

Role-Based Brochure



BillQuick for Billing Managers 2013

Built With Your Industry Knowledge

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Why BillQuick?

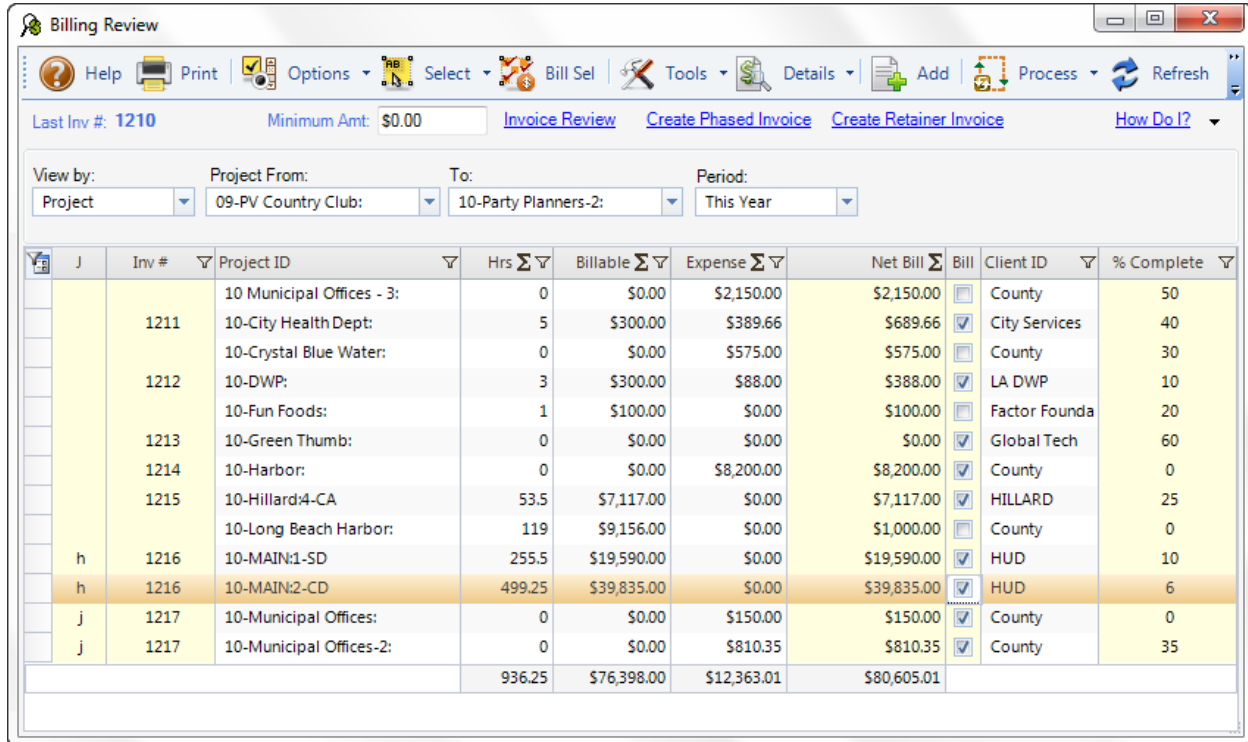
BillQuick is a project-centric system. The project is the core element of the relationship between a company and its client. It defines the scope of work being done for a client, how it should be processed, how it should be billed, and so on.

Implementation of BillQuick for billing management is the right step towards increasing business productivity and investing in technology that helps you manage your billing process. BillQuick provides you with a lot of flexibility and variety in terms of billing rules, methods, payment terms, invoice formats and related decisions, thus minimizing billing time and effort. This role-based brochure highlights the functions and features of BillQuick that are useful for billing managers in a company. It focuses on important information needed for making billing decisions. In other words, it answers your question "*What does BillQuick do for me?*"

Feature Overview

- Client and project fee schedules with special bill rates
- Bill rates based on job classification
- 11 billing arrangements including Hourly, Fixed Fee, Recurring and Cost Plus
- Separate contract type and amount for each project and phase
- Billing schedules
- Flexible billing methods including joint, progress, batch billing, etc
- 3-stage billing process for shorter cycles
- Invoice templates by contract type or project
- Currency setup at client, project and employee level
- Standard and custom payment terms
- Invoice submission-approval workflow tracking
- Auto-approve time and expenses
- 2 free-form memos per invoice
- More than 150 invoice formats
- Customizable invoices
- GST, PST, HST and other VAT invoice and item taxes
- Custom invoice number format
- Reversal and editing of invoices
- Integration of billing data with QuickBooks, Sage 50 (formerly Peachtree Accounting) and MYOB
- Email option for invoices and their attachments besides print
- Manual invoices
- Global and project billing business rules
- Retainage and retainer on projects
- Memorized invoices
- Write-up or write-down time entries and net bill
- Pre-billing and billing analysis reports

