on the Project-Detail screen. |
| Use default, activity and special bill and cost rates | Map out the rates on a piece of paper before entering them into BillQuick. After completing the map, review it and check for conflicts. Step through the rate hierarchy (see below). Finally, setup the rates in BillQuick and test them before going live on the project. |

This section covers the following tasks related to rates:

- Determining Rates
- Calculating Ideal Bill Rate
- Calculating Cost Rates
- Setting-Up Day Rates
- Updating Rates

# Determining Rates

All time entries in BillQuick must have both a *bill rate* and a *cost rate*. One of BillQuick's best features is the ability to assign an unlimited number of rates to employees, activities and projects. A manager can predetermine these rates, allowing the timekeepers to record their time without any knowledge of the rates.

There are three screens in BillQuick where you can define rates:

- *Service Fee Schedule*: BillQuick assigns bill rates, cost rates and over-time multipliers based on a combination of employee-activity and classification.
- *Activity Codes*: BillQuick assigns bill rate and a cost rate per activity.
- *Employee*: BillQuick assigns default bill rate, cost rate and overtime rate per employee.

BillQuick allows you to set fee schedule rates and specify a classification (title or labor category) for the employee. You can have several titles for an employee and may want to set different rates for different titles. E.g., an employee may be called a Research Analyst by one agency and a Junior Consultant by another. In addition, quite often we end up negotiating a fee structure with our client based on the employee's classification or title. E.g., Senior Designer = $200, Engineer = $150, Draftsperson = $95 and Junior Engineer = $125. Therefore, BillQuick lets you specify special rates based on such classification. This classification is associated with the relevant time and expense entries, but you can edit it in the respective screens.

⚠️ Rates by classification feature is available in the BillQuick Pro and Enterprise editions only.

The logic used by BillQuick to determine which rate to use is as follows:
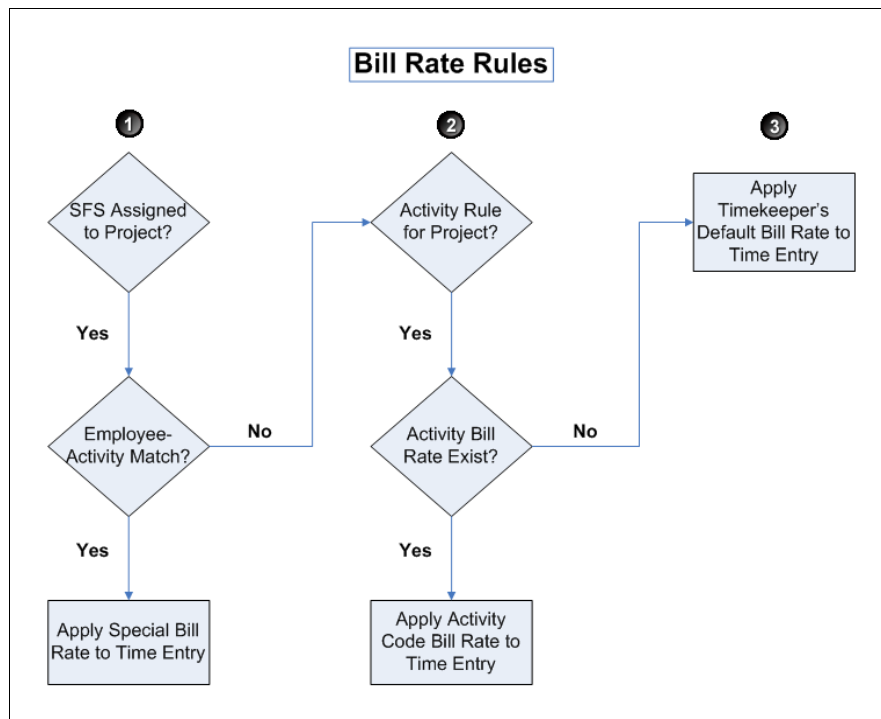
1. Once you select a project in the time entry screen, BillQuick searches for an associated Service Fee Schedule. If you have assigned a SFS to that project and BillQuick finds a matching combination of employee and activity there, it applies this Bill Rate and Cost Rate to the time entry.

   In case of multiple matches, BillQuick follows the Priority number as set in the SFS screen. This priority number is based on the original sort order of the SFS items but can be changed.

   Some users want to use the SFS to have both their Bill Rate and Cost Rate default to zero dollars, but keep the entry billable. BillQuick lets you specify a $0 rate or null value in a fee schedule if you specify that option in Global Settings. In case of $0 rate, BillQuick will apply it to the time entries. In case of null value, BillQuick will ignore the SFS and search for the next rate in the *rate hierarchy*.

   *If no matching combination is found or if no SFS is assigned to the project, BillQuick proceeds to step 2.*

2. BillQuick searches the Project record 'Rates from Activity Table' option. If it is checked, BillQuick uses the Bill Rate and Cost Rate from the Activity Codes screen. *If 'Rates from Activity Table' option is unchecked, BillQuick proceeds to step 3.*

3. BillQuick uses the Bill Rate and Cost Rate from the Employee screen.

   The expenses follow similar rules in determining which unit cost rate to apply to an expense entry but it skips step 2. If there is no unit cost rate for the expense code in the Expense Codes screen nor an Expense Fee Schedule, BillQuick requires you to enter one.

## Calculating Ideal Bill Rate

Ideal Bill Rate is the rate producing the target profit per hour. Many owners, principals and managers do not take into account all the key elements that make up an ideal bill rate. To determine the ideal bill rate, you need to know not only the *profit margin* but also the *utilization rate* of your employees and their overhead multiplier.

The calculations are:

Utilization Rate = (Direct Payroll Cost / Total Project Cost) x 100

For example, if the direct project labor is $10,000 and the total project cost is $14,000, then the utilization rate as per the formula is:
Utilization Rate = (10,000 / 14,000) x 100 = 71.4 %

Now let us calculate the Overhead Multiplier (OHM) as:
OHM = Total Expenses / Total Payroll Expenses

If the total expenses incurred last year are $1,000,000 and the payroll expenses amounted to $400,000, then:
OHM = 1,000,000 / 400,000 = 2.5

Usually, profitable companies have an OHM between 2.1 to 2.6 (maximum 3.0).

Finally, you can calculate the ideal bill rate as:
Ideal Bill Rate    = (Pay Rate x OHM x Profit %) / Utilization Rate or
                           = (Bill Rate x Profit %) / Utilization Rate

If the pay rate of the employee is $30 per hour and the profit percentage is 20%, then:
*Ideal* Bill Rate = (30 x 2.5 x 1.2) / .714 = $126 per hour

What this means is that if an employee has a pay rate of $30 and bill rate of $100 with 71.4% utilization, you should ideally charge the client at $126 to make a 20% profit.

## Calculating Cost Rates

It is recommended that everyone in your company who draws a paycheck (including principals) should enter time in BillQuick so that you have an accurate accounting of the hours (and thus, dollars) invested in your business. It may be a bit odd for non-project personnel to do so since BillQuick is 'project-centric', however, this ensures consistency in the use of a single application to record time. These 'indirect' people can basically make the same entry (say Project=GEN:Off, Activity Code=clerical) from one day to the next and the system will send the time to the appropriate G/L account in your accounting software.

BillQuick requires a bill and cost rate for the employees and vendors working on billable projects. You can calculate the cost rate as:

Cost Rate = Pay Rate x Overhead Multiplier

BillQuick applies a Cost Rate to actual hours worked to compute the Cost Amount for a time entry when you save it.  BillQuick applies rates as per the ***rate hierarchy*** (*see above*). When you update the OHM, BillQuick applies the new cost rate (Pay Rate x new OHM) to all the new time entries for an employee. When you create a new budget (that includes optional costs) after updating OHM, it also uses the updated cost rate. *However, BillQuick does not retroactively update cost amounts for previous time entries or budgets.*

To update budgets for new cost rates, you must manually change them. If you need to update cost rates for time entries, you can use one of the following options:

- [Change ](#) feature in the Sheet View screen
- Update Rates option on the right-click menu in the Sheet View screen
- [QuickUpdate](#) utility (Utilities menu)

> See [Updating Rates](#) below for more.

## Setting-Up Day Rates
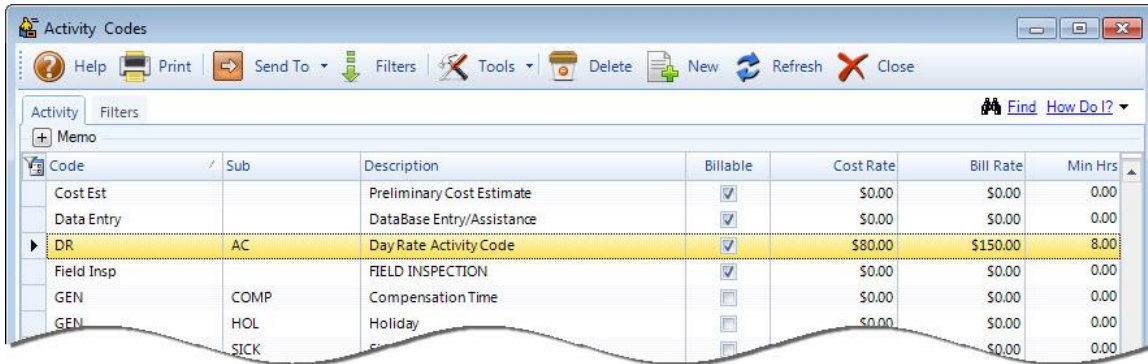
A day rate is a set number of hours *and* amount charged to a client for a task or activity, regardless of the actual hours worked in a day. In BillQuick, it is set up using the Bill Rate and Minimum Hours value for an activity.

 You can also define a day rate on a service fee schedule.

How you report day rate activity on an invoice depends on whether actual time worked is greater or less than the stipulated time. When A-Hours (Actual Hours) are greater than the B-Hours (Billing Hours), you may want to show the *extra* hours on the invoice. Conversely, when A-Hours are less than B-Hours, you may not want to show this information.

To set up a day rate for your company:

1. Open Activity Codes screen.

2. Click  to open the Field Chooser and check the Minimum Hours and Bill Rate fields. These fields now display in the grid.

3. Click New. In the first field, enter a unique Code, Sub and Description. This will make it easy for a timekeeper to identify the day-rate activity code in a drop-down list.



4. In the Minimum Hours field, enter 8 (this day rate is based on a standard 8-hour day).

5. Move to the Bill Rate field. Calculate this rate by dividing the negotiated day rate by Minimum Hours. For example, if the day rate is $1,200, then the Bill Rate is $150 per hour (1,200 / 8 = 150).

6. Mark the 'B' (Billable) checkbox. Press Tab through the end of the row or click a field in another row to save the new record.

7. When you are done, click Close to exit.

When a timekeeper selects the above (day-rate) activity while recording time entries, BillQuick carries its Minimum Hours and Bill Rate to the time record. ***For this, you must check the 'Rates from Activity Table' rule for the project in the Project-Detail screen***. It adjusts the B-Hours to the Minimum Hours and applies the activity's Bill Rate to calculate the Bill Amount. The timekeeper enters his A-Hours (actual hours), which calculates the cost of the activity and then saves the time entry.

On the invoice, if A-Hours are greater than B-Hours (Say an 8-hour day-rate activity took 10 hours to complete), the extra 2 hours do not print on the invoice. Alternatively, if A-Hours is 6 and B-Hours is 8, you do not want to show that it took less time to complete the actual work to a client.

When you want to present the extra or free hours on an invoice, split the time entry into two. Enter your hours, let BillQuick adjust B-Hours to the minimum, then make sure A-Hours is the same eight hours. Next, create a second entry for the same activity and enter 2 in both B-Hours and A-Hours fields, then mark the entry as non-billable. This creates a separate item on the invoice and because you marked it as non-billable, it prints '*No Charge*' on the invoice.

A timekeeper with appropriate security permissions can accomplish this task; however, many companies delegate this responsibility to a project or billing manager. Thus, while they review time in Sheet View or on the Billing Review-Time Details screen, they can look for day-rate activities and determine whether to split the time entry into two to show the *free* hours.

## Updating Rates

You may need to update or replace rates at any time. For example:

- A revised contract might result in new bill rates
- At year-end, you would update fee schedule items (or several times per year) for the New Year's rates
- At year-end, you may convert default employee rates to special fee schedule rates so as to easily handle 'special deals' offered to clients
- An employee received a raise
- The cost of employee benefits or other overhead items changed
- Higher costs are anticipated for the new year
- You want to recover profits siphoned by the weak economy over the past few years
- A new service is being offered

There are various ways of updating rates:

- You can change the bill and cost rates for a single time or expense entry in the time entry or expense entry screens (Sheet View, Timer, Expense Log, etc.). BillQuick uses this **new** rate to compute the bill value for the entry.

- If a fee schedule is assigned to a project and you change rates in the assigned fee schedule, the next time a timekeeper charges hours or expenses to the project (that find a match in the schedule), BillQuick uses the **new** rate to compute the bill value for the entry. For example, on the first day of a new year, you would update SFS rates for a project. From that point forward, BillQuick applies the new rates to hours worked on it.

  When you modify the pay rate of an employee (say a raise), BillQuick scans the fee schedules to check if you used a Pay Rate Multiplier for that employee. If so, it prompts you to update the bill rate in those fee schedules.

  However, changing schedule items or updating its rates **does not** modify previously recorded time entries.

- If you need to update bill and cost rates for multiple time or expense entries (batch update), you can use the Batch Change feature in the time entry or expense entry screens. You can also use
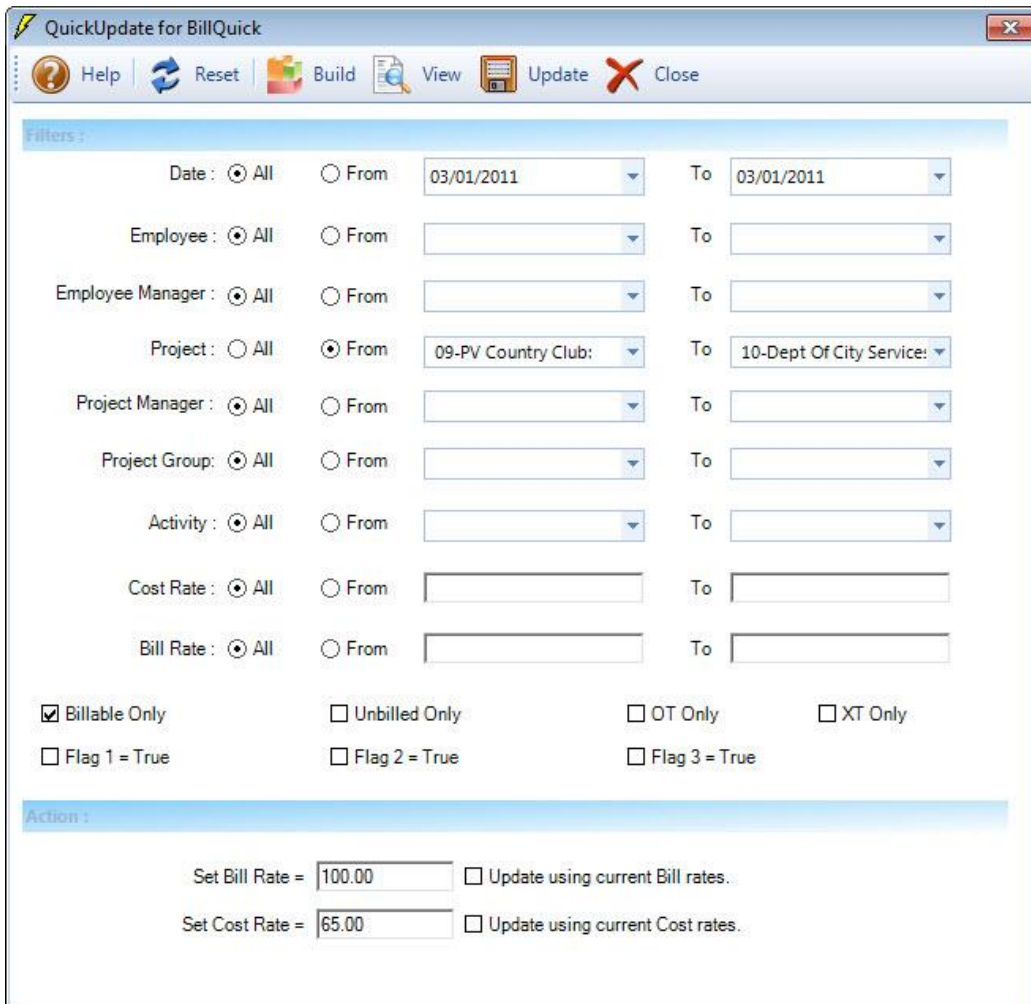
filters to narrow the entries to update. BillQuick updates the rates based on the new values specified by you.

- You can update or re-apply bill rates for single or multiple time and expense entries based on the current fee schedule rates (or other rates as per the Rate Hierarchy). Use the *Update Rates* option from the right-click menu in the time entry, expense entry or Reviewer screens to do so. You can also use filters to narrow the entries to update.

- If you want to apply new bill and cost rates (current fee schedule rates or other rates as per the Rate Hierarchy) to multiple time entries at once, use the *QuickUpdate* utility. This option is useful when someone has manually changed the bill and cost rates in the time entry screen and you want to reset the earlier rates. You can also use advanced filters to narrow the entries to update.

> All the above options require you to have security permissions to view and update bill and cost rate information.

To batch update rates using QuickUpdate:

1. Open the QuickUpdate screen from the Utilities menu.

2. Specify Filters to generate a subset of time entries for which you are updating the bill and/or cost rates. Select 'All' or a range in the From-To fields.

3. Enter new rates for the bill and cost value of time entries in the Set Bill Rate and Set Cost Rate fields. Else, skip this to use rates in the current fee schedules or employee records by checking the 'Update using current Bill/Cost rates' options.

4. After specifying the filters and action, click Build to create a list of matching time entries.

5. You can view all the time records whose rates are to be updated by clicking View.

6. When ready, click Update to update the records and then Close to exit.

# Taxes

BillQuick handles most of the tax rules used in various countries – taxes on time and/or expense entry line items, taxes on invoiced labor and expense, *and* taxes on taxes. BillQuick provides different methods to tax services (time entries) and expenses (expense entries). You can specify three different tax rates –Tax1, Tax2 and Tax3—per entry. Additionally, you may apply a fourth tax rate (Main Service Tax or Main Expense Tax) to the total when invoicing.

At the first level, there are three item taxes, Tax1, Tax2 and Tax3. BillQuick sums the rates and applies the total percentage to the time or expense entry's pre-tax bill amount, then adds the resulting tax to the bill amount. You can modify these tax rates during time and expense entry (*with the proper security permissions*).

At the second level, BillQuick uses Main Service Tax (MST) and Main Expense Tax (MET) to tax total invoiced labor/services and total invoiced expenses, respectively. You may know them as Value Added Tax (VAT) in some countries like UK, Goods and Services Tax (GST) in others like Canada or Harmonized Sales Tax (HST). **Item taxes are in addition to any Main Tax applied to invoiced activities.**

BillQuick also lets you specify how much taxes you paid as part of that expense amount. This Purchase Tax is very important for tracking of GST, HST or VAT. It lets you know how much tax the company paid, how much tax the company collected from the client and the net balance. E.g., if you paid $110 for lunch with a client, this amount includes the VAT or GST of $10. To enter the net amount into BillQuick, you could make two separate entries—the pre-tax amount of $100 and the VAT/GST portion of $10. Alternatively, you can specify the purchase tax rate for an expense and BillQuick does the math for you. You can run your VAT or GST reports that show the total taxes paid by your company and total taxes collected. The Net is what you owe to the tax authority.

When generating billing records, Billing Review or Manual Invoice checks MST and MET for the project being billed. If BillQuick finds them, it calculates the required tax amount to carry to an invoice. The Tax 1, 2 and 3 amount is included in the contract amount but the main tax is not.

This section teaches you the following tasks:

- Setting-Up Taxes
- Computing Taxes

## Setting-Up Taxes

In the United States and many other countries, tax jurisdictions vary in how they tax services and expenses. If you wish to tax individual activities and expense items, first determine jurisdiction requirements. You can customize tax field labels for your jurisdictions using Custom Labels (e.g., changing MET/MST to GST or VAT).

> ℹ️ If the tax authority in your area imposes taxes only on invoiced labor or expenses, set up the MST and MET. If the tax authority charges one tax on top of another, use both the MST and item tax fields.

You may define MST and MET percentages on the Company screen. Each time you set up a new client, BillQuick carries forward those rates to the Client profile. You can edit them as needed. In turn, when you set up a new project for a client, MST and MET carry from the Client profile to the Project profile. Again, you can edit these rates.

Line item taxes for labor/services are set on the Activity Codes screen. Similar taxes for expenses are set on the Expense Codes screen. If you do not charge individual taxes on activities and expenses, you can turn off these fields on the Activity Codes, Expense Codes, Time Entry and Expense Log screens. You can also do so on a company-wide basis from the Global Settings screen.

When specified in Expense Codes or Expense Log screen, BillQuick subtracts the Purchase Tax from the Cost Amount before charging the client. E.g., if you paid a taxi fare of $110 that included 10% GST, you can specify this as the Purchase Tax while recording that expense. BillQuick calculates the Charge Amount for this expense on the pre-tax Cost Amount. Thus, while the company will reimburse you for $110, it will charge the client for $100 plus taxes.

| Taxes | |
|---|---|
| Purchase Tax | The rate can be set in the Expense Codes screen. Check 'Cost Includes Purchase Tax' option and specify it in the Expense Log screen. |
| Tax 1/2/3 | The default rates can be set up in the Global Settings-Options screen. Else, you can define these item taxes in the Activity Codes and Expense Codes screen. |
| Main Service Tax Main Expense Tax | You can specify the main tax rates in the Company screen. BillQuick carries them to the Client screen but you can override them. These rates then carry to the Project screen but you can change them also. You can update these rates globally from the Global-Settings screen. |
| Exempt Item Taxes | Individual projects can be exempted from item taxes (Tax 1/2/3) by checking this option on the Project-Billing screen. You can exempt all projects of a client from these taxes by checking this option on the Client-Detail screen. |
| MST/MET to | Main taxes can exclude item taxes (Tax1/2/3), if desired. You can |

| Exclude Item Tax | directly apply the main taxes to labor/service and expense amount on invoices. You can apply these settings at the project level (Project-Detail screen) or the client level (Client-Detail screen). |
|---|---|
| Ceiling for Taxes | You can set a ceiling for MST and MET on the Global Settings-More screen. This prevents anyone from applying a rate higher than what you specify here. |

# Computing Taxes

Three scenarios illustrate charging taxes for time and expenses.

1. You are charging individual time entries for the same project at different rates.
2. You are charging all time entries for the same project at the same rate.
3. You are applying multiple taxes to time entries and the '*tax is taxed*'.

> BillQuick provides you the option to exempt projects from item taxes (Tax 1/2/3) and main taxes (MST/MET) to exclude item taxes (Tax 1/2/3).

**Scenario 1:**

You have applied different tax rates to time entries for the same project. Let us assume you have entered 1 hour for each activity and $100 as Bill Rate for each entry.

Time entry with activity A; Tax 1 = 10 % is charged.
Time entry with activity B; two taxes are charged, Tax 1= 20% and Tax 2 = 30%
Time entry with activity C; three taxes are charged, Tax 1 = 10%, Tax 2 = 20% and Tax 3 = 30%

Activity A: 1 hr. x $100 x 1.1 = $110
Activity B: 1 hr. x $100 x (1.2 + 0.3) = $150
Activity C: 1 hr. x $100 x (1.1 + 0.2 + 0.3) = $160
The resulting amount due on the invoice will be $300 service + $120 service tax = $420

> Note that BillQuick taxes each time entry individually. In addition, when there is more than one tax, BillQuick sums them before applying to the entry.

**Scenario 2:**

You have taxed all time entries at a single main tax rate for the same project. Let us assume you have entered 3 hours for activity and $100 as the Bill Rate for each entry.

Main Service Tax= 10 %
Activity: (3 hrs. x $100) x 1.1 = $330
The resulting amount due on the invoice will be $300 service + $30 main service tax= $330.

The important thing to note here is that BillQuick applies the Main tax after computing the total labor amount. If you tax a standard tax rate on all labor and expense, enter it as the Main Service Tax in Company screen. BillQuick brings forward these values when creating new clients and subsequent projects.

**Scenario 3:**

You have applied multiple taxes to time entries and the 'tax is *taxed*' for the same project. Let us combine scenario 1 and 2. The individual time entries are taxed based on the activity (Scenario 1) and then that total amount is taxed (Scenario 2).

Activity A: 1 hr. x $100 x 1.1 = $110
Activity B: 1 hr. x $100 x (1.2 + 0.3) = $150
Activity C: 1 hr. x $100 x (1.1 + 0.2 + 0.3) = $160
The resulting amount due on the invoice will be $300 service + $120 service tax = $420

Total Service + 10% MST: $420 x 1.1 = $462
The resulting total amount due on the invoice will be $462.

Similarly, these scenarios apply to expense entries made in Expense Log.

# Retainage

Retainage refers to the holding back of a portion of invoice payments by clients until they sign off on a project. This is most common in the construction industry, but also found in any project-oriented company. The client pays the total or accumulated retainage amount later — when the project is over or until he verifies the quality and completeness of a project.

BillQuick allows you to set a retainage percentage and a maximum retainage amount in the Project –Billing screen (See *Creating Project Profile in Master Information Setup chapter for steps*). When an invoice is generated in the Billing Review or Manual Invoice screen, BillQuick computes the retainage amount that will be unpaid by the client until the agreed date. In addition, you can specify a maximum amount that a client can retain on a given project.

E.g., if you set a retainage of 5% and maximum retainage amount is $2000 on a project, BillQuick calculate this 5% on every invoice (billable amount) until the accumulated retainage reaches $2000. You can see the Retainage Amount to Date on the Billing Review screen. Once it reaches this maximum limit, full invoice amount is due from the client.

In case of retainage, BillQuick computes the invoice amount as:

Amount Due = Services Billed + Expenses Billed + Taxes – Applied Retainer – Discount – Retainage

Hence, if the total bill amount is $1000 and calculated Retainage is $50, the invoice sent to the client will display the bill amount prior to applying the retainage (say $1000) and then the Amount Due after retainage (say $1000 - $50 = $950).

# Currency Manager

Your operations may take place in multiple locations, say, United States with clients in Canada, Mexico and China. With different countries and foreign currencies, billing can get confusing.

Currency Manager in BillQuick converts bill and expense amounts from your home currency to the local currency of the client (or project) when you generate an invoice. BillQuick applies the exchange rate as of the date when it generates an invoice. It automatically identifies your home currency from the Windows operating system.

You can specify the local currency for clients or projects in their respective profiles. A currency selected for a client applies to all projects of that client, but when selected for a project, it applies only to that project. The only time you will see a foreign currency is on the invoices and when recording payments. Values and amount on your BillQuick reports always appear in your home currency.

## Assigning Currencies

To assign a currency:

1. Open the desired screen: Client-Billing screen or Project-Billing screen.

2. Select a local currency from the dropdown in the Currency field. To add a new local currency, select <Add New>.

3. On the Currency Manager screen, click New.

4. You can enter a new Currency for a country along with the Current Multiplier and Symbol. BillQuick does not consider changes in rates unless you made the changes in the Multiplier field. It handles currency conversion automatically using this multiplier.
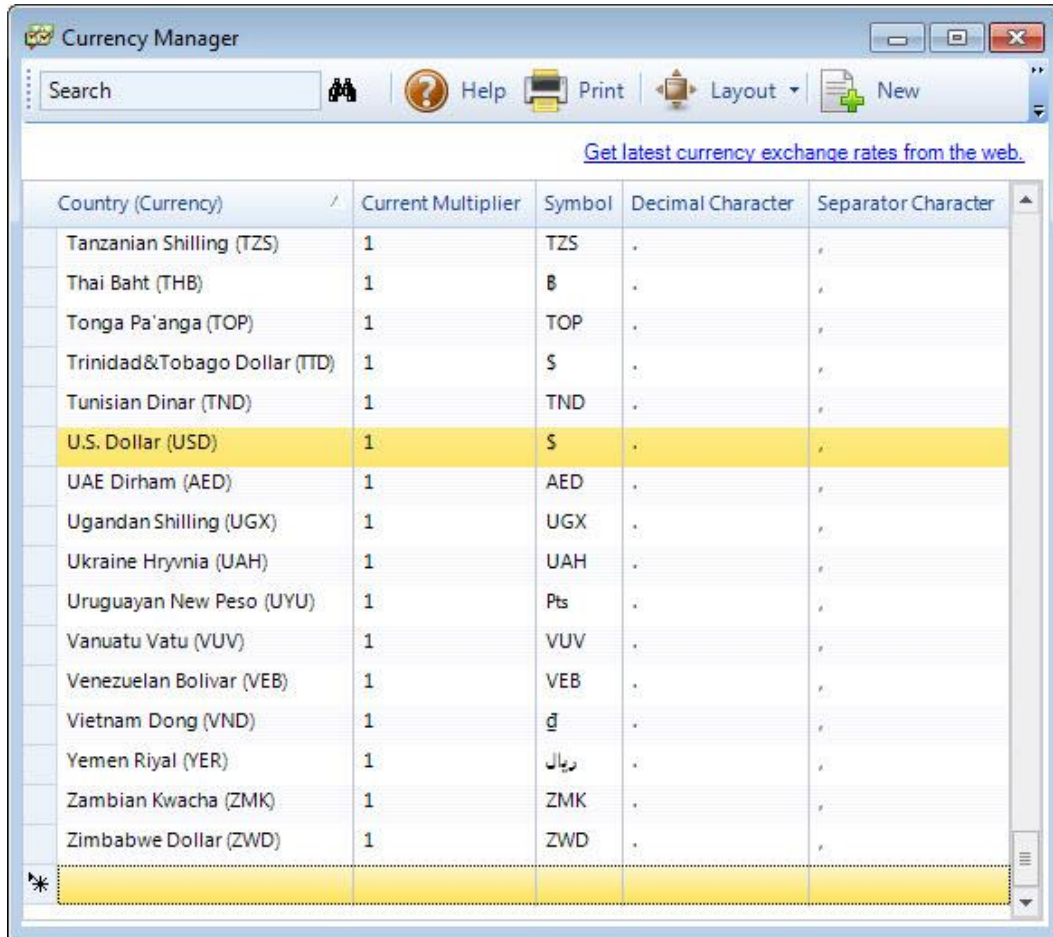
5. Update the conversion multipliers by getting the latest exchange rates from the web link at the top. You can specify the URL for this in the Global Settings-More screen (e.g., Yahoo currency converter).

6. Define a preferred Decimal Character for your currency and a Separator Character, if required.

7. When you are done, click Close to exit.

# Billing Schedules

A billing schedule represents a decision to bill projects for a specified amount at a future date. While you can define a billing schedule for any contract type, you would most commonly use it for fixed-type contracts. You can also create billing schedule for projects with milestone billing, wherein the project manager makes the billing decision rather than the billing manager. Architects and engineers make payment schedules based on milestones achieved while working on projects.

Depending on your needs, you can define billing records for the entire life of a project, or only for the initial period of work. You can add, edit or delete billing records any time before generating an invoice in Manual Invoice or Billing Review screen.

