



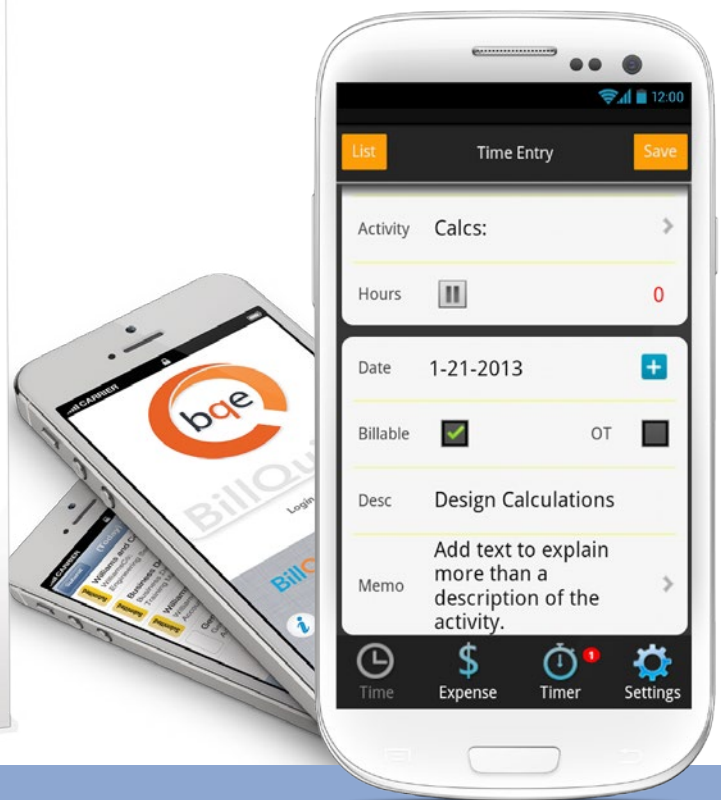
# Meet Your New Favorite Business Partner

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 **BillQuick** 2013

[www.bqe.com](http://www.bqe.com)

# Simple, Beautiful, Powerful



Say goodbye to surprises. BillQuick 2013 helps you analyze past project performances at a glance while enjoying a clear view of the future, so you stay on top of all your data and deadlines with ease.

# Allocate Resources Effortlessly

Task Allocation									
Calendar View									
View By: Employee, Hours Interval: Week Start Date: 01/27/2013									
Name	Title	Actual Hours	Scheduled Hours	2013 1/27 - 2/2	2013 2/3 - 2/9	2013 2/10 - 2/16	2013 2/17 - 2/23	2013 2/24 - 3/2	
Allen Marcello	System Administrator	182.00	205	32	45	32	32	32	
09-PV Country Club:	Design Calculations	13.00	45	0	45	0	0	0	
10-Hillard:2-DD	Accounting	0.00	32	0	0	0	0	0	
10-Hillard:2-DD	Blue Printing	0.00	32	0	0	0	32	0	
10-Hillard:2-DD	Computer Maintenance/Repair	0.00	32	32	0	0	0	0	
10-Hillard:2-DD	Computer Installation	0.00	32	0	0	32	0	0	
10-Hillard:2-DD	Conference with Client	0.00	32	0	0	0	0	32	
	Other Tasks	169.00	0	0	0	0	0	0	
Bob Duncan	Draftsman	61.50	192	32	32	32	32	32	
Bert Woolmer	Director	174.75	224	32	32	32	32	32	
Curtis James	Senior Engineer	393.50	242	50	32	32	32	32	
Jennifer Arlington	Principal	110.25	192	32	32	32	32	32	
Mark Kerns	Jr. Architect	96.00	200	32	32	40	32	32	
Richard Curtis	Senior Engineer	105.00	192	32	32	32	32	32	
Riley Thomas	Sr. Architect	100.00	180	32	20	32	32	32	
Sarah Beth	Jr. Consultant	270.50	192	32	32	32	32	32	
Rose Annbach	Office Manager	149.25	200	32	32	32	32	40	
Sally Lawrence	Jr. Architect	50.00	192	32	32	32	32	32	
Walter Birch	General Manager	308.75	242	50	32	32	32	32	
		2,001.50	2,453.00	420.00	385.00	392.00	384.00	392.00	

