Getting Started Guide

BillQuick

BillQuick Online Getting Started Guide

*Built With **Your** Industry Knowledge*

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Introduction

*Welcome to BillQuick Online from **BQE Software, Inc**!*

BillQuick Online is a subscription-based, Software-as-a-Service (SaaS) model of BillQuick® offered by BQE Software, Inc. It is a browser-based version of BillQuick desktop that is hosted by us, providing you with a secure, hassle-free, investment-free time tracking, billing and project management software solution.

Many professionals and consultants spend most of their time out of office—at a client's site, satellite office or at home. Usually, employees or consultants on-the-move submit their time and expenses by mail, fax or email. At the receiving end, the records must be imported or manually entered into the time billing software. To make this process quick and easy, BillQuick Online provides a fantastic solution by extending the reach of BillQuick to remote users via the Internet.

Being a *hybrid* SaaS model, BillQuick Online does not store data solely at the hosted site (called 'cloud') but also at the local site. If you are using BillQuick desktop on a computer or laptop, whenever Internet connection is available, you can sync that data with the BillQuick Online database using the sync tool. You can always have a copy of your company data in case you cannot access BillQuick Online. This is *in addition* to the data backups automatically taken by us. The data sync brings the databases of the two applications to the same level.

The goal of this **BillQuick Online Getting Started Guide** is to help you get started and become comfortable interacting with the application. It explains the concepts and procedures involved in setting up a BillQuick Online account, focusing on its subscriptions, basic and main functionalities such as master information and flow of data throughout the program, time and expense tracking, billing, project management and reporting.

Thus, this Guide enables you to quickly learn how to run and utilize BillQuick Online effectively and efficiently.

The BillQuick Online Getting Started Guide is not a complete training solution. It is a guided tour designed to set up and familiarize you with BillQuick Online. After completing the guide, we recommend that you explore the BillQuick Online Help. In particular, check out the *How Do I* help items. Based on your preferred learning style and available time, you can choose self-learning or guided learning. Guided learning utilizes role-based and custom training courses. *Check out www.bqe.com/Services for more*.

BillQuick Online Setup Checklist

	✓	Task	Resources & References
Pre-Installation	☐	Decide about the BillQuick Online plan that fits your needs	Plan & Pricing
	☐	Check your system requirements	Hardware Requirements Software Requirements
Start-Up	☐	Set up BillQuick Online account	BillQuick Online New Account
	☐	Existing Users: Upgrade to BillQuick Online 2013 and convert your existing data to the new version	Upgrade
	☐	Create or open your online company	BillQuick Online Company
	☐	Log into your BillQuick Online company	Login
Deployment	☐	Set up BillQuick Online company file and preferences	Master Information Time & Billing Reports
	☐	Sync company data with BillQuick desktop and start using BillQuick Online	BillQuick Online Help BillQuick-Online Sync Tool BillQuick Online Trainings

System Requirements

To be able to use BillQuick Online, you need an Internet connection and a web-browser. Your computer should meet these basic requirements:

Hardware Requirements

- 2 GHz Intel Pentium processor or faster
- 1 GB RAM or more (2 GB recommended)

Software Requirements

- Windows 2000, XP, Vista, Windows 7, Windows 8, Mac OS 10.0 or later
- Internet Explorer 7.0 or later, Chrome 7.0 or later, Firefox 4.0 or later, Opera 11.0 or later, or Safari 5.0 or later

Be sure to install the latest Windows service packs and critical updates. Check the Microsoft web site for the latest updates to Windows, .Net Framework, and Data Access Components. Some versions of Windows include an Automatic Update option.

All BillQuick 2013 desktop editions – Basic (Microsoft Access), Pro (Microsoft Access and SQL Express) and Enterprise (Microsoft Access, SQL Express and Microsoft SQL Server) – integrate with BillQuick Online 2013. BillQuick Online works and syncs with its corresponding version of BillQuick. ***It will not work with an older/newer version of BillQuick.***

Start-Up

BillQuick Online can be hosted either by you (Web Suite) or by us (BillQuick Online). With BillQuick Online, you do not have to worry about installation or backup.

Basic start-up procedures for BillQuick Online involve these key steps (*see below for details*):

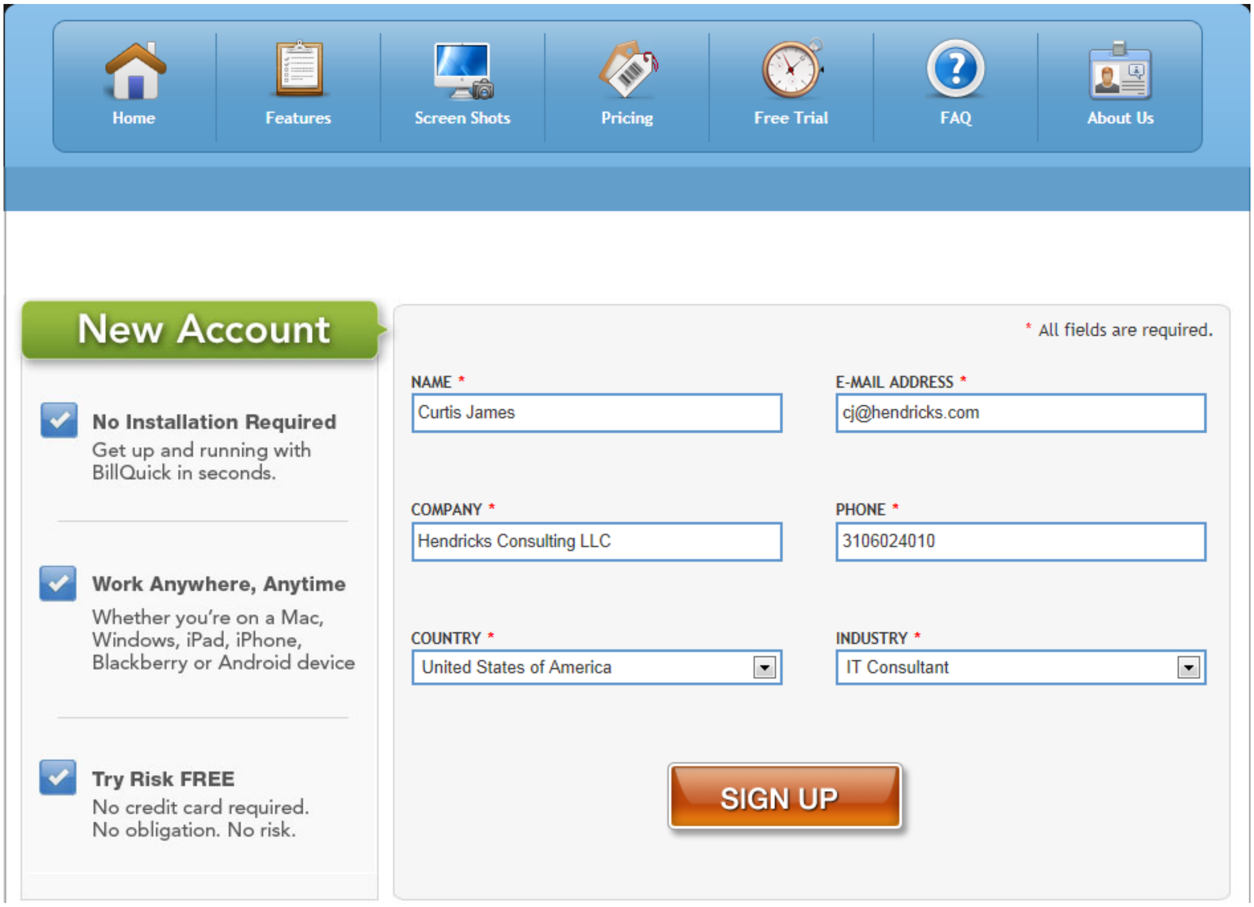
1. Sign up for a BillQuick Online account.
2. Create a company file.
3. Log into BillQuick Online.
4. Navigate BillQuick Online.

Before subscribing to the software, please read the End User License Agreement (EULA).

BillQuick Online Account

To use BillQuick Online, you need to subscribe to it or evaluate it via the web site www.BillQuickOnline.com. You are provided with the option to test drive it for 30-days before buying it. If you are a new user directly accessing the BillQuick Online Login, click the option to sign up for a 30-day free trial. During these 30 days, you can try out the full functionality of BillQuick Online including the ability to sync with BillQuick desktop software.

To get started, you have to sign up for an account on the New Account page by clicking on Free Trial. Creating a new account involves creating a new company file. You have to provide the required information, including a unique email address. ***Subscription is based on this unique email ID***. Once done, you will receive an email confirming your free trial along with a login ID and temporary password. You have to use these credentials to validate your account and log into the application.