⚠️ You cannot create a billing schedule for a Recurring, Recurring with Cap and Recurring + Expenses contract types.
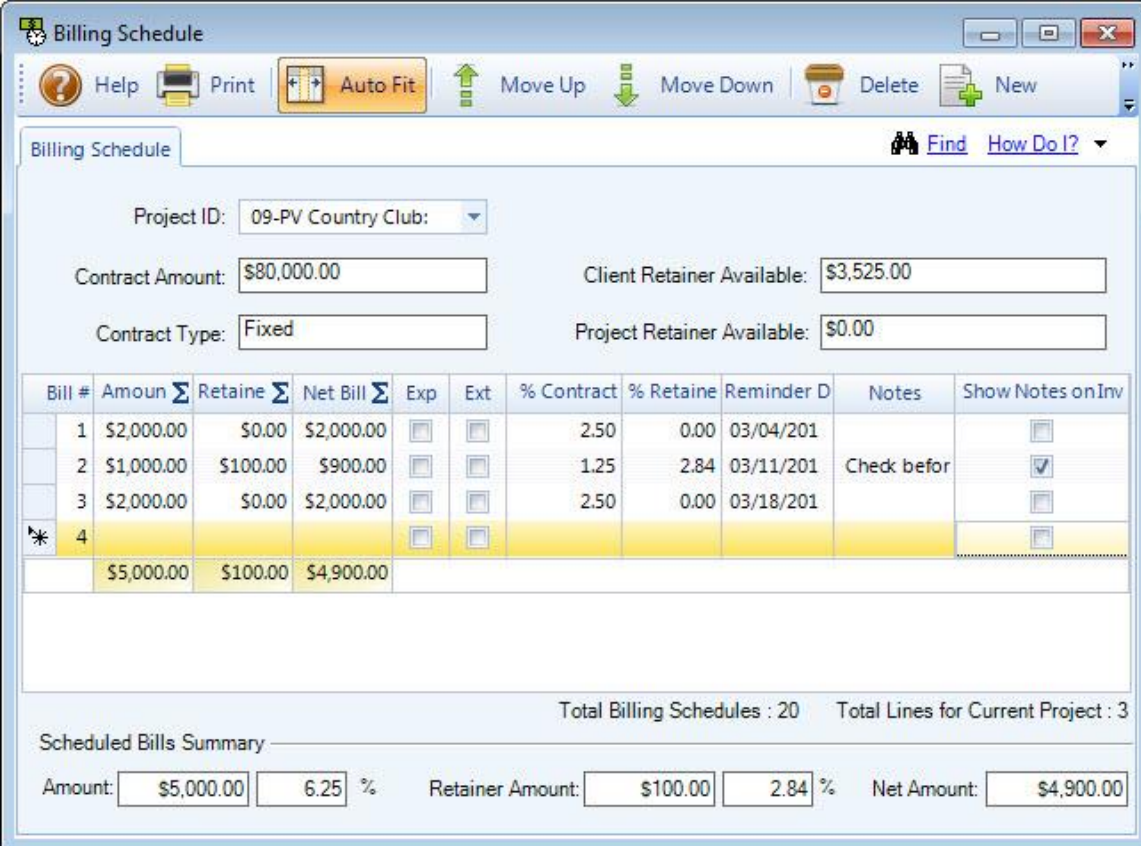
# Creating Billing Schedules

💬 *You can set up your billing schedule at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

## Basic Setup

To create a billing schedule:

1. Open the Project screen and select a project from the grid.

2. On the General tab, enter a value in the Contract Amount field. Click Save.

3. To open the Billing Schedule screen, click 💰 next to the Contract Type field. The Project ID and related data is pre-filled.

4. Enter an Amount for the invoice before a retainer amount (if any) is applied. Else, use the % Contract Amount to calculate the bill amount automatically.

5. Press Tab or click in the next field. BillQuick automatically inserts 1 in the Bill # field.

> Net Bill amount for the invoice is auto-calculated (Bill Amount – Retainer).
> *Net Bill on a Billing Schedule is* **not** *the same as a project's Net Bill on the Billing Review screen.*

6. In the Reminder Date field, enter or select a date from the drop-down calendar. On the specified date, BillQuick reminds you to generate an invoice from the scheduled billing record.

> To inform the project or billing managers about scheduled billings via the Reminders screen, you must mark 'Load Reminder on Startup' option in Preferences screen.

7. Press Tab through the end of the row or click the next row to save the billing record.

## Advanced Setup

To add additional information:

1. Apply a part of the project retainer to the billing record (*if available*) in the Retainer field. Alternatively, specify a % Retainer.

2. Press Tab. Notice that the Net Bill (Amount - Retainer) is auto-calculated for you.

3. Mark the 'Exp' field if you want to charge expenses against the Contract Amount on the invoice. Unchecked, expenses are billed *in addition* to the Contract Amount.

4. Mark the 'Ext' field if you want to charge time entries flagged 'Xtra' against the Contract Amount on the invoice. Unchecked, these entries are billed *in addition* to the Contract Amount.

5. Enter any important Notes, and if desired, mark the 'Show Notes on Invoice' option.

6. Click Move Up or Move Down to move the selected unbilled record one-step up or down in the Billing Schedule grid. You may do so if you want to change the billing order of these records.

> You cannot move an unbilled record above the billed record.

7. When you are done, click Close to exit.

> Check out *BillQuick Training* at www.bqe.com/Services.asp for a standard or custom training course for Billing Managers.

> Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 12

# Billing

- Overview
- Invoice Wizards
- Billing Review
- Batch Billing
- Joint Invoices
- Write Up/Down
- Manual Invoices

# Overview

Once you have completed the pre-billing tasks and made the initial billing decisions, you are ready for actual billing. The billing managers may handle the billing tasks themselves or delegate them to accountants or admin staff.

You can accomplish billing in the following ways:

- Invoice Wizards
- Automatic Billing
- Billing Review
- Manual Invoice

# Invoice Wizards

When you are new to BillQuick's billing features or use it only periodically to generate percent complete invoices for the company, you can use Invoice Wizard and Phased Invoice Wizard to make billing easier and faster. These wizards are accessible through the View menu and Sidebar.

The Phase Invoice Wizard walks you through the process of creating a joint invoice for phased projects. You need to specify a billing period for which you want to include approved time and expenses to relieve with the invoice. BillQuick calculates Net Bill Amount as a percent of the contract amount or you can apply a discount and/or a retainer to reduce it. You can then preview, print, email and create a PDF of the invoice from the Invoice Review screen.

The Invoice Wizard scans projects due for billing (with approved time and expense entries), projects with a billing schedule, fixed fee or projects with recurring contract types. If there are no approved time and expenses to bill, you can create a manual invoice. Then, the wizard steps you through creating a draft or final invoice, and if you want, print a Billing Review Report to review offline.



# Automatic Billing

BillQuick simplifies and automates the billing process by allowing you to define an auto-billing schedule at the project level. Once you set up a billing schedule and frequency for the desired project(s), BillQuick memorizes these settings and creates an entry in the Memorized Invoices screen. It releases the associated time and expense automatically and does the write-up and write-down as needed.

Automatic billing follows all the business rules built into BillQuick. It knows when the last invoice went out for a project and how much approved work-in-progress you have for it. It knows when the next invoice is due for a fixed fee project. If the project has a billing schedule, BillQuick generates the invoice accordingly. It also applies the rates correctly and automatically to hourly projects, releasing associated
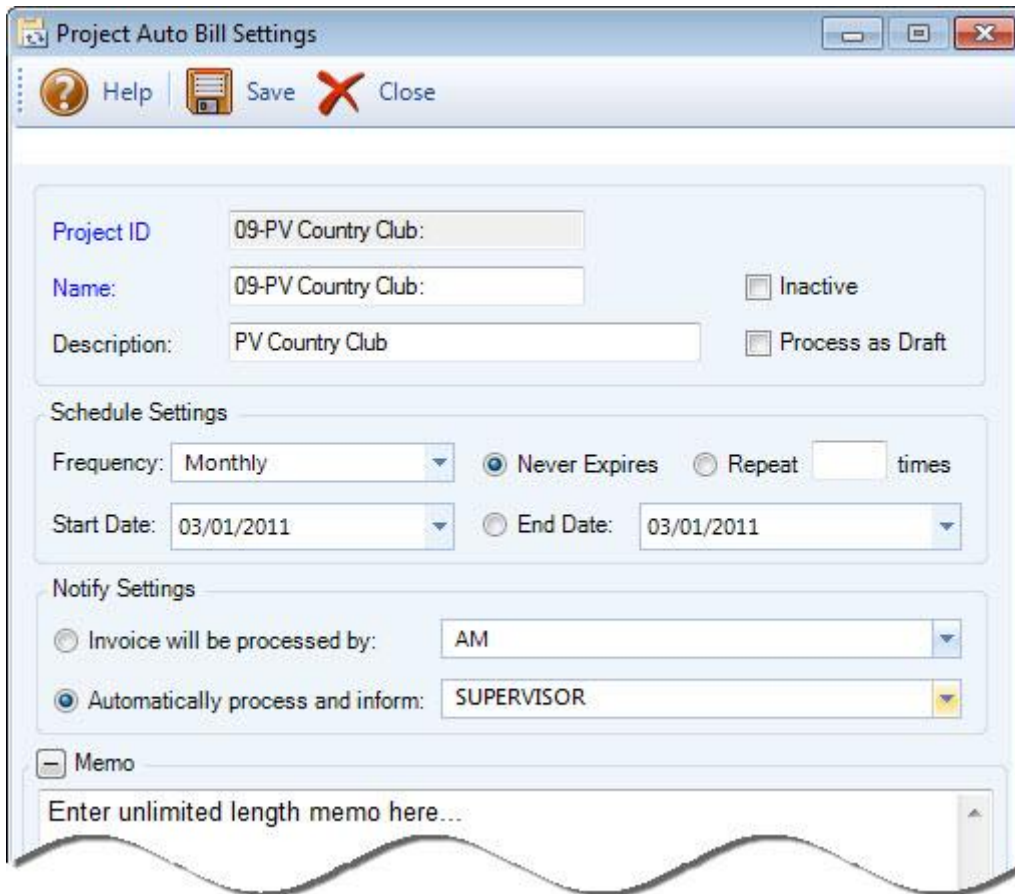
time and expenses automatically. If a fixed fee or HNTE contract type is involved, BillQuick knows not to bill more than the contract amount. It knows whether expenses are part of the contract or on top of it. It knows when to write-up/down time to match the net bill amount. In addition, it knows which invoice template to apply.

⚠️ Automatic billing feature is available in BillQuick Pro and Enterprise editions only.

To set up automatic billing for a project:

1. Open the Project screen and select a project from the grid.

2. Move to the Billing tab and click Automatic Billing.

3. In the Project Auto Bill Settings screen, enter the schedule settings, including the Frequency for generating invoices.



4. Check 'Process as Draft' if you want to generate a draft invoice automatically but finalize it manually in the Invoice Review screen.

5. You may choose to repeat the billing for a specific number of times (Repeat), specific date range (Start and End Date) or forever (Never Expires).

6. You can choose whether someone will process the project invoices, or BillQuick will process them automatically and just inform someone about it. In any case, select the ID of that person from the dropdown.

7. Optionally, you can enter an unlimited length memo for the invoices.

8. When you are done, click Save and then Close to exit.

# Billing Review

Billing Review is an important screen where you can implement billing decisions and process invoices. Whichever billing method you choose, all billing information flows to Billing Review. It lets you generate invoices by client, project, manager, contract type and by whatever billing period you wish.

A billing record summarizes approved time and expenses within the date range you define, and brings forward other useful information like retainers, billable amounts, taxes, etc.). BillQuick generates it based on the three *key* business rules:

- For projects with a Fixed Fee, Hourly, Hourly Not To Exceed, Percentage or Cost Plus contract type, there must be one or more time or expense entries charged to and approved for the contract that has not yet been billed. *Exception*: If a project has the 'Always Show in Billing Review' rule set (Project-Detail screen), then regardless of the Contract Type, a billing record will be included on the Billing Review screen.

- For projects with Recurring, Recurring with Cap or Recurring + Expenses contract type, a billing record is generated, whether there are time or expenses charged to and approved for the project or not. In essence, the recurring contract type pre-defines the billing record based on the recurring frequency chosen (Project-Billing screen). You also have an option in the Billing Review screen to allow billing the maximum amount for recurring contract types. When this option is checked, BillQuick recommends the larger amount for billing.

- For a project with any contract type (other than Recurring) having a billing schedule assigned, its billing records transfer to the Billing Review screen. You predefine the billing record and the Reminder Date in Billing Schedule, which determines when it displays in the Billing Review screen.

When you process a billing record into an invoice, the associated time and expenses are 'relieved' (marked billed and given the invoice number for cross-reference). BillQuick allows concurrent billing wherein multiple users do their billing simultaneously. However, it locks those time and expense entries that show up in the Time/Expense Details screen. Another user will not see any invoice related to those entries until the first user releases them. You can also process multiple invoices for the same project by defining different dates (billing period).

Billing Review allows you to perform the following billing tasks:

- Customizing Billing Review Grid
- Printing Pre-Billing Reports

## Customizing Billing Review Grid

It is a good management practice to determine what information you want when making billing decisions. BillQuick provides you the option to choose the fields, and thus information, you want to view and hide those you do not deal with. For example, do you collect taxes on labor or expenses? If yes, turn on the tax fields. Do you want the client, project name and contract amount in the grid as reference information? Do you need to see retainer amounts available? Do you group your joint invoices by PO number? Then turn on those fields in the grid.

To customize the fields (columns) in the Billing Review grid:

1. Open the Billing Review screen from the Billing menu, toolbar, Sidebar or navigator.

2. Click  Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

3. Click the relevant checkboxes for the columns you want to turn on. The grid dynamically adapts to your preferences.

4. Now, review the sequence of columns in the grid. Is it more logical for you to put the Bill checkbox between the historical information and the current billing information? Do you prefer reference information grouped together on the left or right side of the grid? If you regularly generate percent complete invoices, perhaps placing the % Complete column closer to the Discount, Retainer and Net Bill columns would be more intuitive.

5. To rearrange columns, position the mouse cursor on the column header, and then drag it left or right to the desired position. The column header moves with your mouse. Repeat this procedure as needed.

6. Next, determine how you want to sort billing records in the grid. If you have PO# for a group of projects or want to bill by project's Due Date, click on the column header to sort (once for ascending order, twice for descending order).

7. You can also sort by multiple columns. After clicking on the first column to sort it the way you want, press Shift while clicking on the next column. Repeat this for as many columns as needed to sort the billing records in the order you prefer.

For more on customizing grids, see Grids in the General Features chapter.

## Printing Pre-Billing Reports

You can review billing information and print pre-billing reports in BillQuick. Some billing managers use it to speed-up the billing process. Others record billing decisions on the report and hand it off to the administrative staff to complete billing.

To print reports:

1. Open the Billing Review screen from the Billing menu, toolbar, Sidebar or navigator.

2. Set the filters and click Refresh to view the billing records for that project.

2. Before processing the bill, select a record and click Print to print a billing report.

3. The 'Select a Report' dialog lets you select the desired in-context report. Preview the report (*you can also print, email or export it*).

4. Else, mark the 'B' (bill) box for the selected record.

5. Then click Process and choose 'Process Final and Print' option. This lets you first process the invoice and then print it.
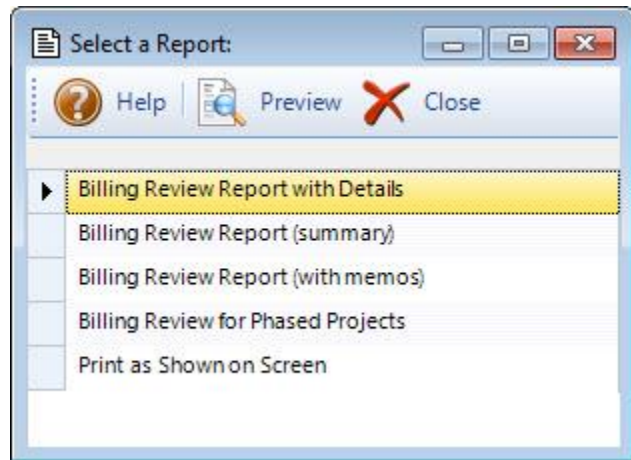
Pre-billings reports commonly used by project or billing managers include:

- Work in Progress (WIP)
- Earned Value – Calculated and Estimated
- Billing Review Report
- Project Contract Billed

- Project Investment Reconciliation (WIP + AR)
- Project Profitability (Summary/Detail)
- Unapproved Time and Expense
- Percentage Billed

> You can print all billing [reports](#) from the Report Center screen (Reports menu).

## Creating Invoices

Other than the billing wizards and Manual Invoice screen, you can make billing decisions and create invoices from Billing Review. You can display as much or as little detail as you want on your invoices to the clients. BillQuick allows concurrent billing wherein multiple people can bill at the same time.

> *You can create your invoice at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Billing**

To generate invoices in Billing Review:

1.  Open the Billing Review screen from the Billing menu, toolbar, Sidebar or navigator.

2.  Using the View by drop-down, select Project. *You can also select other options*.



3.  Using the Project From/To fields, select relevant projects (range) from the drop-down lists.

4.  In the Period field, select your billing period. If required, enter the date (*today's date is the default*).

5.  After setting the filters, click Refresh. BillQuick displays all billing records that meet your criteria. Review all entries before continuing.

6.  The Net Bill is the amount to bill on the invoice. You can adjust it by applying a discount, retainer on account or write-up/down. Alternatively, you can manually adjust it to any desired value.

> Depending on the contract type of the project, the Net Bill amount may be the total of time and expenses charged to the project, a fixed fee amount, a scheduled bill amount, a recurring amount or a percent complete computation. *You can change its label in the Custom Labels screen*.

7.  BillQuick automatically inserts the Invoice Date (based on system date) when you are generate

billing records. However, you can edit it.

> BillQuick bases invoice aging and late fees on the invoice date. To allow time for company processing and mailing, it is common practice to advance it by several days.

8.  To process a billing record into an invoice, check the B (bill) box. BillQuick assigns Invoice # when you do so. *Though it is preferred not to edit the invoice number, you can do so.*

9.  When you are ready, click Process and select the Process Final option. If you want to produce a draft invoice for now, click 'Process as Draft' option. Alternatively, select 'Process Final and Print' option to create invoices and immediately print them. The selected billing records disappear and move to the Invoice Review screen. You are done!

## Advanced Billing

To use additional options:

1.  Click Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2.  Enter a Minimum Amt (bill amount) for a billing record, if desired. If the bill amount is less than this, BillQuick does not display it. *The default Minimum Bill Amount carries from Global Settings-Miscellaneous screen*.

> BillQuick ignores the minimum amount when processing billing records from a Billing Schedule or for a project with a recurring billing arrangement.

3.  Click Add to open a list of projects without current activity to include in Billing Review. You can include complete or not-yet-started phases on a joint invoice by checking those projects and clicking Done.
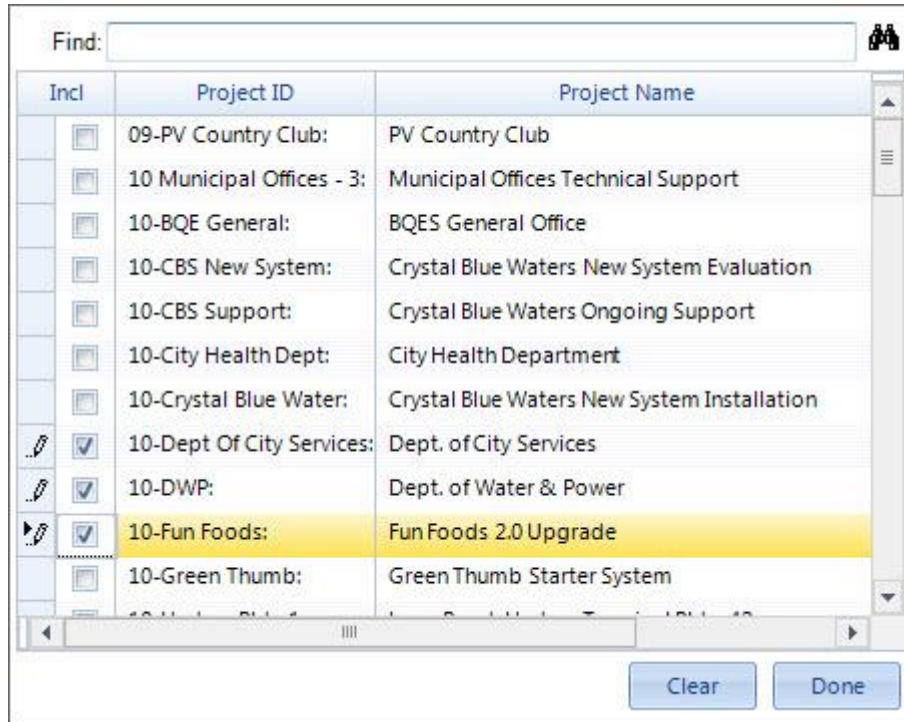
> After adding the project, click Refresh to view the recently added projects.

4. If you are using a Billing Schedule for billing, select 'Use Billing Schedule Reminder Date' from the Options drop-down. (See *Creating Invoices from Billing Schedule below*.)

5. For a joint invoice, enter an identifier in the 'J' field. (See *Creating Joint Invoices below for more*.) You can also drag and drop billing records on the grid to assign them automatically a joint invoice identifier.

6. For cost-plus contracts, Fixed Fee amount is auto-calculated. However, you can change it manually.

7. To bill on a project's percent complete basis, select Use Percent Complete option from the Options drop-down. (See *Creating Percent Complete Invoices below for more*.)

8. If you want to write-up or write down time entries, highlight that billing record. Click Tools and select Write-Up. (See *Writing Up and Down below for details*.)

9. MST applies to labor or service billed on an invoice and MET applies to expenses billed. The rates carry from the Company, Client or Project profile, but you can edit them here.

10. To apply a discount, enter a dollar amount or a percent (of the net bill amount). (See *Applying Discounts below*.)

11. Retainer reduces the net bill amount carried to the invoice after taxes. Enter a dollar amount or a percent (of the retainer balance).

You must use the entire Project Retainer Available before applying the
Client Retainer Available to billing records.

12. If you regularly apply retainers to bills, select 'Auto Apply Retainers' from the Options drop-
down menu. This automatically applies the available retainers to highlighted billing records.

BillQuick applies the Project Retainer to the Net Bill until the project
retainer or the net bill is zero. If the net bill is greater than zero and there is a
Client Retainer available, it is applied until the client retainer is zero or the net
bill is zero.

13. Accept or enter the Retainage amount for the project, if applicable. BillQuick reduces the final bill
amount accordingly. (See *Retainage in the Billing Basics chapter for details*.)

14. If you need to run a quick calculation, select Calculator from the Options drop-down menu.

15. Click Tools and select Spell Check to perform a global spell check on the time and expense data,
descriptions and memos for all billing records in the grid.

To add or view billing information:

1. To add or view billing journal notes, click in the Journal field. Else, click Tools and select Journal
to do so. See *Creating Billing Journals below for more*.

2. Click Tools and select Memo to open the Memo Pad and add up to two memos to an invoice.
(See *Adding Memos to Invoices below for more*.)

3. Click Details and select the Billing Details option from the drop-down menu. You can scan billing
details here.

4. To drill down to individual time and expense entries for a billing record, select the row and click Details.

5. To review time details of a billing record, select Time Details to open the Time Entry Details screen.

6. Repeat this procedure for Expense Details, if required. (See *Viewing Time and Expense Details below for more*.)

To change or edit billing records:

1. Select the billing record(s) that need to be changed.

2. Click Tools and select Change to open the Billing Review Change screen.
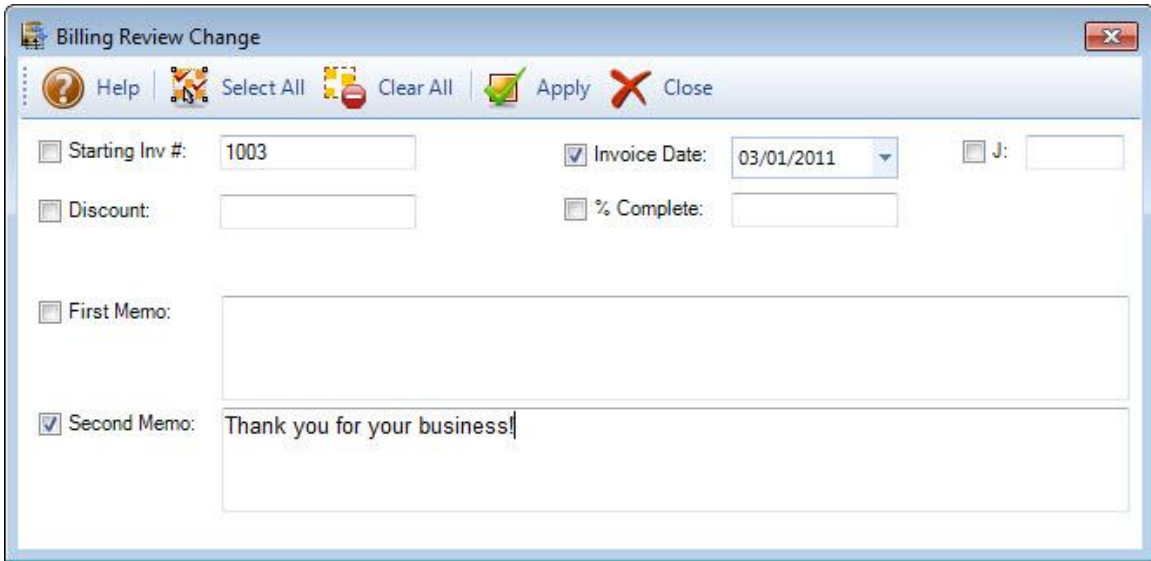
3. Enter new data to replace the current values of selected records and then click Apply to apply these changes.

4. When you are done, click Close to exit.

You can preview, print and finalize your invoices in the Invoice Review screen.

## Adjusting Net Bill Amount

In Billing Review, the net bill amount carries to the invoice. When generating a billing record, the net bill amount calculates depending upon

- contract type of the project
- assignment of a billing schedule
- whether a 'cap' or maximum amount is part of the billing arrangement

| Contract Type | Net Bill Amount |
|---|---|
| Hourly | Billable[1] + Expenses[2] |
| | Adjusted Net Bill Amount |
| Hourly with Billing Schedule | Schedule Bill Amount (including expenses) |
| | Schedule Bill Amount + Expenses[2] |
| | Adjusted Net Bill Amount |
| Fixed | Billable[1] + Expenses[2] (up to the Contract Amount) |
| | Adjusted Net Bill Amount |
| Fixed with Billing Schedule | Schedule Bill Amount (including expenses) |
| | Schedule Bill Amount + Expenses[2] |
| Recurring | Recurring Bill Amount |
| Recurring + Expense | Recurring Bill Amount + Expenses |

| | |
|---|---|
| Recurring with Cap | Recurring Bill Amount (up to the Contract Amount) |
| Percentage | Percent of Contract Amount |
| Cost + Percentage | Net Bill Amount + Percentage[3] |
| | Adjusted Net Bill Amount |
| Cost + Fixed Fee | Net Bill Amount + Fee[4] (up to the Fixed Fee) |
| | Adjusted Net Bill Amount |

[1] Sum of Bill Amounts for time entries included in the billing record.
[2] Sum of Charge Amounts for expense entries included in the billing record.
[3] Percent x Billable Amount
[4] Ratio of Contract Amount / Fixed Fee

You can make the following adjustments to the Net Bill amount:

1.  Exclude time entries and expenses you do not want to bill. Select Time Details or Expense Details option from the Details drop-down and use the Exclude option.

2.  Edit time and expenses as needed. Click Edit from the Time Details or Expense Details screen.

3.  Write up or write down time entries. Click Tools and select Write-Up on the Billing Review screen.

4.  Apply Discount to reduce the net bill amount. You can enter a dollar amount or a percent (of the net bill amount) in the Discount field in the Billing Review grid.

5.  Use Auto-Apply Retainers to reduce the net bill amount. BillQuick stops applying retainers when they are exhausted or the net bill amount is zero.

6.  Apply Retainer to reduce the net bill amount. Enter a dollar amount or a percent (of the available retainer) in the Retainer field in the Billing Review grid. You must exhaust the project retainer balance before you can apply a client retainer to a billing record.

7.  Edit the Net Bill Amount directly to increase or reduce the bill amount carried to the invoice.

 Discounts and retainers can apply to any contract type; they simply reduce the net bill amount. When you apply discounts and retainers, BillQuick includes this information on the invoice.
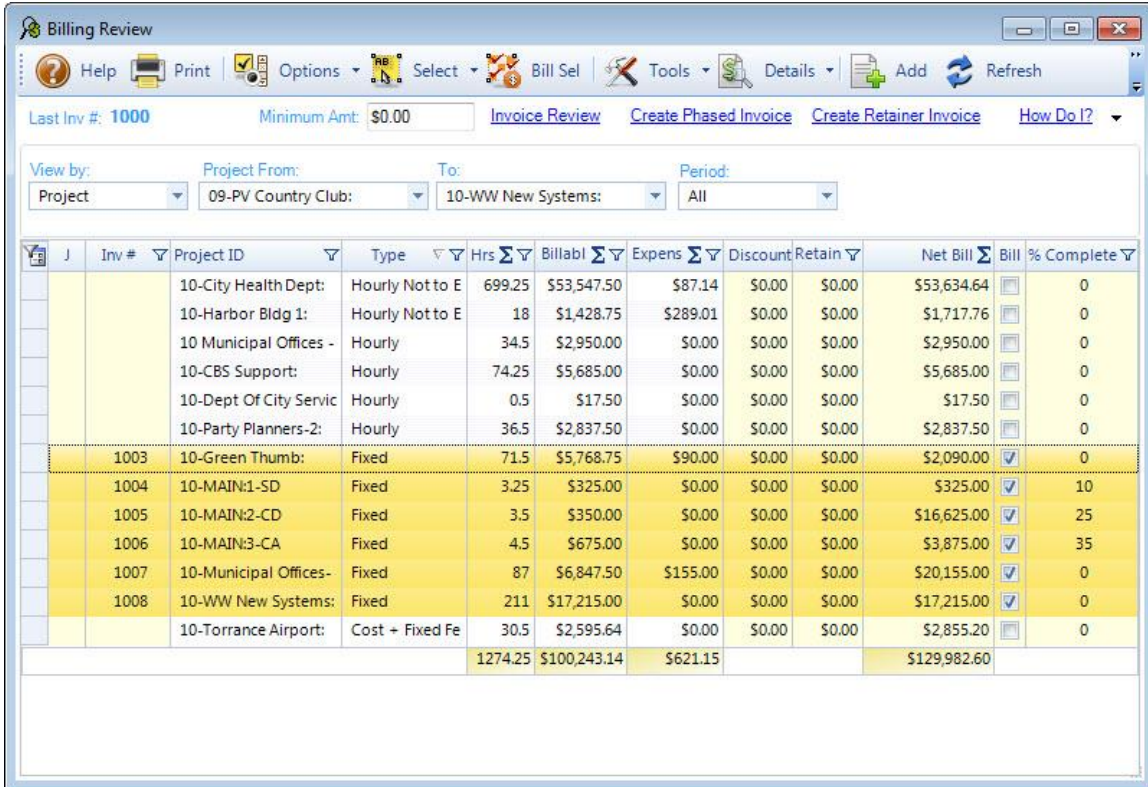
# Batch Billing

Most of the billing records generated in a billing cycle are billed *as-is*. These records may be projects with hourly, recurring, fixed fee or other contract type. Since they require no billing decisions—no adjustments, no exclusions, no editing—batch billing is the fastest way to create invoices. Processing and printing of invoices in one simple step.

