

Role-Based Brochure



BillQuick for Principals & Partners

Built With Your Industry Knowledge

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Why BillQuick?

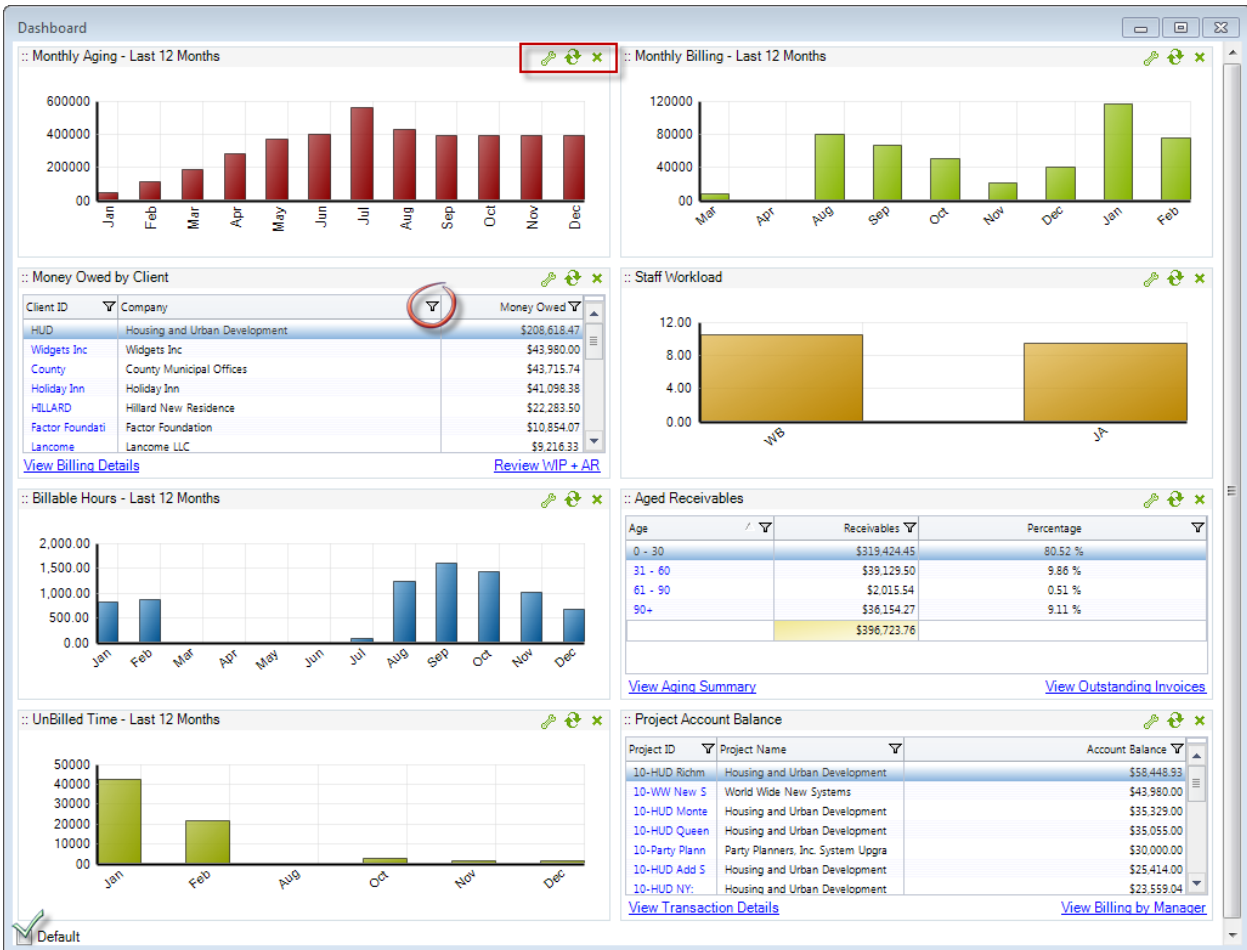
BillQuick is a project-centric system that supports an unlimited number of projects. Project-centric means that the project is the core element of the relationship between a company and its client. It defines the scope of work being done for a client, how it should be processed, how it should be billed, and so on.

Implementation of BillQuick is the right step towards increasing business productivity and investing in technology that helps you manage your business. This role-based brochure highlights the functions and features of BillQuick that are useful for owners, principals and partners. It focuses on important information needed for effective and efficient management of your company, clients, projects and overall business. In other words, it answers your question "*What does BillQuick do for me?*"

Feature Overview

- Project Center for efficient, all-in-one-place information
- Dashboard with key performance metrics
- More than 400 reports
- Profitability and job cost reporting
- Employee utilization and staff performance
- Work-in-progress, billing and AR information
- Report scheduling for automatic delivery
- Budgets and project controls for better profits
- Workflow, reminders and alerts
- Built-in message system with email options
- Project journal notes throughout the processes
- Simple, fast anytime anywhere capture of time and expenses
- Anytime anywhere real-time information
- Tracking of marketing costs and overheads
- Retainer management
- Robust and flexible billing
- Integration with QuickBooks, Sage 50 (formerly Peachtree Accounting) and MYOB (Australia)
- Extensive security permissions
- Extensive global and project business rules
- Complete action log for audit trail

Dashboard



Rather than run through menu commands, set filters, run reports and then read them one after another to find exceptions and visualize trends, the BillQuick Dashboard lets you view important business metrics at-a-glance and keep track of key performance indicators.

Whether through the reports, Dashboard or Project Center, real-time information is always available. To ensure you and your managers have critical information for decision-making, BillQuick offers anytime anywhere capture of time and expenses – in office or at remote locations. It also monitors timely entry and sends reminders to tardy timekeepers. You can view information on demand, have it automatically delivered to you, or set business alerts for key items.