Billing Review



| J | Inv # | Project ID | Hrs | Billable | Expense | Net Bill | Bill | Client ID | % Complete |
|---|-------|---------------------------|--------|-------------|-------------|-------------|-------------------------------------|---------------|------------|
| | 1211 | 10-Municipal Offices - 3: | 0 | \$0.00 | \$2,150.00 | \$2,150.00 | <input type="checkbox"/> | County | 50 |
| | | 10-City Health Dept: | 5 | \$300.00 | \$389.66 | \$689.66 | <input checked="" type="checkbox"/> | City Services | 40 |
| | | 10-Crystal Blue Water: | 0 | \$0.00 | \$575.00 | \$575.00 | <input type="checkbox"/> | County | 30 |
| | 1212 | 10-DWP: | 3 | \$300.00 | \$88.00 | \$388.00 | <input checked="" type="checkbox"/> | LA DWP | 10 |
| | | 10-Fun Foods: | 1 | \$100.00 | \$0.00 | \$100.00 | <input type="checkbox"/> | Factor Founda | 20 |
| | 1213 | 10-Green Thumb: | 0 | \$0.00 | \$0.00 | \$0.00 | <input checked="" type="checkbox"/> | Global Tech | 60 |
| | 1214 | 10-Harbor: | 0 | \$0.00 | \$8,200.00 | \$8,200.00 | <input checked="" type="checkbox"/> | County | 0 |
| | 1215 | 10-Hillard:4-CA | 53.5 | \$7,117.00 | \$0.00 | \$7,117.00 | <input checked="" type="checkbox"/> | HILLARD | 25 |
| | | 10-Long Beach Harbor: | 119 | \$9,156.00 | \$0.00 | \$1,000.00 | <input type="checkbox"/> | County | 0 |
| h | 1216 | 10-MAIN:1-SD | 255.5 | \$19,590.00 | \$0.00 | \$19,590.00 | <input checked="" type="checkbox"/> | HUD | 10 |
| h | 1216 | 10-MAIN:2-CD | 499.25 | \$39,835.00 | \$0.00 | \$39,835.00 | <input checked="" type="checkbox"/> | HUD | 6 |
| j | 1217 | 10-Municipal Offices: | 0 | \$0.00 | \$150.00 | \$150.00 | <input checked="" type="checkbox"/> | County | 0 |
| j | 1217 | 10-Municipal Offices-2: | 0 | \$0.00 | \$810.35 | \$810.35 | <input checked="" type="checkbox"/> | County | 35 |
| | | | 936.25 | \$76,398.00 | \$12,363.01 | \$80,605.01 | | | |

Whether you make billing decisions on-screen or mark up a Billing Review report, BillQuick offers global to detailed control over how much is billed to a client for a project.

Globally, you can simply accept or replace the amount to bill. BillQuick handles write-up/down business rules behind the scenes. It is simple for Percent Complete billing too; enter the percent value and BillQuick calculates the amount to bill. As needed, you can apply a discount or retainer to a bill.

When needed, you can work with details. For example, you might change time and expenses to non-billable or write them off. Or items can be excluded from the invoice, putting them back into work-in-progress for later billing. If needed, you can write-up/down individual or groups of time entries.

Invoice templates for projects control the look and feel of invoices but it is not rigid. You can add custom text and unlimited-length memos for describing the work being billed, reminding clients about a seminar or upcoming event, or simply, thanking clients for their business.

Finally, you can batch process project bills into draft or final invoices at one time. For projects that require no billing decisions, you can bypass the standard billing process and create an invoice automatically. The invoice waits for your final check and delivery.

Bottom Line: The billing process is measured in hours, not days or weeks. Presentation of information on an invoice is separate from the data, meaning you never need to manipulate data or manually prepare an invoice to make it look right.

Billing Management Reports

Some of the most popular and useful BillQuick reports and invoices for billing managers include:

Pre-Billing Reports

1. Billing Review for Phased Projects – Detail
2. Billing Review with Memos
3. Contract Services – Percentage Billed
4. Unapproved Time & Expenses
5. Contract Spent by Project – Services and Expenses
6. Project Contract Spent Summary – Phased Project
7. Investment Summary by Project
8. AR Aging – Days Outstanding
9. AR Client Details by Project and Invoice with Payments Detail
10. Write-Up/Down Summary by Project

Invoices

1. Hourly Invoice with Memo (GST)
2. Hourly Invoice by Activity without Rate, Unit
3. Fixed Invoice
4. Joint Invoice Summarized
5. Cost Plus By Classification
6. Hourly Invoice by Employee
7. Hourly Invoice with Billing History
8. Hourly Invoice by Classification
9. Joint Invoice
10. Fixed Invoice with Extra Hours
11. Fixed Invoice with Percent Complete
12. Joint Invoice Phased with Percent Complete
13. Joint Invoice with Contract Sum
14. Phased Invoice with Expenses

Post-Billing Analysis Reports

1. WIP Reconciliation
2. Billed Services by Project & Activity with Write-Up/Down
3. Billing Reconciliation Summary by Client
4. Billing Analysis by Project Manager
5. Retainage Held and Paid by Client

Below are selected report and invoice samples.

Project: **Crystal Blue Waters New System Installation (10-Crystal Blue Water:)** - Managed by: **Walter Birch**
 Client: **Tracy Hunter (County)**

| |
|------------------------------------|
| Billing Review for Phased Projects |
|------------------------------------|

| Phase | Contract Amount | % Complete | Services Billed | Expenses Billed | Unbilled Services | Unbilled Expenses | Proposed Net Bill | New % Complete |
|--|-----------------|------------|-----------------|-----------------|-------------------|-------------------|-------------------|----------------|
| Crystal Blue Waters New System Installation (10-Crystal Blue Water:) | \$10,000.00 | 0.00% | \$19,000.00 | \$0.00 | \$1,340.00 | \$575.00 | \$1,915.00 | |