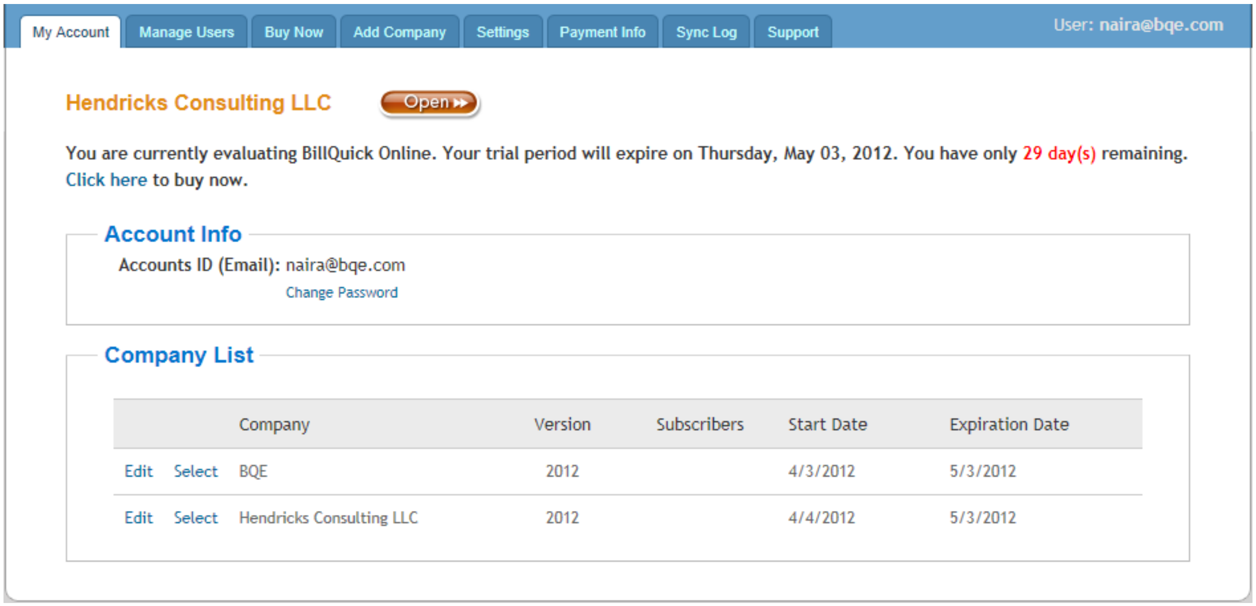
BillQuick Online Company

When you create an account with BillQuick Online, a company file is created using the company name provided by you. You also provide the industry type in the signup process which sets the BillQuick Online company file for that industry. However, when you want to add another company to your BillQuick Online account, you can do so from the Add Company tab of the application. You have to purchase separate licenses for users in each company.

> If you have created multiple databases, you will be prompted to choose the database you want to access before viewing the account details on the My Account tab.

BillQuick Online will display the Startup Wizard as soon as you validate your account. It prompts you to change the password and add users, if desired. Once you log into your BillQuick Online account, you have the option to buy the service.

As an Owner, you will be responsible for the company file, especially adding other users. You have the privilege to create multiple databases, view account details and manage the overall account. The various options available to the Owner are:



- My Account Tab: manage BillQuick Online account
- Manage Users Tab: add BillQuick Online users
- Buy Now Tab: purchase licenses
- Add Company Tab: add multiple company databases
- Settings: specify settings for the Online company
- Payment Info Tab: view payment history of your Online account
- Sync Log Tab: view information about data sync between BillQuick Online and BillQuick desktop
- Support Tab: email Technical Support if there is any problem with your Online account

The options available to a user will differ based on the user type set by the Owner. A Standard User will only be able to view his or her account information (that too limited) while the Administrator will be able to manage the account and view all information with some exceptions.

Upgrade

If you are an existing user of BillQuick Online (Owner or Administrator), you will receive an automatic notification and be prompted to upgrade your online company file. You can choose to continue using the older version or upgrade to the newer version for free. Please follow the on-screen instructions.

It is recommended to schedule your upgrade at a time when no activity is taking place in your local BillQuick and BillQuick Online data files.

The upgrade process is automatic and involves:

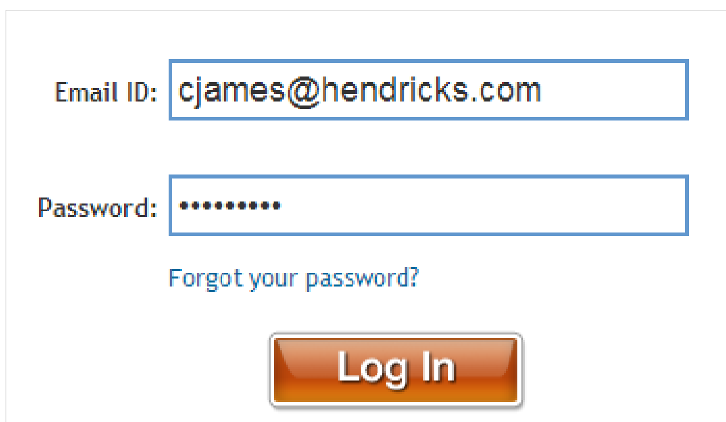
1. backing up your current company file
2. converting your company file to the new version
3. transferring data from the old database to the new one

Based on your data file size, it can take from a few minutes up to an hour. Once the process is completed successfully, you (Owner) have to log out. Upon login, when you click Open, you will be accessing your company data in the new BillQuick Online 2013 application. All the user accounts that were associated with the old company file will be upgraded automatically. However, you should verify your data in the new BillQuick Online data file. You can open screens and view data, say latest time and expense entries. You can also run the Aging report or Unbilled Time and Expense report to confirm that your data was converted successfully.

If you are using an older BillQuick desktop version, that will also have to be upgraded to 2013 for sync purposes. In order to sync data between the BillQuick 2013 desktop and Online company file, please install the latest Sync Tool.

Login

You must be a BillQuick Online User to log in and use the application. You will be prompted for a unique **Email ID** and **Password** when opening the web interface.



After creating a BillQuick Online account and registering for trial use, BQE Software emails you a link to activate your account along with a temporary password to log into the application. The Email ID used for login during the trial period remains the same when you subscribe and buy BillQuick Online.

When you log in for the first time as an Owner, you are prompted by the Startup Wizard to change the password. Once changed, you should use the new password to access BillQuick Online in future. This password can be changed any time from the My Account tab.

To start working with in BillQuick Online, you must click Open to open your company data file. After doing so, the BillQuick Online Home page displays.

Navigation

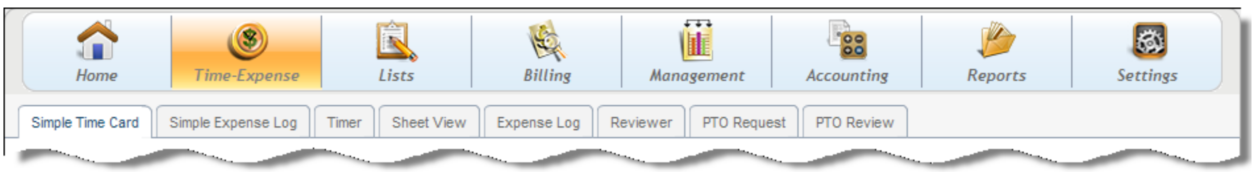
After logging in to BillQuick Online, you can access various functions and features of the application using the navigation options provided. There are actually two ways to navigate and use the application:

Navigation Bar

BillQuick Online displays a navigation bar at the top that represents a major functional area of the application. Clicking each icon on the navigation bar displays tabbed screens grouping related functions.

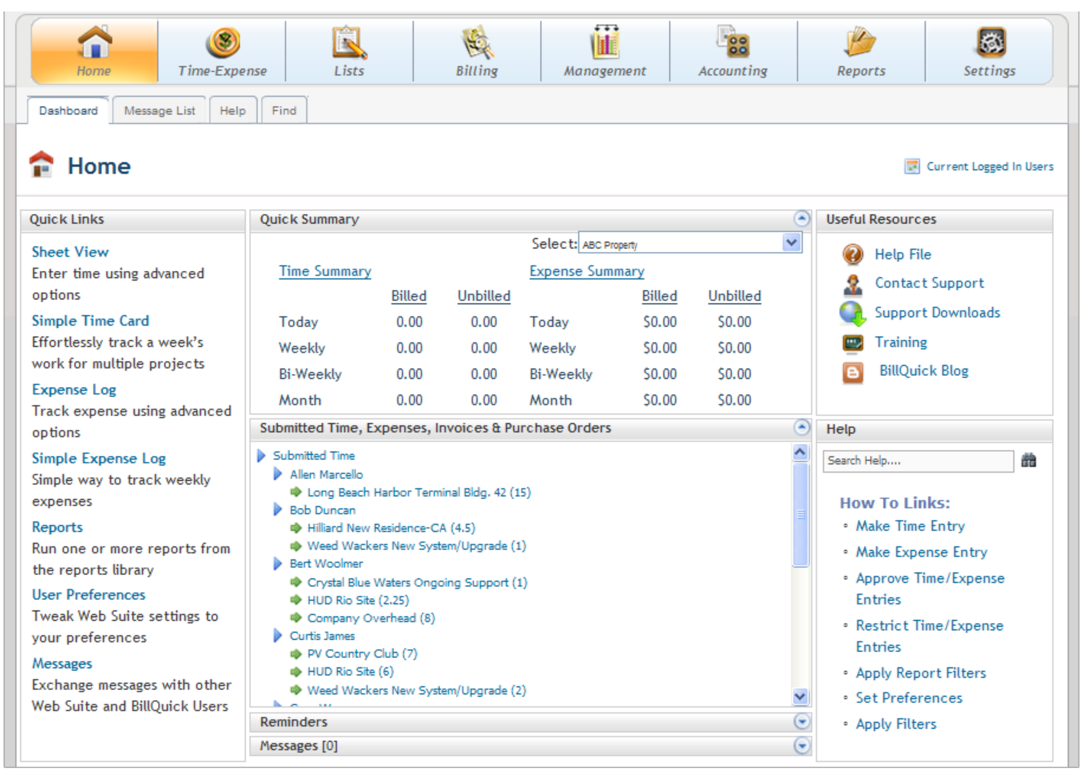
E.g., Clicking 

on the navigation bar displays a group of tabbed screens like Simple Time Card, Timer, Expense Log, Reviewer, etc. You can click on each tab to view or enter data in each screen.