Information is extensive and customizable. The Dashboard offers 21 different key performance indicators to choose from. Along with the Project Center, you can quickly scan for exceptions that demand your attention. Over 400 reports provide financial, project and operational information. Reports can be customized, as needed.

Bottom Line: With anywhere, anytime capture of time and expenses, and automated reminders for tardy timekeepers, you have on-demand information that is up-to-date, thus improving management and profitability. On-screen and in-context reports give you the right information at the right time.

Business Management Reports

Some of the most popular and useful BillQuick reports for principals and partners include:

Financial Reports

1. AR Aging – 90 days
2. Billing Reconciliation Summary by Client
3. Retainer Reconciliation Summary by Client
4. Profit by Project – Billable Summary
5. Client Snapshot with AR Aging
6. Billed, Paid Owed Summary by Client
7. Billed Services by Project & Activity with Write-Up/Down
8. WIP Detail by Client and Project
9. WIP Reconciliation
10. Profit by Client, Project and Invoices – Billed Summary
11. Profit by Timekeeper
12. Project Cost Multiplier
13. Cash Receipts Summary – Current Year & Last Year Comparison
14. Cash Receipts Current Year and Last Year Comparison

Operational Analysis Reports

1. Labor Distribution
2. Contract Analysis
3. Contract Spent by Project – Services and Expenses
4. Work in Hand by Client and Project
5. Contract Services and Expenses - Percentage Billed
6. WIP Summary & WIP Aging by Project
7. Investment Summary by Client and Project

Staff Analysis Reports

1. Employee Utilization
2. Staff Profit Report – Billed
3. Employee Performance Summary
4. Employee Realization – Gap Analysis
5. Employee Realization Rate (Billing Performance)

Below are selected report samples.

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AR Aging - 90 Days

Printed on: 3/10/2012

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Filters Used:

- Project ID: Selected Items (7)

(Allied Tech) - Carol Corcoran @ 415-565-8932

Staples Center (10-Staple Center:) - Managed by (AM)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1148	2/15/2012	\$30,460.00	\$25,000.00	\$5,460.00	--	--	--	\$5,460.00
Project (10-Staple Center:) Balance				\$5,460.00	\$0.00	\$0.00	\$0.00	\$5,460.00
Client (Allied Tech) Balance				\$5,460.00	\$0.00	\$0.00	\$0.00	\$5,460.00

County Municipal Offices (County) - Tracy Hunter @ 310-555-3322

Crystal Blue Waters Ongoing Support (10-CBS Support:) - Managed by (WB)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1141	6/15/2012	\$11,990.00	\$10,000.00	\$1,990.00	--	--	--	\$1,990.00
1163	4/16/2012	\$680.00	--	\$680.00	--	--	--	\$680.00
Project (10-CBS Support:) Balance				\$2,670.00	\$0.00	\$0.00	\$0.00	\$2,670.00

Long Beach Harbor Terminal Bldg. 42 (10-Harbor Bldg 42:) - Managed by (JA)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1149	3/15/2012	\$17,710.26	\$12,000.00	\$5,710.26	--	--	--	\$5,710.26
1170	4/16/2012	\$2,072.50	--	\$2,072.50	--	--	--	\$2,072.50
Project (10-Harbor Bldg 42:) Balance				\$7,782.76	\$0.00	\$0.00	\$0.00	\$7,782.76

Long Beach Harbor Terminal Bldg. 61 (10-Harbor Terminal Bldg 61:) - Managed by (JA)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1147	6/15/2012	\$28,645.00	\$20,000.00	\$8,645.00	--	--	--	\$8,645.00
1171	4/16/2012	\$2,635.00	--	\$2,635.00	--	--	--	\$2,635.00
Project (10-Harbor Terminal Bldg 61:) Balance				\$11,280.00	\$0.00	\$0.00	\$0.00	\$11,280.00

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

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1144	2/15/2012	\$5,305.00	--	\$5,305.00	--	--	--	\$5,305.00
1181	6/15/2012	\$2,680.00	--	\$2,680.00	--	--	--	\$2,680.00
1193	7/13/2012	\$306.93	--	\$306.93	--	--	--	\$306.93
Project (10-Municipal Offices-2:) Balance				\$8,291.93	\$0.00	\$0.00	\$0.00	\$8,291.93
Client (County) Balance				\$30,024.69	\$0.00	\$0.00	\$0.00	\$30,024.69

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

Hillard Residence-Schematic Design (10-Hillard:1-SD) - Managed by (CJ)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1205	3/8/2012	\$137,100.00	--	\$137,100.00	--	--	--	\$137,100.00
1212	3/8/2012	\$4,015.50	--	\$4,015.50	--	--	--	\$4,015.50
Project (10-Hillard:1-SD) Balance				\$141,115.50	\$0.00	\$0.00	\$0.00	\$141,115.50

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

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1173	5/15/2012	\$21,351.00	--	\$21,351.00	--	--	--	\$21,351.00
1207	3/8/2012	\$7,117.00	--	\$7,117.00	--	--	--	\$7,117.00
1215	3/8/2012	\$7,477.00	--	\$7,477.00	--	--	--	\$7,477.00
Project (10-Hillard:4-CA) Balance				\$35,945.00	\$0.00	\$0.00	\$0.00	\$35,945.00
Client (HILLARD) Balance				\$177,060.50	\$0.00	\$0.00	\$0.00	\$177,060.50

Grand Total: **\$212,545.19** **\$0.00** **\$0.00** **\$0.00** **\$212,545.19**

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Filters Used:

- Project ID: Selected Items (2)