Services

| Date | Employee | Description | Hours | Cost | Bill Rate | Bill Amount | |
|-----------|--------------------|---------------------------|--------------|-----------------|-----------|-------------------|----|
| 9/4/2013 | Walter Birch | Client Conference/Meeting | 2.00 | \$100.00 | \$100.00 | \$200.00 | NP |
| 9/4/2013 | Allen Marcello | Client Conference/Meeting | 2.00 | \$80.00 | \$80.00 | \$160.00 | NP |
| 9/4/2013 | Jennifer Arlington | Client Conference/Meeting | 2.00 | \$120.00 | \$120.00 | \$240.00 | NP |
| 9/4/2013 | Mark Kerns | Client Conference/Meeting | 2.00 | \$34.00 | \$35.00 | \$70.00 | NP |
| 9/4/2013 | Richard Curtis | Client Conference/Meeting | 2.00 | \$80.00 | \$80.00 | \$160.00 | NP |
| 9/10/2013 | Allen Marcello | Telephone Call/Conference | 0.75 | \$30.00 | \$80.00 | \$60.00 | NP |
| 9/10/2013 | Jennifer Arlington | Telephone Call/Conference | 0.75 | \$45.00 | \$120.00 | \$90.00 | NP |
| 9/13/2013 | Allen Marcello | Telephone Call/Conference | 0.50 | \$20.00 | \$80.00 | \$40.00 | NP |
| 9/16/2013 | Allen Marcello | Telephone Call/Conference | 2.00 | \$80.00 | \$80.00 | \$160.00 | NP |
| 9/20/2013 | Allen Marcello | Telephone Call/Conference | 2.00 | \$80.00 | \$80.00 | \$160.00 | NP |
| | | | 16.00 | \$669.00 | | \$1,340.00 | |

Expenses

| Date | Employee | Description | Units | Cost | Markup | Bill Amount |
|-----------|-----------|-------------------------|-------------|-----------------|--------|-----------------|
| 3/21/2013 | Greg Wang | Outside Consultant Fees | 1.00 | \$575.00 | 0.00% | \$575.00 |
| | | | 1.00 | \$575.00 | | \$575.00 |

Retainer Summary

| | Client | Project |
|----------|--------|------------|
| Received | \$0.00 | \$5,000.00 |
| Applied | \$0.00 | \$4,975.00 |
| Balance | \$0.00 | \$25.00 |

Other Information

| Start Date | Due Date | Contract Balance | Billed | Paid | Owed | Manager |
|------------|----------|------------------|--------------|--------------|-------------|---------|
| 2/25/2011 | | (\$9,000.00) | \$ 19,000.00 | \$ 11,500.00 | \$ 7,500.00 | WB |

10-Crystal Blue Water: Total: **\$10,000.00** **\$19,000.00** **\$0.00** **\$1,340.00** **\$575.00** **\$1,915.00**

Accounts Receivable

| Invoice # | Invoice Date | Invoice \$ | Discount | Credit | Write-Off | Payments | Balance |
|-----------|--------------|--------------------|---------------|---------------|---------------|--------------------|-------------------|
| 1061 | 10/4/2012 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 | \$0.00 |
| 1077 | 11/2/2012 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 | \$0.00 |
| 1094 | 12/4/2012 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 | \$0.00 |
| 1143 | 7/20/2013 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$825.00 | \$2,175.00 |
| 1153 | 7/25/2013 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$825.00 | \$2,175.00 |
| 1165 | 5/21/2013 | \$4,000.00 | \$0.00 | \$0.00 | \$0.00 | \$850.00 | \$3,150.00 |
| | | \$19,000.00 | \$0.00 | \$0.00 | \$0.00 | \$11,500.00 | \$7,500.00 |

| | |
|-------------|------------|
| Period From | Period To |
| 5/13/2013 | 12/30/2013 |

Client ID: **City Services**

| Date | Employee ID | Description | B-Hrs/Units | Cost Amt | Amount | WUD% | * |
|--|-----------------|--|-------------|----------|---------|------|--------------------------|
| 09-PV Country Club: - PV Country Club (Managed by JA) | | | | | | | |
| Services: | | | | | | | |
| 9/21/2013 | CJ | Client Conference/Meeting | 1.00 | \$30.00 | \$0.00 | | <input type="checkbox"/> |
| 10/28/2013 | JD Consulting | BUILDING DEPARTMENT LIAISON | 8.00 | \$440.00 | \$0.00 | | <input type="checkbox"/> |
| 10/28/2013 | Geo Engineering | COMPUTER AIDED DRAFTING | 14.00 | \$560.00 | \$0.00 | | <input type="checkbox"/> |
| 11/28/2013 | CJ | Client Conference/Meeting | 1.25 | \$43.75 | \$0.00 | | <input type="checkbox"/> |
| | | Meeting with sub-contractors and board members regarding North Building extension. | | | | | |
| 12/6/2013 | RC | CAD PLOTTING | 1.25 | \$41.88 | \$0.00 | | <input type="checkbox"/> |
| | | Drawings sent through USPS same day service for final plotting to meet building department deadline | | | | | |
| 12/8/2013 | CJ | Client Conference/Meeting | 1.25 | \$43.75 | \$0.00 | | <input type="checkbox"/> |
| | | Meeting with sub-contractors and board members regarding North Building extension. | | | | | |
| 12/16/2013 | RC | CAD PLOTTING | 1.25 | \$41.88 | \$0.00 | | <input type="checkbox"/> |
| | | Drawings sent through USPS same day service for final plotting to meet building department deadline | | | | | |
| 12/30/2013 | CJ | Client Conference/Meeting | 1.00 | \$30.00 | \$0.00 | | <input type="checkbox"/> |
| Expenses: | | | | | | | |
| 5/13/2013 | BW | MILEAGE | 25.00 | \$12.50 | \$13.75 | | * |
| | | Site inspection mileage expense. 10% markup applied. | | | | | |
| 6/27/2013 | BW | MILEAGE | 25.00 | \$12.50 | \$13.75 | | * |
| | | Site inspection mileage expense. 10% markup applied. | | | | | |