To batch bill many billing records:

1.  Open the Billing Review screen.

2.  Click 🗗 to open the Field Chooser window and turn on the Contract Type column.



3.  Enter the criteria in the key fields to generate the billing records with which you want to work. Then, click Refresh.

4.  In the grid, click the Contract Type column header once to sort the records by it.

5.  Select the billing records that do not require special billing decisions. *Typically, Fixed and Recurring project contracts fall into this category*.

6.  Click 'Bill Sel' to check the B (bill) box in the selected rows.

7.  Click Print to print a billing report or click Process and choose the desired processing option from its dropdown. The processed billing records appear as invoices in the Invoice Review screen.

8.  When done, click Close to exit.


## Creating Percent Complete Invoices

A percent complete invoice uses the '% Complete' value of the project (in Project screen or Billing Review grid) to calculate the net bill amount. BillQuick automatically calculates this value based on the
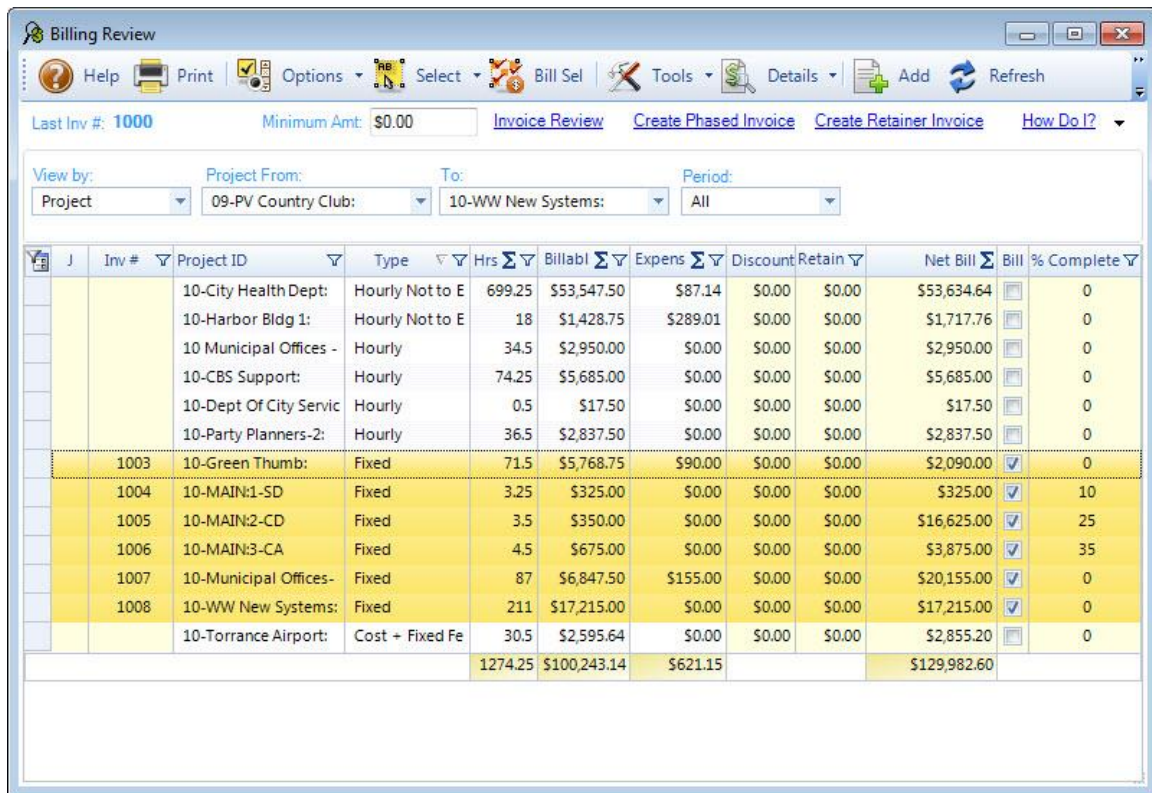
contract amount and bills the client accordingly. Percent complete billing supports both single project per invoice *and* joint invoicing.

⚠️ You can create a Percent Complete invoice *only* when a project has a Contract Amount, with neither a billing schedule nor a recurring contract type assigned.

To create a Percent-Complete invoice:

1.  Open the Billing Review screen from the Billing menu, toolbar, Sidebar or navigator.

2.  Click 📇 to open the Field Chooser window and turn on Contract Type, Contract Amount, Due Date, % Complete, Amount Billed and Service Amount fields. *These are the most common columns used by managers when making percent complete billing decisions.*



3.  Click Options and select Use Percent Complete option from the dropdown button. This turns on the automatic calculation of Net Bill based on the project's percentage of completion.

ℹ️ Billing Review ignores the Use Percent Complete option if the % Complete value of the project is blank or zero.

4.  Using the filters above the grid, enter the desired View by, Period and other data. Click Refresh. BillQuick displays all billing records that meet your criteria.

5. Find the billing record that you want to bill on a percent complete basis. Move to its % Complete column.

6. The current value carries from the Project profile. Accept the value or enter a new value and then press Tab to move on. (*You can enter a dollar value by inserting the $ symbol and let BillQuick reverse calculate the percentage*.)

7. BillQuick recalculates the net bill amount and prompts you to accept or reject that value. Click [ Yes ] to re-calculate the Net Bill based on % Complete.

8. Click the B (bill) checkbox for each row you want to invoice.

9. Click 'Process as Draft' option to generate a draft invoice, Process Final to generate a final invoice, or 'Process Final and Print' from the Process drop-down button to generate and print a final invoice. BillQuick removes those billing records from the grid.

10. When you are done, click Close to exit.

BillQuick includes invoice templates that print percent complete information.


## Processing Recurring Invoices

You can process billing records for projects with 'Recurring' contract type. To do so:

1. Open the Project screen and select the desired project from the grid.

2. On the General tab, check whether its Contract Type is 'Recurring' and then move to the Billing tab.

3. In the Billing section, specify the Recurring Bill Amount and Frequency. *Accordingly, BillQuick will generate billing records for this project in the Billing Review screen*.

> Frequency of billing for a project starts from the date of the invoice.

4. Click Save and then Close to exit.

5. Now, open the Billing Review screen and select the above project for billing.

6. Set the filters and click Refresh to view the billing records for that project.

7. Billing records will appear as per the schedule set in the Project screen. The Net Bill amount is the amount set as the Recurring Bill Amount. Check the 'B' (bill) column.

8. If desired, click Options and select 'Bill Maximum for Recurring Contract Types' to allow billing a different and higher amount than the specified recurring amount. This happens when the value of time and expenses for the project exceeds the recurring amount.

9. When ready, click Process and then click Process Final to generate a final invoice. The record will disappear from here and appear as invoice in the Invoice Review screen.

10. When you are done, click Close to exit.

# Joint Invoices

You can make a billing decision to generate a joint (combined or consolidated) invoice before billing clients or as part of the billing process.

For joint invoicing, BillQuick groups the projects based on a common client. In case of projects with phases, it groups the phases based on a common parent project. E.g., if 'Send as Joint Invoice' option is checked for three phases of a project and two phases of another project having a common client, Billing Review does not join all five phases into a single joint invoice. It considers the parent project for each phase and joins them accordingly.

- *Combine all projects (all the time) for a client* – On the Client-Billing screen, mark the option 'Default to Joint Invoice'. BillQuick automatically assigns a unique 'J' code to billing records for these projects.
- *Combine selected projects* – On the Project-Billing screen, mark 'Send as Joint Invoice' in each project record you want on the joint invoice. BillQuick creates a unique 'J' code when you generate billing records.
- *Combine as a billing decision* – On Billing Review, enter a unique code into the 'J' column of each billing record you want to combine onto a single invoice. You can also drag and drop billing records on the grid to assign them automatically a joint invoice identifier.

> BillQuick separates the joint invoices of merged projects into individual invoices. See *Merging Project* for more information.

# Creating Joint Invoices

To generate a joint invoice:

1.  In the Billing Review screen, choose View by: Client.

2.  In the Client From drop-down, select the client for which you want to generate a joint invoice. Since the Client ID for joint projects must be identical, select the same client in the To field as well.

3.  Enter the billing Period and Period From-To, if relevant. When you have set all the filters, click Refresh.

4.  Review all records displayed in the grid and decide which projects you want to join.



5.  Enter the same letter or number in the 'J' column of all such records. For example, enter the letter 'j' in the J column next to those project records. You can also drag and drop billing records on the grid to assign them automatically a joint invoice identifier.

> For automatic joint invoicing, BillQuick joins the projects based on a common client; however, in case of project phases, it joins them based on a common parent project.

6.  To process these billing records, mark each by checking the 'B' (bill) column.

7. Click Process and then choose Process Final option from the dropdown button to generate a final invoice. The records will disappear here and appear as joint invoice in the Invoice Review screen.

8. When you are done, click Close to exit.

## Creating Invoices from Billing Schedule

After creating and attaching a billing schedule to a project, you can bill the client on the scheduled date for the scheduled amount. To do so:

1. Open the Billing Review screen.

2. Select View by Project and choose the Project for which you have created a billing schedule. Click Refresh.



3. Billing Review displays the details of the attached billing schedule provided you have recorded any time or expense entry in that billing period.

    Alternatively, click Options and select 'Use Billing Schedule Reminder Date'. Billing Review displays the billing schedule details based on its Reminder Date.

4. Select the billing records in the grid and mark its 'B' (bill) box.

5.  To process the invoice, click Process and then choose 'Process as Draft' or 'Process Final' option. The billing records disappear from Billing Review and appear as invoices in the Invoice Review screen.

6.  When you are done, click Close to exit.

## Creating Invoices for Negative Time

You may have recorded a negative time entry and would like to create an invoice that includes it. BillQuick handles such situations as well.

To create invoices for negative time:

1.  Open the Billing Review screen and filter the project you would like to bill.

2.  Click Add. Find your project in the list and mark that checkbox. *If the box is already checked, then uncheck and recheck it.*
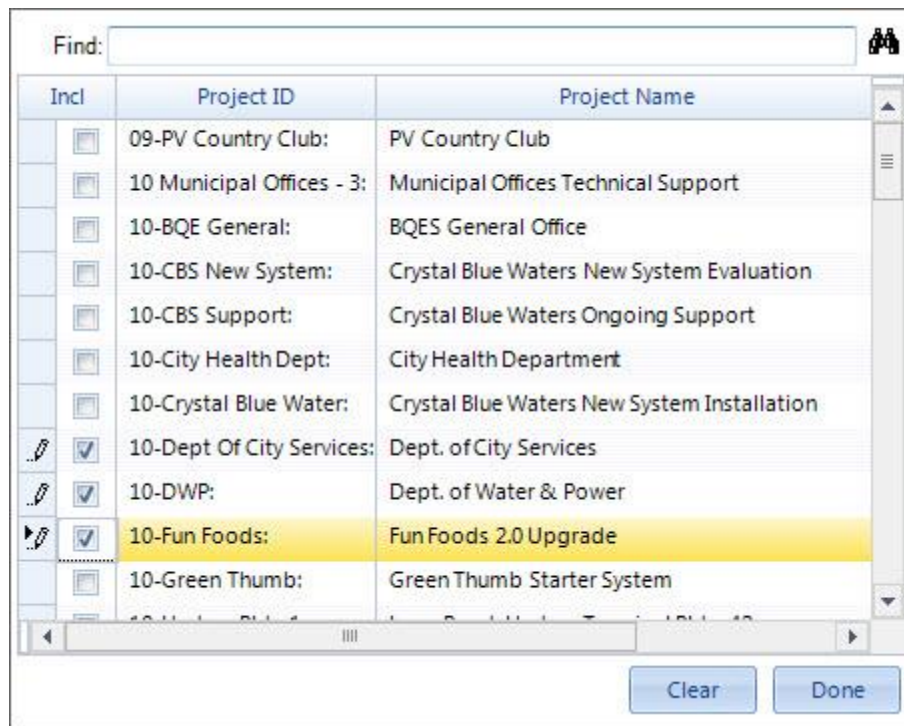


3.  Click Done and then back on the Billing Review screen, click Refresh.

4.  You should now see the project listed with a negative Net Bill amount. Invoice this project as usual.

# Write-Up/Down

When billing a client, a billing manager may recognize the company was more efficient than normal because of investment in new technology and staff training. Conversely, a billing manager may recognize that employees were less efficient because of some issues. Alternatively, the decision-maker may look at the service delivered and decide its value is greater for the client than the calculated bill amount. Whatever the reason, you can adjust the Net Bill amount of the invoices by writing up or writing down the value of time entries. *Write-up/down affects the bill rate and not the cost rate.*

BillQuick generate a write-up/down automatically on the fixed project contracts because actual billing differs from the time and expense value. In case of other contract types, it is a conscious billing decision taken by the billing manager or accountant.

You can write up or down time records in three ways.

| | |
|---|---|
| Change Time Entries | Using the Write-Up/Down feature on Billing Review, you can adjust time entries by a percentage or an amount. |
| Change the Net Bill Amount | By entering a new value for Net Bill on Billing Review, you generate a write-up (a higher value) or write-down (lower value). To maintain the correct Bill Amount value for the entries, the Billing Hours (B-Hours) display on the invoice as adjusted but the Bill Rate does not change. When time entries are associated with a Manual Invoice, BillQuick compares their billable value to the Service Amount and generates a write-up or write-down accordingly. |
| Time Entry Change | Before billing, the Time Entry Change panel includes the option to write-up or down time entries. |

This section covers the following WUD tasks:

- Writing Up or Down
- Resetting Write-Up/Down

## Writing Up or Down

To write up or down time entries:

1. Open any time entry screen, say Sheet View.

2. Select the time entry(s) in the grid for which you want to write-up or write-down value. Check its WUD value in the grid (*if not visible, select it from the Field Chooser*).

3.  Click Tools and select Change to enter the new Write-up/Down value.

4.  Click OK to apply the change and close that screen.

Back on the time entry screen, you can see the modified value reflected in the WUD column for the selected entry(s).

Alternatively, you can write up and down entries in the following way:

1.  Open the Billing Review screen and select the desired billing record.

2.  Click Tools and select Write-Up to open the Write-Up/Write-Down screen.

3.  You may filter time entries by Employee, Group or Activity. Click Apply to apply the filter to the time entry list.

4. Select the entries you want to adjust and specify the Percentage or Amount option for the write-up or write-down.

5. Enter a positive value to write up the entries or a negative value to write them down. Click Update.

6. When you are done, click Apply and then Close to exit.

Back on the Billing Review screen, you can see the modified value and the new Net Bill. After creating the invoice, you can view the write-up/down value for each adjusted entry on the Sheet View screen. (*Turn on the WUD column*.)

> While reversing an invoice, BillQuick also reverses WUD if you generated the write-up/down in the Billing Review screen. This does not happen if you generated it from the Write-Up/Down screen.

## Resetting Write-Up/Down

If you have generated a write-up or a write-down on an invoice but need to set it back to the original amount, you can reset that in BillQuick.

To reset the write-up/down:

1. Select your project in the Billing Review screen.

2. Click Tools and select Write-Up to open the Write-Up/Write-Down screen.



3. Select all the time entries that you wrote up or down previously.

4. Set the Write-Up/Down percentage to 0 and click Update.

5. When you are done, click Apply and then Close to exit.

6. Back on the Billing Review screen, click Refresh. Your invoice should now be set to the original amount.

## Applying Discounts
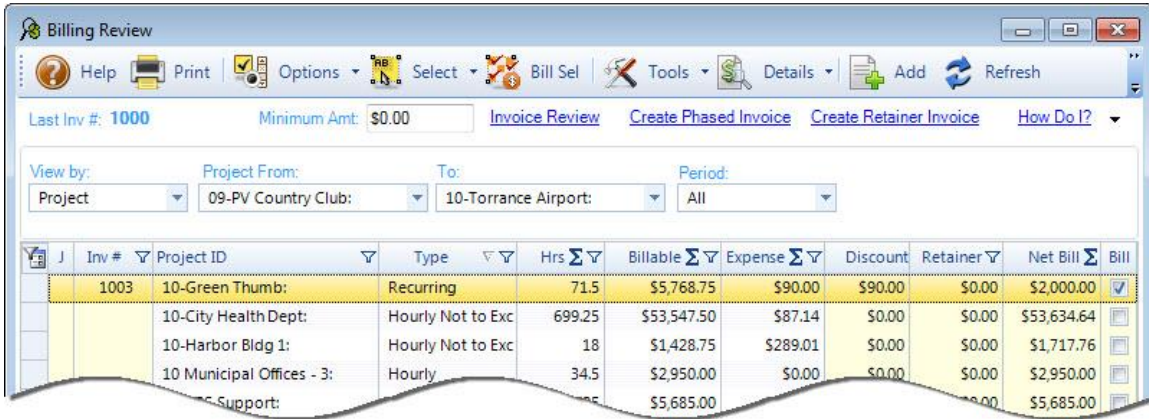
Discount refers to reduction in the usual bill or invoice amount. In BillQuick, you can apply a discount to an invoice prior to processing it. You can do it in the Billing Review, Manual Invoice and invoice wizard screens.

The discount reduces the final invoice amount *after* taxes. It *does not* reduce the tax amount of service or expense. However, you can change this setting in Global Settings-More screen. Proper security permission is required to apply a discount.

To apply a discount:

1.  Open the Billing Review screen.

2.  Enter the required data in the key fields and set the usual filters for the billing records.



3.  Click Refresh. Review the billing records displayed in the grid.

4.  Enter a dollar amount or percentage in the Discount column of the desired record(s). For example, enter 90 to reduce the net bill by $90 or enter 5% (including the percent sign) to reduce the net bill by 5%.

    BillQuick reduces the Net Bill amount by whatever amount you enter here. It converts the percentage value automatically to the dollar amount.

5.  To process the billing record(s), check its 'B' (bill) column.

6.  Click Process and select Process Final to generate a final invoice. The record(s) disappear here and appear as invoice(s) in the Invoice Review screen.

7.  When you are done, click Close to exit.


## Viewing Time and Expense Details
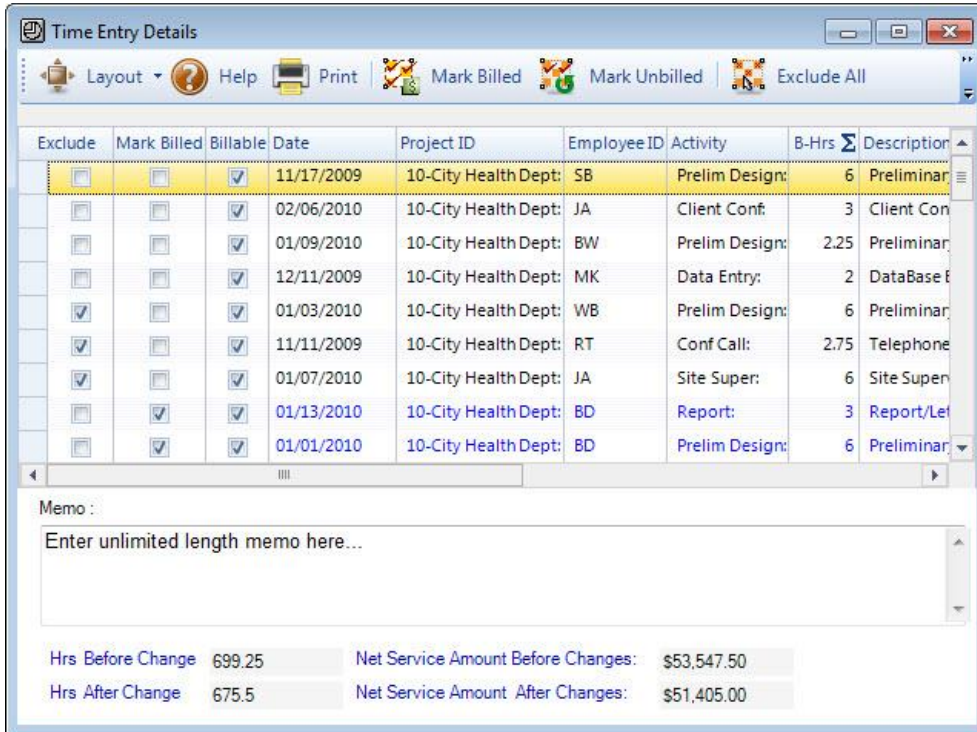
To execute billing decisions about time and expenses, you can drill down into time and expense details in the Billing Review or Manual Invoice screen prior to invoicing. You must have appropriate security permissions to view and edit time and expense details.

By default, invoices display time and expense entries based on their 'Created On' dates.

To view details:

1. Open the Billing Review screen.

2. Enter required data in the key fields and set appropriate filters for viewing the billing records. Click Refresh.

3. Select the billing record in the grid whose details you want to view.

4. Click Details. To review time details, select Time Details option.

5. In the Time Entry Details screen, the details of the labor amount display. If you do not want to bill all the time entries, you can choose them and mark Exclude against them. *See Excluding Time Entries below for more*.



6. You can also mark an entry as billed to write off the item or reduce its value to zero. You are not charging the client for it, but your reports show the cost of each item.

'Mark Billed' time (displayed in blue) does **not** link to the invoices. This decision can be reversed or undone using Mark Unbilled. At times, you may bill $5000 to a client with $3000 worth of billable time. Later, some issue can make you work on the same project without charging the client anything extra. You can then mark the existing time entries as 'Mark Billed'. These entries are non-editable until they are marked as unbilled.

7.  You can check or uncheck the 'Billable' option to mark the entry as billable or non-billable.

8.  You can also edit time descriptions, B-Hours, bill rates and memos. Highlight the row in the Time Details grid and click Edit.

9.  When you have edited and reviewed the time details, click Close to exit.

The same procedure applies to the Expense Details. BillQuick reflects these changes in the billing records.

## Excluding Time Entries for Billing

There may be instances where you want to hold or not bill specific time entries on an invoice. In BillQuick, you can exclude these time entries to bill them later. Exclusion is for a single session only. If you close the Billing Review screen and open it again, the excluded time entries will reappear next time.

To exclude time entries on your invoice:

1.  Open the Billing Review screen and set your filters to show the project for which you wish to hold time.

2.  Select the project. Click Details and select Time Details.

3.  On the Time Entry Details screen, check the Exclude column corresponding to the time entries you wish to hold from the current invoice you are trying to process.

4. Once done, click Close.

    Back on the Billing Review screen, your services column will reflect the changes made above. Process this invoice as usual.

    > BillQuick places the excluded time entries back into work-in-progress for future billing. To ensure these excluded entries are included in your next billing cycle, set the 'From' Date older than the date on these time entries.

## Adding Memos to Invoices

You can add project or billing related information to the invoices in the form of a memo. BillQuick allows you to add two memos to an invoice. For example, in one memo an IT firm may type, "Windows Server and Internet Information Server configurations handled by the new IT staff reduced the projected cost. These savings are reflected in the final bill." and "*Thank you for your business. We look forward to satisfying your technology needs in the future.*" in the second memo.

To add memos:

1. In the Billing Review screen, select a billing record.

2. Click Tools and select Memo to open the Memo Pad.

3. Type the desired notes in the First Memo and/or Second Memo.
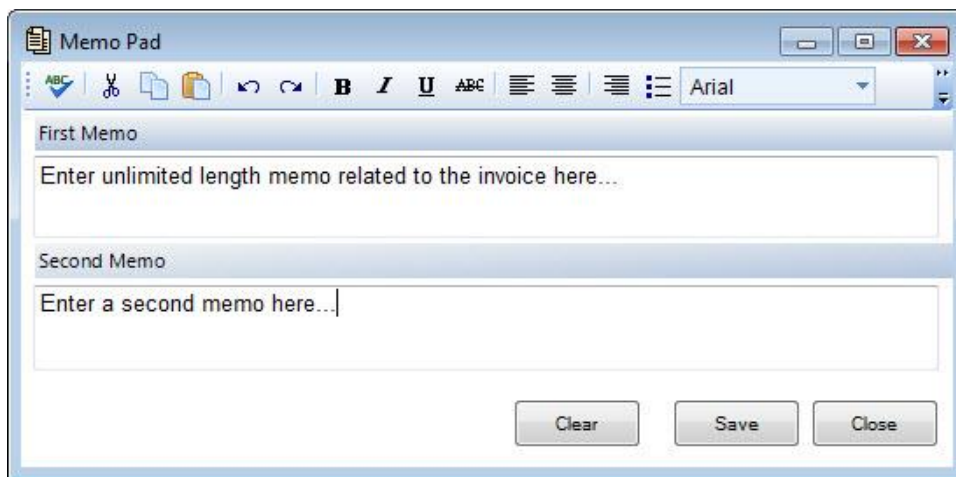


4. When you are done, click and then Close to exit.

Optionally, you can add or modify an invoice memo in the Invoice Review screen. To do so:

1. Open the Invoice Review screen from the Billing menu, toolbar, Sidebar or navigator.

2. Select the filters for viewing the desired invoices and click Refresh.

3. Choose your invoice in the grid. Click Tools and select Memo.

4. In the Memo Pad, modify an existing memo or type new notes.

5. When you are done, click Save and then Close to exit.

## Creating Billing Journals

Besides the project journal, you can also create journals for invoices, payments, etc. You can enter Project Journals of different types through their respective screens, such as Billing Review, Invoice Review, Payment, and so on. For example, to enter a journal for a particular billing record, you should add the journal through the Billing Review screen.

To create a billing-related journal:

1. Open the Billing Review screen from the Billing menu.

2. Display the Journal field using the 📇 Field Chooser from the grid or Edit menu.

3. Select the desired billing record for which you have to record a journal. Click in the Journal field to launch the Add Journal Note screen.

   Else, click Tools and select Add Journal option.
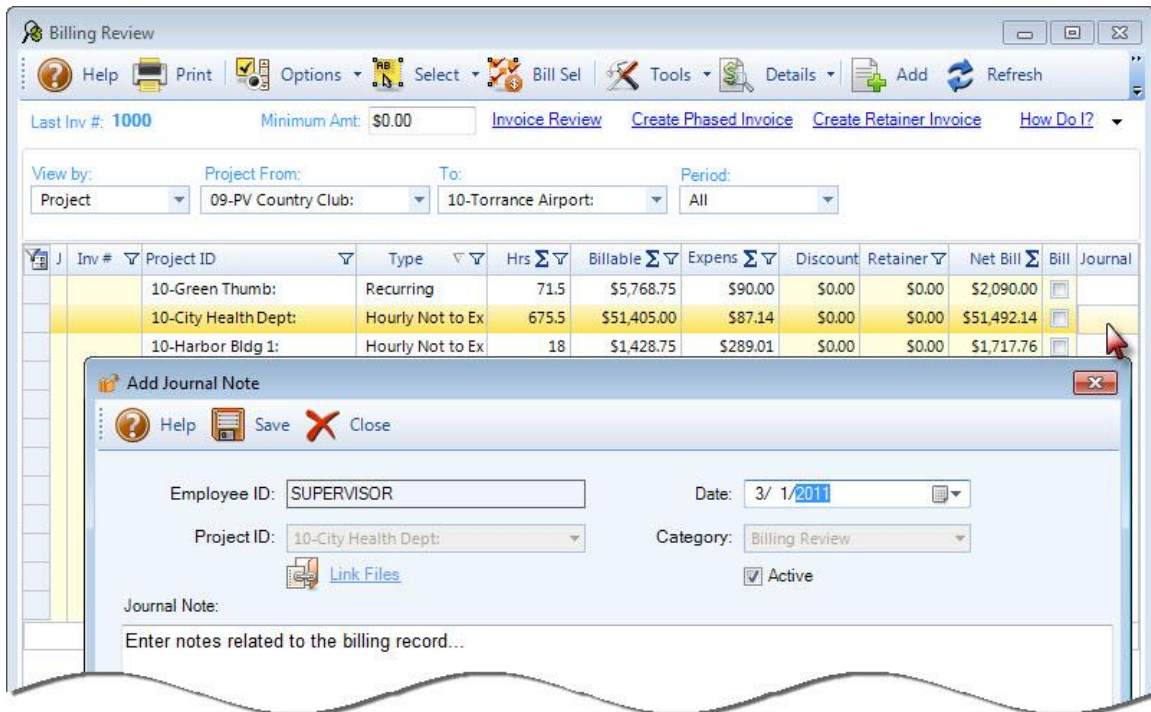


4. Enter your Journal Note. The 'Billing Review' Journal Category is pre-selected.

5.  When you are done, click Save and then Close to exit.

> You can create a journal in the Invoice Review and Manual Invoice screens and use it to track journal entries related to invoices. See *Project Journals* in the *Project Management chapter for more*.

# Manual Invoices

The Manual Invoice screen mimics a paper invoice while providing time and effort-saving features. While you are creating most of the invoices using Billing Review, there are situations when Manual Invoice is a better option. For example:

- When you need to create a quick invoice from an estimate, budget or '% Done' for each activity or expense
- When there are no significant services associated with the product, such as reselling of software, hardware, etc.
- When you want to create a quick invoice based on service and/or expense items
- When you want to enter historical invoices (summary or detail) from a previous time and billing system
- When there are no time or expense entries charged to a project
- When you have to create a quick invoice from a Billing Schedule

Manual Invoice is not limited to these situations. If you want, you can create a manual invoice for many other purposes. Manual Invoice supports many billing options as in Billing Review including MET and MST (GST or VAT) level taxes in addition to the item level taxes, cost plus billing, retainers, discounts, retainage, etc.