## Employee Workload Forecaster (P/E)

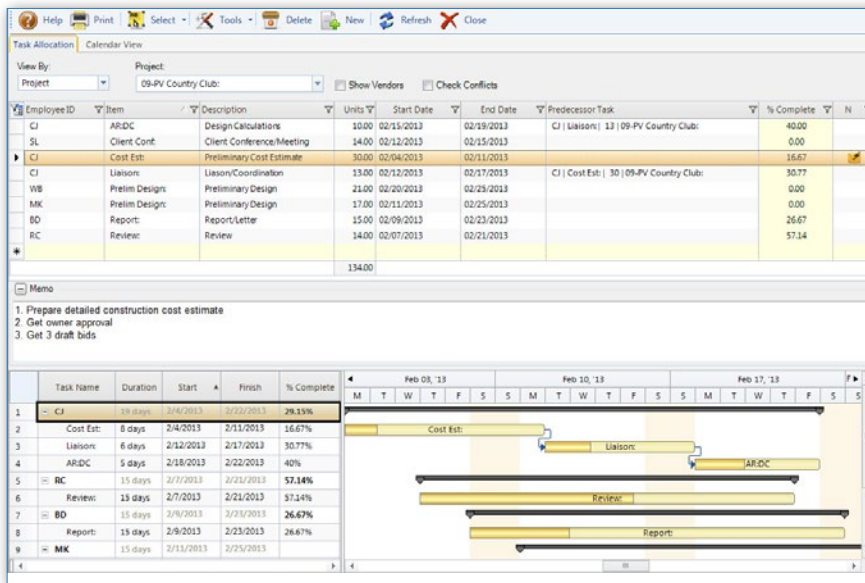
See the assignments for each employee in a beautiful color-coded calendar and instantly learn which team members are overextended or under-utilized. Keep an eye on not only your forecasted work, but also who is available to work on your next project.

Revenue Forecaster (P/E)									
Interval: Week Start Date: 01/27/2013									
Actual Amount	Scheduled Amount	2013 1/27 - 2/2	2013 2/3 - 2/9	2013 2/10 - 2/16	2013 2/17 - 2/23	2013 2/24 - 3/2			
\$25,486	\$12,800	\$2,560	\$2,560	\$2,560	\$2,560	\$2,560	\$0	\$0	\$0
\$0	\$2,560	\$0	\$0	\$0	\$2,560	\$0	\$0	\$0	\$0
\$0	\$2,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$2,560	\$0	\$0	\$0	\$2,560	\$0	\$0	\$0	\$0
\$0	\$2,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,560
\$0	\$2,560	\$2,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$2,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$25,486	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$4,805	\$12,250	\$0	\$3,290	\$2,240	\$2,240	\$2,240	\$2,240	\$2,240	\$2,240
\$15,161	\$24,640	\$3,520	\$3,520	\$3,520	\$3,520	\$3,520	\$3,520	\$3,520	\$3,520
\$31,870	\$44,250	\$7,500	\$9,300	\$8,250	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800
\$10,995	\$11,520	\$1,920	\$1,920	\$1,920	\$1,920	\$1,920	\$1,920	\$1,920	\$1,920
\$6,993	\$16,815	\$3,040	\$3,040	\$1,615	\$3,040	\$3,040	\$3,040	\$3,040	\$3,040
\$9,617	\$22,660	\$3,520	\$5,060	\$3,520	\$3,520	\$3,520	\$3,520	\$3,520	\$3,520
\$6,651	\$22,200	\$4,800	\$3,000	\$4,800	\$0	\$4,800	\$0	\$4,800	\$0
\$17,540	\$13,440	\$2,240	\$2,240	\$2,240	\$2,240	\$2,240	\$2,240	\$2,240	\$2,240
\$11,745	\$13,400	\$2,144	\$2,144	\$2,144	\$2,144	\$2,144	\$2,144	\$2,144	\$2,680
\$4,058	\$17,613	\$2,736	\$2,736	\$3,933	\$2,736	\$2,736	\$2,736	\$2,736	\$2,736
\$34,558	\$46,025	\$8,750	\$5,600	\$5,600	\$9,275	\$5,600	\$5,600	\$5,600	\$5,600
\$179,481	\$257,613	\$42,730	\$41,850	\$42,342	\$37,995	\$39,656	\$39,656	\$39,656	\$39,656