Account Information

| Services Billed | Expenses Billed | Billed | Paid | Owed | Ret Paid | Ret Avail |
|-----------------|-----------------|--------------|---------------|------------|-----------------|-----------|
| \$ 33,118.75 | \$ 6,097.65 | \$ 39,218.67 | \$ 39,201.32 | \$ 17.35 | \$ 0.00 | \$ 0.00 |
| Contract Amt | Contract Type | Fixed Fee | Cont. Balance | % Complete | Hrs x Cost Rate | WuWd T.D. |
| \$ 73,115.00 | HNTE | \$ 0.00 | \$37,496.25 | 36.70% | \$ 22,612.41 | (\$90.00) |

| 09-PV Country Club: - PV Country Club | | | | Hrs/Units | Cost Amt | Billable Amt |
|---------------------------------------|----------------------|--------------------|------------------------|------------------------|----------|-------------------|
| Extra Labor | Extra Expense | Total Extra | Total Non-Extra | Labor Total: | 29.00 | \$1,231.26 |
| \$ 0.00 | \$ 27.50 | \$ 27.50 | \$ 0.00 | Expense Total: | 50.00 | \$25.00 |
| | | | | Billable Total: | | \$1,256.26 |
| | | | | | | \$27.50 |

Send Statement: YES / NO

Bill: YES / NO

Bill Amount: \$ _____

Notes: Project Complete.

Hendricks Consulting LLC

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Contract Services - Percentage Billed

Printed on: 3/15/2013

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Show Monthly Details

| Project ID - Name | Type | Contract Amt | Contract Billed* | Contract Bal. | % Billed |
|--|-----------|-----------------------|---------------------|---------------------|----------|
| 09-PV Country Club: - PV Country Club | HNTE | \$73,115.00 | \$35,618.75 | \$37,496.25 | 48.72 |
| 10 Municipal Offices - 3: - Municipal Offices Technical Support | Hourly | | \$11,734.75 | | |
| 10-CBS New System: - Crystal Blue Waters New System Evaluation | Fixed | \$3,500.00 | \$2,740.00 | \$760.00 | 78.29 |
| 10-CBS Support: - Crystal Blue Waters Ongoing Support | Hourly | \$7,800.00 | \$17,895.00 | (\$10,095.00) | 229.42 |
| 10-City Health Dept: - City Health Department | HNTE | \$75,000.00 | \$67,478.79 | \$7,521.21 | 89.97 |
| 10-Crystal Blue Water: - Crystal Blue Waters New System Installation | Fixed | \$10,000.00 | \$19,000.00 | (\$9,000.00) | 190.00 |
| 10-Dept Of City Services: - Dept. of City Services | Hourly | | \$28,567.50 | | |
| 10-DWP: - Dept. of Water & Power | HNTE | \$46,000.00 | \$20,447.50 | \$25,552.50 | 44.45 |
| 10-Fun Foods: - Fun Foods 2.0 Upgrade | Fixed | \$15,000.00 | \$25,848.75 | (\$10,848.75) | 172.33 |
| 10-Green Thumb: - Green Thumb Starter System | Fixed | \$10,500.00 | \$9,000.00 | \$1,500.00 | 85.71 |
| 10-Harbor Bldg 42: - Long Beach Harbor Terminal Bldg. 42 | HNTE | \$75,000.00 | \$20,822.50 | \$54,177.50 | 27.76 |
| 10-Harbor Terminal Bldg 61: - Long Beach Harbor Terminal Bldg. 61 | % | \$157,000.00 | \$34,035.00 | \$122,965.00 | 21.68 |
| 10-Harbor: - Long Beach Harbor | Hourly | | \$5,882.50 | | |
| 10-Hillard:1-SD - Hilliard Residence-Schematic Design | Fixed | \$20,000.00 | \$10,000.00 | \$10,000.00 | 50.00 |
| 10-Hillard:2-DD - Hilliard Residence Design Development | Fixed | \$10,000.00 | \$9,432.50 | \$567.50 | 94.33 |
| 10-Hillard:3-CD - Hilliard Residence-CD | Fixed | \$50,000.00 | \$25,000.00 | \$25,000.00 | 50.00 |
| 10-Hillard:4-CA - Hilliard Residence-CA | Fixed | \$20,000.00 | \$26,351.00 | (\$6,351.00) | 131.76 |
| 10-HUD Add Services: - Housing and Urban Development - Add Servic | Hourly | | \$41,940.00 | | |
| 10-HUD Aspen: - Housing and Urban Development - Aspen, Colorado | Hourly | | \$26,392.50 | | |
| 10-HUD Monte Carlo: - Housing and Urban Development - Monte Carl | Hourly | | \$44,925.00 | | |
| 10-HUD NY: - Housing and Urban Development - New York City | Hourly | | \$68,100.00 | | |
| 10-HUD Queens: - Housing and Urban Development - Queens | Hourly | | \$85,715.00 | | |
| 10-HUD Richmond: - Housing and Urban Development - Richmond, VA | Hourly | | \$63,618.50 | | |
| 10-Long Beach Harbor: - Long Beach Harbor - Recurring | Recurring | | \$8,000.00 | | |
| 10-MAIN:1-SD - HUD - Schematic Design | Fixed | \$25,000.00 | \$2,500.00 | \$22,500.00 | 10.00 |
| 10-MAIN:2-CD - HUD - Construction Documents | Fixed | \$87,500.00 | \$5,250.00 | \$82,250.00 | 6.00 |
| 10-MAIN:3-CA - HUD - Construction Administration | Fixed | \$12,500.00 | \$500.00 | \$12,000.00 | 4.00 |
| 10-Municipal Offices: - Municipal Offices Feasibility | Fixed | \$2,200.00 | \$1,922.50 | \$277.50 | 87.39 |
| 10-Municipal Offices-2: - Municipal Offices Development | Fixed | \$65,000.00 | \$147,830.00 | (\$82,830.00) | 227.43 |
| 10-Party Planners: - Party Planners, Inc. System Upgrade | Fixed | \$30,000.00 | \$38,137.50 | (\$8,137.50) | 127.13 |
| 10-Party Planners-2: - Party Planners, Inc. Tech Center | Hourly | | \$11,670.88 | | |
| 10-Redondo Library: - Redondo Beach Library | HNTE | \$75,000.00 | \$3,760.00 | \$71,240.00 | 5.01 |
| 10-Staple Center: - Staples Center | Fixed | \$250,000.00 | \$37,500.00 | \$212,500.00 | 15.00 |
| 10-Torrance Airport: - Torrance Airport Upgrade | C+FF | \$100,000.00 | \$23,247.95 | \$76,752.05 | 23.25 |
| 10-WW New Systems: - World Wide New Systems | Fixed | \$25,600.00 | \$63,750.00 | (\$38,150.00) | 249.02 |
| Grand Total: | | \$1,245,715.00 | \$648,067.74 | \$597,647.26 | |
| Grand Total (no contract): | | | \$396,546.63 | | |