You can create manual invoices in the following ways:

- Creating Manual Invoices
- Creating Manual Invoices from Estimates

## Creating Manual Invoices

> *You can create your manual invoice at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Billing**
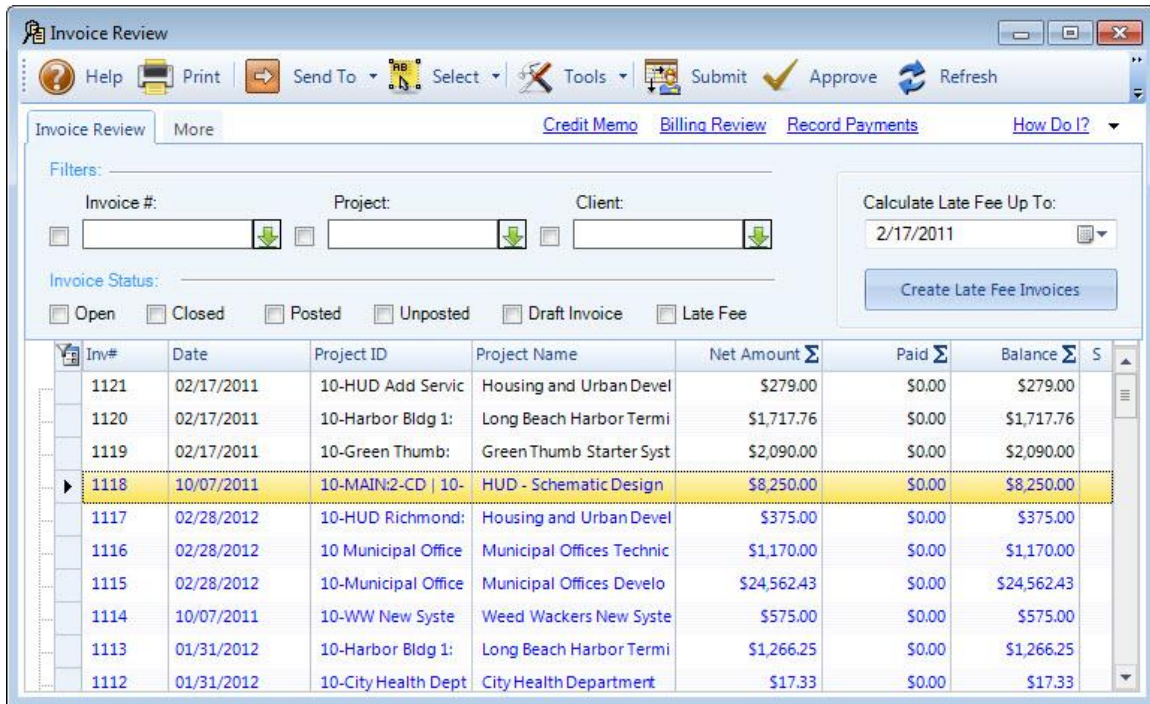
To create and process a manual invoice:

1.  Open the Manual Invoice screen from the Billing menu, toolbar, Sidebar or navigator.

2.  Select a Project ID from the drop-down list. The related Billing Address is automatically displayed

*(click link to edit).*



3. BillQuick automatically assigns the invoice number to it. If you want to edit it, click the field and enter another number. (*BillQuick does not allow duplicate invoice numbers.*)

4. In the Invoice Date field, enter the month, day and four-digit year or select a date from the drop-down calendar. *The date defaults to today (the system date in your computer).*

5. Enter an activity or expense Item from the dropdown list in the grid. BillQuick automatically displays the item's Description. You may edit it, if desired (it will be spell-checked as you type).

6. Accept or change the values for Units (hours or expense units) and Rate. It automatically calculates the Amount.

   Note the 'Total' fields below. All calculations are done in real-time.

7. When ready, you can process, preview or print the invoice by clicking Print or Process. You are done!

## Advanced Billing

To use additional options for billing:

1. Click ![Field Chooser icon] Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2. You can base a manual invoice on an estimate, a budget, a previous invoice, unbilled time and expenses and billing schedule. To do so, click ![plus icon] to open the Build Options.



3. Select the relevant option in the Load From section. Relevant data pre-fills the grid.

4. When 'Show % Done' option is turned on, you can enter the percentage of work completed for each activity and expense item. BillQuick uses this percent to calculate the line item total.

5. The Tax % is brought forward from the Activity Codes or Expense Codes screen if any of the taxes (Tax 1+Tax 2+ Tax 3) apply. However, you can edit or enter it here. BillQuick then calculates the Total amount for each line item.

6. If desired, add a miscellaneous charge to the invoice in the Misc Amount field below. Similarly, you can apply a Discount or Retainer to the invoice.
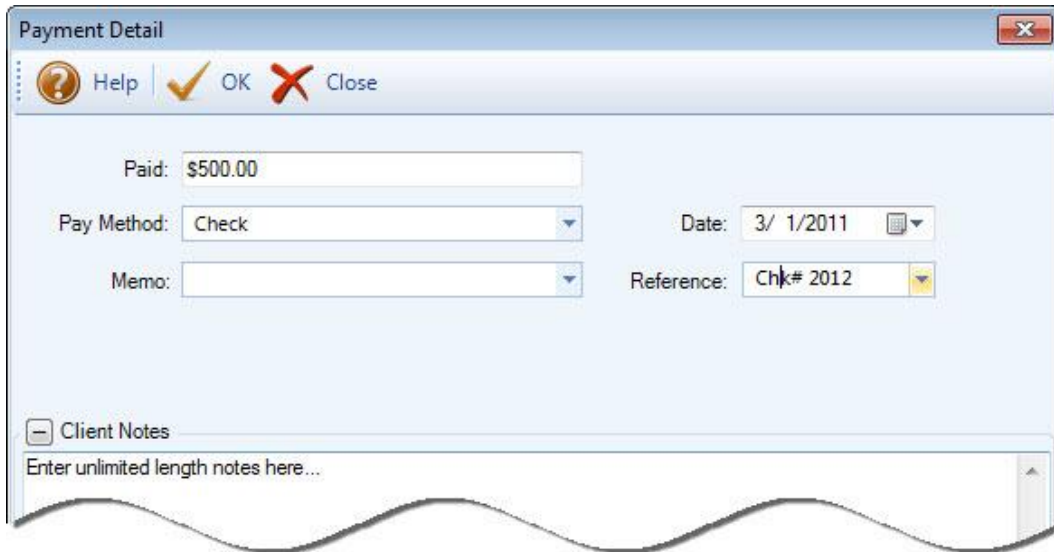
> ![info icon] The discount reduces the final invoice amount *after* taxes. It *does not* reduce the tax amount of service or expense. However, you can change these setting in Global Settings-More screen. Proper security permission is required to apply a discount *before or after* taxes.

7. Enter a MST or an MET if relevant.

8. If the client has paid all or part of the invoice prior to preparing this manual invoice, click the Paid Today field and enter that amount.

    You can specify payment attributes in the Payment Detail dialog such as Pay Method, Reference, Memo, Date, etc. when you enter the amount paid.



9. Accept or enter the Retainage amount for the project, if applicable. BillQuick reduces the final bill amount accordingly. (*See Retainage in the Billing Basics chapter for details.*)

    SubTotal is the sum of item amounts. Tax is the sum of item taxes. Fixed Fee is the value specified in the Project profile for Cost Plus contracts. Total is the addition of SubTotal, Tax, Fixed Fee and Misc Amount minus Discount and Retainer. The Amount Due is the net of Total, Paid Today and Retainage.

10. Click ⊞ at the bottom to open the Memo box and add unlimited length memo to the invoice. (*See Memos in the General Features chapter for details.*)

11. You may add journal notes to the invoice by clicking Tools and selecting Add Journal. *See Project Journal for more information.*

12. Click Tools and select Spell to perform a global spell check on the time and expense data, descriptions and memo of the current invoice.

13. To view and edit associated time and expenses, click Time Details or Expense Details.

14. When you are done, click Close to exit the Manual Invoice screen

    You can memorize manual invoices from the Invoice Review screen. See Memorized Invoices in the Accounts Receivable chapter for more.

# Creating Manual Invoices from Estimates

Creating a manual invoice is similar to filling out a paper invoice, except it is more flexible. You can charge a project with estimate details. You can edit various fields, apply taxes and add a miscellaneous amount to the invoice, if desired.

To create and process a manual invoice from an estimate:

1. Open the Manual Invoice screen from the Billing menu, toolbar, Sidebar or navigator.

2. Select a Project ID from the drop-down list.



3. In the Invoice Date field, enter the month, day and four-digit year or select a date from the drop-down calendar. *The date defaults to today (the system date in your computer).*

4. BillQuick automatically assigns the invoice number. If you want to edit it, click the field and enter another number. (*BillQuick does not allow duplicate invoice numbers.*)

5. In the Build Options section, select the desired Estimate from the drop-down list. Review or edit the estimate details displayed in the grid.

6. Click the '% Done' field for the activity item. Enter a value to indicate how much work you have

done.

7.  Next, enter the %Done for the expense items to indicate how much of the estimated expenses have been used up. *BillQuick indicates the expense items by the Exp checkmark.*

    BillQuick calculates the Total amount for each line item.

8.  If the client has pre-paid all or part of the invoice, click the Paid Today field and enter an amount. Note the Total fields below. All calculations are done in real-time.

9.  You can process, preview or print the invoice by clicking Print or Process. When you are done, click Close to exit.

    Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 13

# Accounts Receivable

- Invoice Review
- Draft Invoices
- Memorized Invoices
- Interest and Late Fees
- Payments
- Credit Card Payments
- Credit Memos
- Accounts Receivable

# Overview

When you create invoices, BillQuick debits the accounts receivable (A/R) account and credits the income and/or sales tax account. When you record payments, BillQuick debits the Undeposited Funds or bank account and credits the A/R account. BillQuick allows you to view all accounts receivable transactions and their details in the accounts receivable Register. You can view invoice and payment information here and edit these transactions.

You can also track and manage your receivables by using various aging and A/R reports in BillQuick.

# Invoice Review

Once you have created invoices, you can preview, print, email, generate a PDF document, reverse, edit memos, calculate late fees and post invoices from the Invoice Review screen. It contains everything you need to manage current, historical and draft invoices.

BillQuick also supports electronic invoices commonly used in European nations. *See Electronic Invoices for more*.

You can perform the following tasks in Invoice Review:

- Reviewing Invoices
- Changing Invoice Templates
- Reversing or Deleting Invoices
- Draft Invoices
- Electronic Invoices
- Submit-Approve Invoices
- Finalizing Invoices
- Emailing Invoices
- Saving Invoices as PDFs
- Memorized Invoices
- Interest and Late Fees

## Reviewing Invoices

> *You can review and finalize your invoice at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Review**

To review your invoices:

1. Open the Invoice Review screen from the Billing menu, toolbar, Sidebar or navigator.

2. You can specify various Filters in the top section of the screen using [icon] for selective viewing of invoices—Invoice #, Project, Client, Manager, Group, etc.



3. In addition, you may choose an Invoice Status like Open, Posted, Draft Invoice, etc. to view selective invoices only. Click Refresh.

4. In the grid, edit the Invoice # or Date if required. Late fees, receivables aging, and statements use this date for processing.

5. After reviewing your invoices, finalize them by clicking the desired option:

- Email to email the invoice as a PDF attachment (*See _Emailing Invoices_ below*.)
- Tools and select PDF to save the invoice as a PDF *(See _Saving Invoices as PDFs_ below.)*
- Preview to preview the selected invoice in the viewer. *You can also double-click on the row to preview an invoice.*
- Print to print the invoices (BillQuick prompts you to flag the invoice(s) as posted.)

[icon] In the Client and Project profiles, you can set BillQuick to email project invoices to a client. When you click Print here, BillQuick automatically emails the invoices as PDF attachments.

You are done!
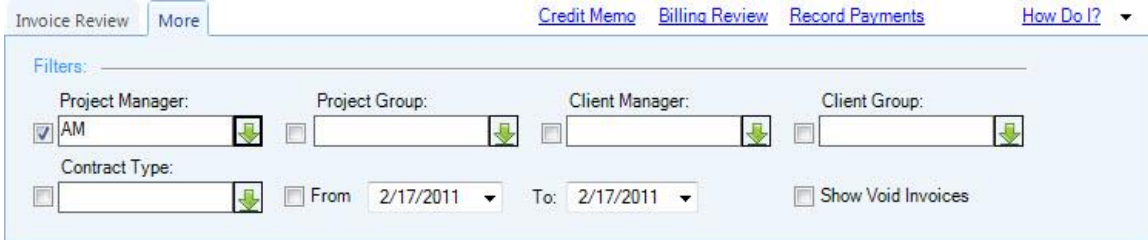
**Advanced Review**

To use additional options:

1. Click  Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

2. Click on More tab to apply more filters for selective viewing of invoices.



3. To display the draft invoices, mark the 'Draft Invoice' checkbox and then click Refresh. The draft invoices will appear in < > brackets.

4. Click 'Create Late Fee Invoices' to calculate late fee on the outstanding invoice balance. This creates a late fee invoice based on the date specified in the 'Calculate Late Fee Up To' field. (*See* *Interest and Late Fee* *below for details*.)

5. Click in the 'Invoice Template' field on the grid to change the invoice template *temporarily* when reissuing an invoice to a client or when reviewing various invoice layouts with live data. (*See* *Changing Invoice Templates* *below for more*.)

6. You can spell check your invoice by right clicking on one or more selected rows.

7. BillQuick allows you to attach files with the invoices by clicking Tools and selecting Link Files. E.g., you may want to attach reports, bills, receipts or any other document to the invoice.

>  You can use the Link Files option to link a new file to the invoice or select an existing file. The existing attachments displays in a tree-node structure with the project at the top.

8. Click Details to view the details of the selected invoice. From here, you can also review the Time Details and Expense Details associated with it by clicking those buttons.

9. Click Reverse or Void to reverse (delete) or void an invoice. (See *Reversing Invoices* below for *more*.)

10. You can apply a credit to an invoice by clicking Credit Memo link. It launches the Credit Memo screen with the selected invoice pre-filled.

To add a memo:

1. Select an invoice on the grid. Click Tools and select Memo to open the Memo Pad.

2. Edit the existing memo (from Billing Review) or enter new notes in the First Memo and/or Second Memo.

   When editing or adding a memo for joint invoices, you can choose a project from the dropdown and assign separate memos to each.

3. When you are done, click Save and then Close.

4. To view or add an invoice-related journal note, hover your mouse over the Journal field in the grid and click .

   You can add a journal note to the joint invoices.

To submit invoices:

1. On the grid, 'S' field indicates the Submit-Approve status of an invoice. The status is indicated by an icon:

   [blank] Not submitted    Submitted    Forwarded    Approved    Rejected

2. Select invoices to submit.

3. Click Submit. It opens the Submit-Approve screen from where you can submit them to the desired person. See *Submit-Approve below for details*.

To view time and expense details:

1. Select the desired invoice(s) in the grid. Click Tools and select Edit.

2. In the Invoice Time Entry and Expense Log Details screen, make the desired edits to the entries (*limited editing*).

3. You can re-sequence the items into the order you want on a detailed invoice. You can change the sequence by clicking Up or Down and moving the row accordingly.

> By default, invoices display time and expense entries based on their 'Created On' dates.

4. When you are done, click Save and then Close to exit.

## Changing Invoice Templates

At times, clients request another copy of an invoice. You can reprint or resend any invoice in BillQuick via email. In addition, when a client asks for more or less detail, or simply the same invoice information in a different format, you can reissue the invoice directly from Invoice Review. You can do this without reversing the invoice or changing its project settings. This option is faster and easier than printing a report.

To reissue an invoice in a different format:

1. From the Invoice Review screen, click  and turn on the Invoice Template column.

2. When you hover your mouse over this field, BillQuick displays . Click it to open the Invoice Selection screen.

3. Select the invoice format you want, and then click OK.

4. Back on the Invoice Review screen, highlight the row and click Preview, Print or Email.

5. When you are done, click Close to exit.

## Reversing or Deleting Invoices

You can process invoices in the Billing Review or Manual Invoice screen. Once processed, you can review and finalize them in the Invoice Review screen. However, BillQuick prevents you from reversing an invoice if it has late fee invoices linked to it.

> If your Global Settings option is set for voiding invoices on deletion, the Reverse button changes to Void instead. On clicking it, BillQuick retains a copy of the voided invoice in the database.

To modify a processed invoice:

1. Open the Invoice Review screen from the Billing menu, toolbar, Sidebar or navigator.

2. Apply Filters available on the top panel of the screen for selective viewing of invoices. Click Refresh.



3. Review the invoices and select the one to modify or reverse.

4. Click Reverse to reverse or delete the invoice. Reversing an invoice cancels your billing decisions and puts the time and expenses back into work in progress for later billing.

5. The selected invoice disappears from the grid. You can view the reversed invoice in the Billing Review screen and re-process it after modifications. (*If you missed deleting any associated payments, BillQuick displays a message.*)

6. When you are done, click Close to exit.

> While reversing an invoice, BillQuick also reverses WUD if you have generated the write-up/down in the Billing Review screen. This will not happen if you have generated it from the Write-Up/Down screen.

# Draft Invoices
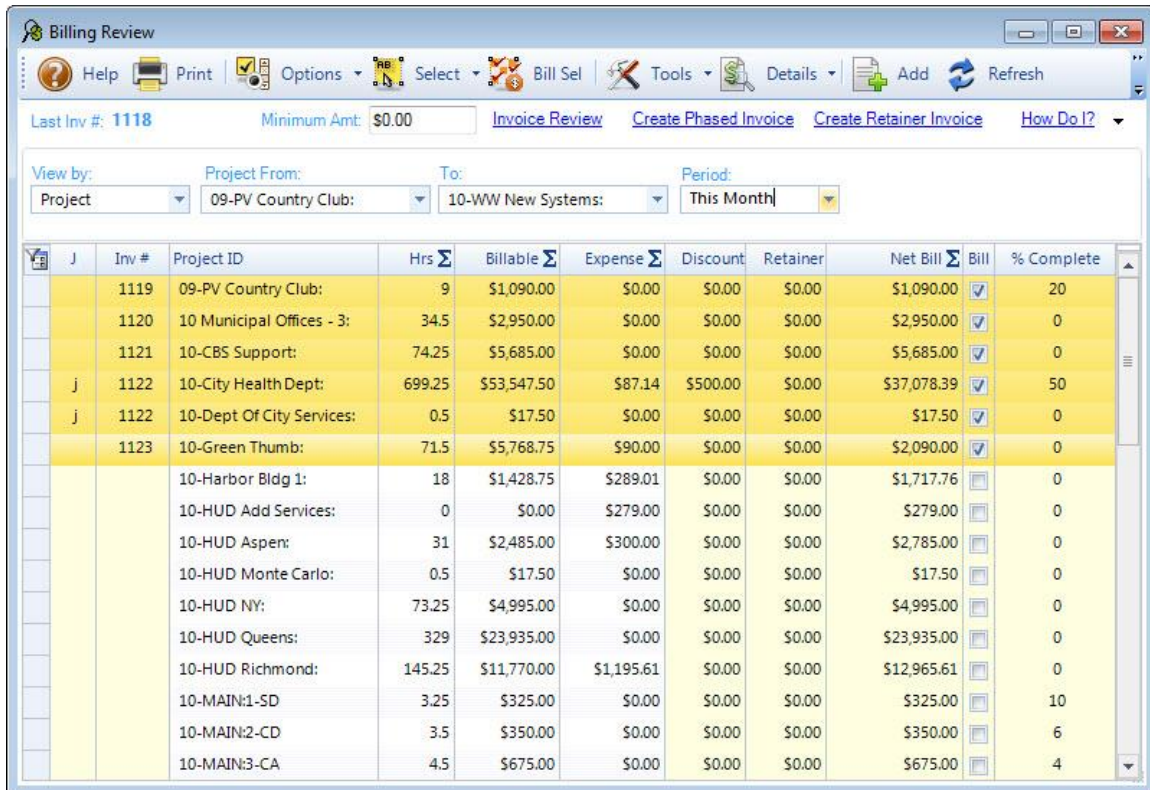
BillQuick does not add a draft invoice to the receivables of a company until you finalize it. During the review and approval process, the invoice can be reversed, additional billing decisions made, and processed again as a draft invoice (or a final invoice) until you are satisfied with its content. BillQuick also memorizes and generates draft invoices automatically for specific projects, which you can then finalize here.

![info icon]You cannot create a late fee invoice for a draft invoice.

## Finalizing Draft Invoices

To process a draft invoice:

1.  Open the Billing Review screen.

2.  Select View by Project and then select the desired projects in the From/To fields.



3.  Select the desired Period and then click Refresh.

4.  Various billing records appear in the grid. Mark the 'B' (bill) box for the desired projects.

5.  Click Process and select 'Process as Draft'. BillQuick removes the billing record from the grid and creates a draft invoice.

6.  Click Close to exit the Billing Review screen.

To finalize a draft invoice:

1.  Open the Invoice Review screen from Billing menu, toolbar, Sidebar or navigator.

2.  Click  and select the Filters you want to apply. Click Refresh.



3.  All the invoices meeting your criteria appear in the grid. Now select the 'Draft Invoice' checkbox above the grid. Again, click Refresh.

4.  The draft invoice(s) appears. Notice the angle brackets <>around the invoice number. Also, notice that a new Process Invoice button appears at the top. *This appears only when draft invoices display in the grid*.

5.  You can print the draft invoice by clicking Print or review it on-screen. *A DRAFT watermark appears on all pages of a draft invoice*.

6.  If the draft invoice needs substantial changes, click Reverse, modify the billing record, and then re-process it.

7.  To finalize the draft invoice, click Preview. After checking it out, click Process Invoice. The invoice row disappears because it is no longer a draft invoice.

8.  Deselect the 'Draft Invoice' checkbox. Click Refresh. The finalized invoice displays in the grid with other invoices.

9.  You can print or email the invoice to the client. When you are done, click Close to exit.

# Electronic Invoices

Some companies prefer electronic invoicing, especially in Europe. It involves delivery of invoices

electronically via the Internet or formalized EDI relationship between the buyer and supplier. With tools like Vendor and Supplier Portals, virtually any company can accept electronic invoices from their vendors and suppliers without having to implement costly and complicated systems. It provides benefits to both buying companies (paper and expense reductions) and supplying companies (elimination of mail float and lower billing costs).

BillQuick supports electronic invoices using both the Finnish Reference Number and Structured Creditor Reference. Depending upon your preference, you can specify a reference calculation method in Global Settings.

> ⚠ Support for electronic invoicing is available in the BillQuick Enterprise edition only.

The Finnish Reference Number is generated using an invoice number and a check digit (minimum *4 digits + 1 check digit* and maximum *19 digits + 1 check digit*). BillQuick calculates it automatically using a method called Multiplier 137. The 137 Method ensures the delivery of invoices electronically to its intended recipient with these numbers printed on the invoices. The reference number is very important to make online electronic invoicing between accounting and banking systems possible. The invoicing company's reference number identifies the invoice sent to the client. Payments furnished with a reference number are transferred to the payee's account reserved for payments with a reference number. The check digit makes sure that the payments in the bank and invoices in the accounting systems can be connected with each other automatically.

On the other hand, the Structured Creditor Reference is a new international business standard based on ISO 11649, popularly used by the European Union. The Creditor Reference number is generated as an alphanumeric string with RF as a prefix and two check digits (*RF + 2 check digits + 21 digits maximum*). BillQuick generates it automatically using the invoice number. This RF Creditor Reference method ensures the delivery of invoices electronically to its intended recipient with these unique references printed on the invoices. The invoicing company adds the RF Creditor Reference to its invoices. When a client pays the invoice, he/she writes this RF Creditor Reference instead of the invoice number in its message or payment ledger. When the company receives that payment, it can automatically match the remittance information to its accounts receivable system.

To enable electronic invoicing:

1. Open the Global Settings screen and select its Options panel.

2. In the Reference Calculation Method field, choose either 137 Method or RF Creditor Reference. It assigns a unique number to invoices.

3. Check 'Show Reference Number on Invoices' if you want to display the reference numbers on invoices.

4. Click Save and then Close to exit.

When you review and finalize invoices in the Invoice Review screen, you will see the Reference No and RFNumber generated for them on the grid.

# Submit-Approve Invoices

BillQuick workflow also supports submittal and approval process for invoices besides the time and expenses. You can submit invoices, including draft invoices, to project managers, principals or billing managers for approval prior to sending them to clients.

For a company that follows a submit-review-approval process, BillQuick's built-in workflow makes the process easy and fast. It enables you to follow company policy and submit invoices to a client manager, project manager, employee manager or a specific person. Once submitted, BillQuick notifies the manager or reviewer concerned about those invoices via Reminders or email.

A chain of reviewers can check invoice before a final reviewer approves them. You can track all these events and take action on them in the <u>Workflow</u> screen. Then you can send the approved invoices to the client for payment.

⚠️ The submit-approve feature is available in the BillQuick Enterprise edition only.

This section covers the following tasks:

- <u>Submitting Invoices</u>
- <u>Notifying Managers</u>
- <u>Approving Invoices</u>

## Submitting Invoices

To submit invoices:

1. Open the Invoice Review screen. You can specify various Filters in the top section of the screen using ⬇️ for selective viewing of invoices—Invoice #, Project, Client, Manager, etc.

2. Select the invoices in the grid that you want to submit to a particular reviewer. *BillQuick will submit all the selected rows to the same person.*

3. Click Submit to open the Submit-Approve screen.

4. Select whom to submit the entries. You may submit invoices to a Project Manager (or a billing manager), Specific person or My Manager (your direct supervisor). *Your BillQuick Supervisor will provide submission instructions.*

5. In the Workflow Type, specify the type of submission-whether Billing, Payroll or both.

6. Optionally, enter a Memo for the submitted invoices.

7. Click OK and you are done!

## Notifying Managers

Reviewers and managers need to leverage their time, whether they are in or out of the office. Rather than remembering to check for submitted invoices on the Company Navigator or Reminders screen, BillQuick notifies managers *proactively* by email when someone submits invoices for their approval.

The Workflow event tracking system allows you to track the flow path of the entire submit-approve process and take the desired action on events. It gives you the status of all submitted invoices –all in one screen. From here, reviewers and managers can check the details of the event, action taken and status. Besides the submitted and approved items, you can reference the rejected, forwarded and un-submitted items from this screen.

To notify a manager:

1. Log in to BillQuick as a reviewer and open the Preferences screen from the Settings menu.

2.  On the Notification and Reminders panel, check 'Email me when Invoices are sent to me for Approval'.

3.  When your 'email received' indicator flashes, you can immediately log into BillQuick or Web Suite — in the office or on the road — and review, reject or approve invoices.

## Approving Invoices

BillQuick automatically routes invoices to the person responsible for reviewing and approving them. The next time a reviewer logs into BillQuick, it will remind him or her via the Reminders screen, Workflow section of the Company Navigator or email that invoices are waiting for review.

To approve submitted invoices:

1.  Open your Reminders screen. Double click on any invoice awaiting approval and it opens in the Invoice Review screen. Else, directly open the Invoice Review screen.

2.  On the Invoice Review screen, check invoice amount, date, memo and other information as required. If you have appropriate security permissions, you can edit associated time and expense details.

3.  Select the invoices to be approved and click Approve. Else, click Submit to open the Submit-Approve screen and approve invoiced from there.



4.  If you want to send the invoices to another person for further review (a review chain), or you want to reject one or more invoices, choose the desired (Submit To or Reject) option.

When you reject invoices, you have the option of sending a message to the users. They will receive it the next time they log into BillQuick.
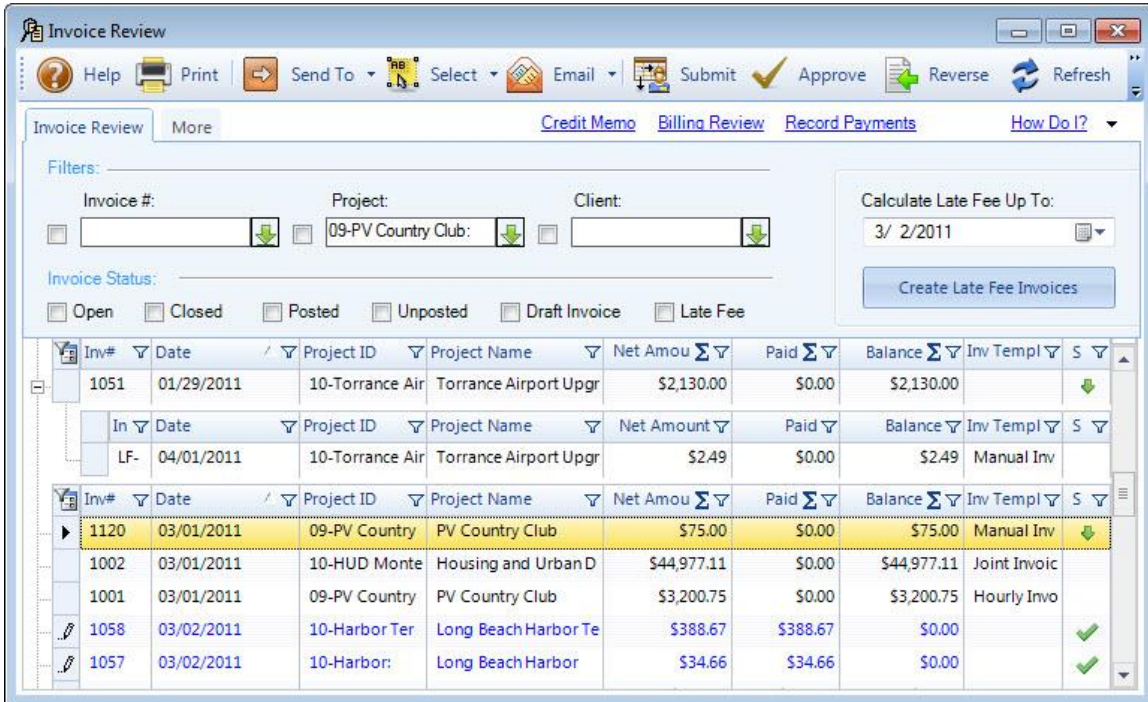
5. When you are done, click OK.

You can track all these submission-approval events in the <u>Workflow</u> screen and approve all invoices from there.

# Finalizing Invoices

To finalize an invoice:

1. Open the Invoice Review screen from the Billing menu, toolbar, Sidebar or navigator.

2. In the Filters section, set the desired filters using 🔽. Then click Refresh.



3. All invoices meeting the filters display in the grid. Select the invoice to finalize.

4. Click Print to produce a hard copy of the invoice or Preview to preview it. *Invoice Review is intelligent enough to see there is a contact listed for the selected project and change the address to that.*

In BillQuick Enterprise edition, you can print invoice attachments automatically when printing an invoice.

5.  Else, click Tools and select PDF to convert the invoice to the Portable Document Format. *See Saving Invoices as PDFs below for more.*

6.  If you generate invoices for internal purposes and do not distribute them to clients, you can click Post. This marks the selected invoices as 'posted'.

7.  Click Email to email the invoice (and any linked files) to a client, manager or any other person. *See Emailing Invoices below for more.*

8.  Right-click on a manual invoice and select Memorize Invoice to memorize it for future billing. *See Memorizing Invoices below for more.*

9.  When you are done, click Close to exit.

# Emailing Invoices

BillQuick allows you to specify the default settings for emailing invoices to clients (*on Client-Billing screen and Project-Billing screen*). If neither profile is set for emailing invoices, you can do so from the Invoice Review screen. You can email any invoice – paid, unpaid, new, old, and draft and attach additional documents to it. While emailing invoices, BillQuick also allows you to email the linked files or attachments automatically.

On the Invoice Review grid, you can see if an invoice was sent to the contact or client via email and the date it was last emailed. This helps to avoid duplicate emails.

> With the global Email feature, you can send emails from BillQuick using any of the email programs like AOL, Gmail, MSN, etc. Specify your SMTP Server (Outgoing mail server) settings in Preferences or Global Settings screen and have BillQuick bypass Outlook when sending email.

To email an invoice:

1.  Open the Invoice Review screen from the Billing menu, toolbar, Sidebar or navigator.

2.  In the Filters section, set the desired filters using . Then click Refresh.

3. All the invoices meeting the filters display in the grid. Select the invoice(s) to email. *You can see if an invoice was sent via email and the date it was last emailed by displaying those fields from the Field Chooser*.

4. Click Email. You have the option to send the invoice as a PDF to a Client, Client Manager, Project Manager or any other person(s).

   Use the 'Send without preview' option to send the email without previewing it, provided you have specified the email address(es) of the recipient(s).

5. If you have files linked to an invoice, BillQuick prompts you whether to email the linked files automatically.

   BillQuick scans the Client, Project, Time and Expense data and presents the existing attached files to you. E.g., if your employee attached a lunch receipt when recording his/her expense, it will be available without you having to search for it.