Invoice Number	Invoice Date	Services Billed	Expenses Billed	Gross Billed	Discount Applied	Retainer Applied	Net Billed	Last Pay Date	Amount Paid*	Payment Type	Invoice Balance
Client ID: County											
Project ID: 10-Municipal Offices-2: Municipal Offices Development											
Retainer		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/7/2011	\$5,000.00	Check	\$0.00
1063	8/31/2011	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$500.00	\$24,500.00	10/26/2011	\$24,500.00	Check	\$0.00
1079	9/29/2011	\$25,000.00	\$0.00	\$25,000.00	\$3,750.00	\$500.00	\$20,750.00	3/31/2011	\$20,750.00	EFT	\$0.00
1097	10/31/2011	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$500.00	\$24,500.00	3/31/2011	\$24,500.00	EFT	\$0.00
1115	2/28/2012	\$25,000.00	\$62.43	\$25,062.43	\$0.00	\$500.00	\$24,562.43	4/20/2011	\$24,562.43	EFT	\$0.00
1129	4/16/2012	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	4/20/2011	\$20,000.00	EFT	\$0.00
1137	5/15/2012	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$500.00	\$19,500.00	4/20/2011	\$19,500.00	EFT	\$0.00
1144	2/15/2012	\$5,150.00	\$155.00	\$5,305.00	\$0.00	\$0.00	\$5,305.00		\$0.00		\$5,305.00
1181	6/15/2012	\$2,680.00	\$0.00	\$2,680.00	\$0.00	\$0.00	\$2,680.00		\$0.00		\$2,680.00
1193	7/13/2012	\$0.00	\$306.92	\$306.93	\$0.00	\$0.00	\$306.93		\$0.00		\$306.93
		\$147,830.00	\$524.35	\$148,354.36	\$3,750.00	\$2,500.00	\$142,104.36		\$138,812.43		\$8,291.93
Client Totals:		\$147,830.00	\$524.35	\$148,354.36	\$3,750.00	\$2,500.00	\$142,104.36		\$138,812.43		\$8,291.93
Client ID: HUD											
Project ID: 10-MAIN:1-SD HUD - Schematic Design											
Retainer		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3/8/2012	\$2,600.00	Check	\$0.00
1118	10/7/2011	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	3/8/2012	\$2,000.00	Check	\$500.00
1208	3/8/2012	\$9,795.00	\$2,500.00	\$12,295.00	\$450.00	\$600.00	\$11,245.00		\$0.00		\$11,245.00
1222	3/8/2012	\$9,470.00	\$450.00	\$9,920.00	\$0.00	\$0.00	\$9,920.00		\$0.00		\$9,920.00
		\$21,765.00	\$2,950.00	\$24,715.00	\$450.00	\$600.00	\$23,665.00		\$4,600.00		\$21,665.00
Client Totals:		\$21,765.00	\$2,950.00	\$24,715.00	\$450.00	\$600.00	\$23,665.00		\$4,600.00		\$21,665.00
Grand Total:		\$169,595.00	\$3,474.35	\$173,069.36	\$4,200.00	\$3,100.00	\$165,769.36		\$143,412.43		\$29,956.93

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Retainer Reconciliation Summary by Client

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Client ID: HILLARD

Client Retainer Paid:	\$18,000.00
Client Retainer Applied:	\$3,600.00
Client Retainer Available:	\$14,400.00

Project Retainers for Client HILLARD

Project ID	Project Retainer Paid	Project Retainer Applied	Client Retainer Applied	Total Client/Project Retainer Applied	Total Client/Project Retainer Available
10-Hillard:1-SD	\$1,500.00	\$400.00	\$0.00	\$400.00	\$15,500.00
10-Hillard:2-DD	\$1,500.00	\$0.00	\$0.00	\$0.00	\$15,900.00
10-Hillard:3-CD	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$14,400.00
10-Hillard:4-CA	\$1,400.00	\$1,400.00	\$2,100.00	\$3,500.00	\$14,400.00

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Profit by Project - Billable Summary