Dashboard

The Home page of BillQuick Online displays a dashboard with useful user-based information and links. You can access Quick Links to the frequently used features like Sheet View, Reports, Preferences, etc.; Help and other resources like Blog, website, etc.; How To links and index-based Search; workflow section with quick account summaries, submission alerts, reminders and messages received.



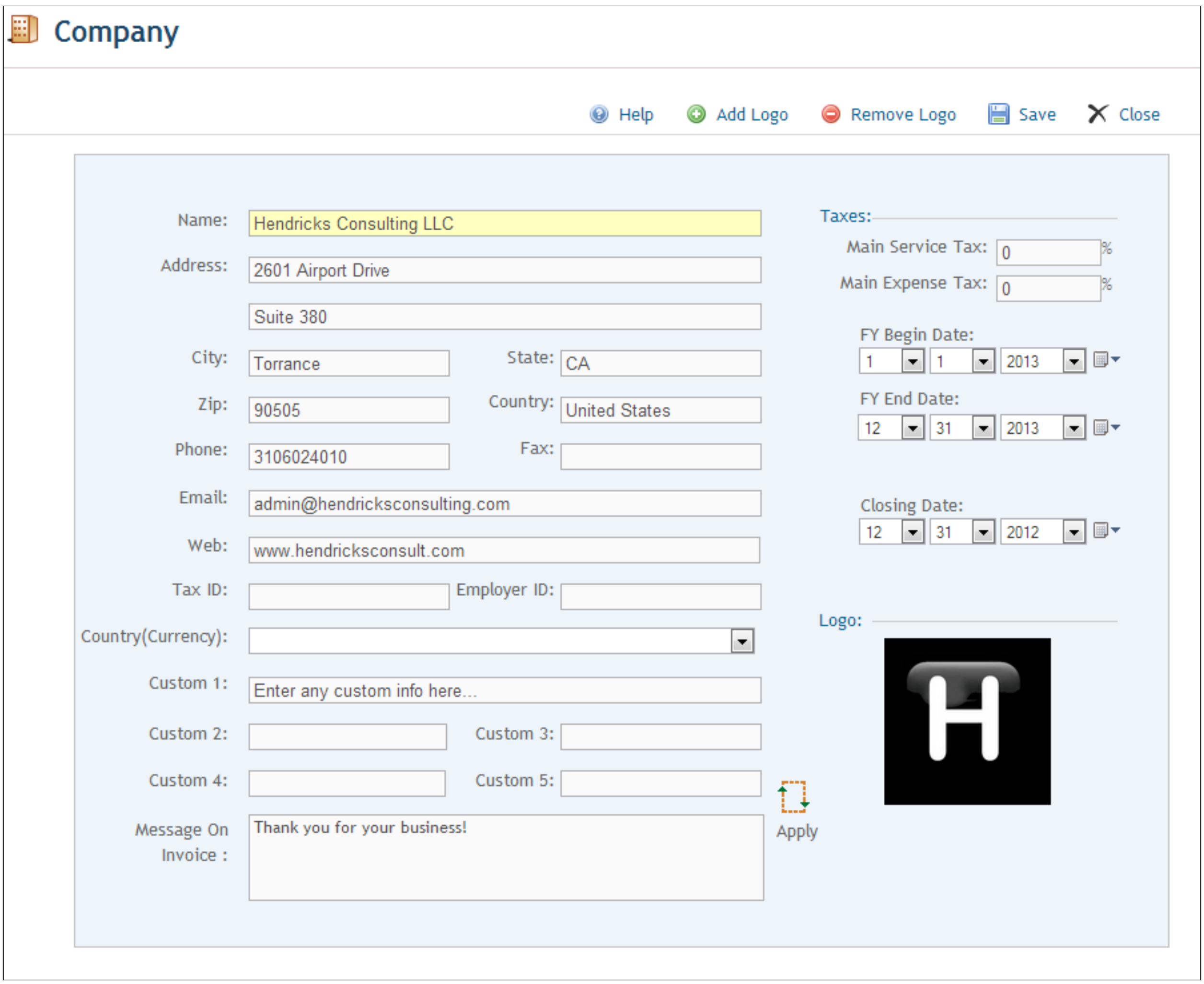
Master Information

Master information is the foundation of any time and billing system. This section covers the basics of master information maintained in BillQuick Online.

Company Information

The Company screen contains a profile of your company. Information on this screen appears on reports and invoices.

1. After creating or selecting the database, the Company screen opens automatically (if it does not, click Settings on the navigation bar and select the Company tab).



2. Enter your company Name, Address, and all other relevant contact information in the appropriate fields.
3. When finished, click Save and then Close to exit.

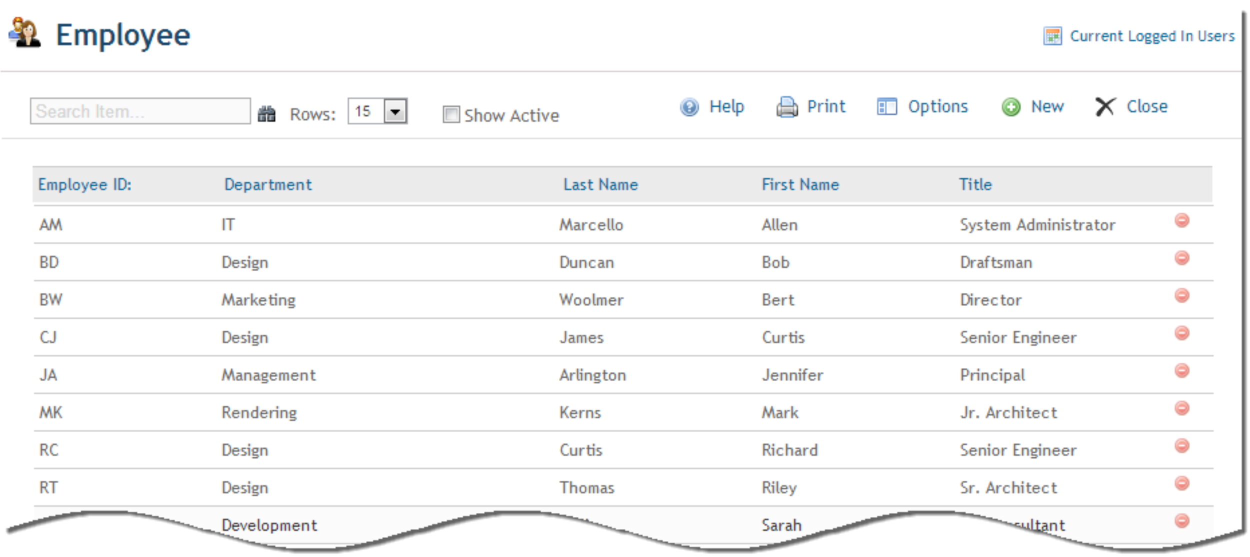
Your company information is now saved in the database. Let's look at the employee profile.