   ⚠ This feature is available in the BillQuick Enterprise edition only.

6. In the Email screen, a default message displays (*from the Preferences-Email Settings or Global Settings-Email Settings screen*). You can edit it, if desired.
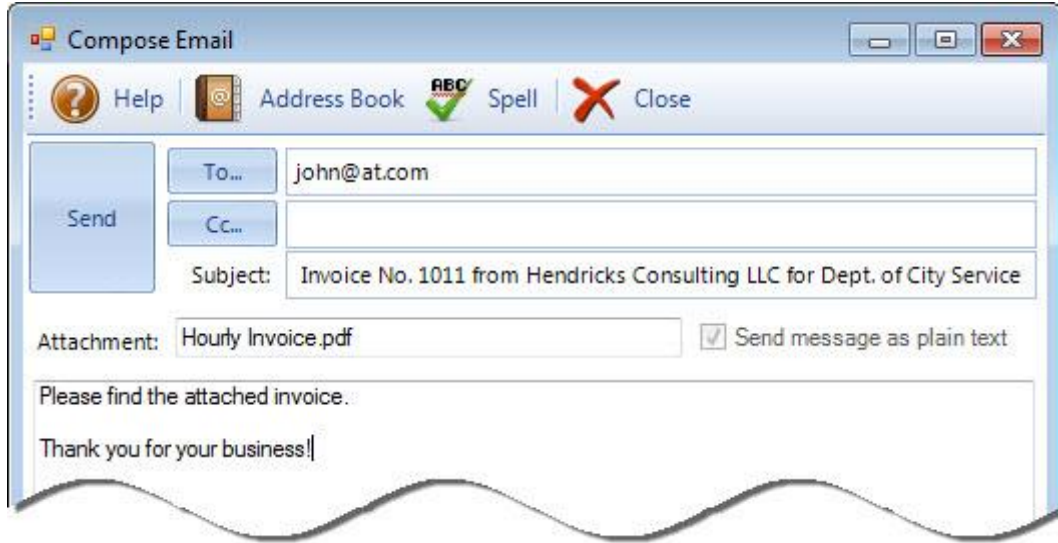
7.  You can also change the default Subject and Attachment name here (*if specified in the Global Settings-Email Settings screen*).

8.  Access the BillQuick Address Book from the Email window, if required.

9.  Perform a spell-check of the email by clicking Spell.

10. When you are done, click Send and then Close to exit.

## Saving Invoices as PDFs

Invoices can be stored as PDF files in a user-defined location. You can save invoices as PDFs in the Retainer Management screen for the retainer invoices and in the Invoice Review screen for the regular invoices.

The PDF button option creates separate PDFs for each invoice. On the other hand, previewing invoices in a group and then exporting them as PDF creates a single PDF including all invoices. This could be useful while sending invoices to a principal or partner for approval or review.

To do so:

1.  Open the Invoice Review screen.

2.  After applying filters, click Refresh.

3.  Select the desired invoice from the grid.

4.  Click Tools and select PDF. BillQuick creates the invoice PDF and automatically saves it in the default folder location (*specified in Global Settings-Folders or Preferences-Folders screen*).

5.  When you are done, click Close to exit.

# Memorized Invoices

Billing has never been so easy. Most of the businesses that use fixed-contract types will find the memorized invoice feature extremely useful. You can memorize manual invoices and retainer invoices, and schedule them for automatic processing on a user-defined frequency. After specifying a recurring frequency and other settings for your invoices, you can set the workflow to notify the right person to make the decision whether to process the new invoice. Better still, you can set it for automatic processing. BillQuick then notifies you about these future billings via BillQuick Messages or reminders.

When you set a project for automatic billing in the Project screen, it creates an entry in the Memorized Invoices screen.

This section teaches you the following tasks:

- [Memorizing Invoices](#)
- [Processing Memorized Invoices](#)

## Memorizing Invoices

To memorize invoices:

1. Open the Invoice Review screen from the Billing menu and select a manual invoice to memorize. *You may create and process a new one for this purpose in the Manual Invoice screen*.

2. Right-click and select Memorize Invoice from the menu. It opens the Memorize Invoice screen with the invoice number and amount pre-selected. *You can also access it from the preview window while previewing a manual invoice*.

3.  Type a Name for the memorized invoice. Enter a detailed Description as well.

4.  Enter the desired Schedule Settings, including the Repeat frequency. E.g., you may select Weekly to generate memorized invoices each week or on a monthly basis.

    ℹ️ The schedule you set can go on forever, repeat a set number of times, or begin and end on specific dates.

5.  In the Notify Settings section, specify who has to process the memorized invoices by selecting that ID from the dropdown. Else, set it for automatic processing.

    ℹ️ In case of automatic processing, you can specify whom to notify about it via email.

6. Assigning an invoice number is automatic. Select whether to use the next sequential invoice number available in BillQuick or specify a custom number.

7. It is a good idea to Release Time or Release Expenses with the memorized manual invoice by checking the appropriate option.

> By doing so, time and expenses (WIP) are associated with an invoice, enabling you to keep track of bookkeeping, realization, profitability and gross margins. The invoice may or may not print the time and expense details. It depends on the invoice format selected for the contract type or specifically for the project.

8. Check 'Use Memo on Invoices' option if you want to display this memo on the memorized invoice.

> If available, BillQuick does not carry forward the Manual Invoice memo to the Memorize Invoice screen. When the above option is checked, it replaces the existing manual invoice memo to print on the invoice.

9. When you are done, click Save and then Close to exit.

## Processing Memorized Invoices

Once you have memorized manual invoices (or retainer invoices) from the Invoice Review screen, on receiving the appropriate message or email you can view and process them.

If you have memorized a manual invoice, say for $5000, and opt to release time and expenses with it, the services and expenses total might be more or less than the scheduled invoice amount. In such a case, you can process the memorized invoice for the scheduled amount but BillQuick will generate a write-down or write-up against the time records (service amount). Say,

Services = $4850
Expenses = $550
Total Services + Expenses = $4850 + 550 = $5400
Bill Amount = $5000

However, the difference between the Bill Amount and Total Amount ($5400 - 5000 = $400) will result in a write-down of $400 or 8.25% from the service amount (400/4850 x 100 = - 8.25%).

To process memorized invoices:

1. Open the Memorized Invoices screen from the Billing menu (BillQuick will prompt you with this screen if the memorized invoices are due for processing).

2. Select a memorized invoice on the grid to view its schedule details. Make changes, if desired.
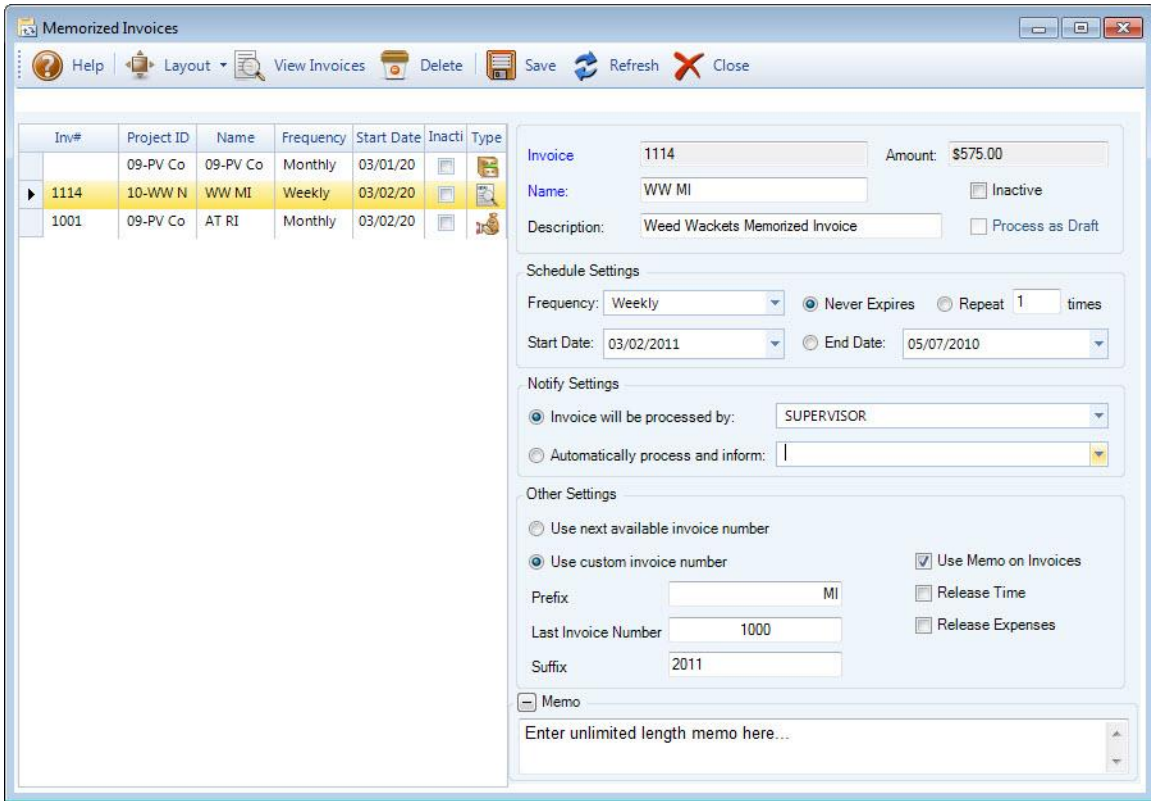
3. Click ⊞ at the bottom to open the Memo box and add unlimited length memo to the memorized invoice. (*See* *Memos* *in the General Features chapter for details.*)

4. Click View Invoices to view all the memorized invoices that are due for processing.
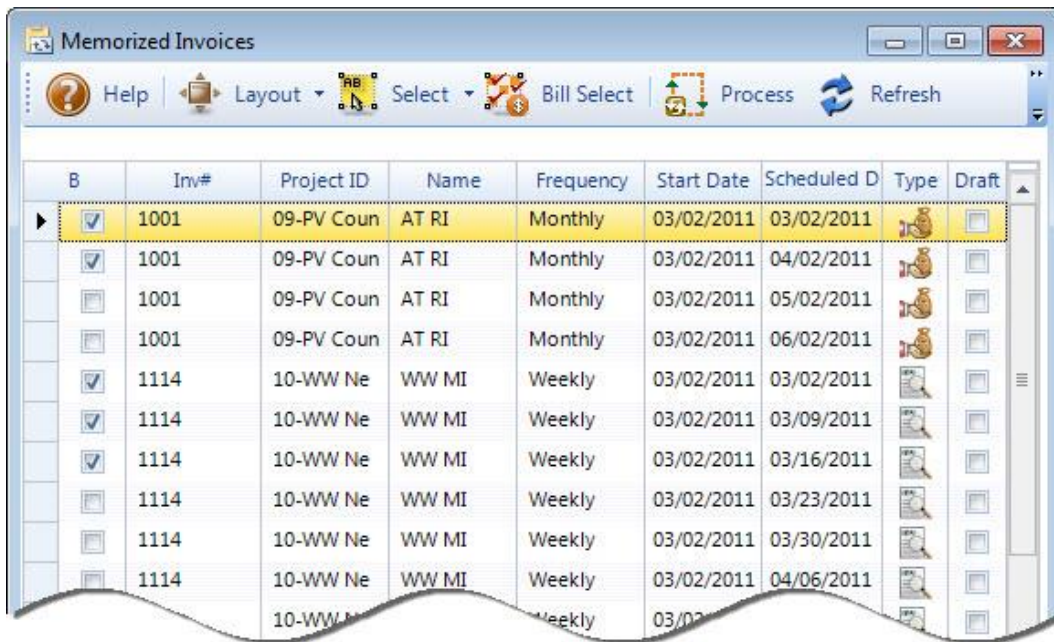
5.   When ready, check the B box and click Process to generate an invoice.

6.   When you are done, click Close to exit.

# Interest and Late Fees

At times, you may include a late fee or finance charge on your invoices. In such cases, you will receive a payment for the invoice amount plus that late fee amount. Typically, companies calculate late fee or finance charges on the last invoice and the clients pay it with the last payment. In some cases, companies prefer to calculate late fee on each outstanding invoice and clients have to pay it each time.

In BillQuick, you can calculate late fee on the outstanding balance or invoice amount based on a specified date. For example, if you bill a client for $5000 and he makes a $2500 payment within the payment term, but is late for the second payment of $2,500, BillQuick will calculate the late fee on the outstanding balance of $2500 and not the entire principal amount of $5000. It takes into account payments applied to invoices and late fees before calculating the new late fee on the unpaid balance.

> Late fee invoices print on selected invoices formats and statements. These age like any other invoice and print on aging reports. You can write off all or part of a late fee invoice and apply payment to it.

When you create a late fee invoice in the Invoice Review screen, BillQuick generates a manual invoice internally with an invoice number same as that of the actual invoice but with 'LF' appended to it. The first late fee invoice will have the same invoice number but with a prefix of LF, and any subsequent late fee invoices will have initials LF1, LF2 and so on. You can view regular invoices as well as associated late fee invoices.

You can define the late fee settings or interest rates at the company level or the individual level. Based on these settings, BillQuick calculates late fee when you create a late fee invoice in the Invoice Review screen. You can also change its label in the Custom Labels screen.

> You can transfer separate late fee invoices and corresponding payments from BillQuick to your accounting software. *Check out the detailed Integration Guides for more information*.

This section covers the following tasks:

- Setting-Up Late Fees
- Calculating Late Fees
- Charging Late Fees

## Setting-Up Late Fees

You can define late fee settings in the following ways:

- *Global Settings-Options screen*: If all projects for all the clients should have the same late fee settings, then specify them at the global level. *For more, see Settings and Preferences in the Company Management chapter*.

- *Client-Billing screen*: If all projects of a client carry the same payment terms, then set them up at the client level **before** creating project profiles. *For more, see Client Setup in the Master Information Setup chapter*.

- *Project-Detail screen*: If only selective projects should incur a charge for overdue invoices or if you want to override the client setting for a particular project, enter the settings in the Project profile. *For more, see Project Setup in the Master Information Setup chapter*.

For all joint invoicing, the Payment Terms will always pull from the Client profile. E.g., if all projects included on an invoice are set to Net 30 at the project level but Net 60 at the client level, the joint invoice will have Net 60 as the payment term.

## Calculating Late Fees

You should use the late fee option on Invoice Review before you print statements or run reports on which you want up-to-date late fee amounts.

You cannot create a late fee invoice on a draft invoice.

To calculate late fee:

1. In the Invoice Review screen, select the desired invoice (except draft) from the grid.

2.  Enter the date up to which you want to calculate late fees. Type it or choose the date from the drop-down calendar.

3.  Click 'Create Late Fee Invoices' to calculate late fee on the outstanding balance and generate a late fee invoice.

4.  BillQuick prompts you to review the invoice. Check the Late Fee invoice filter and click Refresh.

5.  The late fee invoice displays on the grid. You can process it as usual.


## Charging Late Fees

The method to calculate late fees on past due invoices incorporates the new approach of date stamping the late fee amount. BillQuick calculates the late fee based on the date you choose in the Invoice Review screen for the outstanding balance or invoice amount. You can record the late fee payments separately in the Payment screen and then view several reports, such as Account Transaction report and Cash Receipts Journal.

The following example clarifies the process:

*January 1, 2011:* You generate an invoice #1005 for $1000 for Project A. The project is set to charge 1.5 % interest per month on past due invoices. The grace period is set to 45 days.

*February 15, 2011:* This is the 45th day since the invoice was generated and therefore within the grace period. User opens the Invoice Review screen and brings up invoice #1005. You calculate the late fee for this invoice by setting the 'Late Fee Up To' date to February 15, 2011 and clicking 'Create Late Fee Invoices'. This results in zero late fee since it is within the 45-day grace period. Therefore, total owed on invoice #1005 = $1000

*February 16, 2011:* This is the 46th day since the user generated the invoice. User opens the Invoice Review screen and brings up the invoice #1005. You calculate the late fee for this invoice by setting the 'Late Fee Up To' date to February 16, 2011 and clicking 'Create Late Fee Invoices'. This results in a late fee of $23 ([$1000 x 1.5 x 46] / [100 x 30]). Therefore, total owed on invoice #1005 = $1000 and on LF-1005 = $23.

*July 20, 2011:* This is the 200th day since the user generated the invoice. You open the Invoice Review screen and bring up the invoice #1005. You calculate the late fee for this invoice by setting the 'Late Fee Up To' date to July 20, 2011 and clicking 'Create Late Fee Invoices'. This results in a late fee of $100 ([$1000 x 1.5 x 200] / [100 x 30]). Therefore, total owed on invoice #1005 = $1000 and on LF-1005 = $100.

*July 31, 2011:* Client makes a total payment of $800 after receiving the July 20 statement. The payment is applied as:

$700 towards principal = Invoice # 1005
$100 towards late fee = Invoice # LF-1005

*August 19, 2011*: You get ready to generate a new invoice statement. This is the 230th day since the user

generated the first invoice. You open the Invoice Review screen and bring up the invoice #1005. You calculate the late fee for this invoice by setting the 'Late Fee Up To' date to August 19, 2011 and clicking 'Create Late Fee Invoices'. Considering the payment made on July 31, the late fee amount would be:

Late Fee = ($1000 x 1.5 x 230) / (100 x 30) - $100 = $15
Therefore, total owed on invoice #1005 = $300 and on LF-1005 = $15.

> It is better for the client to pay off the late fee invoice before paying the original invoice amount (principal amount).

# Payments

Tracking invoices to full payment is a critical task. Prompt receipt and recording of payments results in the most up-to-date information, driving cash flow and other management decisions as well as affecting billing decisions. Through the Payment screen, you can record a variety of payments and apply it to one invoice or multiple invoices (manually or automatically). Real-time access to secure online payment services is available.

This section teaches you the following tasks:

- Recording Payments
- Deleting Payments
- Handling Bounced Checks
- Printing Payment Reports
- Credit Card Payments
- Credit Memos

## Recording Payments

BillQuick allows you to record various types of payments– checks, cash, debit, credit memos, retainer receipts, electronic funds transfer and so on – and apply them to unpaid invoices. You can apply payments to regular invoices, electronic invoices as well as late fee invoices.

> *You can record your payment at a basic level with a few mouse-clicks or at an advanced level with all the details. Please read the desired sections.*

**Basic Entry**

To enter payments:

1. Open the Payment screen from the Billing menu, toolbar, Sidebar or navigator. You can also open it directly from the Client screen using the right-click menu.

2. Select the mode by which you want to see unpaid invoices – View By: Client (all project invoices), Project (single project invoice), Invoice (single invoice) or Reference No (electronic invoice). For now, select the View by Client option and choose the desired Client ID in the next field.



3. Select the desired Project ID (*optional*) and Date of payment (*you may accept today's date or change the payment date*).

4. Select the Pay Method, say Check.

> Credits and write-offs reduce the outstanding balance of an invoice. Debit entry increases an invoice balance.

5. Enter the total amount of payment in the Amount field. You can apply this payment to multiple invoices.

6. Determine which invoices should receive the payment. To apply the payment (*oldest to newest invoice*) automatically, check the Auto Apply option.

7. To apply the payment manually to individual rows, enter the Amt Applied value and check the Apply box to the left of each invoice in the grid. BillQuick automatically updates the Balance due for the listed invoices as you apply the payment.

8.  Click Save. BillQuick prompts you to save any unapplied amount remaining at the end of a session as a 'retainer'. You are done!

> If you are in the View by: Client mode, the excess amount is saved as a client retainer. In the View by: Project mode, BillQuick saves it as a project retainer.

**Advanced Entry**

To enter additional information:

1.  Click ⊞ Field Chooser at the top of the grid to display all the columns in the grid. Alternatively, choose this option from the Edit menu.

> When the 'Show Active Only' checkbox is marked, the drop-down list includes only active client and project records.

2.  If required, enter or select a Reference number or a Memo for tracking the payment.

3.  Check 'Apply as Retainer' option if you want to flag the payment amount as a retainer.

> The amount becomes a client retainer when you are in View By: Client mode, and a project retainer when you are in View By: Project mode. *See [Retainers](#) below for more*.

4.  In the grid, click in the 🔍 Journal field to add notes about collections and payment related matters. Alternatively, add extra notes at the bottom by clicking Tools and selecting Client Notes.

5.  Click Print to preview and print a cash receipt or client payment report.

6.  When you are done, click Close to exit.

> BillQuick includes a *Pay When Paid* feature. When you apply a payment to an invoice that includes a link to a vendor bill, you can preview/print it with the breakdown for the vendor. This helps you schedule payments to your vendors.

## Deleting Payments

You can delete payments in BillQuick in the following way:

1.  Open the Payment screen from the Billing menu, toolbar, navigator or Sidebar.

2.  Select the desired View by, Client ID and/or Project ID from the drop-downs.

3. Choose the payment to delete from the Previous Payments drop-down.

4. Click Delete. BillQuick prompts you to confirm the deletion. Select [ Yes ] to delete the invoice.

5. When you are done, click Save and then Close to exit.

At times, you may delete payments because you have to delete associated projects and clients. In such cases, you can delete master information only after deleting the associated payments. To do so:

1. Open the Client screen and list all the projects of the client.

2. Next, open the Project screen. Determine what you have recorded against each project by reviewing the Project-Account screen. (*Note the values pointing to time, expense, invoice and payments.*)

> ℹ️ 'Services x Billable' shows there are time entries on file. 'Expenses x Billable' shows there are expense entries. 'Total Amount Billed' shows there is invoice activity and 'Total Amount Paid' shows there are payment records.

3. Open the Payment screen from the Billing menu, toolbar, Sidebar or navigator.

4. Select View By: Project, then select your project.

5. Next, move to the Previous Payment field and select a previous payment. The corresponding invoice and payment details display in the grid.

6. Click Delete. When you are done, click Close to exit.

## Handling Bounced Checks

Clients may make payments on the invoices via checks. At times, client may have insufficient funds in the account and hence you have a bounced/returned check and want to record that in BillQuick. There are several ways to handle that.

To handle a bounced-check payment or insufficient funds:

1. Open the Payment screen and record a regular payment for the amount that has bounced.

    If you have already recorded this payment, select it in the Previous Payments field and simply Void or Delete it.

2. Next, enter a payment of the same Amount to counter the first payment.

3. Select Debit as the Pay Method and uncheck 'Hide Paid Invoices' to see the previously paid invoice.

4. Now, check Apply in the grid against that invoice. The outstanding invoice amount increases by that amount.

   Alternatively, you can enter this payment using the NSF (Not Sufficient Funds) option. It behaves exactly as a Debit type of payment.

    Auto Apply option is not available for Debit and NSF payments.

5. When you are done, click Save and then Close to exit.

## Printing Payment Reports

You can print reports related to payments from the Report Center or Reports menu. You can also print in-context reports from the Payment screen, including cash receipt, client payment detail, etc.

To print a payment report:

1. Open the Payment screen.

2. Select the desired View by mode and Client/Project ID from the dropdowns.

3. Record a payment or view a previous payment.

4. Click Print and choose the desired payment report in the 'Select a Report' dialog.

5. You can Preview or directly Print a report from here.
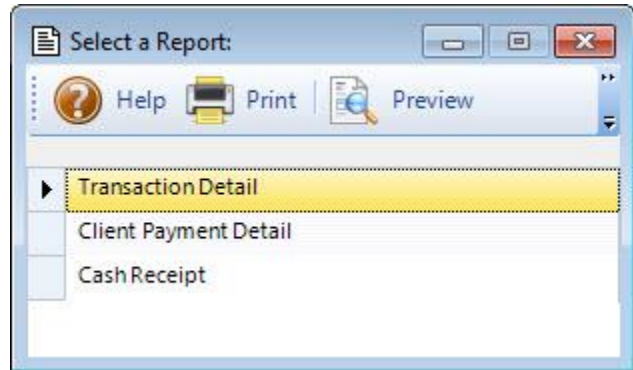
Alternatively:

1. Select the desired report from the Reports menu, Payments category.

2. On the Report Filters screen, apply the desired Date/Other filters and Options for selective viewing of information.

3. Click Preview or Print to view your report.

# Credit Card Payments

You can record and process credit card payments securely from within BillQuick. You can transfer credit card payments into BillQuick or embed an email link into invoices that lets a client make an online credit card payment.

This section covers the following tasks related to credit transactions:

- [Setting Credit Card Options](#)
- [Processing Credit Card Payments](#)
- [Downloading Payments](#)

## Setting Credit Card Options

Before processing credit card payments, you need to establish a merchant account. To specify credit card settings:

1. Open the Global Settings screen from the Settings menu or toolbar.

2. Select the Merchant option on the left.



3. Choose the desired service provider –PayPal or Innovative Merchant Solutions.

4. Enter the Account Email, ID and Password that you will get on registering with PayPal or Innovative Solutions.

5. Choose desired currency for the transactions.

6. Next, check the option to include the electronic payment link on the invoices. This is a good option if the client does not want to share his credit card information directly with your company.

7. When you are done, click Save and then Close to exit.

These settings apply to all transactions that you make using BillQuick's credit card processing feature.

When you email an invoice to a client, they can simply click on the link and make a payment.



Part of the information on the credit card payment web page is pre-filled. Your client only needs to add required information (marked with an *).

## Processing Credit Card Payments

BillQuick allows you to receive and process payments from your clients using the credit card. This saves time and is very convenient for you and your clients.

To receive credit card payments from your clients:

1.  Open the Payment screen from the Billing menu, toolbar, Sidebar or navigator.

2.  Select the desired View by, Client ID and/or Project ID option.

3. Enter the payment amount in the Amount field and select Credit Card as the Pay Method.

4. Click Process Credit Card option. The Credit Card Processing screen opens with the Card Holder Information (client) pre-filled.

   Alternately, you can select Process Credit Cards from the Billing menu and manually enter the Client Holder Information.



5. Next, enter the Credit Card Information (Card Type, Dates, etc.). Enter the full set of numbers in the Card Number field. *Do not type spaces or dashes*.

6. Enter the three-digit Verification Code on the back of the credit card. For American Express, this is a four-digit code on the front of the card.

7. Now enter the Amount to charge to the credit card.

8. Click Process. The payment is processed and the status of the transaction displays in a message.

9. Click Close to exit.

You can view the payments received using the credit card in the Download Payment screen. *See Downloading Payments below for details*.

## Downloading Payments

Download Payments screen lets you pull in credit card payments from clients into BillQuick. To do so:

1. Open the Download Credit Card Payments screen from the Billing menu.

2. Filter the payments you want to view for a date range by selecting the From-To dates.
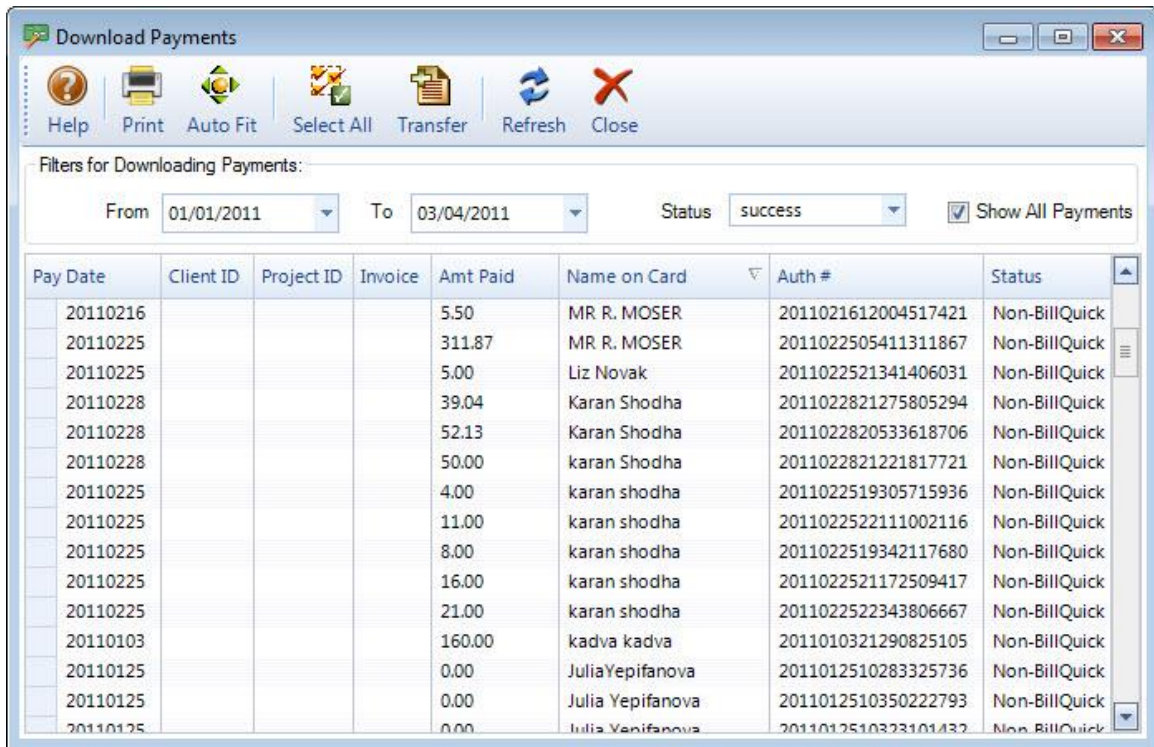


3. Filter the payments based on the status of credit card payments. The Status drop-down list includes Success, Pending, Bad Card and Problem.

4. After reviewing the items, click Transfer to move them into BillQuick as payments.

5. When you are done, click Close to exit.

# Credit Memos

You can create credit memos for a 'Credit' type of payment recorded against an invoice. You can use it to inform clients that you have reduced their outstanding balance.

# Creating Credit Memos

To create a credit memo:

1. Open the Credit Memo screen from the Billing menu. (You can also open it from the Invoice Review screen.)

2. Select a Client from the drop-down list (*whose memo you want to create*).



3. Select the Project ID for the client against whom you are recording the payment.

4. Next, enter the payment Date and Amount.

5. Optionally, enter a Memo, Reference number or unlimited length Description related to the credit memo.

6. Apply the credit amount to the invoice(s) by manually entering the Amt Applied in the grid. Else, use the Auto Apply option to apply the amount automatically to the listed invoices.

7. Click Save. Else, click Print to preview or print the credit memo.

8. When you are done, click Close to exit.

> You can record a credit memo from the Payment screen as well. When you select the 'Credit' payment method, BillQuick asks if you want to print a Credit Memo after saving the payment.

# Accounts Receivable

An invoice sent to a client for work done *and* with an amount due is a receivable. Slow receivables reduce profits, funds available for needed or desirable capital expenditures and resource improvements, and increase the costs of doing business. Thus, it is important to manage receivables and track individual invoices for timely collections. In addition, it is a good practice to include a 'Stop Work' clause in your contracts to safeguard your interests. Projects will be profitable only if the client pays you on time for the work done.

BillQuick contains many tools to help you track and analyze receivables and work-in-progress with at-a-glance Dashboard information, reports, billing-related memos, journals and collections conversations. Client investment is a good indicator of your accounts receivable.

Client Investment = Unpaid Invoices + Work-in-Progress – Retainer

When the client investment is too high, you need to remind the client for payments. You can obtain this information from the Investment Summary (WIP + A/R) or A/R Reconciliation reports.