Hendricks Consulting LLC

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Los Angeles, CA 90505
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WIP Reconciliation Summary

1/1/2013 - 3/31/2013

| | A | B | C | D = A+B-C | | |
|---|-----------------------|----------------------|---------------------|-------------------------------|----------------------------------|--|
| Project ID | Contract Amount | Opening Billable WIP | Period Billable WIP | Period Invoiced Billable WIP* | Write-Up/Down on Inv. Bill. WIP* | Closing Billable WIP |
| 09-PV Country Club: - PV Country Clu | \$73,115.00 | \$5,750.00 | \$9,472.40 | \$6,476.25 | \$0.00 | \$8,746.15 |
| 10 Municipal Offices - 3: - Municipa | | \$2,773.60 | \$29,757.50 | \$9,566.10 | \$0.00 | \$22,965.00 |
| 10-CBS Support: - Crystal Blue Waters | \$7,800.00 | \$1,295.00 | \$855.00 | \$0.00 | \$0.00 | \$2,150.00 |
| 10-City Health Dept: - City Health De | \$75,000.00 | \$67,448.91 | \$921.51 | \$53,564.83 | \$0.00 | \$14,805.59 |
| 10-Crystal Blue Water: - Crystal Blue | \$10,000.00 | \$680.00 | \$3,695.00 | \$0.00 | \$0.00 | \$4,375.00 |
| 10-Dept Of City Services: - Dept. of | | \$6,546.25 | \$1,550.00 | \$0.00 | \$0.00 | \$8,096.25 |
| 10-DWP: - Dept. of Water & Power | \$46,000.00 | \$6,050.00 | \$1,647.50 | \$0.00 | \$0.00 | \$7,697.50 |
| 10-Fun Foods: - Fun Foods 2.0 Upgrad | \$15,000.00 | \$7,028.75 | \$3,440.00 | \$0.00 | \$0.00 | \$10,468.75 |
| 10-Green Thumb: - Green Thumb Sta | \$10,500.00 | \$6,698.75 | \$740.00 | \$0.00 | \$0.00 | \$7,438.75 |
| 10-Harbor Bldg 42: - Long Beach Hart | \$75,000.00 | \$1,282.24 | \$3,684.61 | \$1,562.84 | \$0.00 | \$3,404.01 |
| 10-Harbor Terminal Bldg 61: - Long E | \$157,000.00 | \$2,390.00 | \$1,865.00 | \$0.00 | \$0.00 | \$4,255.00 |
| 10-Harbor: - Long Beach Harbor | \$0.00 | \$1,825.00 | \$9,272.50 | \$0.00 | \$0.00 | \$11,097.50 |
| 10-Hillard:1-SD - Hilliard Residence-Sc | \$20,000.00 | \$0.00 | \$7,985.00 | \$0.00 | \$0.00 | \$7,985.00 |
| 10-Hillard:2-DD - Hilliard Residence De | \$10,000.00 | \$6,495.00 | \$218.75 | \$6,495.00 | \$0.00 | \$218.75 |
| 10-Hillard:3-CD - Hilliard Residence-C | \$50,000.00 | \$9,084.00 | \$3,200.00 | \$9,084.00 | \$15,916.04 | \$3,200.00 |
| 10-Hillard:4-CA - Hilliard Residence-CA | \$20,000.00 | \$7,117.00 | \$21,351.00 | \$0.00 | \$0.00 | \$28,468.00 |
| 10-HUD Add Services: - Housing and | | \$8,759.00 | \$8,480.00 | \$0.00 | \$0.00 | \$17,239.00 |
| 10-HUD Aspen: - Housing and Urban E | | \$9,025.00 | \$5,550.00 | \$0.00 | \$0.00 | \$14,575.00 |
| 10-HUD Monte Carlo: - Housing and | | \$9,876.50 | \$16,475.00 | \$814.00 | \$0.00 | \$25,537.50 |
| 10-HUD NY: - Housing and Urban Deve | \$0.00 | \$30,325.00 | \$14,751.55 | \$1,201.55 | \$0.00 | \$43,875.00 |
| 10-HUD Queens: - Housing and Urban | | \$49,855.00 | \$10,800.00 | \$480.00 | \$0.00 | \$60,175.00 |
| 10-HUD Richmond: - Housing and Urb | | \$21,665.50 | \$20,488.33 | \$0.00 | \$0.00 | \$42,153.83 |
| 10-Long Beach Harbor: - Long Beac | \$0.00 | \$24,879.00 | \$12,723.00 | \$0.00 | \$0.00 | \$37,602.00 |
| 10-MAIN:1-SD - HUD - Schematic Desig | \$25,000.00 | \$650.00 | \$5,385.00 | \$0.00 | \$0.00 | \$6,035.00 |
| 10-MAIN:2-CD - HUD - Construction D | \$87,500.00 | \$4,200.00 | \$20,305.00 | \$0.00 | \$0.00 | \$24,505.00 |
| 10-MAIN:3-CA - HUD - Construction Ac | \$12,500.00 | \$675.00 | \$0.00 | \$0.00 | \$0.00 | \$675.00 |
| 10-Municipal Offices: - Municipal Of | \$2,200.00 | \$2,016.00 | \$75.00 | \$2,016.00 | \$0.00 | \$75.00 |
| 10-Municipal Offices2: - Municipal C | \$65,000.00 | \$3,157.50 | \$7,014.36 | \$5,305.00 | \$0.00 | \$4,866.86 |
| 10-Party Planners-2: - Party Planners, | \$0.00 | \$3,294.20 | \$2,340.00 | \$5,136.70 | \$0.00 | \$497.50 |
| 10-Redondo Library: - Redondo Beac | \$75,000.00 | \$200.00 | \$3,750.00 | \$0.00 | \$0.00 | \$3,950.00 |
| 10-Staple Center: - Staples Center | \$250,000.00 | \$400.00 | \$0.00 | \$400.00 | \$30,060.00 | \$0.00 |
| 10-Torrance Airport: - Torrance Airpo | \$100,000.00 | \$4,035.64 | \$0.00 | \$3,555.64 | \$0.00 | \$480.00 |
| 10-WW New Systems: - World Wide N | \$25,600.00 | \$25,705.00 | \$4,870.00 | \$32,765.00 | \$300.16 | (\$2,190.00) |
| Report Total: | \$1,212,215.00 | \$331,182.84 | \$232,663.01 | \$138,422.91 | \$46,276.20 | \$425,422.94 |
| | | | | | | Period Invoiced "Entry Date Error" Adjustment (entry date after closing range): |
| | | | | | | \$11,990.00 |
| | | | | | | Corrected Closing Billable WIP: |
| | | | | | | \$437,412.94 |