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Project ID - Name	B-Hrs	Units	Cost Amount	Bill Amount*	Profit/Loss	%
09-PV Country Club: - PV Country Club	528.00	389.00	\$38,948.81	\$60,647.49	\$21,698.68	36
10 Municipal Offices - 3: - Municipal Offices Technical S	1,689.50	14.00	\$68,811.48	\$194,920.10	\$126,108.62	65
10-BQE General: - BQES General Office	4,106.50	2.00	\$87,407.27	\$4,325.00	(\$83,082.27)	-1,921
10-CBS New System: - Crystal Blue Waters New System	66.75	0.00	\$2,542.50	\$4,940.00	\$2,397.50	49
10-CBS Support: - Crystal Blue Waters Ongoing Support	259.50	0.00	\$10,155.75	\$21,169.25	\$11,013.50	52
10-City Health Dept: - City Health Department	883.00	721.00	\$38,401.99	\$72,712.87	\$34,310.88	47
10-Crystal Blue Water: - Crystal Blue Waters New System	462.50	1.00	\$19,688.00	\$27,515.07	\$7,827.07	28
10-Dept Of City Services: - Dept. of City Services	367.75	225.00	\$14,890.75	\$29,681.25	\$14,790.50	50
10-DWP: - Dept. of Water & Power	270.50	14.00	\$11,721.00	\$22,365.00	\$10,644.00	48
10-Fun Foods: - Fun Foods 2.0 Upgrade	245.75	0.00	\$10,662.02	\$26,068.73	\$15,406.71	59
10-Green Thumb: - Green Thumb Starter System	329.00	438.00	\$13,555.21	\$15,244.55	\$1,689.34	11
10-Harbor Bldg 42: - Long Beach Harbor Terminal Bldg.	130.25	460.00	\$5,694.04	\$24,923.07	\$19,229.03	77
10-Harbor Terminal Bldg 61: - Long Beach Harbor Termi	97.25	310.00	\$3,813.21	\$34,361.97	\$30,548.76	89
10-Harbor: - Long Beach Harbor	80.25	285.00	\$11,889.67	\$14,647.74	\$2,758.07	19
10-Hilliard:1-SD - Hilliard Residence-Schematic Design	40.75	1.00	\$6,604.00	\$7,985.00	\$1,381.00	17
10-Hilliard:2-DD - Hilliard Residence Design Developme	202.50	0.00	\$7,633.90	\$19,707.50	\$12,073.60	61
10-Hilliard:3-CD - Hilliard Residence-CD	170.00	1.00	\$9,018.00	\$37,284.04	\$28,266.04	76
10-Hilliard:4-CA - Hilliard Residence-CA	321.00	0.00	\$12,705.12	\$40,585.02	\$27,879.90	69
10-HUD Add Services: - Housing and Urban Developme	539.50	2.00	\$21,633.00	\$42,954.00	\$21,321.00	50
10-HUD Aspen: - Housing and Urban Development - As	333.75	6.00	\$15,176.00	\$28,552.50	\$13,376.50	47
10-HUD Monte Carlo: - Housing and Urban Developme	588.75	2.00	\$23,276.00	\$45,739.00	\$22,463.00	49
10-HUD NY: - Housing and Urban Development - New Y	1,145.75	6.00	\$41,825.90	\$82,684.05	\$40,858.15	49
10-HUD Queens: - Housing and Urban Development - Q	1,297.00	0.00	\$48,017.00	\$96,035.00	\$48,018.00	50
10-HUD Richmond: - Housing and Urban Development	914.00	23.00	\$39,723.22	\$76,946.77	\$37,223.55	48
10-Long Beach Harbor: - Long Beach Harbor - Recurrin	604.50	0.00	\$22,713.00	\$11,156.05	(\$11,556.95)	-104
10-MAIN:1-SD - HUD - Schematic Design	262.00	0.00	\$10,114.00	\$20,240.00	\$10,126.00	50
10-MAIN:2-CD - HUD - Construction Documents	597.50	0.00	\$24,103.00	\$48,230.00	\$24,127.00	50
10-MAIN:3-CA - HUD - Construction Administration	4.50	0.00	\$157.50	\$675.00	\$517.50	77
10-Municipal Offices: - Municipal Offices Feasibility	20.50	603.00	\$1,293.72	\$2,258.50	\$964.78	43
10-Municipal Offices-2: - Municipal Offices Developme	266.25	1,183.00	\$12,024.25	\$99,351.99	\$87,327.74	88
10-Overheads: - Company Overhead	208.50	0.00	\$8,220.50	\$0.00	(\$8,220.50)	0
10-Party Planners: - Party Planners, Inc. System Upgrade	99.00	0.00	\$4,077.25	\$8,155.00	\$4,077.75	50
10-Party Planners-2: - Party Planners, Inc. Tech Center	144.00	0.00	\$5,827.44	\$11,670.90	\$5,843.46	50
10-Professional: - Professional Organizations	321.00	0.00	\$17,560.00	\$0.00	(\$17,560.00)	0
10-Redondo Library: - Redondo Beach Library	47.50	386.00	\$6,358.57	\$8,237.97	\$1,879.40	23
10-Staple Center: - Staples Center	105.50	792.00	\$4,509.23	\$38,013.40	\$33,504.17	88
10-Torrance Airport: - Torrance Airport Upgrade	314.25	0.00	\$13,105.86	\$22,844.36	\$9,738.50	43
10-WW New Systems: - World Wide New Systems	925.50	0.00	\$36,441.00	\$65,335.24	\$28,894.24	44
Grand Totals:	18,990.00	5,864.00	\$730,299.16	\$1,368,163.38	\$637,864.22	47



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Labor Distribution Report

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Employee	Type	Total Hours	Direct Hours	Direct OT Hours	Indirect Hours	Actual Payroll Rate	Total Payroll	Direct Payroll	Dir. Overtime Premium Pay.	Indirect Payroll
Allen Marcello	Hourly	1,507.50	1,371.75	0.00	135.75	\$33.50	\$60,227.50	\$54,797.50	\$0.00	\$5,430.00
Bob Duncan	Hourly	730.50	651.50	0.00	79.00	\$27.50	\$24,569.38	\$21,864.38	\$0.00	\$2,705.00
Bert Woolmer	Hourly	1,902.75	1,823.50	0.00	79.25	\$40.00	\$76,110.00	\$72,940.00	\$0.00	\$3,170.00
Curtis James	Hourly	2,561.50	2,460.00	10.00	91.50	\$35.00	\$80,597.50	\$76,883.75	\$600.00	\$3,113.75
Greg Wang	Hourly	46.00	46.00	0.00	0.00	\$40.00	\$2,690.00	\$2,690.00	\$0.00	\$0.00
Jennifer Arlington	Hourly	1,188.00	794.25	0.00	393.75	\$60.00	\$67,785.38	\$44,160.38	\$0.00	\$23,625.00
John Ramsey	Hourly	46.50	46.50	0.00	0.00	\$55.00	\$2,972.38	\$2,972.38	\$0.00	\$0.00
Mark Kerns	Hourly	2,327.50	601.75	0.00	1,725.75	\$27.50	\$43,066.63	\$13,728.88	\$0.00	\$29,337.75
Richard Curtis	Hourly	1,058.25	974.25	0.00	84.00	\$33.50	\$42,000.51	\$38,640.51	\$0.00	\$3,360.00
Riley Thomas	Hourly	1,038.00	960.00	0.00	78.00	\$35.00	\$36,623.75	\$33,893.75	\$0.00	\$2,730.00
Sarah Beth	Hourly	1,937.75	1,861.75	0.00	76.00	\$35.00	\$67,821.25	\$65,161.25	\$0.00	\$2,660.00
Rose Annbach	Hourly	884.25	774.50	0.00	109.75	\$40.00	\$34,130.52	\$29,740.52	\$0.00	\$4,390.00
Sally Lawrence	Hourly	1,912.50	299.00	0.00	1,613.50	\$24.50	\$27,512.03	\$7,148.26	\$0.00	\$20,363.77
Walter Birch	Hourly	1,891.75	1,650.25	0.00	241.50	\$50.00	\$99,609.27	\$87,534.27	\$0.00	\$12,075.00
		19,032.75	14,315.00	10.00	4,707.75		\$665,716.10	\$552,155.83	\$600.00	\$112,960.27