The aging reports in BillQuick include client sections that list aged project invoices. Client contact details and the project manager display prominently. You can print aging reports using one or more ranges as filters:

- Invoice numbers
- Transaction dates
- Clients
- Projects

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AR Aging - 90 Days

Printed on: 2/22/2011
Page 1 of 4

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

**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 |
|---|---|---|---|---|---|---|---|---|
| 1042 | 1/7/2011 | $4,980.00 | $4,817.73 | -- | $162.27 | -- | -- | $162.27 |
| LF-1042 | 4/1/2011 | $2.27 | -- | $2.27 | -- | -- | -- | $2.27 |
| | | Project (09-PV Country Club:) Balance | | $2.27 | $162.27 | $0.00 | $0.00 | $164.54 |
| | | Client (Allied Tech) Balance | | $2.27 | $162.27 | $0.00 | $0.00 | $164.54 |

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

**City Health Department** (10-City Health Dept:) - Managed by (JA)

| Invoice Num | Date | Bill Amt | Paid | Current | 31 To 60 | 61 To 90 | >> 90 | Balance |
|---|---|---|---|---|---|---|---|---|
| 1112 | 1/31/2012 | $17.33 | -- | $17.33 | -- | -- | -- | $17.33 |
| | | Project (10-City Health Dept:) Balance | | $17.33 | $0.00 | $0.00 | $0.00 | $17.33 |

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

| Invoice Num | Date | Bill Amt | Paid | Current | 31 To 60 | 61 To 90 | >> 90 | Balance |
|---|---|---|---|---|---|---|---|---|
| 1052 | 1/29/2011 | $370.92 | $333.87 | $37.05 | -- | -- | -- | $37.05 |
| 1056 | 3/2/2011 | $243.42 | $210.00 | $33.42 | -- | -- | -- | $33.42 |
| | | Project (10-Redondo Library:) Balance | | $70.47 | $0.00 | $0.00 | $0.00 | $70.47 |
| | | Client (City Services) Balance | | $87.80 | $0.00 | $0.00 | $0.00 | $87.80 |

**County Municipal Offices** (County) - *Tracy ... @ 310-555-3322*

If you need an aging summary, such formats are also available. You can drill-down to the details while previewing the report. In addition, you can identify payment deficiencies and other receivable information from other A/R reports such as Client Snapshot with AR Aging, Billings Summary by Month, Cash Receipts, Statements, Collections, etc. See *Report and Invoice Samples* in the Appendix chapter.

BillQuick displays the invoices that are past due and their total bill amount on the Reminders, Dashboard and Company Navigator. You can then drill down to the past due items or print a report. You can track your receivables, cash flow and other critical information using the Dashboard. See *Dashboard* in the Project Management chapter for details.

## Writing-Off Accounts Receivable

At times, you may have to write-off all or part of an invoice because of bad debt, non-payment of outstanding amount or any other reason where you know accounts receivable will not be collected. In such a case, BillQuick lets you write off an invoice amount.

To generate a write-off:

1. Open the Payment screen and select the relevant client/project with an outstanding balance.

2. In the Pay Method field, select the Write-Off option.

3. Enter the Amount you want to write off.

4. In the grid, check Apply next to the invoice that you would like to write off.

5. When you are done, click Save and then Close to exit.

> If you synchronize with QuickBooks, a write-off will transfer as a credit or discount.

> Check out *BillQuick Training* at www.bqe.com/Services.asp for a standard or custom training course for Billing Managers.

> Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 14

# Retainer Management

- Retainers

- Retainer Invoices

- Retainer Payments

# Retainers

In BillQuick, you can have two types of retainers—client retainers and project retainers. BillQuick recognizes a retainer and makes it available for application *only after* you record it in the Payment screen. Whether BillQuick classifies the amount that you receive as a client retainer or a project retainer depends on how you record it. Typically, you would apply a retainer toward the end of a project on the final invoice. Most of the industries, especially architectural and engineering, consider it as a security deposit, used at the end of a contract.

BillQuick saves overpayments and other unapplied amounts—funds on account—as client retainers.

Retainer Management maintains a complete history of all retainer activity, including retainer invoices, receipts, and application to invoices. Retainer information is also available in-context throughout BillQuick, including client records, project records, Billing Review, Manual Invoice, Payments and various reports.

> BillQuick *does not* allow retainers for a Main project. It distributes retainer and contract amount to its phases and segments using '% of Total Project' for each (on the Project-Detail screen). You can manually distribute the retainer amount to phases or generate a retainer invoice for them.

## Retainer Situations

You may be having clients who pre-bill for all their work or offer pre-paid services. Typically, they use fixed fee contract types involving monthly, quarterly or annual billing. In other words, there are no time or expense entries when they issue invoices.

You can handle this situation in three ways:

- Set up a billing schedule for each contract. You can specify the bill amount and reminder date for the billing to take place, irrespective of the time and expense entries made.

- Set the project as 'Recurring' and specify the recurring amount and frequency on the Project, Billing tab. Once a project is set as recurring type, it will show up in the Billing Review irrespective of whether you have recorded any time or expense against the project.

- Send the client a retainer invoice at the beginning of every month and then internally create a regular invoice at the end of the month for the same amount and apply the retainer received. This will result in a zero dollar invoice, which you will not email to the client. However, the time and expense entries will link correctly, giving you the correct realization rates and accurate write-up/write-down values.

This section covers the following retainer topics:

- Retainer Invoices
- Retainer Payments

# Retainer Invoices

You can create retainer invoices from the Project screen as well as the Retainer Management screen.

Select the tasks to perform:

- Creating Retainer Invoices
- Adding Memos to Retainer Invoices
- Emailing Retainer Invoices
- Memorizing Retainer Invoices

## Creating Retainer Invoices

To create a retainer invoice:

1. Open the Retainer Management screen from the Billing menu.

2. Select the desired client in the grid. On the Summary tab, click Create Retainer Invoice.



3. On the Retainer Invoice screen, select the Project for which you want to produce a retainer invoice. The default Client Address displays; however, you can change it by clicking on the Change Client

Address link.

 Alternatively, you can check the 'Create Retainer Invoice for a Project Group' option and select a Project Group instead.

4.  Next, enter the Retainer Amount and Date of the invoice.

5.  Optionally, add a description. Depending on the invoice format chosen, you can print this text on the retainer invoice. To save time, use Auto Complete shorthand codes.

6.  Click Process to create the retainer invoice.

7.  To preview or print a retainer invoice, click Print.

8.  When you are done, click Close to exit.

Alternatively, you can create a retainer invoice from the Project screen. To do so:

1.  Open the Project screen.

2.  Select a project in the grid for which you want to produce a retainer invoice. Move to the Billing tab.

3.  In the Retainer section at the bottom, enter a Retainer Amount to request from the client. Click  to create and preview the retainer invoice.

4. Choose the desired invoice type and then click Preview.

5. From the preview window, you can print, email or export the retainer invoice.

> You can memorize retainer invoices with user-defined frequency. *See Memorizing Retainer Invoices below for more*.

## Adding Memos to Retainer Invoices

You can add relevant notes by attaching memos to the retainer invoices. To do so:

1. Open the Retainer Management screen from the Billing menu.

2. Select a client in the grid and on the Summary tab, click Create Retainer Invoice.

3.  On the Retainer Invoice screen, select the Project for which you want to produce a retainer invoice.



4.  Create a retainer invoice by entering the required data.

5.  Type the desired memo or notes in the Description box. You can format the text, insert date-time stamp to it using ![31] and also spell-check it using ![ABC].

6.  When you are done, click Process. The retainer invoice now has a memo attached to it.

Alternatively, you can add a memo in the Retainer Management screen. To do so:

1.  Click on the Payment tab of the Retainer Management screen.

2.  Select the desired retainer (Billed) from the grid and then click Memo.

3. Enter unlimited length text memo or notes in the Memo Pad. You can format the text, insert date-time stamp to it using [31] and also spell-check it using [ABC✓].

4. When you are done, click Save and then Close to exit.

## Emailing Retainer Invoices

You can email the retainer invoices to the clients in the following way:

1. Open the Retainer Invoice screen from the Retainer Management or Project screen.

2. Processed invoices display in the Previous Retainer Management grid. Select the one that you intend to email.

3. Next, click Email. Choose the desired invoice type and then click Preview.

4. In the Email screen, a default message displays (*from the Preferences-Email Settings or Global Settings-Email Settings screen*). Edit the body of the email message, if desired.



5. You can change the default Subject as well as the Attachment name (*from the Global Settings-Email Settings screen*).

6.  Perform a spell-check of the email by clicking Spell.

7.  Click Send and then Close to exit.

Alternately, you can email retainer invoices from the Retainer Management screen. To do so:

1.  Click on the Payment tab of the Retainer Management screen. Select the desired retainer invoice (Billed).
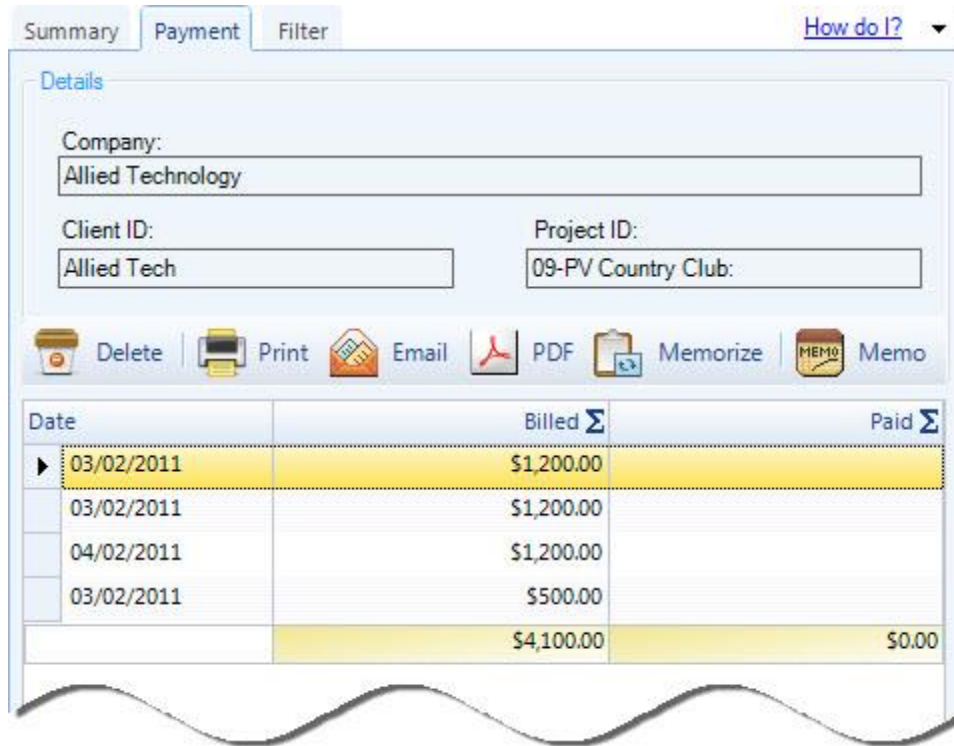


2.  Click Email. Choose the desired invoice type and then click OK.

3.  In the Email screen, a default message displays (*from the Preferences-Email Settings or Global Settings-Email Settings screen*). Edit the body of the email message, if desired.

4.  Mark the 'Send Message as Plain Text' option if you want recipients to receive the email message without any formatting styles.

    BillQuick carries forward the email address of a client from the Client profile. You can also send the email to multiple recipients, using the Cc field (*email addresses separated by commas*).

5.  When you are done, click Send and then Close to exit.

BillQuick creates a PDF invoice and sends it to the client on the specified email address.

# Memorizing Retainer Invoices

You can memorize retainer invoices (and manual invoices) and schedule them for automatic processing on a user-defined frequency. You can specify a recurring frequency and other settings for your retainer invoices. You can set the workflow to notify the right person to make the decision whether to process the new invoice, or set it for automatic processing. BillQuick then notifies you about these future billings via BillQuick Messages or reminders.

To memorize retainer invoices:

1.  Open the Retainer Management screen from the Billing menu and select the desired client or project in the grid.

2.  Click its Payment tab. Select a retainer invoice (Billed) to memorize.

3.  Click Memorize to open the Memorize Invoice screen with the invoice pre-selected. *You can also access it from the preview window while previewing a retainer invoice.*

4. Type a Name for the memorized invoice. Enter a detailed Description as well.

5. Enter the desired Schedule Settings, including the Repeat frequency. E.g., you may select Monthly to generate memorized retainer invoices after every month.

6. In the Notify Settings section, specify who has to process the memorized retainer invoice by selecting that ID from the dropdown. Else, set it for automatic processing.

> In case of automatic processing, you can specify whom to notify about it via BillQuick Messages.

7. Assigning an invoice number is automatic. Select whether to use the next sequential invoice number available in BillQuick or a custom number.

8. Enter a Memo, if required. You can choose to display the memo on retainer invoices by checking that option.

9. When you are done, click Save and then Close to exit.

> Once you have memorized the retainer invoices, on receiving the appropriate notifications you can view and process them. See *Processing Memorized Invoices* in the Accounts Receivable chapter for more information.

# Retainer Payments

You can record retainer receipts or payments in BillQuick, whether client retainers or project retainers. BillQuick differentiates a client retainer from a project retainer by the way you record it. For a client retainer, you select only a Client ID. For a project retainer, you select only a Project ID or both Client ID *and* Project ID.

This section explains various tasks related to retainer payments:

- Recording Retainer Payments
- Deleting Retainers
- Applying Retainer to Invoices
- Converting Project Retainers to Client Retainers
- Refunding Unused Retainers

## Recording Retainer Payments

To record a project retainer payment:

1. Open the Payment screen.

2. Select View By: Client and a Client ID from the drop-down list. (*You can also choose View By:*

*Project, then select the desired Project ID.*)



3.  Enter the Date of the payment or select one from the drop-down calendar.

4.  Select the Pay Method from the drop-down list, say Check.

5.  Check the 'Apply as Retainer' box. This directs BillQuick to process the receipt as a retainer payment and add it to the Project Retainer balance.

6.  Now enter the Amount of the retainer.

7.  Click Save to record the payment. When you are done, click Close to exit.

>  If you mistakenly record a retainer receipt to a project or client, delete it and re-enter the payment.

## Deleting Retainers

You can delete retainers in two ways.

To delete a retainer from the Retainer Management screen:

1.  Open the Retainer Management screen from the Billing menu or toolbar.

2. Select a client in the grid and move to its Payment tab.



3. Select the desired retainer payment from the grid and then click Delete.

4. BillQuick prompts you to confirm the deletion. Select [ Yes ] to delete the invoice.

5. When you are done, click Close to exit.

To delete a retainer payment from the Payment screen:

1. Open the Payment screen and select View by Client or Project, as desired.

2. Select the Project or Client ID whose retainer payment you want to delete.

3. In the Previous Payments drop-down list, select your retainer payment with an invoice number 0.

4. You will see the retainer payment details on the screen (grayed out). Click Delete.

5. When you are done, click Save and then Close to exit.

## Applying Retainers to Invoices

After sending retainer invoices to clients and receiving the retainer payments, you can apply them to invoices in several ways:

- On billing records in the Billing Review screen
- On manual invoices in the Manual Invoice screen
- On billing records in the Billing Schedule screen
- On outstanding invoices (A/R) in the Payment screen

**Billing Review**

When executing billing decisions in the Billing Review screen, you can apply project and client retainers to billing records. To do so:

1. Open the Billing Review screen.

2. Select the desired options in the View by and From/To fields to view the billing records in the grid.

3. To view retainer available, click  Field Chooser and turn on all the retainer fields.

4. When Client and/or Project Retainer are available, enter a dollar amount in the Retainer field. You can also enter a percent value (*with % sign*).

   Else, select Auto Apply Retainer option from the Options drop-down. BillQuick applies available retainer balances until exhausted or Net Bill is zero.

5. When you are done, click Process to process the invoice and click Close to exit.

    If a project retainer *and* a client retainer exist, you must apply the entire project retainer before you apply the client retainer.

## Manual Invoice

To apply a retainer to a manual invoice:

1. Open the Manual Invoice screen from the Billing menu, toolbar, Sidebar or navigator.

2. Select the desired Project ID.

3. Check the Project Retainer at the bottom of the screen. If available, apply a portion of it to the invoice in the Retainer field.

If project retainer is zero, check the Client Retainer. If available, apply a portion of it to the invoice in the Retainer field. BillQuick reduces the Total amount of the invoice by that amount.

4. When you are done, click Process and then Close to exit.

## Billing Schedule

When defining a billing schedule, you can apply all or a portion of the project retainer to future invoices. To do so:

1. Open the Billing Schedule screen.

2. Select the desired Project ID and create billing records for it.

3.  Next, check the Retainer Amount above the grid and, if available, apply it in the Retainer field.

    Alternatively, enter a percent value in the % Ret field. BillQuick calculates and inserts the amount in the Retainer field.

    BillQuick reduces the Net Bill by that amount. It carries forward these billing records to the Billing Review screen for processing.

4.  When you are done, click Close to exit.

**Payment**

To apply retainer payments to outstanding invoices:

1.  Open the Payment screen.

2.  Choose the desired View by and Client ID/Project ID.

3.  Enter the required data, as you normally would, but choose 'Use Retainer' as the Pay Method.

4.  Check the Client Retainer Available and Project Retainer Available fields. If retainer is available, enter the Amount to apply.

5.  Check 'Auto Apply' option to apply the retainer amount automatically to outstanding invoices.

6.  When you are done, click Save and then Close to exit.

## Converting Project Retainers to Client Retainers

You may want to move a project retainer to the client level. Converting project retainer to client retainer is a two-step process:

To remove the available project retainer:

1.  Open the Payment screen.

2.  Select the desired project with the retainer from the Project ID drop-down.

3. Check 'Apply as Retainer' to record this as a negative retainer payment.

4. In the Amount field, enter a negative amount equal to your project retainer available.

5. When you are done, click Save.

To apply the project retainer to the client:

1. On the Payment screen, select the desired client from the Client ID drop-down.

2. In the Amount field, enter the same project retainer amount that you removed earlier.

3. Check 'Apply as Retainer'.

4. When you are done, click Save and then Close to exit.

> In a similar way, you can move a project retainer to another project or convert a client retainer to a project retainer.

## Refunding Unused Retainers

There are situations when a retainer balance remains after a project is complete and the client receives the final bill. This situation comes up in law firms, accounting firms, architectural firms, engineering and IT companies. The company can return or refund this unused retainer to the client or save it as a negative

retainer equaling the unused retainer balance.

To refund unused retainers:

1. Open the Payment screen from the Billing menu, toolbar, Sidebar or navigator.

2. Choose View by: Project or Client (if it is a client retainer) and select a Client ID.



3. In the Date field, accept the payment date (defaults to today) or change it.

4. Next, select the type of payment in the Pay Method. It defaults to Check.

5. Enter the Amount of retainer payment that you are returning to the client as a negative value (for e.g. to return $1000 retainer amount, enter -1000.

6. Check the 'Apply as Retainer' option.

7. Click Save. The Client/Project Retainer Available reduces by that amount.

8. When you are done, click Close to exit.

> If integrating with your accounting software, this negative payment will NOT transfer over. You must reduce the 'BQUnearnedRetainer' amount using a credit memo or reduce this amount directly from the QuickBooks retainer account. You also need to issue a refund check to the client from QuickBooks.

# 15

# Report Management

- Reports

- In-Context Reports

- Report Filters

- Memorized Reports

- Report Automation

- Statements

# Reports

Reports contain important and useful information for the company, especially the executives such as owners, principals, partners and managers. BillQuick offers a variety of standard, memorized and custom reports, more than 400 reports categorized for your convenience. There are also reports corresponding to the charts and graphs that display on the navigators and the Dashboard. See *Report and Invoice Samples in the Appendix chapter*.

You can make reports dealing with critical data more secure by assigning report-level security to the user besides the modular security. You get an amazing power to run reports specific to any group, date or other parameter.

BillQuick lets you memorize reports and tag your favorite reports. You can find and view all reports in the Report Center. BillQuick filters and adjusts the reports in the Reports menu and Report Center automatically based on your report permissions.

> You can customize and create new BillQuick reports using Crystal Reports 9.0 or later. Alternatively, you can request a quote from the BillQuick Reports Team. You can also buy the detailed BillQuick Report Book. It contains sample reports and lists all reports by category with descriptions for easy identification. *Contact BillQuick Sales at (310) 602-4020 for more information.*

Besides the reports, you can also access collection letters and statements from the Reports menu. Collection letters are editable Word templates that you can customize to your company preference.

This section covers the following reporting tasks:

- Generating Reports
- Generating In-Context Reports
- Report Filters
- Modifying Reports
- Previewing and Printing Reports
- Exporting Reports as PDFs
- Memorizing Reports
- Adding Custom Reports
- Report Automation

## Generating Reports

In BillQuick, you can generate reports in many ways: Reports menu, Report Center screen or any BillQuick screen (in-context reports). You can filter any of the pre-defined reports according to your requirements, including filter by 'Group'. BillQuick cuts the wait time with the background report generation. You can get back to work while BillQuick compiles and generates your report.

To view or print a report:

1.  Select a report from the Reports menu.



2.  It opens the Report Filters screen where you can apply
    filters to view specific data only.

3. Enter or select the desired Date Filters, Other Filters, Group Filters or Options by selecting a range of items from the drop-down lists or discrete items in Select Items dropdown.

4. Once you have applied the filters, click Preview to view the report or Print to print it directly. From the preview window, you can print, export or email the report.

Alternatively, you can view and generate reports from the Report Center screen. To do so:

1. Select Report Center from the Reports menu.

2. Open the Standard report list. *Check 'Legacy View' at the bottom if you want to view the report list as per the traditional categorization of reports*.
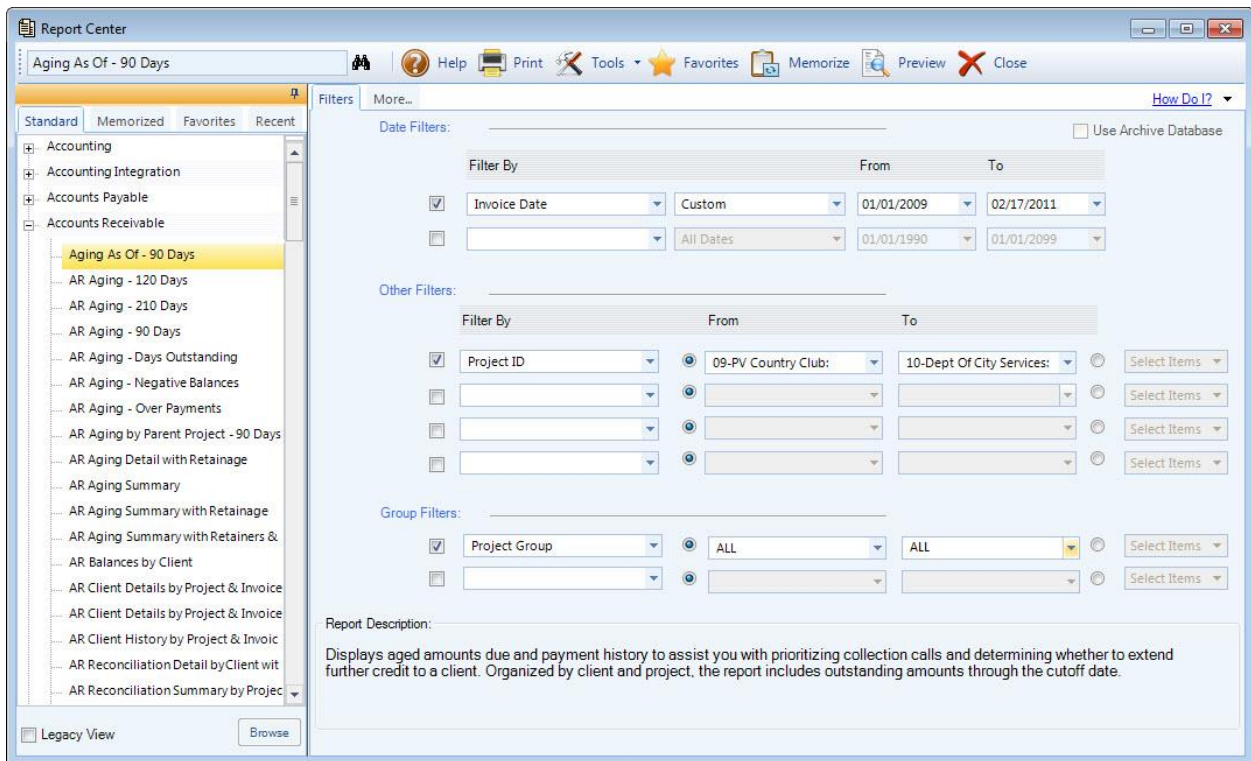


You can click Browse (*active in Legacy View only*) to open a navigation dialog to select the path to an alternative folder containing other BillQuick report templates.

3. Open the desired report category by clicking ⊞ next to it and then select a report.

Alternatively, you can search for a specific report by typing that name in the box at the top and clicking 🔍.

ⓘ A brief Report Description displays for the selected report on the Filters tab. You can view a sample preview and full location (path) of the selected report on the More tab.

4. On the Filters tab, check 'Use Archive Database' option to include archived data in the reports.

5.  Apply Date Filters by selecting the desired Filter By options such as Transaction Date, Time Entry Date, Invoice Date, etc.

6.  In the next field, select a range such as All Dates, This Week/Month/Quarter/Year to Date, etc. and appropriate dates in the From-To fields.

7.  You can select AND or OR option to narrow or broaden the search when using multiple Date or Other filters. *Click Tools and select Show Operators to show/hide these AND/OR options.*

> If you specify a range of employee IDs AND a range of project IDs, only that data which match both filters will be included in a report. Thus, the report will contain fewer records. In contrast, OR retrieves records that match one or both filters, resulting in more records for the report.

8.  Apply Other Filters by selecting a Filter By option (Activity, Client, Employee, Project, Payment, Time and so on) and then a range of items in the From-To fields. You may also select discrete items in the Select Items dropdowns.

> Other Filters available on the Report Center screen also include custom fields from master information records associated with the report, e.g., Client Custom 1, Client Custom 2, Project Custom 1, etc.

9.  Similarly, you can specify Group Filters (such as Employee Group, Client Group, etc.) and then select the appropriate From-To range.

10. Move to the More tab. You can see a Sample Preview of your report. If this is not what you want, selected another from a list of Similar Reports.

11. If required, enter a Custom Query String as a specific filter by clicking ⊞. Check 'Append to (E) Query' option to apply it.

12. Click Print or Preview. From the preview window, you can print, export or email the report.

13. On the button panel, click Favorites to tag the current report as your favorite. All your favorite reports will display in the Reports menu, Favorite Reports dropdown.

14. If you applied filters to the report and want to save the settings, click Memorize. *See Memorizing Reports below for more*.

15. When you are done, click Close to exit.

## Generating In-Context Reports

You can access in-context reports from almost all the screens in BillQuick. For example, if you are using the Payment screen, you can access payment reports from that screen directly. Similarly, if you are in the Employee screen, you can generate employee reports from there.

To generate an in-context report:

1. Open the desired screen in BillQuick, say Project.

2. To preview or print any project-related report, click Print. It displays a 'Select a Report' dialog.

3. Select the desired report from the list.

4. Click Preview. From the preview window, you can print, export or email the report.

5. When you are done, click Close to exit.
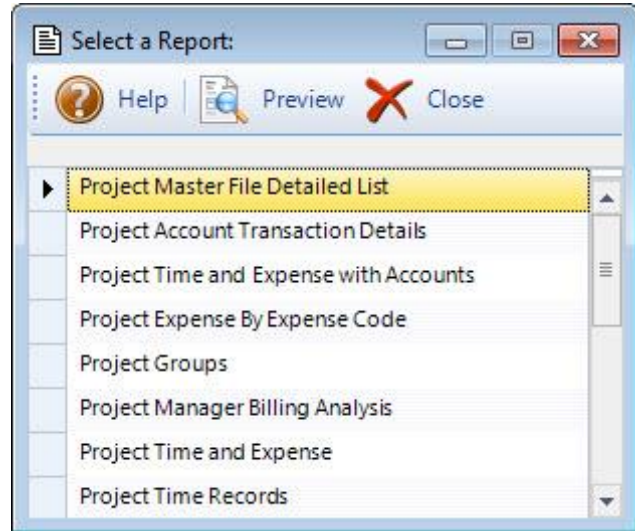
⚠ Data included in the in-context report is limited to what is in the grid. Thus, how you filter data in the screens will determine the information included on the report.

# Report Filters

Report filters limit the number of records or data displayed in the report. You can filter any of the pre-defined reports according to your requirements, including filter by 'Group'. You can apply the group filters to the custom reports as well. This gives you an amazing power to run reports specific to any group you may have created. You can set filters for reports in the Report Filters as well as Report Center screen.

For example, if you make activities or expenses billable to a project, the Project Time and Expense Report initially shows unbilled costs for all projects and for all dates. This is too much information if all you want to see is last year's unbilled costs to one of the projects. You can use the Date and Projects Filters to print last year's Project Time and Expense report for a particular project. Similarly, if you want to view a report for employees with IDs ranging from A through M, you must select that range in the Report Filters screen.

## Applying Report Filters

To apply filters to a report:

1. Open the Report Filters screen by clicking on any report in the Reports menu.

2. Click on the desired filter option, like Date Filters. Then select the item from its drop-down – All Dates, Today's Date, This Year to Date, etc.

3. Enter the dates in the From-To fields or select them from the drop-down calendar.

4. Depending upon the selected report, you may specify Other Filters (such as Projects, Clients, Employees, Payment Types, etc.) or Group Filters (Project Groups, Client Groups, etc.). You can select the All option, a range in the From-To fields or discrete items in the Select Items field.

5. In addition, you can check various Options for filtering the report further—Active Only, Billable Only, Approved Only, etc.

> For some billing reports, you can choose to print a log file for late fee invoices only. This is useful for those who want to know how much late fee they billed and what they collected against that.

6. Check 'Use Archive Database' if you want to include the archived data on the reports.

7. After selecting the desired filters, click Preview or Print. From the preview window, you can print, export or email the report.

8. Click Cancel to close the screen.

> You can right-click on the Report Filters screen to access the Reports

menu and directly select the desired report to be viewed.

## Modifying Reports

You can view a report (invoice and statement as well) by clicking Preview in any screen. From the preview window, you can sort data, suppress items, customize font style, size and color of the report, besides print, email or export it. Customization choices can be ad hoc (on the fly, one-time), or you can save the new settings as a standard for future copies of the report.

> All the common email and modify features are available on the right-click menu.