*Items marked-as-billed use the entry date as billed date, also reflects as negative value in WuWd column. Invoiced column is without WuWd multiplier.

red values = reconciliation issue of assigning invoice date less than time/expense date (mouse-over for amount)

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Billed Services by Project & Activity with Write-Up/Down

Printed on: 3/8/2012
 Page 16 of 93

Filters Used:

- Invoice Date: 1/1/2012 to 12/31/2012

Project Name (ID): Crystal Blue Waters New System Installation (10-Crystal Blue Water:)

Project StartDate: 1/21/2010

Client ID: County

| Employee Name | Description | Date | B-Hrs | BillRate | Amount | Inv. Amount | Inv Number |
|---|-------------|------------|---------------|----------|--------------------|-------------------|------------|
| Client Conf: - Client Conference/Meeting | | | | | | | |
| Allen Marcello | -- | 9/15/2011 | 2.00 | \$80.00 | \$160.00 | \$272.73 | 1153 |
| Allen Marcello | -- | 11/1/2011 | 2.25 | \$80.00 | \$180.00 | \$306.82 | 1153 |
| Allen Marcello | -- | 2/12/2012 | 2.00 | \$80.00 | \$160.00 | \$272.73 | 1153 |
| Allen Marcello | -- | 1/13/2012 | 2.00 | \$80.00 | \$160.00 | \$272.73 | 1153 |
| Allen Marcello | -- | 1/30/2012 | 2.25 | \$80.00 | \$180.00 | \$306.82 | 1153 |
| Allen Marcello | -- | 10/15/2011 | 2.00 | \$80.00 | \$160.00 | \$272.73 | 1153 |
| Allen Marcello | -- | 10/2/2011 | 2.25 | \$80.00 | \$180.00 | \$306.82 | 1153 |
| Allen Marcello | -- | 2/29/2012 | 2.25 | \$80.00 | \$180.00 | \$306.82 | 1153 |
| Walter Birch | -- | 12/29/2011 | 2.00 | \$100.00 | \$200.00 | \$340.91 | 1153 |
| Walter Birch | -- | 11/29/2011 | 2.00 | \$100.00 | \$200.00 | \$340.91 | 1153 |
| Total for Client Conf: | | | 21.00 | | \$1,760.00 | \$3,000.02 | |
| Site Super: - Site Supervision | | | | | | | |
| Allen Marcello | -- | 3/31/2012 | 3.50 | \$80.00 | \$280.00 | \$0.00 | 1143 |
| Allen Marcello | -- | 3/1/2012 | 3.75 | \$80.00 | \$300.00 | \$101.35 | 1143 |
| Total for Site Super: | | | 7.25 | | \$580.00 | \$101.35 | |
| System Ins: - Computer System Installation | | | | | | | |
| Allen Marcello | -- | 3/30/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 2/3/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 3/29/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 2/2/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 3/3/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 2/28/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 2/29/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 3/5/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 2/4/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 3/4/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 2/27/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 3/28/2012 | 8.00 | \$80.00 | \$640.00 | \$216.22 | 1143 |
| Allen Marcello | -- | 9/21/2012 | 8.00 | \$80.00 | \$640.00 | \$1,333.33 | 1165 |
| Allen Marcello | -- | 8/20/2012 | 8.00 | \$80.00 | \$640.00 | \$1,333.33 | 1165 |
| Allen Marcello | -- | 8/21/2012 | 8.00 | \$80.00 | \$640.00 | \$1,333.33 | 1165 |
| Total for System Ins: | | | 120.00 | | \$9,600.00 | \$6,594.63 | |
| Web Serv: - Web Services | | | | | | | |
| Richard Curtis | -- | 3/23/2012 | 2.00 | \$80.00 | \$160.00 | \$54.05 | 1143 |
| Richard Curtis | -- | 2/23/2012 | 1.75 | \$80.00 | \$140.00 | \$47.30 | 1143 |
| Richard Curtis | -- | 2/22/2012 | 2.00 | \$80.00 | \$160.00 | \$54.05 | 1143 |
| Richard Curtis | -- | 3/24/2012 | 1.75 | \$80.00 | \$140.00 | \$47.30 | 1143 |
| Total for Web Serv: | | | 7.50 | | \$600.00 | \$202.70 | |
| Total for 10-Crystal Blue Water: | | | 155.75 | | \$12,540.00 | \$9,898.70 | |