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Contract Analysis

Date Range - 01/01/2013 to 03/15/2013

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*billed excludes discounts and extras

[enable breakdown](#)

Project ID - Name	Contract Amount	Filtered Period (spent)	Filtered Period (billed)	Project To Date (spent)	Project To Date (billed)	Contractual Balance (spent)	Contractual Balance (billed)	Est. % Comp.	Act. % Comp.
09-PV Country Club: - <i>PV Country Club</i>	\$73,115.00	\$9,780.00	\$8,615.00	\$42,813.75	\$34,408.75	\$30,301.25	\$38,706.25	58.6%	47.1%
10-CBS New System: - <i>Crystal Blue Waters Ne</i>	\$3,500.00	\$0.00	\$0.00	\$2,630.00	\$2,500.00	\$870.00	\$1,000.00	75.1%	71.4%
10-CBS Support: - <i>Crystal Blue Waters Ongo</i>	\$7,800.00	\$855.00	\$0.00	\$7,375.00	\$5,225.00	\$425.00	\$2,575.00	94.6%	67.0%
10-City Health Dept: - <i>City Health Departm</i>	\$75,000.00	\$300.00	\$53,847.50	\$67,478.75	\$53,856.25	\$7,521.25	\$21,143.75	90.0%	71.8%
10-Crystal Blue Water: - <i>Crystal Blue Waters N</i>	\$10,000.00	\$2,660.00	\$1,335.00	\$21,080.00	\$10,335.00	(\$11,080.00)	(\$335.00)	210.8%	103.4%
10-DWP: - <i>Dept. of Water & Power</i>	\$46,000.00	\$1,647.50	\$0.00	\$21,525.00	\$13,827.50	\$24,475.00	\$32,172.50	46.8%	30.1%
10-Fun Foods: - <i>Fun Foods 2.0 Upgrade</i>	\$15,000.00	\$3,280.00	\$0.00	\$20,965.00	\$15,380.00	(\$5,965.00)	(\$380.00)	139.8%	102.5%
10-Green Thumb: - <i>Green Thumb Starter Syste</i>	\$10,500.00	\$340.00	\$0.00	\$18,603.75	\$5,000.00	(\$8,103.75)	\$5,500.00	177.2%	47.6%
10-Harbor Bldg 42: - <i>Long Beach Harbor Term</i>	\$75,000.00	\$1,688.75	\$1,328.75	\$2,837.50	\$1,328.75	\$72,162.50	\$73,671.25	3.8%	1.8%
10-Harbor Terminal Bldg 61: - <i>Long Beach Ha</i>	\$157,000.00	\$1,865.00	\$0.00	\$7,010.00	\$2,755.00	\$149,990.00	\$154,245.00	4.5%	1.8%
10-Hilliard Resd: - <i>Hilliard Residence</i>									
10-Hilliard:1-SD - <i>Hilliard Residence-Schematic</i>	\$20,000.00	\$3,210.00	\$12,985.00	\$3,210.00	\$12,985.00	\$16,790.00	\$7,015.00	16.1%	64.9%
10-Hilliard:2-DD - <i>Hilliard Residence Design De</i>	\$10,000.00	\$218.75	\$6,495.00	\$10,493.75	\$8,995.00	(\$493.75)	\$1,005.00	104.9%	90.0%
10-Hilliard:3-CD - <i>Hilliard Residence-CD</i>	\$50,000.00	\$0.00	\$25,000.00	\$9,084.00	\$25,000.00	\$40,916.00	\$25,000.00	18.2%	50.0%
10-Hilliard:4-CA - <i>Hilliard Residence-CA</i>	\$20,000.00	\$17,659.00	\$0.00	\$31,893.00	\$5,000.00	(\$11,893.00)	\$15,000.00	159.5%	25.0%
10-Hilliard Resd: Totals:	\$100,000.00	\$21,087.75	\$44,480.00	\$54,680.75	\$51,980.00	\$45,319.25	\$48,020.00	54.7%	52.0%
10-Main: - <i>Housing & Urban Development</i>									
10-MAIN:1-SD - <i>HUD - Schematic Design</i>	\$25,000.00	\$5,060.00	\$5,710.00	\$5,710.00	\$8,210.00	\$19,290.00	\$16,790.00	22.8%	32.8%
10-MAIN:2-CD - <i>HUD - Construction Docume</i>	\$87,500.00	\$14,610.00	\$18,810.00	\$18,810.00	\$24,060.00	\$68,690.00	\$63,440.00	21.5%	27.5%
10-MAIN:3-CA - <i>HUD - Construction Administr</i>	\$12,500.00	\$0.00	\$0.00	\$675.00	\$500.00	\$11,825.00	\$12,000.00	5.4%	4.0%
10-Main: Totals:	\$125,000.00	\$19,670.00	\$24,520.00	\$25,195.00	\$32,770.00	\$99,805.00	\$92,230.00	20.2%	26.2%
10-Municipal Offices: - <i>Municipal Offices Fea</i>	\$2,200.00	\$0.00	\$1,905.00	\$1,922.50	\$1,922.50	\$277.50	\$277.50	87.4%	87.4%
10-Municipal Offices-2: - <i>Municipal Offices D</i>	\$65,000.00	\$6,490.00	\$0.00	\$19,945.00	\$75,000.00	\$45,055.00	(\$10,000.00)	30.7%	115.4%
10-Party Planners: - <i>Party Planners, Inc. System</i>	\$30,000.00	\$0.00	\$17,500.00	\$8,137.50	\$25,637.50	\$21,862.50	\$4,362.50	27.1%	85.5%
10-Redondo Library: - <i>Redondo Beach Libra</i>	\$75,000.00	\$0.00	\$3,750.00	\$3,860.00	\$7,310.00	\$71,140.00	\$67,690.00	5.1%	9.7%
10-Staple Center: - <i>Staples Center</i>	\$250,000.00	\$0.00	\$0.00	\$8,040.00	\$7,040.00	\$241,960.00	\$242,960.00	3.2%	2.8%
10-Torrance Airport: - <i>Torrance Airport Upgra</i>	\$100,000.00	\$0.00	\$3,911.20	\$25,970.64	\$22,719.95	\$74,029.36	\$77,280.05	26.0%	22.7%
10-WW New Systems: - <i>World Wide New Syste</i>	\$25,600.00	\$3,430.00	\$23,065.00	\$57,655.00	\$43,110.00	(\$32,055.00)	(\$17,510.00)	225.2%	168.4%
Grand Totals:	\$1,245,715.00	\$73,094.00	\$184,257.45	\$417,725.14	\$412,106.20	\$1,188,060.00	\$833,608.80	33.5%	33.1