- Click 🅰 Modify Item Font to select the text that you want to edit in terms of font size, style and effects.
- Click 📝 Modify All Fonts to modify the entire report's font- the font size, style and effects.
- Click 🖼 Modify Item to open the Modify Report screen, which allows you to edit selected report items and fields. You can modify item visibility, apply border and other effects, and change the text, format, size and position of the item. E.g., you may want to suppress items like 'Hours' or 'Cost' in a report.
- Sort the items on the report by selecting the field/column heading by which to sort the report. Then click 🔼 Sort Ascending or 🔽 Sort Descending as needed.
- Click 💾 to save the modified report as a new report. You can access this modified report from the Report Center screen under the Custom or Saved Reports (Legacy View) category.
- Click 📋 to memorize the previewed report. You can assign a new name and report
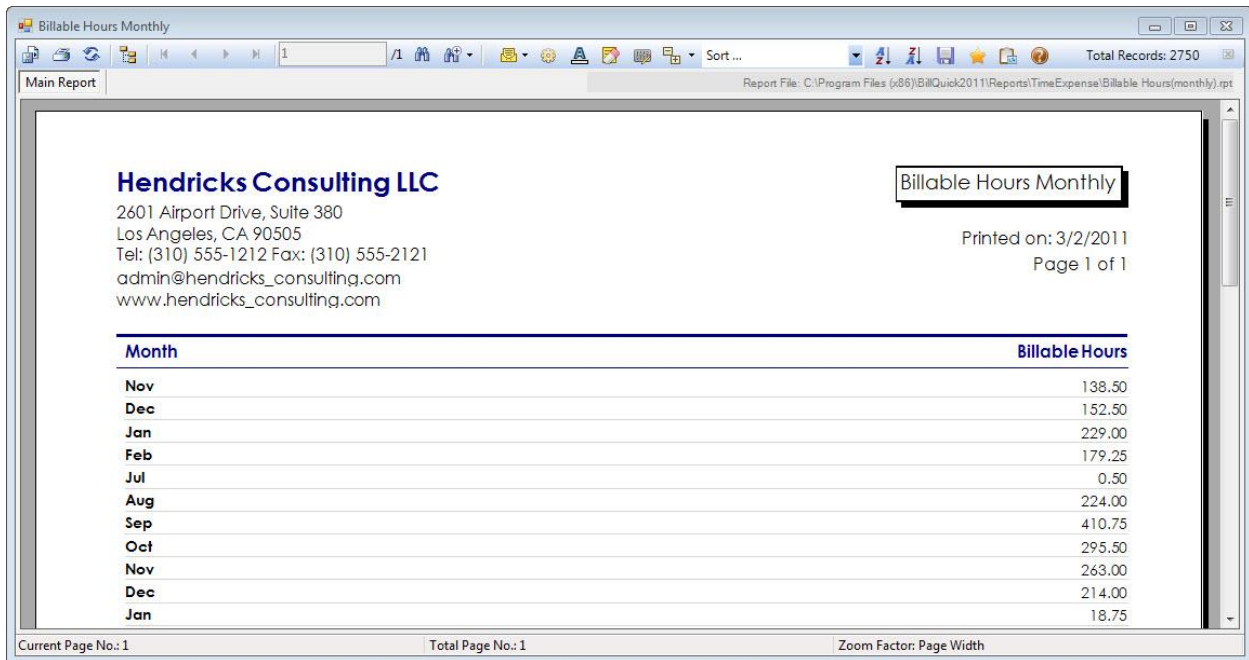
group to it and save it under the Memorized Reports category in the Reports menu (and Report Center).

- You can customize the size of the logo in the preview window. Resizing is done proportionally using the ⬚ Modify Item option.

## Previewing and Printing Reports

You can view a report (invoice and statement as well) by clicking Preview in any screen. You can see the full path of the report or invoice at the top.

From the preview window, you may:



- Click ⬚ Export option to export a report to another format and save it to a folder. Formats include PDF, Word and Excel.

- Click ⬚ Print setup to choose printer options, properties, print range and copies to print.

- Click ⬚ to refresh the data displayed on the report.

- Jump to a section of the report using ⬚ Toggle Group Tree or click ⬚ Find to search for any text in the report.

- Scroll page-by-page through the report using ⬚ ⬚ or Page Up/Down keys. You can also use the keyboard arrows to scroll vertically and horizontally on a page.

- Click ⬚ to change the zoom level from 400% to 25%, plus Whole Page, Page Width and a custom setting. The report viewer remembers the zoom level upon exit.

- Click ⬚ to email the report as a PDF, Word or Excel file. You can accept the standard message (*from the Preferences-Email Settings screen*) or add a new message. You can also

change the default Subject and Attachment name of the email (*from the Global Settings-Email Settings screen*).

- Click ⚙ to choose paper, orientation and margin settings for the printed reports.

- Click ⊞ to enable or disable the drill-down feature. When enabled, you can click on an item or section and view its details. E.g., in the Aging Summary report, you can drill down from client to projects; projects into phases.
  You can also make changes to the sub-reports embedded in the main report. E.g., if you want to suppress one element of the Account Summary shown at the bottom of your invoice, you can now accomplish that by drilling into the Account Summary section and suppressing it.

- Click ⭐ to tag the report as your favorite. It appears instantly in your Favorite Reports list in the Reports menu and Report Center for easy and fast selection. *This setting is user-specific*.

> 💬 Besides the reports, you have these options available for statements and invoices as well.

## Saving Reports as PDFs

Invoices as well as reports can be stored as PDF files. To do so:

1. Open a report from any BillQuick screen, Reports menu or Report Center screen.

2. To export the report as a PDF, click 📄 in the preview window.
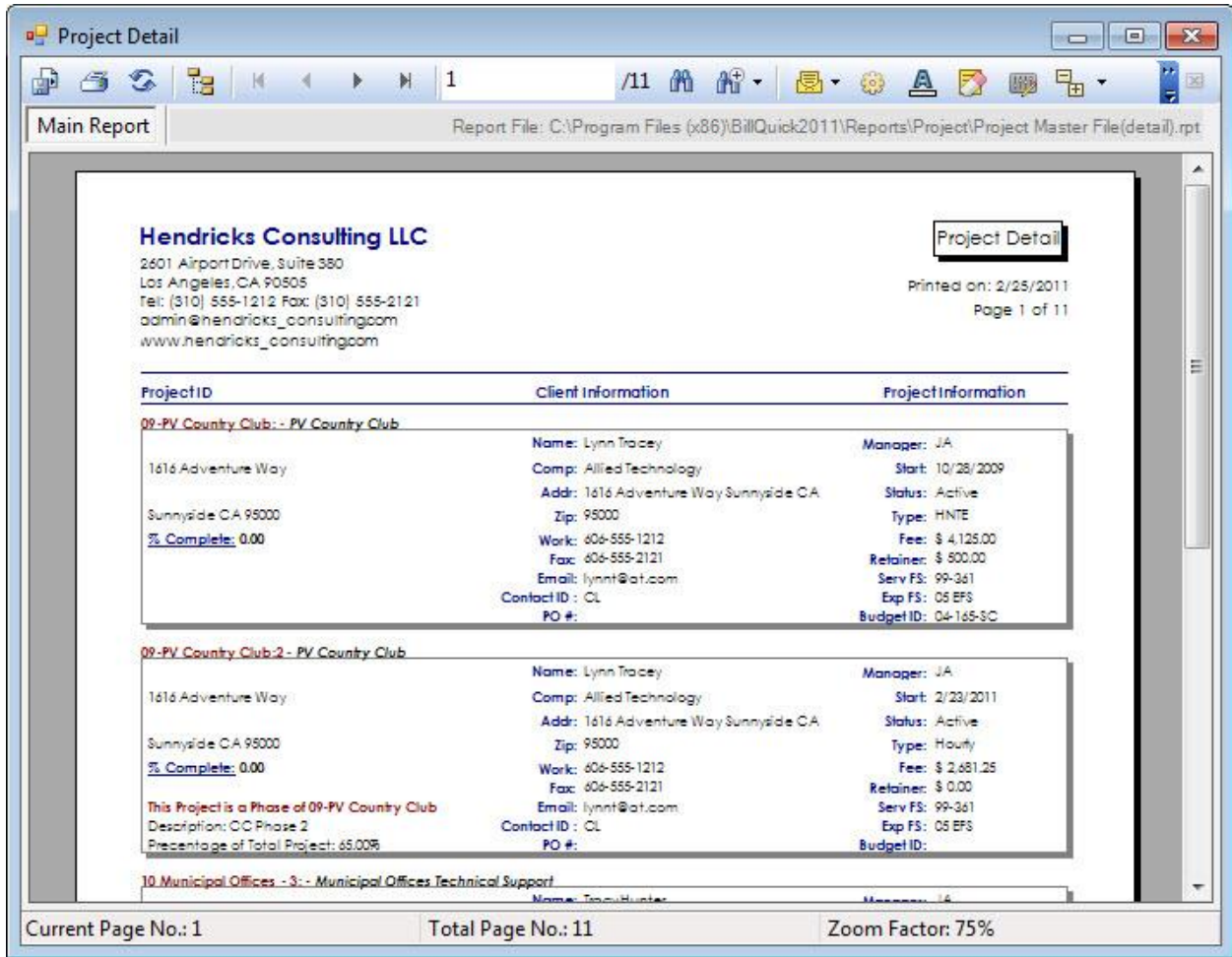
3.  In the Export dialog, enter a file name for this report and save it as a PDF. Click Save.

    BillQuick creates and saves the PDF report at the specified location or in the client files at the default PDF Folder location (*specified in the Preferences-Folder screen*).

4.  You can also click  to email the report as a PDF.

5.  When you are done, close the preview window.


## Memorizing Reports

Many mangers and staff review the same report or a set of reports. You may apply filters or modify a report to suit your needs. It is a good practice to memorize a modified or regularly viewed report to save time and for quick access. For example, you may memorize a profit report or a staff utilization report to show the previous month's information.

You can memorize a report from the Report Center screen or preview window, and then run it directly from the Reports menu. The Memorize Report option allows you to categorize your memorized report on the Reports menu the way you prefer. E.g., you may memorize the utilization and profitability reports

for employees for the current year and then put them in the Staff Performance report group. *The memorized reports are database-specific.*

1.  Open the Report Center from the Reports menu.

2.  Select the desired report from the list on the Standard tab.

3.  Apply the desired Date Filters. For this example, let us assume managers want to view employee report based on the date they were hired. So choose All Dates.

4.  In the Other Filters section, select Employee Manager or Project Manager from the drop-down list. You can memorize the performance report for one of the employee managers.

5.  Click Memorize to create a new memorized report.

6.  In the Memorize Report screen, enter a descriptive Name for the report.
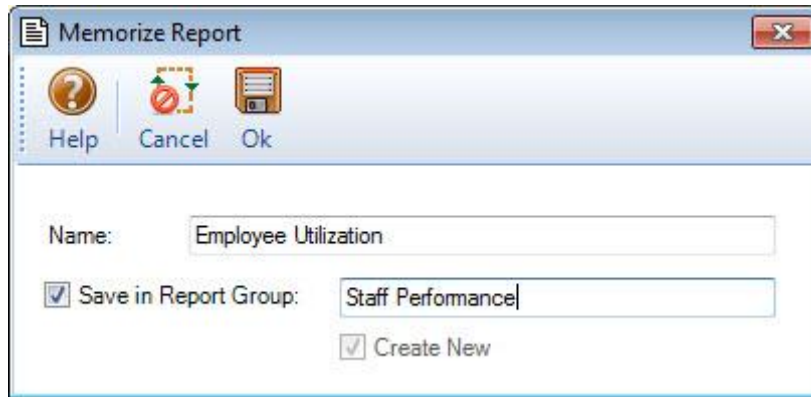


7.  Check 'Save in Report Group' option and enter the group in which you want this memorized report saved.

8.  When you are done, click OK.

9.  You can see the new report listed on the Memorized tab of Report Center as well as on the Reports menu (under Memorized Reports). You or the project manager can now run the profitability report anytime.
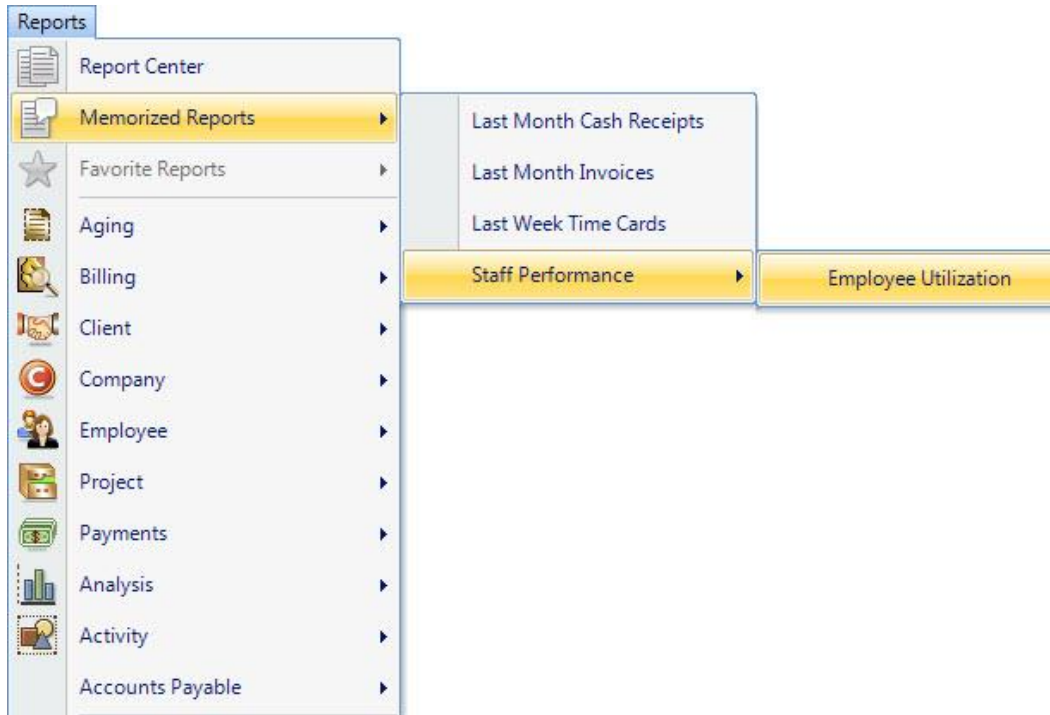
## Adding Custom Reports

BillQuick lets you manage and keep track of your custom reports that your company uses frequently. You can also set security for these reports using Report Level Security and apply group filters on them.

To add a custom report:

1. Open the Custom Report List screen from the Reports menu.

2. Enter a name for the custom report in the Report Name field.
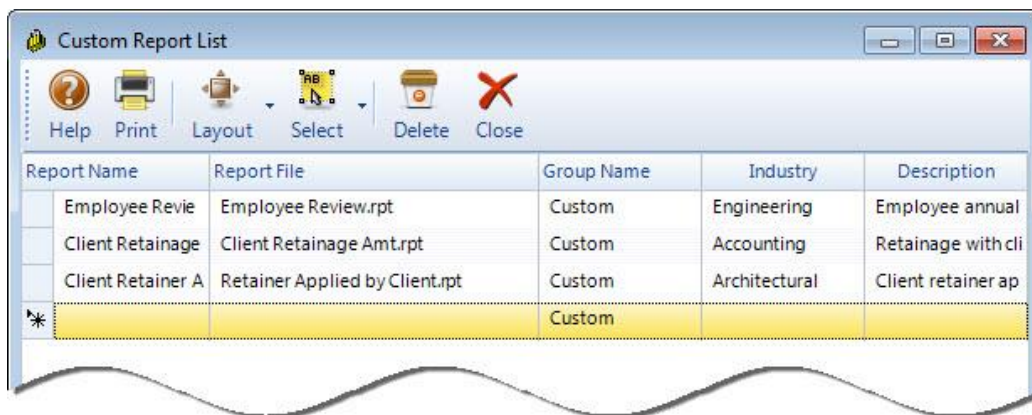


3. Click on the Report File field and browse for a custom report by clicking . BillQuick adds your

report to this list.

4.  You can change the Group Name (*Custom* by default) and specify an Industry and Description for the custom report.

5.  When you are done, click Close to exit.

> You can also modify an existing BillQuick report in the preview window and save it. You can access it from the Report Center screen under the Custom category.

# Report Automation

Typically, executives and decision makers follow a standard pattern when it comes to reviewing information. Contract spent and budget comparisons may be daily or weekly reports. Job costs, work in progress and unpaid invoices may be biweekly. After monthly billing, managers check profitability, work-in-hand and analysis reports.

BillQuick Agent is an add-on module that schedules BillQuick reports (*or other reports created with Crystal Reports*) to be generated and delivered on any frequency to an email address (as a PDF attachment) or postal address (as a printed document).

## Automating Reports with Agent

To generate reports automatically:

1.  Open the Agent application from the BillQuick Add-Ons menu (*opens only if you have purchased it*).

2.  Click Reports to open the Reports Scheduler screen. Move to the Database Options tab.

3.  Select the relevant Database Type- BillQuick Standard, SQL Server or any other.

4.  Accordingly, enter the Name, Password, etc. of the BillQuick database. Click Apply.

5.  The BillQuick Reports folder is loaded. Select the relevant Report File Name from the list.

6.  If desired, move to the Report Filters tab and apply the desired filters.

7. Click on the 'Scheduling and Auto Run Settings' tab. In the Process section, specify the processing date and frequency.

8. Specify the Email preferences for delivering the scheduled report. You can view and edit the text of the email.

9. To save these settings as a memorized report, click New, Save or Save As on the button panel.

10. Click Preview or Print to view the report.

11. When you are done, click Close to exit BillQuick Agent. Your BillQuick reports will be automatically processed and distributed.

The Agent Workflow Automation tool is available separately. Contact BillQuick Sales at (310) 602-4020 for more information.

# Statements

You can view and print statements from the Invoice Review, Report Center and Statements screens.

BillQuick defines the default statement templates for each contract type on the Global Settings-Templates screen. You can change it there or specify an alternative statement format for a project in the Project screen.
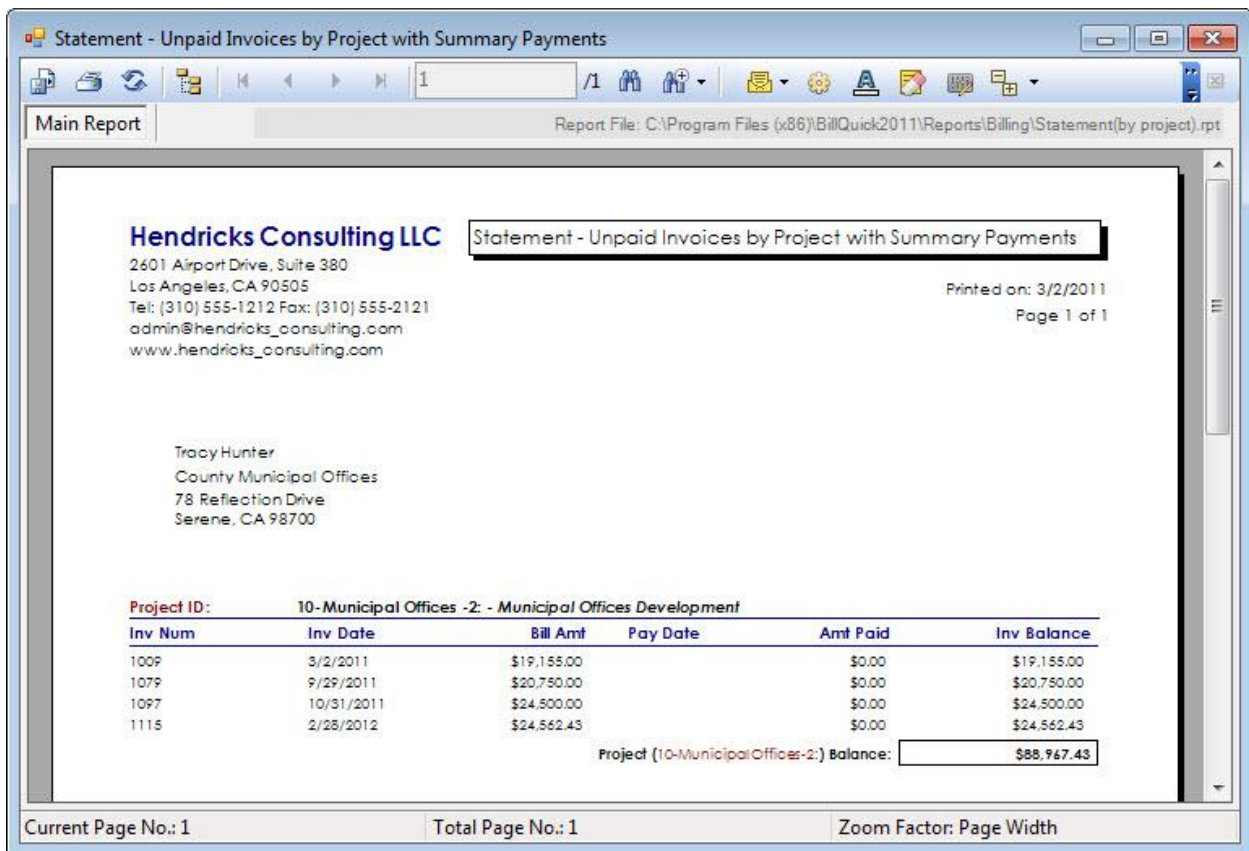
## Printing Statements

BillQuick gives you the ability to print statements for clients even if they have no invoices for a particular month. However, as an exception you can choose to 'Exclude Clients with Billing Between' specified From-To dates.

> As in case of invoices, statements in BillQuick are intelligent enough to see there is a contact listed for a project and change the address to the contact's address.

To preview or print a statement:

1. Open the Invoice Review screen and select an invoice from the grid.

2. Click Tools and select Print Statements.

3. The statement displays in a preview window. From here, you can export, email or print it.

Alternately, you can print statements directly from the Statements screen. To do so:

1.  Open the Statements screen from the Billing menu.

2.  Set the Invoice Date Filter to preview statements for a specific date or all dates.
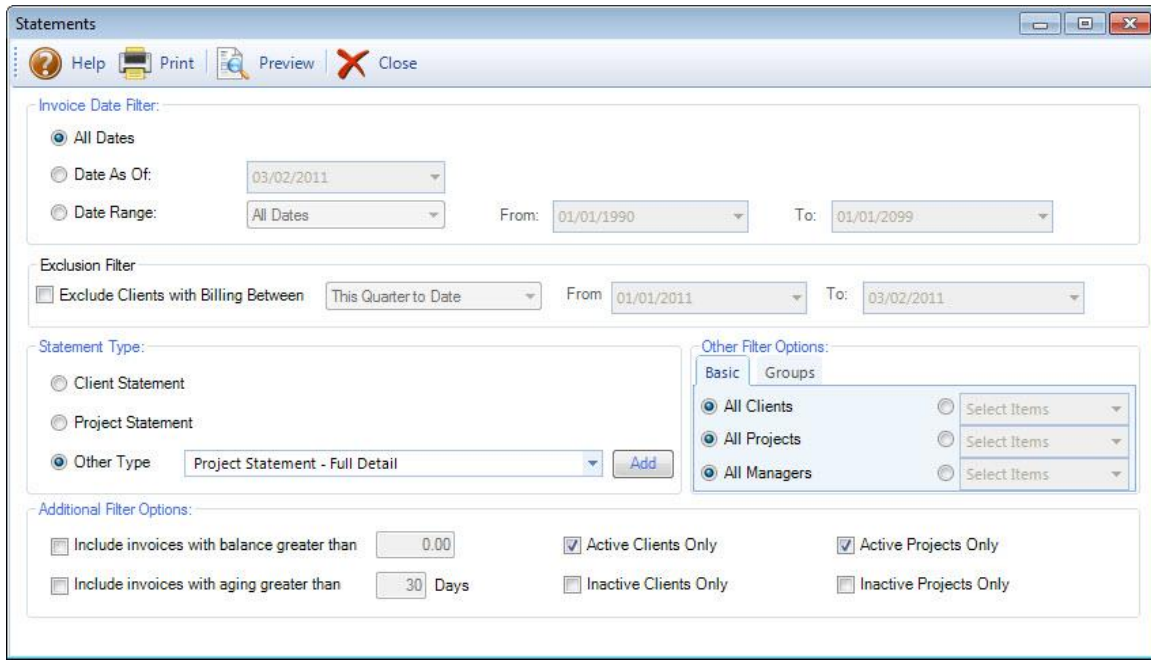


3.  Specify the Statement Type, whether Project or Client statement. 'Other Type' provides various alternatives to choose from—Outstanding Invoices by Project, Client Statement by Project- Full Details, etc.

    Alternatively, click Add to browse for a custom statement and load it.

4.  If desired, select Other/Additional Filter Options for further selective viewing. You may choose to view information by groups or discrete items, status and so on.

5.  Click Preview if you want to view the statement. Else, directly print the statement by clicking Print.

6.  When you are done, click Close to exit.

> To customize invoice templates, you can use Crystal Reports 9.0 or later to do it yourself, or contact us for Report Customization Service at (310) 602-4020. Many of our invoice templates are available for preview at www.bqe.com/GenSolutions or you can check out the *free* BillQuick eBooks for billing managers, business managers and project managers. You can also purchase the detailed BillQuick Report Book.

> Was this information helpful? Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.

# 16

# Appendix

- Report Samples

- Invoice Samples

- Glossary

# Report and Invoice Samples

This section displays the following samples:

- Profitability: Gross Margin
- Project Management: Budget Comparison
- Analysis: WIP by Project
- Time & Expense: Time & Expense Detail
- Accounts Receivables: Statement Details
- Analysis: Staff Performance
- Retainer Management: Retainer Invoice
- Hourly Invoice

> To customize invoice templates, you can use Crystal Reports 9.0 or later to do it yourself, or contact us for Report Customization Service at (310) 602-4020. Many of our invoice templates are available for preview at www.bqe.com/GenSolutions or you can check out the *free* BillQuick eBooks for billing managers, business managers and project managers. You can also purchase the detailed BillQuick Report Book.

# Gross Margin

## Hendricks Consulting LLC

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**Profit by Client & Invoice - Billed Summary**

Printed on: 2/22/2011
Page 3 of 10

**Client Name (ID): Tracy Hunter** (County)

| Inv Num | Project ID | Project Name | Billed | Cost | Profit/Loss | GM % |
|---------|-----------|-------------|--------|------|-------------|------|
| 1022 | 10-Harbor: | Long Beach Harbor | $108.99 | $114.06 | ($5.07) | -4.65 |
| 1030 | 10-Harbor: | Long Beach Harbor | $750.66 | $515.63 | $235.03 | 31.31 |
| 1031 | 10-Harbor Terminal | Long Beach Harbor Terminal Bldg. 61 | $157.50 | $78.50 | $79.00 | 50.16 |
| 1039 | 10-Harbor: | Long Beach Harbor | $1,268.50 | $681.50 | $587.00 | 46.28 |
| 1040 | 10-Harbor Terminal | Long Beach Harbor Terminal Bldg. 61 | $1,043.15 | $524.93 | $518.22 | 49.68 |
| 1047 | 10-Harbor: | Long Beach Harbor | $1,241.00 | $653.62 | $587.38 | 47.33 |
| 1048 | 10-Harbor Terminal | Long Beach Harbor Terminal Bldg. 61 | $909.26 | $480.91 | $428.35 | 47.11 |
| 1050 | 10-Harbor: | Long Beach Harbor | $15.39 | $13.99 | $1.40 | 9.10 |
| 1053 | 10-Harbor: | Long Beach Harbor | $131.04 | $119.12 | $11.92 | 9.10 |
| 1054 | 10-Harbor Terminal | Long Beach Harbor Terminal Bldg. 61 | $583.37 | $329.47 | $253.90 | 43.52 |
| 1057 | 10-Harbor: | Long Beach Harbor | $34.66 | $31.50 | $3.16 | 9.12 |
| 1058 | 10-Harbor Terminal | Long Beach Harbor Terminal Bldg. 61 | $388.67 | $273.15 | $115.52 | 29.72 |
| 1061 | 10-Crystal Blue Wa | Crystal Blue Waters New System Installatior | $3,000.00 | $4,853.50 | ($1,853.50) | -61.78 |
| 1062 | 10-CBS Support: | Crystal Blue Waters Ongoing Support | $3,415.00 | $1,707.50 | $1,707.50 | 50.00 |
| 1063 | 10-Municipal Office | Municipal Offices Development | $25,000.00 | $4,218.50 | $20,781.50 | 83.13 |
| 1064 | 10 Municipal Office | Municipal Offices Technical Support | $17.50 | $8.50 | $9.00 | 51.43 |
| 1072 | 10-Long Beach Har | Long Beach Harbor - Recurring | $1,000.00 | $0.00 | $1,000.00 | 100.00 |
| 1076 | 10-CBS New Systen | Crystal Blue Waters New System Evaluatior | $500.00 | $315.00 | $185.00 | 37.00 |
| 1077 | 10-Crystal Blue Wa | Crystal Blue Waters New System Installatior | $3,000.00 | $3,786.50 | ($786.50) | -26.22 |
| 1078 | 10-CBS Support: | Crystal Blue Waters Ongoing Support | $1,810.00 | $905.00 | $905.00 | 50.00 |
| 1079 | 10-Municipal Office | Municipal Offices Development | $21,250.00 | $720.00 | $20,530.00 | 96.61 |
| 1080 | 10 Municipal Office | Municipal Offices Technical Support | $17.50 | $8.50 | $9.00 | 51.43 |
| 1093 | 10-CBS New Systen | Crystal Blue Waters New System Evaluatior | $2,000.00 | $1,000.00 | $1,000.00 | 50.00 |
| 1094 | 10-Crystal Blue Wa | Crystal Blue Waters New System Installatior | $3,000.00 | $225.00 | $2,775.00 | 92.50 |
| 1096 | 10-Municipal Office | Municipal Offices Feasibility | $17.50 | $8.50 | $9.00 | 51.43 |
| 1097 | 10-Municipal Office | Municipal Offices Development | $25,000.00 | $0.00 | $25,000.00 | 100.00 |
| 1098 | 10 Municipal Office | Municipal Offices Technical Support | $35.00 | $17.00 | $18.00 | 51.43 |
| 1108 | 10-Harbor Bldg 1: | Long Beach Harbor Terminal Bldg. 42 | $296.59 | $179.61 | $116.98 | 39.44 |
| 1109 | 10-Municipal Office | Municipal Offices Feasibility | $1,910.99 | $1,007.72 | $903.27 | 47.27 |
| 1113 | 10-Harbor Bldg 1: | Long Beach Harbor Terminal Bldg. 42 | $1,266.25 | $627.50 | $638.75 | 50.44 |
| 1115 | 10-Municipal Office | Municipal Offices Development | $25,062.43 | $56.75 | $25,005.68 | 99.77 |
| 1116 | 10 Municipal Office | Municipal Offices Technical Support | $1,170.00 | $585.00 | $585.00 | 50.00 |
| | | **Grand Total:** | **$125,400.95** | **$24,046.46** | **$101,354.49** | **80.82** |

# Budget Comparison

Budget Comparison by Item

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Printed on: 2/22/2011
Page 1 of 40