Employee Information

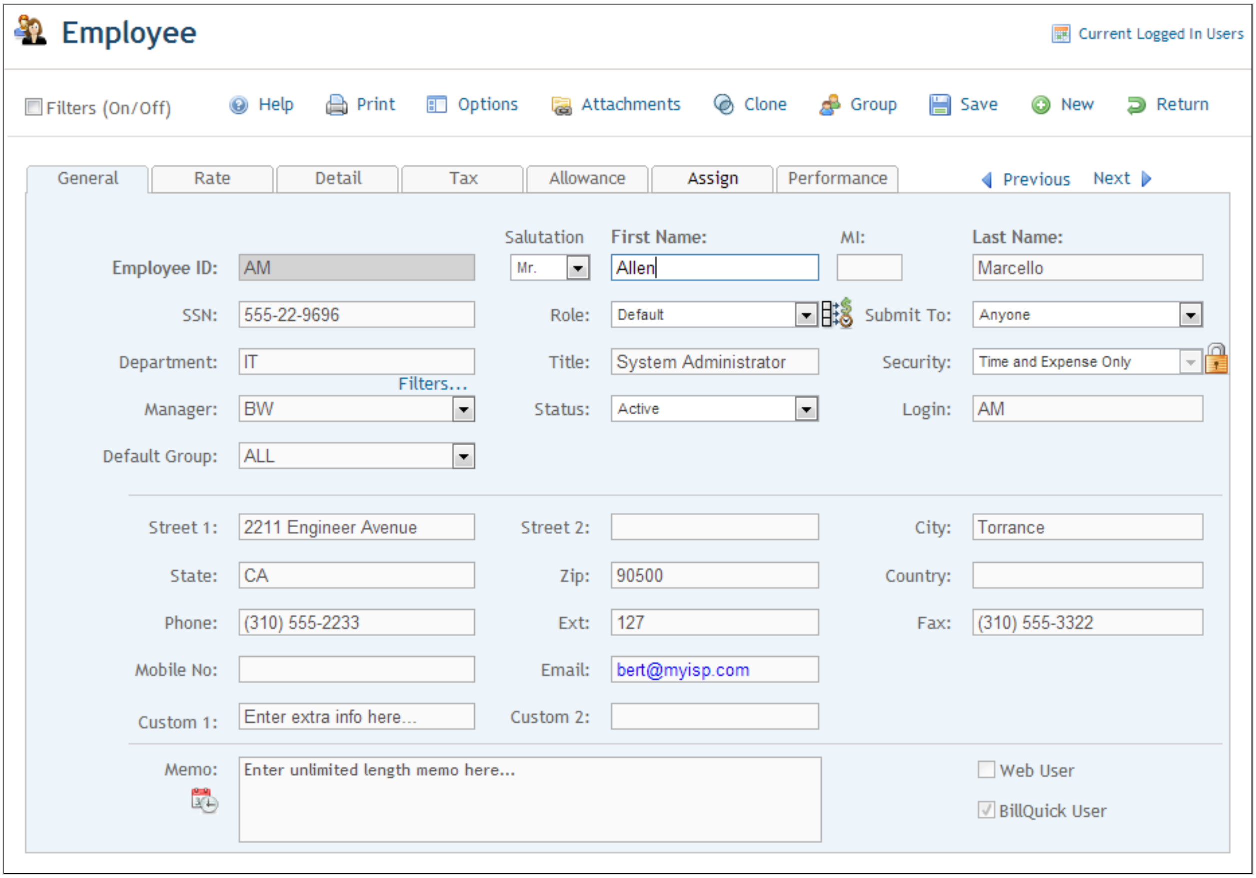
Employee screen represents a profile of a person working in a company on various activities and projects. This screen lets you add and edit employee-related data. Employee information prints on reports and invoices. Also, each employee has a default bill rate and cost rate that can be used when recording time entries or preparing budgets.

To create an employee profile:

1. Click Lists on the navigation bar and choose the Employee tab.
2. On the Employee screen, you can view the list of existing employee records in the BillQuick Online database.



3. Click New to open the Employee screen in a detail view where you can enter information for a new employee.
4. The cursor will default to the Employee ID field on the General tab. Enter the Employee ID using numbers, letters or a combination of both (up to 65 characters).



5. Enter other relevant and required data such as First/Last Name, address details, etc. Press the Tab key to move from field to field or click on the next field.
6. Now, click on the Rate tab. In the Hourly Rate section, enter the default Bill Rate and Pay Rate for the employee.
7. If desired, enter information on the other tabs as well.
8. When you are done, click Save and then Return to exit.

Similarly, you can create a vendor or sub-contractor profile in the Vendor screen.

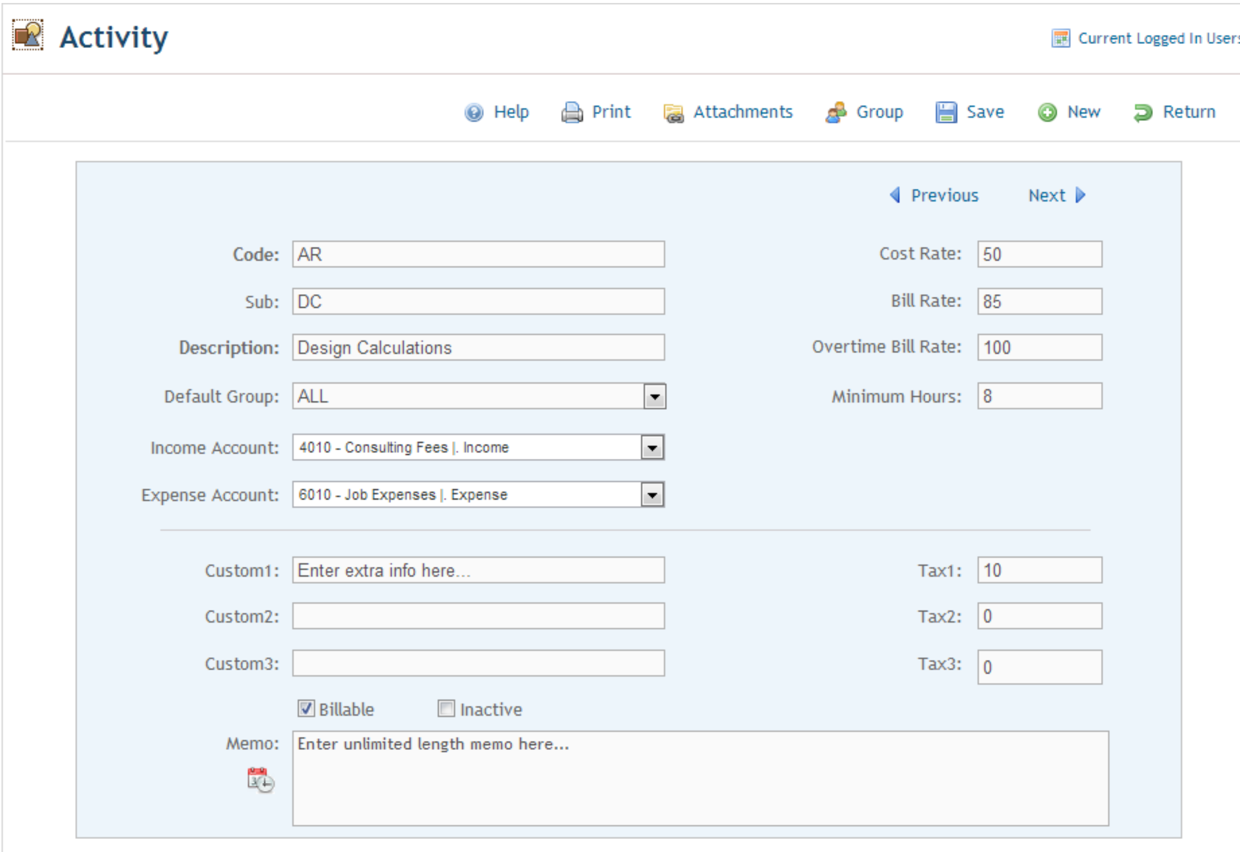
Activity Codes

On the Activity screen, you can create and maintain a list of standard activities or tasks. Activity codes are required to record time entries to a project and this information flows to the invoices and reports.

To create activity codes:

1. Click Lists on the navigation bar and choose the Activity tab.
2. On the Activity screen, you can view the list of existing activity records in the BillQuick Online database.

3. Click New to open the Activity screen in the detail view where you can enter information for a new activity code.



4. The cursor will default to the Code field. Enter the desired Code and, optionally, Sub (sub-code).
5. Enter other relevant and required data such as Description, Cost Rate, Bill Rate, Tax, etc. for the activity.
6. Make sure the Billable option is checked for each billable activity.
7. When done, click Save and then Return to exit.

You can also create expense codes in the Expense screen.