## Revenue Forecaster (P/E)

Using the allocated task information, BillQuick can calculate and forecast your revenue so you can manage your cash flow efficiently.

# Allocate Resources Effortlessly

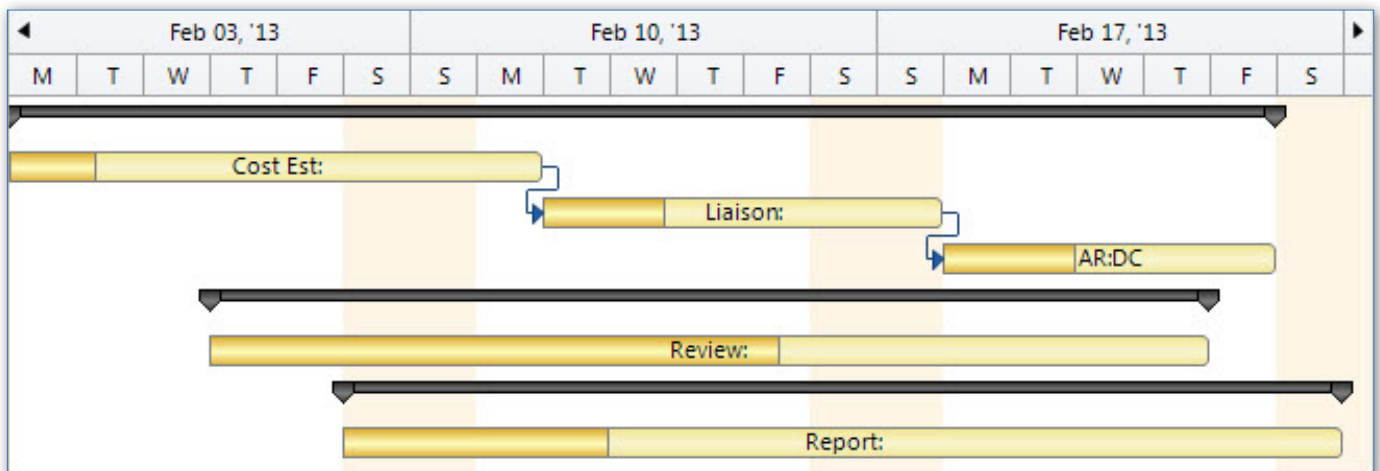


## Task Allocation Made Simple (P/E)

Scheduling project teams just got a lot easier for managers. Now you have the ability to create parent and dependent tasks, which ensures that dependent tasks are automatically rescheduled if the parent task gets delayed. For each task, you can also:

- Update the percentage complete
- Prioritize tasks
- Assign a custom descriptions and record detailed memos

To help schedule work for employees quickly, we've also added a handy task duplication feature that simply copies tasks from one period to another.