Project ID: 09-PV Country Club:
Project Name: PV Country Club

| Group/Description | Budgeted Hrs/Units | Budgeted Amount | Spent Hrs/Units | Spent Amount | Remaining Hrs/Units | Remaining Amount | Status |
|---|---|---|---|---|---|---|---|
| BD Liaison: | 0.00 | $0.00 | 8.00 | $440.00 | -8.00 | ($440.00) | OVER |
| Cad Plot: | 0.00 | $0.00 | 6.00 | $555.00 | -6.00 | ($555.00) | OVER |
| CAD: | 0.00 | $0.00 | 14.00 | $560.00 | -14.00 | ($560.00) | OVER |
| Client Conf: | 75.00 | $7,500.00 | 23.00 | $2,295.00 | 52.00 | $5,205.00 | UNDER |
| CMR: | 65.00 | $5,200.00 | 0.00 | $0.00 | 65.00 | $5,200.00 | UNDER |
| Comp Ins: | 65.00 | $5,200.00 | 0.00 | $0.00 | 65.00 | $5,200.00 | UNDER |
| Conf Call: | 50.00 | $3,750.00 | 35.75 | $3,215.00 | 14.25 | $535.00 | UNDER |
| Coordination: | 0.00 | $0.00 | 2.50 | $150.00 | -2.50 | ($150.00) | OVER |
| Cost Est: | 10.00 | $700.00 | 16.00 | $1,200.00 | -6.00 | ($500.00) | OVER |
| Data Entry: | 0.00 | $0.00 | 8.50 | $680.00 | -8.50 | ($680.00) | OVER |
| Liaison: | 25.00 | $1,750.00 | 0.00 | $0.00 | 25.00 | $1,750.00 | UNDER |
| Marketing: | 5.00 | $500.00 | 1.50 | $90.00 | 3.50 | $410.00 | UNDER |
| Measurement: | 35.00 | $2,625.00 | 0.00 | $0.00 | 35.00 | $2,625.00 | UNDER |
| Plan Review: | 0.00 | $0.00 | 2.00 | $160.00 | -2.00 | ($160.00) | OVER |
| Prelim Design: | 250.00 | $20,000.00 | 174.75 | $14,060.00 | 75.25 | $5,940.00 | UNDER |
| Preparation: | 15.00 | $675.00 | 0.00 | $0.00 | 15.00 | $675.00 | UNDER |
| Report: | 25.00 | $1,750.00 | 5.25 | $183.75 | 19.75 | $1,566.25 | UNDER |
| Review: | 20.00 | $1,600.00 | 0.00 | $0.00 | 20.00 | $1,600.00 | UNDER |
| Site Insp: | 55.00 | $4,125.00 | 2.50 | $200.00 | 52.50 | $3,925.00 | UNDER |
| Survey: | 0.00 | $0.00 | 4.00 | $440.00 | -4.00 | ($440.00) | OVER |
| Tech Sup: | 0.00 | $0.00 | 32.25 | $2,580.00 | -32.25 | ($2,580.00) | OVER |
| Web Serv: | 65.00 | $5,200.00 | 0.50 | $40.00 | 64.50 | $5,160.00 | UNDER |
| **Expense Budget:** | | | | | | | |
| Copy: | 0.00 | $0.00 | 30.00 | $9.90 | -30.00 | ($9.90) | OVER |
| DEL: | 0.00 | $0.00 | 1.00 | $39.55 | -1.00 | ($39.55) | OVER |
| Mileage: | 0.00 | $0.00 | 50.00 | $26.25 | -50.00 | ($26.25) | OVER |
| **TOTALS:** | | | | | | | |
| **Services:** | 760.00 | $60,575.00 | 336.50 | $26,848.75 | 423.50 | $33,726.25 | UNDER |
| **Expenses:** | 0.00 | $0.00 | 81.00 | $75.70 | -81.00 | ($75.70) | OVER |
| **Grand Totals:** | | $60,575.00 | | $26,924.45 | | $33,650.56 | UNDER |

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# Work-in-Progress



Work in Progress (Graph)

Printed on: 3/2/2011

**Hendricks Consulting LLC**

## Work in Progress (Top 20)

Amount

Legend:
- 10-WW New Systems:
- 10-Hillard:2-DD
- 10-Hillard:3-CD
- 10-Hillard:4-CA
- 10-CBS Support:
- 10-HUD Richmond:
- 10 Municipal Offices - 3:
- 09-PV Country Club:
- 10-Torrance Airport:
- 10-Harbor Bldg 1:
- 10-Staple Center:
- 10-MAIN:3-CA
- 10-MAIN:2-CD
- 10-MAIN:1-SD
- 10-Party Planners:
- 10-Hillard:1-SD
- 10-Municipal Offices:
- 10-City Health Dept:
- 10-Green Thumb:
- 10-Fun Foods:
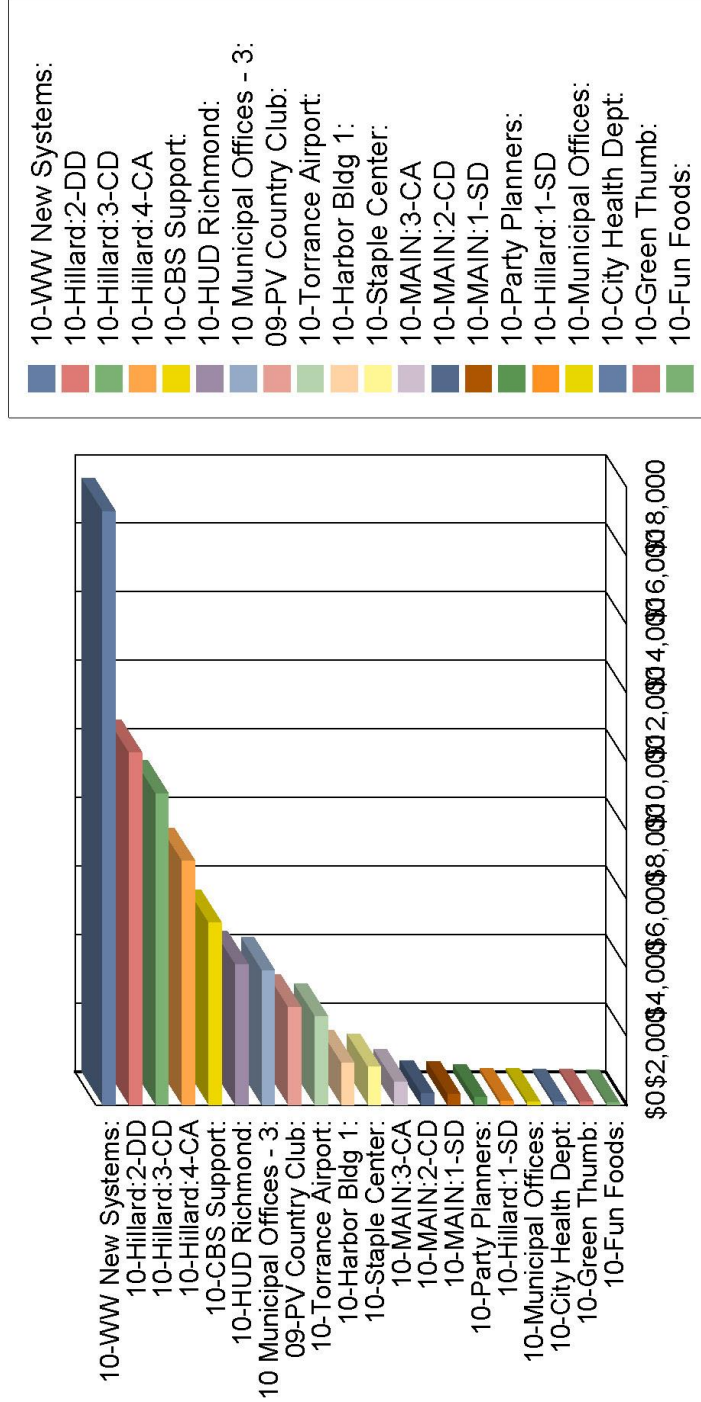
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# Time & Expense Detail

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Time & Expense Detail by Employee with Cost

Printed on: 2/22/2011
Page 27 of 65

**Employee Name (ID): John Ramsey (JD Consulting)**

| Date | Description | Hrs | B-Hrs/Units | Cost | Amount | |
|---|---|---|---|---|---|---|
| **Services:** | | | | | | |
| 4/6/2011 | Computer Installation | 3.75 | 3.75 | $185.81 | $375.94 | |
| 4/11/2011 | Computer Installation | 3.75 | 3.75 | $185.81 | $375.94 | |
| 4/16/2011 | Computer Installation | 3.75 | 3.75 | $185.81 | $375.94 | |
| 4/21/2011 | Computer Installation | 3.75 | 3.75 | $185.81 | $375.94 | |
| 5/1/2011 | Computer Installation | 3.75 | 3.75 | $185.81 | $375.94 | |
| 5/6/2011 | Computer Installation | 3.75 | 3.75 | $185.81 | $375.94 | |
| 9/5/2011 | Telephone Call/Conference | 1.50 | 1.50 | $74.33 | $150.38 | Billed |
| 9/24/2011 | BUILDING DEPARTMENT LIAISON | 8.00 | 8.00 | $440.00 | $440.00 | |
| 11/6/2011 | Telephone Call/Conference | 1.50 | 1.50 | $74.33 | $150.38 | Billed |
| | **Total Services for JD Consulting** | **33.50** | **33.50** | **$1,703.52** | **$2,996.38** | |
| **Expenses:** | | | | | | |
| 9/24/2011 | MILEAGE | | 25.00 | $12.50 | $12.50 | |
| | **Total Expenses for JD Consulting** | | **25.00** | **$12.50** | **$12.50** | |
| | **Grand Total:** | | | **$1,716.02** | **$3,008.88** | |

# Statement Details

### Hendricks Consulting LLC
2601 Airport Drive, Suite 380
Los Angeles, CA 90505
Tel: (310) 555-1212 Fax: (310) 555-2121
admin@hendricks_consulting.com
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Statement - Details

Printed on: 2/22/2011
Page 1 of 1

Ms. Lisa Lee
Holiday Inn
1212 Christmas Street
Celebration, CA 96300

| Inv Num | Inv Date | Bill Amt | Pay Date | Amt Paid | Inv Balance |
|---|---|---|---|---|---|
| **Holiday Inn** | | | | | |
| **Project** 10-Party Planners-2: ( Party Planners, Inc. Tech Center ) | | | | | |
| 1071 | 8/31/2011 | $2,820.00 | | | |
| | | $0.00 | 9/20/2011 | $572.50 | |
| 1071 | | $2,820.00 | | $572.50 | $2,247.50 |
| 1087 | 9/29/2011 | $1,296.69 | | | |
| 1087 | | $1,296.69 | | $0.00 | $1,296.69 |
| 1111 | 11/29/2011 | $876.69 | | | |
| 1111 | | $876.69 | | $0.00 | $876.69 |
| | | | **Project (10-Party Planners-2:) Balance:** | | **$4,420.88** |
| | | | **Client Balance:** | | **$4,420.88** |

# Staff Performance

## Hendricks Consulting LLC

2601 Airport Drive, Suite 380
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Employee Utilization

Printed on: 2/22/2011
Page 1 of 1

| Employee | Billable | Non-Bill | Marketing | Overhead | Vacation | Sick | Holiday | Hours |
|---|---|---|---|---|---|---|---|---|
| **Allen Marcello** | 712.00 | 6.00 | 0.00 | 0.00 | 18.00 | 12.25 | 72.00 | **820.25** |
| System Administrator | 86.80% | 0.73% | 0.00% | 0.00% | 2.19% | 1.49% | 8.78% | |
| **Bob Duncan** | 439.25 | 0.00 | 5.00 | 0.00 | 24.00 | 0.00 | 50.00 | **518.25** |
| Draftsman | 84.76% | 0.00% | 0.96% | 0.00% | 4.63% | 0.00% | 9.65% | |
| **Bert Woolmer** | 692.00 | 0.25 | 0.00 | 0.00 | 18.00 | 0.00 | 61.00 | **771.25** |
| Director | 89.72% | 0.03% | 0.00% | 0.00% | 2.33% | 0.00% | 7.91% | |
| **Curtis James** | 575.75 | 4.50 | 0.00 | 0.00 | 15.50 | 0.00 | 58.00 | **653.75** |
| Senior Engineer | 88.07% | 0.69% | 0.00% | 0.00% | 2.37% | 0.00% | 8.87% | |
| **Greg Wang** | 20.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **20.00** |
| | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | |
| **Jennifer Arlington** | 310.00 | 6.50 | 230.50 | 18.00 | 57.00 | 0.00 | 79.00 | **701.00** |
| Administrative Assistant | 44.22% | 0.93% | 32.88% | 2.57% | 8.13% | 0.00% | 11.27% | |
| **John Ramsey** | 33.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **33.50** |
| | 100.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | |
| **Mark Kerns** | 85.00 | 0.00 | 0.00 | 1,605.75 | 40.00 | 0.00 | 80.00 | **1,810.75** |
| Jr. Architect | 4.69% | 0.00% | 0.00% | 88.68% | 2.21% | 0.00% | 4.42% | |
| **Richard Curtis** | 664.00 | 0.00 | 0.00 | 0.00 | 16.00 | 0.00 | 68.00 | **748.00** |
| Senior Engineerr | 88.77% | 0.00% | 0.00% | 0.00% | 2.14% | 0.00% | 9.09% | |
| **Riley Thomas** | 517.50 | 0.00 | 0.00 | 0.00 | 18.00 | 0.00 | 60.00 | **595.50** |
| Sr. Architect | 86.90% | 0.00% | 0.00% | 0.00% | 3.02% | 0.00% | 10.08% | |
| **Sarah Beth** | 892.00 | 0.00 | 0.00 | 0.00 | 18.00 | 0.00 | 58.00 | **968.00** |
| Jr. Consultant | 92.15% | 0.00% | 0.00% | 0.00% | 1.86% | 0.00% | 5.99% | |
| **Rose Annbach** | 382.50 | 0.00 | 0.00 | 0.00 | 26.75 | 6.00 | 77.00 | **492.25** |
| Office Manager | 77.70% | 0.00% | 0.00% | 0.00% | 5.43% | 1.22% | 15.64% | |
| **Sally Lawrence** | 144.75 | 0.25 | 0.00 | 1,469.00 | 40.00 | 8.00 | 96.00 | **1,758.00** |
| Jr. Architect | 8.23% | 0.01% | 0.00% | 83.56% | 2.28% | 0.46% | 5.46% | |
| **Walter Birch** | 458.50 | 2.75 | 85.50 | 29.75 | 38.00 | 0.00 | 72.00 | **686.50** |
| General Manager | 66.79% | 0.40% | 12.45% | 4.33% | 5.54% | 0.00% | 10.49% | |
| **Grand Total:** | 5,926.75 | 20.25 | 321.00 | 3,122.50 | 329.25 | 26.25 | 831.00 | **10,577.00** |
| | 56.03% | 0.19% | 3.03% | 29.52% | 3.11% | 0.25% | 7.86% | |

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# Retainer Invoice

## Hendricks Consulting LLC

2601 Airport Drive, Suite 380
Los Angeles, CA 90505
Tel: (310) 555-1212 Fax: (310) 555-2121
admin@hendricks_consulting.com
www.hendricks_consulting.com

Ms. Lynn Tracey
Allied Technology
1616 Adventure Way
Sunnyside CA 95000

| Invoice Date | Invoice Num |
|---|---|
| 2/22/2011 | 1001 |

## Retainer Invoice

| | |
|---|---|
| **Project Name:** | PV Country Club |
| **Project ID:** | 09-PV Country Club: |
| **Project Manager:** | Jennifer Arlington |
| **Contract Type:** | Hourly Not to Exceed |

Thank you for allowing us to serve you. The project manager assigned to your project is shown above. We have also assigned a unique identification number to this job (see above). Please refer to this Project ID number when making payments or requesting information. Once again, thank you for your business. Your prompt payments are highly appreciated.

**Retainer Amount Due:**     $2,500.00

*This retainer amount is due upon receipt.*
*If a payment has been already mailed, please disregard this invoice.*

# Hourly Invoice

## Hendricks Consulting LLC
2601 Airport Drive, Suite 380
Los Angeles, CA 90505
Tel: (310) 555-1212 Fax: (310) 555-2121
admin@hendricks_consulting.com
www.hendricks_consulting.com

Ms. Lynn Tracey
Allied Technology
1616 Adventure Way
Sunnyside, CA 95000

### Invoice

**Invoice Date:** Mar 1, 2011
**Invoice Num:** 1001
**Billing From:** Jan 01, 1900
**Billing To:** Jan 01, 2099

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

Professional Services:

| Date | Employee | Description | Hours | Rate | Amount |
|---|---|---|---|---|---|
| 10/25/2011 | CJ | Client Conference/Meeting | 1.25 | $150.00 | $187.50 |
| 10/26/2011 | BW | FIELD SURVEYING | 2.00 | $110.00 | $220.00 |
| 11/2/2011 | RC | CAD PLOTTING | 1.25 | $110.00 | $137.50 |
| 11/4/2011 | CJ | Client Conference/Meeting | 1.25 | $150.00 | $187.50 |
| 11/5/2011 | BW | FIELD SURVEYING | 2.00 | $110.00 | $220.00 |
| 11/12/2011 | RC | CAD PLOTTING | 1.25 | $110.00 | $137.50 |

**Total Service Amount:** $1,090.00

Reimbursable Expenses:

| | | | |
|---|---|---|---|
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $572.00 |
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $500.50 |
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $654.50 |
| 2/28/2011 | Geo Engineering | PLANS/DRAWINGS/SKETCHES | $357.50 |
| 9/24/2011 | JD Consulting | MILEAGE | $12.50 |
| 10/27/2011 | CJ | MILEAGE | $13.75 |

**Total Expenses:** $2,110.75

**Amount Due This Invoice:** $3,200.75

*This invoice is due upon receipt*

Click here to pay this Invoice via Plug n Pay

### Account Summary

| Services BTD | Expenses BTD | Last Inv Num | Last Inv Date | Last Inv Amt | Last Pay Amt | Prev Unpaid Amt |
|---|---|---|---|---|---|---|
| $ 25,833.75 | $ 2,160.20 | 1088 | 10/31/2011 | $ 49.45 | $ 950.55 | $ 239.54 |

**Total Amount Due Including This Invoice:** $3,440.29

# Glossary

**Activity Codes** are time-based billable and non-billable actions charged to projects. It represents a task or service performed by an employee or a vendor on a project.

**Accounts Payable** is a record of the outstanding bills to be paid. It is a liability for the business.

**Accounts Receivable**: When your customers owe you money for the goods or services delivered to them. The sum of all accounts receivable becomes an asset for the company. Anytime you make a sale, the unpaid amount adds to the A/R balance.

**Actual Hours** is the time taken to complete a task. Using this value, BillQuick calculates the cost of the time expended on a task (Cost Amount = Hours x Cost Rate).

**Add-Ons** enhance BillQuick by providing additional functionality and features. They require separate purchase and installation.

**Aging** is the number of days between invoicing a client and a specific date, usually today. You can age from the due date or transaction date. An aging report shows who owes how much and how long the invoice has been out.

**Agent** is a BillQuick add-on module that automates administrative, reports and management workflow. It monitors and notifies you of delinquent time cards; schedules and delivers reports; and provides alerts in exception situations.

**Approve** is the authorization of time and expenses for billing. BillQuick's workflow feature notifies the designated reviewer of submitted entries waiting for approval. Entries can be auto-approved as you record them.

**Archive** is a collection of client, project and related information packaged together for backup, to transport to some other location. BillQuick deletes the archived data from your database and moves to an archive file.

**Arrears** are unpaid debts. It may be a cause for bringing a project to a standstill until you update the amount owed (in arrears).

**Assign** means to associate one item with another. Through defined associations, Web Suite automates some tasks. You can assign projects, activity codes and expense codes to employees. Similarly, you can assign employees, activity codes and expense codes to projects. Budgets, estimates and fee schedules can be assigned to projects.

**Auto Complete** feature allows you to type shorthand codes, which expand to the predefined longhand descriptions as you type on.

**Backup** is an exact copy of your company's data file, providing an alternate and complete database if your computer fails, your hard disk crashes or you accidentally erase information from the working database.

**Billable Hours** (B-Hours) is the time billed to a client. By default, it is the same as Actual Hours, but you can change it. BillQuick it to calculate the bill value of each time entry (Bill Amount = B-Hours x Bill Rate).

**Billable Expenses** are expenses charged or billed to a client by your company. They may be incurred by employees or vendors on a project(s), for which the company will be reimbursed (via an itemized invoice) by the client.

**Billing Schedule** allows you to define and schedule billing records for later processing. You can attach a billing schedule to projects having fixed-type contracts.

**Bill Rate** is the default hourly rate that you charge a client for an employee's time. BillQuick uses the Bill Rate to calculate the Bill Amount (Billing Hours x Bill Rate) for each time entry.

**BillQuick Supervisor** is a 'go to' person in a company –company manager or administrator— who is responsible for the planning and management of BillQuick. This person typically assigns security permissions to users and often ensures that all users complete time, expenses, billing and other tasks on time.

**Budget** allows the assignment of expected revenues and costs on a project and tracks them against actual amounts. It is usually an internal document, exclusive to one project or assigned to multiple similar projects.

**Chart of Accounts** is a list of accounts that summarize your transactions. It is a list of your assets, liability, equity, income, expense, etc.

**Class** is used by QuickBooks to classify transactions involving jobs, service and expense items. BillQuick translates its use of classes into QuickBooks' classification system.

**Clone** is a tool for creating duplicate records with similar information and attributes like those of the existing clients, employees, projects, etc. Cloning does not alter the source record.

**Closed Invoice** is an invoice with a zero or negative balance. Also called a 'paid' or 'paid-in-full' invoice.

**Comp Time** is the extra time that you log to a project beyond the standard hours. It is banked time in hours that you can use in future. If you do not mark the extra time as compensation time, it can be marked as overtime.

**Contract Amount** is the maximum amount agreed for a project. In BillQuick, you cannot exceed a contract amount for a fixed-type project, except by billable transactions marked 'Xtra'.

**Contract Type** refers to the nature of a formal or informal agreement regarding the project performed for a client. You can also refer to it as a billing arrangement or project type.

**Control Hours** are the hours specified in a time entry screen that control the time entered per session. The number in the Control Hours field should match the total number of B-Hours (billing hours) entered in one session.

**Cost Rate** is the most common rate that an employee costs the company for per hour of work. It is calculated as Cost Rate = Pay Rate x Overhead Multiplier. BillQuick uses the Cost Rate to calculate the Cost Amount (Actual Hours x Cost Rate) for each time entry.

**Credit Memo** informs clients that their outstanding balance with a company is reduced. You can create credit memos for a 'Credit' type of payment recorded against an invoice.

**Crystal Reports** is the de facto standard report writer, a product of Business Objects. You can use it to create new report templates or modify existing ones in BillQuick.

**Custom Labels** allow you to choose lexicon and technical jargon that is familiar to your organization and business. It applies to screen captions, field labels and masks.

**Dashboard** is a control area displaying the key performance metrics of a business. It contains a series of widgets or mini-applications that extract information from your company database and present it in the best format on panels.

**Delayed SFS** is an additional service fee schedule used for special bill rates when services are pre-sold. It works in conjunction with the regular SFS but on a trigger type and value.

**Draft Invoice** is a preliminary invoice created for internal review by managers and/or principals. Draft invoices are not receivables.

**Employee** is a person hired by a company to work on various projects and tasks. An employee may be working part-time or full-time but is necessarily on the payroll of a company.

**Estimate** is a draft or a description of work proposed in terms of activities to perform and expenses to incur.

**Expense Codes** represent expense or charge items incurred by employees or vendors on various projects. They may be billable, non-billable or reimbursable.

**Extra Time** is the time worked on a project beyond that specified in the contract (Xtra).

**Fee Schedule**
*SFS* enables you to assign multiple bill rates for various combinations of employee-activity. *EFS* enables you to set multiple expense rates for various combinations of employee-expense.

**Filter** is a value or range of values used to restrict records displayed in a grid or included in a report.

**Fixed Contracts** are billing arrangements with fixed contract amount agreed upon by the client and your company. You can bill the contract in full, by the hour or in incremental flat amounts.

**Flags** are indicators used to denote any special attribute of entries as specified in the BillQuick database.

**General Ledger** (G/L) is where all your account information – sales, purchase, inventory, cash flow, etc. – is recorded and available. All the financial statements (income statement, balance sheet, etc.) are drawn from the G/L only.

**General Journal** is a record of transactions where the total amount in the Debit column equals the total amount in the Credit column. Each amount is assigned to an account.

**Grid** consists of rows and columns used to display records from a database. Each row is a record, and each column represents a field within the record. A grid looks like a spreadsheet or table.

**Hourly Contracts** have no specific contract amount. Although BillQuick allows you to bill any amount you wish, hourly contracts typically involve billing based on time and expense entries recorded for the project.

**Hourly Not to Exceed** is a fixed type of a contract based on a contract amount agreed upon by the client and company. It involves automatic checking of time and expense entry so that it does not push the project total over the contract amount.

**Joint Invoice** is a consolidated or combined type of an invoice where you can group together phased projects or separate projects with the same client on a single invoice for billing purposes.

**LEDES** (Legal Electronic Data Exchange Standard) is a standard file format used by the legal industry for the electronic exchange of information. It codifies a uniform data output from legal time-and-billing systems for export to e-billing systems.

**License** is a privilege to use BillQuick and its add-on modules within the company that purchased it and within the limitations of the license agreement. The license key contains the user count or number of user licenses purchased by a company. It is also known as 'Named Seat License'.

**License Key** is a code (sequence of letters and numbers) provided by BQE Software when the software is purchased. The encrypted information in the key includes the company name and number of authorized users.

**Main** project is the highest level in the hierarchy of project phases. It is a parent project with one or more phases under it. You cannot record any time or expense entries against a main project.

**Marketing** is a contract type assigned to projects not yet secured while you make efforts to pursue it. You can record non-billable time and expense entries for it.

**Markup** is a percentage value used to increase the cost rate. It determines the percentage by which BillQuick will increase the cost of the expense to determine the charge amount. You can even enter a negative markup to reduce charge amount.

**MDI** is an acronym for Multiple Document Interface. When enabled, you can enter multiple windows within the main BillQuick window. Non-MDI option puts all sub-windows separate from each other.

**Navigator** is a role-based graphical workflow presentation of BillQuick functions with one-click access. It also contains shortcut links to recently used reports and online resources.

**Non-MDI** setting allows each window opened in BillQuick to be independent and to be moved anywhere on the Windows Desktop. You can drag non-MDI windows to a second or third monitor connected to a PC.

**On-Demand Sync** allows you to transfer all updated data or just one record at a time, whenever you want. You can do it from the menu or directly from the screens.

**On-Schedule Sync** means BillQuick reminds you to synchronize on the schedule you choose. The schedule may be daily, weekly or when you start up or exit BillQuick.

**On the fly** indicates doing something on the run or in a hurry. In BillQuick, you can use <Add New> in a drop-down list to add a new master record (client, employee, etc.). After saving the record, you can immediately continue what you were doing.

**Open Invoice** is an invoice with a positive balance (not paid in full).

**Overhead** is a contract type used for work done on projects that track company overheads and administrative costs. It is non-billable and may include meetings, office maintenance, birthday parties, holidays, sick time, vacations, etc.

**Overhead Multiplier** is combined with the Pay Rate of an employee to calculate a Cost Rate (Cost Rate = Pay Rate x Multiplier). It increases the cost rates for benefits and other costs attributed to an employee.

**Overtime** is the time recorded to a project exceeding the daily or weekly Standard Hours, if the time has not been marked as Comp time.

**Overtime Bill Rate** is an optional rate charged for time beyond standard daily or weekly hours. BillQuick uses the Overtime Bill Rate to calculate the Bill Amount (Billing Hours x OT Bill Rate) for each overtime entry.

**Pay Rate** is the hourly rate paid to an employee. For a salaried employee, it is calculated as total salary divided by hours worked per year (2,080 hours).

**Percentage** is a contract type based upon a certain percentage of cost or settlement amount.

**Phase** is a subgroup of services (child project) provided as part of a larger group of services called a project (parent project). Typically, a phase can be broken down into segments and segments into sub-segments. This forms the project hierarchy.

**Posting** refers to process involving distribution of an invoice to a client by mail, email or by hand. When you print or email it, BillQuick automatically marks the invoice as 'posted'.

**Project** is the scope of work contracted by a client. In some companies, all the work done for a client is defined as a single project or it may be broken down into phases, segments and sub-segments.

**Project Control** feature enables you to assign specific activities, expenses and employees to projects. Only assigned items can charge time and expenses to a project.

**Purchase Order** is a commercial document issued by a company to a vendor, indicating the type, quantity and price for products or services ordered from a seller. It records an order for services and materials from vendors or suppliers at a specified price and time.

**Real-Time Sync** means data transfers to and from BillQuick when you update a record in either BillQuick or your accounting application. It is completely automatic and requires no action on your part.

**Recurring** is a contract type used if you have to bill a fixed amount after a specified number of days, irrespective of the time spent on a project.

**Recurring with Cap** is a contract type used if you have to bill a fixed amount after a specified number of days, and the total consideration for the project has a ceiling.

**Register** is a record of all activity that affects an account's balance. You can use your account registers to enter transactions and maintain accounts.

**Reimbursable Expenses** are expenses reimbursed by the company to its employees and vendors. They may be charged or billed to the client later or via vendor bills.

**Reminder** is a built-in message system that displays user-defined notes based on your computer's system date.

**Retainage** is a portion of the Net Bill amount that is unpaid or retained by a client for any project. The client pays this amount later or when the project is completed.

**Retainer** is a payment that you receive in advance for performing work on a project. This money creates a liability because you owe the

service to the client.
*Client Retainer* is an advance payment received from a client and is available for all the projects of that client.
*Project Retainer* is an advance payment received from a client but is available for a particular project only.

**Retainer Invoice** is a request of prepayment for services. It is not a receivable of the company but rather a liability when received.

**Security Profile** is a predefined security template that determines the security permissions of users. Usually, security profiles are role-based, e.g. Manager Level Access, Time & Expense Only, etc.

**SQL String** is a series of commands written in Structured Query Language, a language used by most of the major databases.

**Statement** is a periodic account summary sent by a company to customers who have account transactions during the billing period. It summarizes invoices, adjustments and payments.

**Tabbed MDI** setting allows windows and screens opened within BillQuick to display with a tab. Each tabbed window expands the height and width of the BillQuick desktop.

**Template** is a model or format for something. In BillQuick, it is combination of fields, fonts, rules (lines), and other objects applied in Crystal Reports Writer to represent invoices and reports. Additionally, a security template refers to the combined permissions saved under a name using the Security Profile screen.

**Upgrade** is a software version that contains significantly more new features, reports, functionality, and perhaps new user interface elements. The main version number is also changed.

**User** is an employee or vendor of a company who is authorized to access and work with

BillQuick. A license is required for each person to be an authorized user of BillQuick.

**Vendors** can be subcontractors, suppliers, consultants, agents or brokers. They offer valuable products, materials, skills or services to a company. They can be contract employees but are not on the payroll of your company.

**Vendor Bill** is an invoice received for products and services that a company purchases from an outside party. It lists the quantity of service or expense items received from a vendor or supplier.

**Void Invoice** is an invoice archived for backup, which may be reviewed later by managers. Void invoices remain in the database but are not editable.

**Wizard** is a special form of user assistance that automates a task through a dialogue with you. BillQuick wizards help you to accomplish tasks that can be complex for the first time users and require experience.

**Work-In-Progress** in BillQuick essentially represents the billable, approved, unbilled time and expense entries or their value.

**Xtra** means the time or expense entry is in addition to the contract amount. This item is an exception to the Automatic Evaluation rule and BillQuick does not evaluate extra items.

Your feedback helps us plan and improve BillQuick releases and associated documentation. Please email your comments, suggestions and ideas about BillQuick and this User Guide to BQ-Ideas@bqe.com.