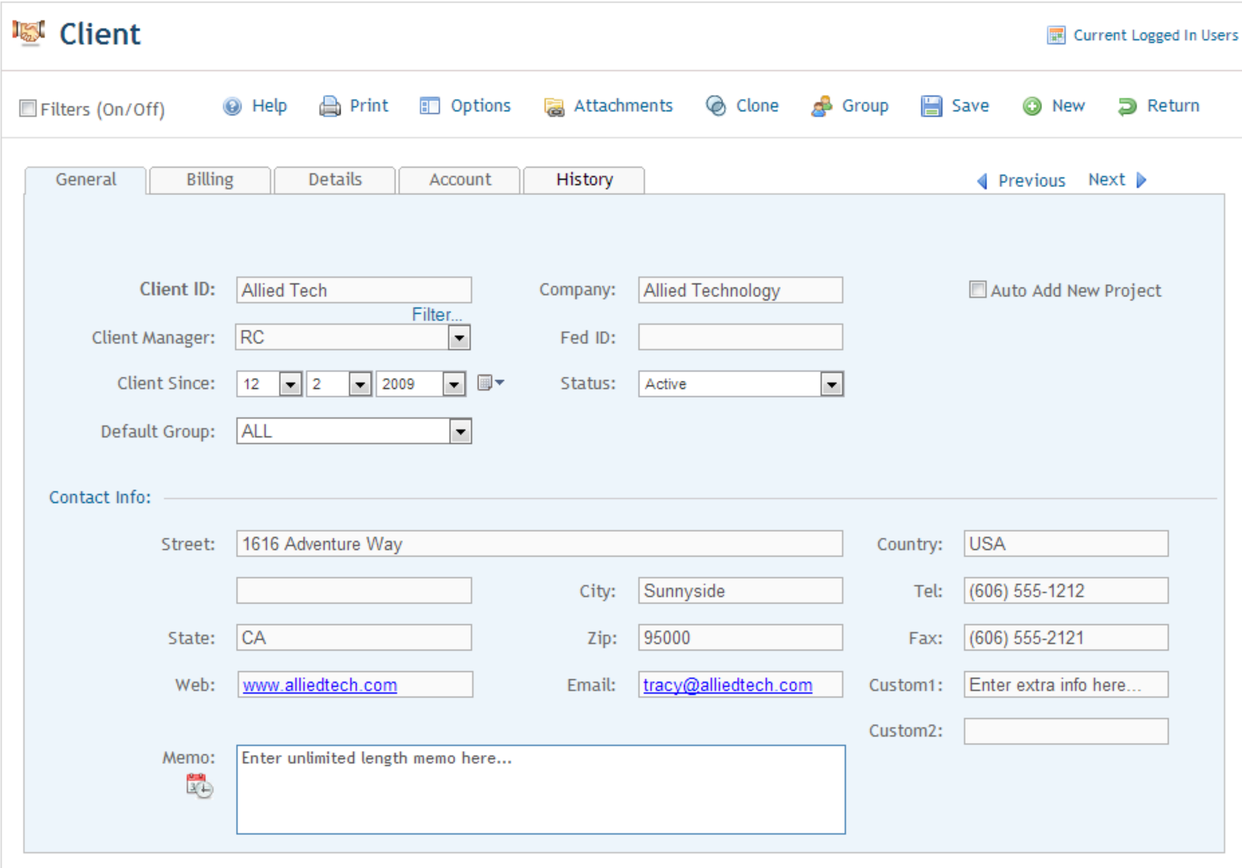
Client Information

The Client screen lets you maintain customer profiles, billing addresses and contacts per client. It also provides detailed information about client accounts, invoices and payments.

To create a client profile:

1. Click Lists on the navigation bar and choose the Client tab.

2. On the Client screen, you can view the list of existing client records in the BillQuick Online database.
3. Click New to open the Client screen in the detail view where you can enter information for a new client.



4. The cursor is automatically placed in the Client ID field on the General tab. Enter the Client ID using letters or numbers.
5. Enter other relevant data such as Contact Info, etc. Press the Tab key to move from field to field or click on the next field.
6. If desired, enter information on the other tabs as well.
7. When you are done, click Save and then Return to exit.

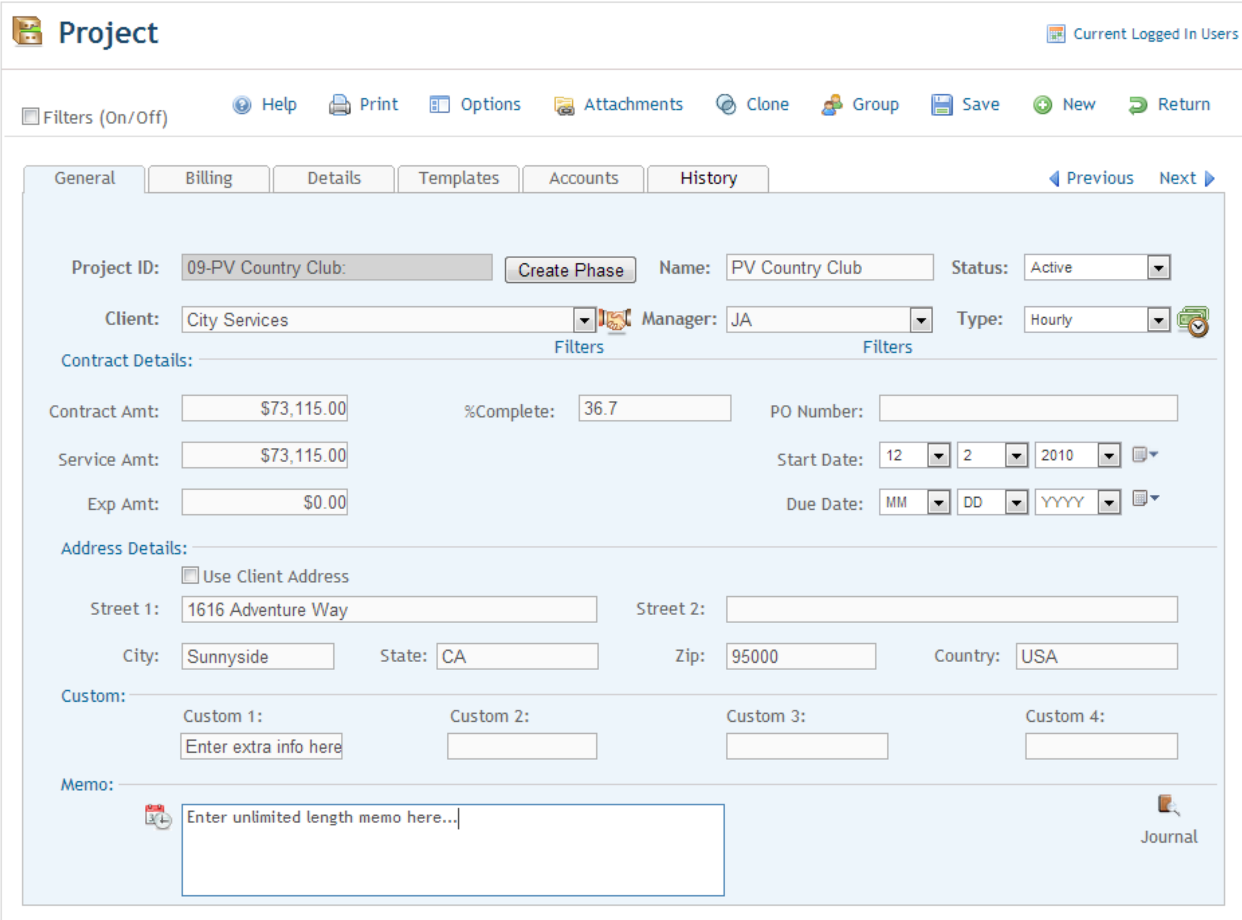
Project Information

Using the Project screen, you can create and maintain project or job profiles that you work on. Project information affects how data is processed and flows to various reports and invoices.

To create projects:

1. Click Lists on the navigation bar and choose the Project tab.

2. On the Project screen, you can view the list of existing project records in the BillQuick Online database.
3. Click New to open the Project screen in the detail view where you can enter information for a new project.



4. The cursor is automatically placed in the Project Code field on the General tab. Enter the Code and Phase (*if you want to break down this project into phases and segments*).

   When you save the project, BillQuick Online automatically combines the Code and Phase into a single Project ID.

5. Enter other required and relevant data such as Name, Client, Manager, Status, Address Details, etc.
6. In the Type field, select the type of contract used for this project (hourly, fixed, cost plus, etc.). If a fixed contract type is selected, be sure to fill in the Contract Details. Move from field to field by pressing the Tab key or clicking on the next field.
7. If desired, enter information on the other tabs as well.
8. When you are done, click Save and then Return to exit.

Time and Billing

This section focuses on time entry and billing capabilities of BillQuick Online. It helps you to understand the basics of how to enter, edit and review time entries and how to bill them effectively.

Time Entry

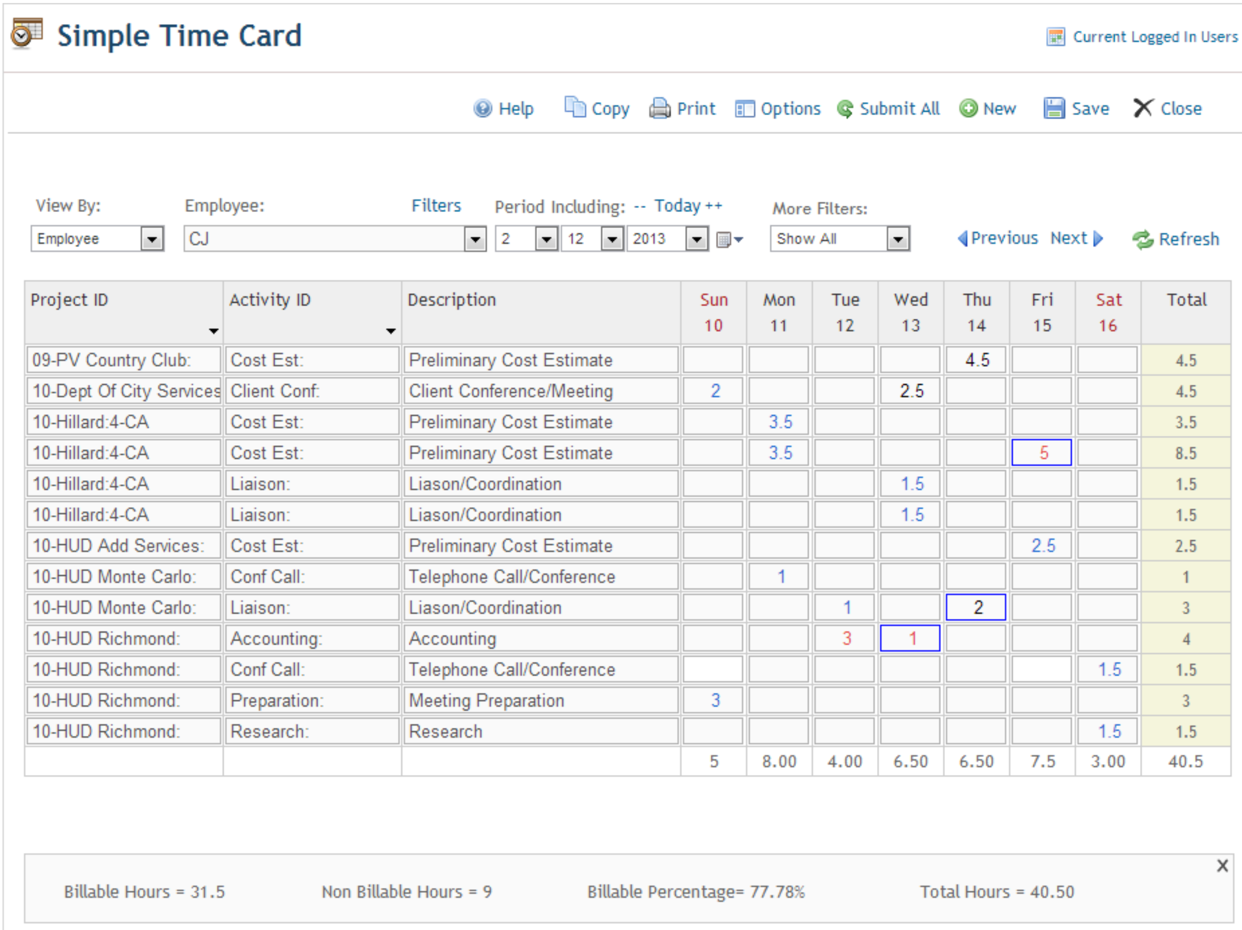
To enter and review time entries, you have three time entry options in BillQuick Online:

- Simple Time Card
- Timer
- Sheet View

All time entries are saved in the same database. You can edit and review entries on the Sheet View and Simple Time Card.

To record time entries using the Simple Time Card:

1. Click Time-Expense on the navigation bar and choose the Simple Time Card tab.
2. On the Simple Time Card screen, you can view the list of existing weekly time entries in the BillQuick Online database.
3. Click New to open the Simple Time Card in the entry view where you can record a new time entry.



Project ID	Activity ID	Description	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Total
09-PV Country Club:	Cost Est:	Preliminary Cost Estimate					4.5			4.5
10-Dept Of City Services	Client Conf:	Client Conference/Meeting	2			2.5				4.5
10-Hillard:4-CA	Cost Est:	Preliminary Cost Estimate		3.5						3.5
10-Hillard:4-CA	Cost Est:	Preliminary Cost Estimate		3.5				5		8.5
10-Hillard:4-CA	Liaison:	Liason/Coordination				1.5				1.5
10-Hillard:4-CA	Liaison:	Liason/Coordination				1.5				1.5
10-HUD Add Services:	Cost Est:	Preliminary Cost Estimate						2.5		2.5
10-HUD Monte Carlo:	Conf Call:	Telephone Call/Conference		1						1
10-HUD Monte Carlo:	Liaison:	Liason/Coordination			1		2			3
10-HUD Richmond:	Accounting:	Accounting			3	1				4
10-HUD Richmond:	Conf Call:	Telephone Call/Conference							1.5	1.5
10-HUD Richmond:	Preparation:	Meeting Preparation	3							3
10-HUD Richmond:	Research:	Research							1.5	1.5
			5	8.00	4.00	6.50	6.50	7.5	3.00	40.5

4. Select View By: Employee or Vendor (Sheet View lets you view entries by Project also).
5. Select the desired Employee from the list.
6. Next, select the Period Including date (week) for which you want to record hours. If any time was recorded in that week, it displays automatically.
7. Enter or select the desired Project ID and Activity ID against which you want to record time.
8. Press the Tab key to move from field to field.

Whether or not a time entry is billable depends on the default value that is assigned to the activity in the Activity Codes screen (*see above*).

9. Enter the amount of time spent (in hours) on the project in the desired day/date field. Use decimals if needed.
10. To add a memo, click Options and check Show Memo. Click the desired cell and type your notes in the floating memo box. Enter as much text as you wish.

Depending on the invoice format chosen, a time entry memo can appear on your invoices. Memos also print on various reports.

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

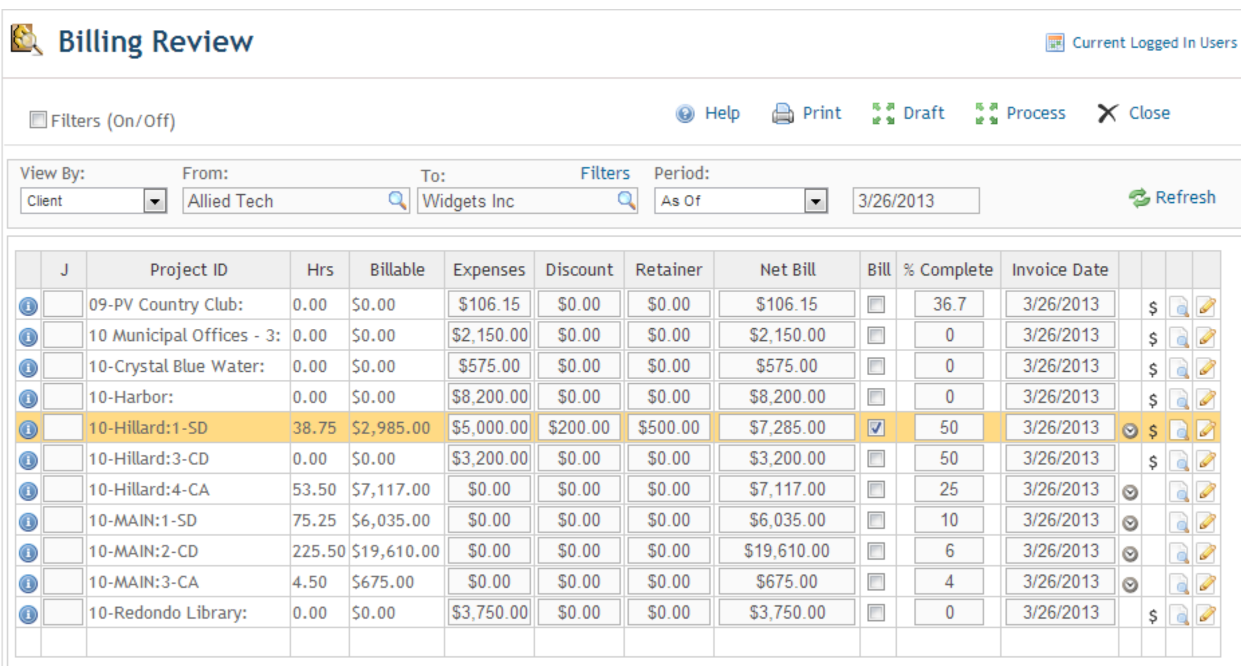
Similarly, you can record expense entries in the Expense Log or Simple Expense Log screen.

Billing

BillQuick Online lets you quickly generate invoices by client, project, manager, contract type and by whatever billing period you wish in the Billing Review screen. You can then display as much or as little detail as you wish on your invoices when you print and mail and/or email them to your clients.

To generate invoices:

1. Click Billing on the navigation bar and choose the Billing Review tab.
2. On the Billing Review screen, select the desired View By option, say Client. You can also select other options.
3. Using the From-To fields, select a client or range of clients.



J	Project ID	Hrs	Billable	Expenses	Discount	Retainer	Net Bill	Bill	% Complete	Invoice Date	
	09-PV Country Club:	0.00	$0.00	$106.15	$0.00	$0.00	$106.15	☐	36.7	3/26/2013	$
	10 Municipal Offices - 3:	0.00	$0.00	$2,150.00	$0.00	$0.00	$2,150.00	☐	0	3/26/2013	$
	10-Crystal Blue Water:	0.00	$0.00	$575.00	$0.00	$0.00	$575.00	☐	0	3/26/2013	$
	10-Harbor:	0.00	$0.00	$8,200.00	$0.00	$0.00	$8,200.00	☐	0	3/26/2013	$
	10-Hillard:1-SD	38.75	$2,985.00	$5,000.00	$200.00	$500.00	$7,285.00	☑	50	3/26/2013	$
	10-Hillard:3-CD	0.00	$0.00	$3,200.00	$0.00	$0.00	$3,200.00	☐	50	3/26/2013	$
	10-Hillard:4-CA	53.50	$7,117.00	$0.00	$0.00	$0.00	$7,117.00	☐	25	3/26/2013	
	10-MAIN:1-SD	75.25	$6,035.00	$0.00	$0.00	$0.00	$6,035.00	☐	10	3/26/2013	
	10-MAIN:2-CD	225.50	$19,610.00	$0.00	$0.00	$0.00	$19,610.00	☐	6	3/26/2013	
	10-MAIN:3-CA	4.50	$675.00	$0.00	$0.00	$0.00	$675.00	☐	4	3/26/2013	
	10-Redondo Library:	0.00	$0.00	$3,750.00	$0.00	$0.00	$3,750.00	☐	0	3/26/2013	$

4. Use the Period drop-down list to select your billing period. You can call up information by month, day or any other time period you wish, such as All.
5. After setting the filters, click Refresh. BillQuick Online displays all billing records that meet your criteria.
6. Review all entries before continuing. To view the billing details, click on the desired row.