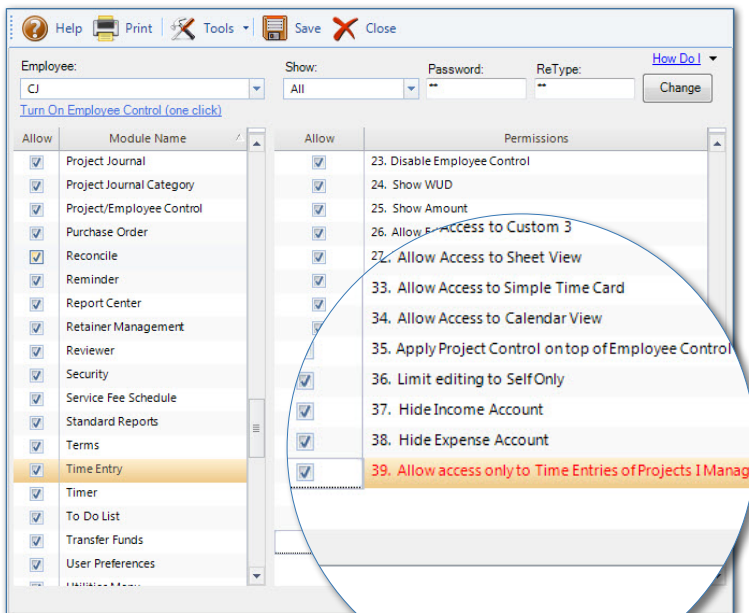
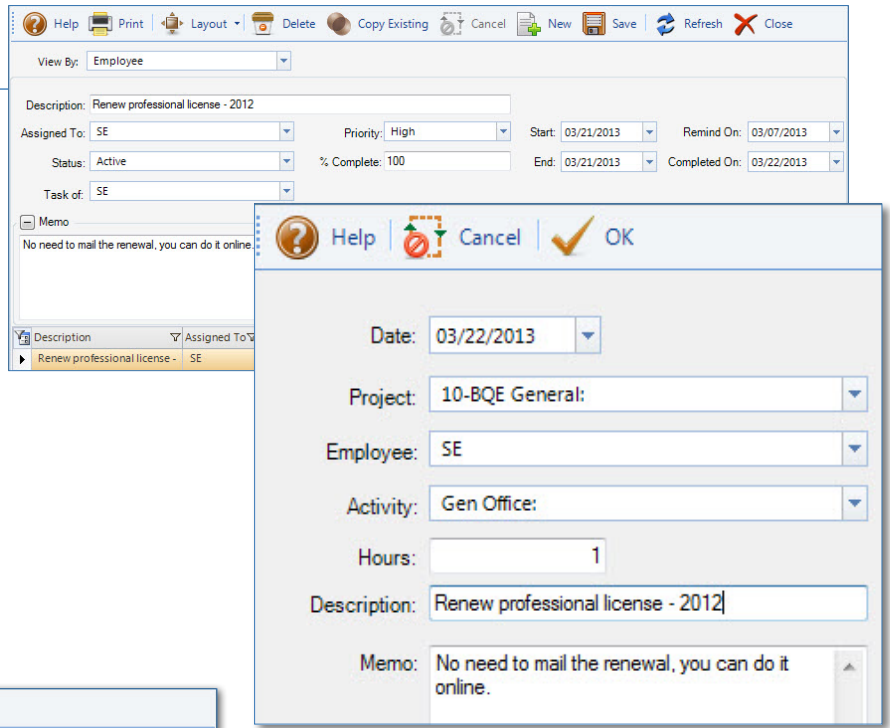
## Robust Gantt Chart Tools (P/E)

Print Gantt charts of your project schedule and share them with your team. Zoom to view the assignments by day, week and month so you never miss a beat, or a deadline.

# Save Time with Intelligence

## Create Time Entries From To-Do Items (P/E)

Update a project related To-Do item, and BillQuick 2013 will offer you the option to make a time entry from the update, which eliminates the inaccuracy of double-entry and makes sure your billable time never slips through the cracks.



## Streamlined Visibility for Project Managers (B/P/E)

This new Security option saves project managers the effort of sifting through data by giving them the ability to see only time and expense data for projects they're personally managing.

## Additional Features

### Attach all Related Documents to Emails with One Click (P/E)

You often need to include contracts, non-disclosure agreements, confirmations, engagement letters and other documents when you email proposed project estimates to prospects. BillQuick 2013 lets you include all files linked to a record with a single click when you email an estimate.