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Invoice

Ms. Carolyn Summer
 City Services Dept.
 123 Main Street
 First Floor
 Your Town, CA 90500

Invoice Date: Mar 15, 2013

Invoice Num: 1214

Billing Through: Jan 1, 2099

PV Country Club (09-PV Country Club:) - Managed by (JA)

Professional Services:

| <u>Date</u> | <u>Employee</u> | <u>Description</u> | <u>Hours</u> | <u>Rate</u> | <u>Amount</u> |
|------------------------------|-----------------|---|--------------|-------------|-------------------|
| 2/8/2013 | AM | Design Calculations | 13.00 | \$80.00 | \$1,040.00 |
| 2/16/2013 | AM | Client Conference/Meeting Meeting with sub-contractors and board members regarding North Building extension. | 6.00 | \$80.00 | No Charge |
| 4/4/2013 | Geo Engineering | DESIGN CALCULATIONS | 5.00 | \$225.00 | \$1,125.00 |
| Total Service Amount: | | | | | \$2,165.00 |

Reimbursable Expenses:

| | | | | | |
|------------------------|----|---|--|--|--------------------|
| 3/20/2013 | AM | MILEAGE Site inspection mileage expense. 10% markup applied. | | | \$4,262.50 |
| 4/13/2013 | BW | MILEAGE Site inspection mileage expense. 10% markup applied. | | | \$6,875.00 |
| 4/28/2013 | BD | MILEAGE Site inspection mileage expense. 10% markup applied. | | | \$13.75 |
| 5/13/2013 | BW | MILEAGE Site inspection mileage expense. 10% markup applied. | | | \$13.75 |
| 6/27/2013 | BW | MILEAGE Site inspection mileage expense. 10% markup applied. | | | \$13.75 |
| Total Expenses: | | | | | \$11,178.75 |
| GST: | | | | | \$362.00 |

Amount Due This Invoice: **\$13,705.75**

This invoice is due upon receipt

Account Summary

| Services BTD | Expenses BTD | Last Inv Num | Last Inv Date | Last Inv Amt | Last Pay Amt | Prev Unpaid Amt |
|--------------|--------------|--------------|---------------|--------------|--------------|-----------------|
| \$ 35,283.75 | \$ 17,368.80 | 1150 | 7/25/2013 | \$ 640.00 | \$ 2,719.92 | \$ 109.75 |

Total Amount Due Including This Invoice: **\$13,815.50**

Thank you for your business!



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Invoice

Invoice Date: Mar 15, 2013
Invoice Num: 1214
Billing Through: Jan 1, 2099

Ms. Carolyn Summer
 City Services Dept.
 123 Main Street
 First Floor
 Your Town, CA 90500

PV Country Club (09-PV Country Club:) - Managed by (JA)

Professional Services

| <u>Activity ID</u> | <u>Description</u> | <u>Amount</u> |
|------------------------------|---------------------------|-------------------|
| AR:DC | Design Calculations | \$1,040.00 |
| Calcs: | DESIGN CALCULATIONS | \$1,125.00 |
| Client Conf: | Client Conference/Meeting | No Charge |
| Total Service Amount: | | \$2,165.00 |
| Main Service Tax: | | \$250.00 |

Reimbursable Expenses:

| <u>Date</u> | <u>Employee</u> | <u>Description</u> | <u>Amount</u> |
|---------------------------------|-----------------|--------------------|--------------------|
| 3/20/2013 | AM | MILEAGE | \$4,262.50 |
| 4/13/2013 | BW | MILEAGE | \$6,875.00 |
| 4/28/2013 | BD | MILEAGE | \$13.75 |
| 5/13/2013 | BW | MILEAGE | \$13.75 |
| 6/27/2013 | BW | MILEAGE | \$13.75 |
| Total Expenses: | | | \$11,178.75 |
| Main Expense Tax: | | | \$112.00 |
| Amount Due This Invoice: | | | \$13,705.75 |

This invoice is due upon receipt

Account Summary

| Services BTD | Expenses BTD | Last Inv Num | Last Inv Date | Last Inv Amt | Last Pay Amt | Prev Unpaid Amt |
|--------------|--------------|--------------|---------------|--------------|--------------|-----------------|
| \$ 35,283.75 | \$ 17,368.80 | 1150 | 7/25/2013 | \$ 640.00 | \$ 2,719.92 | \$ 109.75 |

Total Amount Due Including This Invoice: \$13,815.50

Thank you for your business!



