



BillQuick vs. Web Suite vs. Online

This chart is designed to help you determine which version of BQE BillQuick—Desktop, Web Suite or Online—is the best fit for your firm. As a rule of thumb, firms that host their own servers typically prefer Web Suite, firms that prefer to work in the cloud like Online, and those who want an installed application use Desktop.

	Desktop	Web Suite	Online
Ease-of-Use			
Convert Appointments into Time Entries via Microsoft Exchange Integration		✓	
Access via Internet/Intranet		✓	✓
Access via iPhone or Android Phone		✓	✓
Single-Click DCAA Compliance	✓	✓	✓
Track Collected and Paid Taxes (GST, PST, HST, VAT, etc.)	✓	✓	✓
Multiple Currencies	✓	✓	✓
To-Do Lists and Tasks	✓	✓	✓
Custom Fields	✓	✓	✓
Wizards for Easy Setup and Billing	✓		
Timeslips® and Wind2/FMS Data Conversion Wizards	✓		
Custom Conversion	✓		
Easily Import/Export Data	✓		

Intelligent Time and Expense

Write Up/Down Entries	✓	✓	✓
Track Overtime and Compensation Time	✓	✓	✓
Multiple Screens for Time and Expense Entry	✓	✓	✓
Auto-Apply Standard and Special Bill Rates	✓	✓	✓
Back Out Taxes Paid with Expense Items	✓	✓	✓
Record Unlimited Length Notes for Time and Expenses	✓	✓	✓
View Time and Expenses by Either Employee or Project	✓	✓	✓
Support for Multiple Currencies in Expense Sheets	✓	✓	✓
Auto-Check if Time or Expense Exceed Contract Amount	✓	✓	✓



	Desktop	Web Suite	Online
Create Time Entries From To-Do Items	✓	✓	✓
Attach Web References/URLs to Records	✓	✓	✓
Submittal, Review and Approval Process	✓	✓	✓
Personal Time Off Management	✓	✓	✓
Analyze Time and Expense Entries for Multiple Projects or Employees on a Single Screen	✓	✓	✓
Run Simultaneous Timers for Multiple Projects and View on a Single Screen	✓	✓	✓
Shorthand Codes for Memos	✓	✓	✓
Track Both Working and Idle Time with Timers	✓		
Automated Check Generation for Retainer Refunds	✓		

Robust Project Management

Create Phases and Segments	✓	✓	✓
11 Contract Types Including 'Cost Plus' and 'Hourly'	✓	✓	✓
Custom Cloning of Projects	✓	✓	✓
Easily Monitor Unpaid Retainers on Project Screen	✓	✓	✓
Single Screen Review of Invoices, Vendor Bills & Purchase Orders	✓	✓	✓
Project Performance Metrics	✓	✓	✓
Retainage per Project	✓	✓	✓
Assign Tasks with an Allocated Hour to Complete	✓	✓	✓
Prioritize Scheduled Tasks for a Project and Assign Custom Descriptions	✓	✓	✓
Automatic Rescheduling of Dependent Tasks upon Parent Task Delay	✓	✓	✓
Auto Notifications When Scheduled Tasks are Updated by Staff	✓	✓	✓
Attach Contracts, NDAs, Engagement Letters, etc. to Emailed Estimates	✓	✓	✓
Track % Complete in Budgets and Tasks (in Addition to Projects)	✓	✓	✓
Assign Activities, Expenses and Employees to Projects	✓	✓	✓
Employee Workload Forecast Calendar	✓	✓	✓
Project Center	✓	✓	✓
Submittal-Approval Workflow Tracking	✓	✓	✓



	Desktop	Web Suite	Online
Real-Time Tracking of Project Schedules	✓	✓	✓
Due Date Alerts	✓	✓	✓
Specify Detailed Contract Amount at Project Phase Levels	✓	✓	✓
Merge Multiple Clients Into One	✓	✓	✓
Exception for Over Contract, Over Budget and Unprofitable Projects	✓	✓	✓
Automatically Record Project Journal Entries on Specific Events	✓	✓	✓
Analyze Budgets with Real-time Spent Information	✓	✓	✓
Quick Update of Project Percentage Complete	✓	✓	✓
Profitability Analysis Graph	✓	✓	✓
Billability Analysis Graph	✓	✓	✓
Project Efficiency Graph	✓	✓	✓
Earned Value Metrics and Graph	✓	✓	✓
Drill Down into and Analyze Job Cost Details	✓	✓	✓