7. The amount in the Net Bill column is the amount *to be billed* on the invoice. Depending on the contract type you chose for 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 adjust the Net Bill amount by applying a Discount, Retainer on account, or you can manually change the amount to any value.
8. To process a billing record into an invoice, check the Bill box and then click Process. If you want to produce a draft invoice, click Draft instead. The billing record(s) disappear and move to the Invoice Review screen.
9. When done, click Return to exit.

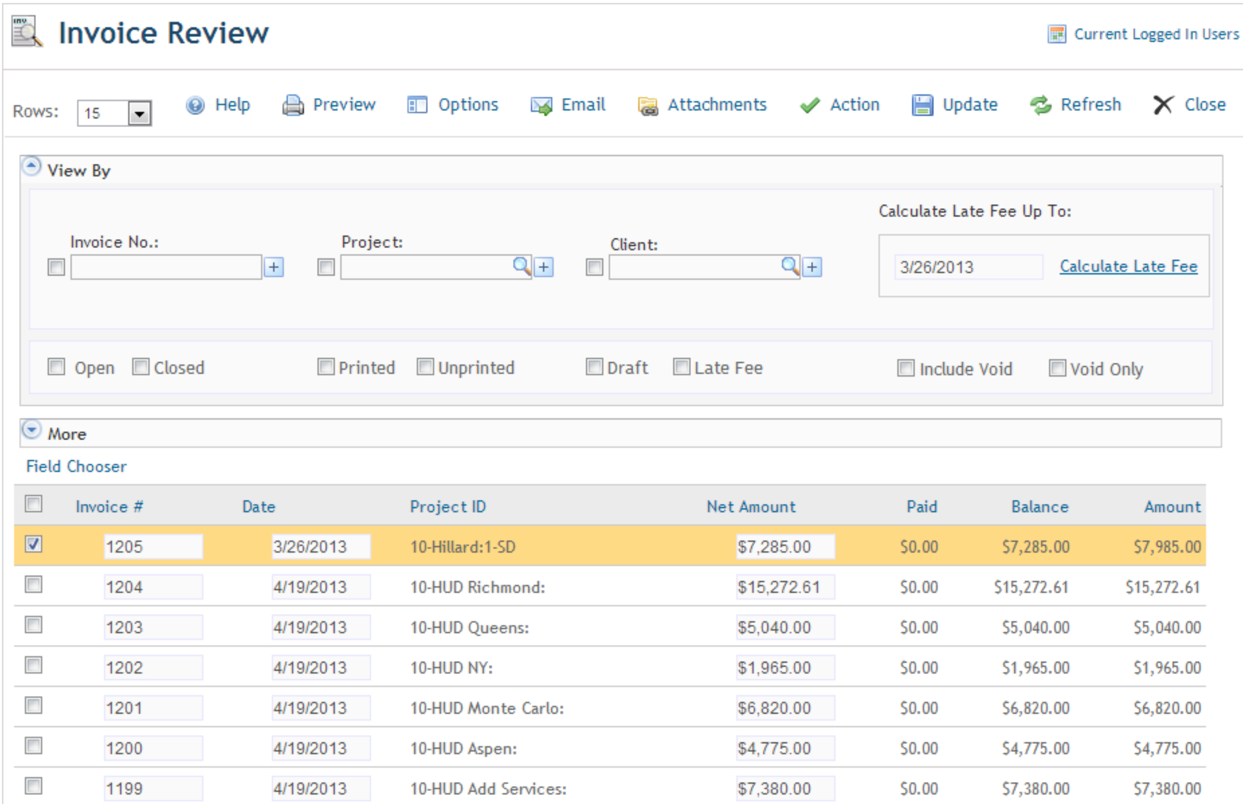
Now you are ready to review and print your invoices before sending them to your clients.

Invoices

From the Invoice Review screen, you can review invoices, finalize draft invoices and print them. Invoices created using the Billing Review or Manual Invoice screens display in the Invoice Review grid.

To review and print your invoices:

1. Click Billing on the navigation bar and choose the Invoice Review tab.
2. The top panel of the Invoice Review screen provides various filters for selective viewing of the invoices. For now, do not apply any filter and click Refresh.



If you created a draft invoice, check the Draft checkbox and then refresh the screen.

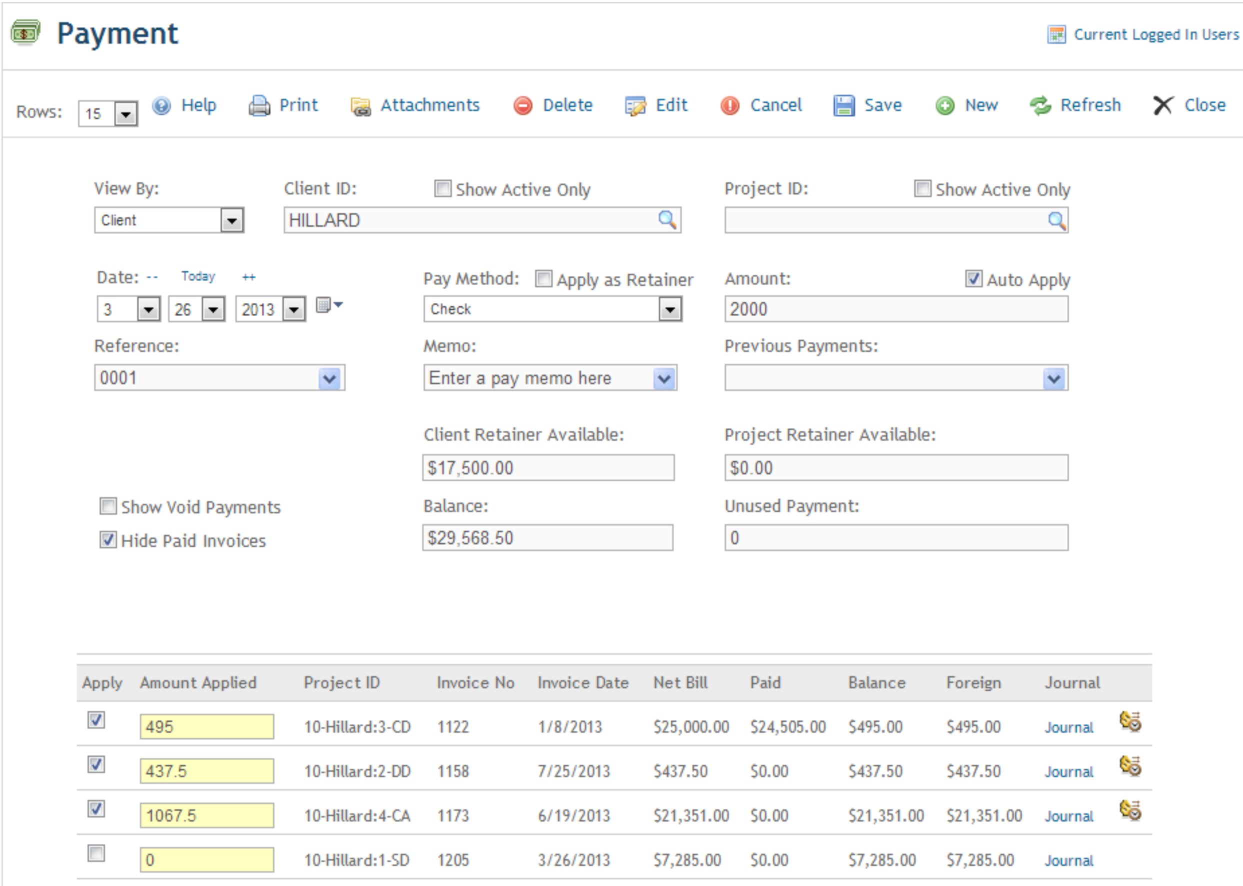
3. Find the invoice generated in the last procedure (Billing Review) and then select it by selecting the checkbox to the left of it.
4. Click Preview to preview, print or email the invoice.
5. When done, click Close to exit.

Payment

The Payment screen lets you apply and record payment information, as well as review previously recorded payments. When recording payments, you can distribute the payment among multiple invoices on either a client or project basis.

To apply payments:

1. Click Billing on the navigation bar and choose the Payments tab.
2. On the Payment screen, select your View By mode, say Client, and the desired Client ID



3. Select the Date and Pay Method to be used for recording payments.
4. Enter the total payment in the Amount field. This payment can be applied to more than one invoice.
5. Now decide which invoices should receive payment. Select the Auto Apply option to let BillQuick Online automatically apply the payment to the invoices, oldest to the newest. Or manually enter the amount in the Amount Applied field in the grid and check the Apply box.

BillQuick Online automatically updates the balance due for the listed invoices as you apply the payment.

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

Reports

Reports compile and present recorded and processed information. BillQuick Online includes more than 500 reports and 180 invoice templates, each with filter options that allow you to precisely review the information you need.

BQE Software develops all reports using Crystal Reports Writer, the most widely used report writer software. Also, all your reports and invoice formats can be customized by BQE Reports Team.

