Conversion Guide

BillQuick Custom Data Conversion

*Built With **Your** Industry Knowledge*

Contents

Data Conversion

This Custom Data Conversion Guide defines the options and data conversion process for new BillQuick® users.

Data Conversion Options

BillQuick includes built-in conversion wizards and features. These include:

- Wind2/Deltek FMS (built-in conversion wizard)
- Timeslips (built-in conversion wizard)
- QuickBooks Pro/Premier/Enterprise and other editions (built-in integration)
- Sage 50 (formerly Peachtree) US Edition/Complete/Premium Accounting (built-in integration)
- MYOB Premier Australia, Accounting/Accounting Plus (built-in integration)
- Import feature (built-in)

While several options are built-in, you must utilize a BillQuick Consultant if:

- You have a program other than those listed above.
- You do not have the technical confidence or time to plan, conduct, rest and re-run conversions for built-in wizards or integration options.

When you fulfill the above conditions, you need a custom conversion for your data (*see below*). If you do not fulfill the above conditions, be sure you have sufficient time and strong technical confidence to plan and carry out the conversion yourself. You do not want to risk data errors or waste time that could be valuable.

Custom Conversions

A BillQuick Consultant can convert data from a growing number of programs. Some of those programs include:

- Wind2/Deltek FMS
- Deltek Advantage
- Deltek Vision
- Deltek Costpoint
- Deltek Time
- Sema4
- ProSystem *fx* Practice Management
- Sage MAS 90
- HighTower Time and Billing
- Creative Solutions Practice Solutions
- Tenrox
- Replicon
- Journyx
- Axium
- ArchiOffice/EngineerOffice
- Timeslips

In addition to these programs, BillQuick Consultants have successfully moved data from proprietary software, Excel spread sheets and other data sources.

Consulting fee for customized data conversion to BillQuick is non-refundable.

Data Conversion to BillQuick

BillQuick's proprietary custom conversion tools transfer the following data from the source program to BillQuick.

Source Data	BillQuick Data	Notes
Customer records	Client records	Contact details *only* (name, address)
Service items/ Billing codes	Activity Code records	ID, Description, Active or Inactive status, Billable status
Expense items	Expense Code records	ID and description, Active or Inactive status, Billable status
Project data	Project records	Contract Type, Contract Amount, Project Name, Project Manager
Employee records	Employee records	Contact details *only* (name, address), Active or Inactive status, Employee Bill Rate (if available in the source data)
Time records	Time entries	Associated with a project or client. The billable value, billable status, and bill and cost rates may not transfer if not set up correctly in the source.
Expense records	Expense entries	Associated with a project or client. The billable value, billable status, and cost rates may not transfer if not set up correctly in the source.
Invoice records	Invoices	Links to time and expense records included on an invoice will transfer only if you have created invoices based on time and expense entries.
Payment records	Payments	Associated with invoices *only*. Retainer payments should be associated with a project or client.
Vendor records	Vendor	Contact details *only* (name, address)
Rate Cards/ Bill Schedules	Service Fee Schedules	We transfer rate cards from Sema 4, Deltek FMS, Wind2

From this point onwards, your time and billing information will be in a single database (the BillQuick database). In other words, all your historical information – billed and unbilled time and expenses, paid and unpaid invoices, payment history – is now in BillQuick. After conversion, you can archive your old data at your convenience.

What to Expect

In the conversion process, it is important to set realistic expectations about timetables and tasks to be done by the ***BillQuick Consultant*** and ***by you***.

