Change is Good

BillQuick simplifies the way you manage people, projects and profitability.

bqe | **BillQuick**

Work Smarter, Make Informed Decisions Even Faster and Improve Overall Productivity and Performance.

BillQuick takes tracking time and billing software to new levels—with a suite of dynamic business intelligence tools that provide key metrics without additional data entry. Even analyzing valuable data is easier with robust features that help you quickly identify what's working and what needs improvement. Mastering the right mix of people, projects and profitability allows you and your firm to work smarter. Not harder.

Project Center

allows you to easily monitor and manage your projects. Find out which projects are running at a loss, have burned through the budget or have overspent their contract.

① Click through the project list to display information for each project.

② The red dot alerts managers that a project has exceeded its allocated budget or contract, and thus helps identify projects needing immediate attention.

③ Instantly switch to details for time and expenses, journal notes, attachments, assignments, allocated tasks, account summary, and history of related invoices, purchase orders and vendor bills.

④ View Budget vs. Actual & Contract Spent values.

⑤ See graphs for profitability, billability, efficiency and earned value.

Collection Center

gives you a real-time view of payment history, client key metrics and all the tools needed to optimize your cash flow and to make informed decisions instantly.

① See client contact information on screen.

② Drill down into just the invoices you want to collect and choose what information you want to view.

③ Keep notes from emails and phone calls in one easy-to-access place. (Get rid of those hand-marked Aging reports that you can never find.)

④ Access real-time metrics for average invoice value, average hourly rate, retainer balance, days from work done to billing, days from billing to payment, and days from work completed to payment.
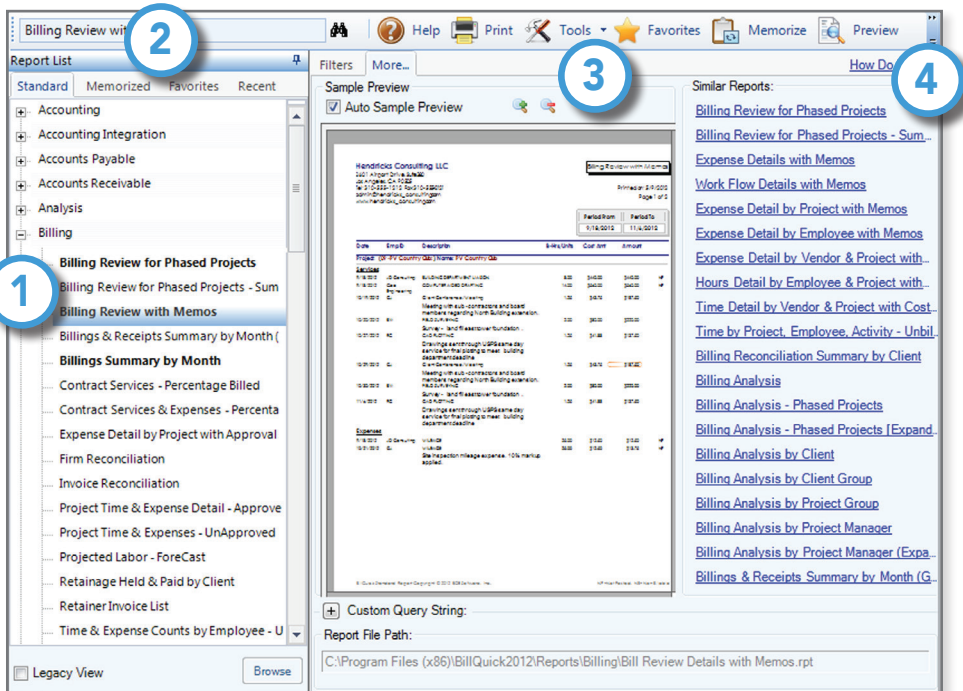
Report Center

makes recurring reporting easy. An average BillQuick user runs over 1,000 reports per year. This Center eliminates redundant tasks—saving you time.

1. *Reports in bold indicate memorized filters. The program automatically remembers up to 100 filtered reports and applies them the next time you run the same report—even ones created by users.*

2. *Memorize reports and filters, tag your Favorites and rerun previous reports with a click.*

3. *Displays an instant preview of a selected report.*

4. *Provides a list of similar reports based on an intelligent algorithm.*

BillQuick Add-ons

Expand the capabilities of BillQuick with these powerful add-ons.

Web Suite

Extend the power of BillQuick to remote users and satellite offices via the Internet by hosting it on your server. Record time and expenses, generate reports, and create and review profiles of your activities, expenses, employees, clients and projects—while traveling, working remotely or visiting a client. *(Compatible with the Mobile app.)*

BillQuick Outlook Add-In

When you schedule appointments to complete, you have created half of a time entry. BillQuick finishes the job. BillQuick Outlook Add-in is embedded into Microsoft Outlook. It eliminates reentering hours into BillQuick for your appointments, tasks and emails. The simple process completes the other half of the time entry with a mouse click.

BillQuick Online

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

Agent

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

BillQuick HR

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

BillQuick Mobile App

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

Key Benefits

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

FEATURE	BENEFIT
Time & Expense	• Flexible timecards that track time in three ways: Time Sheet, Timecard and Timer. • Intelligent time cards built to minimize data entry. • Detachable timer control designed to take minimum real estate on your screen. Easily start and switch between multiple timers. • Record expenses in multiple currencies and attach receipts. • Effortlessly track Overtime, Compensation, Sick, Vacation and Holidays.
Business Automation	• Powerful multi-level submit/approve workflow for time and expenses, vendor bills, and invoices. • Automate report delivery and notifications for tardy time sheets. • Create alerts for a wide-range of tasks from budgets to staff allocation.
General	• Accessibile via the web and mobile devices. • Comply to DCAA requirements with a single-click. • Manages documents and supports a folder structure you define. • Full-featured security with restrictions by employee, project and task. Pre-defined role-based security profiles.
Reporting and Invoicing	• Display the Key Performance Indicators you want on the dashboard. • Over 500 standard reports that are fully customizable. Email reports as a Word, Excel or PDF file. • 150 professional and customizable invoice templates. • Automatically create PDFs and send emails. • Process credit cards payments.
Accounting	• Clear Profit & Loss Reports and Balance Sheets – Cash & Accrual, Current Year and Comparisons • General Ledger and General Journal Entries • Simple Bank Reconciliation • Customizable Chart of Accounts with Sub-Accounts • Vendor Bill and Purchase Order Management • Check Writing • Bank Register • Trial Balance
Project Management	• Manage people quickly and easily with tools for resource scheduling, allocation and utilization. • Interactive Gantt Chart supports dragging and dropping tasks plus it checks for conflicts. • Full budgeting capabilities including the ability to lock projects at contract amount, track over-budget projects, and compare Budgeted vs. Actual. • Supports up to four levels of details letting you organize your projects into Phases, Segments and Sub-Segments

For more information about BillQuick, visit www.bqe.com/BillQuick or call (888) 245-5669. Visit www.bqe.com/BillQuickDemo to sign up for a demo.