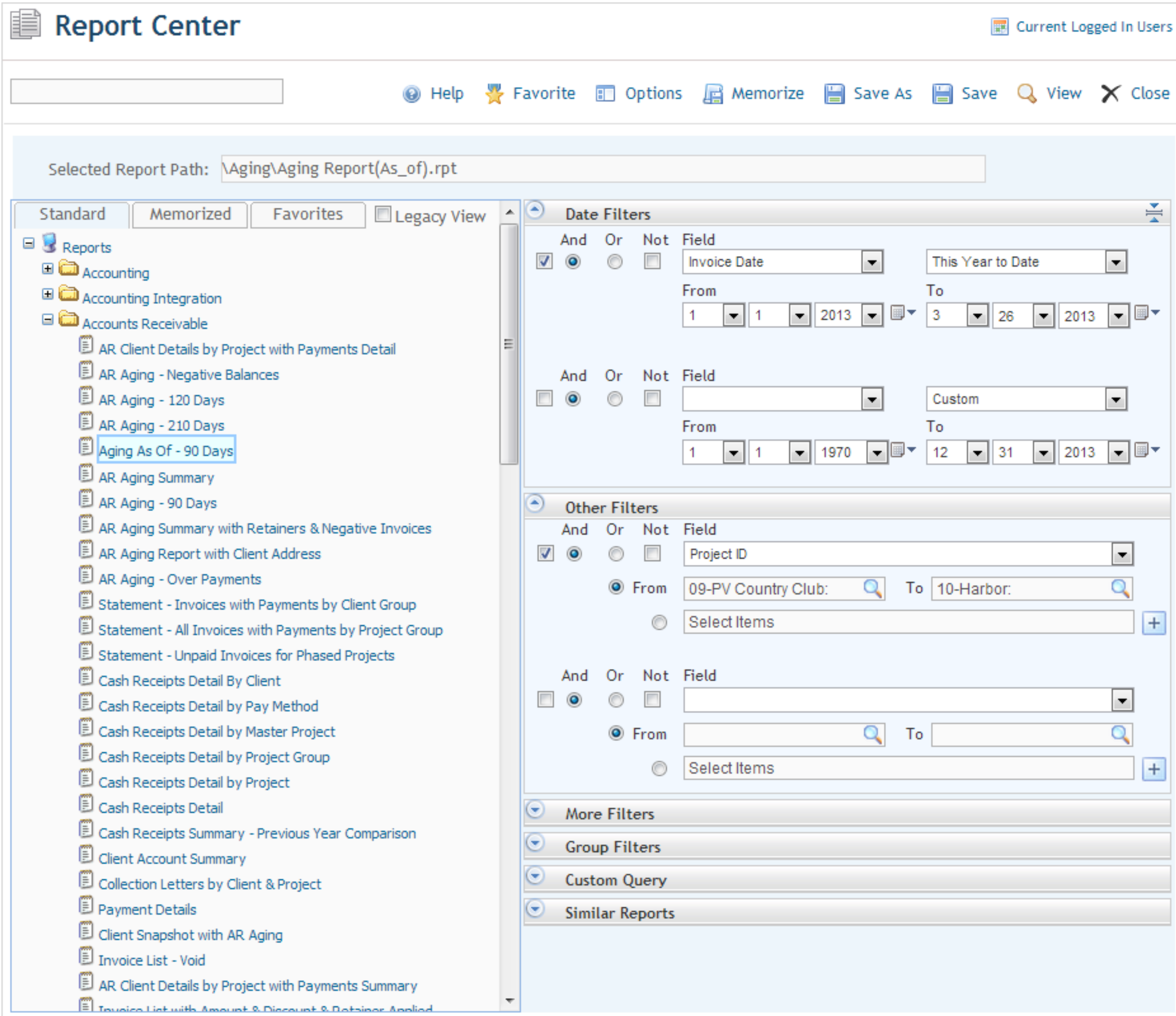
Online Reports

Reports contain information to help you understand what exists in your company database, what is due to you, the status of work being performed, utilization of resources, unbilled and billed work, and much more. Reports can be produced directly from the screens (in-context reports) or from the Report Center screen.

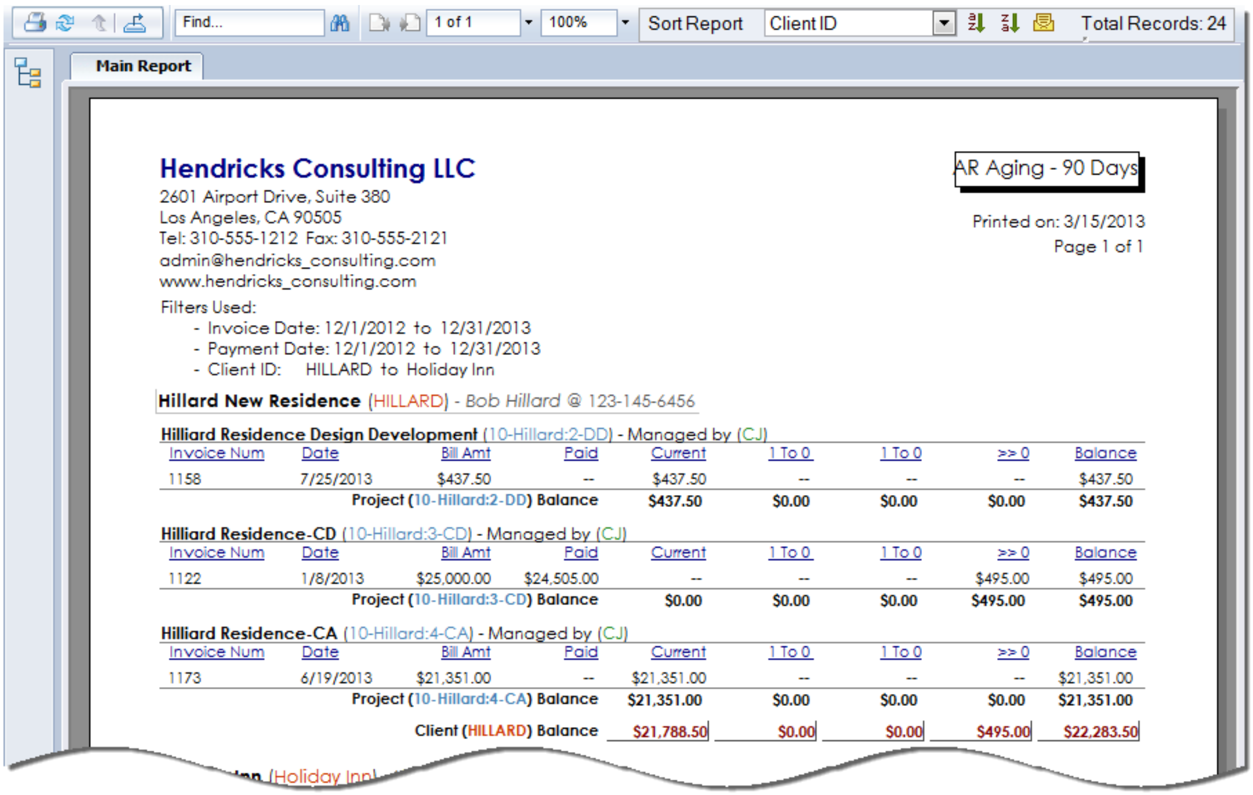
To view or print a report:

1. Click Reports on the navigation bar. It displays the Report Center screen.
2. On the Standard reports tab, select a report from the category tree. The screen displays the Selected Report Path.

   You can check the Legacy View option to view the standard report list accordingly to the older/traditional categorization.



3. Apply Date or Other Filters by choosing the Field and From-To options to view selective information on the report.
4. You can also apply More and Group Filters by selecting them at the bottom.
5. Once you have applied the desired filters, preview the report by clicking View.



Find... 1 of 1 100% Sort Report Client ID Total Records: 24

Main Report

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Page 1 of 1

Filters Used:
- Invoice Date: 12/1/2012 to 12/31/2013
- Payment Date: 12/1/2012 to 12/31/2013
- Client ID: HILLARD to Holiday Inn

Hillard New Residence (HILLARD) - Bob Hillard @ 123-145-6456

Hilliard Residence Design Development (10-Hillard:2-DD) - Managed by (CJ)

Invoice Num	Date	Bill Amt	Paid	Current	1 To 0	1 To 0	>= 0	Balance
1158	7/25/2013	$437.50	--	$437.50	--	--	--	$437.50
		Project (10-Hillard:2-DD) Balance		$437.50	$0.00	$0.00	$0.00	$437.50

Hilliard Residence-CD (10-Hillard:3-CD) - Managed by (CJ)

Invoice Num	Date	Bill Amt	Paid	Current	1 To 0	1 To 0	>= 0	Balance
1122	1/8/2013	$25,000.00	$24,505.00	--	--	--	$495.00	$495.00
		Project (10-Hillard:3-CD) Balance		$0.00	$0.00	$0.00	$495.00	$495.00

Hilliard Residence-CA (10-Hillard:4-CA) - Managed by (CJ)

Invoice Num	Date	Bill Amt	Paid	Current	1 To 0	1 To 0	>= 0	Balance
1173	6/19/2013	$21,351.00	--	$21,351.00	--	--	--	$21,351.00
		Project (10-Hillard:4-CA) Balance		$21,351.00	$0.00	$0.00	$0.00	$21,351.00
		Client (HILLARD) Balance		$21,788.50	$0.00	$0.00	$495.00	$22,283.50

...nn (Holiday Inn)

6. You can print or export the report (as a PDF file or any other format like Excel and Word), navigate to the previous/next report page or view the first/last page of the report.
7. When you are done, click Return to exit.

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