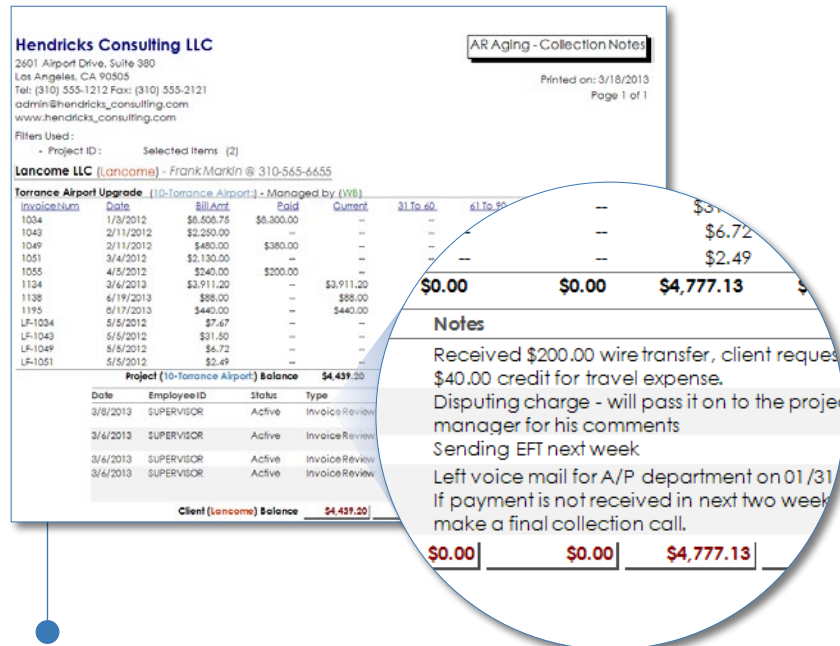
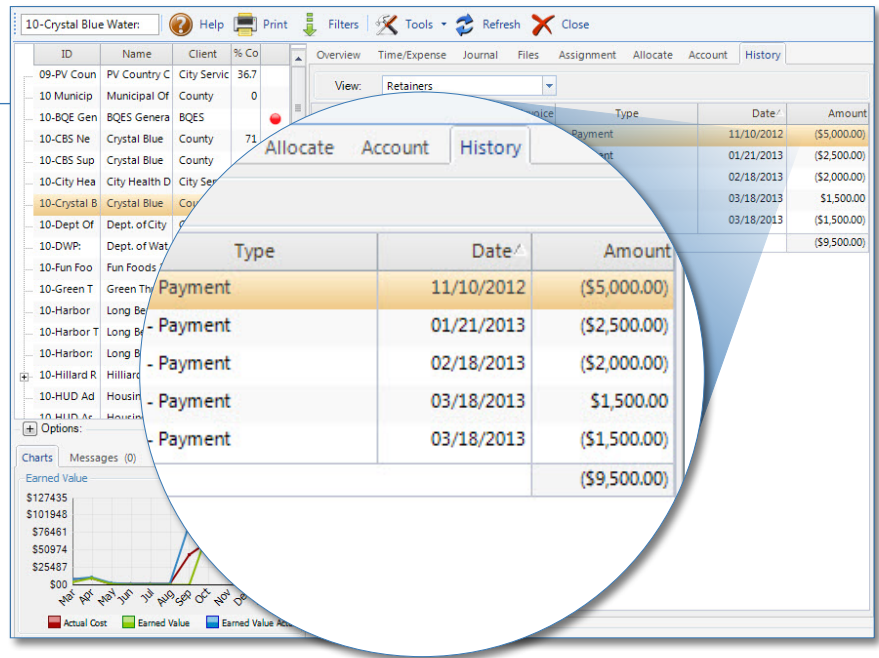
### Automatic Check Generation (B+/P+/E+)

Refund a client retainer, and BillQuick 2013 automatically prepares the refund check for you.

# Speed Up Cash Flow

## Easily Monitor Unpaid Retainers (B/P/E)

Save time by viewing unpaid retainers right from the Project screen or the Project Center without having to run Retainer Aging Reports each time, and make sure you collect what's due to you.



## Aging Report with Collection Notes (P/E)

Keep your principals and managers updated about collection efforts and the status of open invoices by using the new Aging Report that can print all previous collection notes below each open invoice.