Timetable. . .	Data conversion can take more than 30 days depending on the availability of BQE engineers. Data conversions are scheduled on a first-come, first-done basis with the BillQuick Conversion Team. You will be given a preliminary start date, and will be kept informed of any unforeseen delays.
	Conversion begins only after the customer provides the information required (*see Conversion Process below*). This information is control information such as record counts and key amounts. ***Data conversion will not start until the information required is provided.*** Delays in receiving information, including source files, may shift your place in the Team's schedule.
	Preliminary data conversion time estimates are based on previous data conversions jobs. These jobs include only the data required to process within BillQuick (*see Data transferred. . . below*). The final number of hours required to complete the conversion will depend on unforeseen issues with the data or data beyond what BillQuick requires. ***Any additional hours required may extend the timetable and increase your conversion fee.*** If such a situation arises, you will be informed as soon as possible.
	If you adapted your old software to accommodate the unique information tracking or processing needs of your business (for example, utilized data fields for other than their original purpose), the BillQuick Consultant will provide an estimate of additional time. This may also increase the data conversion fee.
Data transferred. . .	Standard conversion services include only the data BillQuick requires to function properly.
	Vendor bills are not transferred to BillQuick. If you want vendor bills transferred, ***and*** the information can be transferred reliably and accurately, there will be an additional charge.
	Payroll data is not transferred because BillQuick does not do payroll. Depending on your old data and your new accounting package, the BillQuick Consultant will recommend solutions for transferring this data.
	Accounts Payable data is not transferred. Depending on your old data and your accounting software, the BillQuick Consultant will recommend solutions for transferring this data.
	Any other data transfers (or special requests) will be considered an additional service.
QuickBooks and accounting data. . .	If you plan to use QuickBooks as your new accounting software, BQE Software has partnered with third-party certified QuickBooks consultants who can assist you with setting up your accounting system and transferring payables, banking, payroll and other data.
	When appropriate, BQE recommends making simple journal entries for each G/L account as 'Balance Brought Forward'.

Any requests, issues, or unique situations that affect the timetable or conversion fee must be authorized and payment made ***before*** conversion work will recommence.

Conversion Process

In order to successfully transit from your accounting system to BillQuick, it is important to understand the process involved.

Up until the final step (Step 4 below) of the conversion process, you will continue to use your current software and database. Only in the final step will you stop using it so we can convert the latest data to BillQuick.

Step 1 – Dry-Run

1. After purchasing BillQuick, please make a backup copy of your old software database and send it to BQE Software. You can send a CD via mail or transfer a copy using the FTP protocol. Your BillQuick Consultant can provide instructions to upload your file via FTP.

2. Email the following control information to your BillQuick Consultant:

Control Info	Count/ Amount/ ✓
Total number of clients in your database	
Total number of projects in your database	
Total employee records in your database	
Total vendor records in your database	
Total amount of all un-paid invoices	$
Total amount of un-billed time and expense	$
Total amount invoiced	$
Total payments received on invoices	$
Total retainer amount received	$
Value of billable & unbilled time entry	$
Value of non-billable & unbilled time entry	$
Value of billable & unbilled expenses	$
Value of non-billable & unbilled expenses	$
Aging Report Summary for all Clients and Projects (PDF format)	
Aging Report Details for all Clients and Projects (PDF format)	
WIP Report (Unbilled Time and Expense for all Clients and Projects) (PDF format)	

This control information ensures complete and accurate transfer of data. Please be sure the information is accurate because it can cause delays in the conversion timetable.

Step 2 – First User Review

1. After the data is converted and verified against the control information, the new BillQuick database will be sent to you for review. If you notice any discrepancy in the data, please contact your BillQuick Consultant.

2. If the discrepancy is specific to your database, the Consultant will fix the items for you at an extra cost by running one or more update queries. (This is typically faster and less costly than manually updating many records.)

3. If the discrepancy is identified as a new element or a problem with the conversion programs, the incident will be escalated to the BQE Engineering Team. Depending on the situation, this process may take several weeks to remedy.

Step 3 – Final Review

1. After all noted discrepancies are fixed, a new database will be sent to you for final review. After you are satisfied with the accuracy and completeness of the final data, please let your Consultant know that you are now ready for the final step.

Step 4 – Switch Over

1. Book a date with your consultant when you will stop using your current database. This is typically after you have completed a billing cycle and completed tasks for the month. If possible, schedule the final conversion late in the week to minimize the days for manual tracking of time and expenses.

   We ***strongly recommend*** *you to* schedule your BillQuick Training at this stage. This ensures continuity in the conversion process and also the availability of trainers at the right time.

2. Send the latest database for final conversion on the scheduled day. Normally, the final conversion takes 2 to 3 business days. You ***should not*** use your old software or database.

3. When you receive your final BillQuick database, you will need to fine-tune the data for optimum value. Your Consultant will provide a list of edits and manual changes you may need to make.

4. After you are done with the optimization, you can then start working on BillQuick and schedule your trainings.

For more information on BillQuick, please check the **BillQuick Help** or visit *BQE Support* for additional documentation.

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