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Invoice

Tracy Hunter
 County Municipal Offices
 78 Reflection Drive
 Serene, CA 98700

Invoice Date: Mar 21, 2013
Invoice Num: 1144
Billing Through: Feb 3, 2015

Municipal Offices Development (10-Municipal Offices-2) - Managed by (JA)

Contract Type: Fixed
Contract Amount: \$ 65,000.00
Retainer Required: \$ 5,000.00

Amount: \$5,150.00

Reimbursable Expenses:

| <u>Date</u> | <u>Employee</u> | <u>Description</u> | <u>Amount</u> |
|-------------|-----------------|-------------------------|---------------|
| 1/12/2013 | JA | PLANS/DRAWINGS/SKETCHES | \$15.00 |
| 1/13/2013 | JA | MILEAGE | \$28.50 |
| 1/14/2013 | JA | COURIER | \$30.00 |
| 1/15/2013 | JA | MILEAGE | \$16.00 |
| 1/20/2013 | JA | COURIER | \$27.50 |
| 1/21/2013 | JA | MILEAGE | \$38.00 |

Total Expenses: \$155.00

Amount Due This Invoice: \$5,305.00

This invoice is due upon receipt

Account Summary

| Services BTD | Expenses BTD | Last Inv Num | Last Inv Date | Last Inv Amt | Last Pay Amt | Prev Unpaid Amt |
|---------------|--------------|--------------|---------------|--------------|--------------|-----------------|
| \$ 145,150.00 | \$ 217.43 | 1137 | 6/19/2013 | \$ 19,500.00 | \$ 10,322.19 | \$ 64,062.43 |

Total Amount Due Including This Invoice: \$69,367.43

Thank you for your business!



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Invoice

Mr. Mark Summer
 Housing and Urban Development
 652 Third Avenue
 New York, NY 10001

Invoice Date: Jan 2, 2012
Invoice Num: 1110
Billing Through: Dec 25, 2011

PO#:

Project Name (ID)

| | <u>Amount</u> |
|--|---------------|
| Housing and Urban Development - Monte Carlo (10-HUD Monte Carlo) - Managed by (WB) | \$814.00 |
| Housing and Urban Development - New York City (10-HUD NY:) - Managed by (JA) | \$1,201.54 |
| Housing and Urban Development - Queens (10-HUD Queens:) - Managed by (JA) | \$480.00 |

Amount Due This Invoice: \$2,495.54

This invoice is due upon receipt

Account Summary

| Billed To Date | Paid To Date | Balance Due |
|----------------|--------------|--------------|
| \$ 45,870.54 | \$ 25,900.00 | \$ 19,970.54 |



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Invoice

TO: Tracy Hunter
 County Municipal Offices
 78 Reflection Drive
 Serene, CA 98700

Invoice Date: Jul 16, 2012
Invoice Num: 1217
Billing Through: Jan 1, 2099

Municipal Offices Technical Support (10 Municipal Offices - 3:) - Managed by (JA)

For professional services rendered on the above referenced project for the period ending: January 01, 2099

| | <u>Hours</u> | <u>Rate</u> | <u>Amount</u> |
|-------------------------|--------------|--|-------------------|
| Direct Labor: | | | |
| Jr. Architect: | 3.00 | \$24.50 | \$73.50 |
| Draftsman: | 2.00 | \$27.50 | \$55.00 |
| Senior Engineer: | 4.00 | \$35.00 | \$140.00 |
| Director: | 5.00 | \$40.00 | \$200.00 |
| | | Direct Labor Subtotal: | \$468.50 |
| | | OverHead (241% Of Direct Labor Subtotal): | \$1,128.00 |
| | | Direct Labor Total: | \$1,596.50 |
| | | Fixed Fee: | \$500.00 |
| Direct Expenses: | | | |
| Airfare | | | \$22.00 |
| Copy Services | | | \$2,150.00 |
| | | Total Expenses: | \$2,172.00 |
| | | Subtotal: | \$4,268.50 |
| | | Amount Due This Invoice: | \$4,268.50 |

| | |
|--|-------------------|
| Retainage (-): | \$177.07 |
| Amount Due This Invoice (After Retainage): | \$4,091.43 |

This invoice is due upon receipt

Account Summary

| Services BTD | Expenses BTD | Last Inv Num | Last Inv Date | Last Inv Amt | Last Pay Amt | Prev Unpaid Amt |
|--------------|--------------|--------------|---------------|--------------|--------------|-----------------|
| \$ 13,831.25 | \$ 8,374.85 | 1151 | 6/20/2012 | \$ 400.00 | \$ 8,000.00 | \$ 3,884.93 |

Total Amount Due Including This Invoice: **\$7,976.37**

Thank you for your business!