## Additional Features

### Invoice Approval Alerts (P/E)

Cash flow is easily improved by sending client invoices out as soon as they're approved by a manager. BillQuick 2013 emails you an immediate notification when your draft invoices get approved, so no time is wasted between working and getting paid. Vendor Bills and Purchase Orders also now have this capability.

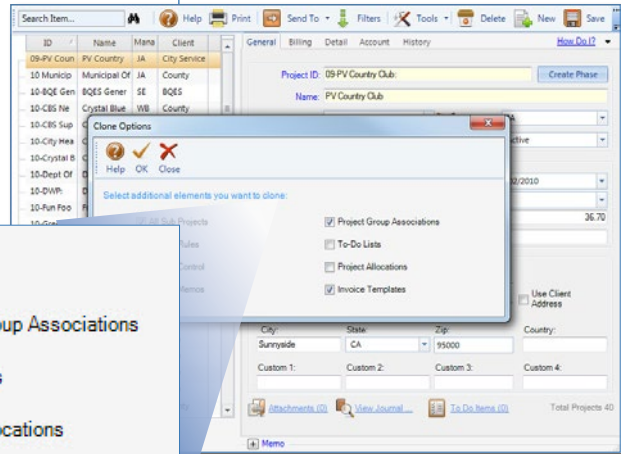
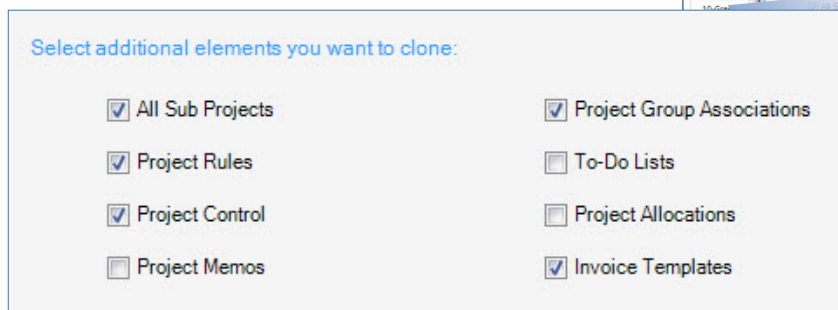
### Automatic Bi-weekly Invoices (P/E)

This easy "Set it and Forget it" feature automatically generates your invoices every two weeks, so you can expect to receive more frequent payments with less effort, without even having to remember to bill.

# Manage Projects and Clients with Ease

## Custom Cloning (B/P/E)

Never start from scratch again—clone projects and important elements like To-Do Lists, Sub-Projects, Rules and more can be copied so you can create new jobs in seconds, just the way you want.



## Additional Features

### Easily Track Schedules in Real-Time (E)

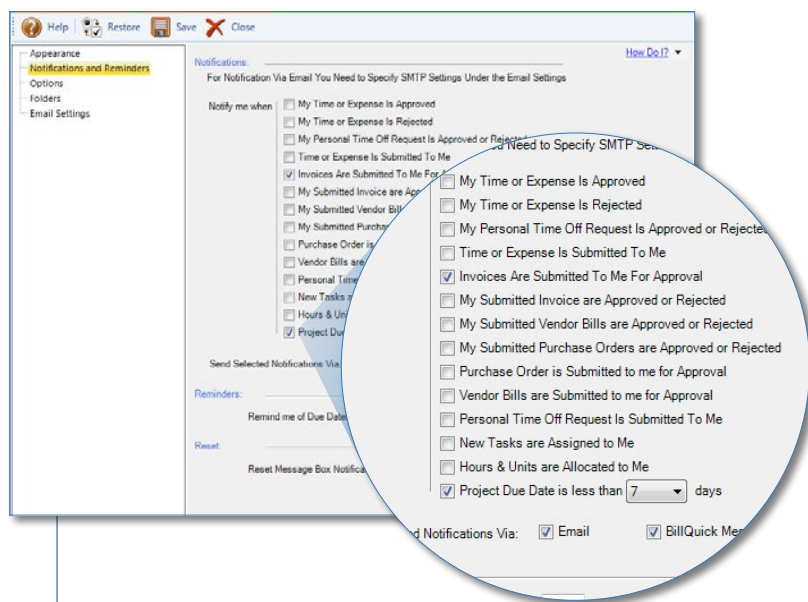
Develop project schedules and track them in real-time effortlessly with automatic notifications. Get informed when tasks are updated, subscribe to the changes in tasks, and keep your team in the loop by making sure they receive automatic notifications too.