Streamlined Billing and Accounts Receivable

Batch Create Invoices	✓	✓	✓
Detailed Billing	✓	✓	✓
Edit Invoice Descriptions and Memos	✓	✓	✓
Invoice Format Auto-Selected by Contract Type	✓	✓	✓
Assign Special Invoice Format to a Project	✓	✓	✓
Automatic Billing	✓	✓	✓
Percent Complete with Automatic Calculation	✓	✓	✓
Auto Apply Retainers	✓	✓	✓
Progress Billing	✓	✓	✓
Specify Custom Invoice Number per Project	✓	✓	✓
Send Multiple Invoices in a Single Email	✓	✓	✓



	Desktop	Web Suite	Online
Automatically Create Custom PDF Invoice Names	✓	✓	✓
Customizable Billing Screen	✓		

Real-Time Accounts Receivable

Reverse or Void Invoices and Payments	✓	✓	✓
Standard and As-Of Aging Reports with Contact Info and Collection Notes	✓	✓	✓
Auto, Selective and Manual Apply Payments	✓	✓	✓
Customer and Project Statements	✓	✓	✓
Electronic Invoices	✓	✓	✓
Attach Files to Invoices, Print/Email Them with the Invoice	✓	✓	✓
Automatic Notifications of Invoice Approval by Manager	✓	✓	✓
Accept Credit Card Payments	✓	✓	✓
Retainer Management	✓	✓	✓
Collection Center	✓	✓	✓
Automatic Payment Receipts	✓	✓	✓
Submittal and Approval of Invoices	✓	✓	✓
Custom Fields for Invoices	✓	✓	✓
Attach Files to Payments Received (Ex: Scanned PDF of a Check)	✓	✓	✓

BillQuick Plus Accounting

(Optional accounting module available for purchase)

Chart of Accounts with Easy Number Changes	✓	✓	✓
Purchase Orders and Vendor Bills	✓	✓	✓
Purchase Order History	✓	✓	✓
Balance Sheet: Cash and Accrual, Current Year and Comparison	✓		



	Desktop	Web Suite	Online
Profit and Loss Report: Cash and Accrual, Current Year and Comparison	✓		
Statement of Cash Flow	✓		
Trial Balance: Cash and Accrual	✓		
General Ledger	✓		
General Journal Entries and Journal Report	✓		
Deposits and Transfers	✓		
Bank Reconciliation	✓		
Vendor Expenses, Balances and Paid/Unpaid Bills	✓		
Immediate or Batch Print of Deposit Slips	✓		
Pay Vendor Bills	✓		
Write and Print Checks	✓		

Management Assistance

400+ Standard Reports	✓	✓	✓
Favorite and Memorized Reports	✓	✓	✓
Store Reports as PDFs	✓	✓	✓
Dashboard Display of Key Performance Indicators	✓	✓	✓
Performance Metrics (Realization, Utilization, Profit) on Single Screen	✓	✓	✓
View Available Vacation/Holiday/Sick Time in Real-Time	✓	✓	✓
Memorize Reports and Add to a Report Group	✓	✓	✓
Make Memorized Reports Private	✓	✓	✓
Change the Organization of Reports On-The-Fly	✓	✓	✓
Search for Reports by Keyword	✓	✓	✓
List of Similar Reports for Each Standard Report	✓	✓	✓
Description for all Standard Reports	✓	✓	✓
Add Custom Reports to Report Groups with Unique Names	✓		



	Desktop	Web Suite	Online
Report Customization: Change Fonts and Colors	✓		
Customize Reports and Invoices using Crystal Reports®	✓		
Preview Sample Report Without Running a Report	✓		
Re-Run Recent Reports for Up To Several Months	✓		

Smart Security

Role-based Security with Profiles	✓	✓	✓
Audit Trail	✓	✓	✓
Assign Projects, Activities and Expenses to Employees	✓	✓	✓

Seamless Integration

QuickBooks® Integration (QuickBooks 2002 or better)	✓		
Peachtree® Integration (Complete/Premium 2005 or better)	✓		
MYOB® (Australia) Integration	✓		
Export Invoices to LEDES® Format	✓		

Database Support

Microsoft SQL Server®	✓	✓	✓
Microsoft SQL Express®	✓	✓	
Microsoft Access®	✓		

Optional Add-Ons for Purchase

BillQuick Mobile: Free Mobile App for iOS and Android Devices		✓	✓
BillQuick Outlook® Add-In: Convert Appointments, Tasks and Emails into Time Entries	✓		
BillQuick Agent: Time Card Monitoring and Report Scheduling	✓		
BillQuick HR: Human Resource Management	✓		

To learn more about BQE products, call us at
(888) 245-5669 or **email info@bqe.com**.