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Contract Spent by Project - Services & Expenses

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Filters Used:

- Project ID: 09-PV Country Club: to 10-Hillard:3-CD

*Contracted projects have either a service or expense contract amount.

Project ID - Name	Total Cont. Amount	Service Cont. Amount	Service Spent	Service Balance	Expense Cont. Amount	Expense Spent	Expense Balance	*Contracted Balance
Contracted Projects								
09-PV Country Club: - PV Country Club		\$73,115.00	\$45,288.75	\$27,826.25	\$0.00	\$2,500.00	\$0.00	\$25,326.25
10-CBS New System: - Crystal Blue Waters New System Evaluation		\$3,500.00	\$5,085.00	(\$1,585.00)	\$0.00	\$0.00	\$0.00	(\$1,585.00)
10-CBS Support: - Crystal Blue Waters Ongoing Support		\$7,800.00	\$21,169.25	(\$13,369.25)	\$0.00	\$0.00	\$0.00	(\$13,369.25)
10-City Health Dept: - City Health Department		\$75,000.00	\$67,778.75	\$7,221.25	\$0.00	\$0.00	\$0.00	\$7,221.25
10-Crystal Blue Water: - Crystal Blue Waters New System Installatio		\$10,000.00	\$38,240.00	(\$28,240.00)	\$0.00	\$575.00	\$0.00	(\$28,815.00)
10-DWP: - Dept. of Water & Power		\$46,000.00	\$21,287.50	\$24,712.50	\$0.00	\$1,077.50	\$0.00	\$23,635.00
10-Fun Foods: - Fun Foods 2.0 Upgrade		\$15,000.00	\$21,345.00	(\$6,345.00)	\$0.00	\$0.00	\$0.00	(\$6,345.00)
10-Green Thumb: - Green Thumb Starter System		\$10,500.00	\$26,453.75	(\$15,953.75)	\$0.00	\$0.00	\$0.00	(\$15,953.75)
10-Harbor Bldg 42: - Long Beach Harbor Terminal Bldg. 42		\$75,000.00	\$11,305.00	\$63,695.00	\$0.00	\$0.00	\$0.00	\$63,695.00
10-Harbor Terminal Bldg 61: - Long Beach Harbor Terminal Bldg. 6		\$157,000.00	\$7,010.00	\$149,990.00	\$0.00	\$0.00	\$0.00	\$149,990.00
10-Hillard Resd: - Hilliard Residence		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00
10-Hillard:1-SD - Hilliard Residence-Schematic Design		\$20,000.00	\$3,210.00	\$16,790.00	\$0.00	\$0.00	\$0.00	\$16,790.00
10-Hillard:2-DD - Hilliard Residence Design Development		\$10,000.00	\$20,987.50	(\$10,987.50)	\$0.00	\$0.00	\$0.00	(\$10,987.50)
10-Hillard:3-CD - Hilliard Residence-CD		\$50,000.00	\$18,168.00	\$31,832.00	\$0.00	\$3,200.00	\$0.00	\$28,632.00
Individual Contracted Totals:		\$652,915.00	\$307,328.50	\$345,586.50	\$0.00	\$0.00	\$0.00	
Full Contracted Totals:	\$652,915.00		\$307,328.50			\$7,352.50		\$338,234.00
Non-Contracted Projects								
10 Municipal Offices - 3: - Municipal Offices Technical Support		\$0.00	\$189,917.25	\$0.00	\$0.00	\$5,002.85	\$0.00	\$0.00
10-BQE General: - BQES General Office		\$0.00	\$183,763.75	\$0.00	\$0.00	\$4,325.00	\$0.00	\$0.00
10-Dept Of City Services: - Dept. of City Services		\$0.00	\$29,557.50	\$0.00	\$0.00	\$123.75	\$0.00	\$0.00
10-Harbor: - Long Beach Harbor		\$0.00	\$6,332.50	\$0.00	\$0.00	\$8,765.24	\$0.00	\$0.00
Non-Contracted Totals:			\$409,571.00			\$18,216.84		
Full & Non-Contracted Spent Totals:			\$716,899.50			\$25,569.34		

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Work in Hand by Client & Project

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Filters Used:

- Client ID: Allied Tech to Global Tech

Project ID - Name	Type	Contract	Serv Amt	Exp Amt	Amt Billed	Paid	Un-Paid	WIP	Un-Billed
Allied Tech - Allied Technology									
10-Staple Center: - <i>Staples Center</i>	Fixed	\$250,000.00	\$37,500.00	\$513.40	\$38,013.40	\$32,553.40	\$5,460.00	-	\$212,500.00
Allied Tech Total:		\$250,000.00	\$37,500.00	\$513.40	\$38,013.40	\$32,553.40	\$5,460.00	-	\$212,500.00
City Services - City Services Dept.									
09-PV Country Club: - <i>PV Country Club</i>	Hourly	\$73,115.00	\$35,283.75	\$17,368.80	\$53,016.82	\$39,201.32	\$13,815.50	\$7,995.00	\$35,331.25
10-City Health Dept: - <i>City Health Department</i>	HNTE	\$75,000.00	\$67,778.75	\$1,289.99	\$69,103.80	\$68,379.14	\$724.66	\$3,644.03	\$7,221.20
10-Dept Of City Services: - <i>Dept. of City Services</i>	Hourly	-	\$28,567.50	\$123.75	\$28,691.25	\$28,650.00	\$41.25	\$990.00	N/A
10-Redondo Library: - <i>Redondo Beach Library</i>	HNTE	\$75,000.00	\$3,760.00	\$4,477.97	\$8,347.97	\$4,287.97	\$4,060.00	-	\$67,490.00
City Services Total:		\$223,115.00	\$135,390.00	\$23,260.51	\$159,159.84	\$140,518.43	\$18,641.41	\$12,629.03	\$110,042.45
County - County Municipal Offices									
10 Municipal Offices - 3: - <i>Municipal Offices Technical</i>	Hourly	-	\$11,734.75	\$5,002.85	\$16,987.60	\$13,609.05	\$3,378.55	\$178,182.50	N/A
10-CBS New System: - <i>Crystal Blue Waters New System</i>	Fixed	\$3,500.00	\$2,740.00	-	\$2,740.00	\$2,500.00	\$240.00	\$2,200.00	\$760.00
10-CBS Support: - <i>Crystal Blue Waters Ongoing Support</i>	Hourly	\$7,800.00	\$17,895.00	-	\$17,895.00	\$15,225.00	\$2,670.00	\$3,274.25	OVER
10-Crystal Blue Water: - <i>Crystal Blue Waters New System</i>	Fixed	\$10,000.00	\$19,760.00	\$575.00	\$20,405.00	\$11,500.00	\$8,905.00	\$7,180.00	OVER
10-Harbor Bldg 42: - <i>Long Beach Harbor Terminal Bldg.</i>	HNTE	\$75,000.00	\$20,822.50	\$523.10	\$21,345.60	\$13,562.84	\$7,782.76	\$3,577.50	\$54,177.50
10-Harbor Terminal Bldg 61: - <i>Long Beach Harbor Term</i>	%	\$157,000.00	\$34,035.00	\$326.95	\$34,361.95	\$23,081.95	\$11,280.00	-	\$122,965.00
10-Harbor: - <i>Long Beach Harbor</i>	Hourly	-	\$5,882.50	\$565.24	\$6,447.74	\$3,550.24	\$2,897.50	\$8,200.00	N/A
10-Long Beach Harbor: - <i>Long Beach Harbor - Recurrin</i>	Recurring	-	\$8,000.00	-	\$8,000.00	\$6,000.00	\$2,000.00	\$9,156.00	N/A
10-Municipal Offices: - <i>Municipal Offices Feasibility</i>	Fixed	\$2,200.00	\$1,922.50	\$185.99	\$2,108.49	\$2,033.49	\$75.00	\$150.00	\$277.50
10-Municipal Offices-2: - <i>Municipal Offices Developme</i>	Fixed	\$65,000.00	\$147,830.00	\$524.35	\$144,604.36	\$136,312.43	\$8,291.93	\$997.65	OVER
County Total:		\$320,500.00	\$270,622.25	\$7,703.48	\$274,895.74	\$227,375.00	\$47,520.74	\$212,917.90	\$178,180.00
Factor Foundation - Factor Foundation									
10-Fun Foods: - <i>Fun Foods 2.0 Upgrade</i>	Fixed	\$15,000.00	\$25,848.75	-	\$25,854.07	\$15,000.00	\$10,854.07	\$220.00	OVER
Factor Foundation Total:		\$15,000.00	\$25,848.75	-	\$25,854.07	\$15,000.00	\$10,854.07	\$220.00	-
Global Tech - Global Technology									
10-Green Thumb: - <i>Green Thumb Starter System</i>	Fixed	\$10,500.00	\$9,000.00	\$339.02	\$9,339.02	\$5,000.00	\$4,339.02	\$5,905.00	\$1,500.00
Global Tech Total:		\$10,500.00	\$9,000.00	\$339.02	\$9,339.02	\$5,000.00	\$4,339.02	\$5,905.00	\$1,500.00
Grand Total:		\$819,115.00	\$478,361.00	\$31,816.41	\$507,262.07	\$420,446.83	\$86,815.24	\$231,671.93	\$502,222.45