### Project Snap-Shot Analytics (B/P/E)

Compare past project performances to your current jobs with ease by applying date filters to further narrow down the snap-shot information available on the Project screen and in the Project Center.

### Easily Merge Multiple Clients (E)

Just as you can merge projects, now you can merge multiple clients into one. BillQuick 2013 will automatically roll up the related projects, invoices and payments.



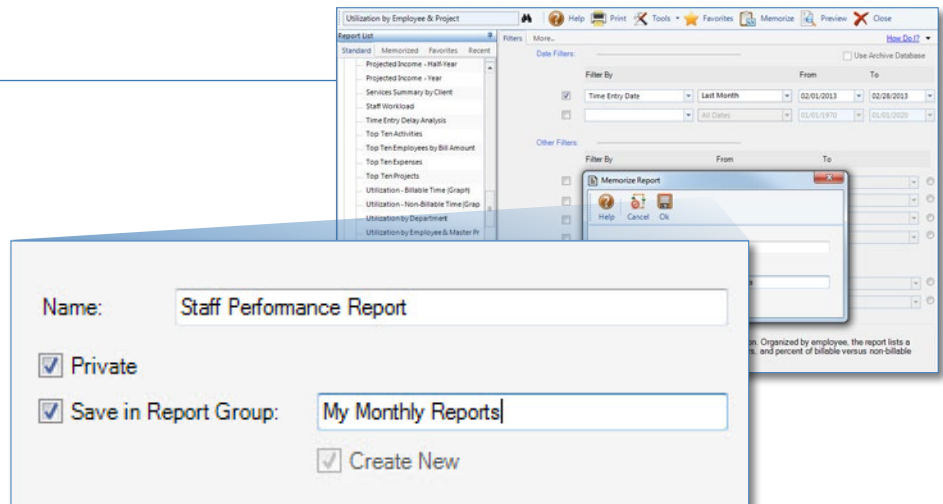
## Due Date Alerts (E)

Never miss a deadline again—BillQuick 2013 scans the due dates for all active projects and notifies managers several days in advance, eliminating those stressful surprises from your work week.

# Stay Organized with Intelligent Reports and Invoices

## Keep Private Memorized Reports (B/P/E)

With everyone adding to the list of memorized reports, the list can sometimes become long and difficult to navigate. BillQuick 2013 allows you to mark your memorized reports as "Private", which not only keeps the overall list of such reports short, but also ensures that sensitive reports are hidden from others.



## Additional Features

### New and Redesigned Reports (B/P/E)

We've not only added 30 new reports to keep you tuned in to all aspects of your business, we've also redesigned dozens of others. Keep track of even more data with new reports like: Cash-Based Trial Balance, Paid Time & Expense, A/R Reconciliation Summary, Project Contract Analysis, Invoiced Time & Expense and many more.

### Custom Fields on Invoices (E)

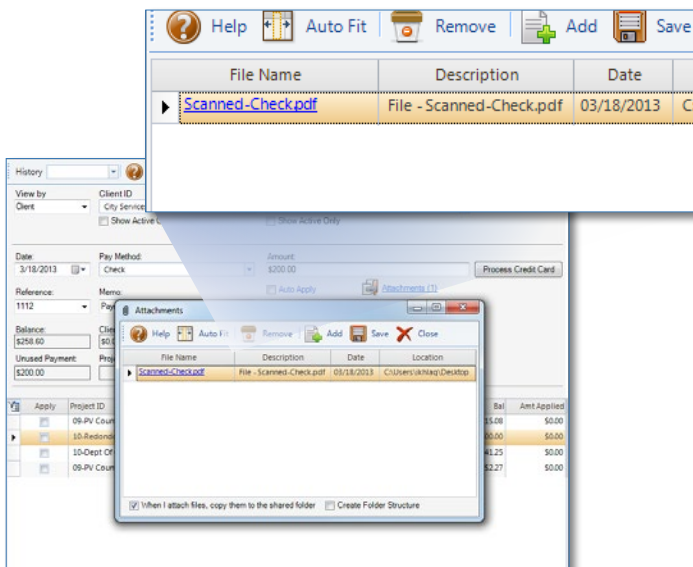
BillQuick 2013 includes three new customizable fields, with editable captions. Use these fields to track more information than ever. Include a revenue category, and easily gauge what the invoice revenue is being tracked against. Not only can you customize the names of these fields, you can also change the user interface and assign your own drop-down value lists.

### Smart Printing (B/P/E)

BillQuick started with the best filters in the industry and made them even better to help you print Reports with your on-screen filters automatically applied. Do less visual scanning to get a crystal clear picture of what's going on in your business.

### Change Grouping of Reports On-The-Fly (B/P/E)

You may prefer to run a Report by Project Manager, or by Client, or by Project. Now you can change the organization of many reports on the fly, with no need for customization, thanks to a newly added grouping panel.



## Attach Files to Payments Received (E)

Stay organized by attaching copies of checks or wire transfers you've received to your payment record. Attach as many as you'd like, and rest assured that they're all in one safe, easy-to-find place.



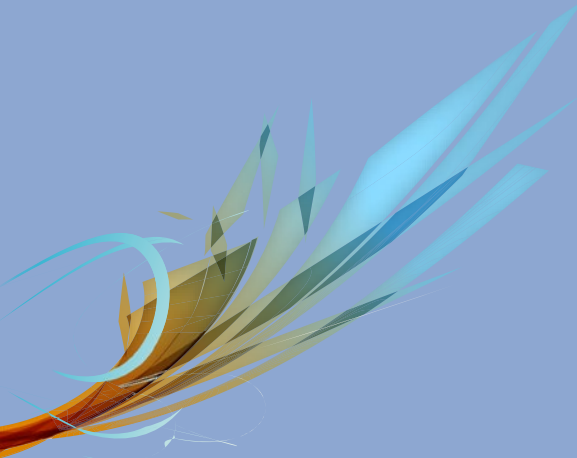


# BillQuick 2013

Compare the new and advanced features by edition.

FEATURE	Enterprise	Pro	Basic
Real-Time Schedule Tracking	✓		
Project Due Date Alerts	✓		
Attach Files to Payments Received	✓		
Multiple Client Merging	✓		
Custom Fields on Invoices	✓		
Employee Workload Forecaster	✓	✓	
Robust Interactive Gantt Chart Tools	✓	✓	
Automated Task Assignments	✓	✓	
Time-Entries Created from To-Do Items	✓	✓	
Invoice Approval Alerts	✓	✓	
Aging Report with Collection Notes	✓	✓	
Automatic Bi-Weekly Invoices	✓	✓	
GST/VAT Amounts Viewable per Time and Expense Entry	✓	✓	
Streamlined Project Visibility for Project Managers	✓	✓	✓
Single-Click Attachment of All Related Documents to Emails	✓	✓	✓
Snap-Shot Project Performance Analysis by Date	✓	✓	✓
Custom Cloning of Projects	✓	✓	✓
Single-Screen Monitoring of Unpaid Retainers	✓	✓	✓
Private Memorized Reports	✓	✓	✓
Automatic Check Generation *	✓	✓	✓
Print Filtered Information on Reports	✓	✓	✓
Change Groupings of Reports On-The-Fly	✓	✓	✓
Universally Adjustable Account Numbers *	✓	✓	✓
Batch-Printable Deposit Slips *	✓	✓	✓

\* = Feature Available in BillQuick Plus Accounting



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