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Employee Utilization

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Employee	Billable	Non-Bill	Marketing	Overhead	Vacation	Sick	Holiday	Hours
AM - Allen Marcello System Administrator	1,375.50 91.23%	30.00 1.99%	0.00 0.00%	0.00 0.00%	18.00 1.19%	12.25 0.81%	72.00 4.78%	1,507.75
BD - Bob Duncan Draftsman	651.50 89.19%	0.00 0.00%	5.00 0.68%	0.00 0.00%	24.00 3.29%	0.00 0.00%	50.00 6.84%	730.50
BW - Bert Woolmer Director	1,823.50 95.83%	0.25 0.01%	0.00 0.00%	0.00 0.00%	18.00 0.95%	0.00 0.00%	61.00 3.21%	1,902.75
CJ - Curtis James Senior Engineer	2,439.25 96.85%	5.75 0.23%	0.00 0.00%	0.00 0.00%	15.50 0.62%	0.00 0.00%	58.00 2.30%	2,518.50
Geo Engineering - Greg Wang Geotechnical Engineers	46.00 100.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	46.00
JA - Jennifer Arlington Principal	794.25 66.86%	9.25 0.78%	230.50 19.40%	18.00 1.52%	57.00 4.80%	0.00 0.00%	79.00 6.65%	1,188.00
JD Consulting - John Ramsey MEP Engineers	46.50 100.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	46.50
MK - Mark Kerns Jr. Architect	601.75 25.85%	0.00 0.00%	0.00 0.00%	1,605.75 68.99%	40.00 1.72%	0.00 0.00%	80.00 3.44%	2,327.50
RC - Richard Curtis Senior Engineer	974.25 92.06%	0.00 0.00%	0.00 0.00%	0.00 0.00%	16.00 1.51%	0.00 0.00%	68.00 6.43%	1,058.25
RT - Riley Thomas Sr. Architect	960.00 92.49%	0.00 0.00%	0.00 0.00%	0.00 0.00%	18.00 1.73%	0.00 0.00%	60.00 5.78%	1,038.00
SB - Sarah Beth Jr. Consultant	1,861.75 96.08%	0.00 0.00%	0.00 0.00%	0.00 0.00%	18.00 0.93%	0.00 0.00%	58.00 2.99%	1,937.75
SE - Rose Annbach Office Manager	774.50 87.59%	0.00 0.00%	0.00 0.00%	0.00 0.00%	26.75 3.03%	6.00 0.68%	77.00 8.71%	884.25
SL - Sally Lawrence Jr. Architect	299.00 15.63%	0.50 0.03%	0.00 0.00%	1,469.00 76.81%	40.00 2.09%	8.00 0.42%	96.00 5.02%	1,912.50
WB - Walter Birch General Manager	1,650.25 87.23%	4.25 0.22%	85.50 4.52%	41.75 2.21%	38.00 2.01%	0.00 0.00%	72.00 3.81%	1,891.75
Grand Total:	14,298.00 75.29%	50.00 0.26%	321.00 1.69%	3,134.50 16.51%	329.25 1.73%	26.25 0.14%	831.00 4.38%	18,990.00



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Staff Profit Report - Billed

YTD Date Range: 1/1/2012 - 3/10/2012

Printed on: 3/10/2012

Filters Used:

- Employee Date Hired: 1/1/1970 to 12/31/2011

	HOURS				AMOUNT					PROFIT ANALYSIS			
	Billable	Non-Billable	Total	% Billable	Billable Labor	Billable Expense	Non-Billable Expense	Total \$	WU/WD \$	Billed	Billable	Cost	Profit
Rose Annbach (SE)													
Curr->	774.50	109.75	884.25	87.59%	\$60,400.00	\$0.00	\$0.00	\$60,400.00	\$33,091.61	\$83,026.61	\$93,491.61	\$33,360.24	\$49,666.37
YTD->	129.50	8.00	137.50	94.18%	\$10,165.00	\$0.00	\$0.00	\$10,165.00	\$0.00	\$9,495.00	\$10,165.00	\$5,248.78	\$4,246.22
YTD Net Billable to Billable:			100.00%		YTD Effective Earnings per Hour:		\$78.49	YTD Realization per Hour:		\$73.32	YTD Earnings per Hour:		\$73.93
Sally Lawrence (SL)													
Curr->	299.00	1,613.50	1,912.50	15.63%	\$25,286.75	\$2,621.05	\$0.00	\$27,907.80	\$1,190.77	\$22,967.92	\$29,098.57	\$29,869.88	(\$6,901.96)
YTD->	30.00	8.00	38.00	78.95%	\$2,565.00	\$373.67	\$0.00	\$2,938.67	(\$456.97)	\$2,481.70	\$2,481.70	\$1,190.63	\$1,291.07
YTD Net Billable to Billable:			84.45%		YTD Effective Earnings per Hour:		\$82.72	YTD Realization per Hour:		\$82.72	YTD Earnings per Hour:		\$65.31
Walter Birch (WB)													
Curr->	1,650.25	241.50	1,891.75	87.23%	\$191,650.00	\$2,703.10	\$0.00	\$194,353.10	\$2,906.64	\$136,847.24	\$197,259.74	\$104,190.69	\$32,656.55
YTD->	334.25	8.75	343.00	97.45%	\$39,275.00	\$0.00	\$0.00	\$39,275.00	(\$2,192.59)	\$31,094.91	\$37,082.41	\$18,690.54	\$12,404.37
YTD Net Billable to Billable:			94.42%		YTD Effective Earnings per Hour:		\$110.94	YTD Realization per Hour:		\$93.03	YTD Earnings per Hour:		\$108.11
Grand Total													
Curr->	14,232.50	4,707.75	18,940.25	75.14%	\$1,203,463.14	\$24,851.75	\$4,362.50	\$1,232,677.39	\$82,941.54	\$1,042,893.47	\$1,311,256.43	\$687,072.80	\$355,820.67
YTD->	2,017.50	88.00	2,105.50	95.82%	\$175,150.00	\$5,560.49	\$4,325.00	\$185,035.49	(\$789.00)	\$151,711.03	\$179,921.49	\$91,183.59	\$60,527.44
YTD Net Billable to Billable:			99.56		YTD Effective Earnings per Hour:		\$89.18	YTD Realization per Hour:		\$75.20	YTD Earnings per Hour:		\$85.45